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| | Item | Update | Actions and recommendations | Who |
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| | Melksham CATG Agenda for virtual meeting: 24th September 2020 at 16:30 hrs | | | |
| 1. | Attendees and apologies | | | |
| | | Attendees: Cllr Jon Hubbard (Chairman), Cllr Jonathon Seed, Cllr Phil Alford, Cllr Nick Holder, Peter Dunford – Melksham Area Board Mark Stansby, Andy Cadwallader - Wiltshire Highways, Adrienne Westbook – Melksham Town Council, Alan Baines – Melksham Without Parish Council, Colin Wade – Semington Parish Council, Ginny Steven - Keevil Parish Council, Effie Gale-Sides – Atworth Parish Council, Terry James – Seend Parish Council, Chris Pickett – Older Persons Champion | Area Board to note. | Jon |
| | | Apologies: Cllr Pat Aves – Melksham Area Board, Richard Clark - Atworth PC, Malcolm Jones - Steeple Ashton Parish Council, John Glover - Melksham Without Parish Council, Spencer Drinkwater – Wiltshire Transport Planning | | |
| 2. | Notes of last meeting | | | |

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| | | The notes of the previous meeting held on 16 th December 2019 were considered by the Area Board on 6 th January 2020, passing all recommendations. | Area Board to note. | Jon |
| 3. | Financial Position | | | |
| | | <p>The balance for financial year 2019 / 20, less previous commitments and expenditure, stands at £19,891.58 (see Appendix 1). This is subject to final contribution figures being agreed.</p> <p>The allocation for 2020 / 21 remains unchanged at £13,225.</p> <p>The current balance for 2020/21, less previous commitments and expenditure, stands at £21,616.58 (see Appendix 2).</p> | Area Board to note. | Jon |
| 4. | Top 5 Priority Schemes | | | |
| a) | 4966 – Seend High Street - crossing facility Phase 2 – request for coloured surfacing and / or bollards to highlight the crossing point | <p>Work complete and final account agreed at £690.03, an underspend of £104.97.</p> <p>The CATG had previously agreed to contribute £600 (the previous underspend on Phase 1). Parish to be invoiced for £90.03.</p> | <p>Highways to issue invoice to PC</p> <p>To recommend to the Area Board that this Issue be closed.</p> | <p>Mark</p> <p>Jon</p> |
| b) | Issue 3340 Melksham Coronation Road area – request for 20 mph limit | <p>Work complete and final account agreed at £9,317.78 inclusive of legal fees. This is an underspend of £5,682.22.</p> <p>Funding for this scheme to be divided 3 ways between Town Council (£3,000), CATG (£1,317.78) and Area Board (£5000).</p> | <p>Highways to issue invoice to TC</p> <p>Highways to arrange fund transfer from Area Board</p> <p>To recommend to the Area Board</p> | <p>Mark</p> <p>Mark</p> |

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| | | | that this Issue be closed. | Jon |
| c) | 6055 – Broughton Gifford - Gateways and Traffic Management measures. | <p>First draft drawings have been considered by the Parish Council. The Parish have also been supplied with additional quotes to accommodate potential amendments.</p> <p>Highways awaiting Parish decision ahead of producing revised drawings and a firm estimate. Final proposals will be presented to the CATG in due course.</p> | Area Board to note | Jon |
| d) | 6574 – Broughton Gifford, Mill Lane – request for measures to control freight movement | <p>All work complete and final account settled at £2,786.72, an underspend of £513.28.</p> <p>An invoice has been issued to the Parish Council.</p> | To recommend to the Area Board that this Issue be closed. | Jon |
| e) | 6048 – Melksham Lowbourne Rd and Church Lane – request for Bus Shelters | <p>This project is to be funded in full by the Town Council.</p> <p>Installation delayed due to Covid-19 Response. The project remains on the programme for completion during the current financial year.</p> | Area Board to note | Jon |
| 5. | Other Priority schemes | | | |
| a) | 6914 - A350 Beanacre – request for ground socket to assist SID deployment | <p>A site meeting was held prior to lock down to agree a location for the socket. The estimate to supply and install 1 socket complete with support post is £531.38.</p> <p>Scheme to progress funded 50 / 50 by CATG and Parish Council.</p> | Highways to action | Mark |

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| b) | 6697 – Atworth Mead Park – request to extend the double yellow lines (plus other locations) | <p>This project is to be funded in full by the Parish Council.</p> <p>Proposals agreed with Parish Council and schedules passed to legal team to commence public consultation.</p> <p>Consultation to commence 1st October until 26th October.</p> | Area Board to note | Jon |
| c) | 6932 Steeple Ashton – request for dropped kerbs at Holmeleaze and Newleaze. | <p>Work complete and final account agreed at £3,731.75, an increase of 931.75. The overspend is due to finding re-inforced concrete below surface which took longer to excavate and then back fill to set the new kerbs.</p> <p>Parish content to fund 30% of final spend.</p> | <p>Highways to issue invoice to PC</p> <p>To recommend to the Area Board that this Issue be closed.</p> | <p>Mark</p> <p>Jon</p> |
| d) | 7176 Redstocks – request for village nameplate and single track road sign. | <p>This project is to be funded in full by the Parish Council. Final account settled at £382.06 and an invoice has been issued.</p> | To recommend to the Area Board that this Issue be closed. | Jon |
| e) | 7080 Melksham Bath Road / Bell Court – request for sign to deter HGVs entering / turning | <p>Work complete and final account settled at £89.62. An underspend of £110.38.</p> | To recommend to the Area Board that this Issue be closed. | Jon |
| f) | Issue 9-19-3 – Melksham Snarlton Lane – request for “No access to Snarlton Farm” sign | <p>Work complete and final account settled at £184.31. An overspend of £84.31 due to new post installation.</p> | To recommend to the Area Board that this Issue be closed. | Jon |
| g) | Issue 9-19-5 – Seend High Street – request for pedestrian crossing sign on eastern side of “new” crossing point | <p>Work complete and final account settled at £180.44. An overspend of £80.44.</p> | To recommend to the Area Board that this Issue be closed. | Jon |

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| h) | Issue 9-19-2 – Melksham Snarlton Lane – Request for safety features at crossing point | A sign to warn of pedestrians crossing has been installed at a cost of £207.92. | To recommend to the Area Board that this Issue be closed. | Jon |
| i) | Issue 9-19-10 – Beanacre Westlands Lane rail bridge – Request for warning signs of road narrowing for westbound vehicles | Site work has been completed to install new signs and a bollard on the west-side of the bridge. This work has been funded centrally at no cost to the CATG. | To recommend to the Area Board that this Issue be closed. | Jon |
| j) | Issue 9-19-13 – Melksham Old Broughton Road – request for drop kerbs at junction with The City | A ball-park figure to provide a pair of drop kerbs is around £1,500. Town Council have offered a 1/3 contribution. An initial look at the site has revealed the presence of telecom apparatus which makes this a more challenging project. Site meeting to be held between Highways and local representatives. | Highways to arrange site meeting. | Mark |
| 6. | Requests / Issues | | | |
| a) | Issue 9-19-6 – Seend Parish – request for Gateway features (white gates) at Seend Cleeve, Sells Green, Bell Hill, Seend village (A361) | The Parish no longer wish to pursue white gates as they feel that the cost outweighs the potential benefits. The Parish has requested a new nameplate with road safety message at New Buildings. This could also feature a SLOW marking or faux cattle grid painted on the carriageway. CATG agreed to fund 100% of cost as a safety concern. | To recommend to the Area Board to add this to the Priority List and to allocate funds estimated at £600. Highways to action | Jon Mark |

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| b) | Issue 9-19-7 – Request for a Speed Limit Review on Bollands Hill to A365 | <p>Speed limit reviews are undertaken over an entire route to ensure consistency and are charged at £2,500. The C20, from A365 to B3098 at Market Lavington was last reviewed in 2012/13.</p> <p>A site for a Traffic Survey has been identified and the survey has been ordered. Survey has been delayed due to lock-down restrictions.</p> | Area Board to note | Jon |
| c) | Issue 9-19-9 – Bowerhill Falcon Way – Request for Bus Shelter near Kingfisher Drive for southbound travel. | <p>It was noted that the CATG contributed to the ground works of the shelter provided on High Street, Melksham. Parish Council has offered a 1/3 contribution.</p> <p>The size of the shelter is not yet established but groundwork for a small (2 bay) shelter would be in the region of £1,200.</p> | Parish Council to advise Highways on size of shelter. | PC |
| d) | Issue 9-19-11 – Bowerhill Portal Road – Request for Bowerhill nameplate and white gates | <p>Parish Council to liaise with Dick Lovett who has purchased the site adjoining the path.</p> <p>PC report no progress due to Covid restrictions.</p> | Area Board to note | Jon |
| e) | Issue 9-19-12 – Seend Bell Hill – concerns that drivers are failing to give-way at crossroads (northbound) | <p>At a site meeting it was agreed that a SLOW marking could be provided by the Advance Give Way sign. Cost of SLOW would be £100 including temporary traffic management.</p> <p>CATG content to fund this safety issue.</p> | <p>To recommend to the Area Board to add this to the Priority List and to allocate £100.</p> <p>Highways to action</p> | <p>Jon</p> <p>Mark</p> |

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| f) | Issue 9-19-14 – Atworth – request for Parish Boundary signs | The merits of signing Parish boundaries was discussed. The signs recently installed at Box were funded in full by the Parish Council. | Parish to consider this and report back at the next meeting. | PC |
| g) | Issue 9-20-1 – Atworth – requests for drop kerbs at Bath Road junction to Purlpit | New Issue submitted by Atworth Parish Council A ball park estimate for this work is £1,500. PC has offered 1/3 contribution. | To recommend to the Area Board to add this to the Priority List and to allocate £1,000. Highways to commence deign work | Jon Mark |
| h) | Issue 9-20-2 - Seend Bollands Hill – request for junction warning signs on approach to the Seend Cleeve turning | New Issue submitted by Seend Parish Council Ball park estimate for 2 signs, plus temporary traffic management = £600 PC has offered 50% contribution. | To recommend to the Area Board to add this to the Priority List and to allocate £300. Highways to commence deign work | Jon Mark |
| i) | Issue 9-20-3 - A350 Western Way – Pedestrian safety at signal controlled crossing on dual carriageway section. | New Issue submitted by Melksham Without Parish Council The Parish request: <ul style="list-style-type: none"> • The installation of signal enforcement cameras. • Notices for pedestrians to ensure traffic has stopped before crossing. • Review of signal phase timings. • Installation of rumble strips to warn drivers. Crossing to be upgraded as part of Re-allocation of Road Space project (subject to successful funding bid). CATG to await developments. | Area Board to note | Jon |

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| j) | Issue 9-20-4 - Keevil Towmead Lane – request for signs to deter use by motor vehicles | <p>New Issue submitted by Keevil Parish Council</p> <p>Towmead Lane is a byway open to all traffic occasionally used by delivery vehicles where there is a more suitable route. Ball park estimate for an “Unsuitable for motor vehicles” advisory sign = £200.</p> <p>Parish reported that vehicles are approaching from both directions therefore 2 signs required.</p> <p>CATG agreed to fund 2 signs.</p> | <p>To recommend to the Area Board to add this to the Priority List and to allocate £400.</p> <p>Highways to commence deign work</p> | <p>Jon</p> <p>Mark</p> |
| k) | Issue 9-20-5 – Littleton, Stoggy Lane – request for no through road signs | <p>New Issue submitted by Great Hinton Parish Council.</p> <p>Cars and Lorries being routed in error by SAT NAV seeking access to the A361.</p> <p>Exisiting sign in poor condition – highways to upgrade as a maintenance issue using central funds.</p> | <p>To recommend to the Area Board to add this to the Priority List.</p> <p>Highways to commence deign work</p> | <p>Jon</p> <p>Mark</p> |
| l) | Issue 9-20-6 – Seend High Street – request for access protection markings | <p>New Issue submitted by Seend Parish Council</p> <p>Residents of Nornour House and no 3 High Street have raised concerns about PO/Shop customers parking inconsiderately and blocking their driveway or causing visibility problems when they try to exit their driveway onto the High Street.</p> <p>Access protection bars to be painted at a cost estimated at £100.</p> | <p>To recommend to the Area Board to add this to the Priority List and to allocate £100.</p> <p>Highways to meet with Parish Clerk to discuss placement of the markings.</p> | <p>Jon</p> <p>Mark</p> |

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| 7. | Other items | | | |
| a) | Melksham - Shurnhold and Dunch Lane | <p>A briefing note has been prepared to show Developer funding available, how that is to be allocated, and the timescale for implementation, see Appendix 3.</p> <p>Following discussions it was agreed to promote this to the Priority List for further investigation.</p> | <p>To recommend to the Area Board to add this to the Priority List.</p> <p>Highways to commence investigative work when staff resources are available.</p> | <p>Jon Mark</p> |
| b) | Pavement and Footway Improvement Schemes | <p>The footpath alongside Ebenezer Chapel from Union Street to King George V Playing Field (Melksham) has structural issues and this is being considered by Wiltshire's Asset Management team and consultants Atkins.</p> <p>Investigation work has been delayed due to the Covid Response effort and the project has now been re-programmed for 2021-22.</p> | Area Board to note. | Jon |
| c) | Highways Response to Covid-19 – Re-allocation of road space | <p>A highways briefing meeting was held virtually on 4th June and the notes of this meeting are included as Appendix 4.</p> <p>The Cabinet Member for Highways has updated CATG Members and local councils on progress with this project in her letter dated 11 August. See Appendix 5.</p> <p>A team of multi-disciplinary officers assessed a total of 28 potential schemes within the community area. The criteria used for the assessment included:</p> <ul style="list-style-type: none"> • collision history (involving pedestrians and cyclists) • accessibility (benefits for pedestrians and cyclists) • environmental impact | Highways to write to relevant Councils to ask that they consider these potential schemes and report back at the next CATG meeting. | Mark |

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| | | <ul style="list-style-type: none">• restarting the economy (links to business and retail)• impact on motor vehicle journeys• impact on parking (business and residential)• road safety• deliverability and cost <p>Whilst none of these were considered suitable for Tranche 1 of the government fund (for pop up cycle schemes only), 7 sites were put forward for further consideration: -</p> <ol style="list-style-type: none">1. Melksham Town Bridge – drop kerbs and signs.2. Melksham Bath Road (Bear to Sainsbury mini r/a) – suspend parking & extend footway space3. Seminton to Hilperton cycle link via by-way4. Berryfield Semington Road roundabout – shared use path improvements5. Farmers Roundabout – signing to promote use of shared use cycle route to and from Holt Road.6. A365 Shunhold (George Ward Gardens to rail station) – shared use path.7. Dunch Lane (Southbrook Road to A350) – experimental closure except for cycles and pedestrians. <p>Following further clarification from the DfT on bidding for Tranche 2 funds, sites 3, 4, 6 & 7 were nominated for final consideration by the County’s steering group, with sites 3 and 4 (linked as one project) making Wiltshire’s final list of bids. The outcome of Wiltshire’s bid is still awaited.</p> | | |
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| | | <p>The CATG now has the option to prioritise and fund any of the remaining 5 schemes and / or those sites which did not satisfy our qualifying criteria:</p> <ul style="list-style-type: none"> 8. Whitley West Hill to Top Lane – footpath 9. A350 Beanacre Road (Scotland Road to underpass) – complete shared use path 10. B3107 Broughton Gifford to Hold – cycle lane / path 11. A361 Seend to The Stocks – shared use path 12. A365 Dunch Lane to Shaw – footway improvements <p>The issue of providing a shared use path from the rail station to Foundry Close is being considered by the Transport Planning team and is not for the CATG to address.</p> | | |
| d) | Traffic Surveys (metro counts) | <p>Surveys have re-commenced following the resumption of full time school attendance.</p> <p>Please note a new dedicated email address has been set up for community-based requests for traffic surveys with immediate effect: trafficsurveys@wiltshire.gov.uk</p> | All to note | |
| e) | New Issues / Requests for Highway Improvements | <p>A reminder that all new issues should be sent direct to CATGRequests@wiltshire.gov.uk.</p> | All to note | |
| f) | Melksham Town Council SID Programme | <p>Jon reported that 7 units have been purchased and installed. Adrienne advised that no units had been placed on Church Lane. Mark concerned that the trigger speed on the unit on Sandridge Road was set too low.</p> | Jon to investigate. | Jon |

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| 8. | Date of Next Virtual Meeting: 16:30 hrs, Thursday 3rd December 2020 |
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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.

2.2. 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 **£17,254.80**

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

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

7. Recommendations to Melksham Area Board

7.1 To close Issues: 3340, 4966, 6574, 6932, 7080, 7176, 9-19-2, 9-19-3, 9-19-5 and 9-19-10.

7.2 To add the following Issues (with funding) to the Priority Schemes Lists: 9-19-6 (£600), 9-19-12 (£100), 9-20-1 (£1,000), 9-20-2 (£300), 9-20-4 (£400), 9-20-5 (£0), 9-20-6 (£100) and Section 106 funded projects from George Ward Gardens development.