

Local Highways Panel/Chair Panel - Members Briefing

27th March 2024

Agenda

- 1 Introduction (Cllr Cunningham) (10 mins)**
 - **Feedback on LHPs - What are we covering today?**
- 2 Local Highways Panel Process Overview (Will Russell) (15 mins)**
- 3 Chair Panel Process Overview (Will Russell) (15 mins)**
- 4 Q & A - All (Cllr Cunningham , Will Russell/Dan MacLean) (20 mins)**

Introduction

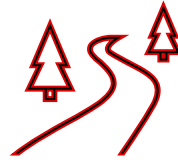
Cllr Tom Cunningham

Feedback on LHPs

What are the (high level) problems? You said:

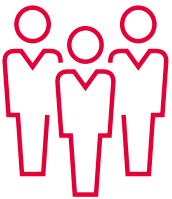


Positive feedback - Panels are now open and transparent



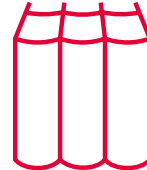
End to end timeline not understood

Process maps produced with indicative Timeline



Scope not always clear

Smaller defined scope for LHP



Communication sometimes ambiguous

All activity visible on members portal for tracking. Portal will be used to track schemes and comms provided during the process



Funding uncertainty

Smaller works for LHP. Chair Panel introduced for larger schemes



LHPs bogged down, need for Chair Panel for complex schemes

Chair Panel introduced

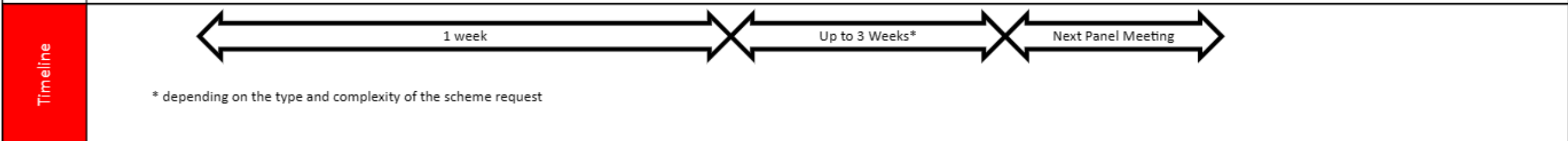
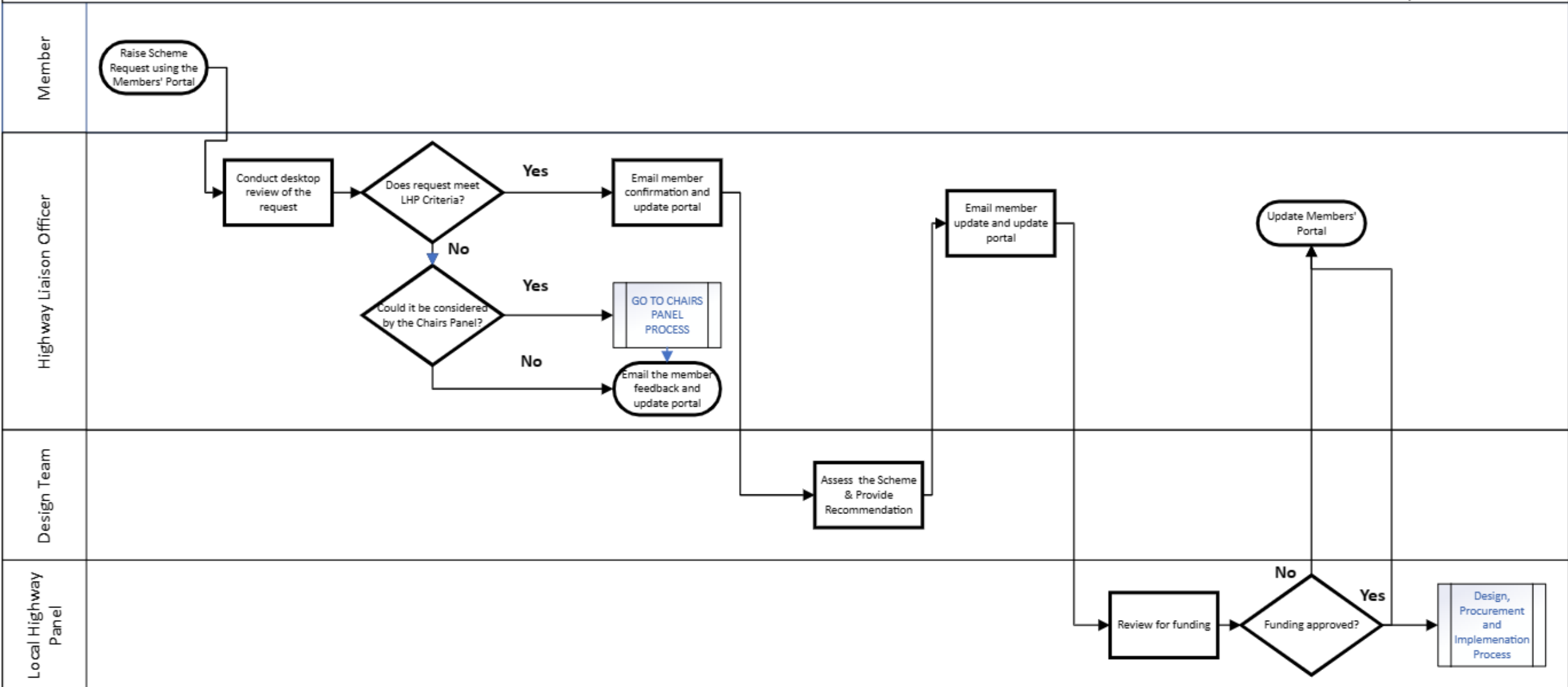
What are we covering today?

The team will introduce to you:

- **End to end processes with timelines**
- **LHP Criteria**
- **Members portal - Process/Screenshots and Examples**
- **Chair Panel process**
 - **Example of schemes**
 - **Design workshop and Independent Technical Evaluation**
 - **Chairs meeting**
- **Support for members**

Local Highways Panel Process Overview

Will Russell



Local Highway Panel Criteria

The full list of categories for capital funded schemes which are to be managed by the Local Highways Panel are as follows. Refer to members guide or contact to your Highway Liaison Officer for further advice on the details for these criteria :

- Signage
- Dropped kerbs (not including for private access)
- Vehicle Activated Sign/Speed Indicator Device Installation
- White lining road markings
- School Keep Clear road markings
- Bollards / parking measures
- Gateway features
- Grasscrete
- Salt bins
- Crossing upgrades (limited)
- Railings
- Bus Shelters (from June 2024 meetings)
- Speed limit reduction
- Cycling parking facilities (small)
- Raised kerbs
- Safety reviews (studies of wider issues)
- Quiet Lanes
- Wig-wags 20 when lights flash, etc. (only where there is an existing electrical supply or where the unit can be solar powered)
- Traffic calming (speed humps, raised table, etc). Process to rest with LHP, then passed to Chair Panel for implementation funding unless small scale – i.e. signage
- Tactile Paving
- Hand railing (on steps)

A working example of schemes eligible will be sent around to members for information

Local Highway Membership

The membership of LHPs is unchanged and will be visible on Essex Highways Website in terms of reference. A Members guide providing support will also be available.

- The LHP Chairman will be appointed by the Cabinet Member for Highway Maintenance and Sustainable Transport and will usually be a County Member.**
- The LHP Chairman will appoint another member of the LHP to be Vice Chairman. The Vice Chairman can be either a County or a Borough/City/District Member.**
- LHP Members can nominate another Councillor from their authority to substitute for them and attend meetings on their behalf if they are unable to attend. The LHP member who is appointing a substitute for a particular meeting must notify this to the person organising the meeting no later than the start of the meeting. Any substitute will have voting rights.**
- The composition of the Local Highway Panels are not required to reflect the political balance of Essex County Council.**
- The LHP Chairman may invite additional Borough, City, District and Parish representatives to attend the LHP but will not have voting rights.**

Local Highway Scheme Prioritisation

- Each scheme will go through the Prioritisation Matrix
- Seven questions to score based on the evidence for the issue in question and the proposed solution
- Total score give a red, amber or green indication on priority

3.0 District Panels Prioritisation Matrix		
Question	Score	Justification
Does the scheme address known safety issues?	4	<i>(Based on the latest accident data available at the time of review 0 – no evidence provided, 1 – some anecdotal evidence, 2 – anecdotal evidence with photographs, 3 – existing accident data available which shows a moderate improvement to safety, 4 – existing accident data available and shows an improvement in safety, 5 – existing accident data available and shows the scheme addresses all concerns)</i> Existing accident data highlighted a problem with the currently layout of the uncontrolled crossing due to the high volume of traffic making it extremely difficult for pedestrians to cross and leaving them isolated in the middle of the carriageway. The provision of the new pedestrian refuge island enables pedestrians to cross the carriageway in two halves and provides a safe area for them to wait for a gap in traffic. The pedestrian refuge can <u>been</u> increased in width and length to ensure it offers protection for vulnerable user groups.
Does the suggested scheme increase safety for highway user groups?	4	<i>(Cumulative scoring 0-5. Is it <u>near</u> a school, or on a route used by cyclists, will the scheme reduce help reduce vehicle speeds, add others as appropriate up to a maximum of five with 1 mark each).</i> As mentioned above the provision of a wider and longer pedestrian island offers greater protection for those groups have been identified as crossing at this location.
Does the scheme contribute positively to sustainable transport, public transport, or health?	0	<i>(Cumulative scoring 0-6. Does the scheme increase the use of non-motorised forms of transport – 2 marks. Does the scheme provide easier access to public transport – 2 marks. Does the scheme encourage an uptake in healthy activities such as walking or cycling – 2 marks)</i> The scheme addressed pedestrian safety whilst crossing the carriageway and does not directly improve any links to passenger transport or promote health.
Does the scheme have demonstrable local support?	5	<i>(Demonstrates evidence of discussion and consultation to provide the confidence that the scheme will progress without objections – 5. Some related evidence of support implied but further consultation needed – 3. No evidence of discussion or evidence of support locally – 0).</i> Significant public support behind this scheme as there are significant concerns within the local community about the safety of the existing crossing. Stakeholders will be kept informed during the design to ensure the local community is accepting of the proposed solution to maintain support throughout the project.
Does the scheme lead to any localised environmental improvements?	1	<i>(Anticipated improvements in air quality, reduction in noise pollution, reduction in vehicles speeds, add others as appropriate up to a maximum of five with 1 mark each).</i> The reduction in carriageway width along with the presence of the pedestrian refuge will create a visual warning to drivers that there is a hazard ahead and will therefore reduce speeds.

Affordability	3	<i>(1 – low affordability as the option is outside the available budget or has risk values that cannot be managed sufficiently to reduce their likelihood, 2 – moderate affordability as the scheme is inside the available budget but the <u>values</u> of risk has the potential to exceed budget, 3 – high affordability as the scheme is inside the available budget and risks are acceptable due to their management).</i> Budget is available and risks have been identified and mitigated to the point where they are no longer a concern.
How deliverable is the scheme?	4	<i>(How deliverable is the scheme perceived to be based upon the application and evidence provided. 5 – Very easy to deliver with no unknown, 4 – easy to deliver with minimal unknowns, 3 – Some unknowns that will need to be established during the design stage, 2 – hard to deliver due to lack of supporting evidence, 1 – very hard to deliver with significant unknowns and lack of supporting evidence, 0 – not possible to deliver).</i> The scheme is considered easy to deliver by all parties, design is relatively straightforward and has limited visual obstructions such as statutory <u>undertakers</u> apparatus from site inspections. Construction teams have confirmed that the scheme could be built with limited impact of traffic and the delivery resource has space within the forward programme to accommodate.
Total Score	21	Red – total value less than 7 Amber – total value between 7 and 16 Green – total value of 16+

Local Highway Panel – Four Key Steps

The Local Highways Panel process has four key steps outlined below:



* depending on complexity of the scheme request. If a speed survey is needed this could extend the validation process as this involves procurement and an external organisation.

Local Highways Panel - How to Submit a Request 1

- **Requests must be submitted via the Members Portal; this is an easy and fast process**
- **Click through the form added details**
- **Some select boxes and some free form text**
- **Members get communication upon submission with reference number to track on the portal**

LHP Scheme Request

Only those requests which are supported by the relevant County Member for each division will be validated and presented to the panel.

Complete the form with as much information as possible. It is important to clarify the problem so that highways engineers can validate the request to ascertain if there are any appropriate engineering solutions that can be implemented.

Each LHP will undertake an annual prioritisation of all validated requests at the March panel meeting and if suitable will be recommended for inclusion on the approved schemes list for the forthcoming financial year.

The prioritisation will take into account the total budget for the area, the initial estimated scheme cost and the benefits to the local community.

Not all schemes are feasible or affordable within the LHP budget.

Once the Cabinet Member has formally approved the schemes recommended by each panel then they can then be programmed for progression.

The County Member will automatically receive a copy of this request upon submission.

Submitted by*

Member HLO

County Member name*

Please choose the Member that represents the location of this request. This answer will be remembered for future requests but can be changed.

Division and LHP area will be automatically populated from this answer

-Please select- ▼

Local Highways Panel - How to Submit a Request 2

What does your issue relate to?*

Please choose all relevant categories for this request

Bollards / parking measures

Cycling parking facilities

Dropped kerbs (not including for private access)

Gateway features

Grasscrete

Hand railing (on steps)

Quiet Lanes

Railings

Raised kerbs

Safety reviews (studies of wider issues)

Salt bins

School Keep Clear road markings

Signage

Speed limit reduction

Traffic calming (speed humps, raised table, etc)

Upgrades to an existing pedestrian crossing

Vehicle Activated Sign/Speed Indicator Device Installation

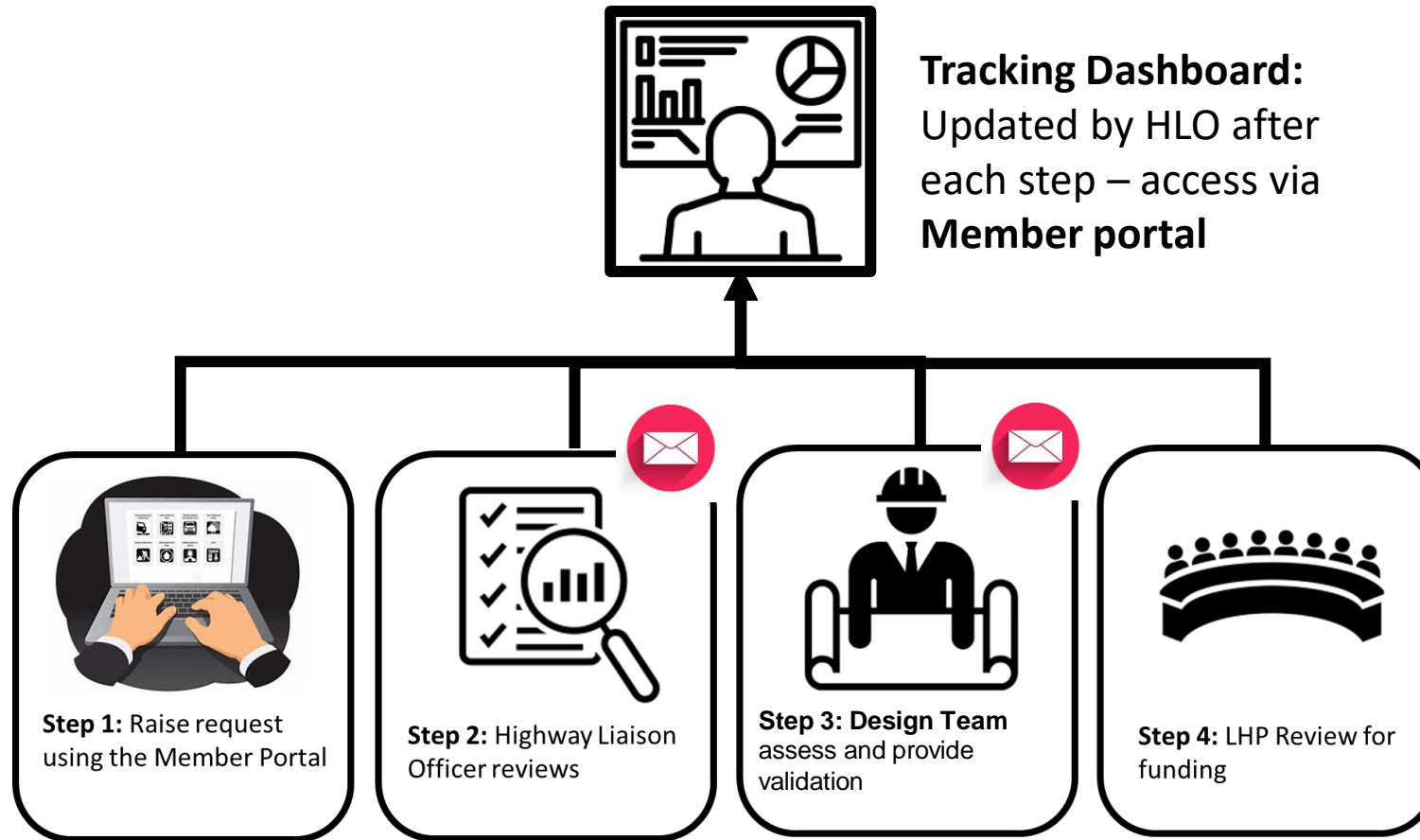
White lining road markings

Wig-wags (20 when lights flash, etc)

Other

Local Highways Panel – Communication

The member portal will track progress via the tracking dashboard available. HLO will also email updates at stages in the process:

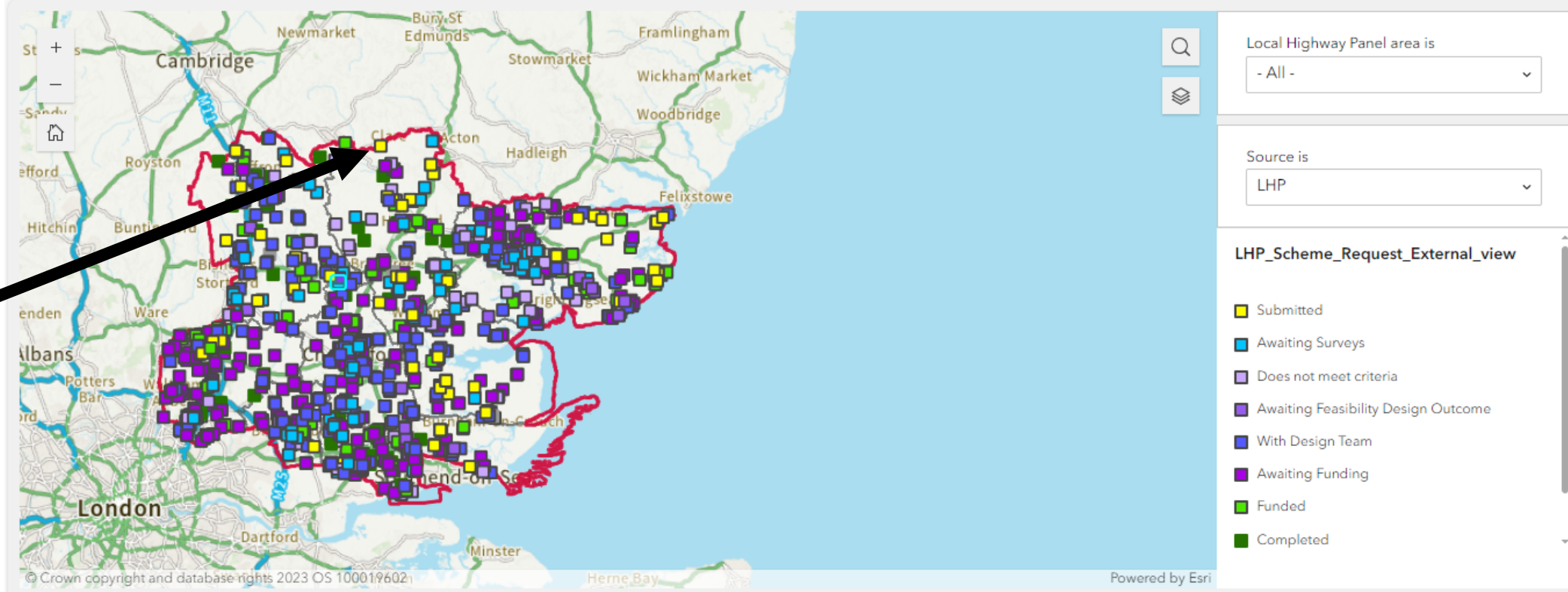


Local Highways Panel – Design Team Assessment Stage

From the Design Team Assessment stage members will receive a scheme validation assessment which will include:

- **A robust assessment of the existing situation and its position against Policy and Guidance**
- **A detailed summary of the potential interventions available including indicative costs, timescales and risks, along with validation of the solution.**
- **A completed Prioritisation Matrix to provide the LHP with an opportunity to rank schemes in a priority order for funding.**

Member portal view 1 Essex Map



Map View

LHP scheme list

Search code, scheme name or description

LHP Code	Scheme Name	Works_Description	Scheme_status	External_budget	Notes	Division
LUTT222025	Fox Crossroads, Debden - ...	Change traffic priority to allow f...	With Design Team	0	In validation	Thaxted
LUTT222024	Brick Kiln Lane, Stebbing - ...	One way system for narrow sec...	With Design Team	0	In validation	Thaxted
LUTT222023	Stebbing - Signs to be mo...	2 x signs to be moved - 1 narro...	With Design Team	0	In validation	Thaxted
LUTT222022	Stansted Village - 20mph s...	20 mph speed limit for centre o...	Awaiting Surveys	0	In validation	Stansted
LUTT222021	B1008 Dunmow Road, Du...	Request for a buffer 40mph spe...	With Design Team	0	Scheme validation submitt...	Dunmow
LUTT222020	Margaret Street, Thaxted	Bollards and additional No Thr...	Awaiting Funding	9,000	High level validations reco...	Thaxted

Location search, scheme or reference

Member portal view 2 – Click down to individual

Local Highway Panel area is
- All -

Source is
LHP

LHP_Scheme_Request_External_view

- Submitted
- Awaiting Surveys
- Does not meet criteria
- Awaiting Feasibility Design Outcome
- With Design Team
- Awaiting Funding
- Funded
- Completed

LHP Database: Walton Station to High Street - Crossing Review

***** Scheme Request *****

Member: **Mark Platt**
Division: **Frinton and Walton**
Issue category: **Footways**
Issue location: **Between the train station and the High Street**
Location: **High Street, , Walton-on-the-Naze**

1 of 2

Click for status

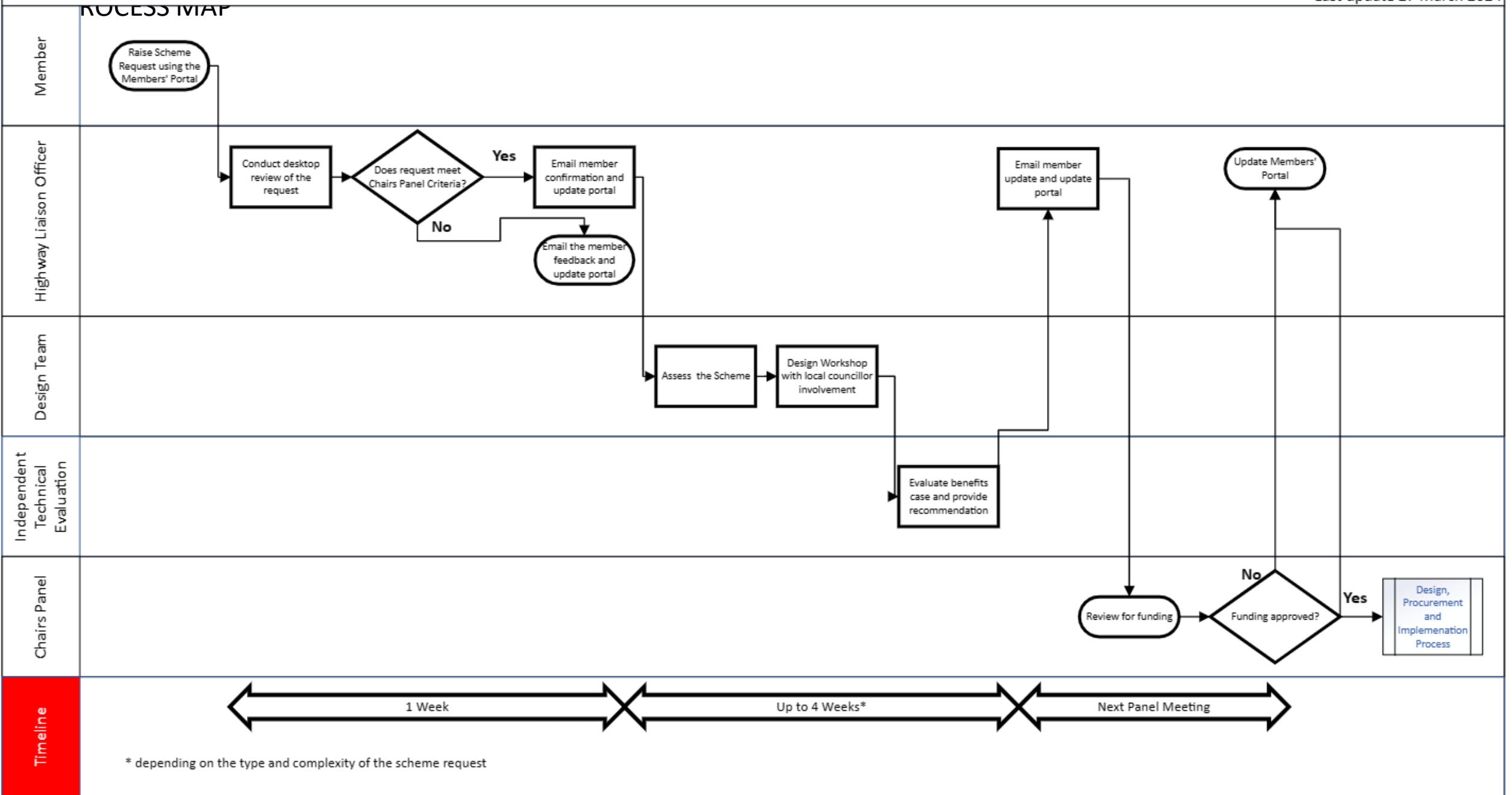
Powered by Esri

Chair Panel Process Overview

Will Russell

Chairs Panel - Process Overview

Last update 27 March 2024



Chair Panel Criteria

The Chair Panel is a partnership between the Chairs of the LHPs who come together to determine the distribution of additional funding over and above the standard allocation the LHP receives. Whilst the 12 LHP districts set their own specific priorities relating to their annual allocation, the Chair Panel will be an opportunity for districts to seek additional funding for specific schemes that sit outside the LHP's remit.

Capital funded schemes which are not covered by the LHP Criteria can be submitted for consideration by the Chair Panel. Any scheme which does not sit within the LHP Criteria can be submitted for consideration by the Chair Panel

For example, these might include;

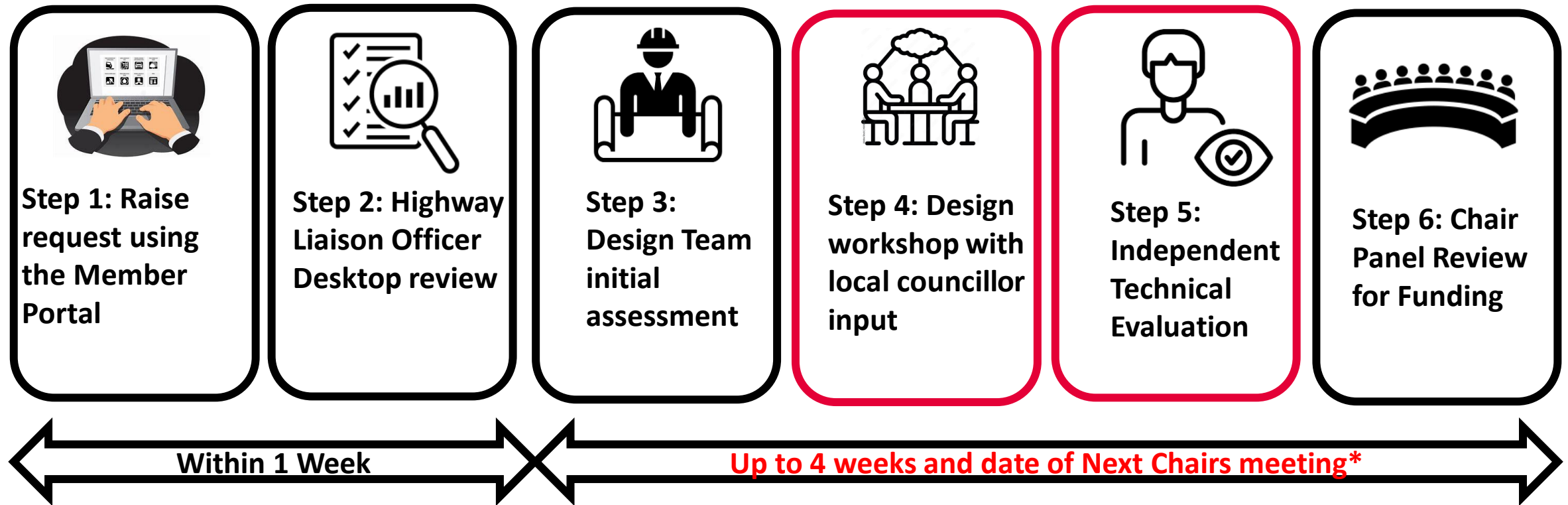
- **Signalised Pedestrian Crossing such as Zebra, Puffin and Toucan**
- **Junction realignments/modifications such as Signalised Junctions, Roundabouts etc.**
- **New Cycle Facilities such as on and off carriageway Cycle Lanes**
- **New Footways**
- **Public Rights of Way**
- **Street Lighting**

You can also Contact your Highway Liaison Officer for further advice on the criteria and for schemes that can be submitted to the Chair Panel

A working example of schemes eligible will be sent around to members for information

Chair Panel – High Level Process

The Chair Panel process follows a similar route to the LHP process with a couple of additional steps to support the decision-making process for these more complex schemes. Progress can be tracked using the member portal :



* depending on complexity of the scheme request. If a speed survey is needed this could extend the validation process as this involves procurement and an external organisation.

Chair Panel – Design Workshop

The Design team will set up a workshop with the members to discuss:

- 1. Case for Change – outline the problems and issue for resolution. Review what is required and any constraints to feed into assessment. Steer team on solution review at site visit**
- 2. Option Assessment – run through design options, interventions and short list for justification and sifting stage**
- 3. Scheme Proposal – following the workshop a scheme proposal will be produced and shared with the member for information. This proposal will then go into the justification and sifting tool for presentation to the Chair Panel**

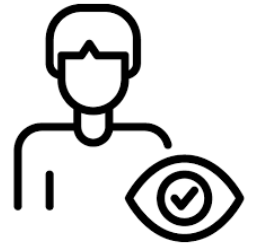


Step 4: Design workshop with local councillor input

Chair Panel – Independent Technical Evaluation

The Independent Technical Evaluation will be carried out by another member of the design team to:

- **ensure that the approach taken is robust, consistent with technical guidance and able to withstand scrutiny.**
- **undertake a Gateway Review to complete the Project Justification process to ensure design standards have been met**
- **provide a summary to the Panel with the assurance of value for money.**



**Step 5:
Independent
Technical
Evaluation**

Chair Panel Scheme Prioritisation

- **LHP chairs have been asked to review all eligible schemes, currently on their list of schemes, to ensure they are still a priority for the District to proceed with. This will initially help the Chair Panel focus on the key priorities for the Districts and people of Essex**
- **Each scheme and its options will be scored via the Prioritisation sifting tool to give a “value for money” score against certain criteria.**
- **This allows all preferred options to be selected, by the scheme issue identified, and carried forward as evidence into the Chairs Panel**
- **It allows schemes of different natures to be assessed against each other to generate a priority list for the Panel.**

Chair Panel – Review for Funding

The Cabinet Member for Highways Infrastructure and Transport will chair the Chair’s Panel, attended by all the LHP chairs where available. The meeting will be supported by the Highway Liaison Team Leader. Each meeting will:

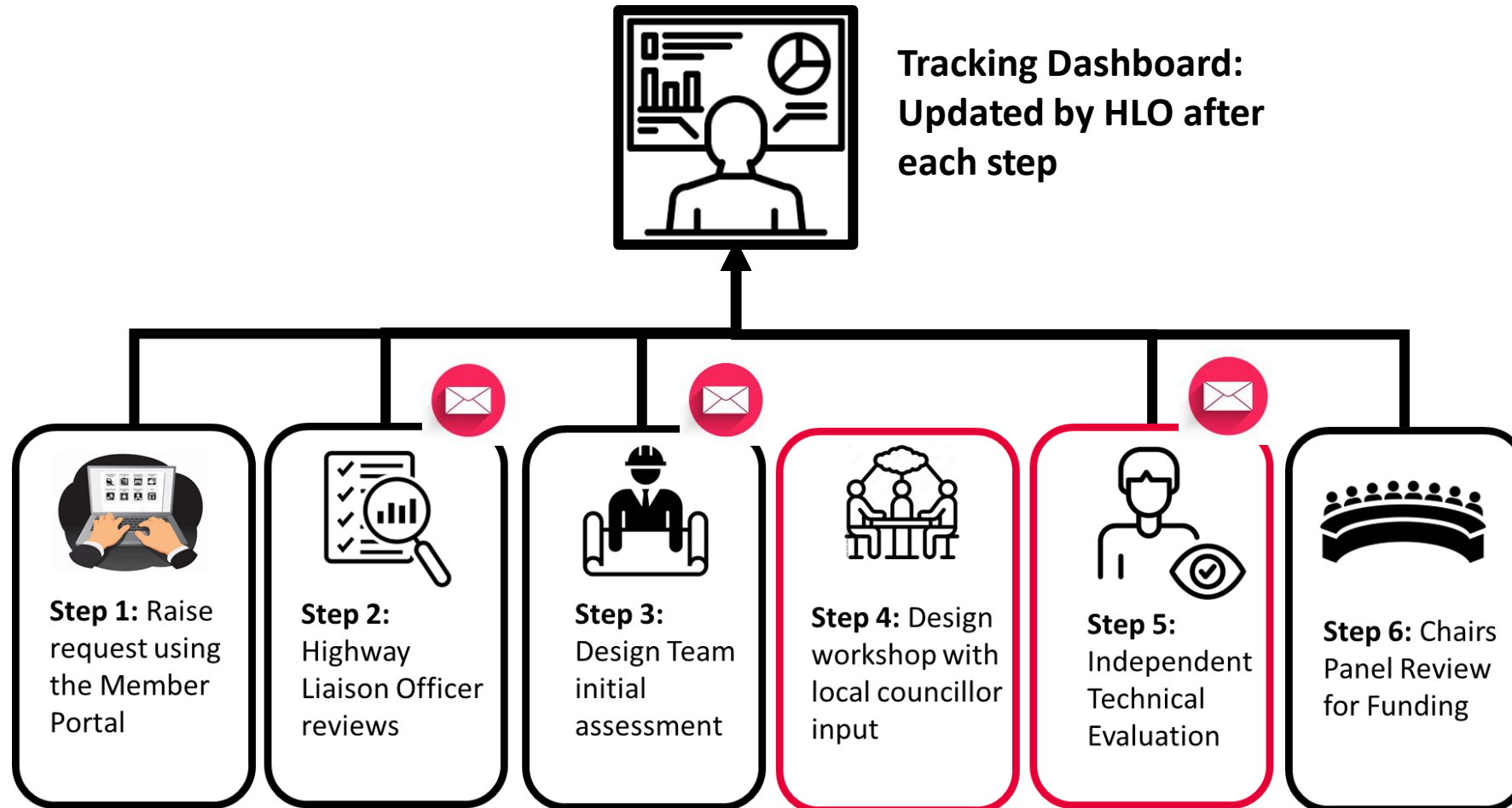
- Review the schemes presented to the panel with associated technical evaluation. All schemes will be prioritised and have a ranking for consideration**
- Agree the schemes to be funded and progressed and the member portal will be updated on the decision, and schemes to proceed**
- The Chair Panel will also review all schemes on the “schemes awaiting funding list” and can decide to remove schemes and return them to the District panel. Schemes can be re-presented**



**Step 6: Chair
Panel Review
for Funding**

Chair Panel – Communication

The member portal will track progress via the tracking dashboard available. HLO will also email updates at stages in the process:



Panels – Support

- Members will receive a link to the portal with instructions on how to log on
- Terms of reference for both Panels will be available on Essex Highways Webpage
- A new members guide for LHP will be available on Essex Highways Website at the beginning of the new financial year. Members Guides for the Chairs Panel will be based on the existing guides that will be reviewed and amended to suit over the next Quarter. Training will be provided on these documents and the implementation process and timeline
- HLO support will be available throughout the process and for points of clarification
- Two Dial in teams' session on the process will be available should you want to discuss this presentation and the end-to-end process. Contact - Deborah.Townsley@essex.gov.uk
- Updates on cases already in LHP, or cases for the Panels can be directed to the HLO supporting your LHP

Question & Answers please

This information is issued by:
Essex County Council

Contact us:
karina.grimwade@essex.gov.uk

Essex County Council
County Hall, Chelmsford
Essex, CM1 1QH

 [Essex_CC](#)

 facebook.com/essexcountycouncil

The information contained in this document
can be translated, and/or made available in
alternative formats, on request.

Published 25/03/24