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	Item	Update	Actions and recommendations	Who
	Melksham CATG Agenda for virtual meeting: 3rd December 2020 at 16:30 hrs			
1.	Attendees and apologies			
	Attendees:	Cllr Jon Hubbard, Jonathon Seed, Phil Alford, Nick Holder, Pat Aves – Melksham Area Board; Mark Stansby, Andy Cadwallader, Peter Dunford – Wiltshire Council; Cllr Adrienne Westbrook, Linda Roberts - Melksham TC; Cllr Alan Baines, Melksham Without PC; Ginny Sherman, Richard Culverhouse – Keevil PC; Richard Clark – Atworth PC, Terry James - Seend PC; Malcolm Jones -Steeple Ashton PC; Chris Pickett – Older Persons Champion	Area Board to note.	AB
	Apologies:			
2.	Notes of last meeting			
		The notes of the previous meeting held on 24 th September 2020 were considered by the Area Board on 4 th November 2020, passing all recommendations.	Area Board to note.	AB

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3.	Financial Position			
		<p>The balance for financial year 2019 / 20 has closed at £18,171.11 (see Appendix 1).</p> <p>The current balance for 2020/21, less previous commitments and expenditure, stands at £17,130.42 (see Appendix 2).</p>	Area Board to note.	AB
4.	Top 5 Priority Schemes			
a)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	<p>Highways awaiting Parish decision ahead of producing revised drawings and a firm estimate.</p> <p>CATG members expressed concerns over progress with this project and wish to remove this from the Top 5 Priority List.</p>	To recommend to the Area Board that this issue is moved to the “Other Priorities” list.	AB
b)	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.	AB
c)	6914 - A350 Beanacre – request for ground socket to assist SID deployment	<p>Site work completed and the key to the socket has been handed to the Parish Council.</p> <p>Final account has been settled at £490.70. Costs to be split 50/50 between Parish and CATG.</p>	<p>To recommend to the Area Board that this issue is closed.</p> <p>Highways to issue invoice</p>	<p>AB</p> <p>Highways</p>
d)	6697 – Atworth Mead Park – request to extend the double	The consultation resulted in 3 objections and 3 letters of support concerning Mead Park. Additional comments were received concerning Fleetwood Rise.	Area Board to note.	AB

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	yellow lines (plus other locations)	Objections to be considered in a report to the Cabinet Member.		
e)	Issue 9-19-13 – Melksham Old Broughton Road – request for drop kerbs at junction with The City	<p>A ball-park figure to provide a pair of drop kerbs is around £1,500.</p> <p>Officers have met with the contractor on site to discuss options. The large telecom cover has been lifted to reveal various apparatus making use of this chamber. This will require detailed investigation, at a cost of £250.</p> <p>An alternative solution is to create an informal crossing point across Old Broughton Road, in the same vicinity, which was supported by the Group.</p>	<p>Area Board to note</p> <p>Highways to prepare design and estimate, with an option to include buff high friction surfacing to denote the crossing point.</p>	AB
5.	Other Priority schemes			
a)	Issue 9-19-6 – Seend Parish – request for Gateway features (white gates) at Seend Cleeve, Sells Green, Bell Hill, Seend village (A361)	<p>The Parish no longer wish to pursue white gates as they feel that the cost outweighs the potential benefits.</p> <p>An order to install a new nameplate with road safety message at New Buildings and a SLOW marking has been placed with the Contractor. Installation is anticipated by the end of the year.</p>	Area Board to note.	AB
b)	Issue 9-19-12 – Seend Bell Hill – concerns that drivers are failing to give-way at crossroads (northbound)	A SLOW marking has been painted as requested.	To recommend to the Area Board that this issue is closed.	AB

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c)	Issue 9-20-1 – Atworth – requests for drop kerbs at Bath Road junction to Purlpit	Preliminary design work underway. Estimate likely to rise as an illuminated Give Way sign will need to be repositioned.	Highways to complete design and estimate	Highways
d)	Issue 9-20-2 - Seend Bollands Hill – request for junction warning signs on approach to the Seend Cleeve turning	An order to install new warning signs has been placed with the Contractor. Installation is anticipated by the end of January.	Area Board to note.	AB
e)	Issue 9-20-4 - Keevil Towmead Lane – request for signs to deter use by motor vehicles	An order to install new “Unsuitable for motor vehicles” signs has been placed with the Contractor. Installation is anticipated by the end of January.	Area Board to note.	AB
f)	Issue 9-20-5 – Littleton, Stoggy Lane – request for no through road signs	An order to install new no through road / no access to A361 signs has been placed with the Contractor. Installation is anticipated by the end of January.	Area Board to note.	AB
g)	Issue 9-20-6 – Seend High Street – request for access protection markings.	An access protection marking has been installed as requested.	To recommend to the Area Board that this issue is closed.	AB
h)	Melksham George Ward Gardens Section 106 Project – A365 Shaw Bath Road Footway improvements	Site investigation work underway. Findings to be reported at the next CATG meeting.	Area Board to note.	AB
i)	Melksham George Ward Gardens Section 106 Project - Dunch Lane	Options for Dunch Lane were discussed with reference to the briefing note, see Appendix 3. The Town Council will meet with Highways to formulate a consultation paper for distribution to residents in the new year.	Area Board to note. Town Council and Highways to arrange a meeting	AB TC & Highways

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6.	Requests / Issues			
a)	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 and are charged at £2,500. The C20, from A365 to B3098 at Market Lavington was last reviewed in 2012/13.</p> <p>A Traffic Survey has been delayed due to lock-down restrictions.</p>	Area Board to note.	AB
b)	Issue 9-19-9 – Bowerhill Falcon Way – Request for Bus Shelter near Kingfisher Drive for southbound travel.	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.	Parish Council to advise on size of shelter.	MWPC
c)	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>No update to report.</p>	Area Board to note.	AB
d)	Issue 9-19-14 – Atworth – request for Parish Boundary signs	<p>The merits of signing Parish boundaries has been discussed. The signs installed at Box were funded in full by the Parish Council.</p> <p>Parish to longer wish to pursue this issue at this time.</p>	To recommend to the Area Board that this issue is closed.	AB
e)	Issue 9-20-3 - A350 Western Way – Pedestrian safety at signal controlled crossing on dual carriageway section.	<p>The Parish request:</p> <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. 	<p>Area Board to note</p> <p>Highways to arrange safety notices</p>	<p>AB</p> <p>Highways</p>

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		<ul style="list-style-type: none"> Installation of rumble strips to warn drivers. <p>Crossing to be upgraded as part of Re-allocation of Road Space project (subject to successful funding bid).</p> <p>Highways to consult on proposals of each bid to determine final programme.</p> <p>Parish request that safety notices for pedestrians are prioritised. CATG to fund.</p>		
f)	Issue 9-20-7 – Beanacre Old Road – Request for bollards to prevent access to A350 across verge.	<p>New Issue submitted by Melksham Without Parish Council.</p> <p>Parish wish to consider tree planting as an alternative to bollards.</p>	<p>Area Board to note</p> <p>Parish to consider and report back to the CATG.</p>	<p>AB</p> <p>MWPC</p>
g)	Issue 9-20-8 – Atworth Godwins Close – request for barriers and signs to deter cycling	<p>New Issue submitted by Atworth Parish Council.</p> <p>Parish request an estimate for cyclists dismount signs and a single bike barrier at the north end.</p>	<p>Highways to produce ball park estimate</p>	<p>Highways</p>
h)	Issue 9-20-9 – Melksham Sandridge Road – request to improve footway link to Maple Close	<p>New Issue submitted by Melksham Town Council</p> <p>Resident has offered to dedicate land in exchange for a new boundary fence in order to widen footway. Although this would be a “free” dedication, there are substantial legal fees involved in this process.</p> <p>Highways to consider options to improve pedestrian safety at this location, working within the extent of the current highway boundary.</p>	<p>To recommend to the Area Board that this issue be added to the Priority Schemes list.</p> <p>Highways to consider options.</p>	<p>AB</p> <p>Highways</p>

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i)	Issue 9-20-10 – Seend High Street – request to highlight crossing point between Spout Lane and Inmarsh Lane.	New Issue submitted by Seend Parish Council Pedestrians cross at end of footway where drop kerbs are provided.	Highways to consider and provide ball park estimate of possible measures	Highways
j)	Issue 9-20-11 – Keevil Martins Road junction with Martins Lane – kerbing and footway improvements	New Issue submitted by Keevil Parish Council Cllr Seed suggested that this issue should be considered as a maintenance matter. Highways responded that kerbing work and upgrade of the footway would be an “improvement”.	Highways to consider what actions could be taken under the maintenance banner.	Highways
k)	Issue 9-20-13 – Keevil Seend Road Farm – request for single track road signs	New Issue submitted by Keevil Parish Council The road is single track with no formal passing places provided. Signs could be erected to rectify this.	To recommend to the Area Board that this issue be added to the Priority Schemes list and to allocate £400. Highways to arrange signs.	AB Highways
l)	Issue 9-20-14 – A365 Shaw Traffic Signals – request for school wig-wag lights	New Issue submitted by Melksham Without Parish Council A phase to allow pedestrians to cross has been added to the signal arrangements at this junction. Cllr Alford to discuss new arrangements with Highway officers.	Cllr Alford to contact highways	PA
m)	Issue 9-20-15 – B3353 Shaw Corsham Road – request for school wig-wag lights and or part time 20mph limit	New Issue submitted by Melksham Without Parish Council It was agreed that a part time 20 mph limit at school journey times is unlikely to change actual vehicle speeds. Parish Council to monitor the situation and report back to the CATG in due course.	Parish to monitor	MWPC

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7.	Other items			
a)	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> <p>Highways reported that new sites would be considered for improvements in 2021/22. Early indications are that the budget for this work will be increased over the next financial year.</p>	Area Board to note	AB
b)	Highways Response to Covid-19 – Re-allocation of road space	<p>A team of multi-disciplinary officers assessed a total of 28 potential schemes within the community area with 9 sites put forward to the CATG and local councils for 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 space 3. Farmers Roundabout – signing to promote use of shared use cycle route to and from Holt Road. 4. A365 Shunhold (George Ward Gardens to rail station) – shared use path. 5. Dunch Lane (Southbrook Road to A350) – potential experimental closure except for cycles and pedestrians. 6. Whitley West Hill to Top Lane – footpath 7. B3107 Broughton Gifford to Holt – cycle lane / path 8. A361 Seend to The Stocks – shared use path 9. A365 Dunch Lane to Shaw – footway improvements 	<p>To recommend to the Area Board that Sites 1, 3 and 6 be added to the Priority Schemes list.</p> <p>Highways to commence preliminary design work to produce ball park estimates when staff resources become available.</p>	<p>AB</p> <p>Highways</p>

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		<p>Sites 5 and 9 have been added to the Priority Schemes List for consideration, funded by Section 106 money.</p> <p>Melksham Town Council support the proposals for Sites 1, 3 and 4 but do not wish to pursue Site 2.</p> <p>Melksham Without support the proposals for Sites 6 and 9, with Site 9 being their highest priority.</p> <p>Seend no longer support Site 8 as the cost to implement is prohibitive.</p> <p>Broughton Gifford support the constriction of a full width cycle track but the verge width is unlikely to accommodate this.</p> <p>Following a lengthy discussion it was agreed to add Sites 1, 3 and 6 to the Priority Schemes list.</p>		
c)	<p>Traffic Survey Request Process – November 2020</p>	<p>The process for making Traffic Survey (Metro Count) requests has been refined.</p> <p>Please continue to send requests direct to trafficsurveys@wiltshire.gov.uk.</p> <p>Guidance notes, a copy of the request form and an example of a Survey Report are included as Appendices 4, 5 and 6.</p>	To note	All
d)	<p>Deadline for submitting CATG Requests.</p>	<p>The process of collating information to prepare CATG Agenda packs can take considerable time and unfortunately it is now</p>		

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		<p>necessary to impose a deadline before a meeting to submit new items.</p> <p>Moving forward, all requests must be submitted two weeks prior to a meeting taking place. Requests received after the deadline will be held until the following meeting.</p> <p>The deadline for our next meeting will therefore be 18th February 2021.</p>	To note	All
8.	Date of Next Meeting: Thursday 4th March 2021 at 16:30hrs (likely to be held virtually)			

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 **£16,750.76**

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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.

7. Recommendations to Melksham Area Board

7.1 To close the following Issues: 6914, 9-19-12, 9-20-6 and 9-19-14.

7.2 To remove Issue 6055 from the Top 5 Priority List.

7.3 To add the following Issues (with funding) to the Priority Schemes Lists: 9-20-13 (£400).

7.4 To add the following Issues to the Priority List to determine costs: 9-20-9, Covid Response Sites 1, 3 and 6.