

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Local Highways Panel **Date:** Tuesday, 21 July 2009

Place: Committee Room 1, Civic Offices, High Street, Epping **Time:** 7.00 - 8.45 pm

Members Present: R Bassett (Chairman), Ms S Stavrou (Vice-Chairman), K Angold-Stephens, A Boyce, K Chana, J Hart, J Philip, Mrs P Richardson, Mrs J Sutcliffe, Mrs D Borton, Mrs C Pond and A Purkiss

Other Councillors: D Stallan, J M Whitehouse, Mrs A Cooper and D Wixley

Apologies: R Frankel and Mrs E Webster

Officers Present: J Gilbert (Director of Environment and Street Scene), K Durrani (Assistant Director Technical Services), D Forkin (West Essex Area Highways Manager), Peter Massie (Assistant Area Highways Manager, West Essex), T Baker (Assistant District Manager), S G Hill (Senior Democratic Services Officer) and R Perrin (Democratic Services Assistant)

1. Declarations of Interest

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

2. Minutes

Noted that this had been the first meeting, therefore there were no minutes.

3. Matter Arising

There were no matters arising.

4. Constitution & Terms of Reference

The Chairman gave a short introduction and welcomed members and officers to the first meeting of the Local Highways Panel.

The Chairman drew attention to the Localism initiative undertaken by Essex County Council (ECC) to be delivered through the highways and transportation service. He informed members that the panel would be making recommendations to ECC Cabinet Holder of Highways & Transportation for consideration.

The Chairman highlighted 2(a) to (e) in the terms of reference that set out the panel's significant objectives. The Director of Environment and Street Scene, Mr John Gilbert advised that 2(g) in the terms of reference would be removed, for the reason that ECC no longer offered this service.

Councillor Pond raised concerns of the Parish representatives voting rights on the Highways Panel.

The Chairman advised that Epping Forest District Council had not been alone in ruling out voting Parish representatives, Brent wood Council had also taken this view. He advised that the operation of the panel would be reviewed after one year.

The Chairman concluded that the terms of reference should be agreed and reviewed after one year.

RESOLVED:

That the terms of reference be agreed subject to the removal of 2(g).

5. Essex Localism Manual

The panel received a presentation from Area Highways Manager, West Essex, Mr David Forkin regarding the Localism Manual and how the process would apply to the Local Highways Panel. The Localism Manual explained the Highways Rangers, Policies, Management and Strategies set out by ECC.

The Area Highways Manager, West Essex advised that the panel would be responsible for creating a schedule for the Highways Rangers to rota around Parishes within the District. He explained that training could be provided to the panel and enquired what policies the panel would like to be trained in first.

The panel felt that Highways Maintenance Strategy would provide a comprehensive insight into the panel's responsibilities and linked to capital schemes, which would be a substantial amount of the panel's recommendations. Also of interest, the winter service (i.e. snow clearance & gritting etc), traffic management and speed management policies.

In addition he introduced other relevant ECC Officers, Mr Peter Massie, Assistant Area Highways Manager, West Essex and Mr Trevor Baker, Epping Forest District Manager to the panel.

RESOLVED:

The Area Highways Manager, West Essex to arrange a presentation on the Highways Maintenance Strategy for the next meeting.

6. Budget Process

The Area Highways Manager, West Essex informed the panel that the budget process had revenue and capital programmes currently totalling £1.8 million and £4.7 million respectively. He advised that the panel would be making recommendations for the capital programme for 2010/11 that included County road renewals, safety works programs, street lights renewal and passenger transport improvements and that the revenue budget would be mainly a reactive budget for maintenance. He believed that funding for the financial year 2010/11 would remain relatively the same as 2009/10.

7. Current Plans/Projects for 2009/10

The Area Highways Manager, West Essex informed the panel of the current capital programme 2009/10 for Epping Forest District, which included suggestions put forward by District members. In view of the time which had elapsed between the start of the financial year and this meeting, many schemes had been completed or were underway. The projects highlighted in grey had been completed. He would supply the

panel with indications of the start and completions dates for the projects at future meetings.

RESOLVED:

The Area Highways Manager, West Essex to supply a schedule of start and completions dates for projects attached.

8. Points of Contact/communication Flows

The Area Highways Manager, West Essex advised the panel of contact points for relevant Highways officers:

- Highways Liaison Officer (to be confirmed)
- Trevor Baker, Epping Forest District Manager
- Adam Biggs, Senior Engineer Maintenance
- Andy Ruffell, Senior Engineer Traffic & Road Safety
- Elaine Beckett, Area Road Safety Officer
- Peter Massie, Assistant Area Highways Manager, West Essex
- David Forkin, Area Highways Manager, West Essex

Highways & Transportation
West Area Office
Warwick House
Roydon Road
Harlow
Essex
CM19 5 DX

Highways.westarea@essex.gov.uk

Tel: 01279 642500

The Chairman commented that he had created a list of useful website addresses for the panel (attached).

9. New Projects Methodology

The Director of Environment and Street Scene, Mr John Gilbert advised that a similar methodology for the Overview and Scrutiny PICK system could possibly provide the best solution for projects to be submitted to the panel.

The Highways PICK system would require the body submitting the project to think about the scheme, summarise, justify and think about the impact on the social, economic and environmental well-being of the area in context in addition with comments received from ECC Highways.

The process would be separate from the Localism Budget Scheme Selection Process that ECC would use to assess the projects after the Local Highways Panel had recommended them.

The panel commented on the Highways PICK system and raised concerns about who should fill in the forms and what guidance would be required to complete the form properly.

The Director of Environment and Street Scene advised that some guidance notes could be produced to help.

RESOLVED:

The Director of Environment and Street Scene to create and circulate a guidance manual to accompany the Highways PICK system to members for comment.

10. Other business for Highways Panel

a) Car parks

The Chairman advised that there was nothing to report on car parks at this time.

b) Parking Review

The Chairman advised that the Epping consultation had ended and that late submissions had been accepted as a consequence of some residents not receiving the consultation. The Area Highways Manager, West Essex reported that there had been an overwhelming response to the consultation and that ECC officers would now be collating the information received.

The Buckhurst Hill and Debden consultations would now start in September 2009 as a result of Overview and Scrutiny comments on the consultations initially taking place over the Holiday period.

c) Other Business

The Director of Environment and Street Scene raised concerns regarding the reduction in weed spraying from three times a year to twice, which had resulted in problems caused by overgrowth. He enquired whether ECC could hand over the allocated money for District, so that weed spraying could be implemented by the EFDC throughout the year based on their knowledge of the District.

In addition the Director of Environment and Street Scene asked ECC Officers to provide details on the enforcement of the new restrictions relating to the dropped kerbs and on future processes for dealing with applications for road closures.

RESOLVED:

The Area Highways Manager, West Essex to provide details on the enforcement of the new restrictions relating to dropped kerbs and on future processes for dealing with applications for road closures and whether EFDC could take over the weed spray allocation.

c) Dates for meetings

The Director of Environment and Street Scene advised that future dates for the Highways Panel would be distributed once ECC officers and EFDC officers had discussed deadline schedules. He also advised that there would be six meetings a year, to be held in the Council chamber, Civic offices, Epping.

11. Exclusion of Public and Press

The Sub-committee noted that there were no items of business on the agenda that necessitated the exclusion of the public and press from the meeting.

CHAIRMAN

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Minute Item 7

Epping Capital Programmes 2009/2010

Current years

Project	Budget
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1. Highways Maintenance Initiative

Life-extending Maintenance of Principal Carriageways	
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Life-extending Maintenance of B&C Carriageways	
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Life-extending Maintenance of Unclassified Carriageways	£863,376
Etheridge Road, Loughton (Willingale Road to Westall Road -- grouted asphalt)	£31,800
Mount Pleasant Road, Chigwell (throughout - grouted asphalt)	£47,700
Brickfield Road/Parklands, Coopersale (throughout -- grouted asphalt)	£47,700
Morgan Crescent, Theydon Bois (Junction with Woodland Way - machine surfacing)	£14,310
Station Approach, Theydon Bois (Forest Drive to LUL station - machine surfacing)	£18,020
Stradbroke Drive, Chigwell (various - c/w patching)	£15,900
York Hill, Loughton (Queens Road to Pump Hill -- machine surfacing)	£47,700
Low Hill Road, Roydon	£10,600
Lower Road, Loughton	£13,250
The Broadway, Loughton (Chigwell Lane to Torrington Drive - grouted asphalt)	£20,140
Limes Avenue, Chigwell (various locations - joint sealing)	£13,780
Roding Lane, Chigwell	£10,600
Bell Common, Epping (whole length - Retread)	£63,600
Colebrook Lane, Loughton (Burney Drive to Willingale Road - grouted asphalt)	£84,800
Stag Lane, Buckhurst Hill (whole length - machine surfacing)	£19,080
Woodland Road, Loughton (whole length - machine surfacing)	£42,400
Avondale Drive/Southern Drive estate, Loughton (grouted asphalt)	£236,916
Pump Hill, Loughton (whole road - machine surfacing)	£19,080
Walnut Way, Buckhurst Hill (whole length - Retread)	£47,700
Debden Road, Loughton (whole length - Retread)	£58,300
	£863,376

2. County Roads Renewals Maintenance

Life-extending Maintenance of Principal Carriageways	£399,557
A414 Vicarage Lane, North Weald (Rayley Lane to The Talbot PH -- surface dressing)	£51,940
A414 Epping Road, Ongar (Bovinger to Water End Farm -- various locations -- machine surfacing)	£68,900
A414 Chelmsford Road, Ongar (Four Wantz Rab to The Street -- surface dressing)	£41,340
A113 Romford Road, Ongar (Marden Ash House to Bridge Farm - machine surfacing)	£103,880
A121 Woodreddon Hill, Waltham Abbey (Old Orleans to west of Woodreddon Farm Lane Road -- 100mm inlay)	£91,160
A1168 Chigwell Lane, Loughton (Langston Road to M11 overbridge - machine surfacing)	£21,200
A121 Goldings Hill, Loughton (Old Orleans to forest car park -- various locations - 100mm inlay)	£21,137
	£399,557

Life-extending Maintenance of B&C Carriageways	£1,003,118
B181 Epping Road, Roydon (Parsloe Road to Water Lane -- 100mm inlay)	£127,200
B181 Maltings Lane, Epping (whole length -- machine surfacing)	£10,600
B181 Lindsey Street, Epping (Lynceley Grange to Beulah Road - machine surfacing)	£15,900
B172 Coppice Row, Theydon Bois (Birch Hall to Sidney Road - machine surfacing)	£44,520
Oakwood Hill, Loughton (Roding Road to Monksgrove - grouted macadam)	£104,880
Moreton Road, Ongar (Cripsey Avenue to Fyfield Road -- machine surfacing)	£54,590
Banks Lane, Theydon Mount (Gaynes Park to Mount End - overlay)	£43,990
B170 Roding Lane, Buckhurst Hill (Loughton Way to River Roding - machine surfacing)	£42,400
Station Road, Loughton (whole length - Retread)	£58,048
Earls Path, Loughton (Junction with Smarts Lane - machine surfacing)	£29,150
B181 Epping Road, Epping Upland (Junction with Upland Road - machine surfacing)	£36,570
B1393 High Road, Thornwood (Junction with Woodside, south for 450m - machine surfacing)	£49,835
Bournebridge Lane, Stapleford Abbots (Hook Lane to Bourne Bridge - surface dressing)	£44,520
Tysea Hill, Stapleford Abbots (junction with Murthing Lane - micro asphalt)	£21,200
Greensted Road, Ongar (east of Sunnymede, Greensted Green)	£21,200
Stondon Road, Ongar (A128 to River Roding - micro asphalt)	£34,980
King Street, High Ongar	£12,720
Farm Hill Road, Waltham Abbey (Junction with Honey Lane - machine surfacing)	£25,440
Shonks Mill Road, Stapleford Tawney (throughout - surface dressing)	£18,020
B1393 London Road, North Weald (south of A414 - machine surfacing)	£16,555
Waltham Road, Nazeing (Selways to Middle Street - machine surfacing)	£37,100
Hobbs Cross Road, Theydon Garnon (Coopersale Lane to Epping Lane - micro asphalt)	£49,820
Bury Road, Waltham Abbey (Horbeam Lane to Gilwell Park - machine surfacing)	£65,720
Bury Road, Waltham Abbey (Gilwell Park to Dawes Hill - micro asphalt)	£38,160
	£1,003,118

Project	Budget
Life-extending Maintenance of Unclassified Carriageways	£285,679
Southend Lane, Waltham Abbey (whole length - Retread)	£28,620
Stony Lane, Bobbingworth (whole length - surface dressing)	£21,200
Hobbans Farm Road, Bobbingworth (whole length - surface dressing)	£21,600
Ashfields, Loughton (whole road - machine surfacing)	£9,149
Eleven Acre Rise, Loughton (whole length - machine surfacing)	£30,210
Sandford Avenue, Loughton (whole length - grouted asphalt)	£53,000
Hoe Lane, Nazeing	£21,200
Alderton Hill, Loughton (Brook Road to Alderton Hall Lane -- machine surfacing)	£100,700
	£285,679

Life Extending Maintenance Waltham Abbey	£500,000
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4. Footways Renewals Maintenance

Renewals of Heavily Used Footways	£32,401
Langston Road, Loughton (Debden Station to Lenthall Road remote footway)	£19,256
Hillhouse, Waltham Abbey (by school)	£7,950
Brooker Road, Waltham Abbey (junction with Cartersfield Road)	£5,195
	£32,401

Renewals of Lightly Used Footways	£298,263
Westall Road, Loughton (throughout -- reconstruction)	£26,500
Grosvenor Drive, Loughton (throughout -- reconstruction)	£26,500
Harlow Road, Roydon (various - slurry seal)	£13,250
Westbury Lane, Buckhurst Hill (various - reconstruction)	£26,500
Roebuck Lane, Buckhurst Hill (various - reconstruction)	£15,900
Forest Drive, Theydon Bois (Elizabeth Drive to no.71 - reconstruction)	£40,280
Elizabeth Drive, Theydon Bois (whole length - reconstruction)	£40,280
Buckhurst Way side roads (slurry seal)	£11,938
Hilltop Close, Loughton (whole road - reconstruction/slurry seal)	£15,900
Newmans Lane, Loughton (whole road - reconstruction)	£37,100
The Crescent, Loughton (whole road - reconstruction)	£34,980
Hainault Grove, Loughton (whole road - reconstruction)	£9,134
	£298,263

5. Street Lighting Replacement Maintenance

Replacement of Street Lighting Columns	£125,888
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10. Traffic Management Improvements

VMS Signage.	£85,000
HGV Signing, Weight Restriction & TM, Nazeing	£85,000

Uncontrolled Crossing West Area	£12,500
Oakwood Hill Estate, Highwood Lane, Loughton.	£2,500

14. Town Centre Improvements

Loughton Town Centre Improvements	£100,000
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19. Safer Roads Improvements

Collision Site Remedial Works	£215,210
A414 j/w Blake Hall Road	£21,000
B181 Lindsey Street	£23,000
Church Hill j/w Rectory Lane	£42,000
High Road j/w Bury Lane	£2,500
London Road outside the Woodman Public House	£1,600
Sewardstone Road j/w Quaker Lane	£58,000
Collision Site Remedial Works 08/09 Carry Forwards	
Crooked Mile Roundabout	£34,473
Manor Road	£15,199
High Road Loughton	£1,221
Epping Road	£750
Gravel Lane	£15,467
	£215,210

Route Safety Improvements West Area	£166,810
B1393 from M25 to Wake arms RAB	£35,000
B194 Crooked Mile Phase 2	£100,000
Piercing Hill 08/09 carry forward	£31,810
	£166,810

Area Identified Safety Schemes. Epping	£75,000
Pudding Lane, Chigwell. 30mph speed limit.	£25,000

Sites of Concern Identified through Parishes. West Area	£12,500
Debden Lane, Loughton	

21. Public Rights of Way Improvements

Public Rights of Way Improvements	£40,000
Byway 21 Fyfield	£30,000
Moreton 1, Beauchamp & Berners Roding 31	£10,000
	£40,000

23. Passenger Transport Improvements

Quality Bus Partnership Improvements Routes 541,542,543	£71,226
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Bus passenger shelters	£27,000
Route 541 Rectory Lane	
Route 541 Chigwell Lane	
Route 541 The Broadway	
Route 542 Oakwood Hill	
	£0

Debden Bus Station	£20,000
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Safer Journeys Highways Works	£39,587
St John Fisher	£8,600
Epping Upland Primary	£6,962
Debden Park High School	£15,375
Upshire	£3,300
King Harold	£5,350
	£39,587

28. Major New Infrastructure

Epping Forest Transport Plan Phase 1	£250,000
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CIF Walking & Cycling	£46,900
To create a safe route for disabled pedestrians and mobility chair users by increasing tactile paving and dropped kerbs in the village Theydon Bois	£22,100
Installation of dropped kerbs to pavements outside shops in Station Way, Buckhurst Hill.	£16,800
Replacement of existing and installation of new fingerposts and information signs in town centre.	£3,000
Signage for walkers and cyclists. Loughton	£5,000
	£46,900.00

CIF Traffic Management	£46,000
Off-street parking to numbers 15-23 Theydon Park Road	£17,500
Replacement of existing four town gateway signs: Highbridge Street, Crooked Mile, Honey Lane, Sewardstone Road	£5,000
2 x Vehicle Activated Signs for Matching Tye.	£10,000
Village Gateway on Stapleford Road at Pinchback Bridge.	£3,500
2 x Speed indicator devices and 4 x village gateway signs. Ongar	£10,000
	£46,000.00

Capital Allocation for Epping	£4,716,015
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Epping Forest Highways Panel

Useful Highways Website Addresses

Essex Highways Home and report a fault

<http://ehss.essexcc.gov.uk/>

Speed Management Strategy Consultation

http://www.essexcc.gov.uk/vip8/ecc/ECCWebsite/content/binaries/documents/Draft_Speed_Management_Strategy.pdf

Highways Maintenance Strategy

http://www.essexcc.gov.uk/vip8/ecc/ECCWebsite/content/binaries/documents/Essex_Highway_Maintenance_Strategy_April_08.pdf

Current and planned Roadworks

http://essex.elgin.gov.uk/index.cfm?fuseaction=streetworks.streetworksHome&ORGANIZATION_ID=0&API=0&INSERTHTMLHEAD=true&LOGOUT=0&CHK_LAAREA=not%5Fset&DEBUG=0&

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The Highways PICK System

P for Public Interest

Members' representative roles are an essential feature of the Panel's role. Members are the eyes and ears of the public, ensuring that the policies, practice and services delivered to the people of the District, by both the Council and external organisations, are meeting local needs and to an acceptable standard. The concerns of local people should therefore influence the schemes chosen for consideration. Members themselves will have a good knowledge of local issues and concerns. Surgeries, Parish Councils, Residents Associations and Community Groups are all sources of resident's views. Consultation and Surveys undertaken by the Council and others can also provide a wealth of information.

I for Impact

Local delivery of highways schemes is about making a difference to the social, economic and environmental well-being of the area. Not all issues of concern will have equal impact on the well-being of the community. This should be considered when deciding the programme of work, giving priority to the big issues that have most impact. Sharing the proposed programme of reviews with Members, officer and key partners will assist this process.

C for County Council Highways comments.

The County to provide technical and other related comment on the proposal/scheme put forward, in relation to:

- current national policy
- current County policy
- estimate of costs
- etc

The Panel will be provided with ECC professional officer input for the schemes put forward for consideration. For a scheme to be included within a programme it has to be within policy and represent best value.

K for Keep in Context.

To avoid duplication or wasted effort priorities should take account of what else is happening in the areas being considered. Are there major legislative or policy initiatives already resulting in change? Reference should also be made to proposed programmes of work in the Councils plans and strategies

In the proposed form below, any person putting forward a scheme for consideration would be required to complete boxes 1, 2, 3 and 5. The form will be passed to Highways who will then complete box 4 ahead of consideration at the appropriate Panel meeting

Annex 1

Request for consideration of highways scheme



Please complete the form below to request consideration of your issue by the Local Highways Panel

Proposers Name:	Date of Request
Supporting Councillors (if any):	
1. Summary of scheme you wish to be considered:	
2. Public Interest Justification:	

3. Impact on the social, economic and environmental well-being of the area:

4. County Highways comments

5. Keep in Context