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	Item	Update	Actions and recommendations	Who	
	Melksham CATG Notes of virtual meeting held on 10th June 2021 at 16:30 hrs				
1.	Attendees and apologies				
		Attendees:	Cllr Jon Hubbard (Chairman), Cllr Phil Alford, Cllr Jonathon Seed, Peter Dunford - Melksham Area Board Karen Haslewood, Katherine Webb – Broughton Gifford Parish Council David McKnight – Melksham Town Council Alan Baines - Melksham Without Parish Council Colin Wade – Semington Parish Council Malcolm Jones - Steeple Ashton Parish Council Mark Stansby, Andy Cadwallader – Wiltshire Highways	Area Board to note.	AB
		Apologies:	Cllr Nick Holder, Cllr Jack Oatley, Cllr Mike Sankey, Graham Ellis		
2.	Notes of last meeting				

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		The notes of the previous meeting held on 4 th March 2021 were considered by the Area Board on 10 th March 2021, passing all recommendations.	Area Board to note.	AB
3.	Financial Position			
		<p>All contributions for 2020/21 have been received and the closing balance is £29,310.10 (see Appendix 1). The underspend is rolled forward to 2021/22 and will cover ongoing commitments.</p> <p>The recent changes to the Community Area boundaries has resulted in a review of annual funding for each CATG. The full CATG budget allocation is £250,000 and this has been divided using a formula based on a combination of a fixed sum of £5,000 per group, plus percentages based on land area and population. The allocation for Melksham has been calculated at a reduced level, from £13,225 to £12,169.</p> <p>The current balance for 2021/22, less previous commitments, stands at £29,643.42 (see Appendix 2).</p>	Area Board to note.	AB
4.	Top 5 Priority Schemes			
a)	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>Site work ongoing - to be completed by 11/06/21</p>	Highways to chase up provision of benches	Highways
b)	Issue 9-19-13 – Melksham Old Broughton Road – request for	Site work completed ahead of schedule resulting in savings on traffic management costs.	Final cost to be split 5/50 between CATG and Town Council.	

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	drop kerbs at junction with The City	The final account has been settled at £2,885.68. CATG to agree final contribution from Town Council.	To recommend to the Area Board that this issue be closed	AB
c)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	<p>A revised set of drawings and cost estimate has been produced following discussions earlier this year with the Parish Council. The original ball park estimate given approximately 2 years ago was £21,000 against which the CATG gave a commitment of £10,500.</p> <p>The revised estimate now stands at £24,920 and includes for a road closure to construct the carriageway narrowing feature at Site 4.</p> <p>Full details of the project are included as Appendices 3 to 8.</p> <p>Following a considered discussion about the choice of materials for Site 4 and the consequent uplift to the original estimate, it was agreed to proceed with this scheme without further amendments.</p> <p>Costs to be split 50/50 between the Parish Council and CATG.</p>	<p>A road closure will be required during construction and Highways will commence with programming the work</p> <p>To recommend to the Area Board the allocation of a further £2,000 to complete this project.</p>	Highways AB
d)	A365 Shaw Bath Road Footway improvements – funded by Section 106 monies from George Ward Gardens development.	<p>The Section 106 fund is set at £25,000.</p> <p>Highways have completed a design for improved pedestrian crossing point at Dunch Lane, (see Appendix 9).</p> <p>The estimate amounts to £6550.</p> <p>The CATG are happy to proceed with no amendments to the design.</p>	Highways to arrange construction.	Highways

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e)	Issue 9-20-9 – Melksham Sandridge Road – request to improve footway link to Maple Close	A ball park estimate to provide full width barrier across existing footway and create footway diversion (approx. 10m) to tie in with existing = £6,000. This includes for 2 way temporary lights and 20% uplift for restricted working hours. Melksham Town Council have provisionally allocated £3,000 towards this improvement. Highways awaiting results of CAT inspection.	Area Board to note	AB
5.	Other Priority schemes			
a)	Melksham Dunch Lane – funded by Section 106 monies from George Ward Gardens development	The Town Council to consult residents on full closure over rail bridge or one way operation from east to west and new parking controls.	Town Council to undertake consultation.	Town Council
b)	Active Travel Scheme - Melksham Town Bridge – drop kerbs and signs.	Highways to commence preliminary design work to produce ball park estimates when staff resources become available.	Area Board to note	AB
c)	Active Travel Scheme - Farmers Roundabout – signing to promote use of shared use cycle route to and from Holt Road and town bridge.	Scheme can be funded from a third tranche of Section 106 money available from George Ward Gardens development. Preliminary design work underway.	Area Board to note	AB
d)	Active Travel Scheme - Whitley West Hill to Top Lane – new footpath	Highways to commence preliminary design work to produce ball park estimates when staff resources become available.	Area Board to note	AB

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e)	Issue 9-21-2 – Melksham Bath Road corner with Union Street – request to install bollards to prevent parking on pavement	Issue concerns delivery vehicles operating on behalf of “Chicken Hut” take away outlet. Permanent bollards needed x4 at an estimated cost of £1,500. Town Council has agreed to part fund at 50%. Highways to commence design work when staff resources become available.	Area Board to note	AB
6.	Requests / Issues			
a)	Issue 9-19-9 – Bowerhill Falcon Way – Request for Bus Shelter near Kingfisher Drive for southbound travel.	The Parish propose to install a 3 bay shelter measuring 3.06 m x 1.3m which will be RTI compatible. The cost to construct a base (3.5m x 1.5m) complete with electrical ducting and connecting chamber is estimated in the region of £2,500 to £3,000, and the Parish has offered to pay a third of the cost. Preliminary search shows the land is owned by Heron Homes, not the Highway Authority.	Parish Council to seek clearance from Land Owner.	Parish Council
b)	Issue 9-19-11 – Bowerhill Portal Road – Request for Bowerhill nameplate and white gates	Parish Council to liaise with Dick Lovett who has purchased the site adjoining the path. Development work expected to commence on site soon.	Parish Council to monitor	Parish Council
c)	Issue 9-20-3 - A350 Western Way – Pedestrian safety at signal controlled crossing on dual carriageway section.	Crossing to be upgraded as part of Re-allocation of Road Space project and Section 106 funding. Safety notices have already been installed. A further consultation is to be held concerning the proposed cycle link between Melksham and Trowbridge.	Area Board to note	AB

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d)	Issue 9-21-4 – Steeple Ashton - Request for 2 x ground sockets and support post to enable SID deployment.	<p>New Issue submitted by Steeple Ashton Parish Council</p> <p>A ball park estimate is around £1,000.</p> <p>Highways have met with Parish Council representatives to agree locations and the Parish have offered a 50% contribution.</p>	To recommend to the Area Board that this issue is added to the Priority List and to allocate £500.	AB
e)	Issue 9-21-5 – Littlemarsh old section of A350 – Speeding, littering and anti-social behaviour	<p>New Issue submitted by Semington Parish Council</p> <p>The Parish raised various concerns, some of which are not highway related.</p> <p>It was suggested that Highways Officers meet with the Parish on site to discuss potential improvements to report back at the next CATG meeting.</p>	Highways to arrange site meeting.	Highways
7.	Other items			
a)	Pavement and Footway Improvement Schemes	<p>Area Highway Engineer gave the following updates:</p> <ul style="list-style-type: none"> • Footpath leading to King George V Playing Field from Union Street is being considered by the Major Maintenance team. • Funding for this year is extremely limited • Windor Avenue (Melksham) and Kennedy Avenue (Whitley) remain on the programme • Longford Road (driveways) to be considered as part of the footway patching programme. • The list for patching work is long but requests for work can be submitted direct to Andy Cadwallader. 	Area Board to note	AB

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b)	<p>Submitting Requests and Issues to the CATG</p>	<p>Information on submitting requests and issues to the CATG is given on the Area Boards page of the Wiltshire Council Website.</p> <p>From the homepage select “Council, Democracy and Elections” and then select “Area Boards”.</p> <p>This process must not be used to report Highway Defects (see Item 7d below).</p> <p>Forms should be submitted to our dedicated mailbox:</p> <p>catgrequests@wiltshire.gov.uk.</p>	To note	All
c)	<p>Deadline for submitting CATG Requests.</p>	<p>All requests are to 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 is therefore 26th August 2021.</p>	To note	All
d)	<p>Reporting Highway Defects</p>	<p>Highway Defects should be reported using the “MyWilts” on line reporting system. Details can be found within the featured links at the top of the Wiltshire Council Website homepage.</p>	To note	All
e)	<p>Requesting Traffic Surveys formerly known as metro counts</p>	<p>Information on submitting requests for Traffic Surveys is given on the Area Boards page of the Wiltshire Council Website.</p>	To note	All

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		Forms should be submitted to our dedicated mailbox: trafficsurveys@wiltshire.gov.uk		
8.	Date of Next Meetings: 9th September 2021, 25th November 2021 and 24th February 2022, all commencing at 16:30 hrs			

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 **£25,836.26**

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

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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: 9-19-3

7.2 To add the following Issues (with funding) to the Priority Schemes Lists: 9-21-4 (£500)

7.3 To allocate funding to the following Issues already on the Priority List: 6055 (Additional £2,000).