

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, 28 January 2008

MINUTES

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

In Attendance: Planning Projects Manager
Committee and Member Services Officer.

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

*Note: County Councillor Dr. N. Agar left the meeting at 9.06
County Councillor D. Billing left the meeting at 9.32*

In Attendance: County Councillor D.A Ashley
Hertfordshire Highways – North Herts District Manager

29. **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from District Councillors: Clare Body, Joan Kirby and David Miller.

30. **SUBSTITUTES**

There were no substitutes notified.

31. **MINUTES – 15 OCTOBER 2008**

RESOLVED: That the Minutes of the meeting held on 15 October 2007 be approved as a true record of the proceedings and be signed by the Chairman save for the following changes:

1. County Councillors: N. Brook, D. Drake and K. Emsall attended the meeting.
2. Minute 21 (4) 'District Manager at Hertfordshire Highways' to be replaced by 'NHDC – Hertfordshire Highways Liaison Officer'
3. Minute 24 Line 1 'The Principal Strategy Development Manager' to be replaced by 'Lead Assistant District Manager'.
4. Minute 25 Line 1 'The Principal Strategy Development Manager' to be replaced by 'Lead Assistant District Manager'.
- 5.

The Chairman referred to Minute 21 (4) Parking issues in North Hertfordshire and that the NHDC Portfolio Holder for Planning and Transport be requested to ensure that a report be presented to the October 2008 meeting of the JMP which would provide the first annual review of parking issues in North Hertfordshire.

32. **NOTIFICATION OF OTHER BUSINESS**

The Chairman accepted two additional items for discussion and the JMP agreed that both items would be discussed on completion of the published agenda:

1. Street lighting in Codicote.
2. Ponding in roads in Letchworth Garden City and Lilley Bottom Road.

Reason for urgency: The Chairman agreed to these additional items due to the long lead time before the next meeting of the JMP to be held on 21 April 2008.

33. CHAIRMAN'S ANNOUNCEMENT

The Chairman welcomed Councillors, The North Herts District Manager and the NHDC Planning Projects Manager to the meeting and confirmed that the agenda was as listed. The Chairman read out the current arrangements for making any Declarations of Interest at the agenda item.

34. ITEM REFERRED FROM THE SOUTHERN RURAL AREA COMMITTEE

The Hertfordshire Highways - North Herts Manager (NHM) acknowledged the receipt of this referral and advised the JMP that the concerns of Ickleford Parish Council over traffic management issues in Ickleford had already been noted by Hertfordshire Highways. The NHM confirmed that these issues had been noted in the Ickleford Parish Transport Plan, during discussions with four Ickleford Parish Councillors and that the provision of a Vehicle Activated Sign would probably be included within this transport plan.

RESOLVED: That the confirmation provided by the North Herts District Manager that the provision of a Vehicle Activated sign in Turnpike Lane, Ickleford would be included in the Parish Transport Plan for Ickleford Village be noted.

35. BALDOCK TOWN CENTRE - TRAFFIC REGULATION ORDERS FOR THE NORTH QUADRANT

The Hertfordshire Highways - North Herts District Manager (NHM) presented the report of the Strategy Development Manager and confirmed that this was an updating report to advise the JMP on the Traffic Regulation Orders planned for Baldock.

The NHM sought agreement of the JMP to note the proposed Orders as detailed at Appendix 1 and the NHM advised that since the opening in 2006 the Baldock Bypass had removed large volumes of traffic from the previous through route in the town. Certain traffic routes to the north and west of the town however, had increased traffic volumes since the bypass opening. Residents had raised concerns on the level of rat running and the number of HGVs, both these issues had been discussed at a meeting of the Baldock Area Committee including consultation as part of the Baldock Town Centre Process, where the proposed restrictions listed at Appendix 1 were agreed to address the traffic management issues at these locations.

RESOLVED:

- (1) That the promotion of the proposed Traffic Regulation Orders for the following roads in Baldock: Royston Road, Icknield Way, Hopewell Road, Church Street and Sun Street be noted;
- (2) That the Hertfordshire Highways - North Herts District Manager be requested to liaise with the Chairman, Vice-Chairman of the Joint Member Panel and County Councillor M. Muir in order to resolve any objections that may arise from the publication of Traffic Regulation Orders (prior to the next meeting of the JMP to be held on 21 April 2008);
- (3) That County Councillor M. Muir be requested to pass on all matters concerning these Traffic Regulation Orders to members of the NHDC Baldock and District Area Committee.

REASON FOR RECOMMENDATIONS

To allow the implementation of the Traffic Regulation Orders prior to the Baldock Town Centre enhancement works programmed for May 2008 in the interest of avoiding delays to the project timeline.

36. RESPONSE TO PETITION RELATING TO TRAFFIC ISSUES IN ORDELMERE, LETCHWORTH GARDEN CITY

The Hertfordshire Highways - North Herts District Manager (NHM) presented this report to the JMP which was in response to the petition concerning traffic issues in Ordelmere, Letchworth Garden City. The NHM advised the Panel that throughout the public consultation period and stakeholder workshops this location was not identified as a road with traffic issues. The NHM reminded the Panel that a list of schemes had been selected and agreed for investigation during the 2008 – 2009 budget year as part of the Letchworth and Baldock Urban Transport Plan and subsequent confirmation following announcement of the JMP budget in February 2008.

The NHM proposed that a scheme for Ordelmere could be included for consideration within a second tranche of schemes following a feasibility study in 2009-2010, however, if the JMP was minded to include an Ordelmere scheme next year then it would require a deferment of an approved scheme in 2008-2009.

The Panel discussed the merits of deferring one of the approved schemes and it was agreed that there should be alteration to the agreed schemes in the Letchworth and Baldock Urban Transport Plan. It was also agreed that there were many roads in North Hertfordshire with a similar problem and that all such locations should remain without a priority and placed on a reserve list. The NHM acknowledged the wishes of the JMP and confirmed that Ordelmere would be correctly logged on a local issues list, placed on the schemes reserve list, and placed in the second tranche of schemes for the Letchworth and Baldock Urban Transport Scheme.

RESOLVED:

- (1) That the contents of the report be noted;
- (2) That the Ordelmere traffic management schemes should be placed within the second tranche of schemes allocated for the Letchworth and Baldock Urban Transport Plan in 2009 – 2010;
- (3) The JMP agreed that the issues identified for Ordelmere should also be logged on the local issues list;
- (4) That the Hertfordshire Highways - North Herts District Manager be requested to inform the lead petitioner of the decisions made by the Joint Member Panel.

REASON FOR DECISIONS

To allow the JMP propose that a traffic management scheme in Ordelmere, Letchworth Garden City, could be considered for inclusion in the Letchworth and Baldock Urban Transport Plan.

37. DISABLED PARKING BAYS - OVERVIEW OF COUNTRYWIDE PRACTICE

The Hertfordshire Highways - North Herts District Manager (NHM) presented this report to the JMP and reminded the Panel of the decision made at the meeting of the JMP held on 15 October 2007 (Minute 21 (1) refers) for a report that identified procedures for Disabled Parking Bays undertaken by other authorities in Hertfordshire. The NHM referred the JMP to Table 3.1 in the report which clearly showed that NHDC did not currently offer any form of disabled parking bay service either on an informal basis or via a Traffic Regulation Order.

The JMP viewed this omission as a serious shortfall in the services offered to the community in North Hertfordshire and were anxious to have sight of the list of locations for disabled parking bays both in towns and rural areas prepared previously by the former NHDC Chief engineer. It was agreed by the Panel that this list should be passed as soon as possible to the next cycle of NHDC Area Committee for assessment and identification of the most suitable locations and if appropriate new sites that may have become apparent in recent months. The

NHDC Portfolio Holder advised the JMP that there were no resources at NHDC to carry forward the provision of disabled parking bays other than on an informal basis in rural areas and not in urban areas where disabled bays were not respected and thus a regulatory system would be needed. The JMP considered that drivers would respect disabled bays in urban areas and of more concern was the lack of both a strategy and subsequently a policy at NHDC for disabled parking bays. The Planning Projects Manager advised the Panel that the Scoping Document for the FSR Transport did include reference to public car parking provision and charging but did not specifically include a reference to disabled parking bays.

The JMP considered that it was essential for the Transport FSR to look at all aspects of public car parking which would include disabled car parking provision, develop a strategy, through to a policy adopted by North Herts District Council and the best approach would be to have a policy that provided disabled parking bays in North Hertfordshire as a minimum requirement.

The NHM confirmed that NHDC were the parking authority, that the JMP should be aware that Traffic Regulation Orders required enforcement and that the provision of disabled parking bays on an informal basis worked well in other Hertfordshire authorities and that traffic regulation orders were enforced in major towns only.

The District Council Member for Codicote made reference to a set of guidelines issued by Hertfordshire County Council concerning disabled parking and that if possible Area Committees should have sight of these guidelines.

RESOLVED:

- (1) That the overview of the countywide practice for the provision of disabled parking bays as presented at Table 3.1 be noted;
- (2) That the JMP strongly supported the imminent implementation of a Disabled Parking Bays Strategy and subsequent policy for North Hertfordshire which promoted an informal approach to the provision of parking bays for people with a disability;
- (3) That a Disabled Parking Bays Strategy and subsequent policy for North Hertfordshire should include provision of an application and assessment procedure;
- (4) That the NHDC Head of Revenues and Benefits as lead officer to the Fundamental Service Review – Transport be requested to include the investigation and subsequent imminent development of a Disabled Parking Strategy which would include the viability of Traffic Regulation Orders and Local Informal arrangements for Disabled Parking Bays in Town Centres and Villages in North Hertfordshire;
- (5) That the NHDC – Hertfordshire Highways Liaison Officer be requested to liaise with the NHDC Fundamental Service Review Group in all matters concerning the development of a Disabled Parking Bays Strategy;
- (6) That the NHDC – Hertfordshire Highways Liaison Officer be requested to provide (via Champion News) to each of the five NHDC Area Committees at the earliest opportunity the relevant list of possible locations for Disabled Bays in each area as prepared in consultation with the North Herts District Manager;
- (7) That the NHDC Head of Community Development and Cultural Services be requested to ensure that each Community Development Officer should seek at the earliest opportunity the views of each Area Committee as to the possibility of joint funding of disabled parking bays within their specific areas of remit;
- (8) That the NHDC Head of Community Development and Cultural Services be requested to ensure that each Community Development Officer should seek

at the earliest opportunity the views of each Town and Parish Council in North Hertfordshire as to the possibility of joint funding of disabled parking bays in their area.

REASON FOR DECISIONS:

To inform the Joint Member Panel of the current countywide practice in the provision of disabled parking bays and confirm proposals for more disabled parking bays in North Hertfordshire.

38. HERTFORDSHIRE HIGHWAYS INTEGRATED WORKS PROGRAMME 2007 – 2008 UPDATE

The Hertfordshire Highways - North Herts District Manager (NHM) presented this report to the JMP and provided an update on the following project progress as listed at Appendix A and in particular: Structural maintenance works to carriageways and footways, The Clothhall Road, Baldock carriageway resurfacing scheme, Fish Hill and Market Hill, Royston carriageway resurfacing schemes, Drainage schemes in Royston, Letchworth and Kimpton, and landslip remedial works in Barley.

The JMP noted that seven of the 14 schemes due for completion in this fourth quarter were complete or had started and that the balance were on schedule for completion in the allotted time.

The JMP reviewed the list of projects at Appendix A and doubt was raised as to the correct allocation of the Herts County Council Division number against each Scheme. The NHM agreed that clarification was required on several of the entries and that he would take the appropriate action to correct these errors.

RESOLVED:

- (1) That the quarterly update on the Integrated Works Programme 2007- 2008 and progress be noted;
- (2) That the Hertfordshire Highways – North Herts District Manager be requested to amend Appendix A with the correct allocation of county engineering divisions to each scheme.

REASONS FOR DECISIONS:

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

39. JOINT MEMBER PANEL DISCRETIONARY FUNDED PROJECTS

The North Herts District Manager (NHM) presented his report to the meeting which provided progress reports on the schemes previously approved for implementation in 2007 -2008 as listed at Paragraph 5.3 to the report.

The NHM was unable to confirm whether there would be a Joint Member Panel Discretionary Budget for 2008 – 2009, however, he was able to advise the JMP that there would be no Highways Extra programme in 2008 – 2009. With this omission in mind the NHM proposed that work previously undertaken under Highways Extra should be placed as a priority for the JMP Discretionary Budget in 2008 – 2009.

The NHM was pleased to confirm that footway resurfacing had been completed at Poplar Drive and Tannery Drift in Royston, Paynes Park in Hitchin, and London Road/High Street, Barley.

With regard to the request for micro-asphalt treatment for the resurfacing of Berkeley, the NHM advised the JMP that this scheme was not included in the 2008-2009 Draft 2 Integrated Works Programme nor was it included in the 2010-2013

Forward Work Programme. The reason for this omission was due to the current road surface defect being of a superficial nature and any works would deliver primarily an aesthetic benefit. At the moment the estimated cost of such work to overlay the current surface was just under £20,000.

The NHM referred the JMP to the list of Grass Verge Areas Subject to Repeated Damage presented at Paragraph 3.4 (full list at Appendix A) which were potential sites for preventative measures in 2008-2009 and noted that if all these works were agreed at the estimate of £72,000 this would be a major part of the £100,000 JMP budget that might be allocated in 2008-2009. The JMP next reviewed the list of schemes and projects in the 2007-2008 programme and whether each project or scheme would be completed to schedule. Consequently it was agreed that a total of £8,000 would be transferred from the JMP Approved Schemes for 2007-2008 to three grass verge reinstatement schemes (See (7) below).

The JMP debated at length the merits and evaluation of Vehicle Activated Signs in specific areas and possible themes that might be included in the JMP Discretionary Programme for 2008-2009 (see (8) below). Comment was also made as to the continued problem of hazardous roads(e.g. Lilley Bottom Road) that did not meet criteria to allow implementation of schemes. The NHM advised the JMP that road safety schemes had a two year delivery programme and were therefore not a suitable theme for an annual discretionary budget allocation.

RESOLVED:

- (1) That progress on the schemes agreed for the 2007-2008 programme be noted;
- (2) That the NHDC Head of Community Development and Cultural Services be requested to ensure that the Community Development Officer for Letchworth includes in the next issue of Champion News a request for joint funding of £10,000 that would contribute to the cost of road surface repairs at Berkeley, Letchworth Garden City;
- (3) That an NHDC officer be requested to ensure that in the next cycle of Committee Meetings a report will be presented for identification of road safety measures that could be joint funded within the Joint Member Panel Discretionary Budget for the next and ensuing financial years;
- (4) That an NHDC officer be requested to ensure that in the next cycle of Committee Meetings a report will be presented for identification of schemes in each area that could be put forward for joint funding in the JMP Discretionary Budget for 2008-2009 in accordance with the agreed themes;
- (5) That the NHDC Portfolio Holder for Planning and Transport be requested to confirm to the Hertfordshire Highways – North Herts District Manager the available funding allocated by NHDC to Town Centre Maintenance in North Hertfordshire for 2007- 2008 and 2008-2009;
- (6) That the Hertfordshire Highways – North Herts District Manager be requested to advise all Members of the JMP the 2008-2009 allocated budget to the JMP which would be deployed on a jointly funded basis wherever possible;
- (7) That the Hertfordshire Highways – North Herts District Manager be requested to transfer the funds allocated in 2007 – 2008 to the two following schemes:
 - h. A602/Sunnyside Road – right turn ban = £3,000
 - i. Briary Lane/Sun Hill – waiting restrictions = £5,000into the Grass Verge Areas subject to repeated damage listing as follows:
 1. Hitchin, Stormont Road – wooden bollards = £1,000
 2. Hitchin, Westfield Lane – verge hardening = £2,000
 3. Royston, Orchard Road – verge hardening = £5,000;

- (8) That an NHDC officer be requested to present in the next cycle of Committee Meetings a report which would indicate the following themes with which specific schemes which could be proposed for joint funding:
1. Minor re-surfacing works;
 2. Road safety schemes;
 3. Maintenance of verges;
 4. Enhancement of town centres and village centres;
 5. Maintenance of rural highways;
 6. Referrals from NHDC Area Committees for works;
 7. Maintenance in town centres.
- (9) That the Hertfordshire Highways – North Herts District Manager be requested to include in the next report on the JMP Discretionary Budget a section that confirmed the agreement of the JMP to seek joint funding of all schemes undertaken or proposed;
- (10) That the Hertfordshire Highways – North Herts District Manager be requested to make the necessary arrangements to transfer £3000 (Item k - Rock Road Royston – Extension of waiting restrictions) from the 2007-2008 JMP Discretionary Budget to the appropriate budget allocation within NHDC.

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.

40. OPERATIONAL PERFORMANCE INDICATORS

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

RESOLVED: That the data supplied on the Operational Performance Indicators for the inclusive period June 2007 to November 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.

41. CODICOTE – PILOT STUDY FOR STREET LIGHTING

The District Councillor for Codicote thanked the Chairman for the opportunity to address the JMP. The Member advised the JMP that there had been a lot of concern raised by the residents of Codicote as to the implementation of ‘switched off lighting’ at night time. The NHDC Portfolio Holder for Planning and Transport was pleased to advise the JMP that this proposal for a pilot study would only be for say a test time from 2 a.m. to dawn and that the pilot study would only go ahead if all residents agreed. The JMP noted that important traffic junctions would remain illuminated during the pilot study.

RESOLVED: That the confirmation provided by the NHDC Portfolio Holder for Planning and Transport that there would only be a pilot study for the switching off of street lights in Codicote between for example 0200 and daylight if the whole community agreed to such a study be noted;

42. PONDING IN CERTAIN ROADS IN LETCHWORTH GARDEN CITY

The County Councillor for Letchworth South thanked the Chairman for the opportunity to address the JMP on a matter of drainage that had been outstanding for some time. The particular location was at the junction of Cloisters Road and the A505 where after heavy rainfall the drains overflowed causing large ponding at this location. Other locations in Letchworth with a similar problem were; Sollershott East/South View and The Crescent/Pixmore Way.

The Hertfordshire Highways – North Herts District Manager was pleased to take note of these three particular problem drainage sites and make enquiries with the relevant department at Hertfordshire Highways in order to clarify the drainage at these sites and take the appropriate remedial action.

RESOLVED: That the Hertfordshire Highways – North Herts District Manager be requested to contact the appropriate department at Hertfordshire Highways with a request to advance drain and gully cleansing in Letchworth Garden City, for example at the junction of Cloisters Road and the A505 and Lilley Bottom Road.

The Chairman thanked Members and officers for their attendance.

The meeting closed at 9.45 p.m.

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Chairman