

## MINUTES OF THE HARLOW LOCAL HIGHWAYS PANEL HELD ON

1 October 2024

10.00 - 10.55 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  
Councillor David Carter, Harlow District Council  
Councillor Tony Edwards, Harlow District Council  
Councillor Kay Morrison, Harlow District Council

#### Officers

Dan Maclean, Highways Liaison Team Leader  
Nicole Parker, Corporate Support Officer  
Sarah Tomlin, Highways Liaison Officer

#### 9. WELCOMES AND INTRODUCTIONS

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

#### 10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Andrew Johnson.

#### 11. MINUTES OF MEETING HELD ON 25 JUNE 2024 TO BE AGREED AS A CORRECT RECORD

Agreed.

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

Councillor Kay Morrison asked for clarification on progress of the signs indicating Bush Fair shopping centre which she raised many times previously and at the previous meeting. Councillor Michael Hardware confirmed he will discuss with the appropriate people and will update the Committee.

Councillor Kay Morrison had raised crossings previously. Sarah Tomlin, Highways Liaison Officer, advised she had reported all three raised, two of those had non urgent defects raised, one had still not been inspected so she had reported again. Sarah Tomlin also suggested due to having the same issue with the crossings outside Tanys Dell and Churchgate School that all crossings should be listed together to report through Member Enquiries.

13. **ESSEX BUS SHELTER PROJECT UPDATE**

Sarah Tomlin advised a briefing for members would take place for this on 11 October 2024.

14. **REPORT ON FUNDED SCHEMES**

Sarah Tomlin advised the panel the overall budget position remained the same. The panel was updated on each funded scheme and their progress.

The Hobtoe Road scheme was completed in July 2024, however issues were still occurring. Sarah Tomlin and Councillor Clive Souter would visit the area to see how this could be rectified.

Councillor Michael Garnett advised Bishopsfield had some issues with cars parking on grass verges. Sarah Tomlin and Councillor Clive Souter said they could visit the area to see whose responsibility it was.

Councillor Michael Garnett said the Potter Street scheme was still a concern. He noted the panel had dealt with Potter Street before and that he believed there wasn't much more the Panel could do. Councillor Clive Souter explained this scheme would deal with another part of the road. An option for this could be a joint venture with Essex County Councils Highways Panel.

15. **REPORT ON SCHEMES AWAITING FUNDING**

The Panel was updated on each scheme awaiting funding and their progress. Sarah Tomlin advised that some schemes had received, but there had been no significant changes.

The bus shelter schemes highlighted in red were now able to be removed as they were being taken over by Passenger Transport. The panel was then updated on the ones remaining with the panel.

Councillor Tony Edwards asked if an audit had taken place on Harlow's bus shelters. Dan Maclean, Highways Liaison Team Leader, advised that the meeting on the bus shelters should clarify responsibilities of bus shelters, and a pack could be provided to Councillor Tony Edwards after the meeting had taken place.

Councillor Clive Souter asked Sarah Tomlin to check if scheme number 7 on the Traffic Management list should be moved to the funded schemes list as he believed this had already been added.

Councillor Kay Morrison raised scheme 15 on Traffic Management on Tillwicks Road for the request for a knee-high fence. Sarah Tomlin advised it was unlikely to make a difference as there are still other ways to access

it. She had been advised that Traffic Offences committed there were Essex Police's responsibility to enforce.

Sarah Tomlin advised that speed surveys from Tanys Dell school did not show a speeding problem. The remaining issues included: replacing the school warning triangles; or lining bollards on a corner where people park. Some issues here could fall under Essex Police or North Essex Parking Partnership. Councillor Clive Souter said he would speak to Community Safety, as a presence there may deter people from parking inappropriately in the area during drop off and pick up times. Councillor Michael Hardware suggested PR3 could be suggested to Tanys Dell School. Sarah Tomlin to produce a potential scheme proposal for the remaining issues and submit this to Highway Design for validation.

16. **ANY OTHER BUSINESS**

None.

17. **DATE OF NEXT MEETING**

The next meeting would be 7 January 2025 at 7pm.

CHAIR OF THE PANEL