

## HARLOW LOCAL HIGHWAYS PANEL MEETING AGENDA

<b>Date:</b>	Tuesday 12 <sup>th</sup> September 2023
<b>Time:</b>	10:00 hrs
<b>Venue:</b>	Room CR1, Harlow Civic Centre
<b>Chairman:</b>	CC Member Clive Souter
<b>Panel Members:</b>	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
<b>Officers:</b>	Sarah Tomlin – Highway Liaison Officer
<b>Secretariat:</b>	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 27 <sup>th</sup> June 2023 to be agreed as a correct record	Chairman	Verbal
	4	Matters arising from minutes of previous meeting	Chairman	Verbal
5 – 8	5	Report on Funded and Priority Schemes	Sarah Tomlin	Reports 1, 2 & 3
9 – 16	6	Report on Schemes Awaiting Funding	Sarah Tomlin	Report 4
	7	Any other business:	All	Verbal
	8	Date of next meeting: TBC	Chairman	Verbal

## MINUTES OF THE HARLOW LOCAL HIGHWAYS PANEL HELD ON

27 June 2023

7.00 - 7.49 pm

### PRESENT

#### Committee Members

County Councillor Clive Souter, Harlow West (Chair)  
County Councillor Mike Garnett, Harlow North (Vice-Chair)  
Councillor David Carter, Harlow District Council

#### Officers

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

#### 1. WELCOMES AND INTRODUCTIONS

The Chair welcomed all attendees to the meeting.

#### 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Michael Hardware and Eddie Johnson.

#### 3. MINUTES OF MEETING HELD ON 25 APRIL 2023 TO BE AGREED AS A CORRECT RECORD

Agreed.

#### 4. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

Sarah Tomlin, Highways Liaison Officer (Essex County Council), confirmed that an explanation on the pedestrian guardway at Gilden Way had been sent to the Panel.

With regard to the queries raised by Councillor Nicky Purse on two planning applications in Coalport Close, Sarah Tomlin confirmed that Essex County Council Highways Officers will carry out site visits as far as possible. It was noted that the circumstances with the two planning applications may have been different.

#### 5. REPORT ON FUNDED SCHEMES

Dan Maclean, Highways Liaison Team Leader (Essex County Council), advised the Panel that the funding for the schemes which slipped in 2022/23 was still awaiting approval so not yet available.

The Panel noted that it was not quorate at the meeting, however, agreed to discuss and recommend schemes to the rest of the Panel for approval. The Panel suggested putting forward the following schemes as discussed at the previous meeting:

- a) Commonside Road – traffic calming measures
- b) Waterhouse Moor – dropped crossings
- c) Canons Gate – one way system

The Panel also suggested recommending the following schemes:

- a) Elmbridge – install knee high fence to protect grassed area
- b) Parsloe Road – traffic calming measures
- c) Church Langley Way – safety remedial works

Dan Maclean agreed to find out whether the locality fund could be used to repair VAS signs which weren't working.

## 6. **REPORT ON SCHEMES AWAITING FUNDING**

Sarah Tomlin advised that the following schemes had had speed surveys undertaken:

- a) Potter Street – agreed to undertake a further speed survey closer to the A414
- b) Kiln Lane – this would go to the validation stage
- c) Kingsmoor Road – very low score
- d) Tendring Road – very low score

It was confirmed that the Parsloe Road scheme for a pedestrian crossing point would be removed as the access point would be unsafe for pedestrians.

The Panel also noted that the Traceys Road scheme for school parking prevention would be dealt with by Passenger Transport.

## 7. **ANY OTHER BUSINESS**

Councillor Mike Garnett advised that the flashing lights at Churchgate Street were still not working. Dan Maclean advised that they had been in contact with the company who installed the lights and would look to escalate this higher.

Dan Maclean advised that all districts had now signed onto the bus shelter agreement and the tender would be published imminently. The tender process would be an eight week period, therefore, a supplier should be in place by the next panel meeting.

8. **DATE OF NEXT MEETING**

The next meeting would be 12 September 2023 at 10am.

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.

<b>Budget Summary</b>		
<b>1. Potential carry forward schemes from 2022/23 (Subject to approval from ECC Finance)</b>		
1.1. Potential carry forward schemes from 2022/23		£65,500
	<b>Sub-total</b>	<b>£65,500</b>
<b>2. Footway Improvements 2023/24</b>		
2.1. Additional footway schemes		£121,800
2.2. Additional footway minor works		£121,800
	<b>Sub-Total</b>	<b>£243,600</b>
<b>3. LHP Funding 2023/24</b>		
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
	<b>Sub-Total</b>	<b>£243,600</b>

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.

### Slipped Schemes from 2022-23

<b>Total Value of Schemes</b>	<b>£65,000</b>	Commissioned	<b>£65,000</b>	Uncommissioned	<b>£0</b>
-------------------------------	----------------	--------------	----------------	----------------	-----------

Completed	Update	Cancelled
-----------	--------	-----------

Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion	Funded
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	Harlow	Traffic Management	Implementation	LHAR192007	£37,000	To be carried over into 23/24 as slippage	Q2	Yes
2	Abercrombie Way / Southern Way - Dropped crossings	Improvements to the dropped crossing facilities all around the Staple Tye shopping centre	Harlow West	Harlow	Walking	Design	LHAR213007	£28,000	To be carried over into 23/24 as slippage	Q2	Yes

## Funded Schemes 2023-24

Total Value of Schemes	<b>£54,000</b>
------------------------	----------------

Completed	Update	Cancelled
-----------	--------	-----------

Ref	Scheme name	Description	Division	Parish	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	Harlow	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	Harlow	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	Harlow	Walking	Total Scheme	LHAR223013	£12,500	Panel agreed to fund in April meeting	Q3
4	Momples Road / First Avenue - Safety Improvements	Momples Road junction with First Avenue - Keep Clear markings and double yellow line parking restrictions	Harlow North	Harlow	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	Harlow	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	Harlow	Walking	Implementation	LHAR173005	£5,000	Panel agreed to fund in April panel meeting	Q2

## Prioritised Schemes Awaiting Funding

<b>Total Value of Schemes</b>	<b>£64,500</b>	<b>Completed</b>	<b>Update</b>	<b>Cancelled</b>
-------------------------------	----------------	------------------	---------------	------------------

Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments
1	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	Harlow	Traffic Management	Implementation	LHAR192012	£13,500	Panel agreed to add the Parsloe Road section of this scheme to the Priority Schemes list at a cost of £13,500 - 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
2	Waterhouse Moor - Dropped crossings	Request for 2 pairs of dropped crossings down Waterhouse Moor	Harlow South East	Harlow	Walking	Total Scheme	LHAR163026	£17,500	Dropped crossings can be implemented.
3	Commonside Road - Traffic calming improvements	Improvements to existing traffic calming features	Harlow West	Harlow	Traffic Management	Design	LHAR222003	£7,500	Feasibility study recommends detail design for improvements to the existing lining and traffic calming measures in Commonside Road
4	Elmbridge, Harlow - Knee High Fence	Request to install knee high fence to protect the grassed area	Harlow North	Harlow	Traffic Management	Total Scheme	LHAR222004	£9,500	Validation recommends the installation of a knee high fence
5	Canons Gate - One Way system	Request for a one-way system in Canons Gate to assist traffic flow and improve safety	Harlow West	Harlow	Traffic Management	Validation (Awaiting Funding)	LHAR222010	£8,500	Speed Survey carried out - average speed - 15.9 mph - feasibility study and informal consultation recommended following scheme validation on a proposal for a trial one-way order



## Prioritised Schemes Awaiting Funding

<b>Total Value of Schemes</b>	<b>£64,500</b>
-------------------------------	----------------

Completed	Update	Cancelled
-----------	--------	-----------

Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments
6	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	Harlow	Walking	Total Scheme	LHAR192001	£8,000	Call out cost for the VAS is £140

## 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. In July 2023 the panel agreed a list of Priority Schemes to fund using slippage monies, this was agreed outside the panel meeting via email.

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 £348,500, as shown in the summary below -

Scheme Type	Estimated Scheme Costs
Traffic Management	£296,500
Walking	£52,000
Passenger Transport	£0
Cycling	£0
<b>Total</b>	<b>£348,500</b>

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

### Passenger Transport

<b>Total Value of schemes</b>	<b>£0</b>
-------------------------------	-----------

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Ladyshot (opp)	Replacement bus shelter	Harlow North	Harlow	Validation (With Design Team)	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	Harlow	Validation (With Design Team)	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	Harlow	Validation (With Design Team)	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	Harlow	Validation (With Design Team)	LHAR175010	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
5	Pollards Hatch (NW Bound)	Replacement bus shelter	Harlow West	Harlow	Validation (With Design Team)	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	Harlow	Validation (With Design Team)	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	Harlow	Validation (With Design Team)	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	Harlow	Validation (With Design Team)	LHAR175015	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V
9	Salvation Army (o/s)	Replacement bus shelter	Harlow West	Harlow	Validation (With Design Team)	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	Harlow	Validation (With Design Team)	LHAR175017	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

<b>Total Value of schemes</b>	<b>£0</b>
-------------------------------	-----------

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
11	A414 Church Langley, Bus Lane Improvements	A414 Church Langley, Bus Lane Improvements	Harlow South East	Harlow	Validation (With Design Team)	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	Harlow	Validation (With Design Team)	LHAR235000	TBC	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	V

## Schemes Awaiting Funding

### Traffic Management

<b>Total Value of schemes</b>	<b>£296,500</b>
-------------------------------	-----------------

Ref	Scheme name	Description	Division	Parish	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	Harlow	Total Scheme	LHAR212011	£11,500	It is understood that the School are unhappy with this request and wish to make a request for something different which will likely result in a new scheme request. Validation recommends design and installing one set of dropped kerbs and tactile paving outside house number 137.	G
2	Maddox Road - Traffic calming amendments.	Request to look into the existing traffic calming measures.	Harlow North	Harlow	Design	LHAR162015	£7,500	The feasibility report recommends next stage detail design.	G
3	Maddox Road - Layby improvements	Request for layby improvements to accommodate echelon parking	Harlow North	Harlow	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
4	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	Harlow	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
5	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	Harlow	Validation (With Design Team)	LHAR212009	TBC	This location is part of the Harlow Sustainable Transport Corridor and therefore cannot be progressed at present.	V
6	London Road btw Priory Avenue and Jocelyns - Traffic Calming	Measures to slow traffic and to deter cutting through on London Road	Harlow North	Harlow	Validation (With Design Team)	LHAR212010	TBC	In validation.	V
7	Waterhouse Moor - No through traffic	Scheme to consider the possibility of closing Waterhouse Moor as a through route	Harlow South East	Harlow	Validation (With Design Team)	LHAR212006	TBC	In validation.	V
8	Southern Way - 40mph speed limit enhancement	Improve the size and frequency of the 40mph repeater signage	Harlow West	Harlow	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

## Schemes Awaiting Funding

### Traffic Management

<b>Total Value of schemes</b>	<b>£296,500</b>
-------------------------------	-----------------

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
9	Upper Park, Harlow - Parking Provisions	Request to provide additional parking facilities.	Harlow West	Harlow	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
10	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	Harlow	Total Scheme	LHAR222007	£6,500	Design Team recommends Unsuitable for HGV's and No Through Road Signs are installed.	G
11	Altham Grove - junction safety improvements	Altham Grove into Howard Way - yellow box junction and parking restrictions	Harlow North	Harlow	Total Scheme	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
12	Potter Street - Review of existing 20mph zone	Request to look into the existing 20mph zone and improving existing traffic calming measures	Harlow South East	Harlow	Implementation	LHAR162014	£43,000	Implementation of previously designed scheme.	G
13	Potter Street - speed control measures on Southern Section.	Potter Street - speed control measures on Southern Section.	Harlow South East	Harlow	Validation (Awaiting Surveys)	LHAR222012	TBC	Requires a further survey closer to junction of A414/London Road - new speed survey requested 27 July 2023.	V
14	Hobtoe Road - verge protection measures	Hobtoe Road ( in front of properties 1 - 13 Canons Gate) - wooden fence to prevent verge overrun	Harlow West	Harlow	Total Scheme	LHAR222013	£12,000	Validation recommends installing timber fencing.	G
15	Westfield / Tendring Road - Parking	Either Echelon parking in layby or convert grass verge for parking	Harlow West	Harlow	Validation (With Design Team)	LHAR222014	TBC	In Validation.	V
16	Gilden Way - vehicles jumping lights at ped crossing	Vehicles jumping the red light at the crossing	Harlow North	Harlow	Validation (Awaiting Surveys)	LHAR222016	TBC	Speed survey does not indicate a speeding problem - results may require further analysis.	V
17	Thurstans, Harlow - no through road signs	HGV's entering into no through road and cannot turn around easily and get out again	Harlow West	Harlow	Validation (With Design Team)	LHAR222017	TBC	In Validation.	V

## Schemes Awaiting Funding

### Traffic Management

<b>Total Value of schemes</b>	<b>£296,500</b>
-------------------------------	-----------------

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
18	Church Langley Way - HGV signs	Upgrade existing signage stating no access to M11 or industrial parks	Harlow South East	Harlow	Validation (With Design Team)	LHAR222018	TBC	An alternative proposal to scheme LHAR222007.	V
19	Great leylands - Knee High Railing or bollards to protect grass area from parking	Over the last few months several residents have taken to driving up and parking on the grass verge area in Great Leylands. This looks unsightly and will cause damage in the winter months - properties in this road all have driveways and there is on-street parking available too. Residents have contacted Cllr Johnson to request railings to protect the grass area	Harlow South East	Harlow	Validation (With Design Team)	LHAR232000	TBC	In Validation.	V
20	Paringdon Road - Traffic Calming Improvements (excluding the section on the prioritized scheme list)	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	Harlow	Implementation	LHAR192012	£176,500		G

## Schemes Awaiting Funding

### Walking

<b>Total Value of schemes</b>	<b>£52,000</b>
-------------------------------	----------------

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Finchmoor - Dropped crossings	Request for additional dropped crossings down Finchmoor	Harlow West	Harlow	Total Scheme	LHAR163028	£30,000	Dropped crossings can be implemented.	G
2	Miles Close junction with Herbert's - Dropped crossings.	1 pair of dropped crossings	Harlow West	Harlow	Total Scheme	LHAR163004	£9,500	Dropped crossings can be implemented. Updated costs requested from Design Team.	G
3	Kiln Lane - zebra crossing	Zebra crossing in the vicinity of Fenton Grange and Belfield Gardens.	Harlow South East	Harlow	Validation (Awaiting Surveys)	LHAR213006	TBC	PV2 Survey returned result of 0.159 - not enough to meet the 0.2 criteria but quite close - could pursue this request still with a CMA.	V
4	Ryecroft jct with Cannons Brook - Dropped crossing	Dropped crossing at the junction to better facilitate the mobility impaired	Harlow West	Harlow	Total Scheme	LHAR213008	£12,500	The validation recommends progressing dropped kerbs and possible bollards where vehicles are parking.	G
5	Kingsmoor Road - Zebra crossing.	Formal crossing point close to the Pyenest Road junction.	Harlow West	Harlow	Validation (Does not meet criteria)	LHAR213010	N/A	PV2 returned result of 0.019 - recommend do not proceed.	R
6	Water Lane School - footpath upgrade	Footpath upgrade rear of Water Lane School	Harlow West	Harlow	Validation (Does not meet criteria)	LHAR223014	N/A	This scheme was discussed at the Highways Tracker Meeting 25 July 2023 and it was decided that the School should pursue the request through their own funding streams available to them.	R
7	Tendring Road - Zebra Crossing	School requesting a zebra crossing in vicinity of Frederick Gibbard College.	Harlow West	Harlow	Validation (Does not meet criteria)	LHAR223015	N/A	PV2 score is 0.034 - recommend do not proceed.	R