

## NORTH HERTFORDSHIRE HIGHWAYS PARTNERSHIP – JOINT MEMBER PANEL

Meeting held at the Council Offices, Gernon Road, Letchworth Garden City  
at 7.30 p.m. on Monday, 15 October 2007

### MINUTES

**PRESENT:** **Representing North Hertfordshire District Council:**  
Councillors: Mrs F. Hill (Chairman), Clare Body, John Booth, Tom Brindley,  
Joan Kirby, and M. Kirkland.

**In Attendance:** Committee and Member Services Officer.

**PRESENT:** **Representing Hertfordshire County Council:**  
County Councillors: A.F. Hunter (Vice-Chairman), Dr. N. Agar, D.A. Ashley  
(Substitute), M.R.M. Muir, and R.A.C. Thake.

*Note: County Councillor Dr. N. Agar left the meeting at 9.34 p.m.*

**In Attendance:** North Herts District Manager – Hertfordshire Highways.  
North Herts Assistant District Manager – Hertfordshire Highways  
Principal Strategy Development Manager – Hertfordshire Highways  
Strategy Development Manager – Hertfordshire Highways  
Senior Engineer – Traffic Data and Modelling- Hertfordshire County Council

#### 13. CHAIRMAN'S ANNOUNCEMENT

The Chairman welcomed everyone to the meeting, confirmed that the agenda was as listed.

#### 14. APPOINTMENT OF VICE - CHAIRMAN

The Committee officer advised the JMP that County Councillor M.R.M. Muir had stood down as Vice-Chairman. The Committee officer in accordance with the agreed procedures called for a proposer and seconder for a new Vice- Chairman.

**RESOLVED:** That County Councillor A.F. Hunter be appointed as Vice-Chairman of the North Hertfordshire Highways Joint Member Panel for the remainder of the Civic Year 2007-2008.

#### 15. APOLOGIES FOR ABSENCE

Apologies for absence had been received from District Councillors: Lorna Kercher and David Miller and County Councillor David Billing.

#### 16. SUBSTITUTE

Having given due notice in accordance with the agreed procedures County Councillor D.A. Ashley advised the Chairman that he would be a substitute for County Councillor David Billing.

#### 17. MINUTES – 25 JUNE 2007

**RESOLVED:** That the Minutes of the meeting held on 25 June 2007 be approved as a true record of the proceedings and be signed by the Chairman save for the following changes.

##### **Minute 10 – Joint Member Panel Discretionary Funded Projects**

The first sentence of Resolution (2) to read as follows:

(2) That the outstanding balance of £31,250 should provisionally be used on footways and that subject to confirmation alternative funding had been found for the Berkeley carriageway works.

*Note: The remaining text of Minute 10 (2) for the meeting held on 25 June 2007 is unchanged.*

##### **Minute 12 – Pedestrian Safety Measures in Codicote**

Replace the first paragraph with the following:

District Councillor T. Brindley (Codicote Ward) asked for a statement on the feasibility study being carried out jointly by the Codicote Parish Plan Action Group

(CPPAG), the Community Development Agency (CDA) and Hertfordshire Highways. And delete the second paragraph.

**18. NOTIFICATION OF OTHER BUSINESS**

The Chairman proposed, and the JMP agreed, to discuss a proposal by County Councillor M.R.M. Muir to put forward any issues that the JMP might wish to see raised at the meeting of the Hertfordshire County Council Environment Scrutiny Committee to be held on 16 October 2007. Councillor Muir advised that the Environment Scrutiny Committee would *inter alia* review the role of Joint Member Panels in Hertfordshire. This item would be discussed following completion of the business of the meeting.

**Reason for Urgency:** *To allow Members put forward comments and suggestions in time for the meeting of the HCC Environment Scrutiny Committee the following day.*

**19. DECLARATION OF INTEREST**

There were no Declarations of Interest.

**20. RESPONSE TO PETITIONS REFERRED TO THE JOINT MEMBER PANEL  
ICKNIELD WAY, BALDOCK.**

The North Herts Assistant District Manager (ADM) reminded the JMP of the presentation of a petition concerning: car parking, speed of traffic, HG vehicles and rat running in Icknield Way, Baldock. The ADM confirmed that Icknield Way was a local access road and that a 30 mph speed limit was in place for the full length of Icknield Way with no waiting at any time at the junction with the A507 (Station Road).

The JMP noted that a traffic survey outside 28 Icknield Way had on the Eastbound direction given an average speed of 21 mph, highest speed 51 mph with an average weekly flow of 892 vehicles. The Westbound direction survey results gave an average speed of 23 mph, 2 vehicles at 62 mph and the average weekly flow was 813 vehicles. The ADM advised the JMP that the average speed was considerably below 30 mph and was appropriate to the width and alignment of the road.

The ADM concluded his presentation with confirmation that Icknield Way would be placed in Category B 'Additional studies to be undertaken as a direct result of consultation' within the Baldock Town Centre Enhancement Scheme (presented at Appendix A) and that any outcomes from these studies would be placed before the next meeting of the Baldock and District Committee to be held on 19 November 2007.

In response to an enquiry concerning the availability of resources to undertake traffic control measures the Strategy Development Manager advised the JMP that Icknield Way was placed within Baldock Town Centre when considering the Letchworth and Baldock Urban Transport Plan which could provide funding for such measures.

**RESOLVED:**

- (1) That the contents of the report be noted;
- (2) That the NHDC – Hertfordshire Highways Liaison Officer be requested to convey the outcome of this report to the next meeting of the Baldock and District Area Committee to be held on 19 November 2007;
- (3) That the NHDC – Hertfordshire Highways Liaison Officer be requested to convey the outcome of additional studies that formed part of the Baldock Enhancement Scheme to the next meeting of the Baldock and District Area Committee to be held on 19 November 2007;
- (4) That the District Manager – Hertfordshire Highways be requested to convey the decisions of the JMP to the lead petitioner.

**REASON FOR DECISIONS:**

To allow Icknield Way be considered for possible improvement works as set out in Category B of the Baldock Town Centre Enhancement Scheme.

**21. ITEMS REFERRED FROM NHDC AREA COMMITTEES**

The District Manager advised that there were five items for consideration by the Joint Member Panel, i.e.

**Southern Rural Committee 15 March 2007**

**Traffic Issues, Church Lane, Graveley.**

**RESOLVED:** That the District Manager at Hertfordshire Highways be requested to enter into discussions with the Chairman of Graveley Parish Council in order to clarify precisely the problems and what type of traffic management controls could be put in place.

**Baldock and District Committee 4 June 2007**

**Traffic Issues, Yeomanry Drive, Baldock.**

**RESOLVED:** That the JMP noted that traffic issues in Yeomanry Drive and Wallington Road would be investigated in the current Letchworth and Baldock Urban Transport Plan during 2008 – 2009 for implementation in 2009 – 2010.

**Letchworth Area Committee 25 July 2007**

**Traffic Calming Issues – Ordlemere.**

**RESOLVED:** That the District Manager at Hertfordshire Highways be requested to undertake investigations as to the need for traffic calming measures in Ordlemere, Letchworth Garden City and report back to the next meeting of the JMP to be held on 28 January 2008.

**Letchworth Area Committee 19 September 2007**

**Footway lighting issues, Haslefoot.**

**RESOLVED:**

- (1) That the request for an additional lighting column in Haslefoot, Letchworth Garden City at the estimated cost of £1000 be agreed;
- (2) That the sum of £500 be allocated from the JMP Discretionary budget for 2007-2008;
- (3) That in order for this scheme to be progressed that the Letchworth Area Committee be invited to allocate the balance of £500 from their discretionary budgets for 2007-2008.

**Southern Rural Committee 19 September 2007**

**Parking bays in rural areas for people with disabilities.**

The JMP agreed that the lack of parking bays for disabled drivers throughout North Herts in urban and rural areas was lamentable and that steps should be taken to increase the provision. Debate concerned the use of Traffic Regulation Orders or voluntary process to install such disabled bays and that other councils in Hertfordshire appeared to have made more progress with this issue than had North Herts. The District Manager advised the JMP that parking provision was a North Herts District Council responsibility and that enforcement would be under Herts County Council. The District Manager agreed with the proposal for an annual report to the JMP on parking provision within North Herts and that following any resolutions made for immediate action at this meeting a full annual report should be placed before the JMP in October 2008.

**RESOLVED:**

- (1) That the District Manager at Hertfordshire Highways be requested to undertake a review of the procedures undertaken by other joint Member Panels in Hertfordshire to provide parking bays for the disabled;

- (2) That the NHDC – Hertfordshire Liaison Officer at North Herts District Council (as confirmed by the NHDC Portfolio Holder for Planning and Transport) be requested to undertake a review of the Parking Policy for disabled persons currently used by Three Rivers District Council;
- (3) That the NHDC – Hertfordshire Liaison Officer be requested to present a report on his findings to the next meeting of the JMP to be held on 28 January 2008;
- (4) That the District Manager at Hertfordshire Highways be requested to present an annual report on parking issues to the meeting of the JMP to be held in October 2008;
- (5) That the NHDC – Hertfordshire Highways Liaison Officer be requested to liaise with the District Manager – Hertfordshire Highways on the results of (1) and (2) above and take the appropriate action to determine applications for disabled parking bays in North Herts and implement such parking bays either via Traffic Regulation Order or the voluntary process.

**REASON FOR DECISIONS:**

To confirm the support of the North Hertfordshire Highways Partnership Joint Member Panel for solutions in regard to traffic management issues, parking issues and lighting problems for the benefit of local residents in the interests of highway safety.

**22. BALDOCK BYPASS – BEFORE AND AFTER STUDY**

The Senior Engineer – Traffic Data and Modelling (SE) reminded the JMP that it had been agreed to conduct a traffic survey prior to construction of the Baldock Bypass and another comparable survey 12 months after the opening of the bypass.

The SE referred the JMP to Appendix 1 which included pre and post bypass traffic levels for local roads in Letchworth and Baldock and the surrounding area, with the bypass itself carrying a two way flow of around 20,000 between 0600 and 2200. The SE advised that the bypass had removed large volumes of traffic from Baldock through routes with 7000 less on London Road in a north east direction and some 5,600 vehicles less on the Royston Road. Of particular interest was the increase in traffic on the A505 east of Baldock by 20 per cent and the A507 north and south corridor traffic had increased in peak periods. Traffic conditions had eased considerably at the Whitehorse Street/Station Road/Clothall Road signals with the traffic queues in Royston Road into Baldock reduced considerably.

The flow of HGVs through Baldock had also fallen by more than 70 per cent at certain locations, which was a much larger fall than general traffic which indicated that most of the HGV traffic was using the bypass. In surrounding villages and towns the survey had shown significant reduction especially at peak periods. There had been a small reduction in the number of accidents in Baldock and four accidents on the bypass with a cluster on 26 March 2007 in thick fog. The SE recommended that there should be a review of accidents in three years time.

The JMP noted that Nitrogen Dioxide levels had fallen in line with the reduction in traffic numbers but not where traffic flows had remained fairly constant e.g. in the western part of Baldock. Fencing along the bypass had prevented any deer accidents and small tunnels under the carriageway were in constant use by badgers and other mammals. The SE advised that all archaeological finds had been lodged with Baldock Museum.

**RESOLVED:**

- (1) That the contents of the report be noted;
- (2) That a vote of thanks be confirmed with regard to the excellent work carried out by officers in the conduction of the Baldock Bypass – Before and After survey.

**23. LETCHWORTH AND BALDOCK URBAN TRANSPORT PLAN**

The Strategy Development Manager (SDM) advised the JMP that the Letchworth and Baldock Urban Transport Plan had been endorsed by the Baldock and District Committee and the Letchworth Committee in March 2007, approved by the JMP in April 2007 and endorsed by the HCC Highways and Transport Panel in July 2007.

The JMP noted that an Officer Steering Group and a Member Steering Group had agreed a list of schemes for consideration via a feasibility study in 2008-2009 and implementation in 2009 – 2010 and the SDM referred the JMP to Appendix 1 which included these schemes. The SDM confirmed that any selected schemes would be in competition from other schemes proposed throughout Hertfordshire and that any projects agreed for inclusion in the Integrated Works Programme would be funded by HCC in budgets allocated to Hertfordshire Highways.

**RESOLVED:**

- (1) That the endorsement of the Letchworth and Baldock Urban Transport Plan by the Highways Joint Member Panel be noted;
- (2) That the proposed schemes recommended for implementation in 2008-2009 within the Letchworth and Baldock Urban Transport Plan be agreed;
- (3) That a vote of thanks be confirmed with regard to the excellent work carried out by officers to date on the Letchworth and Baldock Urban Transport Plan.

**REASONS FOR DECISIONS:**

To allow officers proceed with the investigation of schemes for implementation in the 2008-2009 financial year.

**24. HERTFORDSHIRE HIGHWAYS INTEGRATED WORKS PROGRAMME: 2008-2009 AND FORWARD PROGRAMME 2009 – 2013 – DRAFT 2**

The Principal Strategy Development Manager (PSDM) presented his report to the JMP. He reminded the JMP that schemes prefixed with a W (Works in Progress) and C (Committed) had first priority for funding as these schemes were previously approved. Schemes prefixed with S (Supported) and I (Under Investigation) had the next priority. The PSDM confirmed that any W,C or S schemes not delivered in 2008-2009 would be given first priority in 2009-2010.

The PSDM referred the JMP to the Index of IWP/FWP – Draft 2 schemes at Appendix B which would go forward to the HCC Highways and Transport Panel in February 2008 and not considered final until endorsement on March 2008 and execution of the schemes would be dependent on the budget set for 2008 – 2009.

The JMP considered the listing at Appendix B and noted the changes to the IWP since Draft 1 – as presented at Appendix C.

The PSDM confirmed that schemes at the A600 in Ickleford and Old Hale Way, Hitchin were included in the IWP programme for 2008-2009. The JMP advised the PSDM of schemes that should be brought forward into the 2008-2009 programme as listed at (3) below.

The JMP enquired as to when the five NHDC Area Committees had been given the opportunity to review the IWP schemes for 2008-2009 and the FWP for 2010-2013. The PSDM advised that these area committees had not yet had the opportunity to express views, comments and or suggestions and that perhaps the best time would be to coincide with the October JMP meeting. It was suggested and agreed that the Committee Officer be requested to distribute the IWP 2008-2009 list via Members Information Service on 19 October 2007 with a request for NHDC Members to contact JMP Members to forward suggestions to the District Manager no later than 26 October 2007.

**RESOLVED:**

- (1) That the schemes presented in the Integrated Works Programme for implementation in 2008-2009 be noted;

- (2) That the schemes presented in the Forward Programme for implementation in 2009 -2013 be noted;
- (3) That the following schemes be put forward for advancement in terms of priority and action in 2008-2009:

P CWY091068	Darley Road, Breachwood Green – Surface Dress.
P CWY12131	South Road, Baldock – Thin surfacing.
P ITP09017	South Road, Baldock – Pedestrian accessibility.
P ITP09027	Station Road/Icknield Way, Baldock – Pedestrian facilities.
P ARP10179	Park Way, Hitchin – Surface dressing.
P ARP09145	Paynes Park, Hitchin – Surface inlay.
P CWY11567	Pixmore Avenue, Letchworth Garden City – Thin surfacing.
P CWY10538	Pixmore Way, Letchworth Garden City – Thin surfacing.

**REASONS FOR DECISIONS:**

To allow the JMP provide input into the IWP and indicate proposed schemes for advancement in the schedule.

**25. HERTFORDSHIRE HIGHWAYS INTEGRATED WORKS PROGRAMME 2007 – 2008 UPDATE**

The Principal Strategy Development Manager (PSDM) reminded the JMP that the final IWP for 2007-2008 and the FWP for 2008 – 20012 had been presented to the JMP at its meeting held on 23 April 2007 (Minute 48 refers). The PSDM referred the JMP to Appendix A and commented that all Structural Maintenance of Footways and Carriages had either been completed or were on schedule. The Graveley Traffic Management Scheme was substantially complete by June 2007 and works at the drainage scheme in Baldock Road were complete and that work to alleviate localised footway ponding was completed in September 2007.

The JMP noted the current position of projects as identified within Appendix A.

**RESOLVED:** That the contents of the quarterly report on the Integrated Works Programme for 2007-2008 and progress be noted.

**REASONS FOR DECISIONS:**

- (1) To ensure that Members continue to be informed of the performance on key service activities.
- (2) To ensure that the North Hertfordshire Highways Partnership Joint Member Panel is able to comment on and influence the development of the Future Works Programmes.

**26. JOINT MEMBER PANEL DISCRETIONARY FUNDED PROJECTS**

The District Manager – Hertfordshire Highways (DM) advised the JMP that the works relating to the protection and maintenance of grass verges that had been repeatedly damaged had gone well to date and that it would be appropriate for Members to advise him of locations that could be considered for treatment in 2008-2009. Several members confirmed that the verge works had been successful, specifically the bird beak fencing at Clothall Road Baldock.

The DM reminded the JMP that the JMP Discretionary Budget for 2007-2008 had been set at £100,000. Due to unforeseen circumstances some of the work had not progressed as quickly as had been planned but the approved schemes as listed at

Paragraph 5.2 to the report would be accelerated and that the footway surfacing at Poplar Drive, Royston, Paynes Park, Hitchin, Tannery Drift, Royston and London Road/High Street, Barley would be completed this year.

The DM commented that there had been some delays to the implementation of waiting restrictions at the junction of The Maples and the A602 Stevenage Road. The JMP members representing Hitchin agreed that the NHDC Highbury Ward Members wished to see this scheme progress and that the DM should commence the public consultation phase prior to the implementation of a Traffic Regulation Order that would expand the waiting restrictions at this junction.

The JMP referred back to Minute 10 from the meeting held on 25 June 2007 concerning the allocation of funds and the priority rating for Berkeley in Letchworth Garden City and Ridge Avenue, Letchworth Garden City as both carriageways were in need of urgent attention, this included two lay-bys in Ridge Avenue. The JMP accepted that the current programme could not accommodate these works but requested that resurfacing in Berkeley should be placed in one of three funding streams (see (3) below) and that Ridge Avenue should be progressed as soon as possible and placed at the beginning of the five year 2008- 2013 IWP programme.

**RESOLVED:**

- (1) That progress on the schemes agreed for the 2007-2008 programme be noted.
- (2) That the District Manager – Hertfordshire Highways be requested to proceed with the public consultation phase of a Traffic Regulation Order concerning the extension of waiting restrictions at the junction of The Maples and Stevenage Road (A602) Hitchin;
- (3) That with regard to resurfacing of Berkeley, Letchworth Garden City the District Manager – Hertfordshire Highways be requested to undertake the appropriate action which would ensure microasphalt works would be brought forward as soon as possible via one of the following:
  - a. Given priority status in the Integrated Works Programme;
  - b. Place this scheme in the Highways Extra Programme for 2008-2009;
  - c. Place this scheme as a priority in the JMP Discretionary Budget for 2008-2009.
- (4) That with regard to resurfacing of Ridge Avenue, Letchworth Garden City the District Manager – Hertfordshire Highways be requested to undertake the appropriate action which would ensure resurfacing works would be brought forward as soon as possible, include the full length of Ridge Avenue including both lay-bys.

**REASON FOR DECISION:**

To ensure that the Joint Member Panel are able to allocate funds from their Discretionary Budget for 2007-2008 in an effective manner.

**27. OPERATIONAL PERFORMANCE INDICATORS**

The North Herts District Manager (DM) gave details of the operational performance of Hertfordshire Highways (HH) over the six-month period between March 2007 and August 2007, inclusive.

**RESOLVED:** That the data supplied on the Operational Performance Indicators for the inclusive period March 2007 to August 2007 be noted and that the Panel continues to receive an update report at each future meeting.

**REASON FOR DECISION:**

To ensure that Members continue to be informed of the performance on key service activities.

**28. HERTFORDSHIRE COUNTY COUNCIL – ENVIRONMENT SCRUTINY COMMITTEE**

County Councillor M.R.M. Muir thanked the Chairman for allowing this item to be discussed on conclusion of the main business.

The Chairman reminded the JMP that a questionnaire had been sent to all Members and that this was an extra opportunity to put forward comments, suggestions and or questions that Councillor Muir could convey at County Hall on 16 October 2007.

Following a short debate the JMP:

**RESOLVED:**

1. Additional funding be made to the North Herts JMP Discretionary Budget for 2008 – 2009;
2. That NHDC officers be requested to attend all meetings of the North Herts JMP;
3. That Joint Member Panels are provided with all records of road adoptions via Section 38 agreements and this information be included as a standard item on all JMP agenda.

The Chairman thanked Members and officers for their attendance.

The meeting closed at 9.45 p.m.

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Chairman