

## CHIPPENHAM COMMUNITY AREA TRANSPORT GROUP (CATG)

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### DRAFT NOTES OF THE CHIPPENHAM COMMUNITY AREA TRANSPORT GROUP (CATG) MEETING HELD ON 14 DECEMBER 2015 AT COMMITTEE ROOM A - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.

**Present:**

Cllr Linda Packard (LP), Cllr Maurice Dixson (MD), Cllr Lesley Palmer (LPa), Cllr Angela Williams (AW), , Martin Rose, Spencer Drinkwater, Richard Dobson, Paul Bollen, Will Oulton, Victoria Welsh

**Additional attendees:** Cllr David Mortimer, Alistair Caie, Cllr Chris Caswill

**Apologies:** Cllr Nina Phillips

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- 1 **Welcome/Apologies**
- 2 **Chippenham CATG Note Tracker**
- 3 **Notes of the Last Meeting**
- 4 **Current/Ongoing Schemes**
- 5 **New Requests and Issues Raised Since Last Meeting**
- 6 **Other Items**
- 7 **Date of Next Meeting**

These notes were produced by Councillor Linda Packard ,  
e-mail [linda.packard@wiltshire.gov.uk](mailto:linda.packard@wiltshire.gov.uk)

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## ACTION TRACKER

**Chippenham Community Area Transport Group (CATG) 14<sup>th</sup> December 2015**

**Report Author: Sian Scragg**

Present: Cllr Linda Packard (LP), Cllr Maurice Dixson (MD), Cllr Lesley Palmer (LPa), Cllr Angela Williams (AW), , Martin Rose, Spencer Drinkwater, Richard Dobson, Paul Bollen, Will Oulton, Victoria Welsh

Additional attendees: Cllr David Mortimer, Alistair Caie, Cllr Chris Caswill

Apologies: Cllr Nina Phillips

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	Item	Update	Actions and recommendations	Priority 1= high 2= low	Who
1.	<b>Apologies</b>	Noted			<b>SS</b>
2.	<b>Welcome &amp; Introductions</b>				<b>Chairman</b>
3.	<b>Letter from Cabinet Member Councillor Whitehead</b>	<p>LP advised that Cabinet Member for Highways has written to CATG Chairmen to advise that note takers will not be provided by Corporate Support for future CATG meetings.</p> <p>It is suggested that CATG members are invited to volunteer to take notes.</p> <p>LP took notes for this meeting.</p>	<p>CATG agreed that this matter should be brought to the attention of the Area Board.</p> <p>CATG comments included:</p> <ul style="list-style-type: none"> <li>• There is an issue of accountability; impartial notes are required</li> <li>• Lack of administrative support for such a key group is unacceptable</li> <li>• There were 4 Highways Officers present, one of them could be tasked with taking notes</li> </ul>		<b>Chairman</b>

Minute Item 2

<p>4.</p>	<p><b>Protocol for Dealing with Freight Management Requests</b></p>	<ul style="list-style-type: none"> <li>• Protocol presented by Spencer Drinkwater. <a href="#">See Appendix 1</a></li> <li>• Requests have historically been sent by Town &amp; Parish Councils direct to Wiltshire Council</li> <li>• CATG will now be involved in considerations</li> <li>• All existing requests have been assessed against criteria. Highest scores were:             <ul style="list-style-type: none"> <li>○ Hungerdown Lane, Chippenham</li> <li>○ Malmesbury Road, Chippenham</li> </ul> </li> <li>• SD invited CATG to consider at the meeting</li> <li>• CATG members agreed they need more information in order to make an informed decision</li> </ul>	<p>SD will send relevant information (including Cllrs briefing note 250) to Sian Scragg to circulate with the Action Tracker Notes</p> <p>This item to be added to the next CATG meeting agenda for consideration</p>	<p>SD</p>	
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5.	<b>Notes of last meeting</b>	<p>The Action Notes of the previous meeting held on 17-Aug-15 were circulated.</p> <p>Chippenham Area Board approved all CATG recommendations from CATG meeting on 17-Aug-15</p>			<b>Chairman</b>
6.	<b>Financial Summary</b>	<ul style="list-style-type: none"> <li>• A Financial statement was circulated prior to the meeting. See <a href="#">Appendix 2</a></li> <li>• MR presented the update on Financial Budget for 2015-16</li> </ul>	<b>CATG recommendation</b> to Chippenham Area Board to note the Financial summary		<b>MR</b>

7.	<b>Update on Highways contract and impact on CATG</b>	<ul style="list-style-type: none"><li>• MR advised group that BB contract ends 31-Mar-15</li><li>• PB confirmed that he and his colleagues have provided detailed feedback on issues with old contract</li><li>• Highways functions have now been separated into 3 areas:<ul style="list-style-type: none"><li>○ New contractor for Highways to be appointed in the New Year</li><li>○ Major Maintenance functions – Tarmac appointed</li><li>○ Landscaping and Streetscene functions –</li></ul></li><li>• Moratorium on new orders until 1-Apr-15 to enable backlog to be addressed</li></ul>	<b>CATG recommendation</b> to Chippenham Area Board to note moratorium		<b>MR</b>
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8. Schemes in Progress					
a)	<b>Request for 20mph restrictions</b> i. <b>Redlands Zone, Chippenham</b> ii. <b>Chestnut Road, Sutton Benger</b> (Community Issue 3203 refers)	Issue No: <u>3203</u> 20 mph restrictions 20mph does work. Both areas have been advertised with one objection received on each area. Now subject to a cabinet report, there is an expectation there may be a delay pending this report Ongoing action Chestnut Road in progress with Balfour Beatty	MR to progress	<b>Priority 1</b>	<b>MR</b>
b)	<b>Dropped Kerbs Update</b>	<ul style="list-style-type: none"> <li>• PB and MR gave updates.40% complete as Balfour Beatty haven't got a gang working on this permanently,</li> <li>• Ongoing action</li> <li>• Delays experienced with Balfour Beatty. 6 out of 10 sites still outside</li> <li>•</li> </ul>	PB to provide an update at the next CATG meeting	<b>Priority 1</b>	<b>PB</b>
c)	<b>Issue No: <u>2062</u> Lowden Tunnel, Chippenham</b>  Pedestrian Safety	<ul style="list-style-type: none"> <li>• Pedestrian Safety Bollards to be erected to give pedestrians more priority</li> <li>• There is an agreement from Peter Binley to pay for repair and road closure costs</li> <li>• Due to commence January 2016</li> </ul>	Awaiting implementation	<b>Priority 1</b>	<b>MR</b>

<p>d)</p>	<p><b>Issue No: <u>3013</u></b>  <b>Blackthorn Mews / Canal Road / Lodge Road</b></p> <p>Upgrade pedestrian crossing</p>	<ul style="list-style-type: none"> <li>• Scheme supported by Chippenham Town Council on 14 October 2013:</li> <li>• Pedestrian Count identified 791 individuals crossing to access Kings Lodge School. Highways officers advise:             <ul style="list-style-type: none"> <li>○ Movements in the area have increased due to the Rise Trust building</li> <li>○ Poor visibility due to parked vehicles</li> </ul> </li> </ul> <p>There is a pedestrian assessment in process at the moment:</p> <ul style="list-style-type: none"> <li>• Assessing the number of pedestrians</li> <li>• Traffic and conflicts</li> <li>• What improvements can be provided?</li> </ul> <p>The results of which will be fed back to the next CATG meeting.</p> <p>Work is in progress this is still a priority 1 for this year.</p> <p>CATG to consider recommending a bid to Substantive Scheme 2015/16</p>	<p>MR will progress</p>	<p><b>Priority 1</b></p>	<p><b>MR</b></p>
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<p>e)</p>	<p><b>Issue No: <u>3390</u></b>  <b>Stanton St Quintin,</b>  <b>Various</b></p> <p>Village signage</p>	<ul style="list-style-type: none"> <li>• <b>MR</b> confirms cost of sign is £600</li> <li>• 2-Mar-15 Funding allocation approved by Chippenham Area Board, conditional upon balance of funding from Stanton St Quintin Parish Council</li> <li>• Stanton St Quintin Parish Clerk confirms Parish Council contribution of £150 The preferred option by the Parish Council is for Option 2 which is a yellow backing board.</li> <li>• MR overall scheme awaiting approval from Parish Council before order can be issued</li> <li>• 90% complete. There are a couple of posts erected in error, these will be utilised with some new signs, at no cost to CATG as Balfour Beatty will cover this cost.</li> <li>• All other signs are now in place.</li> <li>• To be removed once confirmation received that all work is complete</li> </ul>	<p><b>Completed</b></p>	<p><b>In progress</b></p>	<p><b>MR</b></p>
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<p>f)</p>	<p><b>Issue No: <u>3393</u></b>  <b>Lysley Close</b></p> <p>Cul-de-sac sign</p>	<ul style="list-style-type: none"> <li>• <b>MR</b> recommends Street name plate with “No through Road” is installed. Cost £240</li> <li>• 2-Mar-15 Chippenham Area Board agreed funding of £180 to be allocated to this scheme, conditional upon the balance of funding from Stanton St Quintin Parish Council</li> <li>• 18-Mar-15 Chippenham Town Council confirms financial contribution of £601 towards the scheme.</li> <li>• 8-Dec-15 PB confirmed No Through Road sign has been erected.</li> </ul>	<p>Completed</p>	<p>In progress</p>	<p>PB</p>
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<p>g)</p>	<p><b>Issue No: <u>3605</u></b>  <b>Forest Lane/Pewsham Bypass</b></p> <p>Improve safety at crossing</p>	<ul style="list-style-type: none"> <li>• The Town Council supports this request for a Highways Officer to look at the current situation</li> <li>• <b>MR</b> to carry out site visit and report back to next CATG</li> <li>• <b>MR</b> to meet Division <b>Councillor Mark Packard</b> on site to consider what improvements if any can be made.</li> <li>• <b>MR</b> confirmed he has met with Division Councillor Mark Packard and agreed a package of small scale lining improvements.</li> <li>• <b>MR</b> will design and cost and bring to CATG for consideration.</li> </ul>	<p>MR will progress</p>	<p><b>Priority 1</b></p>	<p><b>MR</b></p>
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<p>h)</p>	<p><b>Issue No: <u>3866</u></b>  <b>Woodlands Road,</b>  <b>Chippenham</b></p> <p>Lamp post 2          Improvements to bus stop</p>	<ul style="list-style-type: none"> <li>• 2-Apr-15 Chippenham Town Council considered this matter and supports investigation into the feasibility of adding road markings from the bus stop to the junction with Bristol Road.</li> <li>•</li> <li>• CATG agreed that a “bus cage” marking was required on the carriageway.</li> <li>• Passenger Transport Unit (PTU) asked to put in place</li> <li>• Phil Grocock (PTU) has discussed with MR .Proposed bus stop clearway must be consulted upon. Wiltshire Council Highways Team will contact residents over proposals to install bus stop clearway signs and markings, and a suitable notice will be placed on the highway to enable others likely to be affected to be aware of the proposal and to be able to register any objections.</li> <li>• Town Council has agreed location of bus stops</li> <li>• Town Council will print and distribute letters</li> </ul>	<p>MR to draft letter</p> <p>CATG recommend Chippenham Area Board allocate £600 towards the cost of this scheme conditional upon 25% contribution from Town Council</p> <p>MR to contact Ann Chard regarding Town Council contribution</p>	<p><b>Priority 1</b></p>	<p><b>MR</b></p>
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i)	<p><b>Issue No: <u>3868</u></b>  <b>Woodlands Road, Chippenham</b></p> <p>Install a new bus stop, half way along Woodlands Road near Canterbury Street</p>	<ul style="list-style-type: none"> <li>• 2-Apr-15 Chippenham Town Council considered this matter and recommends more investigation work is carried out to determine the feasibility of installing a new bus stop in Woodlands Road</li> <li>• Additional bus stop location proposed by JSc.</li> <li>• Phil Grocock (PTU) has discussed with MR and it has been agreed that in order to proceed, residents (and businesses where applicable) must be consulted. Wiltshire Council Highways Team will contact residents over proposals to install bus stop clearway signs and markings, and a suitable notice will be placed on the highway to enable others likely to be affected to be aware of the proposal and to be able to register any objections.</li> <li>• Town Council has agreed location of bus stops</li> <li>• Town Council will print and distribute letters</li> </ul>	<p>MR to draft letter</p> <p>CATG recommend Chippenham Area Board allocate £600 towards the cost of this scheme conditional upon 25% contribution from Town Council</p> <p>MR to contact Ann Chard regarding Town Council contribution</p>	<p><b>Priority 1</b></p>	<p><b>MR</b></p>
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<b>9. Prioritisation of new and existing Highways Requests</b> <b>Bid for substantive Scheme if applicable</b> <b>Low priority Scheme recommended for removal</b>					
a)	<b>Issue No: <u>3652</u></b> <b>Church Corner/Church Lane</b> Single white line, sign an SLOW marking on road	<ul style="list-style-type: none"> <li>Parish Council does not require any amendments to the work carried out.</li> </ul>	Completed	Priority 2	MR & MD
b)	<b>Issue No: <u>3777</u></b> <b>Unnamed roads between Ford and Slaughterford, Thickwood and Slaughterford and Dukes Hill/Ham Lane/</b> Signage	<ul style="list-style-type: none"> <li>2-Apr-15 E-mail from Parish Councillor confirms the Parish Council will contribute £550.</li> <li>Recommendation approved by Area Board 27-Apr-2015</li> <li>Scheduled to commence 2-Nov-15</li> </ul>	Completed	Priority 2	MR
c)	<b>Issue No: <u>3880</u></b> <b>The Street, Burton (B4039)</b> Village Gates	<ul style="list-style-type: none"> <li>Gates are ordered, installation anticipated in the next few weeks</li> <li>Gates ordered and at depot awaiting installation</li> </ul>	Awaiting implementation	Priority 2	MR
d)	<b>Issue No: <u>3445</u></b> <b>Timber Street, Chippenham</b> Create individual parking bays	<ul style="list-style-type: none"> <li>7-Aug-14 The Town Council support this request</li> <li>MR advised that he has checked new Dept. Of Transport regulations and this request may proceed</li> </ul>	MR will pass to Mark Stansby for action  Community Issue can be closed (request transferred to relevant service) and this request removed from the list.		MR

e)	<p><b>Issue No: <u>3885</u> Plough Lane, Kington Langley</b></p> <p>Extend kerbing request to extend the kerbing that starts at the school and finishes at the Chapel - extend to the entrance of the Stables in Plough Lane, Kington Langley</p>	<ul style="list-style-type: none"> <li>Requested by Parish Council.</li> <li><b>MR</b> – to establish costs for natural stone and refer to colleagues in maintenance to consider including in maintenance programme</li> <li><b>MR</b> carried out site visit, specialist materials are required. Costs to be confirmed</li> </ul>	<p><b>CATG recommendation</b> - Chippenham Area Board class this a Priority 1 scheme</p> <p>MR to advise Parish Council of costs and will discuss with PB</p>	<p><b>Priority 1</b></p>	<p><b>MD &amp; MR</b></p>
f)	<p><b>Issue No: <u>4049</u> near St Marys School, Chippenham</b></p> <p>Install Safety Barriers to improve pedestrian safety on path near St Marys School</p>	<ul style="list-style-type: none"> <li>The Town Council's Planning Committee considered this request at its meeting on 25 June. The Committee supported the installation of safety barriers or similar to improve pedestrian safety on the path near St. Mary's School.</li> <li>30-Jun-15 Referred to Spencer Drinkwater for score</li> <li>Emma Painter advises that the path is a designated footway and should not be used by cyclists</li> <li>A site visit and quotes will be required as and when this is classed as Priority 1</li> </ul>		<p><b>Priority 2</b></p>	<p><b>MR</b></p>

g)	<p><b>Issue 3556 B4122 Draycot Cerne</b></p> <p>Request for 40mph speed limit and introduction of double white lines to prohibit overtaking</p>	<ul style="list-style-type: none"> <li>• 4-Feb-15 Sutton Benger Parish Council confirms in principle support for the request to reduce the speed limit</li> <li>• This has been through assessment (2009) and recommendation was no change</li> <li>• Double white lines are strictly controlled, must meet criteria</li> </ul>	<p>MR to provide a written explanation to Parish Council &amp; issue originator</p> <p>MR to feedback to next CATG meeting</p>		
h)	<p><b>Issue 3881 Frogwell between Moss Mead and Chamberlain Road</b></p> <p>Concerns relating to parked vehicles along Frogwell and issues with visibility.</p>	<ul style="list-style-type: none"> <li>• WR1 form submitted.</li> <li>• This issue will be given further consideration after completion of the A350 works</li> </ul>	<p>Once A350 is complete, this matter will be referred to Jamie Mundy for action</p> <p>Community Issue can then be closed (request transferred to relevant service) and this request removed from the list.</p>		
i)	<p><b>Issue 3979 Sevington Grittleton</b></p> <p>Request for passing bay to formally constructed due to ongoing damage to verges.</p>	<ul style="list-style-type: none"> <li>• Issue submitted by Grittleton Parish Council.</li> <li>• Increased traffic, additional vehicles including coaches now visiting Sevington Victorian School</li> <li>• A visit will be required as and when this request is classed as Priority 1</li> </ul>		<p><b>Priority 2</b></p>	



j)	<p><b>Issue 4027 Long Ridings Chippenham</b></p> <p>Concerns relating to condition of footway and camber. Request for new dropped kerbs.</p>	<ul style="list-style-type: none"> <li>• Chippenham Town Council considered this request and confirm in principle support for it.</li> </ul>	<p>Next CATG meeting consider all dropped kerb requests and prioritise. This will be more efficient and cost effective</p> <p><b>CATG recommendation</b> - Chippenham Area Board deal with all dropped kerb requests together as a special exercise as in previous years</p>		
k)	<p><b>Issue 4039 High Street Sutton Benger</b></p> <p>Request for controlled crossing on High Street.</p>	<ul style="list-style-type: none"> <li>• Sutton Benger Parish Council considered this request 10-Jun-2015 and confirm support to achieve safer access to the north side of the village.</li> <li>• Consider asking Parish Council to carry out pedestrian count</li> <li>• Pedestrian assessment needed</li> </ul>	<p>MR to contact Parish Council and invite them to carry out pedestrian count.</p>		
l)	<p><b>Issue 4050 Lowden, Chippenham</b></p> <p>Speeding traffic resulting in intimidation of pedestrians, especially children.</p>	<ul style="list-style-type: none"> <li>• Metro-count request completed by issue originator. 5-Nov-15 Metro Count Request forwarded to Road Safety Unit.</li> <li>• Once results are available, this issue will be referred to Chippenham Town Council for comment</li> </ul>	<p>To be forwarded to Town Council for comment once Metro Count results are available</p>		

<p>m)</p>	<p><b>Issue 4052 B4039 Burton Village.</b></p> <p>Concerns relating to speeding traffic through Village. Request for traffic calming including VAS, coloured surfacing, additional signing and road markings.</p>	<ul style="list-style-type: none"> <li>• 17-Aug-15 Nettleton Parish Council confirms support for this request (Duplicate issue 4070 closed)</li> <li>• 9-Dec-15 Issue originator asked to complete Metro-count form and locations to be agreed.</li> <li>• AC welcomed Metro Count</li> <li>• Would like a site visit in future</li> </ul>	<p>CATG to consider priority at future meeting when Metro Count results are be available</p>		
<p>n)</p>	<p><b>Issue 4160 Alderton Road - Grittleton</b></p> <p>Concerns relating to excessive speed</p>	<ul style="list-style-type: none"> <li>• Issue submitted by Grittleton Parish Council</li> <li>• 9-Dec-15 Issue originator asked to complete Metro-count form and locations to be agreed</li> <li>• Parish Council has already asked for volunteers for Speedwatch but has none have come forward</li> </ul>	<p>CATG to consider priority at future meeting when Metro Count results are be available</p>		

o)	<p><b>Issue 4167 Anvils Lane Lower Stanton St Quintin.</b></p> <p>Speeding HGV's, request for 20mph limit and traffic calming features along Anvils Lane</p>	<ul style="list-style-type: none"> <li>• 5-Nov-15 Stanton St Quintin Parish Council invited to comment</li> <li>• 9-Dec-15 Issue originator asked to complete Metro-count form and locations to be agreed</li> </ul>	<p>CATG to consider priority at future meeting when Metro Count results are be available</p>		
p)	<p><b>Issue 4172 The Hamlet, Chippenham</b></p> <p>Vehicles ignoring No Entry signs The Hamlet Request for size of the entrance to The Hamlet to be reduced</p>	<ul style="list-style-type: none"> <li>• Issue originator has raised 4 issues 4172, 4173, 4326 &amp; 4331 (4173 &amp; 4331 closed as duplicate requests)</li> <li>• Chippenham Town Council does not support reducing the size of the entrance to the Hamlet as access is required for refuse and emergency vehicles</li> <li>• In October 2015 Chippenham NPT deployed officers to issue verbal warnings to drivers ignoring the signage</li> <li>• An additional No Through Road Sign could be installed but this will require lighting</li> <li>• One sign currently, this is legal. Additional sign could be</li> </ul>	<p><b>CATG recommendation</b> - Chippenham Area Board class this a Priority 1 scheme</p> <p>MR to investigate the options for refuse lorries accessing The Hamlet from either end of the street</p> <p>MR to liaise with Ann Chard at Chippenham Town Council</p>	<p><b>Priority 1</b></p>	

		<p>inserted</p> <ul style="list-style-type: none"> <li>• Awaiting results of Metro Count data</li> <li>• Police &amp; Town Council have agreed to site meeting.</li> </ul>			
q)	<p><b>Issue <u>4234</u> Chamberlain Road junction with Frogwell</b></p> <p>Request for dropped kerbs at junction.</p>	<ul style="list-style-type: none"> <li>• 29-Oct-15 Chippenham Town Council considered this request and confirms support and 25% contribution towards the cost of the scheme.</li> </ul>	<p>Next CATG meeting consider all dropped kerb requests and prioritise. This will be more efficient and cost effective</p> <p><b>CATG recommendation</b> - Chippenham Area Board deal with all dropped kerb requests together as a special exercise as in previous years</p>		
r)	<p><b>Issue <u>4235</u> Picketleaze Junction with Frogwell</b></p> <p>Request for dropped kerbs at junction.</p>	<ul style="list-style-type: none"> <li>• 29-Oct-15 Chippenham Town Council invited to comment</li> <li>• 4-Dec-15 Chippenham Town Council invited to comment</li> </ul>	<p>Next CATG meeting consider all dropped kerb requests and prioritise. This will be more efficient and cost effective</p> <p><b>CATG recommendation</b> - Chippenham Area Board deal with all dropped kerb requests together as a special exercise as in previous years</p>		

s)	<p><b>Issue 4289 Wood Lane Chippenham</b></p> <p>Request for new sign for church due to name change from Elin Pentecostal Church to Chippenham Christian Fellowship</p>	<ul style="list-style-type: none"> <li>Response from the Chippenham Planning, Environment &amp; Transport Committee meeting held on 19 November 2015 - This request is supported in principle subject to the applicant fully funding the signage themselves.</li> </ul>	<p>MR will pass to Mark Stansby for action</p> <p>Community Issue can be closed (request transferred to relevant service) and this request removed from the list.</p>		
t)	<p><b>Issue 4322 Bumpers Farm, Chippenham</b></p> <p>Improved access to Bumpers Farm a new entrance onto the A350</p>	<ul style="list-style-type: none"> <li>Discussed by CATG. MR advised that this was a strategic matter that falls outside the remit of the CATG and the Area Board.</li> <li>MR recommended this issue is referred to Allan Creedy, Head of Sustainable Transport</li> </ul>	<p><b>CATG recommendation</b> - Chippenham Area Board refer this matter to Creedy, Head of Sustainable Transport</p>		
u)	<p><b>Issue 4325 Station Road, Christian Malford</b></p> <p>Speeding vehicles along Station Road from the junction with the Hawthorns to the village Hall. 20mph speed limit requested.</p>	<ul style="list-style-type: none"> <li>18-Nov-15 Issue originator asked to complete Metro Count request form</li> <li>Once results of the Metro Count are received this matter will be referred to Christian Malford Parish Council for comment</li> <li>DM has not seen Metro Count form.</li> </ul>	<p>Kate Jennings to issue Metro Count form again</p>		

v)	<p><b>Issue 4326 The Hamlet, Chippenham</b></p> <p>Make the access to Greenway Lane end safer to negotiate for pedestrians by making a refuge area around the bend by creating a pavement or a hatched marked area in the road. Enforce existing traffic restrictions</p>	<ul style="list-style-type: none"> <li>• Issue originator has raised 4 issues 4326, 4331, 4172 &amp; 4173 (4173 &amp; 4331 closed as duplicate requests)</li> <li>• MR has arranged for Metro Counts. Results awaited</li> <li>• 4-Dec-15 Chippenham Town Council invited to comment</li> </ul>	<p><b>CATG recommendation</b> - Chippenham Area Board class this a Priority 1 scheme</p> <p>CATG to consider at future meeting if supported by Chippenham Town Council and when Metro Count results are available</p>	<p><b>Priority 1</b></p>	
w)	<p><b>Issue 4327 Hill Corner Road, Chippenham</b></p> <p>Dropped kerb requested past the turning to Greenway Lane</p>	<ul style="list-style-type: none"> <li>• 4-Dec-15 Chippenham Town Council invited to comment</li> </ul>	<p>Next CATG meeting consider all dropped kerb requests and prioritise. This will be more efficient and cost effective</p> <p><b>CATG recommendation</b> - Chippenham Area Board deal with all dropped kerb requests together as a special exercise as in previous years</p>		
x)	<p><b>Issue 4336 Queens Crescent, Chippenham</b></p> <p>Speeding concern near to the Co-op shop on Conway Road near Queens Crescent</p>	<ul style="list-style-type: none"> <li>• 4-Dec-15 Issue originator asked to complete a Metro Count form.</li> </ul>	<p>CATG to consider priority at future meeting when Metro Count results are be available</p>		

y)	<p><b>Issue 4357 Clapcote Cottages, Grittleton</b></p> <p>Speeding outside the village of Grittleton SN14 6AS</p>	<ul style="list-style-type: none"> <li>4-Dec-15 Issue originator asked to complete a Metro Count form.</li> <li>Once results of the Metro Count are received this matter will be referred to Grittleton Parish Council for comment</li> </ul>	<p>CATG to consider priority at future meeting when Metro Count results are be available</p>		
	<p><b>AOB</b></p>	<p><b>Local Highways Investment Fund</b></p> <ul style="list-style-type: none"> <li>11-Nov-15 Peter Binley advised that assessment for next year's schemes is currently underway. It's likely to be early next year before we report back to the Area Boards. We also need to review where we are with this year's programme and there is a lot of work ongoing following the change in contract arrangements.</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>LPa asked whether costs can be provided on the new priority 1 schemes</li> </ul>	<p>CATG agreed a special meeting will need to be called to consider this as soon as this information is available.</p> <p>MR will provide costs for next meeting</p>		
<p><b>Date of Next Meeting 11<sup>th</sup> April 2016</b></p>					

## **1. Environmental & Community Implications**

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

## **2. Financial Implications**

2.1. All decisions must fall within the Highways funding allocated to Chippenham Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Chippenham Area Board will have a remaining Highways funding balance of **£16,503.66**

## **3. Legal Implications**

3.1. There are no specific legal implications related to this report.

## **4. HR Implications**

4.1. There are no specific HR implications related to this report.

## **5. Equality and Inclusion Implications**

The schemes recommended to the Area Board will improve road safety for all users of the highway.



**Chippenham CATG**

FINANCIAL SUMMARY

**BUDGET 2014-15**

£18,087.00 CATG ALLOCATION 2014-15

£29,790.63 2013-14 underspend

Contributions

£200.00 North Wraxall PC for C151 chevron sign  
 £342.00 Grittleton PC for Foscote  
 £500.00 Kington Langley PC  
 £100.00 Bristol Road Ped survey CTC  
 £163.00 Blackthorn Mews cont to ped survey CTC  
 £754.00 Market Quarter CTC

**Total Budget 2014-15**

**£49,936.63**

**Commitments carried forward from 2013-14**

Chippenham Wood Lane Area road safety posters  
 Cuttle Lane biddestone substantive bid  
 Chippenham Lowden tunnel street lighting

£1,500.00 Estimate  
 £5,000.00 Contribution to substantive scheme  
 £1,238.00 Actual

**Scheme Commitments 2014-2015**

1. Kington Langley footway extension
2. The Bridge Chippenham zebra crossing refurbishment
3. A4 Pewsham Way Chippenham signs
4. C154 and Grove Lane speed limit implementation
5. C86 Foscote signs and lines
6. Lowden tunnel signals feasibility study
7. C151 Ford Chevron Warning signs
8. Blackthorn Mews pedestrian survey
9. Market Quarter cyclepath
10. Bristol Road - Pedestrian Survey

£4,043.00 Actual  
 £8,223.00 Estimate  
 £410.00 Estimate - Works complete but final account awaited.  
 £4,500.00 Estimate  
 £1,365.00 Actual  
 £5,034.00 Actual  
 £234.00 Actual  
 £650.00 Estimate  
 £3,474.00 Estimate  
 £400.00 Actual

Total commitment 2014-15

**£36,071.00**

Remaining Budget 2014-15

**£13,865.63** to be carried forward into 2015-16

**Chippenham CATG**

**Budget 2015-16**

£18,087.00 CATG Allocation 2015-16

£12,848.63 2014-14 underspend

**Contributions**

£1,250.00 Chipp TC Lowden Tunnel Imp  
 £150.00 Stanton St Quintin Gateway Signs  
 £60.00 Chipp TC Lysley Nameplate inc NTR  
 £125.00 Kington Langley PC Road Narrows Sign / SLOW  
 £750.00 Sutton Benger PC 20 Mph limit  
 £1,500.00 Chipp TC - Redland 20mph limit  
 £550.00 Biddestone PC for Slaughterford Signs  
 £750.00 Burton PC for Village Gates

**Total Budget 2015-16**

**£36,070.63**

**Scheme Commitments (inc. those carried forward from 2014-15)**

1. Church Lane Stanton St. Quintin sign / Lines
2. Langley Road - Bollards by Clift House crossing
3. Lowden Tunnel - On carriageway footway / Signs
4. Lysley Close 2 no. Street nameplates with Diag 816
5. Kington Langley Church Lane Road narrows signs & SLOW markings
6. Chestnut Road - Sutton Benger 20mph Limit
7. Redlands Estate - 20mph Limit
8. Slaughterford / Biddestone Signs
9. Burton Village gates
10. Blackthorn Mews - Pedestrian assessment Report
11. A4 Pewsham/ Forest Lane - Pedestrian Improvements
12. Woodlands Road - New bus stops

£1,161.97 Complete  
 £325.00 Complete  
 £3,750.00 P Binley to fund re-surfacing & closure  
 £600.00 Paul Bollen to arrange works  
 £500.00 Complete  
 £3,000.00 Awaiting Implementation.  
 £5,030.00 Deffered until after 1st April 2016  
 £1,814.51 Complete  
 £3,000.00 Awaiting Implementation.  
 £0.00  
 Outline design required.  
 £800.00

Current Commitment 2015-16

**£19,981.48**

Remaining Budget 2015-16

**£16,089.15**

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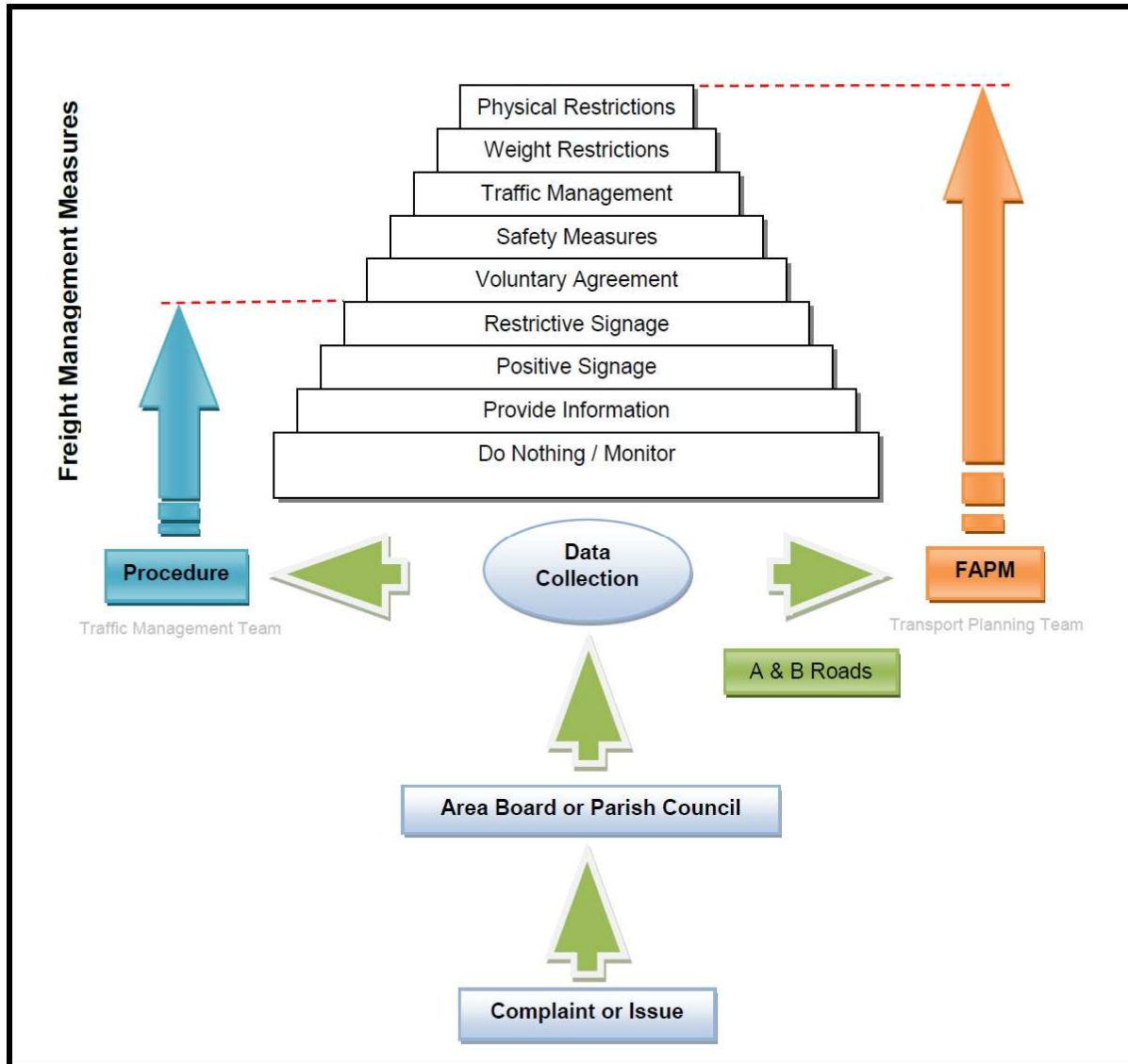
# Protocol for Dealing with Freight Management Requests

December 2015

# Wiltshire Freight Strategy

A key element is a network of advisory HGV routes comprising:

- **Strategic routes** - roads for long-distance journeys
- **Local routes** - roads for local journeys (routes open to lorry traffic but long-distance movements not encouraged)
- **Other routes** - roads for access only (through traffic not advised or encouraged)



# Dealing with requests for freight management

## **The Council receives numerous complaints about freight and requests for weight limits**

- Requests on 'A' and 'B' class roads are assessed using the Freight Assessment and Priority Mechanism (FAPM)
- Requests on 'C' and unclassified roads are assessed for small scale interventions (e.g. local advisory signing or unsuitable for HGV signing). If this is unsuitable they are assessed by the FAPM.

## Freight Assessment and Appraisal Mechanism (FAPM) – Part 1

Part 1 looks at the local circumstances that may contribute to the use of road by HGVs:-

- Policy reasons – Status of the route
- Operational reasons – the need for HGV access
- Existing freight management measures
- Diversionary routes
- Development requirements

# Freight Assessment and Appraisal Mechanism (FAPM) – Part 2

Part 2 scores the legitimate freight issues against the following characteristics:-

- **HGV Flow Composition**
- **Safety**
- **Community Characteristics**
- **Road Characteristics**



# Freight Assessment and Appraisal Mechanism (FAPM) – Part 2

## HGVS Flow Composition

- **Hourly HGVS Flow**  
Average hourly HGVS flow (7am – 7pm)
- **Percentage of HGVS**  
HGVS as a percentage of the total traffic flow

# Freight Assessment and Appraisal Mechanism (FAPM) – Part 2

## Safety

- **Accidents involving HGVs**

Number of KSI accidents involving HGVs over a 5 year period

- **Vehicle speeds**

Speed in excess of the speed limit (based on 85<sup>th</sup> percentile)

- **Existence of footway**

Availability of footway in 20/30/40 mph speed limit areas

# Freight Assessment and Appraisal Mechanism (FAPM) – Part 2

## Community Characteristics

- **Frontage properties**  
Number of properties within 20m of route
- **Narrowings**  
Existence of narrowings and pinch points (in 20/30/40 mph speed limits)
- **Services/Sensitive Receptors (within 100m of route)**
- **Conservation Area/AONB status**

# Freight Assessment and Appraisal Mechanism (FAPM) – Part 2

## Route Characteristics

- **Road Classification**
  - 'A' road, 'B' road, 'C' road or unclassified
- **Road Typology**
  - Standard single carriageway
  - Narrow single carriageway (open)
  - Narrow single carriageway (closed)
  - Lane (open)
  - Lane (closed)

## Freight Management Protocol

- Requests to be endorsed by relevant local council
- CATGs to prioritise their top two requests
- The priority freight requests are then assessed by officers using the FAPM
- Following outcome of Part 1 of the FAPM, CATGs asked to order metrocounts
- The top 2 priority requests across the county are then investigated to determine the appropriate solution

# Current Freight Management Requests in the Chippenham Community Area

- Hungerdown Lane, Chippenham
- Malmesbury Road, Chippenham
- C1 Norton
- Hill Corner Rd, Chippenham
- Fowlswick Lane, Allington
- Sandown Drive, Cepen Park, Chippenham
- Sheldon Road, Chippenham

# Questions

- Any questions

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**Service:** Highways and Transport

**Further Enquiries to:** Spencer Drinkwater

**Date Pre**

## Councillors Briefing Note No. 250

### **Background**

During the course of each year Wiltshire Council receives numerous petitions and requests for weight limits and restrictions on freight movement on the public highway. In accordance with Wiltshire's freight strategy, these are then assessed annually using the council's Freight Assessment and Prioritisation Mechanism (FAPM) to identify the top priority scheme(s) for possible intervention (for further information on the FAPM please refer to the following link:- [http://www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/transportfreight/transportroadfreight.htm#Road\\_freight-raise-concerns--Anchor](http://www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/transportfreight/transportroadfreight.htm#Road_freight-raise-concerns--Anchor)).

There are now more than 80 schemes on the FAPM list and the annual assessment of these requests is a significant draw on resources.

The council receives far more requests for freight management each year than it can possibly implement and there needs to be a mechanism to manage the process and limit the number of requests that have to be assessed through the FAPM process.

### **Proposal**

To achieve this it is proposed that all of the current requests are referred to the relevant town and parish council to ensure that they are supported. This is particularly important because some requests are made by individuals and may not have been considered and endorsed by their local councils.

The list of supported freight management requests will then be split by community area and then referred to the relevant area board community area transport groups (CATGs) to select their top two priority freight requests for officers to assess using the FAPM. Once ratified by the area boards, officers will then assess these priority sites using Part 1 of the FAPM process, which considers any wider policy, operational and/or deliverability issues that might mean that further investigation at the site should not be undertaken. The CATGs will then be informed of the outcome of the Part 1 assessments and if they successfully meet the criteria within the Part 1 assessment, the CATG will then be asked to commission a metrocount on the road(s) in question to collect the necessary traffic data to inform Part 2 of the FAPM process. In Part 2, sites are assessed against a range of scoring criteria to determine the likely impact that HGVs are having along a route and on the associated local communities.

In choosing their priority freight requests, area boards will need to be mindful of the council's [Freight Strategy](#) and the likelihood of a scheme being able to be implemented.

### **Future Requests**

In future years, all requests for freight management (including requests for weight limits) should be submitted by way of the completion of an online area board issues sheet.

Ideally, the request should be submitted by the relevant town/parish council. However, if a request is made by a member of the public, the requester will be asked to refer the matter to their town/parish council to indicate its view on the proposal. Requests that are not supported by the town/parish council will not be progressed further.

The supported freight management requests will be referred to the area board's CATG. These should be considered each Autumn when the CATG's top two freight priorities should be identified and submitted to officers by the end of November so that they can be assessed in accordance with the FAPM. (Budgetary constraints will not allow more than two requests per CATG to be assessed each year).

Priority freight issues that meet the criteria of the Part 1 assessment will be referred back to the CATG who will be requested to obtain a metrocount survey at the location of the freight issue to gain up-to-date traffic information to facilitate Part 2 of the FAPM assessment.

Following assessment by officers, the county's top two freight issues (as determined through the FAPM) will be identified from the 36 priority requests submitted by the CATGs. Studies will then be undertaken on these top two priorities to determine the most appropriate form of freight management (if required) in accordance with the council's freight strategy.