

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Melksham CATG - Date of meeting: 8th March 2018			
1.	Attendees and apologies			
	Present:	Mark Stansby (WC), Diane Ware (WC), Andy Cadwallader (WC), Cllr Phil Alford (Melksham Without North), Lynda Beaven (Steeple Ashton), Cllr Pat Aves (Melksham North), Clare Harris (Melksham Town), Alan Lee (Atworth), Alan Baines (Melksham Without), Jo McManus (Seend), Colin Wade (Semington), Rhys Schell (WC)		
	Apologies:	Spencer Drinkwater (WC), Brian Warwick (Melksham Seniors)		
2.	Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Melksham Area Board meeting on the 7 th February 2018.	CATG to note.	
3.	Financial Position			
		The current balance, less commitments and contributions, stands at £5,995.68 (see Appendix 1). Allocations £13,225 has been allocated for the 2018/ 2019 financial year. Current total including next years allowance is £19,220.68.	Area Board to note.	Roy

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4.	Top 5 Priority Schemes			
a)	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>Construction work is underway. Work is due to be completed within the next week.</p>	Area Board to note.	Roy
b)	4966 – Seend High Street - crossing facility at Church Walk	<p>Construction pack issued to contractor.</p> <p>Latest indication is works to commence late March.</p>	Highways to implement	Mark
c)	4719 Melksham Riverside Drive – request to prevent vehicle access through redundant bus gate.	<p>Site work complete.</p> <p>Final cost confirmed as £480.78, a saving of £119.22.</p> <p>Invoices Issued.</p>	To recommend to the Area Board that this issue is closed	Rhys
d)	5726 – A361 Seend Bell crossroads – request for a review of the junction in the interest of road safety.	<p>The feasibility report and preliminary drawing has been considered by the Parish Council (see Appendices 2 & 3).</p> <p>The proposed improvements are supported in full by the Parish.</p> <p>The Local Safety Scheme through Wiltshire Council Highways have offered £15,000 towards the implementation of phases 1 & 2. This would leave £12,000 to be found from other sources.</p> <p>Jo McManus suggested that Seend Parish Council are likely to be able to offer up to £6,000 towards this work. CATG members agreed to fund the remaining £6,000.</p>	Recommendation from the CATG to the Area Board is to award £6,000 towards this scheme, pending match funding from Seend Parish Council.	<p>Jo McManus</p> <p>Rhys</p>

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e)	Melksham Snowberry Lane – new bus shelter	Update on land issue from Cllr Hubbard.	To recommend to the Area Board that is closed.	Rhys
5.	Other Priority schemes			
a)	4960 – Broughton Gifford – Traffic Management at Bishop's Seat	<p>Highways have met with Parish representatives on site to discuss alternative measures to the proposed priority scheme.</p> <p>Following this discussion the Parish has requested the following measures:</p> <ul style="list-style-type: none"> • To restrict parking on both sides of the road outside Bishop's Seat (yellow lines) • To extend the speed limit a short distance on East Lane (from Holt direction). • Relocate Children / School warning sign on approach from Holt direction. <p>A Ball Park estimate to make these changes is £3,500, inclusive of legal fees to promote the parking controls and changes to speed limit.</p> <p>CATG members concluded to offering a 2/3rd contribution of £2,333 providing the 1/3rd contribution is provided by Broughton Gifford Parish Council.</p>	<p>Broughton Gifford Parish Council to review the outcomes from the site meeting and to confirm their 1/3rd contribution.</p> <p>Recommendation from the CATG is to award £2,333 have confirmed they are willing to make 2/3rd contribution.</p>	<p>Mary Jarvis</p> <p>Rhys</p>
b)	5131 – Melksham Church St Car Park – request for 2 sets of drop kerbs	<p>Construction pack issued to contractor.</p> <p>Latest indication is works to commence late March.</p>	Highways to implement	Mark
c)	5132 – Melksham King St Car Park – request for 1 set of drop kerbs	Cost of basic scheme is £750, however, an issue has been raised over the pavement. Town Council have agreed a £300 contribution. Potential re-surfacing job would be approximately	Issue to be referred back to the Town Council to see what level of contribution they are prepared to	Clare

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		<p>£6,500.</p> <p>Scheme not selected for inclusion as part of the Footway Improvement project.</p> <p>Update from Town Council following discussions with Facilities Management.</p>	make.	
d)	5256 – Broughton Gifford – request for No through road sign at Newleaze Park	<p>Sign installed – Final account = £218.58 against an estimate of £175. Original Parish contribution was agreed at £50.00.</p> <p>A 1/3 contribution is now requested of £72.86.</p> <p>CATG contribution now set at £145.72 (original contribution £125)</p>	<p>Mark to raise invoice</p> <p>Recommendation from the CATG is to award a further £20.72.</p>	<p>Mark</p> <p>Rhys</p>
e)	5326 – Melksham Beanacre Road opposite Nortree Garage – replacement Bus Shelter	<p>A preliminary study has been completed and a drawing showing the extent of work is included with these notes as Appendix 4. The estimate to provide a new hard standing, kerbing and replacement of an enclosed shelter is £8,300. This includes an uplift on costs charged at 19.2% for restricted working hours imposed alongside the A350.</p> <p>The Town Council has offered a contribution of £11,935 to install 3 shelters. Total of all 3 projects is £17,800.</p> <p>Request to the CATG for £5,865.</p>	Town Council are to gather more information on usage of this bus stop.	Clare Harris
f)	5327 – Melksham Beanacre Road opposite McDonalds – replacement Bus Shelter	<p>A preliminary study has been completed and a drawing showing the extent of work is included with these notes as Appendix 5. The estimate to renew the hard standing and replacement of an enclosed shelter is £5,700. This includes an uplift on costs charged at 19.2% for restricted working hours imposed alongside the A350.</p>	Town Council are to gather more information on usage of this bus stop.	Clare Harris

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g)	5328 – Melksham New Broughton Road entrance to Avonside Business Park – replacement Bus Shelter	A preliminary study has been completed and a drawing showing the extent of work is included with these notes as Appendix 6. The estimate to replace the shelter with a cantilever shelter is £3,800.	The CATG has stated it will not financially support this shelter.	
h)	5381 – Whitley Top Lane – request to improve Bus Stop Hard Standing	<p>A revised drawing (excluding a bench) and new estimate of £3627.78 was issued to the Parish Council for consideration (see Appendix 7). The estimate includes £350 for trial holes to be made.</p> <p>The Parish are content with this revision and have offered a 1/3 contribution amounting to £1209.26 for this to be implemented.</p>	<p>Parish have committed to a 1/3rd contribution.</p> <p>Recommendation from the CATG is to award 2/3rds towards this project £2,418.52</p>	<p>Mark</p> <p>Rhys</p>
i)	Issue 3340 Melksham Coronation Road area – request for 20 mph limit	<p>Area to be considered includes:</p> <ul style="list-style-type: none"> • Coronation Road • Martigny Road • Milton Avenue • Sangster Avenue • Pembroke Road • Somerset Crescent • Williams Close • Rowley Place • Thackery Crescent • Byron Close • Ruskin Avenue <p>The Metrocounts have been completed and the early indication is that the criteria for a 20 mph limit (without physical features) is likely to be met.</p>	<p>Likely that the criteria for a 20mph limit has been met.</p> <p>Will be discussed at the next meeting.</p>	

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		The results will be published in a report to be drafted in time for the next CATG meeting in June.		Mark
j)	4975 – Steeple Ashton – request for drop kerbs	<p>A preliminary study has been completed and a drawing showing the extent of the work is included with these notes as Appendix 8.</p> <p>The Butts (site 3 on the drawing) is located within a conservation area and as such we need to retain as many of the existing slabs and stones as possible. This more laborious process will influence the cost of the work.</p> <p>Our estimate now stands at £4,900 to complete all 3 sites.</p> <p>The Parish Council had previously offered £1,500 against a ball park estimate of £4,000. A 1/3 contribution against the new estimate = £1633.</p>	<p>Steeple Ashton Parish Council are to confirm the additional £133 towards the scheme.</p> <p>Recommendation from the CATG is to award a further £767 towards this scheme, bringing the total contribution up to £3,267.</p>	<p>Lynda Beaven</p> <p>Rhys</p>
k)	5040 – Melksham Woodrow Road – request to extend 30 mph limit	<p>A construction pack has been issued to the contractor.</p> <p>The work should be completed by the end of March.</p>	Highways to implement	Mark
6.	New Requests / Issues (issues can be viewed in full from Area Board section on Wiltshire Website)			
a)	5284 – Melksham Hazelwood Road – Speeding	<p>Metrocount request issued to Road Safety team.</p> <p>Awaiting results.</p>	Area Board to note.	Roy
b)	5491 – Broughton Gifford – request to re-position 30 mph signs on East Lane / The Street (from Holt direction)	<p>Issue submitted by the Parish Council.</p> <p>Request now linked to Issue 4960 Bishop's Seat.</p>	To recommend to the Area Board that this issue is closed.	Rhys

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c)	5493 – Melksham Cranesbill Road – request for direction signs to Veterinary Surgery	Garston’s Veterinary Practice have no desire to work with the other businesses in the area. They wish to fully fund stand alone direction signs.	CATG approves the work to proceed. Highways to deal direct with Surgery To recommend to the Area Board that this issue is closed.	Mark Rhys
d)	5616 – Broughton Gifford – speeding concerns at The Common.	The current speed limit is set at 30 mph. Results from Metro count show that the 85 th percentile is 38.9 mph and is therefore eligible for Community Speed Watch. The CSW Co-ordinator will contact the Parish Council in due course.	To recommend to the Area Board that this issue is closed. Rhys to forward results to Mary Jarvis.	Rhys
e)	5682 – A365 Melksham Bath Road – Access from Blenheim House to town facilities	Issue passed to the Town Council for comment. Pat Aves to speak with Blenheim House and Chris Pickett.	Pat Aves to come back on this issue.	Pat Aves
f)	5701 – A365 Atworth Bath Road – Persistent parking on footway outside no 47	Issue submitted by Parish Council. Parish would like to see bollards installed to prevent parking. Parish to discuss a section 96 license with Andy Colin to raise this issue with Community Safety Group	Parish to write to Andy Cadwallader to make a formal request for a section 96 license. To recommend to the Area Board that this issue is closed.	Alan Lee Rhys
g)	5718 – A365 Nr Mallory Place – request for Bowerhill name plate.	Issue submitted by Parish Council. Melksham Without have confirmed they are prepared to spend up to £300 on this. The estimate to provide a nameplate to read “Welcome to BOWERHILL Please drive carefully is £320.	Alan Baines to confirm that the Parish are happy to cover the cost.	Alan Baines

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h)	5750 – Atworth Bradford Road junction with Bath Road – request for safe crossing point	Issue submitted by Parish Council	CATG resolved that this scheme moves to the priority list	Mark
i)	5824 – Atworth Bradford Road junction with Coronation Road – request for new Children warning sign	Issue submitted by Parish Council Cost of new sign and removal of redundant sign is £275.00.	CATG resolved that this scheme moves to the priority list. Atworth Parish Council are to confirm their 1/3 rd contribution of £92. Recommendation from the CATG is to award 2/3rds at £183.	Mark Alan Rhys
j)	5855 – Steeple Ashton Newleaze Bus Stop – request for pedestrian barrier	Issue submitted by Parish Council The Road Safety Unit visited the site on 2 February 2018 between 07:30 and 08:30 hrs. First child arrived at 07:50 and a total of 6 children attended the Stop. No reckless behaviour was observed and most of the children seemed occupied by their mobile phones. No further action is recommended at this time.	To recommend to the Area Board that this issue is closed.	Rhys
k)	6018 – Melksham Market Place – request for additional bollards on footway, east side of High Street	New Issue sent to Town Council for comment The Town Council is not supportive of this request.	To recommend to the Area Board that this issue is closed.	Rhys
l)	6048 – Melksham Forest Area – request for Bus Shelter at Church Lane Chapel Stop	New Issue sent to Town Council for comment. The Town Council wish to seek the views of local residents and business operators via a mail drop.	This item will come back for discussion at the next meeting	Clare Harris

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		Residents have until the 16 th March to respond whether they support this.		
m)	6055 – Broughton Gifford – request for Gateway features at the 3 entrances to the village.	New Issue submitted by the Parish Council. The Parish wish to have dry stone wall features at the entry points to the village.	Broughton Gifford Parish Council to provide further information to Mark on what they would like to be provided.	Mary Jarvis
n)	6078 – Ashton Common – request for a pair of horse warning signs	New Issue submitted by the Parish Council. An estimate to supply these signs including temporary traffic management is estimated at £550. The Parish Council are no longer supportive of this request.	To recommend to the Area Board that this issue is closed.	Rhys
o)	6087 – Atworth – request for direction signs to Churchfields School	New Issue submitted by the school – supported by the Parish Council. A total of 4 signs likely to safely sign visitors from the A365 Bath Road. Highways will need to recover costs.	CATG resolved that this scheme moves to the priority list	Mark
p)	6089 – Keevil – request for road markings to indicate parking areas for School Buses	New Issue submitted by the Parish Council. The Parish and School are prepared to contribute towards this.	Defer to the next meeting Advise they need to send a rep to next meeting.	Rhys
q)	6166 – Sandridge Lane – request for road safety signs	New Issue submitted by the Parish Council and supported by Cllr Alford. The parish are seeking advice from Highways on appropriate signs.	Mark to advise what signs might be useful.	Mark

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r)	6167 – Bowerhill Wellington Drive – request for No through road sign	New issue submitted by the Parish Council. Highways report that a sign was provided but is now missing. A replacement is estimated at £40.00	Melksham Without Parish Council Parish are happy to cover the charge	Mark
s)	6170 – Melksham Forest Road / Awdry Avenue – request for verge protection measures	New Issue submitted by the Town Council	Mark will come back with a cost to the next meeting	Mark
t)	6173 – Atworth C220 Purlpit – speeding traffic	New Issue submitted by the Parish Council Parish have requested a metro count and bend warning signs	Rhys to send metro count form to the Parish for completion.	Rhys
7.	Other items			
a)	Melksham - Shurnhold and Dunch Lane	Highways to produce a report on the proposals including the comments that have been received from the town and parish. The report will be drafted during the next financial year.	Area Board to note	Highways
b)	Pavement and Footway Improvement Scheme	Melksham has been allocated £7,934.83 of revenue money for this purpose. The Area Board have approved two sites for treatment following prioritisation of requests by Andy Cadwallader: <ul style="list-style-type: none"> • Broughton Gifford The Street - £4,775.40 • Whitley, Corsham Road - £1,449.00 Update from Andy: still moving ahead, however, no date for them to be delivered.		

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c)	Local Highways Investment Fund 2014 – 2020	<p>Appendix 9 lists the Major Maintenance programme for 2018/19 on the basis of two funding scenarios. The first scenario is Department for Transport Maintenance Block, the second with the addition of Local Highways Investment Fund 2014 – 2020, with the amount for 2018/19 yet to be agreed by Wiltshire Council.</p> <p>Also listed are those sites currently awaiting treatment but not yet on the immediate programme.</p>		
8. Date of Next Meeting: 21st June 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 **£7498.44**

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.

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6. Equality and Inclusion Implications

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

7. Safeguarding implications

8. Recommendations to the Melksham Area Board

- **To close issues: 4719, 5491, 5493, 5702, 5855 and 6078**
- **To award £6,000 towards the Seend Bell Crossroads scheme, pending £6,000 award from the Seend Parish Council**
- **To award £2,333 towards the Broughton Gifford traffic management scheme, pending £1,167 from Broughton Gifford Parish Council.**
- **To award £2,418.52 towards the Whitley Top Lane request to improve the hard standing.**
- **To award an additional £767 towards the Steeple Ashton request for dropped kerbs, increasing the contribution to £3,267 pending the additional £133 from Steeple Ashton Parish Council**
- **To award £183 towards the Atworth Bradford Road Children warning sign, pending £92 from Atworth Parish Council.**
- **To award an additional £20.72 towards the street nameplate at Newleaze Park, Broughton Gifford**