**Highways Committee**

**Tuesday 20 October 2020**

**Minutes**

**Attendees: Cllrs Penny, Elsmore, Allaway-Martin, M Cox, S Cox and Barnham ,**

**Brian Watkins, GCC Highways**

Cllr Penny summarised, and explained the context/background, for this committee being established, and proposed that Item 5 be taken first, inviting a councillor to be appointed as temporary chair, for this meeting.

**5. To appoint temporary Chair**

After some discussion, Cllr. M Cox was appointed, and begun by welcoming members to this new committee

1. There were no apologies
2. There were no declarations of interest
3. There were no dispensations requests
4. There were no members of the public present

**6. To make recommendations re: this committee’s remit**

Cllr. M Cox introduced the draft proposal document (for adoption into Standing Orders), and this became the focus of discussion, and amendment, from which the following recommendations were made:

**Recommendations:**

**That the draft proposal document, is adopted into Standing Orders, as amended (by this meeting) and is proposed at Annex A**

**Recommendations:**

**That the frequency of meetings should be quarterly, and convened on the 3rd Tuesday of that month, in months when Public Safety meetings aren’t scheduled and, any additional meetings to be scheduled, as necessary, in the event of urgent matters. The next meeting to be scheduled for January 2021.**

**7. To make recommendations re: Committee membership**

**Recommendation:**

**That the committee membership would be established as follows:**

**Coleford Town Councillors:**

* **Cllr. Barnham**
* **Cllr. M Cox**
* **Cllr. S Cox**
* **Cllr. Elsmore**
* **Cllr. Penny**

**Glos. CC Representation:**

**GCC Cllr. Allaway-Martin**

**Brian Watkins, GCC Highways**

**Other identified GCC representatives, as necessary**

**(Brian Watkins to advise/inform)**

**GGC Cabinet Members, as necessary, (on item-specific issues) and/or invited through written reports**

The draft proposal document, also had the following items, still to be actioned, and recommendations were made, as follows:

**Recommendation:**

**That GCC Cllr. Allaway-Martin would look at process/responsibility for grass verges, footpaths, vegetation on highways etc.**

**Recommendation:**

**That Cllr. Penny would seek clarity from the Town Clerk re: items included within the town council’s maintenance contracts.**

**8. To make recommendation re: additional grit bins in the parish**

Cllr. M Cox introduced maps, identifying grit bins within the parish and, after some further discussion, and clarity with Brian Watkins, re: GCC Highway’s responsibilities, criterion to provide, types, etc. the following recommendations were made:

**Recommendation:**

**That 2 council members, of this committee, to look further at the parish maps (already prepared), and consider the overall parish esp. to identify (if necessary) any critical locations, and / or gaps re: provision, and to report back accordingly.**

**Recommendation:**

**That the main office would speak to other councils re: provision, and to also identify types, and local providers.**

**Recommendation:**

**That Cllr. Penny would engage, and assess, Angel Vale’s needs, and Cllr. Barnham similarly re: Thurstan’s Rise, and both to report back accordingly.**

**9. To make recommendation re: the response from GCC Highways re: the complaint regarding timing of work on B4228.**

Cllr. Penny summarised, and after some further discussion, the following recommendation as made:

**Recommendation:**

**That the town council note the lessons learnt from this matter, and for the complaint to now be accepted, as closed.**

**Meeting ended at 8: 21pm**

**Annex A**

**Committee: No. of Members Frequency**

**Highways Committee 6 Quarterly**

**Note:** To be convened on the 3rd Tuesday of that month, in months when Public Safety committee meetings aren’t scheduled and, any additional meetings to be scheduled, as necessary, in the event of urgent matters.

**Responsibilities**

**The Committee has no decision making responsibility and can only make recommendations to the Fill Council**

**Overall Aim: To define a closer working relationship with Gloucestershire CC Highways, to ensure maximum benefit to the parish of Coleford, and the focus of the meetings should be driven by data, and evidence, where possible.**

**MONITORING AND REVIEW OF:**

1. **Strategic Planning:**

* Design of major works
* NDP priorities such as major junctions like Coalway and Broadwell crossroads
* How to influence what is planned, how it will be phased and timing
* Dovetailing utility works with Highways schemes
* All roads, public highways, and pavements, throughout the parish

1. **New Planning Applications and their impact on Highways:**

* To ensure our local knowledge and formal responses are considered within the Highways submission against planning applications
* Site visits
* Highways design on new housing developments e.g. share spaces with no pavements
* Connecting infrastructure such as footpaths and cycleways, and links to possible s106, or other financial contributions funds, within Highways submissions, planning applications

1. **Schedule of planned works:**

* Engagement and consultation, in a timely, and appropriate, manner, at an early stage, to facilitate pre-notifications
* Short, Medium and long term view (e.g. 3 month, yearly and 5 yearly view)
* This to include PROW/Footpaths

1. **Rectification Works:**

* How to ensure we see common sense works – for example filling all holes in the same area
* Challenge hole filling verses patching in poor condition areas
* Metrics to drive discussions e.g. dwell from report to closeout, volumes by parish ward/roads, number of multiple actions per location
* To include pavements as well as roads
* Appropriate, and timely consultation/communication, with clear timeline/deadlines
* Sign off of non GCC Highways works e.g. utilities, and approval of works e.g. DWH (Thurstans’ Rise) widening on Staunton Road

1. **Training / Awareness:**

* Possible to make this FoD wide initiative rather than just Coleford
* Criteria for spot repair, patching, resurfacing scheme etc.
* Decision making re planning of major schemes
* GCC Highways approach with Planning Applications

**Budget Planning:**

**That the committee produce a recommended budget, for the coming year, for its account codes to be put before Finance and Office Committee at its October / November meeting, as applicable.**

**Note: Discussed, and prepared at inaugural Highways Committee, on Tuesday 20 October 2020**