

HARLOW LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	Tuesday 27 th June 2023
Time:	10:00 hrs
Venue:	Room CR1, Harlow Civic Centre
Chairman:	CC Member Clive Souter
Panel Members:	CC Member Mike Garnett (Vice Chairman), CC Member Eddie Johnson, CC Member Michael Hardware, HDC Member Kay Morrison, HDC Member David Carter, HDC Member Daniella Pritchard
Officers:	Dan Maclean – Highway Liaison Team Leader (Essex Highways) Sarah Tomlin – Highway Liaison Officer
Secretariat:	Adam Rees – (HDC)

Page	Item	Subject	Lead	Paper
	1	Welcome and Introductions	Chairman	Verbal
	2	Apologies for Absence	Chairman	Verbal
2 – 4	3	Minutes of meeting held on 25 th April 2023 to be agreed as a correct record	Chairman	Verbal
	4	Matters arising from minutes of previous meeting	Chairman	Verbal
5 – 7	5	Report on Funded Schemes	Sarah Tomlin	Report 1
8 – 16	6	Report on Schemes Awaiting Funding	Sarah Tomlin	Report 2
	7	Any other business:	All	Verbal
	8	Date of next meeting: TBC	Chairman	Verbal

**MINUTES OF THE HARLOW LOCAL HIGHWAYS PANEL
HELD ON**

25 April 2023

10.00 - 11.32 am

PRESENT

Committee Members

County Councillor Clive Souter, Harlow West (Chair)
County Councillor Mike Garnett, Harlow North (Vice-Chair)
County Councillor Michael Hardware, Harlow West
County Councillor Eddie Johnson, Harlow South East
Councillor David Carter, Harlow District Council
Councillor Bob Davis, Harlow District Council
Councillor Kay Morrison, Harlow District Council

Officers

Sarah Tomlin, Highways Liaison Officer
Daniel MacLean, Highways Liaison Officer, Essex County Council
Hannah Marriott, Governance Support Officer

Other Attendees

Councillor Simon Carter
Councillor Nicky Purse, Portfolio Holder for Environment

53. **WELCOMES AND INTRODUCTIONS**

The Chair welcomed all attendees to the meeting and invited Councillors and Officers to introduce themselves.

54. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Daniella Pritchard.

55. **MINUTES OF MEETING HELD ON 10 JANUARY 2023 TO BE AGREED AS A CORRECT RECORD**

Agreed.

56. **MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING**

Councillor Kay Morrison noted at the previous meeting the issue of street signage for the hatches was briefly mentioned. Dan Mclean, Highway Liaison Team Leader (Essex County Council) advised that street signs could be looked at and would need to be raised with the Essex County Council Councillors. Councillor Michael Hardware advised that a scheme would be coming forward to signage at the hatches.

Councillor Michael Hardware asked whether the Gilden Way crossings should have been part of the development contract. Sarah Tomlin,

Highway Liaison Officer (Essex County Council) advised that the Major Projects Team at Essex County Council were not happy with the request for pedestrian guard ways. Sarah Tomlin would request an official response on this and would circulate to the Panel once received.

57. **PUBLIC SPEAKING**

Councillor Simon Carter presented a petition on behalf of residents at Commonside Road who were concerned about speeding. Sarah Tomlin advised that a feasibility study for Commonside Road had been undertaken and that the project could be considered for funding next year. Proposals for improvement included an increase in more effective speed cushions.

Councillor Nicky Purse raised concerns about a suggested inconsistency in advice given by Essex County Council Highways Officers on two planning applications in Coalport Close. It was noted that the LHP is not the correct format for discussion relating to planning issues. Councillor Hardware agreed to liaise with Essex County Council Strategic Development to obtain some clarting regarding this matter outside of the LHP.

58. **REPORT ON FUNDED SCHEMES**

The Panel noted that scheme 10 (Passmores Area – Cycling Improvements) had not been delivered as the study used was out of date and, therefore, the scheme was not feasible. Dan Mclean advised that the scheme could progress in 2023/24, however, it would be design only and would cost £18,000. The Panel agreed to progress the scheme in 2023/24.

The Panel noted that schemes 19 (Abercrombie Way/Southern Way – Dropped Crossings) and 24 (Latton Bush Centre – Mini Roundabout Improvements) would be carried over to 2023/24 as slippage. Dan Mclean confirmed that Councillor Scott (Essex County Council) had agreed that the funding would also be carried over.

Dan Mclean advised the Panel that scheme 20 (Malkin Drive – Traffic Management Improvements) had been cancelled due to objections from residents.

59. **REPORT ON SCHEMES AWAITING FUNDING**

The Panel agreed for schemes 19 (Abercrombie Way/Southern Way – Dropped Crossings) and 24 (Latton Bush Centre – Mini Roundabout Improvements) from 2023/23 to be recommissioned with the slippage money to be reallocated when released.

The Panel agreed to fund the following schemes:

- a) Passmores Area – commission design for cycling improvements

- b) Sunny Croft junction with Wharley Hook – traffic calming
- c) Tawney’s Road – zebra crossing remedials
- d) Fawbert and Barnard (London Road) – pedestrian guardrail
- e) Park Hill – pedestrian safety
- f) Momples Road (First Avenue) – safety improvements

The Panel also highlighted the following schemes to be considered for slippage funding:

- a) Commonsides Road – Traffic calming improvements
- b) Parsloe Road – pedestrian crossing point to The Link Social Club
- c) Waterhouse Moor – dropped crossings
- d) Canons Gate – One way system

60. **ANY OTHER BUSINESS**

Councillor Bob Davis raised concerns about parking and pedestrian safety at The Downs Primary School. Councillor Mike Garnett advised that he had visited the location with Rissa Long. The Panel noted that a scheme had been suggested, however, the school doesn’t want the dropped kerb and would prefer the zig zags to be re-painted, the removal of shrub areas and updated signage. Sarah Tomlin advised that the removal of the shrub areas would be outside of the remit for the Highways Panel and that the signage would have to be updated by NEPP.

Councillor David Carter noted that the Kingsmoor Road turning was a problem for buses. The Panel noted that it couldn’t do anything to resolve this.

Councillor Kay Morrison raised concerns about vehicles driving over the pavement and parking on the grass verge behind Pace Precision Engineering in Bush Fair. The Panel noted that this was a historical issue and would require the appropriate enforcement to be resolved.

61. **DATE OF NEXT MEETING**

The Chair advised that the date of the next panel meeting was to be confirmed.

CHAIR OF THE PANEL

HARLOW HIGHWAY PANEL

REPORT 1 - FUNDED SCHEMES LIST

This report provides an update on the current position of all the schemes which the Harlow Local Highway Panel has recommended for inclusion in their 2023/24 programme.

Budget Summary	
1. Potential carry forward schemes from 2022/23 (Subject to approval from ECC Finance)	
1.1. Potential carry forward schemes from 2022/23	£65,500
Sub-total	£65,500
2. Footway Improvements 2023/24	
2.1. Additional footway schemes	£121,800
2.2. Additional footway minor works	£121,800
Sub-Total	£243,600
3. LHP Funding 2023/24	
3.1. LHP funding 2023/24	£121,800
3.2. Budget for Countywide Casualty Reduction Schemes	£35,626
3.3. Budget for Carriageway improvements	£86,174
Sub-Total	£243,600

Within the programme the dates given as Quarters 1 to 4, refer to the financial year as follows –

- Q1 - Quarter 1 – April to June
- Q2 - Quarter 2 – July to September
- Q3 - Quarter 3 – October to December
- Q4 - Quarter 4 – January to March

Members are reminded that the costs supplied are budget allocations only and there is the 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.

Carry Over Schemes 2022-23

Total Value of Schemes	£65,000
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Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
1	Latton Bush Centre - Mini roundabout improvements	Improved visibility and possible deflection on the mini roundabout to encourage vehicles heading North on Southern Way to give way	Harlow South East	Traffic Management	Implementation	LHAR192007	£37,000	To be carried over into 23/24 as slippage	Q2
2	Abercrombie Way / Southern Way - Dropped crossings	Improvements to the dropped crossing facilities all around the Staple Tye shopping centre	Harlow West	Walking	Total Scheme	LHAR213007	£28,000	To be carried over into 23/24 as slippage	Q2

Funded Schemes 2023-24

Total Value of Schemes	£54,000
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Completed	Update
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Ref	Scheme name	Description	Division	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
1	Passmore Area - Cycling improvements	Implementation of cycle improvements in the Passmore Area as identified in the feasibility study undertaken in 2017-18	Harlow West	Cycling	Design	LHAR164001	£18,500	Panel agreed to fund in April panel meeting	Q3
2	Park Hill, Old Harlow - Pedestrian Safety	Request to consider options to improve safety for children in the road.	Harlow North	Walking	Total Scheme	LHAR223011	£6,500	Panel agreed to fund in April panel meeting	Q3
3	London Road, Harlow - Pedestrian Guardrail	Request for Pedestrian Guardrail outside Fawbert and Barnard's Primary School to channel pedestrians toward the zebra crossing	Harlow North	Walking	Total Scheme	LHAR223013	£12,500	Panel agreed to fund in April panel meeting	Q3
4	Momples Road / First Avenue - Safety Improvements	Momples Road junction with First Avenue - yellow box and parking restrictions	Harlow North	Traffic Management	Total Scheme	LHAR222008	£6,000	Panel agreed to fund in April panel meeting	Q3
5	Sunnycroft junction with Wharley Hook, Harlow - traffic calming	Traffic calming - Sunnycroft (Little Pynchons) junction with Wharley Hook	Harlow South East	Traffic Management	Total Scheme	LHAR222015	£5,500	Panel agreed to fund in April panel meeting	Q3
6	Tawneys Road, Harlow zebra crossing remedials	Remedial works to previous LHP scheme to amend lighting due to LGO complaint	Harlow South East	Walking	Implementation	LHAR173005	£5,000	Panel agreed to fund in April panel meeting	Q2

HARLOW LOCAL HIGHWAY PANEL REPORT 2 - SCHEMES AWAITING FUNDING LIST

This Schemes Awaiting Funding List identifies those scheme requests, which have been received for the consideration of the Harlow Local Highways Panel (LHP).

In the April 2023 Panel meeting it was agreed to fund the 2022/23 Carry Forward schemes using the available 2023/24 LHP Capital Budget.

The Panel may also remove any schemes they would not wish to consider for future funding.

There are currently Schemes Awaiting Funding with an estimated cost of £419,000, as shown in the summary below -

Scheme Type	Estimated Scheme Costs
Traffic Management	£341,500
Walking	£77,500
Passenger Transport	£0
Cycling	£0
Total	£419,000

On the Schemes Awaiting Funding List, the RAG column acknowledges the status of the scheme request as shown below:

RAG Status	Description of RAG status
G	The scheme has been validated as being feasible and is available for Panel consideration
A	The scheme has been commissioned for a feasibility study which needs completing before any Panel consideration
R	A scheme which is against policy or where there is no appropriate engineering solution
V	A scheme request has been received and is in the initial validation process

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£341,500
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Broadfields - Safety improvements outside The Downs Primary School	Package of measures including improved signage, pedestrian dropped kerb and possible raised table.	Harlow North	Total Scheme	LHAR212011	£11,500	Validation recommends design and installing one set of dropped kerbs and tactile paving outside house number 137.	G
2	Paringdon Road - Traffic Calming	Request to review Paringdon Road in its entirety to assess the existing traffic calming and junction arrangements where safety concerns have been raised	Harlow West	Implementation	LHAR192012	£204,500	Cost breakdowns for various sections: Morningtons Section - £82,500, Parnell Road section - £84,500, Parsloe Road section - £13,500 and signage review and upgrade - £24,000	G
3	Maddox Road - Traffic calming amendments	Request to look into the existing traffic calming measures	Harlow North	Design	LHAR162015	£7,500	The feasibility report recommends next stage detail design	G
4	Maddox Road - Layby improvements	Request for layby improvements to accommodate echelon parking	Harlow North	Design	LHAR162016	£5,000	Further detailed design works are required for this scheme - due to plastic water pipe where we need to know exact position and depth.	G
5	First Avenue - Vehicular access to the skatepark	Vehicular access to the skatepark from First Avenue where Harlow District Council are making improvements for emergency vehicles	Harlow North	Total Scheme	LHAR212005	£15,500	Validation recommends removing the PGR and installing a vehicle access. Harlow District Council may wish to install a lockable bollard to prevent unauthorised access if this scheme is approved.	G
6	Fourth Avenue jct with North Gate - roundabout surface amendment	Change to the surface of the roundabout to illuminate the need to undertake vegetation maintenance	Harlow West	Validation (With Design Team)	LHAR212009	TBC	This location is part of the Harlow Sustainable Transport Corridor and therefore cannot be progressed at present	V

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£341,500
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
7	London Road btw Priory Avenue and Jocelyns - Traffic Calming	Measures to slow traffic and to deter cutting through on London Road	Harlow North	Validation (With Design Team)	LHAR212010	TBC	In validation.	V
8	Waterhouse Moor - No through traffic	Scheme to consider the possibility of closing Waterhouse Moor as a through route	Harlow South East	Validation (With Design Team)	LHAR212006	TBC	In validation.	V
9	Traceys Road - School parking prevention	Scheme to prevent school themed parking from blocking residential properties during pick up times	Harlow South East	Validation (Does not meet criteria)	LHAR212007	N/A	Passenger Transport are pursuing this separate to the LHP	R
10	Southern Way - 40mph speed limit enhancement	Improve the size and frequency of the 40mph repeater signage	Harlow West	Feasibility	LHAR212003	£6,500	Validation recommends a route based study and outline design to identify any possible measures to enhance the 40mph speed limit.	G
11	Commonside Road - Traffic calming improvements	Improvements to existing traffic calming features	Harlow West	Design	LHAR222003	£7,500	Feasibility study recommends detail design for improvements to the existing lining and traffic calming measures in Commonside Road	G
12	Elmbridge, Harlow - Knee High Fence	Request to install knee high fence to protect the grassed area	Harlow North	Total Scheme	LHAR222004	£9,500	Validation recommends the installation of a knee high fence	G
13	Upper Park, Harlow - Parking Provisions	Request to provide additional parking facilities.	Harlow West	Feasibility	LHAR222006	£6,500	Design recommends a feasibility study - Network Assurance are not supportive of the proposal. May set a precedent which is a concern. Would only create an additional 6 - 8 parking spaces.	G

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£341,500
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
14	Malkin Drive, Church Langley	Request for No Through Road or signage to prevent HGV use - HGV's trying to reach the M11	Harlow South East	Validation (Awaiting Funding)	LHAR222007	£6,500	Design Team recommends Unsuitable for HGV's and No Through Road Signs are installed	G
15	Altham Grove - junction safety improvements	Altham Grove into Howard Way - yellow box junction and parking restrictions	Harlow North	Validation (Awaiting Funding)	LHAR222009	£6,000	Unable to install a box junction as we need to have heavy traffic on all approaches to the junction. Can install DYL here to improve the road space and visibility	G
16	Canons Gate - One Way system	Request for a one-way system in Canons Gate to assist traffic flow and improve safety	Harlow West	Validation (With Design Team)	LHAR222010	TBC	Needs speed survey - feasibility study and informal consultation recommended following scheme validation on a proposal for a trial one-way order	V
17	Potter Street - Review of existing 20mph zone	Request to look into the existing 20mph zone and improving existing traffic calming measures	Harlow South East	Implementation	LHAR162014	£43,000	Implementation of previously designed scheme	G
18	Potter Street - speed control measures on Southern Section	Potter Street - speed control measures on Southern Section	Harlow South East	Validation (Awaiting Surveys)	LHAR222012	TBC	Requires speed survey	V
19	Hobtoe Road - verge protection measures	Hobtoe Road (in front of properties 1 - 13 Canons Gate) - wooden fence to prevent verge overrun	Harlow West	Total Scheme	LHAR222013	£12,000	Validation recommends installing timber fencing	G
20	Westfield / Tendring Road - Parking	Either Echelon parking in layby or convert grass verge for parking	Harlow West	Validation (With Design Team)	LHAR222014	TBC		V

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£341,500
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
21	Gilden Way - vehicles jumping lights at ped crossing	Vehicles jumping the red light at the crossing	Harlow North	Validation (Awaiting Surveys)	LHAR222016	TBC	Needs speed survey	V
22	Church Langley Way - HGV signs	Upgrade existing signage stating no access to M11 or industrial parks	Harlow South East	Validation (With Design Team)	LHAR222018	TBC	An alternative proposal to scheme LHAR222007.	V

Schemes Awaiting Funding

Walking

Total Value of schemes	£77,500
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Waterhouse Moor - Dropped crossings	Request for 2 pairs of dropped crossings down Waterhouse Moor	Harlow South East	Total Scheme	LHAR163026	£17,500	Dropped crossings can be implemented.	G
2	Finchmoor - Dropped crossings	Request for additional dropped crossings down Finchmoor	Harlow West	Total Scheme	LHAR163028	£30,000	Dropped crossings can be implemented.	G
3	Miles Close junction with Herbert's - Dropped crossings	1 pair of dropped crossings	Harlow West	Total Scheme	LHAR163004	£9,500	Dropped crossings can be implemented. Updated costs requested from Design Team	G
4	Kiln Lane - zebra crossing	Zebra crossing in the vicinity of Fenton Grange and Belfield Gardens	Harlow South East	Validation (With Design Team)	LHAR213006	TBC	Further surveys required - Same location as before near Fenton Grange - carry out in term time	V
5	Ryecroft jct with Cannons Brook - Dropped crossing	Dropped crossing at the junction to better facilitate the mobility impaired	Harlow West	Total Scheme	LHAR213008	£12,500	The validation recommends progressing dropped kerbs and possible bollards where vehicles are parking.	G

Schemes Awaiting Funding

Walking

Total Value of schemes	£77,500
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
6	Kingsmoor Road - Zebra crossing	Formal crossing point close to the Pyenest Road junction	Harlow West	Validation (Awaiting Surveys)	LHAR213010	TBC	Needs a PV2 survey	V
7	Water Lane School footpath upgrade	Footpath upgrade rear of Water Lane School	Harlow West	Validation (With Design Team)	LHAR223014	TBC	In validation - needs to be discussed at Tracker meeting	V
8	Tendring Road - Zebra Crossing	School requesting a zebra crossing in vinity of Frederick Gibbard College	Harlow West	Validation (With Design Team)	LHAR223015	TBC	Needs a PV2	V
9	Parsloe Road, Harlow - pedestrian crossing point to The Link Social Club	Parsloe Road, Harlow - pedestrian crossing point to The Link Social Club	Harlow West	Validation (Does not meet criteria)	LHAR223016	N/A	Due to site constraints the Link Social Club would need to consider providing access by foot to pedestrians before any formal dropped kerbs/tactile paving is provided.	R

Schemes Awaiting Funding

Walking

Total Value of schemes	£77,500
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
10	Church Langley Way - Safety Remedials Required to previously installed LHP scheme	Remedial works required to existing LHP installation - scheme ref: LHAR192001 - safety remedials to the crossing are required, including removal of some railings and other measures following a stage 3 safety audit	Harlow South East	Total Scheme	LHAR192001	£8,000	Call out cost for the VAS is £140	G

Schemes Awaiting Funding

Passenger Transport

Total Value of schemes	£0
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Ladyshot (opp)	Replacement bus shelter	Harlow North	Total Scheme	LHAR175012	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
2	Peterswood School (S-bound) - Replacement bus shelter	Replacement bus shelter	Harlow West	Total Scheme	LHAR175006	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
3	Peterswood School (NW-bound)	Replacement bus shelter	Harlow West	Total Scheme	LHAR175007	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
4	Fir Park	Replacement bus shelter	Harlow West	Total Scheme	LHAR175010	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V

Schemes Awaiting Funding

Passenger Transport

Total Value of schemes	£0
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
5	Pollards Hatch (NW Bound)	Replacement bus shelter	Harlow West	Total Scheme	LHAR175011	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
6	Barley Croft (N Bound)	Replacement bus shelter	Harlow West	Total Scheme	LHAR175013	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
7	Barley Croft (S Bound)	Replacement bus shelter	Harlow West	Total Scheme	LHAR175014	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
8	Three Horseshoes	Replacement bus shelter	Harlow West	Total Scheme	LHAR175015	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V

Schemes Awaiting Funding

Passenger Transport

Total Value of schemes	£0
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
9	Salvation Army (o/s)	Replacement bus shelter	Harlow West	Total Scheme	LHAR175016	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
10	The Hornbeams (adj)	Replacement bus shelter	Harlow West	Total Scheme	LHAR175017	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
11	A414 Church Langley, Bus Lane Improvements	A414 Church Langley, Bus Lane Improvements	Harlow South East	Total Scheme	LHAR225000	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
12	First Avenue - close to London Road - Bus Shelter	No shelter at the bus stop	Harlow North	Scheme Request	LHAR235000	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V