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	Item	Update	Actions and recommendations	Who
	<b>Melksham CATG – Notes of virtual meeting held on 25<sup>th</sup> November 2021 at 16:30 hrs</b>			
<b>1.</b>	<b>Attendees and apologies</b>			
		Attendees: Jonathon Seed (Chairman), Phil Alford, Jon Hubbard, Wiltshire Cllrs Linda Roberts, Patsy Clover, Melksham Town Council Alan Baines, Melksham Without Parish Council Colin Wade, Semington Parish Council Sarah Dow, Keevil Parish Council Mark Stansby, Andy Cadwallader, Peter Dunford, Wiltshire Council officers	Area Board to note.	AB
		Apologies: Nick Holder, Jack Oatley, Mike Sankey, Wiltshire Cllrs		
<b>2.</b>	<b>Notes of last meeting</b>			
		The notes of the previous meeting held on 9 <sup>th</sup> September were presented to the Area Board on 22 <sup>nd</sup> September 2021. There were no recommendations for the Board to consider.	CATG to note.	All

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<b>3.</b>	<b>Financial Position</b>			
		The current balance for 2021/22, less previous commitments, stands at £26,633.36 (see Appendix 1).	Area Board to note	AB
<b>4.</b>	<b>Top 5 Priority Schemes</b>			
a)	6048 – Melksham Lowbourne Rd and Church Lane – request for Bus Shelters	This project is to be funded in full by the Town Council.  Benches have now been installed and work on the ground is complete at an interim cost of £10,180.63.	Highways to chase outstanding bills from contractor	
b)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	For construction purposes, this project is to be split into two phases.  Phase 1 is underway to install gates, signs, trees & guards and road markings which have been painted.  Phase 2, to install the cobbled feature at location 4 will be undertaken in February of next year under a road closure. Phase 2 should take no longer than 5 days to complete.	Gates to be installed week commencing 29/11. Tree guards cannot be delayed until the Parish source their trees. Highways to monitor progress.  Parish to advise highways of size of nameplates which they have ordered.	Highways  Parish
c)	A365 Shaw Bath Road Footway improvements – funded by Section 106 monies from George Ward Gardens development.	Construction of the drop kerbs and footway widening at Dunch Lane has been completed at a cost of £4,294.86. The remaining sum of Section 106 money stands at £20,705.14.  Highways have discussed spending the remainder of this fund on footway surfacing work, to cover the length from the new drop kerb to the first field access. Transport Planning team, the holders of the Section 106 fund, are content for the money to be used for this purpose.	This proposal was supported by the Parish Council representative and is recommended to the Area Board.	Chair

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d)	Issue 9-20-9 – Melksham Sandridge Road – request to improve footway link to Maple Close	<p>As previously reported, a CAT Survey has identified numerous services directly within the site. The whole area will require digging by hand, including trial holes to establish the true depth of services along the kerbline. Should services need to be lowered or diverted then this will incur additional unknown costs.</p> <p>A ball park estimate was given at £6,000 but given the potential issues there is a financial risk to this project which the Town Council representatives have acknowledged.</p>	The Town Council requested more time to consider this matter and will report back to the CATG at the next meeting.	Town Council
e)	Issue 9-21-2 – Melksham Bath Road corner with Union Street – request to install bollards to prevent parking on pavement	<p>Installation of 4 permanent bollards has been completed at a cost of £1,010.11, against a ball park estimate of £1,500.</p> <p>The scheme was originally set to be funded 50/50 between the CATG and Town Council.</p> <p>Actual costs to be shared on a 50/50 basis as previously agreed.</p>	<p>Highways to issue invoice to Town Council.</p> <p>Recommend to the Area Board that this Issue be closed.</p>	<p>Highways</p> <p>Chair</p>
<b>5.</b>	<b>Other Priority schemes</b>			
a)	Melksham Dunch Lane – funded by Section 106 monies from George Ward Gardens development	Consultation on full closure over rail bridge or one way operation from east to west and new parking controls has been delayed by the Town Council due to a planning application for housing on Beanacre Road.	Town Council to undertake consultation when the planning situation has been resolved.	Town Council
b)	Active Travel Scheme - Melksham Town Bridge – drop kerbs and signs.	An engineer has recently been appointed to consider this scheme and preliminary proposals will be reported back to the CATG at the next meeting.	Area Board to note	AB

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c)	Active Travel Scheme - Farmers Roundabout – signing to promote use of shared use cycle route to and from Holt Road and town bridge.	<p>Scheme to be funded from a third tranche of Section 106 money from the George Ward Gardens development.</p> <p>Design work delayed due to other priorities but remains on the programme for completion this financial year.</p>	Area Board to note	AB
d)	Active Travel Scheme - Whitley West Hill to Top Lane – new footpath	An engineer has recently been appointed to consider this scheme and preliminary proposals will be reported back to the CATG at the next meeting.	Area Board to note	AB
e)	Issue 9-21-4 – Steeple Ashton - Request for 2 x ground sockets and support post to enable SID deployment.	<p>The ground sockets have been installed at a cost of £934.00, against a ball park figure of £1,000.</p> <p>The project was originally set to be funded 50/50 between the CATG and Parish Council.</p> <p>Actual costs to be shared on a 50/50 basis as previously agreed.</p>	<p>Highways to issue invoice to Town Council.</p> <p>Recommend to the Area Board that this Issue be closed.</p>	<p>Highways</p> <p>Chair</p>
<b>6.</b>	<b>Requests / Issues</b>			
a)	Issue 9-19-9 – Bowerhill Falcon Way – Request for Bus Shelter near Kingfisher Drive for southbound travel.	<p>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.</p> <p>Heron Homes are confirmed as the land owner but they are prepared to dedicate this area, either to Wiltshire Council or the Parish Council. Highways are prepared to adopt the land but</p>	<p>Highways suggested that the Parish explore with Heron the original draft Section 106 agreement as this may save on legal costs.</p> <p>Highways request that the Parish consult with nearby home owners to ensure that they are content for this project to move forward.</p>	Parish Council

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		are unable to pay any legal costs towards this process. CATG funds cannot be used for this purpose.		
b)	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>Development work underway to create a temporary car park for vehicles normally kept at the site opposite. Space is required to facilitate repairs to the fire damage at the established car showroom.</p>	<p>Situation remains unchanged and the matter is deferred until the next meeting.</p> <p>Area Board to note.</p>	AB
c)	Issue 9-20-3 - A350 Western Way – Pedestrian safety at signal controlled crossing on dual carriageway section.	<p>Crossing to be upgraded as part of a Re-allocation of Road Space project and Section 106 funding. Safety notices have been installed.</p> <p>Comments received on a proposed cycle link between Melksham and Trowbridge are being considered in a Cabinet Member report.</p> <p>Cllr Seed and Semington Parish are concerned about the improvements proposed to the by-way, especially the type of surface upgrade which must be suitable for horse riders and the environmental impact of any lighting improvements. The Parish are concerned that a high standard surface will encourage some cyclists to ride at pace, putting other users at risk.</p> <p>Highways confirmed that these matters were being considered and reminded the CATG that the Issue raised by Melksham Without PC directly concerned safety at the crossing on Western Way.</p>	Area Board to note	AB

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d)	Issue 9-21-5 – Littlemarsh old section of A350 – Speeding, littering and anti-social behaviour	<p>Parish Council has been considering options discussed at a site meeting earlier this year, including nameplates, road markings and gates, to create a gateway feature into Littlemarsh at the exit from the roundabout.</p> <p>The Parish Council wish to pursue with road markings in the first instance, to include hatching to “narrow” the entrance and a SLOW marking. The work is to be included in the next round of ad-hoc road marking jobs, most likely to take place during late Spring / early summer, at an estimated cost of £500.</p> <p>The Parish are willing to contribute half of the cost.</p>	Recommend to the Area Board that this Issue be added to the Priority Schemes list and to allocate £250 towards costs.	Chair
e)	Issue 9-21-6 – Bowerhill – request for drop kerbs and tactile pavings on footpaths of off Halifax Road leading to Pegasus Way, Avro Way and Hercules Way	<p>Request from Bowerhill Residents Action Group following concerns from a member who is registered blind.</p> <p>Parish Council have considered this matter further and no longer wish to pursue this.</p>	Recommend to the Area Board that this Issue be closed.	Chair
f)	Issue 9-21-7 – Bowerhill – request for new sections of footway at De Havilland Place and Dowding Way to connect to Halifax Road	<p>Request from Bowerhill Residents Action Group following concerns from a member who is registered blind.</p> <p>Parish Council have considered this matter further and no longer wish to pursue this.</p>	Recommend to the Area Board that this Issue be closed.	Chair
g)	Issue 9-21-8 – Melksham – Shared use path between Dorset Crescent and Heather Avenue – request for bollard to deter access by cars.	<p>New request submitted by Cllr Sankey via Town Council</p> <p>A site meeting has been held and Highways have agreed in principle to place a bollard at an estimated cost of no more than £500.</p>	Recommend to the Area Board that this Issue be added to the Priority Schemes list and to allocate £250 towards costs.	Chair

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		The Town Council offered a 50% contribution which was accepted by the CATG.		
<b>7.</b>	<b>Other items</b>			
a)	<b>Pavement and Footway Improvement Schemes</b>	<p>At the last meeting, the Area Highway Engineer gave updates on the following footpath projects:</p> <ul style="list-style-type: none"> <li>• Link between Union Street and King George V Playing Field – design is being considered and engineers will consult with the Town Council in due course.</li> <li>• Windor Avenue (Melksham) – work programmed for December</li> <li>• Kennedy Avenue (Whitley) – work programmed for December</li> <li>• Longford Road Melksham (driveways) – Funding agreed to undertake reactive patching, and also to take place in December.</li> </ul> <p>Area Highway Engineer also confirmed that repairs are to take place at Philip Close, near Littlejohn Avenue in Melksham.</p>	Area Board to note	AB
	<b>Major Maintenance Resurfacing Programme</b>	<p>Wiltshire Highways has published a draft five year plan for resurfacing works in our area, which was presented to the Area Board on 22<sup>nd</sup> September.</p> <p>A copy of this plan is included as Appendix 2, for information.</p>	To note	All

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b)	<b>Deadline for submitting CATG Requests.</b>	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.  The deadline for our next meeting is therefore 10 <sup>th</sup> February 2022.	To note	<b>All</b>
<b>8. Dates of next meeting: 24<sup>th</sup> February 2022, commencing at 16:30 hrs – venue / format to be advised</b>				

## 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 3<sup>rd</sup> party contributions are confirmed, Melksham Area Board will have a remaining Highways funding balance of **£25,855.41**.

#### 3. Legal Implications

3.1. There are no specific legal implications related to this report.

#### 4. HR Implications



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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: 9-21-2 Melksham Bath Road Bollards  
9-21-4 Steeple Ashton SID sockets  
9-21-6 Bowerhill Drop Kerbs  
9-21-7 Bowerhill Footway improvements

7.2 To add the following Issues (with funding) to the Priority Schemes Lists: 9-21-5 Littlemarsh Road Markings (£250)  
9-21-8 Melksham Heather Avenue (£250)

7.3 To allocate the remaining sum of Section 106 money (£20,705.14) for improvements to the footway surface on Bath Road, Shaw