

Present: Cllr Linda Packard (LP) (Chair), Martin Rose(MR) (Principal Highways Engineer), Victoria Welsh (CEM), , Cllr Mary Mullens MM), Cllr John Scragg(JS), Cllr Maurice Dixon(MD), Cllr Leslie Palmer(LPa), Cllr Nina Phillips(NP), , Paul Bollen (PB) (Area Highways Engineer), Cllr Bill Douglas (BD), Pauline Hoskins (PH)(note taker)

Additional attendees: Cllr Chris Caswill (CC), 6 members of the public, Liz Creedy (Head of Service), Will Oulton (SDSO)

	Item	Update	Actions and recommendations	Priority 1= high 2= medium 3= low	Who
1.	Apologies	Cllr Howard Greenman, Cllr Angela Williams, Spencer Drinkwater (SD)			
	Welcome	Pauline Hoskins was introduced and was welcomed to the group.	Pauline is now responsible for producing the agenda and taking notes at CATG meetings.		PH
	Notes of last meeting	The Action Notes of the previous meeting held on 07/04/15 were circulated.	Agreed		All
	Query raised	<p>Cllr Caswill Raised an item regarding 8a.</p> <p>The Chairman advised Cllr Caswill that it was unable to be heard at this meeting.</p> <p>LP advised CC that Chippenham CATG did not have any decision making powers and it was not within the gift of the group to</p>			

		amend the process. LP advised that the process had been introduced by Cabinet Member Philip Whitehead.			
2.	Financial Summary	A Financial statement was circulated prior to the meeting.	<p>Updates on Financial Budget for 2015-16:</p> <ul style="list-style-type: none"> • See Appendix 1 <p>MR discussed the highlights of the Financial Summary; no further funding is anticipated in this financial year. The summary was noted.</p> <p>Chippenham Area Board to note the Financial summary</p>		
3.	Revised CATG process	A presentation was provided by MR, delivering updates from a previous review that had been shown to all Area Board Chairs.	<p>The panel need to be clear on the priorities, with a maximum of five Priority 1's, with a focus on these priorities evolving and to improve moving forward.</p> <p>All CATG's will be recorded in the same format, providing uniformity.</p> <p>Question- on the decision making process. Answer - will be conducted by a scoring system and voting process to decide the highest priority. The revised process was noted. Chippenham Area Board to note the Revised process</p>		
4.	Request for 20mph restrictions	Issue No: 3203 20 mph restrictions	Ongoing action	Priority 1	MR

	<p>i. Redlands Zone, Chippenham</p> <p>ii. Chestnut Road, Sutton Benger (Community Issue 3203 refers)</p>	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.			
5.	Local Sustainable Transport Fund (LSTF) for the project 'Improving Wiltshire's Rail Offer'	The chairman gave updates on the various projects.	Ongoing action	N/A	SD
6.	Dropped Kerbs Update	PB and MR gave updates	40% complete as Balfour Beatty haven't got a gang working on this permanently, Ongoing action MR to provide an update at the next CATG meeting	Priority 1	MR
7.	Prioritisation of new and existing Highways Requests Bid for substantive Scheme if applicable Low priority Scheme recommended for removal				
a)	<p>Issue No: 2062</p> <p>Lowden Tunnel Chippenham</p> <p>Pedestrian Safety</p>	<ul style="list-style-type: none"> The bids to the Substantive Highways Fund in 2012 & 2013 for shuttle signals were not successful. CATG agreed that a third bid to the Substantive Scheme will be rejected without specialist feasibility study. The group agreed to recommend funding of £5,000 is allocated for a 	<p>Pedestrian Safety Bollards to be erected, then pedestrians will have more priority.</p> <p>There is an Agreement from Peter Binley to pay for repair and road closure costs Implementation anticipated November 2015</p>	Priority 1	MR

		<p>feasibility study</p> <ul style="list-style-type: none">• Estimated cost of shuttle work system in excess of £100,000 and would not provide the overall level of improvement we are seeking for pedestrians• Directional LED lighting into the tunnel agreed. Cost £775. Lighting has been installed• Resurfacing needs to be undertaken underneath tunnel and footpath maintenance also required. PB will liaise with Peter Binley regarding the maintenance and advise MR when completed.• MR will produce a scheme for a narrow footpath and will report back to next CATG meeting. Anticipated cost £3,000/£4,000• MR confirmed that Highways Asset Management) has agreed in principle to cover the necessary re-surfacing works under Lowden Tunnel.• The CATG will however have to cover the cost of the road closure, virtual footway and signing. Estimated costs			
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		<p>therefore £5,000 as previous estimate didn't allow for the road closure.</p> <ul style="list-style-type: none"> • Outline design prepared. The next stage is to arrange the road closure and undertake the detailed design. • 2-Mar-15 Chippenham Area Board approved an increase in funding allocation to £5,000, conditional upon a 25% contribution from Chippenham Town Council • 18-Mar-15 Chippenham Town Council confirms £1,250 (25% contribution) to the scheme. • MR confirmed that Highways Asset Management Team has agreed to fund resurfacing from their budget. Temporary road closure will be required • Awaiting response from Network Rail • Estimated works will commence in Autumn 2015 			
b)	Issue No: 3013 Blackthorn Mews / Canal Road / Lodge Road	<ul style="list-style-type: none"> • Scheme supported by Chippenham Town Council on 14 October 2013: 	<p>There is a pedestrian assessment in process at the moment:</p> <ul style="list-style-type: none"> • assessing the number of pedestrians 	Priority 1	MR

	<p>Upgrade pedestrian crossing</p>	<ul style="list-style-type: none"> • A pedestrian count is required to inform CATG discussions this will cost £650 • CATG agreed to recommend £487 funding allocation to Chippenham Area Board, conditional upon funding contribution of £163 from Chippenham Town Council • 26-Jun-14 Chippenham Town Council confirms £163 funding contribution towards this scheme. <i>cont.</i> • Pedestrian Count identified 791 individuals crossing to access Kings Lodge School. Highways officers advise: <ul style="list-style-type: none"> ○ Movements in the area have increased due to the Rise Trust building ○ Poor visibility due to parked vehicles • MR recommends formal assessment is carried out. CATG agreed and asked MR to proceed with formal assessment and to liaise with local NPT regarding parked 	<ul style="list-style-type: none"> • traffic and conflicts • what improvements can be provided. <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>		
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		<p>vehicles</p> <ul style="list-style-type: none">• Formal assessment due to be carried out in the next few months• MR confirmed that a formal assessment is being undertaken.• It was proposed that this scheme is put forward to Substantive Highways Scheme. CATG members agreed in principle but wish to see costings.• MR will provide costings when the assessment is completed and propose level of contribution required from Chippenham CATG.• VW will circulate information from MR to CATG members and Chippenham Town Council. If contributions are agreed VW to include in report to Area Board 27-Apr-15.• Assessment and full details were not available in time to submit to the Area Board meeting on 27-Apr-15.			
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		<ul style="list-style-type: none"> Consider Substantive scheme bid for 2015/16 			
c)	Issue No: 3390 Stanton St Quintin, Various Village signage	<ul style="list-style-type: none"> There have been several requests from Stanton St Quintin in recent months. See also 3626 & 3627. CATG agreed the following actions: <ul style="list-style-type: none"> Maintenance issues to be removed as they are not matters for CATG. These matters to be dealt with by RD MR to arrange a site visit with Parish Chairman to clarify the remaining issues and report back to next CATG MR confirms cost of sign is £600 2-Mar-15 Funding allocation approved by Chippenham Area Board, conditional upon balance of funding from Stanton St Quintin Parish Council Stanton St Quintin Parish Clerk confirms Parish Council contribution of £150 The 	<p>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.</p> <p>All other signs are now in place.</p> <p>To be removed once confirmation received that all work is complete</p>	Priority 2	MR

		<p>preferred option by the Parish Council is for Option 2 which is a yellow backing board.</p> <ul style="list-style-type: none"> MR overall scheme awaiting approval from Parish Council before order can be issued. 			
d)	<p>Issue No: 3393 Lysley Close Cul-de-sac sign</p>	<ul style="list-style-type: none"> 9-Oct-14 The Town Council supports the request MR to carry out site visit and cost of sign MR recommends Street name plate with “No through Road” is installed. Cost £240 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 18-Mar-15 Chippenham Town Council confirms financial contribution of £601 towards the scheme. Paul Bollen is arranging for the work to be undertaken by local highways in the next month 	<p>PB confirmed sign had been ordered</p> <p>It is anticipated that work will be undertaken in the next month</p>	Priority 2	PB
e)	<p>Issue No: 3652 Church Corner/Church</p>	<ul style="list-style-type: none"> Submitted by Kington Langley Parish Council 	<p>Work now complete however, Parish Councillor Maurice Dixson asked</p>	Priority 2	MR & MD

	<p>Lane</p> <ul style="list-style-type: none"> • Single white line 	<ul style="list-style-type: none"> • MR recommends a sign and SLOW marking on road. Cost £500 • 2-Mar-15 Chippenham Area Board approved funding of £375 to be allocated to this scheme, conditional upon the balance of £125 funding contribution from Kington Langley Parish Council • 4-Mar-15 Parish Clerk confirms Parish Council will contribute £125 towards the cost of this scheme. • MR confirmed that the design is complete and agreed with Parish Council. The work order will now be issued to BBLP • 	<p>are the signs set far enough back.</p> <p>MR advised that existing posts had been used. A change will require acceptance from Kington Langley Parish Council for this reset.</p> <p>This item to be discussed at the next meeting.</p>		
f)	<p>Issue No: 3777 Unnamed roads between Ford and Slaughterford, Thickwood and Slaughterford and Dukes Hill/Ham Lane/ Signage</p>	<ul style="list-style-type: none"> • Request submitted by Parish Council • There are ongoing issues with large vehicles getting stuck on single track road when following their Satellite Navigation system. • MR to investigate signage solution “Not appropriate for large vehicles 7.5 tonne limit” • MR advised CATG that a site 	<p>Scheduled to commence 2-Nov-15</p>	<p>Priority 2</p>	<p>MR</p>

		<p>meeting had taken place with Parish Council representative and local residents to discuss options. An outline agreement has been reached on the number and location of signs. Detailed design work and costings is required.</p> <ul style="list-style-type: none"> • CATG agreed a recommendation to Chippenham Area Board to allocate £1,650 towards this scheme conditional upon £550 contribution from Biddestone & Slaughterford Parish Council • 2-Apr-15 E-mail from Parish Councillor confirms the Parish Council will contribute £550. • Recommendation approved by Area Board 27-Apr-2015 • Scheduled to commence 2-Nov-15 			
g)	<p>Issue No: 3880 The Street, Burton (B4039) Village Gates</p>	<ul style="list-style-type: none"> • 20-Mar-15 Nettleton Parish Council confirms support for this request. • • Mark Stansby (Highways) has advised that the proposed white gateways at each end of Burton are acceptable to highways and with an estimate of £1500 for each pair of white 	<p>Gates are ordered, installation is anticipated in the next few weeks</p> <p>To be removed once confirmation received that all work is complete</p>	Priority 2	MR

		<p>gates including installation. He noted that funding for coloured tarmac is not available from Wiltshire Council C.</p> <ul style="list-style-type: none"> • • CATG discussed whether there is little evidence to suggest that village gates have any impact upon vehicles speed, however, they are popular in some areas. • • CATG recommend £2,250 is allocated to this scheme, conditional upon a contribution of £750 from Nettleton Parish Council • • MR will visit site to assess and will send VW & AC firm costs • • Recommendation approved by Area Board 27-Apr-2015 			
7.	New issues submitted to CATG				
a)	<p>Issue No: 3445</p> <p>Timber Street, Chippenham</p> <p>Create individual parking bays</p>	<ul style="list-style-type: none"> • 7-Aug-14 The Town Council support this request • MR to assess and report back to next CATG meeting • MR advised that there was some merit in marking individual bays. 	retain on the list.	Priority 2	MR

		<ul style="list-style-type: none"> • New national recommendations are expected in March 2015/ MR recommends deferring any decision until after the details have been confirmed. • CATG agreed to defer pending new national guidelines. 			
b)	<p>Issue No: 3486</p> <p>Upper Seagry</p> <p>White lines to protect grass verges</p>	<ul style="list-style-type: none"> • 8-Oct-14 Seagry Parish Council confirm in principle support for this request • MR to visit to establish exact requirements it may be possible to deal with this matter outside of CATG • MR to report back to next CATG • MR - Meeting held with Parish Council representative and lining agreed. Order to BBLP to be placed. It is hoped to include lining as part of other works and be cost neutral to the CATG • MR to keep CATG informed 	Included as part of other lining works therefore cost neutral to CATG Group. Now complete can come off the list.	N/A	MR
c)	<p>Issue No: 3528</p> <p>Tiddleywink</p> <p>1. A speed camera put up so motorists are</p>	<ul style="list-style-type: none"> • Referred to Yatton Keynell Parish Council for support/comment 3-Dec-14 	Wiltshire Council does not operate speed cameras	N/A	MR

	<p>forced to slow down</p> <p>2. The speed limit lowered to 30</p> <p>3. Mirrors placed on the trees opposite so we can see when cars are coming round the bend</p>	<ul style="list-style-type: none"> • 23-Mar-15 Reminder sent to Parish Council • 30-Jun-15 Reminder sent to Parish Council <p>7-Jul-15 Parish Clerk confirms Parish Council is likely to support this request as speeding in other areas of the village has resulted in a petition. Metro Counts are now in place.</p>	<p>The area does not meet the criteria to reduce the speed to 30mph</p> <p>Wiltshire Council does not place mirrors on the highway</p> <p>MR advised that the request originator and/or Parish Council might wish to consider a Community Speedwatch scheme</p> <p>MR advised that the Parish Council may fund an independent assessment should it wish to do so</p> <p>CATG recommends this issue is closed and removed from the list</p> <p>Chippenham Area Board asked to agree recommendation</p>		
d)	<p>Issue No: 3569</p> <p>Hill Rise</p> <p>Traffic calming/ Speedwatch</p>	<ul style="list-style-type: none"> • Hill Corner Road, Chippenham between the B4069 Maud Heath's Causeway and B4158 Malmesbury Road, in particular on the section from the B4069 junction to the left hand bend and also from the end of The Orchids road down the hill, but not exclusively. • Sent to Chippenham Town Council for comment 29-Sep-14 	<p>No further action required, request originator has been put in touch with Community Speedwatch Team.</p> <p>No further action for CATG, issue to be closed come off the list.</p>	N/A	MR

		<ul style="list-style-type: none"> • Metro Count request form issued 9-Feb-15 • 23-Mar-15 - Reminder sent requesting Metro Count request form is completed and returned • Completed Metro Count Request form received from correspondent 4-May-15 • 5-May-15 Metro Count Request forwarded to Road Safety Unit 			
e)	<p>Issue No: 3605</p> <p>Forest Lane/Pewsham Bypass</p> <p>Improve safety at crossing</p>	<ul style="list-style-type: none"> • The Town Council supports this request for a Highways Officer to look at the current situation • MR to carry out site visit and report back to next CATG • MR to meet Councillor Mark Packard on site to consider what improvements if any can be made. • MR confirmed he has met with Division Councillor Mark Packard and agreed a package of small scale lining improvements. • MR will design and cost and bring to CATG for consideration. 	<ul style="list-style-type: none"> • MR will design and cost and bring to CATG for consideration. 	Priority 1	MR

f)	<p>Issue No: 3866 Woodlands Road, Lamp post 2 Improvements to bus stop</p>	<ul style="list-style-type: none"> • Referred to Chippenham Town Council for comment 17-Mar-15 • • 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. • • CATG agreed that a “bus cage” marking was required on the carriageway. • • VW to contact the Passenger Transport Unit (PTU) to request this is put in place • • Phil Growcock (PTU) has discussed with MR and it has been agreed that in order to proceed, residents (and businesses where applicable) immediately fronting on to a <p>Proposed bus stop clearway 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.</p>	<p>3866 & 3868 combine together as one.</p> <p>Local consultation to be carried out</p>	Priority 1	MR
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g)	<p>Issue No: 3868 Woodlands Road Install a new bus stop, half way along Woodlands Road near Canterbury Street</p>	<ul style="list-style-type: none"> • Council for comment 11-Mar-15 • 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 • JSc proposed a location for a new bus stop and will send VW photos • VW to contact Passenger Transport Unit to request consideration is given to the additional stop at the proposed location. • Phil Grocock (PTU) has discussed with MR and it has been agreed that in order to proceed, residents (and businesses where applicable) immediately fronting on to a proposed bus stop clearway 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 	New position for bus stop flag – Local consultation to be carried out	Priority 1	MR
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		affected to be aware of the proposal and to be able to register any objections.			
h)	Issue No: 3885 Plough Lane, Kington Langley 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	<ul style="list-style-type: none"> Requested by Parish Council. MR – to establish costs for natural stone and refer to colleagues in maintenance to consider including in maintenance programme MR will report back to CATG 	MR carried out site visit, specialist materials are required. Costs to be confirmed	Priority 2	MD & MR
i)	Issue No: 4049 Install Safety Barriers to improve pedestrian safety on path near St Marys School	<ul style="list-style-type: none"> 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. 30-Jun-15 Referred to Spencer Drinkwater for score Emma Painter advises that the path is a designated footway and should not be used by cyclists 	A site visit and quotes will be required	Priority 2	MR
j)	Issue No: 4174 Various, Yatton Keynell	<ul style="list-style-type: none"> Issue raised by Parish Council 	Yatton Keynell Petition – MR gave updates to the panel on this petition.	N/A	Ruth Durrant

	<p>Install signs: - Remind drivers to maintain a legal speed while driving through Yatton Keynell - Say that there is a school and pedestrians of all ages crossing through the village - Warn of a crossing point near the school</p>	<ul style="list-style-type: none"> • Metro Counts arranged by Martin Rose 	<p>The Division Councillor has advised that residents have expressed a wish to look at a flashing school patrol warning sign. The sign would be operated by the school at start and end of school day.</p> <p>CATG agreed that this matter should be referred to the Taking Action on School Journeys Team (TAOSJ) for consideration.</p> <p>CATG recommends this issue is closed and removed from the list</p> <p>Chippenham Area Board asked to agree recommendation</p>		
a)		<p>The Chairman reiterated the requests agreed as Priority 1</p>	<p>3203 – 20mph restrictions Dropped kerbs 2062 – Lowden Tunnel 3013 – Blackthorn Mews 3605 - Forest Lane/Pewsham Bypass 3866 – Woodlands Road (improve existing bus stop) 3868 –Woodlands Road (New bus stop)</p> <p>The Chairman reminded the CATG that:</p> <ul style="list-style-type: none"> • The CATG will not allocate Priority 1 to any further schemes until there are less than 5 in progress • MR will not embark upon any work related to Highways Improvement 		MR

			Requests unless the CATG has instructed him to do so.		
b)		<p>Petitions:</p> <p>The Chairman brought 3 petitions to the attention of CATG:</p> <ul style="list-style-type: none"> • Community Issue 4174 Yatton Keynell • Community Issue 4172 The Hamlet • Marshfield Road <p>The Chairman confirmed that the usual CATG process must still be followed. A Community Issue must be reported and then each request referred to the relevant Town/Parish Council for comment/confirmation of support.</p> <p>If supported by the Town/Parish Council the requests may then be considered by the CATG at a future meeting</p>	<p>Community Issue 4174 Yatton Keynell, support of Parish Council confirmed see above</p> <p>Community Issue 4172, referred to Chippenham Town Council</p> <p>Marshfield Road not yet reported as a Community Issue</p>		
c)		<p>Cost of signs</p> <p>BD queried cost - £600 seems high</p> <p>MR confirmed this figure is an indicative cost and includes foundations and installation</p>			
d)		Competitive Tenders			

		<p>MD asked whether it was possible to consider competitive tenders.</p> <p>MR confirmed only for off highway. On highway – all works come under the existing contract with BBLP</p>			
e)		<p>LPa asked about the status of the contract with Balfour Beatty</p> <p>LP advised that Chippenham CATG did not have any details regarding the contract</p>			
f)		<p>Signage Cepen Park Way</p> <p>JS queried Cepen Way A420 30 mph signage</p> <p>MR advised there are a few more signs are to be erected.</p>			
	Closing remarks	<p>The meeting joined the Chair in thanking Victoria Welsh and Martin Rose for their support for CATG. The Chairman acknowledged the ongoing additional workload for MR during his secondment to the Scheduling of the A350.</p>			ALL
8.	AOB	<p>Updated Terms of Reference</p> <p>Updated list of Members</p>	<ul style="list-style-type: none"> • Please see Appendix 2 • Please see Appendix 3 		

Date of Next Meeting 14 December 2015, 10:00 – 12:00, Committee Room A & B, Monkton Park			
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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 3rd party contributions are confirmed, The balance that the Area Board will have a remaining will be confirmed at the meeting.

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.

6. Safeguarding implications