

MINUTES

Meeting: Amesbury Community Area Transport Group (CATG)
Place: Redworth Centre, Amesbury Leisure Centre, Amesbury
Date: Monday 15 July 2019
Time: 10.00 am

Please direct any enquiries on this Agenda to Kate Davey (Traffic Engineer), direct line 01225 713302 or email kate.davey@wiltshire.gov.uk

AGENDA

1 **Note Tracker**

The following information is included in the attached Note Tracker:

- Attendees and Apologies
- Approval of notes of the previous meeting
- Financial Position
- Top 5 Priority Schemes
- Other Priority Schemes
- New Requests/Issues
- Current / ongoing schemes
- Other items

2 **Date of the next meeting** **14th October 2019**

AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

03	Item	Update	Actions and recommendations	Who
	Date of meeting: 15th July 2019			
1.	Attendees and apologies			
	<p>Present:</p> <p>Apologies:</p>	<p>Cllr Mike Hewitt – Wiltshire Council Cllr Robert Yuill – Wiltshire Council Myla Orr – Cholderton Parish Council Steven Cocking – Idmiston Parish Council Tony Pywell – Winterbourne Stoke Parish Council Trevor Pettitt – Newton Toney Parish Council Bill Thomas – Newton Toney Parish Council Roger Fisher – Amesbury Town Council Rhod Evans – Amesbury Town Council John Ellis – Durrington Town Council Cllr Graham Wright – Wiltshire Council Debby Potter – Tilshead Parish Council Richard Harris – Shrewton Parish Council David Hassett – Shrewton Parish Council Cllr Fred Westmoreland – Wiltshire Council Cllr John Smale – Wiltshire Council Cllr Darren Henry – Wiltshire Council Graham Jenkins – Bulford Parish Council John Menzies – Figheldean Parish Council Andy Cole – Wiltshire Council Highways Jacqui Abbott – Wiltshire Council CEM Kate Davey – Wiltshire Council Highways</p> <p>Spencer Drinkwater – Wiltshire Council Transport Planning Winterbourne Parish Council</p>		

AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

2.	Notes of last meeting			
		The notes of the last meeting held on 13 th May 2019 were accepted as a true record.	Agreed.	
3.	Financial Position			
		See Finance sheet. 2019/20 allocation is £17,731.00. 2018/19 underspend was £42,655.00 and the current commitments total £37,400.00 giving a remaining budget of £31,086.00.	Agreed.	
4.	New process for requesting highway improvements & traffic survey data			
	Briefing note No. 19-016 Changes to submission of highway improvements and traffic survey requests	See document attached to agenda. For discussion.	Discussed and noted.	
5.	Top 5 Priority Schemes			
a)	6383 Speeding traffic & HGVs – Shrewton village	Speeding traffic and HGVs using Shrewton despite the 3.5ton weight restriction. Three minor accidents recorded in the last week. Large numbers of vehicles using the route as a rat run to avoid A303. No footpath down into the village resulting in difficulty walking children to school. KD has requested overgrown trees be cut back and lamp columns to be cleaned to make them more visible. Shrewton PC confirmed 25% contribution and the design has been finalised, including the style of village gate to be installed.	<u>ACTION:</u> Chase Atkins on cleaning lamp column lanterns. Engage with land owner to cut back vegetation. <u>RECOMMENDATION:</u> Remove from agenda and close.	KD Shrewton PC KD

AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

		Work and road closure ordered – anticipated completion date July 2019. KD to oversee implementation. <u>Construction 15th – 17th July 2019</u>		
b)	6743 A360, Tilshead. Horse warning signs.	<p>Request for Two horse warning signs to be erected at either end of the village of Tilshead as a preventative measure. The village has a number of horse owners who use the busy A360 road to reach fields and or bridleways to ride. There have been several incidents of road users being close and not giving enough room to pass horse riders.</p> <p>Site meeting took place during November 2018. Signing scheme agreed with an estimate of £1,600. Tilshead PC support and agree 25% contribution of £400.</p> <p>Work ordered – revised completion date July 2019. KD to oversee implementation.</p>	<u>ACTION:</u> Oversee installation of signing work. Due to take place w/c 15/7/19.	KD
c)	6904 Stockport Avenue, Amesbury – request for bus shelter.	<p>Residents of the Archers Kings Gate Estate and employees of local businesses require a bus shelter on the Stockport Avenue, Amesbury to protect them from inclement weather. The land that the bus shelter will be located belongs to Amesbury Town Council. Request for Installation of a bus shelter at the junction of Stockport Avenue and Byway 20. New bus shelters are only installed if the Parish/Town Council agree to take on any future maintenance. Town Council to confirm whether or not they are prepared to take on the maintenance of the bus shelter in the future.</p> <p>Amesbury TC requested estimate to move existing shelter from Queensberry Road junction with Holders Road and resite it at Stockport Avenue junction with Byway 20. Estimate requested from Ringway, awaiting response. Information also sent to TC for new installations.</p>	<p>Amesbury TC confirmed shelter to be located on south side of Stockport Avenue adjacent to Byway 20 and no electrics are required. Amesbury TC confirmed agreement to take on future maintenance of shelter.</p> <p><u>ACTION:</u> KD to provide quote for new shelter on above basis for TC to review.</p>	KD

AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

		Provisional costs for electrical work is in the region of £3,500. To connect a supply at the new location on Stockport Avenue for an internal light to be retained in the shelter, a road crossing will be needed which might involve a road closure to lay ducting across the carriageway. This will incur further costs estimated at approx. £1,500. The estimate for relocating the shelter itself is yet to be confirmed.		
d)	6996 Mill Lane, Figcheldean – irresponsible parking and anti-social behaviour at the Mill Pool wild swimming area.	<p>Concerns over anti social behaviour, irresponsible parking and speeding in vicinity of the Mill Pool along Mill Lane. Figcheldean PC have already made contact with the local MP, DIO and Wiltshire Council Highways to raise this issue. Request for a series of traffic management measures including a gate across Mill Lane to restrict access to vehicles, marked parking bays and waiting restrictions on Mill Lane as well as new signs at the entrance to the village and Mill Lane.</p> <p>Traffic Regulation Order proposals and option for gate design sent to Parish Council for discussion. Ball park estimate for prohibition of driving and waiting restrictions scheme is in the region of £7,000 (including TRO adverts/gate installation and associated signing and road markings).</p> <p>Traffic Regulation Order documents drafted and information agreed with Figcheldean PC. TROs will be advertised in the Salisbury Journal on 11th July 2019 with the consultation period for comments ending on 5th August 2019.</p>	<u>RECOMMENDATION:</u> leave on agenda, scheme ongoing.	
e)	6817	Concerns over speeding traffic along Fore Street in the vicinity of the T junction between High Street and Teapot Street. Road is narrow with blind bend and no footways, currently a 30mph speed limit in place. Road markings are worn and no warning signs to inform drivers of	<u>RECOMMENDATION:</u> Group agreed funding for scheme. Wylve PC	

AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

	<p>Fore Street, Wylve – speeding traffic between High Street and Teapot street.</p>	<p>pedestrians in road. Request for road markings to be refreshed, warning signs for pedestrians in road and speed limit reduction to 20mph.</p> <p>Metro counts carried out between 04/02/19 – 10/02/19 on 30mph roads with results below:</p> <p>Fore Street – 85%ile = 26.28mph, average speed = 21.9mph – NFA High Street – 85%ile = 23.04mph, average speed = 19.5mph – NFA Teapot Street – 85%ile = 23.94mph, average speed = 19.5mph – NFA</p> <p>These results do not qualify for community speed watch (CSW) or the deployment of a speed indicator device (SID).</p> <p>Site visit attended by Wylve PC, Andy Cole and Kate Davey. Wylve PC accept there is not a speeding issue but asked for the feasibility of an on-carriageway footway on part of High Street to be investigated.</p> <p>Design for on carriageway footway attached to agenda. Estimate for Lining work and associated kerbing/footway work to allow pedestrians to rejoin footway and cross at northern end of High Street is £3,700 (25% = £925). PC to consider and confirm agreement and 25% contribution.</p>	<p>confirmed 25% contribution via email.</p> <p><u>ACTION:</u> Complete detail design and order works.</p>	<p>KD</p>
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AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

f)	7164 A345 Durrington – crossing movements to the cemetery	<p>Safety concerns over crossing the A345 to access Durrington cemetery. Request for amendment to existing warning signs on each approach to give more advance warning of crossing movements from the parking area to the cemetery.</p> <p>Durrington TC confirmed support of this issue. Design attached to end of the agenda and the estimate for this work is £1100 (25% = £275). TC to consider and confirm agreement and 25% contribution.</p>	<p>RECOMMENDATION: Group agreed funding for scheme subject to Durrington TC confirming 25% contribution.</p> <p>ACTION: Complete detail design and order works once contribution is confirmed.</p>	KD
5.	Other Priority schemes			
a)	5451 Salisbury Road, Shrewton - 7.5t weight limit except for loading	<p>TRO has been advertised and the consultation period runs from: 18th April – 20th May 2019. No comments received, therefore this scheme can now progress to implementation. Design for signing work drafted with estimate of £5000. Electrical work is required for some locations, estimate for electrical works to be given at meeting.</p>	<p>ACTION: Electrical work estimated at £13.5k, further investigation into existing connections at required locations to reduce costs.</p>	KD
b)	5794 Telegraph Hill/Salisbury Road, Bulford 7.5t weight restriction	<p>At the bottom of the hill just entering the village it is dangerous if not impossible for 2 heavy vehicles to pass, e.g. double decker bus, articulated lorry, tracked vehicle.</p> <p>This will need to go via the FAPM process as detailed in 5a. Spencer has confirmed this location is on the list for consideration.</p> <p>No further action can be taken until FAPM process has been reviewed. Group agreed to keep issue open. Refer to freight management update attached to this agenda for more information. Leave on agenda for now pending completion of LTP4 in 2020.</p>	<p>ACTION: Cllr Smale committed to contacting Spencer Drinkwater regarding feight review.</p>	Cllr Smale

AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

c)	<p>6347</p> <p>Bulford Road speeding traffic (outside The Beeches)</p>	<p>Speeding traffic along Bulford Road from its junction with Amesbury Road heading west past the Military accommodation. Request for speed signs, children warning signs and SID.</p> <p>This area is a 30mph speed limit by virtue of street lighting therefore regulations state that repeater signs can not be erected. If Parish Council supports the issue it is recommended in the first instance to request a metro count to see if the route meets the criteria for community speed watch or the use of the SID (Speed Indicator Device). Possible to investigate warning signs if more information is given regarding specific location along this route.</p> <p>Online petition received for pedestrian crossing on Bulford Road. Bulford PC to continue to liaise with MoD noting that first occupancy is planned for June 2019. Group agreed to leave on agenda for now until further occupancy has taken place after September 2019.</p>	<p><u>ACTION:</u> Urgent issue to be discussed further at the Area Board meeting.</p>	<p>Cllr Hewitt</p>
d)	<p>6543</p> <p>Church Street, Winterbourne Stoke – request for 20mph speed limit</p>	<p>Request for 20mph speed limit for Church Street area in Winterbourne Stoke. Cost of feasibility study for such request is £2.5k. More information required from Winterbourne PC.</p> <p>Winterbourne Stoke PC have confirmed support & 25% contribution towards 20mph speed limit assessment. Also confirmed residents of Brook Close (not public highway) support its inclusion in any recommended outcome.</p> <p>At last meeting group agreed to defer this issue until a representative of Winterbourne Stoke can attend to support pursuing the assessment.</p>	<p><u>RECOMMENDATION:</u> Group agreed funding for speed limit assessment. Parish Council have agreed 25% contribution.</p> <p><u>ACTION:</u> Arrange for assessment to be undertaken by consultant.</p>	<p>KD</p>

AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

e)	<p>6700</p> <p>Appleford School, Elston Lane Shrewton. Bus stop sign/post.</p>	<p>Request for bus stop flag sign/post outside of Appleford School. Passenger Transport have confirmed that buses already stop outside of the school, but suggested a sign to indicate this might be beneficial. The bus company will supply a flag sign free of charge if this is requested by the school, but a sign post would have to be installed by Wiltshire Highways.</p> <p>Cllr Henry agreed to discuss request and funding source with Orcheston PC and Appleford School. Update to be given at meeting.</p> <p>KD chased Cllr Henry for an update on 19/6/19, no response received as yet.</p>	<p><u>RECOMMENDATION:</u> Defer issue to next meeting.</p>	
f)	<p>5795</p> <p>A3028 Double Hedges No waiting at any time</p>	<p>A new path has been introduced between Bulford and Solstice Park Amesbury. Accordingly the approach pavement at the Bulford end has been widened parking bays marked on the opposite side of the road and a preferred crossing installed. People are now parking half on the kerb adjacent to this crossing vert near to the junction which is particularly dangerous.</p> <p>BPC asked for this scheme to be put on hold until the outcome of discussions with DIO regarding S106 works in the village.</p> <p>Process for requesting waiting restrictions is for the Town/Parish Council to complete request form and submit to Network Management for assessment when next review is completed.</p> <p>Group agreed for this issue to be left open for now. AC committed to finding out if waiting restrictions are planned as part of the construction works and give update at meeting.</p>	<p><u>RECOMMENDATION:</u> AC confirmed waiting restrictions not proposed as part of works. Leave on agenda for now.</p> <p><u>ACTION:</u> Request project manager from DIO to attend Area Board meeting to discuss in more detail.</p>	JA

AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

g)	7029 Idmiston village – speed limit request	<p>Concerned residents would like to request a reduction in speed limit to 20mph. This is due to the large number of vehicles using Idmiston Arch into/out of Porton Down and the fact that the road is narrow with no pavements. The road is used by a variety of resident pedestrians many who are elderly, dog walkers cyclists and school children.</p> <p>The costs for a speed limit assessment are £2,500. PC to confirm if this issue is supported. Metro count request form sent to PC, group agreed to leave on agenda for now.</p>	<p>RECOMMENDATION: Defer issue to next meeting. Awaiting metro count results.</p>	Idmiston PC
h)	7032 A338/Allington Track/Dogs Trust crossroads.	<p>Speeding traffic and lack of visibility at the crossroads presents serious hazard for pedestrians and vehicles. Request for major changes to the junction layout/speed limit/signing. Additional road markings in advance of this junction to accompany the existing signs have been provided in the last 12 months.</p> <p>This location is now within its monitoring period since the road markings were installed last year and therefore it will be next years collision cluster site run which will determine if further investigation/action is required.</p> <p>Group agreed to leave on agenda for now and request a representative to attend the next meeting.</p>	<p>RECOMMENDATION: Group agreed to leave on agenda for now and monitor.</p>	
i)	7119 Penny Lane, Amesbury – Bus shelter request	<p>Request for bus shelter on new development. More information required as to where on Penny Lane or whether the issue refers to bus stop clearways on Stockport Avenue near junction with Penny Lane?</p> <p>Amesbury TC to confirm if this issue is supported.</p>	<p>ACTION: Check system and pass on issue request to TC. Remove issue & close.</p>	JA KD/JA

AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

j)	7138 Stockport Road, Amesbury – Request for barrier.	Concerns over fly tipping in the bushes and trees along Stockport Road and vehicles crossing the verge to gain access to A345. Request for barrier at end of Stockport Business Park. Cllr Westmoreland noted issue. Amesbury TC to give more detailed information on the outcome they are trying to achieve.	RECOMMENDATION: Defer issue to next meeting. ACTION: Amesbury TC to provide more info to KD and ask legal team to advise on Public Space Protection Orders.	Amesbury TC/ KD
6.	New Requests / Issues			
a)	1-19-1 Gomeldon School, Idmiston	Idmiston PC have raised concerns over parking in the vicinity of Gomeldon school at drop off and pick up times. Request for off street parking nearby, Parish Council have an area in mind. To be discussed further at the meeting.	ACTION: PC request for construction of layby along East Gomeldon Road. AC to visit site and advise.	AC
b)	1-19-2 B3086 Rollestone Crossroads, Shrewton	Shrewton PC have raised concerns over military vehicles using London Road as a rat run. Request for revision of signing around the crossroads to emphasise 'No military vehicles' and direct traffic towards A303. To be discussed at the meeting.	ACTION: Review existing signs and advise.	KD
c)	1-19-3 B3086 The Packway between ROW Shre27 – Shre32, Shrewton	Shrewton PC have raised concerns over horse riders using The Packway to travel between Byway Shre27 and Shre32. Request for warning signs in both directions along this route. To be discussed at the meeting.	ACTION: Review existing signs and advise.	KD

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d)	1-19-4 B3083 Shrewton	Shrewton PC have raised concerns over pedestrians walking in the carriageway along B3083 as there are no existing footways. Request for warning signs for pedestrians in road. To be discussed at the meeting.	RECOMMENDATION: Remove and close. PC to inform requester.	KD Shrewton PC
7.	Any other business			
a)	Street Nameplates	The group agreed to proceed with the following Street Nameplates at a cost of approximately £3250 and agreed to allocate the remaining £1750 for future applicants. Idmiston – Church Road/Idmiston Road Winterbourne - Highpost Road (both ends) West (Amesbury) end of Down Barn Road. Durrington – Windsor Mews (Cllr Wright already has sign) Bulford – Salisbury Road x 3, Newmans Way, The Leaze, Dukes Way Works order has been placed, will be completed in due course. AC to give update on adding Highpost Road to street gazetteer.	ACTION: No update at this time. AC will continue to monitor.	
b)	Replacement of missing speed limit terminal signs A360 Shrewton	Cllr Henry indicated that the replacement 50mph/national speed limit terminal signs are yet to be done. This has previously been reported through the MyWiltshire App. Works order has been placed, will be completed in due course.	RECOMMENDATION: Work complete. Remove and close.	KD
c)	Area Board Meeting:	18th July 2019 @ 6pm – proposed venue: Durrington Village Hall, High Street, Durrington, SP4 8AD		
8.	Date of Next Meeting:	14 October 2019, 10am, Redworth Centre, Amesbury Leisure Centre, Amesbury		

AMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

Amesbury Community Area Transport Group

Highways Officer – Kate Davey

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 Amesbury 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, Amesbury Area Board will have a remaining Highways funding balance of **£31,086.00**.

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

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

6. Safeguarding implications

6.1 There are no specific safeguarding implications related to this report.

Amesbury CATG

FINANCIAL SUMMARY

BUDGET 2019-20

£17,731.00 CATG ALLOCATION 2019-20

£42,655.00 2018-19 underspend

Contributions

Shrewton PC for London Road Traffic Management Imp.	£3,500.00	Confirmed
Shrewton PC for B3083 amendment to weight limit exemption	£1,250.00	Confirmed
Tilshead PC for A360 horse warning signs	£400.00	Confirmed
Figheledean PC for Mill Lane prohibition of driving	£1,750.00	Confirmed
Amesbury TC for Stockport Avenue bus shelter relocation		TBC
Durrington TC for A345 Cemetery warning signs	£275.00	TBC
Wylde PC for High Street on carriageway footway/kerbing works	£925.00	TBC

Total Budget

£68,486.00

Commitments carried forward

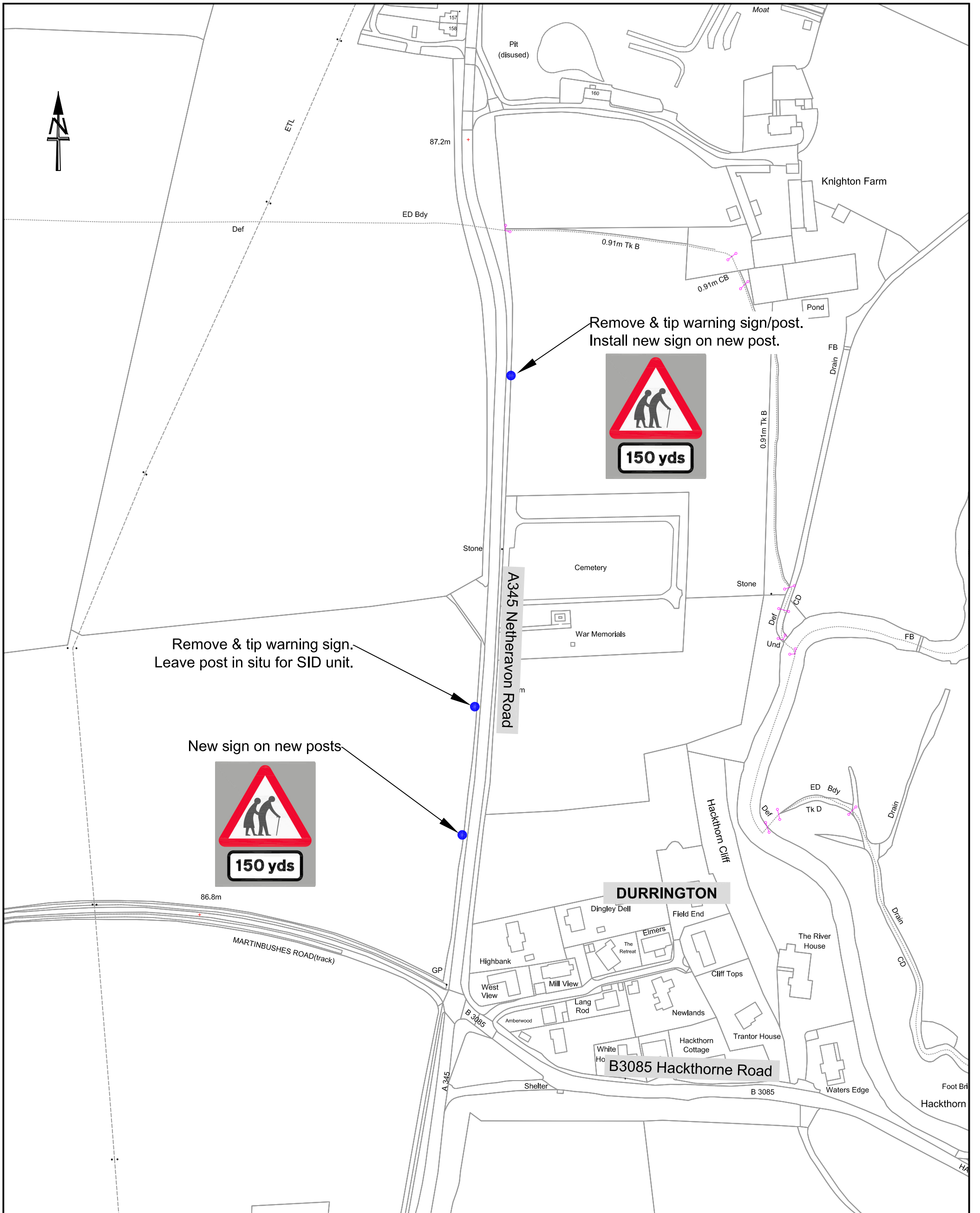
Street namplates	£5,000	Estimate
Shrewton, London Road Traffic Management Improvements	£14,000	Estimate
Shrewton, B3083 amendment to weight limit exemption	£5,000	Signing Estimate - Electrics TBC
Tilshead A360 horse warning signs	£1,600	Estimate

New schemes

Figheledean Mill Lane prohibition of driving	£7,000	Estimate
Amesbury Stockport Avenue bus shelter relocation		Awaiting quote from Ringway
Durrington A345 Cemetery warning signs	£1,100	Estimate
Wylde High Street on-carriageway footway/kerbing works	£3,700	Estimate

Total commitment **£37,400.00**

Remaining Budget **£31,086.00**



Remove & tip warning sign.
Leave post in situ for SID unit.

Remove & tip warning sign/post.
Install new sign on new post.

New sign on new posts

**SIGNS SHOWN ON THIS PLAN ARE
INDICATIVE ONLY**

Wiltshire Council
Where everybody matters

Traffic & Network Management

County Hall, Bythesea Road, Trowbridge
Wiltshire, BA14 8JD

Tel: 0300 4560100
Website: www.wiltshire.gov.uk

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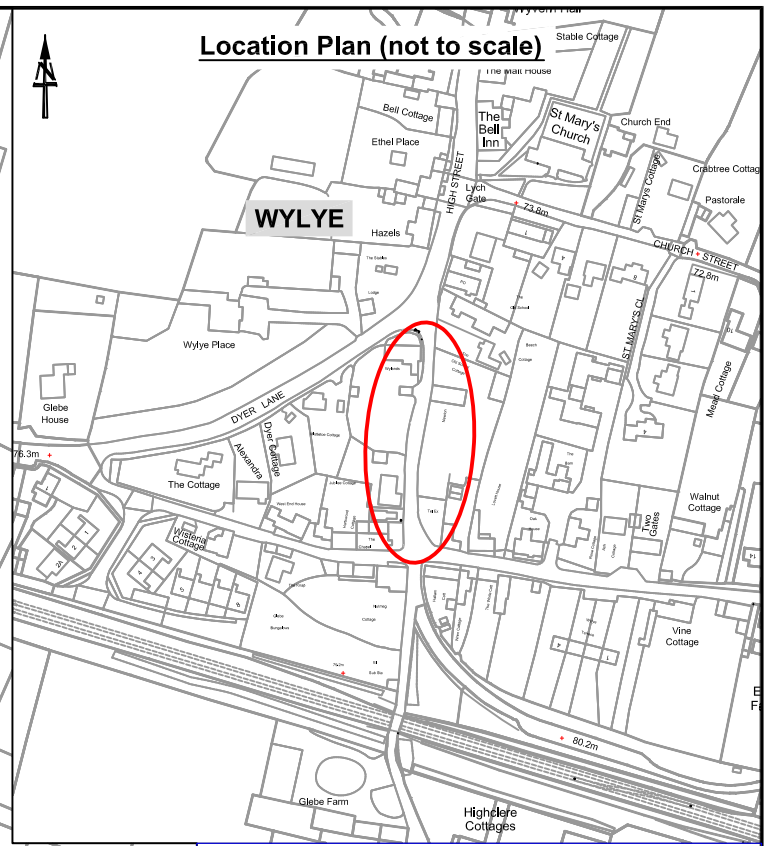
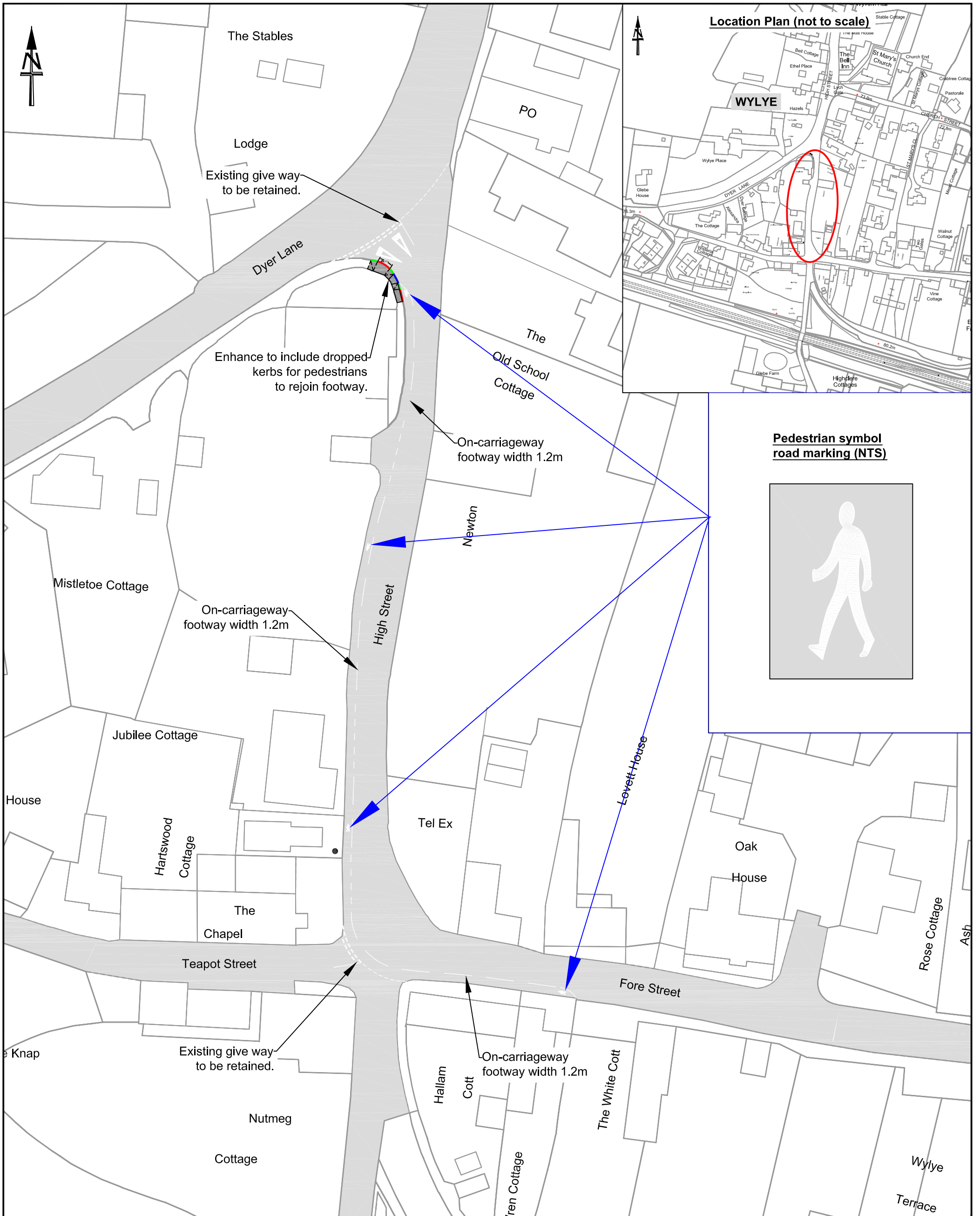
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O	2016/19	K.A.D	***	***	ORIGINAL
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

DRAWING PURPOSE:
PROPOSAL

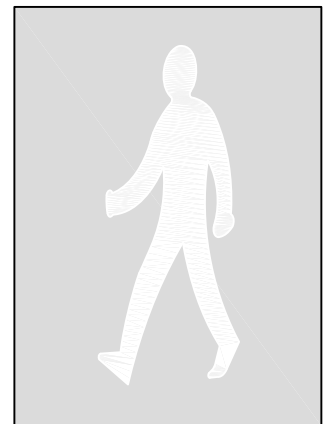
PROJECT:
AMESBURY CATG SCHEME
A345 DURRINGTON
WARNING SIGNS FOR CEMETERY

DRAWING TITLE:
PROPOSAL PLAN

SCALES:	NOT TO SCALE	SHEET SIZE:	A3
DRAWING No.	2019-054/KAD/DURR/D001	REVISION:	O
FILE REF:	L:\TETAB\AMES\CURRENTSCHEMES\DURRINGTON\A345\DESIGN		



Pedestrian symbol road marking (NTS)



NOTES:

Wiltshire Council
Where everybody matters

Traffic & Network Management

County Hall, Bythesea Road, Trowbridge
Wiltshire, BA14 8JD

Tel: 0300 4560100
Website: www.wiltshire.gov.uk

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Wiltshire Council (100049050) 2019

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REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

PROJECT:

AMESBURY CATG SCHEME
HIGH STREET, WYLDE
ON-CARRIAGEWAY FOOTWAY FEASIBILITY

DRAWING TITLE:

PRELIM DESIGN

SCALES:

NOT TO SCALE

SHEET SIZE:

A3

DRAWING No.

2019-055/KAD/WYLDE/001

REVISION:

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FILE REF:

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DRAWING PURPOSE:

PRELIM DESIGN

Changes to submission of highway improvements and traffic survey requests

Briefing Note No. 19 - 016

Service : Communities
Further Enquiries to: Rhys Schell
Date Prepared: 7th May 2019
Direct Line: 01225 716752

Wiltshire Council are changing the way highway improvements and traffic surveys are requested by members of the public and through Town and Parish Councils. The current process requires updating to improve the customer experience and to reduce the steps involved. The proposed new system will foster a closer working relationship with town and parish councils, whilst providing a better and more informed experience for members of the public.

Overview

The Area Board issue system is predominately used by residents and town and parish councils for raising highways improvement (Community Area Transport Group) and traffic survey (previously referred to as metrocount) requests. Link here for the Area Board issue system home page: http://services.wiltshire.gov.uk/Forms/area_board/index.php.

The process and the system require updating to improve the customer experience and to reduce the steps involved from the issue being raised to a resolution being found.

A long-term solution has been proposed with the system moving onto the new My Wiltshire app. However, a more efficient interim solution for these requests will be introduced from Monday 3rd June 2019.

Updated process for Town and Parish Councils

If a parish or town council wish to raise a highways improvement request they fill out the form in appendix A and send to integrated.transport@wiltshire.gov.uk. This will be received by the local Highways Engineer and added to the next Community Area Transport Group agenda.

If a parish or town council wish to raise a traffic survey request they fill out the form in appendix B and send to roadsafetydriving@wiltshire.gov.uk. The criteria for traffic survey locations is included as appendix C.

Both of these forms will be made available at the Area Board issue home page from Monday 3rd June 2019 and are shown below as appendices A and B.

Updated process for local residents

If a resident wishes to raise a highway improvement request, they should fill out the form in appendix A and send this to their local town or parish council for consideration.

If a resident wishes to raise a traffic survey request, they should fill out the form in appendix B and send this to their local town or parish council for consideration.

Contact details for each Town and Parish Council is available via a link on each form or on the Wiltshire Council website.

If the Town or Parish Council support the request they submit the respective form as set out above.

If the Town or Parish Council does not support the request then they advise the resident accordingly.

Highway improvement progress updates will be included in the CATG action notes circulated to Town and Parish Councils. It will be for the Town and Parish Councils to update residents on the progress of their request.

Appendix A

Highways Improvement Request Form

Date of this request:

Contact details

Name:

Address:

Telephone No.:

Email address:

Issue Details

Location of Issue:

Community Area:

Parish or Town Council:

Nature of Issue:

How long as it been an issue?

What would you like done to resolve this issue?

Have you been in touch with your local Councillor? Yes/No

This form needs to be completed and e-mailed or sent to your local town or parish council (link provided below)

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Appendix B

Traffic Survey Request Form

Request details					
Date of request					
Name of individual making request					
Town/Parish Council					
Town/Parish Council contact name					
Town/Parish contact phone/email					
Name of Area Board/Community Engagement Manager					
Name of Highways Officer (if applicable)					
Reason for this survey:					
Speeding issue (Y/N)		Traffic volume (Y/N)		Vehicle type (e.g. HGV levels) (Y/N)	
Location details:					
<p>Please refer to criteria for survey locations before completing this request. Give specific location details and include a map, map link or photograph of the location overleaf, if possible. ** Use a separate form for each individual survey location.**</p>					
Current Speed Limit Please note any location with a speed limit over 40mph will need authorisation from a Highways officer. (Please put an X in the appropriate box)	20mph	30mph	40mph	50mph	60mph
City/ Town/ Village name					
Road name and number , if known (e.g. A123, C111, High Street, London Road etc.)					
Preferred location for survey equipment: (e.g. lamp column 2/ near junction with Mead Way/ attached to signpost outside 18 High Street etc.)					
Other information: (e.g. planned local road works or events affecting the highway)					

Insert map, map link and/or photo(s) of location here:

This form should be completed and sent by email or delivered to your local town or parish council (details from link provided below)
<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Appendix C

Site Selection Criteria for a Traffic Survey

Traffic surveys use equipment placed on carriageways, comprising of two rubber tubes stretched across the carriageway and a data box, secured to street furniture, collecting data for 24 hours per day over a 7 day period on the speed and volumes of vehicles. The equipment may be on site for up to two weeks. Traffic surveys are only conducted during school term times.

The following points must be followed when selecting a survey site. If the criteria are not met, the data quality will be poor and results may be inaccurate.

- For the purpose of Community Speed Watch and community concern sites, traffic surveys will only be approved in 20mph, 30mph and 40mph limits. **Any locations above 40mph will need approval from a Highways officer.**
- **Select sites where most traffic is travelling at a constant speed across the tubes.** Wherever possible, avoid sites where vehicles are accelerating or decelerating due to sharp bends, steep inclines, traffic signals, near junctions, near pedestrian crossings or on-street parked vehicles.
- **Sites must be at least 100 metres from the start or end of a speed limit change.**
- Avoid sites where vehicles may need to stop over the tubes.
- Ensure that traffic will cross at right angles to the tubes as far as possible. Avoid sites where vehicles may turn across the tubes or where vehicles may change lanes.
- **Ensure there is a suitable securing point for the roadside unit**, such as street furniture, trees or posts. The data box is secured with a padlock and chain - any posts must be tall enough so that it cannot be lifted over the top. Use of posts on private property will require permission from the landowner.
- Consideration for the safety of the deployment officers is paramount. Any location deemed too high risk for deployment will not be completed – notification of this will come from the contractors via Wiltshire Council Road Safety Team.

Please include as much information for the location as possible, including house numbers, lamp post numbers, road name, road number and maps or map links. Please avoid local terminology for locations, for example “the green” to refer to a park area as this may delay the application.

If the site selected is not suitable for the equipment, the deployment staff will locate the equipment in a suitable place as close to the requested site as possible. The Road Safety Team will try to answer any questions regarding the above points but are unable to visit sites in person.

Locations are not eligible for repeat survey within a 12 month period, unless there are exceptional circumstances and approval from the Highways Officer.

The recorded 85th percentile speed is used to determine if the site enters the thresholds for intervention.

Speed Limit (MPH)	No further action	Community Speed Watch	Police Enforcement
20mph	20 mph to 24 mph	24.1 mph to 38.9 mph	Over 39 mph
30mph	30 mph to 35 mph	35.1 mph to 41.9 mph	Over 42 mph
40mph	40 mph to 46 mph	46.1 mph to 49.9 mph	Over 50 mph

The 85th percentile is the speed at or below which 85% of the traffic is travelling. This is the standard method of assessing traffic speed in the UK. Community Speedwatch teams cannot operate in areas with a speed limit over 40mph.