

## Epping Forest District LOCAL HIGHWAYS PANEL MINUTES

**Monday 11 July 2022**

**17:00 – 18:15 hours**

**Virtual Meeting on Zoom**

<b>Chairman:</b>	Councillor S Kane (ECC)
<b>Panel Members In Attendance:</b>	Councillor C Pond (ECC) Councillor M Vance (ECC) Councillor C Whitbread (ECC) Councillor H Whitbread (ECC)  Councillor I Hadley (EFDC) Councillor H Kane (EFDC) Councillor A Lion (EFDC) Councillor D Wixley (EFDC)
<b>Officers:</b>	None  Param Kaur-Kingston – Highways Liaison Officer (Essex Highways) Dan Maclean – Highways Team Leader (Essex Highways)
<b>Secretariat:</b>	Mandy Thompson – Service Manager, Technical (EFDC)  Jackie Leither – Democratic Services Officer (EFDC)

Item		Owner
1.	<b>Welcome and Introductions</b>  The Chairman welcomed Members, Officers and Guests present and asked that everyone formally introduce themselves.	
2.	<b>Apologies</b>  Apologies had been received from Councillor J McIvor (ECC) and Councillor B Scruton (Parish Representative).  M Thompson stated that previously Councillor N Avey attended the EFLHP as this came under his remit but as the Portfolio Holders responsibilities have now changed this now fell under the remit of Councillor K Williamson.  The DSO advised that she would contact Councillor Williamson to apologise and invite him to the next meeting.	<b>JL</b>

	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest pursuant to the Council's Code of Member Conduct.</p>	
3.	<p><b>Minutes</b></p> <p><b>RESOLVED:</b></p> <p>That the minutes of the meeting held on 21 March 2022, be agreed by the Panel as a true record.</p>	
4.	<p><b>Matters Arising from Minutes of the previous meeting</b></p> <p>Cllr C Pond advised at the meeting of the EFLHP on 21 March 2022 there were schemes that had been agreed to be delivered in the 2022/23 financial year but have not been carried over:</p> <ul style="list-style-type: none"> <li>• LEPP178001 – Public Bridleway no 14 and no 13 from Forest Way to Woodbury Hill; and</li> <li>• LEPP193016 – Rectory Lane, Loughton, Pedestrian Crossing.</li> </ul> <p>The scheme below was on the agenda on the 21 March 2022 which had been funded from the 2021/22 LHP funding and agreed to be completed in Q1 of 2022/23, this was also not on the schemes funded list:</p> <ul style="list-style-type: none"> <li>• LEPP194001 – Warren Hill, Nursery Road, Shaftesbury, York Hill and Baldwins Hill. Replace damaged cycling signage, install dropped kerbs and cycle stands.</li> </ul> <p>The HLO advised that she would check why the schemes had been missed and would contact Councillor Pond directly.</p>	PKK
5.	<p><b>Report on Funded Schemes</b></p> <p>The HLO updated Members on the schemes and advised that the costs supplied were budget allocations only and there was a possibility that a final scheme cost could change dependant on issues which may arise especially during detailed design and construction. The panel will be informed of any budget adjustments required at the time when known.</p> <p>At present there was a deficit of £21,222 but the cost of schemes can decrease as well as increase. The validation cost should be known by the next meeting in September 2022 and the Panel will be updated then.</p> <p>Councillor S Kane asked if the missing schemes had already been added into the funds or would these be extra.</p> <p>The HLO advised that she would check as she could recall at least one of the schemes which was on the working list but did not know why it had been missed off of the report.</p>	PKK

The Highways Team Leader (HTL), Dan Maclean advised that the schemes that had been rolled over from 2021/22 did so with the funds that had been allocated to them but he would need to confirm exactly what had happened and why they were missed off of the report. He advised that he and the LHO would take this offline and would report back to members.

Councillor S Kane asked when the officers had a confirmed and updated list could they circulate it to all panel members.

The LHO asked if there were any questions on the Funded Scheme List.

Councillor C Pond referred to LEPP152086, The Broadway, Loughton – Central reservation and asked in the parking issues had been resolved and had NEPP been advised.

Councillor A Lion advised that there had been a meeting with Officers and Councillor Scott and himself regarding the Broadway and he wasn't aware of any parking issues and what was being considered with NEPP.

Councillor C Pond stated that the issues with the central reservation where it was rutted as the buses could not pass the larger vehicles that park in the echelon parking bays on the north carriageway as they stick out into the road and therefore to pass these vehicles the buses have to mount the kerb at random points on the central reservation. Therefore, the echelon parking needed to be revised to parallel parking to alleviate this problem, which NEPP would be responsible for. There was much more work to be done than what the scheme cost indicated.

Councillor A Lion stated that this needed to be discussed in more depth with the interested parties and looked at again when all the details were factored in.

Councillor H Whitbread referred to the two schemes she had which related to the City of London and were therefore more complicated. She referred to the Bell Common Scheme she advised that she had correspondence from residents which came around from a consultation as they had gone through a consultation process previously and they wanted reassurance that the process was not starting again from the beginning.

The HLO stated that she would have to look this scheme up and get back to the Councillor with an answer.

Councillor H Whitbread referred to Lower Forest Road scheme and when adopted special Cabinet Member sign off how far will it cover along the road and asked for a progress report.

The HLO advised that she would come back to Councillor Whitbread with an answer.

Councillor C Pond referred to LEPP182004 and asked for an update on this scheme. It seemed that there was a complete redesign of the traffic signals by removing the signals on the service road at Brooklyn Parade and that the cost seemed very low. He advised that the statutory notice had been advertised

	<p>The HLO stated that she would need to look and the validation and would check that conversations had happened between ITS and the Design Team and report back to Councillor C Pond.</p> <p>Councillor D Wixley referred to LEPP215001 – Nevill Way, Loughton – Bus Shelter and asked why this was on hold.</p> <p>Councillor M Vance advised that all bus shelters across the County were on hold until ECC announced who had been awarded the County wide contract. Councillor L Scott will be announcing the decision in August 2022.</p> <p><b>RESOLVED:</b></p> <p>That the Panel noted the Funded Schemes report.</p>	
<p><b>6.</b></p>	<p><b>Report on Schemes Awaiting Funding</b></p> <p>The HLO asked Members to review the schemes on the list in red and remove those that were not supported or did not meet the criteria to go forward.</p> <p>The HLO advised that LEPP202012 – Clays Lane, Loughton – Traffic Calming. The speed and volume survey data had just been received and this scheme did meet the criteria. The Panel therefore agreed to remove this scheme.</p> <p>LEPP202018 – The Poplars, Abridge – Bollards at this location would result in a significant narrowing of the footway. It was likely that there were underground utilities along this section of the footway. Therefore, it was suggested that additional enforcement be discussed with NEPP. The Panel agreed to remove this scheme.</p> <p>LEPP202032 – Long Green and Common Road, Nazeing – VAS. The speed survey results did not meet the criteria for the installation of a VAS. The Panel agreed to remove this scheme.</p> <p>LEPP202037 – Shaftsbury/Staples Road, Loughton – Salt bin. This scheme did not meet the current policy to install a salt bin at this location. The Panel agreed to remove this scheme.</p> <p>LEPP212007 – Woodbury Hill, Loughton – Street lighting. Street lighting columns would only be replaced if the original one failed a structural test or was knocked down. The vegetation growing around the column would need to be removed, if the vegetation was on private property, then permission would need to be sought to remove it and an Ecology survey would be required before any further consideration to this scheme. The Panel agreed to remove this scheme.</p> <p>LEPP212014 – The Meadway j/w Stradbroke Grove, Buckhurst Hill – Lining. The County Member advised at the January 2022 meeting that this scheme had been completed by the Maintenance Team. The Panel agreed to remove this scheme.</p> <p>LEPP212015 – Queens Road, North Weald – Pavement parking. This is not feasible due to footway widths and resident vehicle crossovers. The Panel agreed to remove this scheme.</p>	<p><b>PKK</b></p>

	<p>LEPP212027 – Palmerston Road, Buckhurst Hill – Traffic calming. Speed survey results did not evidence a speeding issue therefore this scheme did not meet the criteria. The Panel agreed to remove this scheme.</p> <p>LEPP212029 – Loughton Way, Buckhurst Hill – Traffic calming. Speed survey results did not evidence a speeding issue therefore this scheme did not meet the criteria. The Panel agreed to remove this scheme.</p> <p><b>RESOLVED:</b></p> <p>That the schemes as listed below have been agreed to be removed from the Schemes Awaiting Funding list as they were no longer supported or fitted the criteria:</p> <ul style="list-style-type: none"> <li>• LEPP202012 – Clays Lane, Loughton – Traffic Calming;</li> <li>• LEPP202018 – The Poplars, Abridge – Bollards;</li> <li>• LEPP202032 – Long Green and Common Road, Nazeing – VAS;</li> <li>• LEPP202037 – Shaftsbury/Staples Road, Loughton – Salt bin;</li> <li>• LEPP212007 – Woodbury Hill, Loughton – Street lighting;</li> <li>• LEPP212014 – The Meadway j/w Stradbroke Grove, Buckhurst Hill – Lining;</li> <li>• LEPP212015 – Queens Road, North Weald – Pavement parking;</li> <li>• LEPP212027 – Palmerston Road, Buckhurst Hill – Traffic calming; and</li> <li>• LEPP212029 – Loughton Way, Buckhurst Hill – Traffic calming.</li> </ul>	
<p>7.</p>	<p><b>Any Other Business</b></p> <p><u>Portal Access</u></p> <p>Councillor S Kane asked the LHP on the availability of the portal access and what Councillors will be able to see going forward</p> <p>The HTL advised that the team had been putting together a new online tool for members to submit new scheme requests and to also track the progress of those scheme that have been submitted. The portal is in the final stages of testing and would then be shared with members to get any feedback.</p> <p>There would be a map and on that map there would be markers to show every scheme that had been submitted and those yet to be funded you need to click on the marker for the scheme and it will give you an update and advise you where it in the programme and what the current situation.</p> <p>There is a frustration across all LH Panels when a scheme is marked as ‘in validation’ because it does not give you any information. This was something the portal would steer away from and be able to give much more detailed updates to exactly where each scheme was at. In addition to this the HLO’s will be contacting the engineers more frequently so that updates on the progress of schemes will be fed more quickly into the portal thereby keeping members more up to date with the development of each scheme and then at Panel meetings we wouldn’t have to go through every scheme individually.</p>	<p><b>DM</b></p>

The HTL advised that he with Councillor L Scott would be taking this project to the Task and Finish Panel within the next couple of months to present it to them and to receive any feedback and hopefully it could then be shared with members.

Councillor M Vance advised that he was a member of the Task and Finish Panel and said that previously he and members of the Panel had been given access to the reporting tool, it was in the very early stages. He also asked the HTL to confirm that there would be two levels of viewing, one for Members and one for others giving Members the ability to see a lot more data than that of the general public.

The HTL advised that he did not know when they would be presenting the reporting tool to the Task and Finish Panel as it was still being worked on but that it would go to the Task and Finish Panel first to get their initial response and then will be taken away with their suggestions to improve the efficiency of the reporting tool.

He confirmed that there would be two levels to the reporting tool, a public facing section that would be accessible through the ECC website so that members of the public can see what was essentially going on but would not have the level of detail and access to what members would have.

Councillor S Kane asked when did the LHP think the portal would be live to all members.

The HTL advised that it would first need to go to the Task and Finish Panel and then to Scrutiny in September and would hope that it would go live shortly after that in October/November.

Councillor A Lion asked the LHP if the portal had a list of requirements or is it being developed as it went along as he would be interested to see what had been proposed.

The LHP advised that it had started to be developed before he returned to the service he explained that he was an HLO up until April 2021 and then he went on secondment to the Cabinet Office for a year and had only recently returned so this project, in his absence, was being progressed by Officers who have either moved on or were acting up and managing the team. He stated that there would be an opportunity for members to feed into this process.

#### NEPP and the LHP

Councillor A Lion stated that at the last meeting of the LHP a request was made to invite someone from NEPP (Item 7 Any Other Business) to advise how their schemes work and what schemes they funded and also looking at joint schemes. He asked if NEPP should be sending a representative or a report of the schemes that they have the remit for.

Councillor C Pond stated that in the past NEPP did attend these meetings, but they did not really have anything to add.

	<p>Councillor S Kane asked if the Panel wanted NEPP to come along to these meetings or should there be separate meetings with NEPP. The Panel agreed that there should be separate meetings with NEPP.</p> <p>Councillor A Lion stated that there needed to be more visibility on what schemes NEPP were proposing and how they were being operated as over the years trying to get schemes implemented it had never been very clear what their priorities were and where the funding would come from.</p> <p>Councillor S Kane advised he would contact NEPP and find out what they did or were doing in this district and would report back.</p> <p><u>Parking and Living on the Highways</u></p> <p>Councillor C Pond advised that people who lived in Camper Vans were parking and living on the Highways across the district and was this legal, if not what enforcement could be put into place to move them off.</p> <p>This doesn't seem to come under the remit of NEPP and Highways also advise that it is not in their remit to enforce.</p> <p>Councillor S Kane also brought up trailers and caravans and stated that they can be parked up on the Highways but neither NEPP nor the Highways are owning responsibility for enforcement. The Police also say it does not come under their remit either.</p> <p>M Thompson advised that an unhitched caravan on the highway was an offence and that would be for the Highways Authorities. If it was hitched, then the Highways Authority would not have any responsibilities. Living on the highways would come under the Highways Act and that would be the remit of the Highways Authority. She advised that she would look into this in more detail and report back.</p> <p>Councillor S Kane asked the LHP if he could find out what enforcement could be done about people living on the Highways in caravans hitched and unhitched and unhitched trailers being parked up and also vans, motor caravans and horse boxes.</p> <p>The LHP advised that he would find out and report back at the next meeting.</p> <p>Councillor A Lion asked if something could be enforced when people park on grass verges.</p> <p>M Thompson, Service Manager (Technical) advised that she would look into this matter she stated that if it was Council owned land then some joint work with the housing team could be done around enforcing grass verge parking. If the land belonged to the Highways then EFDC would not be able to enforce the grass verge.</p> <p><u>School Streets</u></p> <p>Councillor C Pond stated that he had been having long discussions with Councillor L Scott, following a public meeting on making Staples Road, Loughton</p>	<p>MT</p> <p>DM</p> <p>MT</p>
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	<p>a school street, on the application of the headmaster who is extremely worried about the safety of children. Approximately two weeks ago Councillor Scott visited Staples Road and conducted a vox pox with passers by and I am pleased to report that all of them were in favour of Staples Road becoming converted to a school street. This would prevent people driving into Staples Road during school time pick up and drop off who were not residents, but the process within Essex was not straightforward. Would the HTL be able to take this away to get more information about how this process would work and the regulations surrounding school streets.</p> <p>The LHP advised that he would get some information on this process but that he had a feeling that it would come under the remit of Essex Highways and not NEPP to put into practice as it would be more about access to and from the street.</p>	
<p><b>8.</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next meeting of the Epping Forest District Local Highways Panel would be on Thursday 29 September 2022 at 5pm on Zoom.</p>	