

## HARLOW LOCAL HIGHWAYS PANEL MEETING AGENDA

<b>Date:</b>	Tuesday 11 <sup>th</sup> January 2022
<b>Time:</b>	19:00 hrs
<b>Venue:</b>	Video Conference Call due to current Covid19 restrictions
<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 Tony Edwards, HDC Member David Carter, HDC Member Maggie Hulcoop, HDC Member Nancy Watson
<b>Officers:</b>	Rissa Long – Senior Highway Liaison Officer, (Essex Highways)
<b>Secretariat:</b>	Adam Rees – (HDC)

Page	Item	Subject	Lead	Paper
	1	Welcome and Introductions	Chairman	Verbal
	2	Apologies for Absence	Chairman	Verbal
	3	Minutes of meeting held on 23 <sup>rd</sup> June 2021 to be agreed as a correct record	Chairman	Verbal
	4	Matters arising from minutes of previous meeting	Chairman	Verbal
	5	Report on Funded Schemes	Rissa Long	Report 1
	6	Report on Schemes Awaiting Funding	Rissa Long	Report 2
	7	Any other business:	All	Verbal
	8	Date of next meeting: 22th March 2022 @ 10am on-line meeting	Chairman	Verbal

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

23 June 2021

10.00 - 11.05 am

**PRESENT**

**Committee Members**

Councillor Clive Souter, Essex County Council (Chair)  
Councillor Michael Garnett, Essex County Council (Vice-Chair)  
Councillor Michael Hardware, Essex County Council  
Councillor Eddie Johnson, Essex County Council  
Councillor David Carter, Harlow District Council  
Councillor Tony Edwards, Harlow District Council  
Councillor Maggie Hulcoop, Harlow District Council  
Councillor Nancy Watson, Harlow District Council

**Officers**

Sonia Church, Highways Liaison Manager, Essex County Council  
Emma-Louise Galinis, Highways Liaison Officer, Essex County Council  
Rissa Long, Highways Liaison Officer, Essex County Council  
Adam Rees, Governance Support Officer

1. **WELCOMES AND INTRODUCTIONS**

Councillor Johnson, as current Chair, welcomed all attendees to the meeting and invited Councillors and Officers to introduce themselves.

2. **ELECTION OF CHAIR AND VICE CHAIR**

Councillor Clive Souter was elected as Chair of the Highways Panel.  
Councillor Mike Garnett was appointed as Vice Chair.

*From this point Councillor Souter chaired the meeting.*

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Tony Edwards.

4. **MINUTES OF MEETING HELD ON 24 MARCH 2021 TO BE AGREED  
AS A CORRECT RECORD**

Agreed.

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

None.

6. **REPORT ON FUNDED SCHEMES**

Rissa Long, Highways Liaison Officer, gave an update on Funded Schemes from the 2020/21 financial year.

It was agreed that the following scheme be removed from the list after work by the Highways Rangers:

- i) Pittmans Field – Verge protection

7. **REPORT ON SCHEMES AWAITING FUNDING**

Rissa Long presented the report on schemes awaiting funding. It was agreed that the following schemes would be funded:

- i) School Lane, outside Freshwaters School – bollard - £6,000
- ii) Barn Mead – Dropped crossings – £52,000
- iii) Kingsmoor Road – Dropped kerbs - £32,500
- iv) Woodward's – Pedestrian dropped crossing - £5,000
- v) Passmore Area – Cycling improvements - £96,500

It was agreed that all remaining funding for the year would be allocated to cycle track repairs. Councillors were encouraged to make Officers aware of repairs that needed to take place.

8. **ANY OTHER BUSINESS**

None.

9. **DATE OF NEXT MEETING**

7 September 2021.

CHAIR OF THE PANEL

## REPORT 1 HARLOW LOCAL HIGHWAY PANEL 2021/22 FUNDED SCHEMES LIST

This report provides an update on the current position of all the schemes which the Harlow Local Highway Panel had recommended for inclusion in the 2021/22 programme.

### Budget summary 2021/22

1. Commissioned schemes		
Safer Roads Schemes 2021/22		£25,000
Other commissioned Schemes 2021/22		£333,500
	Sub-total	£358,500

2. LHP Funding		
LHP Funding 2021/22		£243,500
LHP Additional Funding 2021/22		£200,000
	Sub-total	£443,500

3. Summary		
Total LHP Budget 2021/22		£443,500
Total Commissioned Schemes		£358,500
<b>Budget allocated to cycleway maintenance</b>		<b>£85,000</b>

At the June 2021 panel meeting the members agreed to fund additional schemes to the value of £160,500 with the remaining budget of £85,000 to be used towards cycleway maintenance at Member led locations in Harlow.

## Funded Schemes 2021-22

Total Value of Schemes	<b>£358,500</b>
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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	Opposite Bushey Croft, Harlow - Parking	Measures to improve the congestion issues caused by parked vehicles	Harlow West	Traffic Management	Feasibility	LHAR162020	£5,500		Q4
2	Paringdon Road - Route study	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	Traffic Management	Feasibility	LHAR192012	£5,000	The scheme will commence as a route study of the whole of Paringdon Road.	Q4
3	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	Total scheme	LHAR164001	£96,500	The panel agreed to fund this at the June 2021 meeting. The complexities of the scheme are likely to mean that delivery will happen in 2022-23.	TBC
4	Waterhouse Moor - Parking improvements	Request to consider amending off road land for parking spaces in the vicinity of Waterhouse Towers	Harlow South East	Traffic Management	Design	LHAR192006	£5,500		Q4
5	Willowfield - Layby improvement	Feasibility study to look at either widening the existing layby to better facilitate echelon parking or look to introduce a one way system	Harlow West	Traffic Management	Design	LHAR162010	£6,500	Completed in November 2021.	COMPLETED
6	Barn Mead - Dropped crossings	Request for dropped crossings around the whole Barn Mead estate	Harlow West	Walking	Total scheme	LHAR163020	£52,000	The scheme was agreed for funding at the June 2021 meeting however it will now be	TBC
7	Potter Street - Review of existing 20mph zone	Request to look into the existing 20mph zone and improving existing traffic calming measures	Harlow South East	Traffic Management	Feasibility	LHAR162014	£5,500		Q4
8	Partridge Road, close to Five Acres - Dropped crossing	Dropped crossings to allow bus users to access the bus stop	Harlow West	Passenger Transport	Total scheme	LHAR195001	£16,500	Completed in October 2021.	COMPLETED

## Funded Schemes 2021-22

Total Value of Schemes	<b>£358,500</b>
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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
9	Churchgate Street - 20 when lights flash	Advisory 20 when lights flash outside the school	Harlow North	Traffic Management	Total scheme	LHAR182003	£12,000		Q4
10	Hare Street Springs - Traffic management	Request to look at improving the existing traffic calming arrangement	Harlow West	Traffic Management	Design	LHAR182005	£6,500	The scheme will look at improving the existing traffic calming arrangements.	Q4
11	Tye Green Village - Playground warning signage	Playground warning signage	Harlow South East	Traffic Management	Total scheme	LHAR192004	£5,000		Q4
12	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	Design	LHAR192007	£5,000	Completed in August 2021.	COMPLETED
13	Churchgate Street - Gateway treatment	Gateway treatment to reinforce the speed limit as you enter Churchgate Street from the Epping direction	Harlow North	Traffic Management	Total scheme	LHAR192010	£8,000	Completed in November 2021	COMPLETED
14	Station Road / Priory Avenue Harlow - Dropped crossing	Dropped crossing to link both sides of the Road	Harlow North	Walking	Total scheme	LHAR193001	£10,000	Completed in October 2021.	COMPLETED
15	Junction in between 171 and 100 Abbotsweld - Road markings	Request to look into give way road markings at the junction	Harlow West	Traffic Management	Total scheme	LHAR162008	£4,000	Completed in October 2021.	COMPLETED
16	Longwood Academy, Paringdon Road - Safety improvements	Pedestrian guard rail and general safety improvements outside the school	Harlow West	School Crossing Patrols	Total scheme	LHAR206001	£34,000	Completed in October 2021.	COMPLETED
17	Waterhouse Moor - 20mph zone	Implementation of 20mph zone on Waterhouse Moor, Westfield and Church Leys	Harlow South East	Traffic Management	Implementation	LHAR182008	£11,500	Completed in July 2021.	COMPLETED

## Funded Schemes 2021-22

Total Value of Schemes	<b>£358,500</b>
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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
18	A414 j/w A1169 Hamburger RAB - Casualty Reduction scheme	Minor signage on the approach	Various	Safer Roads	Total scheme	LHAR200101	£15,000		Q3
19	Mowbray Rd j/w Howard Way - Casualty Reduction scheme	Junction protection markings	Harlow North	Safer Roads	Total scheme	LHAR200102	£8,500	Completed in November 2021	COMPLETED
20	Post construction safety audits		Various	Safer Roads			£1,500		
21	Kingsmoor Road - Dropped kerbs	Pedestrian dropped crossings	Harlow South East	Walking	Total scheme	LHAR213001	£32,500	Scheme will be progressed in 2022.	TBC
22	Woodwards - Pedestrian dropped crossing	Relocate disabled bay and install 1 pair of pedestrian dropped kerbs to facilitate safer access within Woodwards	Harlow West	Walking	Total scheme	LHAR213002	£6,000	The panel agreed to fund this at the June 2021 meeting.	Q4
23	School Lane, outside Freshwaters School - Bollard	Bollard on the corner outside the school where the footway is flush with the road	Harlow North	Traffic Management	Total scheme	LHAR212002	£6,000	The panel agreed to fund this at the June 2021 meeting.	Q4

## HARLOW LOCAL HIGHWAY PANEL REPORT 2 – SCHEMES AWAITING FUNDING

This Schemes Awaiting Funding List identifies all of the scheme requests that have been received for the future consideration of the Harlow Local Highways Panel.

There are currently schemes awaiting funding with an estimated cost of £234,500 with further value to be added upon the completion of feasibility studies, designs and validations.

The breakdown of scheme types is as below.

Category	Total Estimated Costs
<b>Safer Roads</b>	N/A
<b>Traffic Management</b>	£129,500
<b>Walking</b>	£105,000
<b>Cycling</b>	N/A
<b>Passenger Transport</b>	TBC
<b>School Crossing Patrols</b>	N/A
<b>Congestion</b>	N/A
<b>Public Rights of Way</b>	N/A

Costs supplied are estimates only and there is the possibility that a final scheme cost can change significantly dependant on issues which may arise during detailed design and construction.

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

<b>G</b>	The scheme has been validated as being feasible and is available for consideration
<b>A</b>	The scheme has previously been approved for a feasibility study and the results are awaited before the scheme can be fully considered
<b>R</b>	A scheme request has been received but is against ECC policy or there is no appropriate engineering solution
<b>V</b>	A scheme request has been received and is in the initial validation process



## Schemes Awaiting Funding

### Traffic Management

<b>Total Value of schemes</b>	<b>£136,000</b>
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Maddox Road - Traffic calming amendments	Request to look into the existing traffic calming measures	Harlow North	Feasibility	LHAR162015	£5,500		G
2	Maddox Road - Layby improvements	Request for layby improvements to accommodate echelon parking	Harlow North	Design	LHAR162016	£5,500	The validation has recommended proceeding to a feasibility study to identify possible improvements.	G
3	Kingsland outside 149 and 91, Harlow - Parking	Measures to improve the congestion issues caused by parked vehicles	Harlow West	Feasibility	LHAR162018	£6,500	The validation has identified verge areas within Kingsland which could be converted to improve parking. The land however is not highways so land acquisition would be required in addition to the feasibility study.	G
4	Southern Way - 40mph speed limit enhancement	Improve the size and frequency of the 40mph repeater signage	Harlow West	Validation	LHAR212003	TBC	In validation.	V
5	Southern Way - VAS	VAS sign	Harlow West	Validation	LHAR212004	TBC	In validation.	V
6	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	Validation	LHAR212005	TBC	In validation.	V
7	Lane End / Malkin Drive, Church Langley - Traffic management improvements	Measures including a raised surface and bollards to prevent vehicles from obscuring visibility at the junction	Harlow South East	Validation	LHAR212008	TBC	In validation.	V

# Schemes Awaiting Funding

## Traffic Management

<b>Total Value of schemes</b>	<b>£136,000</b>
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
8	Waterhouse Moor - No through traffic	Scheme to consider the possibility of closing Waterhouse Moor as a through route	Harlow South East	Validation	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	LHAR212007	TBC	In validation.	V
10	Fourth Avenue jct with North Gate - roundabout surface amendment	Change to the surface of the roundabout to illiminate the need to undertake vegetation maintenance	Harlow West	Validation	LHAR212009	TBC	In validation.	V
11	London Road btw Priory Avenue and Jocelyns - Traffic Calming	Measures to slow traffic and to deter cutting through on London Road	Harlow North	Validation	LHAR212010	TBC	In validation.	V
12	Broadfields - Safety improvements outside The Downs Primary School	Package of measures including improved signage, pedestrian dropped kerb and possible raised table.	Harlow North	Validation	LHAR212011	TBC	In validation.	V
13	Opposite Bushey Croft, Harlow - Parking	Implementation of measures identified in the design	Harlow West	Implementation	LHAR162020	TBC	Awaiting the completion of the study.	A
14	Paringdon Road - Route study	Implementation of measures identified in the study	Harlow West	Implementation	LHAR192012	TBC	Awaiting the completion of the feasibility study.	A

# Schemes Awaiting Funding

## Traffic Management

<b>Total Value of schemes</b>	<b>£136,000</b>
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
15	Waterhouse Moor - Parking improvements	Implementation of parking places identified in the design	Harlow South East	Implementation	LHAR192006	TBC	Awaiting the completion of the design.	A
16	Willowfield - Layby improvement	Implementation of measures identified in the study to look at improving the way in which vehicles are parking	Harlow West	Implementation	LHAR162010	£112,000		G
17	Potter Street - Review of existing 20mph zone	Implementation of measures identified in the study to look at the existing 20mph limit	Harlow South East	Implementation	LHAR162014	TBC	Awaiting the completion of the feasibility study.	A
18	Latton Bush Centre - Mini roundabout improvements	Implementation of measures identified in the study to look at deflection on the mini roundabout	Harlow South East	Implementation	LHAR192007	TBC	The design has been completed and circulated to members. Awaiting a target cost for progressing the works.	A
	Hare Street Springs - Implementation of measures		Harlow West	Design	LHAR182005	6500	The scheme will look at improving the existing	G

# Schemes Awaiting Funding

## Walking

<b>Total Value of schemes</b>	<b>£105,000</b>
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Hare Street junction with Spring Close - Dropped crossings	1 pair of dropped crossings	Harlow West	Total scheme	LHAR163013	£5,500		<b>G</b>
2	Helions Road Junction with Harberts Road - Dropped crossings	1 pair of dropped crossings	Harlow West	Total scheme	LHAR163014	£5,500		<b>G</b>
3	Willowfield junction with Tendring Road - Dropped crossings	2 pairs of dropped crossings	Harlow West	Total scheme	LHAR163015	£9,500		<b>G</b>
4	Maunds Hatch junction with Maunds Hatch - Dropped crossings	1 pair of dropped crossings in the vicinity of the Co-Op	Harlow West	Total scheme	LHAR163019	£5,500		<b>G</b>
5	Tendring Road junction with Partridge Road - Dropped crossings	1 pair of dropped crossings	Harlow West	Total scheme	LHAR163021	£5,500		<b>G</b>
6	Tawney's Road junction with The Fairways - Dropped crossings	1 pair of dropped crossings	Harlow South East	Total scheme	LHAR163023	£6,500		<b>G</b>

## Schemes Awaiting Funding

Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
7	Waterhouse Moor - Dropped crossings	Request for 2 pairs of dropped crossings down Waterhouse Moor	Harlow South East	Total scheme	LHAR163026	£11,000		G
8	Finchmoor - Dropped crossings	Request for additional dropped crossings down Finchmoor	Harlow West	Total scheme	LHAR163028	£30,000		G
9	Abercrombie Way junction with Woodcroft - Dropped crossings	1 pair of dropped crossings	Harlow West	Total scheme	LHAR163029	£11,000		G
10	Entrance to Church Gate School - Dropped crossings	1 pair of dropped crossings	Harlow North	Total scheme	LHAR163003	£4,000		G
11	Miles Close junction with Herbert's - Dropped crossings	1 pair of dropped crossings	Harlow West	Total scheme	LHAR163004	£5,500		G
12	Shawbridge junction next to sign for houses 132-152 - Dropped crossings	1 pair of dropped crossings	Harlow West	Total scheme	LHAR163008	£5,500		G
14	Little Parndon School, Hodings Road - Zebra crossing	Investigations into possible zebra crossing in the vicinity of the school	Harlow West	Validation	LHAR203001	TBC	The PV2 assessment has now been completed with the returned readings being outside the required level to qualify for a zebra crossing. Cllr Souter has requested that a CMA is progressed for the Cabinet Member for Highways to make a decision outside of policy.	R

## Schemes Awaiting Funding

Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
15	Kiln Lane - zebra crossing	Zebra crossing in the vicinity of Fenton Grange and Belfield Gardens	Harlow South East	Validation	LHAR213006	TBC	In validation.	V
16	Abercrombie Way / Southern Way - Dropped crossings	Improvements to the dropped crossing facilities all around the Staple Tye shopping centre	Harlow West	Validation	LHAR213007	TBC	In validation.	V
17	Ryecroft jct with Cannons Brook - Dropped crossing	Dropped crossing at the junction to better facilitate the mobility impaired	Harlow West	Validation	LHAR213008	TBC	In validation.	V
18	Paringdon Road - Dropped kerbs	Dropped kerbs to facilitate easier movement from Milwards	Harlow West	Validation	LHAR213009	TBC	In validation.	V
19	Kingsmoor Road - Zebra crossing	Formal crossing point close to the Pyenest Road junction	Harlow West	Validation	LHAR213010	TBC	In validation.	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
1	Peterswood School (S-bound) - Replacement bus shelter	Replacement bus shelter	Harlow West	Total scheme	LHAR175006	£0	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	A
2	Peterswood School (NW-bound)	Replacement bus shelter	Harlow West	Total scheme	LHAR175007	£0	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	A
3	Fir Park	Replacement bus shelter	Harlow West	Total scheme	LHAR175010	£0	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	A
4	Pollards Hatch (NW Bound)	Replacement bus shelter	Harlow West	Total scheme	LHAR175011	£0	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	A
5	Ladyshot (opp)	Replacement bus shelter	Harlow North	Total scheme	LHAR175012	£0	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	A
6	Barley Croft (N Bound)	Replacement bus shelter	Harlow West	Total scheme	LHAR175013	£0	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	A

# 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
7	Barley Croft (S Bound)	Replacement bus shelter	Harlow West	Total scheme	LHAR175014	£0	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	A
8	Three Horseshoes	Replacement bus shelter	Harlow West	Total scheme	LHAR175015	£0	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	A
9	Salvation Army (o/s)	Replacement bus shelter	Harlow West	Total scheme	LHAR175016	£0	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	A
10	The Hornbeams (adj)	Replacement bus shelter	Harlow West	Total scheme	LHAR175017	£0	The progression of bus shelters in Essex is currently on hold until the conclusion of a countywide audit.	A