

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Melksham CATG - Date of meeting: 16th October 2017			
1.	Attendees and apologies			
	Present:	Cllr Roy While (Chair), Mark Stansby, Sue Bond (Seend), Cllr Pat Aves (Melksham Town/ Area Board), Tim Cherry (Broughton Gifford), Mary Jarvis (Broughton Gifford), Alan Baines (Melksham Without), Andy Cadwallader, Rhys Schell, Cllr Phil Alford (Melksham Without North/ Area Board), Colin Goodhind, (Melksham Community Area Partnership), Alan Lee (Atworth), Martin Pain (Melksham Seniors), Leon Karas (Steeple Ashton), Jo McManus (Seend), Cllr Jon Hubbard (Melksham Town/ Area Board), Cllr Jonathon Seed (Summerham and Seend/ Area Board), Teresa Strange (Melksham Without), Steve Housby (Poulshot)		
	Apologies:	Spencer Drinkwater, Clare Harris (Melksham Town)		
2.	Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Melksham Area Board meeting on the 13 th July 2017.	CATG to note.	
3.	Financial Position			
		The current balance, less commitments, is £15,804.78 (see Appendix 2). Three schemes have been completed under budget:-	The group agreed that contributions should be refunded as they had been originally funded.	

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		<ul style="list-style-type: none"> • Devonshire PI / Tower Rd, Est £8,974.97 Final £8,258.31 – a saving of £716.66 (see Appendix 1). • Kenilworth 20 mph limit, Est £7,500 Final £7,348.74 – a saving of £151.26 • Whitley Drop Kerbs, Est £3,968.93 Final £3145.40 – a saving of £823.53 <p>Town and Parish contributions for these schemes are adjusted to:</p> <ul style="list-style-type: none"> • Devonshire £2,762 from £3,000 • Kenilworth £1,955 from £2,000 • Whitley £795 from £1,000 <p>Review of Melksham CATG Financial Arrangements (contributions).</p> <p>Pavement and Footway Improvement Scheme</p> <p>Melksham has been allocated £7,934.83 of revenue money (to be spent in 2017 / 18) for this purpose.</p> <p>Can be used for:</p> <ul style="list-style-type: none"> • Repairs to uneven pavements • Resurfacing • Enhancing and maintaining pedestrian areas (drop kerbs) 	<p>Devonshire Place – Town Council agreed to pay 1/3rd. Town Council contribution reduced by £238 and CATG reduced by £477</p> <p>Kenilworth 20mph – Town Council agreed to pay 30%. Town Council contribution reduced by £45 and CATG reduced by £106.</p> <p>Whitley Drop Kerbs – Parish agreed to pay 25%. Parish contribution reduced by £205 and CATG reduced by £618.</p> <p>Note from Cllr While that contributions will remain as 1/3rd parish 2/3rd CATG.</p> <p>Andy Cadwallader has requested that all proposed projects for this scheme are submitted to him by 1st November.</p> <p>Andy to provide a priority list of local schemes to take forward.</p>	<p>Mark</p> <p>Mark</p> <p>Mark</p> <p>Note</p> <p>All</p> <p>Andy</p>
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		<p>Cannot be used for:</p> <ul style="list-style-type: none"> • Cleaning / litter removal • New footways <p>This fund could be used to address some of the current priorities and issues.</p>		
4.	Top 5 Priority Schemes			
a)	Melksham Snowberry Lane – new bus shelter	Update on land issue from Cllr Hubbard.	Ongoing	Cllr Hubbard
b)	Melksham Kenilworth Estate – 20mph speed limit	<p>Contributions to be settled.</p> <p>New metrocounts have been requested – update from Mark:</p>	<p>Issue invoice</p> <p>Awaiting metrocount results</p>	Mark
c)	3715 Melksham Tower Rd - Devonshire PI shared use footpath link.	Contributions to be settled.	<p>Issue invoice</p> <p>To recommend to the Area Board that this Issue be closed</p>	<p>Mark</p> <p>Rhys</p>
d)	3843 Drop Kerbs, Corsham Rd, Whitley.	Contributions to be settled.	<p>Issue invoice</p> <p>To recommend to the Area Board that this Issue be closed</p>	<p>Mark</p> <p>Rhys</p>
e)	4789 – A361 Semington Roundabout – uncontrolled pedestrian crossing facility	<p>Provisional estimate stands at £13,800. CATG have approved £8,800 with Parish Council contributing £5,000.</p> <p>Detail design is being finalised with construction anticipated during the last quarter of the financial year.</p>	Highways to implement	Mark

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5.	Other Priority schemes			
a)	4960 – Broughton Gifford – Priority Narrowing at Bishop’s Seat	<p>A drawing showing the preliminary design was circulated (see Appendix 3). Current ball park estimate is in the region of £40,000.</p> <p>To produce a detailed design and firm estimate Highways will need to commission a Topographical survey (estimated at £1,300) and a Street Lighting Assessment / Design (estimated at £1,200).</p>	<p>Tim Cherry updated on presentation from external consultant. Broughton Gifford have requested that items are put on hold whilst a holistic overview is taken on highways issues in the village.</p> <p>On hold</p>	
b)	4966 – Seend High Street - crossing facility at Church Walk	Preliminary design work complete (see Appendix 4). Estimate to construct is £5,200.	Work to go ahead. Funding agreed as 1/3 rd Parish and 2/3 rd CATG.	Mark
c)	4719 Melksham Riverside Drive – request to prevent vehicle access through redundant bus gate.	<p>Agreement to install two bollards and remove the “except buses” notice estimated at £600.</p> <p>Work order issued – completion anticipated mid November.</p>	Work to go ahead.	Mark
d)	5131 – Melksham Church St Car Park – request for 2 sets of drop kerbs	<p>An Internal Briefing note has been issued and an engineer assigned to the task.</p> <p>Update from Mark at meeting. Projected scheme cost is £2,500. Town Council has agreed 1/3rd funding cost and CATG to cover 2/3^{ds}</p>	Work to go ahead.	Mark
e)	5132 – Melksham King St Car Park – request for 1 set of drop kerbs	<p>An Internal Briefing note has been issued and an engineer assigned to the task.</p> <p>Update from Mark at meeting. £750 for basic scheme,</p>	<p>Scheme on hold.</p> <p>Andy to undertake an inspection to identify whether this section of</p>	Andy

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		however, an issue has been raised over the pavement. Town Council have agreed a £300 contribution. Potential re-surfacing job would be approximately £6,500. Query whether the new footpath funding could be used.	pavement is unsafe. Andy and Mark to discuss potential use of footpath funding.	Andy and Mark
f)	5256 – Broughton Gifford – request for No through road sign at Newleaze Park	Work order issued – completion anticipated mid November.	Work to go ahead.	Mark
g)	5326 – Melksham Beanacre Road opposite Nortree Garage – replacement Bus Shelter	Awaiting staff resources.		
h)	5327 – Melksham Beanacre Road opposite McDonalds – replacement Bus Shelter	Awaiting staff resources.		
i)	5328 – Melksham New Broughton Road entrance to Avonside Business Park – replacement Bus Shelter	Awaiting staff resources.		
j)	5381 – Whitley Top Lane – request to improve Bus Stop Hard Standing	Awaiting staff resources.		
6.	New Requests / Issues (issues can be viewed in full from Area Board section on Wiltshire Website)			
a)	Issue 3340 Melksham Coronation Road area – request for 20 mph limit	Metrocount has been undertaken. Results show 85 th percentile = 27.5 mph and average speed = 22.5 mph. Guidance threshold for implementation of 20 mph limits under the Wiltshire Policy is an average speed of 24 mph. Formal 20 mph assessments are charged at £2,500.	Move to priority list. Funding agreed as 1/3 rd Town Council and 2/3 rd CATG.	Mark

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		The Town Council have offered a 1/3 contribution of £830 towards the assessment.		
b)	4975 – Steeple Ashton – request for drop kerbs	<p>There are 3 crossings or 6 sets of drop kerbs required to provide a link from Homeleaze to the village centre, at Sandpits Lane, St Mary's and Butts Lane. Butts Lane features sets and not modern kerbs and is likely to be more labour intensive. A ball park estimate to for all 3 crossings would be in the region of £4,000.</p> <p>Parish Council has offered a 1/3 contribution of £1,500.</p>	Move to priority list. Funding agreed as 1/3 rd parish council and 2/3 rd CATG.	Mark
c)	5035 – A350 Beanacre, request for SLOW road markings	<p>Highways to provide 2 x SLOW markings (to be funded centrally), 1 for southbound as requested and 1 northbound by Bus Stop lay-by, on approach to Westlands Lane.</p> <p>Update from Mark. Work has been completed.</p>	To recommend to the Area Board that this issue is closed.	Rhys
d)	5040 – Melksham Woodrow Road – request to extend 30 mph limit	<p>The existing 30 mph limit is imposed by virtue of street lighting. There is scope to extend the limit towards the New Road junction without the requirement of a Traffic Regulation Order, again by virtue of street lighting. The extended limit will commence just before the first out building on the south side of the road. The estimate to complete this work is £500.</p> <p>The Parish Council are happy to proceed on this basis.</p>	Move to priority list. Funding agreed as 1/3 rd parish council and 2/3 rd CATG.	Mark
e)	5149 – Seend Cleeve – request for 30 mph speed limit at New Buildings	<p>Unlikely to meet the criteria for a 30 mph limit as the area is too rural in nature. Other options to consider could include warning signs, white gates, nameplates etc.</p> <p>A metrocount has been requested – update from Mark:</p>	Awaiting metrocount results	

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f)	5255 – Melksham Lowbourn – Speeding	Metrocount results show 85 th percentile speed at 35.8 mph and average speed at 31.5 mph. The site qualifies for Community Speed Watch.	Rhys to contact the Town Council regarding support for a community speedwatch. To recommend to the Area Board that this issue is closed.	Rhys Rhys
g)	5284 – Melksham Hazelwood Road – Speeding	Metrocount requested – awaiting results.	Awaiting metrocount results	
h)	5285 – Melksham Longford Road - speeding	Link to Kenilworth 20 mph limit (item 4b). Metrocount requested – update from Mark.	Awaiting metrocount results	
i)	5351 – A350 Beanacre – request for white gates and signs at 30 mph entry points.	Update from Parish Council. This request was not supported by the parish council.	To recommend to the Area Board that this issue be closed	Rhys
j)	5375 – Melksham Woodrow Road – request for speed limit assessments (to include Lower Woodrow Road and New Road). <i>Linked to Issue 5040</i>	Parish not supportive of this issue, as this can be addressed through Issue 5040.	To recommend to the Area Board that this issue be closed	Rhys
k)	5491 – Broughton Gifford – request to re-position 30 mph signs on East Lane / The Street (from Holt direction)	New Issue submitted by the Parish Council. There is scope to make changes here but it would require a formal speed limit assessment. If changes were recommended then a Traffic Regulation Order would need to be advertised.	As per earlier statement, Broughton Gifford wish for this to be on hold	

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l)	5492 – Broughton Gifford – request to re-position 30 mph signs on Coombe Lane (western end of The Common)	<p>New Issue submitted by the Parish Council.</p> <p>The 30 mph terminal signs are placed where they are as siting these closer to the village is not possible. It is noted that the carriageway roundel is badly faded and needs to be refreshed.</p> <p>White gates might be an answer here to highlight the entrance to the village and there might also be scope to place a repeater sign before the street lighting commences.</p>	As per earlier statement, Broughton Gifford wish for this to be on hold	
m)	5493 – Melksham Cranesbill Road – request for direction signs to Veterinary Surgery	<p>New Issue passed to Town Council for comment.</p> <p>Town Council are supportive providing a consensus is found and the business owners cover the cost.</p>	<p>Mark to advise Town Council of potential signage options.</p> <p>Town Council to write to business owners.</p>	<p>Mark</p> <p>Town Council</p>
n)	5521 – Snarlton Lane – warning signs to highlight crossing point.	<p>New Issue submitted by the Town Council.</p> <p>Whilst the crossing point is not obvious to motorists, the sightlines for pedestrians is reasonable. Traffic is light in nature and most drivers will be local to the area. There are staggered barriers placed on both sides of the crossing to manage pedestrians and cyclists. A sign could be placed for those approaching from the main road but siting a sign in the opposite direction will be very difficult as there is no verge.</p>	To recommend to the Area Board that this issue be closed	Rhys
o)	5581 – A365 Sells Green – speeding concerns	<p>New Issue submitted by Parish Council</p> <p>Metrocount requested – awaiting results</p>	Awaiting metrocount results	
p)	5587 – Melksham Union Street – speeding concerns	<p>New Issue submitted by the Town Council.</p> <p>Metrocount results are in. The 85th percentile was 25.9 mph and the average speed was 21.2 mph. This does not qualify for</p>	To recommend to the Area Board that this issue be closed	Rhys

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		Community Speed Watch.		
q)	5616 – Broughton Gifford – speeding concerns at The Common.	New Issue supported by the Parish Council. Metrocount requested – awaiting results	Awaiting metrocount results	
r)	5682 – A365 Melksham Bath Road – Access from Blenheim House to town facilities	New issue passed to the Town Council for comment.	Pat Aves to speak with Blenheim House and Chris Pickett. Issue on hold pending further discussion.	Pat Aves
s)	5701 – A365 Atworth Bath Road – Persistent parking on footway outside no 47	New issue submitted by Parish Council. Parish would like to see bollards installed to prevent parking.	On hold Parish to discuss a section 96 license with Andy Colin to raise this issue with Community Safety Group	Alan/ Andy Colin
t)	5717 – Bowerhill Hercules Way – request for dropped kerbs	New issue submitted by Parish Council. Request for a pair of dropped kerbs – ball park estimate is £1,800. It is noted that there are no dropped kerbs at the junction of Hercules Way and Lysander Road.	To recommend to the Area Board that this issue be closed	Rhys
u)	5718 – A365 Nr Mallory Place – request for Bowerhill name plate.	New issue submitted by Parish Council. Proposed that the sign could be fixed to the existing 30mph pole. Parish would be required to pay for this.	Parish to confirm if they would like to pay for this.	Alan/ Teresa
v)	5726 – A361 Seend bell crossroads – request for a review of the junction in the interest of road safety.	New issue submitted by Parish Council. Parish are reporting 8 road traffic collisions here since November 2016.	Move this into the priority schemes list. Proposed this is considered as one of the five immediate priorities.	Mark

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		<p>It must be noted that damage only collisions are not entered onto the Police's database. Highways report 4 recorded personal injury collisions at this site in the most recent three year period, to the end of May 2017. These collisions are recorded as 1 serious and 3 slight. There is no obvious trend to these incidents, apart from driver error. This site does not meet Highways' intervention level of 3 or more serious collisions within a 3 year period, for consideration as a Local Safety Scheme.</p> <p>The site could be reviewed as a Local Safety Scheme but with improvements being funded by the CATG.</p> <p>The group felt very strongly that this issue should be supported and requested that this moved into the top 5 priority schemes.</p>		
7.	Other items			
a)	Melksham - Shurnhold and Dunch Lane	<p>Update from Melksham Without Parish Council on their consultation with residents of Shaw, Whitley and Beanacre.</p> <p>Melksham Without updated that they had not undertaken a consultation, however, had provided a written update. Their concern was that there would be an adverse effect on the volume of traffic using Westlands Lane and that they are moving forward in a project with the town council to develop the playing fields at the old George Ward playing fields.</p> <p>The parish have requested that the funding is used for a proposed car park or to improve access to the playing fields.</p>	Highways will produce a report on the proposals including the comments that have been received from the town and parish. It was noted that there is a long time remaining to use this funding.	Mark

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b)	Traffic management issue	Colin queried the process and requirements of contractors undertaking highways work, in particular when using traffic lights. Numerous occurrences where lights have failed which causes significant issues, with no emergency or out of hours contact details.	Colin to e-mail Andy to request further detail.	Colin
8.	Date of Next Meeting: 18th January 2018, 16:00, Melksham Fire Station			

Melksham Community Area Transport Group

Highways Officer – Mark Stansby

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 Melksham Area Board.

3. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Melksham Area Board will have a remaining Highways funding balance of £7,025.78

4. Legal Implications

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

5. HR Implications

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

6. Equality and Inclusion Implications

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

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7. Safeguarding implications

8. Recommendations to the Melksham Area Board

The following recommendations are made to the Melksham Area Board:

To close issues: **3715** Melksham Tower Rd - Devonshire PI shared use footpath link, **3843** Drop Kerbs, Corsham Rd, Whitley, **5035** – A350 Beanacre, request for SLOW road markings, **5351** – A350 Beanacre – request for white gates and signs at 30 mph entry points, **5375** – Melksham Woodrow Road – request for speed limit assessments (to include Lower Woodrow Road and New Road), warning signs to highlight crossing point, **5587** – Melksham Union Street – speeding concerns, **5717** – Bowerhill Hercules Way – request for dropped kerbs.

To approve issue numer 5131, Melksham Church Street dropped kerbs for £1670.

To approve issue number 3340 Melksham Coronation Road area, 20 mph speed limit assessment for £1670.

To approve issue number 4975 Steeple Ashton, request for drop kerbs for £2,500.

To approve issue number 5040 Melksham Woodrow Road, request to extend 30 mph limit for £333.