

## BRAINTREE LOCAL HIGHWAYS PANEL MINUTES – 3rd August 2022 at 4.00pm

### Meeting held ‘In Person’

<b>Chairman:</b>	Councillor R Playle (Vice-Chairman) (ECC)
<b>Panel Members:</b>	<p>Councillor G Butland (ECC)  Councillor T Cunningham (ECC)  Councillor D Louis (ECC)  Councillor P Schwier (ECC)  Councillor P Thorogood (ECC)</p> <p>Councillor Mrs M Cunningham (BDC)  Councillor R van Dulken (BDC)  Councillor Mrs S Wilson (BDC)</p> <p>Councillor K Barnes (BALC)  Councillor D Gronland (BALC)  Councillor P Rawlinson (BALC)</p>
<b>Officers:</b>	<p>Kandice Louis – Highway Liaison Officer (EH)  Dan Maclean – Highway Liaison Officer Team Leader (EH)  Samir Pandya – Operations Strategy and Policy Manager (BDC)</p> <p>Also in Attendance:-  Lisa Hinman – Area Manager (North Essex Parking Partnership)  Peter Kohn – Earls Colne Cycleway Project (EC2K)</p>
<b>Secretariat:</b>	<p>Jessica Mann – Governance and Members Officer (BDC)</p> <p>(EH – Essex Highways)  (ECC - Essex County Council)  (BDC - Braintree District Council)  (BALC - Braintree Association of Local Councils)</p>

Item		Owner
1.	<p><b>Welcome and Introductions:</b></p> <p>Councillor R Playle, standing in as the Chairman in the absence of Councillor C Siddall, welcomed everyone to the meeting and he noted that this was the first ‘in person’ meeting of the Panel since the emergence of the Covid-19 pandemic.</p> <p>In particular, Councillor Playle welcomed Councillor K Barnes who had been appointed to the Panel as a representative of Braintree Association of Local Councils, and Mr P Kohn who</p>	

	<p>would be presenting Agenda Item 5 ‘Feasibility Study - Coggeshall to Earls Colne Cycleway Project’ on behalf of the Earls Colne Cycleway Project (EC2K).</p> <p>Councillor Playle welcomed also Ms K Louis (Highway Liaison Officer – Essex Highways) and Mr D Maclean (Highway Liaison Officer Team Leader – Essex Highways) who would be supporting the Panel in future following recent changes to personnel. Ms Louis and Mr Maclean were invited to introduce themselves.</p>	
<p><b>2.</b></p>	<p><b>Apologies for Absence, Declarations of Interest and Public Questions:</b></p> <p><b>Apologies for Absence:</b></p> <p>Apologies for absence were received from Councillor Mrs L Bowers-Flint (ECC), Councillor P Euesden (BDC) and Councillor C Siddall (Chairman – ECC).</p> <p><b>Declarations of Interest:</b></p> <p>The following interests were declared:-</p> <p>Councillor R Playle declared an interest in Agenda Item 5 – ‘Feasibility Study - Coggeshall to Earls Colne Cycleway Project’ as he was a regular cyclist.</p> <p>Councillor P Thorogood declared an interest in Agenda Item 5 – ‘Feasibility Study - Coggeshall to Earls Colne Cycleway Project’ as he had attended meetings of the Earls Colne Cycleway Project (EC2K) and Mr P Kohn was known to him.</p> <p>Councillor Mrs S Wilson declared an interest in Agenda Item 5 – ‘Feasibility Study - Coggeshall to Earls Colne Cycleway Project’ as she had attended meetings of the Earls Colne Cycleway Project (EC2K) and Mr P Kohn was known to her.</p> <p><b>Public Questions:</b></p> <p>There were no questions asked, or statements made.</p>	
<p><b>3.</b></p>	<p><b>Minutes:</b></p> <p>The Minutes of the meeting of Braintree Local Highways Panel held on 31st March 2022 were approved as a correct record.</p>	
<p><b>4.</b></p>	<p><b>Matters Arising from the Minutes of the Meeting Held on 31st March 2022:</b></p>	

	<p><u>Minute 2 - 'Public Questions'</u> (Statement by Mr J Cockell of Hatfield Peverel Parish Council)</p> <p>Reference was made to several matters which had been raised at the previous meeting by Councillor J Cockell of Hatfield Peverel Parish Council. The matters had been investigated by Essex Highways Officers and Councillor D Louis, Essex County Councillor for Witham Southern Division, had been advised as to what could be done to address them. Councillor Louis was satisfied that the action could be closed.</p> <p><u>Minute 2 - 'Public Questions'</u> (Statement by Mr M Wood, Head Teacher of Elm Hall Primary School, Conrad Road, Witham)</p> <p>Reference was made to issues that had been raised at the previous meeting by Mr M Wood, Head Teacher of Elm Hall Primary School, Witham.</p> <p>The matters had been investigated and Councillor R Playle, Essex County Councillor for Witham Northern Division, stated that he would discussing them with Ms K Louis (Highway Liaison Officer – Essex Highways) prior to informing Mr Wood. It was reported that a '20's plenty' scheme could be funded for the site.</p> <p><b>Action By: Kandice Louis, Essex Highways. To liaise with Councillor R Playle in order to confirm what action may be taken so that Mr M Wood may be advised.</b></p> <p><u>Minute 7 - Any Other Business</u> (Braintree Local Highways Panel – Members' Guide)</p> <p>It was agreed that a copy of the Braintree Local Highways Panel – Members' Guide should be circulated to Members of the Panel if this had not been done already.</p> <p><b>Action By: Kandice Louis, Essex Highways. To circulate a copy of the Braintree Local Highways Panel – Members' Guide to Members of the Panel.</b></p>	<p>K Louis (HLO)</p> <p>K Louis (HLO)</p>
<p>5.</p>	<p><b>Feasibility Study - Coggeshall to Earls Colne Cycleway Project</b></p> <p>Mr P Kohn presented this Item on behalf of the Earls Colne Cycleway Project (EC2K) and he referred to the 'Coggeshall to Earls Colne Feasibility Study', which had been funded by Braintree Local Highways Panel and prepared by Sustrans. A copy of the study had been circulated to the Members of the Panel on 2nd August 2022.</p>	

<p>Mr Kohn reported that the proposed cycle route was a substantial infrastructure project and the first rural project of its kind to be considered in recent years. The project was referred to in the 'Cycling Strategy 2021' which had been approved by Braintree District Council on 20th September 2021. The project recognised that a substantial part of the local population lived in rural parts of the District and to enable them to benefit from cycling and to connect to existing cycle routes in urban parts of the District a rural connection would be required. It was reported that there were three stages to the proposed project, which were feasibility; design and tender; and contract management.</p> <p>The feasibility study had considered the provision of a safe cycle route covering 9.5 km from the village centre of Coggeshall to the village centre of Earls Colne. A dedicated off-road cycleway would be provided across 45% of the route with the remainder of the route being constructed on land at Marks Hall Arboretum, the Earls Colne Business Park and along Quiet Lanes North of Earls Colne. The study had shown that the proposal was feasible and it was estimated that the cost would be between £1.4m and £1.8m. Furthermore, the proposal met the Government's value for money measure based on the value in kind contributions which would be made by the Markshall Arboretum Trust and Earls Colne Business Park. The proposed cycle route would provide the middle section of a longer 15 km route stretching from Halstead to Kelvedon. The value for money analysis had considered three models of usage. These were existing usage, 'Go Dutch' usage and 'E-Bike' usage. This analysis had shown that the 'Go Dutch' model would generate an 11% increase in use and the 'E-Bike' model would generate an 16% increase in use.</p> <p>Members of the Panel were requested to note the content of the study and to consider approving the allocation of £20,000 to fund the design and tender stage of the project.</p> <p>Following his presentation, Mr Kohn answered questions put to him by Members of the Panel. The questions related to the demand for and anticipated use of the cycleway; whether it would be segregated for use by cyclists and pedestrians; if it would be lit; and how it would be funded.</p> <p>The Vice-Chairman thanked Mr Kohn for attending the meeting, for making his presentation and for answering questions. It was noted that a decision on whether or not to allocate £20,000 from the Panel's budget to fund the design and tender stage of the project would be taken by Members of the Panel later in the meeting when considering Agenda Item 7 'Schemes Awaiting Funding'.</p>	
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	<p><b>DECISION:</b> That the report be noted.</p> <p>Mr Kohn left the meeting at this point.</p>	
<p><b>6.</b></p>	<p><b>Funded Schemes 2022/23:</b></p> <p>Consideration was given to a report on the Panel’s Funded Schemes for 2022/23, which had been recommended for approval. The report provided an update on the current position of all schemes in the 2022/23 programme of work.</p> <p>Members of the Panel were reminded that funding of £407,600 had originally been allocated to Braintree Local Highways Panel for the year 2022/23. Subsequently, further sums of £100,000 in 2021/22 and £200,000 in 2022/23 had been allocated together with a sum of £177,594 following the re-profiling of schemes in 2021/22. It was reported that £545,000 of the Panel’s budget had been allocated to various schemes within the programme of work and that £59,612 had been allocated specifically to casualty reduction schemes. This meant that a total of £280,582 was available for expenditure in 2022/23.</p> <p>In discussing this Item, specific reference was made to scheme LBRA185008 – Raised kerbs, West side bus stop, Co-Op Store, Broadway, Silver End. In an update to the report, Members of the Panel were advised that it would not be necessary to remove the newly erected bus shelter at the site to enable this scheme to proceed. However, whilst it was acknowledged that this scheme had been approved and included in the Panel’s programme of work it was suggested that other schemes to install raised kerbs may not be required as some bus operators used vehicles which could be lowered to provide easier access by passengers. It was noted also that some bus route franchises had changed and that some services may no longer exist. In the circumstances, it was agreed these matters should be checked.</p> <p><b>DECISION:</b> That the report be noted.</p> <p><b>Action By: Dan Maclean, Essex Highways. To contact the Essex Passenger Transport Team to clarify if bus operators are using vehicles which may be lowered for easier access, and to check which bus routes and franchises are still in operation.</b></p>	<p>D Maclean (HLO Team Leader)</p>
<p><b>7.</b></p>	<p><b>Schemes Awaiting Funding:</b></p> <p>Consideration was given to a ‘Schemes Awaiting Funding’ report, which included details of requests received for funding from the Panel’s budget for the year 2022/23. Members of the</p>	

	<p>Panel were requested to determine which of these schemes should be recommended for inclusion in the programme of work. It was also proposed that schemes which had been assessed as having a 'red' status, as they did not meet Essex County Council's criteria, should be removed from the list of potential schemes. It was noted that a sum of £280,582 was available for expenditure by the Panel in 2022/23 and that the total value of unallocated schemes on the 'Schemes Awaiting Funding' list was £103,000.</p> <p>Reference was made to the number of schemes on the list which were subject to validation. It was noted that resources within the Engineering and Design Team at Essex Highways had improved and that staff had been designated to validation processes. An assessment of each scheme would be reported to the next meeting of the Panel.</p> <p><b>DECISION:</b></p> <p>(1) That the following schemes be recommended for approval and included in the programme of work for 2022/23:-</p> <p><u>Traffic Management</u></p> <p>LBRA192047 - Passing places, Fairstead Road, Fairstead Estimated Cost:- £8,000</p> <p>LBRA212003 - Pedestrian crossing warning signage, A131 Panners roundabout, top of Bridge End, Great Notley Estimated Cost:- £5,000</p> <p>LBRA212004 – Implementation of quiet lane status, Hulls Lane, Shalford Estimated Cost:- £8,000</p> <p>LBRA212031 – '20's plenty' scheme, Conrad Road, Witham Estimated Cost:- £5,000</p> <p>LBRA212039 - Installation of additional carriageway roundels on the four entrances to the village, Stisted Estimated Cost:- £6,000</p> <p>LBRA212044 - Traffic Management Improvements, The Street and Church Road, Cressing Estimated Cost:- £6,000</p>	
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	<p>LBRA162029 - Implementation of quiet lane status, Water Lane, Shalford Estimated Cost:- £3,000</p> <p>LBRA222040 - Parking provision/restrictions, Conrad Road, Witham Estimated Cost:- £9,500</p> <p><u>Walking</u></p> <p>LBRA203004 - Dropped kerb and refuge/island upgrade, Chapel Hill, at the junction with Trinity Street, Halstead Estimated Cost:- £5,500</p> <p><u>Passenger Transport</u></p> <p>LBRA225002 - Lengthening of bus cage, High Street, Halstead Estimated Cost:- £6,500</p> <p><u>Cycling</u></p> <p>LBRA204001 - Design and tender stage for the Kelvedon to Earls Colne - Cycle route Estimated Cost:- £20,000</p> <p>(2) That it be recommended that the following schemes, the status of which has been assessed as 'red' as they do not meet the criteria, are removed from the list of potential schemes:-</p> <p><u>Traffic Management</u></p> <p>LBRA182038 - Vehicle Activated Sign (VAS), A1017 Poole Street, Great Yeldham Estimated Cost:- Not known</p> <p>LBRA192019 - Traffic management improvements, London Road, Great Notley Estimated Cost:- Not known</p> <p>LBRA192033 - Vehicle Activated Sign (VAS), B1053 close to junction with Clifffield, Shalford Estimated Cost:- Not known</p> <p>LBRA192034 - Vehicle Activated Sign (VAS), Shalford Hall Farm, Shalford Estimated Cost:- Not known</p>	
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	<p>LBRA192025 – Speed indicator device (SID), Park Road and Church Road, Wickham St Paul Estimated Cost:- Not known</p> <p>LBRA202005 - Vehicle Activated Sign (VAS), on approach to zebra crossing, Trinity Street, Halstead Estimated Cost:- Not known</p> <p>LBRA202006 - Traffic management improvements, Blunts Hall Road, Witham Estimated Cost:- Not known</p> <p>LBRA202015 - Rotatable Vehicle Activated Sign (VAS), Stisted Estimated Cost:- Not known</p> <p>LBRA202035- Speed limit request, Highstreet Green, Sible Hedingham Estimated Cost:- Not known</p> <p>LBRA212007 - Vehicle Activated Sign (VAS), High Street, Great Yeldham Estimated Cost:- Not known</p> <p>LBRA212014 - Traffic management improvements and lack of footway, Colchester Road, Bures Hamlet Estimated Cost:- Not known</p> <p>LBRA212033 - Permit parking in layby on Water Lane, Water Lane, Stisted Estimated Cost:- Not known</p> <p>(3) That the following schemes be subject to the specific comments denoted:-</p> <p><u>Traffic Management</u></p> <p>LBRA172010 - Junction improvements, dedicated left hand lane from Colne Road to the Colchester bound carriageway of the A120, Coggeshall Estimated Cost:- Not known (Note:- Compulsory purchase to be considered)</p> <p>LBRA192042 - Refurbishment/replacement of fingerposts, Fairstead Estimated Cost:- £10,000 (Note:- To investigate if some fingerposts have been replaced already)</p>	
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	<p>LBRA212022 - Traffic management improvements, Church Road, Hatfield Peverel Estimated Cost:- Not known (Note:- Scheme previously assessed as 'red', but now in validation for 20mph speed limit)</p> <p>LBRA212023 - Traffic management improvements, Maldon Road, Hatfield Peverel Estimated Cost:- Not known (Note:- Councillor D Louis to consider recent information)</p> <p>LBRA212027 - Traffic management improvements, Stoneham Street, Coggeshall Estimated Cost:- £7,500 (Note:- Site visit to take place to consider all possible options)</p> <p>LBRA212036 - Local street improvements, St Mary's Square, Kelvedon Estimated Cost:- Not known (Note:- Braintree Eastern Division, not Braintree Town Division)</p> <p>LBRA212037 - Traffic management improvements, near to A12 slip road, Hatfield Road, Witham Estimated Cost:- Not known (Note:- To be discussed with Councillor D Louis)</p> <p>LBRA212040 - Hedgehog signage, various roads, Kelvedon and Feering Estimated Cost:- Not known (Note:- D Maclean to discuss with Councillor P Thorogood)</p> <p>LBRA212042 - Investigate solutions to prevent parking, Jeffery's Road, j/w Claud Ince Avenue, Cressing Estimated Cost:- Not known (Note:- D Maclean to discuss with Councillor P Thorogood)</p> <p>LBRA192046 - Junction improvements, Witham Road, j/w Church Road, Black Notley Estimated Cost:- Not known (Note:- D Maclean to discuss with Councillor R Playle)</p> <p>LBRA192062 - Improvements to road layout close to mini-roundabout, B1018 Braintree Road, Witham Estimated Cost:- £10,000 (Note:- D Maclean to send copy of feasibility study to Members of the Panel for discussion at next meeting)</p>	
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	<p>LBRA222002 - Traffic Calming, access gate off Chapel Hill, Holy Trinity School, Beridge Road, Halstead Estimated Cost:- £6,500 (Note:- D Maclean to discuss with Councillor C Siddall, but the redundant wig-wag and pole can be removed.)</p> <p>LBRA222030 - Speed limit reduction to 50mph, A131 bypass, Great Notley Estimated Cost:- Not known (Note:- Scheme is in validation, not assessed as 'red')</p> <p>LBRA222034 - Improved road safety, connecting bridge between Powers Hall End and Chipping Hill, Witham Estimated Cost:- Not known (Note:- Witham Northern Division and Witham Southern Division)</p> <p><u>Walking</u></p> <p>LBRA173003 - Footway improvements, Hill Lane, j/w the A1017, Sturmer Estimated Cost:- Not known (Note:- D Maclean to liaise with Sturmer Parish Council on way forward)</p> <p>LBRA213003 – Repairs to brick planters (street furniture), London Road, Braintree Estimated Cost:- Not known (Note:- Scheme has been completed)</p> <p><u>Passenger Transport</u></p> <p>LBRA225001 – Extension of double yellow lines to reduce queuing by vehicles, Colchester Road, Halstead Estimated Cost:- £6,500 (Note:- D Maclean to clarify what work is required)</p> <p><u>Cycling</u></p> <p>LBRA194001 - Cycleway directional signage, St Johns Avenue, Braintree Estimated Cost:- Not known (Note:- D Maclean to investigate what work is required)</p> <p><b>Action By: Kandice Louis and Dan Maclean - Essex Highways, as indicated.</b></p>	<p>K Louis (HLO) and D Maclean (HLO Team Leader)</p>
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8.	<p><b>Any Other Business:</b></p> <p><u>'20's Plenty' Scheme – Possible Implementation Across Essex</u></p> <p>Councillor D Gronland reported that Oxfordshire County Council had implemented a '20's Plenty' scheme throughout its area and Braintree Association of Local Councils (BALC) had agreed to ask Essex County Council if it would do the same.</p> <p>Members of the Panel were advised that the '20's Plenty' scheme was designed specifically for areas outside schools and it could not be applied to all roads in general and that Essex County Council processed 20mph speed limit requests separately.</p> <p>Councillor Gronland was invited to provide details of the Oxfordshire scheme to enable Members of the Panel to consider it in more detail.</p> <p><b>Action By: Councillor D Gronland, BALC. To forward to Dan Maclean, Essex Highways, details of Oxfordshire County Council's decision to implement a '20's Plenty' scheme throughout its area, so that this may be considered in more detail.</b></p>	<p>(Cllr D Gronland)/ D Maclean (HLO Team Leader)</p>
9.	<p><b>Date of Next Meeting:</b></p> <p>It was noted that the next meeting of Braintree Local Highways Panel would take place in September 2022 on a date and at a time to be agreed with the Chairman. Members of the Panel would be advised of the date and time of the meeting via E-Mail.</p> <p>The meeting commenced at 4.00pm and closed at 5.53pm.</p> <p>Councillor R Playle (Vice-Chairman)</p>	

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