

**BRAINTREE LOCAL HIGHWAYS PANEL MINUTES - 18th January 2018 6.00pm**

**Committee Room 1, Causeway House, Bocking End, Braintree**

<b>Chairman:</b>	Councillor Mrs J Beavis (ECC)
<b>Panel Members:</b>	Councillor J Abbott (ECC)
	Councillor G Butland (BDC)
	Councillor R van Dulken (BDC)
	Councillor Mrs S Wilson (BDC)
	Councillor J Bendall (BALC)
	Councillor D Gronland (BALC) (until 8.00pm)
	Councillor P Horner (BALC)
	Councillor D Smith (BALC)
<b>Officers:</b>	Sonia Church – Highways Liaison Manager, Essex Highways Jasmine Wiles – Asst. Highways Liaison Manager, Essex Highways Samir Pandya – Commercial and Business Support Manager (BDC)
<b>Secretariat:</b>	Ms Lisa Hinman, Area Manager for North Essex Parking Partnership, was also in attendance.  Alison Webb – Governance and Members Officer (BDC)
	(ECC - Essex County Council) (BDC - Braintree District Council) (BALC - Braintree Association of Local Councils)

Item		Owner
1.	<p><b>Welcome and Introductions:</b></p> <p>Councillor Mrs J Beavis, Chairman of the Local Highways Panel, welcomed everyone to the meeting. Councillor Mrs Beavis was pleased to report that she had commenced her tour of the District and she thanked Sonia Church and Jasmine Wiles for their attendance. Councillor Mrs Beavis will continue with further visits this year.</p>	
2.	<p><b>Apologies for Absence and Declarations of Interest:</b></p> <p><b>Apologies for Absence</b></p> <p>Apologies for absence were received from Councillor S Canning (ECC), Councillor Mrs M Cunningham (BDC), Councillor D Louis</p>	

	<p>(Vice-Chairman) (ECC) and Mr P Partridge, Head of Operations (BDC).</p> <p><b>Declarations of Interest</b></p> <p>The following interests were declared:-</p> <p>Councillor Mrs J Beavis declared a Non-Pecuniary Interest in Agenda Item No. 7 - Potential Schemes List and specifically 'Walking' Scheme LBRA173010 – Repair of footbridge linking Bridge Street and Chapel Street, Halstead as she had set up a 'crowd fund' in her private capacity to raise funds for this scheme. Councillor Mrs Beavis left the meeting whilst this scheme was discussed. In Councillor Mrs Beavis' absence, it was agreed that Councillor J Abbott be appointed Chairman of the Panel.</p> <p>Councillor D Gronland declared a Non-Pecuniary Interest in Agenda Item No. 7 - Potential Schemes List and specifically 'Walking' Scheme LBRA173010 – Repair of footbridge linking Bridge Street and Chapel Street, Halstead as an elected Member of Halstead Town Council.</p>	
<p><b>3.</b></p>	<p><b>Public Questions:</b></p> <p>There following statements were made:-</p> <p>A statement was made by Mr J Konig of Bridport Way, Braintree regarding Scheme LBRA142006 - Carriageway widening, installation of footpath and new kerbing at the B1018 Braintree Road, Cressing. This matter was discussed under Agenda Item 6 - Approved Works Programme (Minute 6 refers).</p> <p>A statement was made by Mr G Pritchard of Bradwell proposing the introduction of a 20mph speed restriction on the 's' bend at The Street, Bradwell.</p> <p>Jasmine Wiles, Essex Highways reported that she had met Mr Pritchard on site to discuss this proposal and that the submission of a scheme request by Bradwell Parish Council, with the support of their local County Councillor, was awaited. Once this had been submitted and processed, the matter would be included on the Local Highways Panel's Agenda.</p>	
<p><b>4.</b></p>	<p><b>Minutes:</b></p> <p>The Minutes of the meeting of Braintree Local Highways Panel held on 21st September 2017 were approved as a correct record and signed by the Chairman.</p>	

<p>5.</p>	<p><b>Matters Arising from Minutes of the Previous Meeting:</b></p> <p>It was reported that all action points which had been recorded at the meeting of Braintree Local Highways Panel on 21st September 2017 had been dealt with.</p> <p>The following matters were raised:-</p> <p><u>Minute 5 – Matters Arising from Minutes of the Previous Meeting (Minute 5 – Public Questions (Speeding Vehicles - Dog Chase, Wethersfield))</u></p> <p>Councillor G Butland, in his capacity as Essex County Councillor for Three Fields and Great Notley Division, reported that Wethersfield Parish Council had carried out a survey of residents regarding possible solutions and that the Parish Council had agreed how to proceed. A scheme request form would be submitted.</p> <p><u>Minute 5 – Matters Arising from Minutes of the Previous Meeting (Minute 6 – Approved Works Programme Update 2017/18 (Actual Scheme Costs))</u></p> <p>Sonia Church, Essex Highways reported that she had spoken to the appropriate officers for Essex Highways about actual scheme costs being provided to Members of the Local Highways Panel and that she had received some information. However, further work was required on this matter and details would be reported to the next meeting of the Panel if available.</p> <p><b>Action By: Sonia Church, Essex Highways. To report back to the next meeting of the Local Highways Panel about providing actual scheme costs. This matter is to be included on the Agenda as a separate item.</b></p> <p><u>Minute 5 – Matters Arising from Minutes of the Previous Meeting (Missing sign directing traffic from Earls Colne to Coggeshall)</u></p> <p>Councillor J Bendall made reference to a missing sign directing traffic from Earls Colne to Coggeshall which had been reported to Essex Highways on previous occasions. It was agreed that a written response should be sent to Councillor Bendall.</p> <p><b>Action By: Jasmine Wiles, Essex Highways. To send a written response to Councillor Bendall regarding the missing sign directing traffic from Earls Colne to Coggeshall.</b></p> <p><u>Minute 9 - Appendix - Section 106 Agreements – Progress Update 2017/18</u></p> <p>It was reported that Mr Matt Valentine, Essex Highways, had not been able to attend the Panel’s training session held on 26th October 2017 to provide information about schemes being funded via Agreements under Section 106 of the Town and Country Planning Act 1990. However, general information had been provided. Subsequently, information had been submitted to Essex Highways setting out the contributions which were currently available</p>	<p>(HLO)</p> <p>(HLO)</p>
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	<p>via Section 106 Agreements for highways works. Further work was required on this matter and details would be reported to the next meeting of the Panel.</p> <p><b>Action By: Sonia Church, Essex Highways. To report back to the next meeting of the Local Highways Panel about Section 106 Agreement contributions. This matter is to be included on the Agenda as a separate item.</b></p> <p><u>Minute 10 – Any Other Business - Proposers of Scheme Requests – Report Information</u></p> <p>It had been suggested that ‘Approved Works Programme’ and ‘Potential Schemes’ reports submitted to the Local Highways Panel should in future include the name of the Councillor, or Parish/Town Council who had proposed the scheme. It was noted that this information would be included on reports with effect from the start of the new financial year.</p>	(HLO)
6.	<p><b>Approved Works Programme:</b></p> <p>Consideration was given to a report setting out a programme of schemes which the Panel had recommended for approval. The report provided an update on the current position of all schemes which had been recommended for inclusion in the 2017/18 programme of work. The report also included schemes which had been prioritised for implementation in 2018/19 as part of the rolling programme of work. The schemes denoted in ‘green’ had been completed; those denoted in ‘grey’ had been cancelled and could be removed from the schedule; and those denoted in ‘yellow’ were to provide an update to the Local Highways Panel.</p> <p>It was anticipated that the capital budget for Braintree Local Highways Panel for 2018/19 would be £407,789. In an update to the report, it was estimated that approximately £120,000 to £150,000 would be allocated to safer roads schemes (awaiting Cabinet Member approval) and £155,000 had been allocated to schemes in the rolling programme. A sum of £252,789 remained available for allocation.</p> <p>In discussing this Item, specific reference was made to the following matters:-</p> <p>2017/18 Programme          LBRA155005 - Installation of raised kerbs, hardstanding and path to Crematorium, Crematorium, Halstead Road, High Garrett          Cost:- £15,000          It was noted, that on 8th January 2018 Essex County Council’s Cabinet Member for Highways had agreed to a top-up of £12,000 for this scheme and that it could now go ahead.</p>	

<p>2017/18 Programme          LBRA162016 - Installation of tactile crossings at Francis Way j/w Broadway and improvement to drainage due to ponding in the vicinity of the crossing, Francis Way j/w Broadway, Silver End          Cost:- £10,000          It was noted that this Scheme had been changed to 'design' work only in the current financial year due to complications with statutory undertakers' equipment on site. Implementation of the work would be included in the 2018/19 programme.</p> <p>2018/19 Rolling Programme          LBRA162029 - Implementation of a Quiet Lane, Water Lane, Shalford          LBRA162027 - Implementation of Quiet Lanes at three locations, Lamb Lane, Innham Hill and Southey Green, Sible Hedingham          LBRA162033 - Implementation of a Quiet Lane, Woolpits Road, Great Saling          It was noted that a Quiet Lanes trial was currently underway and that five sites had been chosen for implementation in the 2017/18 financial year. New sites could be considered after the conclusion of this trial. These schemes would be included in the Potential Schemes List for possible implementation in the 2019/20 financial year.</p> <p>2018/19 Rolling Programme          LBRA152064 - Undertake a detailed design for a signalised crossing, A131, Panners roundabout, adjacent to The Hungry Horse Public House, Great Notley          It was noted that the estimated cost of this Scheme had reduced from £32,500 to £27,500.</p> <p>2018/19 Rolling Programme          LBRA162007 - Detailed design for upgrading the current zebra crossing to a signalised crossing, Swan Street, Sible Hedingham          It was reported that due to possible issues regarding the width of the current footway and access, this scheme had been amended from 'design' work to a 'feasibility study' and that the estimated cost of the scheme had reduced from £32,500 to £8,500.</p> <p>2018/19 Rolling Programme          LBRA142006 - Carriageway widening, installation of a footpath and new kerbing, B1018 Braintree Road, Cressing          In an update, it was reported that the design work for this scheme was to be completed before the end of the current financial year and that the estimated cost would be reported to the Panel's meeting in March 2018. Specific funding had not been allocated to the scheme as it was estimated that it could cost in excess of £250,000. The planning application for the erection of a DIY store nearby had been determined by Braintree District Council's Planning Committee, subject to a Section 106 Agreement, the terms of which included the</p>	
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	<p>provision of land to facilitate the widening of the road. There was a possibility that the land could be made available as and when required.</p> <p>In discussing this scheme, Members of the Panel expressed concern about the current state of this stretch of road and the need for urgent maintenance work to be carried out in addition to the proposed improvement work. Whilst it was noted that the Local Highways Panel was responsible for improvement work only and that Essex Highways' maintenance service was responsible for maintenance, it was suggested that Essex County Council's Cabinet Member for Highways should be advised that Braintree District Council could possibly release New Homes Bonus funds to assist in financing the maintenance and/or improvement work.</p> <p>Members of the Panel agreed that this scheme and the associated maintenance requirements were a major priority for the Braintree District. It was agreed that Braintree District Council should be asked to consider releasing New Homes Bonus funds and that Essex County Council's Cabinet Member for Highways should be requested to consider if measures could be put in place by utilising possible New Homes Bonus funds to ease the current situation.</p> <p><b>Action By: Councillor James Abbott, in his capacity as a Braintree District Councillor for Silver End and Cressing Ward. To request Braintree District Council to consider match funding this scheme next financial year through New Homes Bonus funds.</b></p> <p><b>Action By: Councillor Mrs Joanne Beavis To contact the Cabinet Member for Highways, Councillor Ian Grundy, on behalf of Braintree Local Highways Panel to look at the initial maintenance issues on the B1018 Braintree Road, Cressing.</b></p> <p>It was agreed that all Schemes in the Approved Works Programme, other than those Schemes denoted in 'green' and 'grey' and subject to the reference to Scheme LBRA142006 - Carriageway widening, installation of a footpath and new kerbing, B1018 Braintree Road, Cressing above, should be carried forward for implementation.</p>	<p>Cllr J Abbott</p> <p>Cllr Mrs J Beavis</p>
<p><b>7.</b></p>	<p><b>Potential Schemes List:</b></p> <p>Consideration was given to a report containing a schedule of possible schemes. Members of the Panel were requested to identify schemes for inclusion in the 2018/19 programme of work. It was anticipated that the budget allocation in 2018/19 would be £407,789. In an update to the report, it was anticipated that £120,000 to £150,000 would be required for safer roads schemes and £155,000 for schemes in the rolling programme. On this basis, a sum of</p>	

<p>£252,789 remained available for allocation. The value of unallocated schemes on the potential schemes list including schemes in the rolling programme currently amounted to £753,000.</p> <p><b>DECISION:</b></p> <p>(1) That the following schemes be recommended for approval, subject to the specific comments denoted:-</p> <p><u>Traffic Management</u></p> <p>LBRA152141 – Topographical survey and feasibility study to investigate the potential for a raised kerb outside No. 3, Bridge Street, Bures Estimated Cost:- £6,500</p> <p>LBRA152140 – Upgrading of existing pedestrian refuge (nearest to Augustus Way) by increasing the width, B1389 Hatfield Road, Witham Estimated Cost:- £21,000</p> <p>LBRA162061 – Installation of additional signage to indicate weight and height restrictions, Oak Road, Rivenhall Estimated Cost:- £8,000 (Local residents to be consulted)</p> <p>LBRA162074 – Feasibility study into upgrading street lighting at the zebra crossing, Church Lane, Bocking Estimated Cost:- £5,500</p> <p>LBRA162075 – Installation of two new, cyclist warning signs, London Road j/w Godlings Way, Braintree Estimated Cost:- £4,000</p> <p>LBRA162076 – Design work for possible ‘build-out’ to prevent vehicles travelling the incorrect way along a one-way system, Hedingham Road, Bulmer Estimated Cost:- £4,000</p> <p><u>Walking</u></p> <p>LBRA163003 – Installation of a two ‘pedestrians in road’ warning signs, Long Green, Cressing Estimated Cost:- £5,000</p> <p>LBRA173005 – Feasibility study into the possible provision of a zebra crossing, Templars School, Cressing Road, Witham Estimated Cost:- £8,000</p> <p>LBRA173002 – Installation of dropped kerbs, Coldnailhurst</p>	
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	<p>Avenue, Braintree Estimated Cost:- £10,500</p> <p><u>Public Rights of Way</u></p> <p>LBRA178001 – Installation of a broad-walk at Foxearth Meadows nature reserve, footpath 2, Foxearth Estimated Cost:- £19,000 (match funding)</p> <p><u>Passenger Transport</u></p> <p>LBRA175001 – Feasibility study into the possible installation of raised kerbs, High Street, Halstead Estimated Cost:- £4,000</p> <p>(2) That it be recommended that the following schemes be removed from the list of possible schemes:-</p> <p><u>Traffic Management</u></p> <p>LBRA162049 – Installation of speed roundels at village gateways, Cressing</p> <p>LBRA162066 – Installation of two additional SID posts, The Street, Hedingham Road, Gosfield (This scheme has been completed)</p> <p>LBRA162070 – Introduction of change to right of way at Gore Road, New Road and Queenborough Lane, Rayne</p> <p>LBRA162032 – Implementation of a Quiet Lane, Liston Lane, Liston (This scheme is to be funded from the budget of the Leader of Essex County Council)</p> <p>LBRA172003 – Installation of ‘horses’ warning signage, Wickham St Paul (It was noted that this scheme was in the ‘red’ category, but that it had been categorised incorrectly as being ‘in validation’)</p> <p>LBRA172004 – Installation of staggered barriers, Williams Drive/Rana Drive, Bocking</p> <p>LBRA172018 – Traffic calming measures, Church Hill, Earls Colne</p> <p><u>Walking</u></p> <p>LBRA173007 – Signal crossing at Cressing Primary School,</p>	
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	<p style="text-align: center;">B1018 Braintree Road, Cressing</p> <p>Scheme LBRA162051 – Feasibility study into footway widening, Burrows Road, Earls Colne It was noted that this scheme had been included in the 2018/19 rolling programme and that it should be removed from the schedule of potential schemes. <b>Action By: Jasmine Wiles, Essex Highways. To remove scheme LBRA162051 from the schedule of potential schemes.</b></p> <p>Scheme LBRA162068 – Improvement to existing chevron signs at the bend closest to Olivers Nursery, B1018 Maldon Road, Witham It was noted that the description of the location of this scheme was incorrect.</p> <p>Scheme LBRA162069 – Installation of ‘horses’ warning signage, Rickstones Road, Rivenhall It was agreed that although the status of this scheme had been assessed as being in the ‘red’ category as it did not meet the criteria, the scheme should remain on the schedule of potential schemes pending enquiries by Councillor J Abbott about the regular routes taken by horse riders to access the nearby Riding Centre.</p> <p>Scheme LBRA172008 – Replacement of existing 30mph advisory bend warning signs with 20mph advisory bend warning signs, Rickstones Road, Rivenhall It was agreed that although the status of this scheme had been assessed as being in the ‘red’ category as it did not meet the criteria, the scheme should remain on the schedule of potential schemes pending re-appraisal. <b>Action By: Jasmine Wiles, Essex Highways. To reconsider scheme LBRA172008.</b></p> <p>Scheme LBRA172020 – Improvements to visibility for vehicles exiting right from Rectory Lane into Rickstones Road, Rectory Lane j/w Rickstones Road, Rivenhall It was agreed that although the status of this scheme had been assessed as being in the ‘red’ category as it did not meet the criteria, the scheme should remain on the schedule of potential schemes pending re-appraisal. <b>Action By: Jasmine Wiles, Essex Highways. To reconsider scheme LBRA172020.</b></p> <p>Scheme LBRA172021 – Provision of mobile VAS/SIDs, Eastways and Freebournes Road, Witham It was noted that the description of this scheme should be amended to delete the reference to Eastways, Witham as Witham Industrial Watch had agreed to fund the VAS/SIDs at that location. <b>Action By: Jasmine Wiles, Essex Highways. To amend the description of scheme LBRA172021.</b></p>	<p>(HLO)</p> <p>(HLO)</p> <p>(HLO)</p> <p>(HLO)</p>
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	<p>Scheme LBRA173010 – Repair of footbridge linking Bridge Street and Chapel Street, Halstead</p> <p>Members of the Panel expressed their strongly held views against this scheme and it was agreed that it should not be recommended for approval.</p> <p><u>Note</u>:- Councillor Mrs J Beavis declared a Non-Pecuniary Interest in this matter as she had set up a ‘crowd fund’ in her private capacity to raise funds for this scheme. Councillor Mrs Beavis left the meeting whilst this scheme was discussed. In Councillor Mrs Beavis’ absence, it was agreed that Councillor J Abbott be appointed Chairman of the Panel.</p>	
<p>8.</p>	<p><b>Appendix</b></p> <p><b>Section 106 Agreements – Progress Update 2017/18</b></p> <p>Consideration was given to a report on the progress of the following seven schemes which were being funded via Agreements under Section 106 of the Town and Country Planning Act 1990.</p> <ul style="list-style-type: none"> <li>- Provision of two bus shelters - Newland Street, Witham (completed)</li> <li>- Improvements to bus stops - junction of Braintree Road/Alienor Avenue, Great Bardfield (design completed)</li> <li>- Bus stop improvements - Rayne Road, Braintree (design completed)</li> <li>- Passenger transport improvements (installation of bus shelter and flag pole) - Bramble Road, Witham (design completed)</li> <li>- Highway improvements - Mount Hill, Halstead</li> <li>- Provision of shared pedestrian/cycleway at Maltings Lane, Witham</li> <li>- Junction improvements and signal enhancement – Newland Street/The Avenue/The Grove, Witham</li> </ul> <p><b>Highways Rangers</b></p> <p>Consideration was given to a report on work requests received for the Highways Rangers and the work completed by them for the months of November 2017, December 2017 and January 2018.</p> <p>Members of the Panel were advised that there had been a slight underspend of Capital funds of the Panel’s budget in the current financial year. Due to limited timescales, it would not be possible to allocate this funding to schemes within the rolling programme and it was proposed instead that it should be utilised to purchase some new equipment for the Highways Rangers. Members of the Panel supported the purchase of the following equipment:-</p> <p>Iseki SRA950 ride on brush mower £7,100.00 excl VAT</p>	

	<p>Indespension GT13084 goods trailer £1,727.00 <small>excl VAT</small>  Fiskars power gear by-pass loppers (one pair) £57.57 <small>excl VAT</small>  MS 150 TC-E 1.3hp, 2.6kg chainsaw £440.00 <small>excl VAT</small>  John Deere JS63V pedestrian mulch mower (two mowers) £549.00 <small>excl VAT each</small>  150 Bar Honda petrol barrow pressure washer c/w 120ltr water tank  £1,224.00 <small>excl VAT</small>  <b>ECHO Management System:-</b>  - 1 Samsung including configuration £320.00 <small>excl VAT</small>  - Cradle for in cab depending on if it is wired, or plug in £100.00 <small>excl VAT</small>  - Current cost of licence for above per annum £425.04 <small>excl VAT</small>  - Airtime per annum £151.80 <small>excl VAT</small>  - Additional back office concurrent user per annum £789.25 <small>excl VAT</small>  - Software process and behaviours for this new application  £1,700.00 <small>excl VAT</small>  - Software company to set up over two days £1,000.00 <small>excl VAT</small>  Total price for ECHO Management System £4,486.09 <small>excl VAT</small>   Grand Total (all equipment) £16,132.66 <small>excl VAT</small></p> <p><b>Action By: Jasmine Wiles, Essex Highways. To arrange for the equipment to be purchased.</b></p>	(HLO)
<p><b>9.</b></p>	<p><b>Any Other Business</b></p> <p>There were no matters raised under this Item.</p>	
<p><b>10.</b></p>	<p><b>Date of Next Meeting:</b></p> <p>It was noted that the next meeting of Braintree Local Highways Panel would take place on 29th March 2018.</p> <p>Future meetings of Braintree Local Highways Panel will take place on:-</p> <p>21st June 2018  20th September 2018  17th January 2019  28th March 2019</p> <p>The meeting commenced at 6.00pm and closed at 8.15pm.</p> <p style="text-align: center;">Councillor Mrs J Beavis (Chairman)</p>	

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