

CHIPPENHAM COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER/ NOTES LOG

7th February 2017

	Item	Update	Actions & Recommendations	Priority 1= High 2=Low	Who
1.	Attendees & Apologies				
	Present	Councillor Maurice Dixson (MD) Chair CATG Councillor Nina Phillips (NP) Councillor Lesley Palmer (LPa) Councillor Angela Williams (AW) Councillor Chris Caswill (CC) Councillor John Scragg (JS) Martin Rose (MR) Paul Bollen (PB) Adrian Jones (AJ) Victoria Welsh (VW) Spencer Drinkwater (SD)			
	Observers	None			
	Apologies	Cllr Bill Douglas			

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2.	Notes of the last meeting				
		<p>The recommendations contained in the Action Tracker from the previous Chippenham CATG meeting held on 12th December 2016 were agreed at the Chippenham Area Board meeting on the 16th January 2017.</p> <p>Chippenham Area Board Minutes 16th January 2017</p>	Noted by Chippenham CATG		
3.	Financial Position				
		<p>The financial position as of 25th January 2017 for the Chippenham CATG is as follows: 2016-17 allocation = £18,087.00 2015-16 underspend = £20,987.78 Agreed 3rd party contributions £15,987.50 Total Budget = £56,062.28 <u>Less</u> current commitments= £42,498.67 Current Balance = £13,801.48</p> <p>If The Area Board agrees all of the recommendations in this document and the relevant 3rd party contributions are confirmed the Chippenham CATG will have a balance of £6901.48</p> <p>MR advised that any CATG underspend can be carried forward to the 2017/18 financial year.</p> <p><i>See Appendix 1</i></p>	CATG recommendation – Chippenham Area Board to note the financial position		

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4	Freight Assessment and Priority Mechanism (FAPM) exercise				
		<ul style="list-style-type: none"> • Request for HGV ban on Hill Corner Road (4631) was removed from Action Tracker as it will form part of this exercise • SD will lead the FAPM exercise at CATG meeting 7-Feb-17. • SD has provided a list of the locations in the Chippenham area. The CATG is requested to select its two freight priorities from the list of freight requests below:- <ul style="list-style-type: none"> ○ Hungerdown Lane, Chippenham ○ Malmesbury Road, Chippenham ○ C1 Norton ○ Hill Corner Road, Chippenham ○ Fowlswick Lane, Allington ○ Sandown Drive, Cepen Park, Chippenham ○ Sheldon Road, Chippenham • CATG to make a recommendation to Area Board • SD advised that last year CATG selected Hungerdown Lane & Malmesbury Road, neither were prioritised for intervention. Malmesbury Road scored more highly than Hungerdown Lane. • CATG expressed dissatisfaction with the process for the Freight Management exercise. CATG request that the process for this exercise is reviewed. It was felt that it would be helpful to have a simple 3 point criteria to establish whether a requested weight limit will meet basic criteria or not before CATG consider and make recommendations to Area Board 	<p>CATG recommendations to Chippenham Area Board:</p> <ul style="list-style-type: none"> • That Malmesbury Road and Hill Corner Road are selected as priority locations for consideration for Freight Management • That the Transport Planning Team is requested to note that CATG and Area Board welcome the opportunity to influence local decision making, however, it needs to be facilitated in a meaningful way • That the process is reviewed to provide the CATG and Area Board with enough to time and information e.g. simplified criteria, to enable them to reach informed recommendations and decisions • That in future CATG and Area Board receive regular updates on the progress of Freight Management; the topic will be a standing item on future CATG agendas • Updates to be requested from Transport Planning Team for future meetings 	N/A	SD

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5	Major Maintenance in 2017/18				
		<ul style="list-style-type: none"> • PB provided update. 3 of the 16 sites selected by Chippenham CATG and Chippenham Area Board in 2016/17 have been confirmed as a site for next year: <ul style="list-style-type: none"> ○ Tugela Road ○ Wedmore Avenue ○ Ridings Mead/Long Ridings • 13 of the sites selected have not been confirmed: <ul style="list-style-type: none"> ○ Ford to Slaughterford ○ Leigh Deli South ○ Ladyfield Rd ○ Fogamshire ○ C173 Nettleton ○ Derby Close ○ Grittleton Dead Hill ○ Ham Lane Biddestone ○ Cuttle Lane to Giddea Hall ○ Ashes Lane Biddestone ○ Days Lane A350 ○ Brook St ○ Audley Rd/Junction Marshfield • CATG expressed dissatisfaction with the process to consider Major Maintenance. The group felt that the information was not clear and that insufficient time was available to make a recommendation to Chippenham Area Board • Chippenham Area Board approved the following CATG recommendation on 16-Jan-17: Chippenham Area Board to agree that the sites selected in 2016/17 that have not been confirmed should be priorities for 2017/18: 	<p>CATG recommendations to Chippenham Area Board:</p> <ul style="list-style-type: none"> • That Thornhill Lane, Langley Burrell and Charter Road, Chippenham are added as priority locations for consideration for Major Maintenance in 2017/18 • That the Highways Asset Management Team is requested to note that CATG and Area Board welcome the opportunity to influence local decision making, however, it needs to be facilitated in a meaningful way • That the process is reviewed to provide the CATG and Area Board with enough to time and information to enable them to reach informed recommendations and decisions • That in future CATG and the Area Board receive regular updates on the progress of Major Maintenance; the topic will be a standing item on future CATG agendas • Updates to be requested from Highways Asset Management Team for future meetings 		PB

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		<ul style="list-style-type: none"> ○ Ford to Slaughterford ○ Leigh Deli South ○ Ladyfield Rd ○ Fogamshire ○ C173 Nettleton ○ Derby Close ○ Grittleton Dead Hill ○ Ham Lane Biddestone ○ Cuttle Lane to Giddea Hall ○ Ashes Lane Biddestone ○ Days Lane A350 ○ Brook St ○ Audley Rd/Junction Marshfield <ul style="list-style-type: none"> ● The deadline to add any additional roads to the list for major maintenance in 2017/18 has been extended. Chippenham CATG will consider on 7-Feb-17 and make recommendations to Chippenham Area Board to consider on 13-Mar-17. ● Two more roads submitted for CATG consideration: <ul style="list-style-type: none"> ○ Langley Burrell Parish Clerk submitted Thornhill Lane, Langley Burrell. It is a short length that connects Sutton Lane to Kellaways ● JS submitted Charter Road, Chippenham - from its junction with the A4 Rowden Hill to about 100 yards beyond Field View. ● CATG agreed to recommend both to Area Board for inclusion in 2017/18 Major Maintenance ● CATG remain dissatisfied with process and agreed that the Area Board should bring this to the attention of the Highways Asset Management Team 			

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6	Process for requesting waiting restrictions in Chippenham				
		<ul style="list-style-type: none"> • Requests for waiting restrictions are submitted using a WR1 form via Town & Parish Councils • Chippenham Town Council has declined to participate in this process • Highways Network Manager has discussed with Community Engagement Manager and the following has been agreed • A meeting is to be arranged with the Town Council once the new Chief Executive is in post to discuss this matter (May 2017) • In the meantime, the interim process is that all requests for waiting restrictions will be submitted via the Community Issue system. The requests will be registered, a WR1 issued for completion and an acknowledgment will be sent advising that the Council receives many requests across the County for waiting and parking restriction reviews; that Chippenham waiting restrictions were reviewed in 2016/17 and it is anticipated that the next review will take place in 2018/19. Requests will be kept on file for consideration. • CATG agreed that the process must include informing the Division Councillor of the request • CATG agreed that the implementation of waiting restrictions needs to be monitored e.g.: If signing and lining is not properly coordinated payment should be withheld until the project is completed 	<p>CATG recommendation – Chippenham Area Board to note:</p> <ul style="list-style-type: none"> • The interim process to deal with requests for Waiting Restrictions in the Chippenham Area • The anticipated date of the next review of Waiting Restrictions in the Chippenham Area 	N/A	VW

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7.	Priority 1 Schemes				
		<p>It was agreed that once work orders have been placed for Priority One schemes CATG no longer requires a full entry on Action Tracker:</p> <ul style="list-style-type: none"> • A brief summary will be retained • The row will be “greyed out” to indicate no discussion is required at the CATG meetings • MR will provide updates • The item will be removed once the scheme has been implemented 			
7a	4027 Long Ridings 4234 Chamberlain Rd 4235 Picket Leaze 4327 Hill Corner Road 4675 Westcroft	<ul style="list-style-type: none"> • 4675 - Westcroft completed • Remainder should be completed by the end of the 2016/17 financial year 		1	MR
7b	3866 Woodlands Road, Chippenham Lamp post 2 Improvements to bus stop	Work order has been submitted		1	MR
7c	3868 Woodlands Road, Chippenham Install a new bus stop, half way along Woodlands Road near Canterbury Street	Work order has been submitted		1	MR

	Item	Update	Actions & Recommendations	Priority 1= High 2=Low	Who
7j	4764 Opposite the Star Inn The Street Hullavington	<ul style="list-style-type: none"> • Request for re-levelling surfacing of bus stop area. Request from Parish Council • CATG recommendation to Chippenham Area Board – this request is not a priority for the community area and should be closed with no further action at this time. • 7-Nov-16 Chairman of Hullavington Parish Council attended the Area Board meeting, challenged the CATG recommendation and asked that the request was reconsidered by CATG. • Chippenham Area Board instructed CATG to reconsider at next meeting 12-Dec-16. • 12-Dec-16 CATG reconsidered this request. MD and MR have visited the site and support the request. CATG agreed it should be elevated to Priority 1. • MR advised that bank retention and footway will be required. Cost approximately £5,000 • CATG noted that works on the highway require 10 million liability before work may commence. • MR to liaise with Hullavington Parish Council and Neighbourhood Planning Team, design and cost the scheme. • MR to prepare design and costs for next CATG meeting 7-Feb-17. • Cost £4,700, provisionally agreed 25% from Parish Council. Minor changes requested by Parish Council. 	<p>MR to work with Parish Council to finalise scheme design and costings and liaise with Parish Council regarding their 25% contribution. He will update at the next CATG meeting.</p>	1	MR

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7k	<p>4049 near St Marys School, Chippenham</p> <p>Install Safety Barriers to improve pedestrian safety on path near St Marys School</p>	<ul style="list-style-type: none"> • Considered by Town Council 25 June; they supported the installation of safety barriers or similar to improve pedestrian safety • MR will assess land ownership when time permits and provide guidance for CATG at future meeting. • Path is privately owned, where it meets footway it becomes the highway. • MR has assessed site and recommends the installation of another barrier cost £800 • VW contacted Chippenham Town Council to request £200 contribution towards the cost of the scheme. Response awaited. • CATG recommendation – Chippenham Area Board to allocate £600 to this scheme, conditional upon a contribution of £200 from Chippenham Town Council. • 16-Jan-17 Chippenham Area Board approved CATG recommendation to allocate £600 to this scheme, conditional upon a contribution of £200 from Chippenham Town Council. • 26-Jan-17 Chippenham Town Council confirms support and contribution of £200 towards the cost of this scheme. 	<p>Works order to be issued</p>	1	MR

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71	<p>3979 Sevington Grittleton</p> <p>Request for passing bay to formally constructed due to ongoing damage to verges.</p>	<ul style="list-style-type: none"> • Issue submitted by Grittleton Parish Council. • Increased traffic, additional vehicles including coaches now visiting Sevington Victorian School • MR held site meeting with Parish Councillor McCarron 30-Jan-17 and confirmed that one passing bay is requested. • MR advised creation of passing place and road closure will cost approx £4,500 • LPa confirmed Grittleton Parish Council will contribute 25% of cost • CATG agreed to recommend that this request is elevated to priority one and request that MR carries out detailed assessment and produces a design • PB will arrange for road planings to be placed at the site to alleviate the situation 	<p>CATG recommendation to Chippenham Area Board:</p> <ul style="list-style-type: none"> • To elevate this request to priority one and ask the Highways Engineer to carry out a detailed assessment and provide firm costing and design. 	1	MR

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8.	Priority 2/Pending Schemes				
8a	<p>4052 B4039 Burton Village</p> <p>Concerns relating to speeding traffic through Village. Request for traffic calming including VAS, coloured surfacing, additional signing and road markings.</p>	<ul style="list-style-type: none"> • 17-Aug-15 Nettleton Parish Council confirms support for this request (Duplicate issue 4070 closed) <ul style="list-style-type: none"> ○ Metro Count results 6-Jun-16 : <ul style="list-style-type: none"> ○ The Street (near Pear Tree House) (30mph limit) 85th percentile = 39.4mph ○ Mean = 33.7mph ○ B4039 Hillside (40mph limit) <ul style="list-style-type: none"> ○ 85th percentile = 47.2mph ○ Mean = 40.7mph ○ C161 Nr junction of Toll Down Way (30mph limit) <ul style="list-style-type: none"> ○ 85th percentile = 32.0mph ○ Mean = 25.9mph • CATG noted Speedwatch in operation here • MR is awaiting contact from Nettleton Parish Council. Issue to remain 'on hold' 		2	MR
8b	<p>4967 – Streetlight for Barn Close, Chippenham</p>	<ul style="list-style-type: none"> • 8-Dec-16 - Town Council supports this in principle but would request a review to ensure the expense is justified. • MR confirmed that new developments will install new lights as part of development, maintenance will carry out repairs • MR advised there was no dedicated funding stream to fund street lighting; it is therefore appropriate for requests to be submitted to CATG. • MR has approached Atkins for guidance on deliverability and cost 	MR to update next CATG meeting	2	MR

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8c	<p>4979 – Additional Streetlights requested Wood Lane/Bolts Croft Pewsham</p>	<ul style="list-style-type: none"> 8-Dec-16 The local Member highlighted this as a safety issue and therefore the Town Council supports in principle <u>one</u> streetlight MR to establish whether there is an alternative funding stream for street lighting or whether funding for new streetlights is included in the CATG remit. MR has approached Atkins for guidance on deliverability and cost 	MR to update next CATG meeting	2	MR
8d	<p>5016 - Pedestrian Safety St Mary Street near Snowdrop Nursery</p> <p>Request is for road signs that indicate children and their parents/carers may be in the area crossing roads and a pedestrian crossing.</p>	<ul style="list-style-type: none"> 8-Dec-16 - The Town Council supports in principle warning signs but not a crossing. MR advised Dft guidance reduction of street clutter not increased signage. MR provided Dft guidance regarding street signage and advised that research confirmed there are approved signs for schools, crossing patrols or playground; there are no approved signs for nursery schools CATG suggested that the most effective solution might be for the Nursery School to erect signage on its property JS confirmed that Chippenham Town Council was carrying out a walk of the town to review signage on Friday 10th February 	CATG to be updated on outcome of the Town Council review of street signage at the next meeting	2	JS

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9	Dropped kerbs Exercise (26 June 2017)												
<p>Chippenham Area Board has resolved:</p> <ul style="list-style-type: none"> • That dropped kerbs will be considered once a year in June and dealt with together to maximise the budget • Requests for dropped kerbs should demonstrate benefit to community, requests from individuals for dropped kerbs will not be considered <p>The timetable for the exercise is as follows:</p> <table border="1" data-bbox="181 555 1727 1088"> <thead> <tr> <th data-bbox="181 555 405 624">Date</th> <th data-bbox="405 555 1727 624">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 624 405 778">26-May-17</td> <td data-bbox="405 624 1727 778"> <ul style="list-style-type: none"> • Deadline for request for dropped kerbs • Requests may be made by Members of the public, Councillors, Town & Parish Councils via the Community Issues system </td> </tr> <tr> <td data-bbox="181 778 405 933">13-Jun-17</td> <td data-bbox="405 778 1727 933">Chippenham CATG will consider dropped kerbs requests and make recommendations to Chippenham Area Board</td> </tr> <tr> <td data-bbox="181 933 405 1088">26-Jun-17</td> <td data-bbox="405 933 1727 1088">Chippenham Area Board will consider CATG recommendations and make decision</td> </tr> </tbody> </table> <p>As you are aware, Chippenham Area Board will normally expect Town/Parish Councils to contribute 25% of the cost of any Highways Improvements in their area. Whilst specific costs will vary, an indication of the average cost of dropped kerbs can be found in A Guide to the Cost of Highways Works to assist the Town/Parish Council in their deliberations.</p>						Date	Action	26-May-17	<ul style="list-style-type: none"> • Deadline for request for dropped kerbs • Requests may be made by Members of the public, Councillors, Town & Parish Councils via the Community Issues system 	13-Jun-17	Chippenham CATG will consider dropped kerbs requests and make recommendations to Chippenham Area Board	26-Jun-17	Chippenham Area Board will consider CATG recommendations and make decision
Date	Action												
26-May-17	<ul style="list-style-type: none"> • Deadline for request for dropped kerbs • Requests may be made by Members of the public, Councillors, Town & Parish Councils via the Community Issues system 												
13-Jun-17	Chippenham CATG will consider dropped kerbs requests and make recommendations to Chippenham Area Board												
26-Jun-17	Chippenham Area Board will consider CATG recommendations and make decision												

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9a	4884 – Dropped kerbs near Redlands shops	<ul style="list-style-type: none"> • CATG agreed to carry out dropped kerb exercise annually in June. This was noted by Chippenham Area Board 16-Jan-17. • VW has informed Town and Parish Councils of timetable for dropped kerb exercise. See above : • Referred to Town Council for comment 24-Jan-17 • VW informed the group that a complaint has been made by a member of the public regarding the timetable for considering dropped kerbs requests. • The individual understands the rationale for considering requests once a year, but is very unhappy that this won't happen until June 2017. CATG is therefore requested to consider bringing the date of the dropped kerbs exercise forward and undertake it as soon as possible. • The timetable was reviewed. The CATG noted that the dates were chosen and circulated to provide everyone in the community area with sufficient time to submit a request. (Approximately 14 weeks) • The CATG noted that if the exercise was brought forward to the Chippenham Area Board meeting on 13-Mar-17, the time to submit requests to would reduce to less than 4 weeks. • It was agreed that the original timetable would be retained. • The CATG appreciate that there will be some disappointment regarding the timescale, but remains of the opinion that the best use of budget and resources is to consider requests together rather than on an individual ad-hoc basis 		2	VW

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10.	Requests for Waiting Restrictions				
10a	<p>4922 – Parked vehicles near Telephone exchange Cocklebury Rd, Chippenham obscuring view of drivers exiting car park</p>	<ul style="list-style-type: none"> • Issue correspondent requests waiting restrictions are altered to improve drivers view • CATG agreed that the whole area around the station would benefit from attention • CATG agreed that comments should be forwarded to: <ul style="list-style-type: none"> ○ Tim Martienssen for consideration as part of the Master Plan for the Railway Station ○ The Town Council for consideration within the Neighbourhood Plan • CATG noted that Chippenham Town Council does not participate in the countywide process to consider requests for double yellow lines • VW to issue WR1 form to the issue correspondent 		N/A	VW
10c	<p>4923 - Parked vehicles near Telephone exchange Cocklebury Rd, Chippenham obscuring view of drivers exiting car park</p>	<ul style="list-style-type: none"> • Issue correspondent requests a convex traffic mirror be placed opposite to the exit to allow drivers to see down the road prior to attempting to exit the car park • MR advised that a full risk assessment is needed before installing a mirror. He would not recommend this solution as in his professional opinion it carries risks e.g. mirrors can be damaged or tampered with, view can be distorted • 24-Jan-17 referred to Town Council for comment highlighting MRs professional opinion and recommendation. 		N/A	VW

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10d	5100 Residents parking scheme requested for Ashfield Road	<ul style="list-style-type: none"> Residents have also approached Chippenham Town Council directly regarding this request Chippenham Town Council is using its next newsletter to consult with residents regarding parking CATG noted that outside of Salisbury there are only two residents parking schemes in the whole of the county 	<p>Town Council to update CATG on the responses to the parking consultation</p> <p>VW to issue WR1 form to requestor</p>		<p>AJ</p> <p>VW</p>

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11	Agreed Priority 1				
		<p> <u>4027</u> Long Ridings <u>4234</u> Chamberlain Road <u>4327</u> Hill Corner Road <u>4235</u> Picket Leaze </p> <p style="margin-left: 200px;">} <i>Dropped Kerbs</i></p> <p> <u>3866</u> Woodlands Road <u>3868</u> Woodlands Road <u>4172</u> The Hamlet, Chippenham <u>4385</u> B4039 Fowlswick Lane Crossroads <u>4615</u> Lowden, Chippenham <u>3013</u> Blackthorn Mews/Canal Rd/Lodge Rd <u>3885</u> Plough Lane, Kington Langley <u>4764</u> Hullavington - Bus Hardstanding by Star Inn <u>4049</u> St Marys footway Pedestrian barrier 3979 Sevington Grittleton – Passing Bays </p>	<p>Issues 4027, 4234, 4327, and 4235 are treated as a single priority 1</p> <p>All schemes highlighted in grey have had work orders issued</p>	1	MR

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12	AOB				
	<p>Concern was raised regarding eroded lines for Disabled Parking bays. CC advised that the Council policy is that worn out lines on bays outside of people's homes will not be repainted</p>	<ul style="list-style-type: none"> • CC advised that a resident of Tugela Road, Chippenham has requested that the lines of the disabled parking bay outside of his home are repainted. The lines have eroded and other drivers are parking their vehicles in the space causing the resident great difficulties. He has been advised that the Council policy is that lines will not be repainted. • CATG was reminded that Tugela Road is due to be resurfaced (see Major Maintenance) and this work will automatically include repainting any existing lines/bays. • In this specific case CATG agreed that it would not be appropriate to repaint the lines as the resurfacing of Tugela Road will address the matter • CATG expressed concern about other disabled residents with parking bays outside of their homes. • CATG felt strongly that individuals with disabled parking bays should have them repainted when necessary. CATG request clarification about the policy 	<p>PB to check with Major Maintenance to establish date for resurfacing of Tugela Road.</p> <p>If the date is not in the near future, MR will explore the option of repainting the disabled bay when a team is working nearby on another lining scheme.</p> <p>PB to provide update at the next CATG meeting</p>		PB
<p>Date of Next Meeting: 4th April 2017 10:00 – 12:00 Education Room, The History Centre, Chippenham</p> <p>Future meetings: Tuesday 13th June 2017 Tuesday 17th October 2017</p>					

Chippenham Community Area Transport Group

Highways Officer – Martin Rose

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 Chippenham 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, Chippenham Area Board will have a remaining Highways funding balance of **£6901.48**

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 - none