

COLCHESTER LOCAL HIGHWAYS PANEL
Minutes of the meeting held on 9 June 2020 - 10.00
ONLINE MEETING: MICROSOFT TEAMS

Chairman:	County Councillor Anne Brown
Panel Members:	County Councillors John Baker, Dave Harris, John Jowers, Sue Lissimore, Lee Scordis, Anne Turrell and Julie Young Borough Councillors Lyn Barton, Bryan Jarvis and Dennis Willetts Parish Councillors John Gili-Ross and Roger Mannion
Officers:	Essex Highways: Sonia Church – Highways Liaison Manager, Jon Simmons – Highways Liaison Officer Colchester Borough: Jane Thompson - Transport and Sustainability Project Officer
Secretariat:	Colchester Borough: Owen Howell – Democratic Services Officer

Item		Owner
1.	Welcome and Introductions: The Chairman welcomed Councillors and officers to the meeting and invited everyone in attendance to introduce themselves.	
2.	Apologies for Absence None.	
3.	Minutes of the meeting held on 3 December 2019 The minutes of the meeting held on 3 December 2019 were confirmed as a correct record.	
4.	Matters arising from minutes of previous meeting Councillor Baker informed the Panel that he had been in touch with Rob McDonald and requested a meeting regarding the Ipswich Road roundabout works, which would take place with Councillor Kevin Bentley on 24 June. Councillor Baker would inform Colchester councillors of any end date given. <i>Action – Councillor Baker to inform Colchester councillors of any end date given for the works on Ipswich Road roundabout.</i>	JB



<p>The transfer of the Highways Rangers to Colchester Borough Council was underway and Rosa Tanfield, Group Manager of Neighbourhood Services, would provide an update later in the meeting.</p> <p>Councillor Anne Brown had contacted the County Council’s Cabinet Office and was seeking a time to discuss with Councillor Bentley the possibility of the Highways Panel being able to recommend schemes which were beyond the Panel’s capacity to authorise, but which the Panel considered were of merit.</p> <p>Councillor John Jowers informed the Panel that a new large-scale residential development in Tiptree would be a significant source for Section 106 funding for a safety scheme for the Station Road/Chapel Road junction. Councillor Brown would inform Alan Lindsay, Transportation Planning and Infrastructure Manager.</p> <p><i>Councillor Anne Brown to inform Alan Lindsay of the potential for Section 106 funding in Tiptree.</i></p> <p>Regarding the details for a potential safer roads scheme on Station Road, Marks Tey, an update email had been sent to all members of the Panel on 16 March.</p> <p>It was confirmed that data collected from cycle loops had been shared with the Panel, as promised. The importance of clarity on cycle movements was stressed, especially as consideration was being given as to how, where and when alterations and improvements are made to infrastructure to minimise the potential spread of Covid-19. Sonia Church was asked to request details from Councillor Bentley so that these could be provided to councillors and Panel members. Sonia Church explained that the emergency works to encourage social distancing for pedestrians and cyclists were proceeding, with Colchester and Chelmsford High Streets being the first to be adapted in the County. Phase 1 involved traffic management and letters had been sent to all affected firms and residents. Jon Simmons and the design teams were working on these, their design and safety audits. Comments could be submitted via the Safer, Greener, Healthier scheme [using the email address SGH.Routes@essex.gov.uk] and there was a dedicated line for questions. Sonia Church offered to provide the details to members. Councillor Anne Turrell explained that she had received no contact or information about this from the County Council. Sonia Church agreed that it was crucial that members be informed of developments and that this concern should be raised via County Council channels.</p> <p><i>Sonia Church to provide Panel members with the email address for comments to Safer, Greener, Healthier schemes, and to check whether this could be used by County and Borough councillors.</i></p>	<p>AB</p> <p>SC</p>
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Councillor Julie Young informed the Panel that proposals for safer cycling and walking had been discussed the previous night at a 'five-a-side' meeting. Rob Macdonald, Senior Transport Strategy and Engagement Officer, was dealing with questions, meeting with the Business Improvement District and others. It was again stressed that information on the arrangements must be circulated to councillors and to the public throughout the Borough. It was explained that the restrictions applied to Colchester High Street were temporary and would permit access for deliveries and blue badge holder parking. It was not known whether takeaway deliveries would be possible. In Phase 2, bolt-down rubber kerbs and temporary poles would be installed. Plans for this were yet to be available and Councillor Anne Brown requested that a written briefing be provided to all members as soon as possible. Sonia Church explained that Councillor Bentley would be sending information to the Chairman imminently, which would then be circulated to councillors. The Borough and County Councils were leading jointly on these works.

Councillor Harris stated that data and views collected about cycle use in the run up to the December Panel meeting was now out of date, due to the changes from Covid-19, and that a new cycle survey should be conducted.

Responding to calls to ensure that County Councillors be included in briefings and information provided to Borough Councillors, Sonia Church asked members to escalate requests and complaints about information sharing via Councillor Bentley, their group whips and Members' Enquiries at the County Council.

Jon Simmons confirmed that he had been in communication with Great Horkesley Parish Council and Anne Brown regarding cancellation of scheme LCOL165011.

Councillor Anne Brown asked for Councillor Bentley to be invited to the next Panel to explain the situation regarding scheme LCOL185004. Sonia Church had asked Councillor Bentley to attend the 9 June meeting, but this had not been possible. She had asked for the officer running the bus partnership scheme to attend the next meeting and provide information.

Regarding scheme LCOL172054 [Langham Road, Runkins Corner, Boxted], Jon Simmons explained that he had met with Councillor Anne Brown and a representative from the Parish Council on 3 February to clarify its status, and that it was on the project list for 2020-21.

Councillor Turrell requested that members of the Colchester Local Highways Panel be given briefings via Zoom, when required, in the future.

<p>Regarding requests for information on winter maintenance and salt bins, Sonia Church explained that this was all on the Local Highways Panel site, under members' guides.</p> <p>Sonia Church informed the Panel that hazard tape could not be used for Scheme No. 29 High Street (near Bill's restaurant), Colchester – Step railings LCOL173004, due to the stone used in the pavement. The scheme would now be batched in with the wider works on the High Street. Members would be informed if any delay would be necessary.</p> <p>Regarding scheme No12. – Maldon Road, Tiptree – LCOL182018, Sonia Church and Jon Simmons informed the Panel that the County's Policy Department have advised that the inclusion of an extension to the 40mph buffer would contravene the County's speed management policy. Members of the County Council could escalate this matter to Councillor Bentley, should they be dissatisfied with this, but it was stressed that there would still be a 40mph buffer, but without the extension requested.</p> <p>Sonia Church provided an update on scheme LCOL163003. The footway as designed could not be funded by section 106 contributions as it would not have sufficient positive impact on residents of the development and would be too costly.</p> <p>Councillor Dennis Willetts raised concerns that the Panel's funding of large schemes dwarfed and impaired its ability to commission smaller schemes. Councillor Willetts proposed that any suggested scheme estimated to cost more than 10% of the Panel's annual budget be brought to the Panel as an individual agenda item for discussion. Sonia Church drew attention to the Rochford Local Highways Panel which had only put forward four schemes in the year, as one had taken a large percentage of their overall budget.</p> <p>The Panel's terms of reference stated that any scheme which was in excess of the Panel's budget would go to the Portfolio Holder for Infrastructure for a decision, and that larger schemes could be requested by the Panel to go on the Major Projects list. Jon Simmons explained the process for this. Councillor Brown gave assurance that she would meet with Councillor Bentley and report back on how this was to be approached. Members of the Panel emphasised the importance of setting out how large projects may be approved, and how best to pursue the setting of 106 contributions. The Panel requested that Alan Lindsay be asked to attend the next Local Highways Panel meeting to explain how schemes are graded and section 106 contributions set.</p> <p><i>Action – Sonia Church to invite Alan Lindsay to the next meeting to explain how schemes are graded and section 106 contributions set.</i></p>	<p>SC</p>
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	<p>Jon Simmons confirmed that he had amended the description of the proposed footpath in scheme LCOL163007 for Tyburn Hill, Wakes Colne, and that investigations regarding scheme LCOL198002, Cambridge Road, were ongoing.</p> <p>Furthering the discussion of Highways Rangers, Sonia Church reported that Rosa Tanfield, Neighbourhood Services Manager for the Borough Council, was overseeing the transfer. The team has been asked to prioritise councillor requests, schemes and items. Panel members were informed that they should let Jon Simmons know if they had requests and that Jon would raise these with Rosa Tanfield's team. Jon Simmons would continue to circulate the list of Rangers' work to members.</p> <p>The Panel discussed the Devolution Pilot scheme for Parish and Town Councils. It was acknowledged that more information was needed, including provisions for Parish Councils and details as to who was in the scheme.</p> <p><i>Action – Councillor John Gili-Ross to request details from Councillor Bentley; Councillor Anne Brown to request information via Members' Enquiries.</i></p>	<p>JG & AB</p>
<p>5.</p>	<p>Report on Funded Schemes 2020/21</p> <p>Jon Simmons confirmed that the design work for all 2019/20 schemes had been completed. Funded schemes for 2020/21 had all been set with estimated completion dates.</p> <p>The Panel discussed how schemes would be managed if suspended. Suspended schemes would remain valid unless rules or regulations change, or until the area itself changes.</p> <p>Councillor Julie Young requested an update on the timescales for the following scheme: No.20 - Station Road, Wivenhoe - Bus stop improvements. Improvements to the bus stop set down area LCOL185006. Jon Simmons informed members that this was to be delivered as soon as possible and was scheduled for delivery in quarter three.</p> <p>Members noted that there were differences between the scheme descriptions in the meeting pack, and those included on the website. Jon Simmons explained that reports to the Panel included the latest information whilst the website is updated only periodically, so can lag behind. Sonia Church explained improvements being made to the website and asked if members wished to receive training on using this.</p>	



<p><i>Action – Sonia Church to organise a virtual training session for members (including parish council members) to learn about the new website functionality.</i></p> <p>The Panel noted the following funded schemes:</p> <p>No.1 - Brinkley Grove Road, Mill Road, Colchester - Junction modifications to improve bus access. LCOL002001</p> <p>No.2 – Maldon Road, Tiptree – 40mph buffer. LCOL182018</p> <p>No.3 – Salcott Crossroads, Colchester Road – bus stop improvements. Wheelchair users unable to use public transport (buses) due to lack of accessibility. LCOL185010</p> <p>No.4 – Mersea Tourism Signing – Investigation of East Mersea Tourism Signage to ensure it is all correct. LCOL182037</p> <p>No.5 – Apprentice Drive, Myland – Signage – School ahead warning signs. LCOL183016</p> <p>No.6 – High Street (near ‘Bill’s’), Colchester – Footway improvements to stepped section of footway. LCOL173004</p> <p>No.7 – Dedham Road, Dedham – Gateway features to formally mark the boundaries of Dedham. LCOL162035</p> <p>No.8 – The Heath, Castle Hill, Dedham – Comprehensive 30mph repeater signage review. LCOL172003</p> <p>No.9 – Roosevelt Way, Colchester – Give way signage accompanied by painted white triangle carriageway marking. LCOL172028</p> <p>No.10 – Rowhedge Village – Small village and is a large cul-desac where the parish would like us to investigate the feasibility of a 20mph zone. LCOL182047</p> <p>No.11 – Footpath 20, West Mersea – Surface upgrade 1.5m in width, approx. 365m in length, vegetation cut back with surfacing. LCOL168008</p> <p>No.12 – Creffield Road, Colchester – Local cyclists have suggested improvements due to near misses. LCOL194001</p> <p>No.13 – Nelsons Road, Trafalgar Road, Colchester – Implementation of improved dropped kerbing and footway Improvements. LCOL163016</p> <p>No.14 - Berechurch Hall Road Jw Berechurch Road, Colchester – Footway link. LCOL163014</p> <p>No.15 – Cowdray Ave Jw North Station Rd (Albert RAB) - Cycling improvements. LCOL191003</p> <p>No.16 – Mersea Road, Colchester – Tactiles at existing dropped kerbs and footway widening. LCOL173006</p> <p>No.17 – A134 j/w Nayland Road – Cycling improvements. LCOL191001</p> <p>No.18 – Station Way, Marks Tey – Crossing Improvements. LCOL201001</p> <p>No.19 – Packards Lane j/w B1508, Wormingford – Signing. LCOL201001</p> <p>No.21 – Runkins Corner, Langham Lane, Boxted. – Signing.</p>	SC
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	<p>No.22 – Tufnell Way, Colchester – 20mph Zone. LCOL172007 No.23 – Villa Road, Stanway – School 20mph with wigwags. LCOL182030 No.24 – Normandy Avenue, Colchester – Dropped kerbs. LCOL173009 No.24 – Colchester Post Construction Safety Audits. LCOL201004</p>	
<p>6.</p>	<p>Report on Schemes awaiting funding Jon Simmons presented the report providing an update on the current position on all of the schemes which the Colchester Local Highway Panel had recommended for inclusion in the 2020/21 programme.</p> <p>Cycling Jon Simmons explained to the Panel why £10k was needed for design and legal costs on the following scheme: No.1 – Monkwick Cycleway improvements, Maypole – Cycle Route. LCOL164001</p> <p>The Panel approved this additional £10k. Councillor Turrell noted that she would raise this scheme as an example of a major scheme when she meets with Councillor Bentley.</p> <p>Traffic Management Regarding the following scheme, Simmons had met with councillors: No.15 – Shrub End Estate – Walnut Tree Way – School 20mph with wig-wags. LCOL182038</p> <p>Validation was yet to be completed, but it was advised that an advisory 20mph limit be set, with wigwags. Sonia Church noted that this would preclude the installation of a Zebra Crossing (as two flashing warnings can't be used together). The Panel agreed this scheme.</p> <p><i>Action – Jon Simmons to contact external provider of wigwag signs to obtain an estimated time for delivery/installation.</i></p> <p>Councillor Anne Turrell requested that the following scheme be carried out this year. The Panel approved this: No.49 – N.E. Essex Cooperative Academy, Turner Road, Colchester – Signage. LCOL192044</p> <p>Councillor Turrell informed the Panel that a school in her division needed a speed survey. Jon Simmons noted that this would not currently be possible as the road network is not currently experiencing normal usage. The survey in question was on the list and down for completion in quarter three at the earliest.</p> <p>The Panel agreed to consider prioritisation of schemes at its next meeting. Jon Simmons informed members that there would be a report on scheme delivery at the September meeting, which would</p>	<p>JS</p>

	<p>include reporting on any schemes delivered under budget, which would allow for further schemes to be agreed.</p> <p>In answer to questions regarding the following scheme, Jon Simmons confirmed that a speed survey had been carried out, showing average speeds of 20.9mph and 21.0mph for north- and southbound traffic: No.40 – Vanessa Drive, Wivenhoe – Traffic calming. LCOL192018</p> <p>No traffic management measures were recommended, as good speed compliance was observed.</p> <p>In response to questions from Councillor Dennis Willetts, Sonia Church and Jon Simmons explained the approach taken towards speed management outside schools. A ‘20’s Plenty’ scheme was being examined for the school at Eight Ash Green. Such schemes involve the school, increase buy in from the community and local children help design the signage. The approach taken varied from school to school, as the type of scheme proposed depended on the situation and local preferences. Approaches taken in other areas were explained. Some areas had carried out assessments of all schools, however this was a costly endeavour and was not advised. Councillor Willetts enquired as to whether it would be possible to receive a report on the approaches used in other areas, whilst Councillor Julie Young posited that there should be criteria for prioritisation of schools. Sonia Church assured the Panel that she would look at how Basildon and Castle Point looked at their schools and decided which types of schemes were right for each school. It would be for the Panel to decide how to proceed with this. Councillors Lissimore and Harris stressed the importance of consulting with councillors in the area of each school where a scheme was to be considered. It was suggested that schools where work was completed or already agreed be removed from consideration, and that priority should be assigned to those schools which were in greatest need of work.</p>	
<p>7</p>	<p>Any other business</p> <p>Councillor Roger Mannion asked for details on the following scheme, listed on page 8 of the minutes from the 3 December meeting: No.43 – Station Road junction with Chapel Rd, Church Rd, Factory Hill, Tiptree – TMI LCOL162049</p> <p>Sonia Church informed the Panel that only the installation of extra signage would be possible at the site. There was insufficient space for additional road markings. Sonia offered to set up a meeting to discuss Councillor Mannion’s suggestions.</p> <p><i>Action – Sonia Church to arrange meeting with Councillor Mannion to discuss scheme LCOL162049.</i></p>	<p>SC</p>

	<p>Councillor Harris asked how the £988k of schemes awaiting funding compared to the lists of schemes awaiting funding for other areas, and the likelihood of 'Green' marked schemes being funded in future years. Jon Simmons assured members that the Panel would be able to request scheme prioritisation at its next meeting.</p> <p>Sonia Church noted that the Panel might need to prioritise the items it wishes to discuss at its next meeting. Examples of items requested included: A review of passenger transport/new bus stops, major developments, major projects (above Panel's limit), 20mph zones, school safety and recovery schemes. The Panel discussed whether it wished to hold an additional meeting prior to September, to deal with some of these issues. Sonia Church confirmed that, in principle, officers could attend an extra meeting, which could cover bus stop infrastructure, schools and/or responses to the Covid-19 situation. The Panel agreed that it would be best to set up informal briefing sessions to cover these items, and, if possible, for them to be covered in one session together.</p> <p><i>Action – Sonia Church to seek and confirm a date/dates for this/these session/s.</i></p>	SC
8	<p>Date of next meeting:</p> <p>The next meeting of the Local Highway Panel would take place on:</p> <ul style="list-style-type: none"> • Tuesday 22 September 2020, 10:00am online meeting, Microsoft Teams 	