

17th September 2019 FINAL

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
1.	Attendees, Apologies & Introductions				
	Present	Cllr Henning (Chair) Cllr Ashley O'Neil, John Scragg (Chippenham Town Council), Lesley Palmer (Grittleton PC), Angela Williams (Biddestone PC), Martin Rose (Wiltshire Council),			
	Apologies	Spencer Drinkwater, Chris Clark, David Arnup, Diane Ware (all WC).			
	Observers	David Kerr & Jenny Minney (Nettleton Parish council)			
2.	Notes of the last meeting (25th June 2019)				
		The recommendations contained in the Note Tracker from the Chippenham CATG meeting held on 25 th June 19 were agreed at the Chippenham Area Board meeting on 17 th July 19. Chippenham Area Board Minutes 17th July 2019	16/09/19 Minutes from previous meeting agreed.		
3.	Finance				

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p><u>Financial position at 16th Sept 2019</u></p> <p>2019-20 allocation = £18,087.00 2018-19 underspend = £10,445.85 2019 -20 3rd party Contributions £8373.81 Total Budget for 2019-20 = £36,906.46 Existing commitments (incl. carry over schemes form 2018/19) = £22,519 Current Balance = £14,386.61 See Appendix 1</p>	<p>16/09/19</p> <p>A discussion took place re. the level of 3rd Party contribution for CATG schemes. A suggested increase from 25% to 30% was broadly supported but it was felt this would have commence from the 1st April 2020</p>		
4.	Annual Dropped Kerbs Exercise				
		<p>25/06/19</p> <p>Sites at Westbrook close(x 2) and Westmead Lane (x1) Chippenham agreed.</p> <p>Cost estimate of £1700 per pair. Allocated Total cost £3400 with 50% contribution from Chippenham TC.</p> <p>Individual request Issue 6733 dropped kerb near Morrisons roundabout to access Morrisons store) on hold pending more information</p> <p>MJR update 05/09/19 - Works programmed for Nov 19</p> <p><i>“The Town Council recommends that a decision on this (Morrisons crossing request) be deferred until the North Chippenham development has been completed and additional traffic can be taken into account”.</i></p>	<p>16/09/19</p> <p>With regards to the request for a new dropped kerb crossing to Morrisons store, the group agreed to wait until the new arrangement at the roundabout is complete before looking again at this issue.</p>		

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5.	Freight Assessment and Priority Mechanism (FAPM) exercise				
	Standing item for update	<p>25/06/19 SD explained that all freight requests are on hold pending publication of new freight strategy as part of LTP in 2020. CATG's can still support requests but must fund investigatory work and implementation costs.</p> <p>Weight limit request from Yatton Keynell re. Biddestone Lane discussed. Cost approx. £3,500 -£5000. Not supported by group. LP to report back to group. YK Clerk can contact SD if further information is required</p>	<p>16/09/19. Item 5, remains on hold pending publication of the LTP at some point during 2020.</p>		
6.	Major Maintenance in 2019/20				
		<p>1. Sites for 2019/20 - Major maintenance costing approximately £700,000 is likely commence in 2019 the list of proposed sites includes:</p> <ol style="list-style-type: none"> a. A4 Bath Road b. Sadlers Mead Chippenham c. High Street Chippenham <p>25/06/19</p> <p>2. Group expressed disappointed that a number of sites from previous years have disappeared from list without being completed. Diane Ware to report back with updated information at Sept 19 meeting</p> <p>MJR update 05/09/19 - Updated MM list for Chippenham to be provided to group at meeting</p>	<p>16/09/19 Continuing concern expressed by members that previously agreed MM sites no longer appear on the list without any explanation.</p> <p>MR to send out current 5 year MM list to members. Concerns to be raise direct with Diane Ware</p>		DW

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7.	Priority One Schemes				
	CATG agreed that once work orders have been placed for Priority One schemes a full entry is not required on Action Tracker: <ul style="list-style-type: none"> • A brief summary will be retained • The entry will be “greyed out” to indicate that it is in progress and no further discussion is required at the CATG meeting unless otherwise indicated. • MR will provide updates • The item will be removed once the scheme has been implemented 				
7.3	4704 - Pedestrian Crossing Malmesbury Road, Chippenham	25/06/19 Assessment completed April 19. Report did not recommend formal crossing. Group accepted findings of the report but asked if improved signing could be given consideration. MR to examine options and report back to the group. Issue to be greyed out. MJR update 05/09/19 - Further site visit to be carried out during September	16/09/19 MR to look at site again and report back finding to group at next meeting	1	MR
7.6	5734 – Emergency vehicles unable to park at front of Croft Court Residential Care Home, Chippenham	25/06/19 Works programmed to be implemented as part of the Chippenham parking review. Likely late summer 19 MJR update 05/09/19 - Works currently being programmed. Likely Autumn	16/09/19 Works being undertaken as part of Chippenham WR reviews. Implementation costs still attributable to CATG	1	MR
7.7	6063 – Need for safe drop off zone outside of Little Pips Nursery,	25/06/19 Objections received during formal advert. Cabinet member report June 19.	16/09/19. See issue 5734 above	1	MR

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	Lowden Avenue, Chippenham	Works programmed to be implemented as part of the Chippenham parking review. Likely late summer 19 MJR update 05/09/19 - Works currently being programmed Likely Autumn			
7.8	5825 – Lack of footway Turnpike Cottage to corner of Cuttle Lane Biddestone	25/06/19. Outline plan for 3 options provided to Biddestone PC, June 19. Further discussion and agreement required to agree option to be progressed. Site meeting to be arranged. Report back to next meeting. MJR update 05/09/19 – Meeting with PC took place on 7 th July and preferred option agreed. Design to be finalised and allocation agreed with group	16/09/19. MR presented the amended scheme to the group. No formal costing to date but rough works estimate of £7000 provided. Provisional agreement by AW for Biddestone PC to contribute 50%.	1	MR
7.9	5937 Reduce speed limit on B4039 Kent's Bottom near Yatton Keynell	25/06/19 Proposal and cost agreed with Yatton Keynell PC. Order issued, awaiting implementation. Likely Summer 19. To be greyed out. MJR update 05/09/19 Works programmed for September 19	16/09/19. Implementation programmed for October 19 .Remove from next tracker	1	MR
7.10	6140 – Request to reduce speed limit to 30mph in Upper Wraxall	25/06/19 Agreement from North Wraxall PC to contribute £1000. To be formally advertised along with Castle Combe Summer / Autumn 19 MJR update 05/09/19 – Schedules to be issued to Regulatory team September 19	16/09/19 Design work to be undertaken	1	MR
7.11	6431 – HGV traffic ignoring signs &	25/06/19 Sign design outstanding. Implementation likely late Autumn 19	16/09/19	1	MR

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	increased traffic through Kington Langley	MJR update 05/09/19 – As above	Due to be formally advertised. Design work to be undertaken		
7.12	7189 Patterdown junction with B4528 Saltersford Lane, Chippenham	<p>25/06/19. Cost to provide Chevron sign approx. £683. Inc. TM Chippenham town council support this request.</p> <p>Group agreed to move to Priority 1 and allocate ££683, less the agreed contribution from CC PC</p> <p>MJR update 05/09/19 - Design work outstanding</p>	<p>16/09/19 Design work to be undertaken</p>	1.	MR
7.13	6058 – Reduction of speed limit to 20mph throughout Castle Combe village	<p>25/06/19 Discussion with Castle Combe PC have taken place and extents of 20mph limit agreed.</p> <p>Recommend combining with Issue 6140 (20mph Upper Wraxall) to reduce costs. Estimated cost £4000.</p> <p>Group agreed to move to Priority 1 and allocate £4000, less the agreed contribution from CC PC</p> <p>MJR update 05/09/19 - see issue 6140</p>	<p>16/09/19 Due to be formally advertised. Design work to be undertaken</p>	1.	MR
7.14	6119 - Speed of vehicles on Sadlers Mead, Chippenham	<p>25/06/19 Road safety posters no longer available.</p> <p>Group agreed to move to priority 1 and allocate £350 for new posters. CATG to fully fund.</p> <p>MJR update 05/09/19 - Order for posters to be issued</p>	<p>19/06/19 Order for posters to be issued in October</p>	1.	MR

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7.15	6789 - Lack of visibility on Fosse Way near Nettleton	<p>25/06/19 Site visit undertaken with a representative from Nettleton PC. Single track road. New warning signs already in place on both approaches. Further signs not possible. Rumble strips not advisable in rural area. DK presented breakdown of metro-count data. Option of providing additional 'SLOW' markings and transverse markings on approaches to be further examined. Locations and space required (approx. 2.3m wide) Group agreed to move to priority 1 and allocate £350.</p> <p>MJR update 05/09/19 - Site visit with DK to be arranged for Sept</p>	<p>19/06/19. MR to contact DK to arrange site meeting</p>	1.	MR
8.	Priority Two/Pending Schemes				
8.1	5660 - Review of traffic management measures Market Cross Castle Combe	<p>25/06/19 Issue to remain on hold</p> <p>MJR update 05/09/19 – email from PC 19/07/19</p> <p><i>“At last night’s PC meeting we agreed to request that this item be removed bearing in mind the many pressures on the CATG budget”.</i></p>	<p>16/09/19. Remove from Tracker</p>	2	MR
8.2	5753 - Replace informal crossing points with zebra crossings Queens Crescent, Chippenham	<p>25/06/19 Issue to remain on hold pending future resurfacing works on Queens Crescent</p> <p>MJR update 05/09/19 – issue remains on hold</p>	<p>16/09/19. Cllr O’Neil to speak to school re. possible update to Travel plan and crossing request.</p>	2	AO
8.3	5826 - Lack of footway Biddestone Arms to the Village Green, Biddestone	<p>25/06/19 Issue to remain on hold whilst PC pursue other traffic calming options in village.</p> <p>MJR update 05/09/19 – PC no longer wish to pursue this issue. Confirm and remove from tracker</p>	<p>16/09/19 PC no longer wish to pursue this issue. Remove from Tracker</p>	2	MR

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8.4	5827 – Installation of four sets of White Gates, Biddestone	<p>25/06/19 Issue to remain on hold whilst PC pursue other traffic calming options in village.</p> <p>MJR update 05/09/19 – Issue discussed at 7th July Meeting. PC wish to pursue idea of village gateways alongside differential surfacing (Textureprint). Signing options presented to PC. Formal plans to be prepared when time permits</p>	<p>16/09/19 AW confirmed PC wish to pursue options for improved gateways. PC site meeting to take place and findings reported back to next meeting</p>	2	AW
8.5	6144 – Speed reduction to 20mph for High Street in Chippenham	<p>25/06/19 Standalone 20mph covering High Street in isolation not possible due to length < 300m. MJR attended PET meeting 16/05/19 to discuss 20mph limits. Agreed to place issue on hold pending formation of working group to look at viability of wider 20mph limit exercise in Chippenham. Report back to future meeting.</p> <p>MJR update 05/09/19 Issue on hold pending instruction from CTC</p>	<p>16/09/19. On hold pending action from Chippenham TC</p>	2	MR
8.6	6483 - Width or weight restriction needed on Biddestone Lane	<p>25/06/19 All weight limit requests on hold pending publication of new freight strategy as part of LTP in 2020 however CATGs can fund assessment/ implementation.</p> <p>Biddestone Lane discussed. Cost approx. £3,500 -£5000. Not supported by group. LP to report back to group. YK Clerk can contact SD if further information is required.</p> <p>MJR update 05/09/19 No further Action at this stage</p>	<p>16/09/19. YK Parish council confirm they no longer wish to pursue this issue. Remove from next tracker.</p>	2	MR

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8.7	6733 – Lack of Dropped Kerb roundabout near Morrisons, Chippenham	<p>25/06/19 Request from member of the public: “Customer is reporting that there is no dropped kerb access for pedestrians particularly when using wheelchair at roundabout by Morrisons on A350.”</p> <p>MJR update 05/09/19 .Refer it item 4. Above</p>	<p>16/09/19. Refer to Item 4. Above</p>	2.	
8.8	6846 - Road Safety at The Street B4039 Nettleton Road and Church Hill junction Burton	<p>25/06/19 Site visit undertaken with representatives from Nettleton PC. Minor sign /road markings changes identified. Proposal to be drawn up.</p> <p>DK presented photos of junction and explained current issues. Request made re. Extension of 30mph speed limit on Nettleton Road. MR explained rationale and criteria for speed limit extension and why 20mph limit is not possible. Cost will likely exceed £3000 for speed limit incl. legal work. Agreed it was better to consider at a later date when it could be combined with other sites.</p> <p>MR to draw up options for signing and road marking changes with costs for next meeting.</p> <p>MJR update 05/09/19 - Drawing issued to PC 6/09/19 for comment. Cost – Signs and road markings £2500, speed limit changes £3000</p>	<p>16/09/19. DK confirms that PC support new sign and SLOW marking, but now wish to pursue a 20mph limit on Nettleton Road rather than a 30mph limit extension. MR explained costs re. assessment and legal TRO changes. MR to undertake assessment when time permits. If recommendation for 20mph it will be combined with other scheme requiring legal orders to reduce costs.</p>	2.	
8.9	6974 Speeding traffic issue Kington Langley	<p>25/06/19 Placing of Pedestrians in road signs mother and child signs and a sign saying no footway for x metres.</p> <p>Group indicated broad support but it was unclear if this issue had been considered by the PC and their contribution confirmed. MR to check and report back to next meeting</p>	<p>16/09/19 Group felt that proliferation of signs was a particular problem especially in rural areas. Church Road already has a number of warning signs. It was suggested that pedestrians in the road is</p>	2.	MR

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		MJR update 05/09/19 - Response received from KL PC. Request is for 2 no. signs. Cost approx. £500. Site visit required.	not uncommon in rural villages and questioned the merit of further signs. MR to speak to KL PC		
8.10	7011 Footway The Street Hullavington	<p>25/06/19 Request to extend pavement from 66 The Street to link to the pavement at 62 The Street https://www.google.co.uk/maps Group support in principle but asked that the PC first contact Dyson to seek funding / contribution to scheme. MR to speak to Maggie Bawden</p> <p>MJR update 05/09/19 - MJR has spoken to Maggie Bawden HPC who is investigating for additional 3rd party contributors</p>	<p>16/09/19 Members questioned the validity of the request suggesting that lengths without formal footways in villages were not uncommon. It was also suggested that this area is frequently parked up with vehicles and any new footway would be obstructed. MR to speak to Maggie Bawden</p>	2.	MR
	7100 Unity Street Chippenham	<p>25/06/19 'Cars speeding along Unity Street sometimes not realising that it is a no through road. There is a tight turn in to the flats and someone is going to get hurt if vehicles are driven at speed. There are no signs to say no through road or concealed entrance'. Request for 'No through Road Sign' https://www.google.co.uk/maps</p> <p>MJR update 05/09/19 The Following response was received from Chippenham TC <i>'The Town Council supports this request and recommends that the street name signs be replaced to incorporate the 'no through road' symbol at a cost of £500 for two signs (the Town Council's contribution of 25% being £125).</i></p>	<p>16/09/19. Group agreed to allocate £500 less the 25% contribution from the Town Council. Move to Priority 1</p>	1.	MR
	4-19-1 Yatton Keynell	<p>25/06/19 Further clarification required on whether the PC are seeking an extension of the 30mph limit out to the village boundary sign by</p>	<p>16/09/19. Group suggested this issue is considered at a</p>	2.	

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		<p>Cromhall Lane Request to relocate 30mph terminal point north to Village gateway on Grittleton road and install red gateway surfacing. https://www.google.co.uk/maps/</p> <p>MJR update 05/09/19. Response received from YKPC. They would like the speed limit to be extended but if this isn't possible they would ask the gateway surfacing to go down at the current terminal point. Estimated cost £4000</p>	later date once development of the Phillips Bodywork site has taken place. To remain on hold.		
9	New Requests – entries shaded red are awaiting replies/further information – no discussion by CATG at this meeting				
9.1	4-19-2 Yatton Keynell (Requester PC)	<p><i>'There is a width restriction, where historic toll house protrudes into the road and along with parked cars, close to where Grittleton road joins B4039. Whilst this does act as a barrier to slow traffic, the historic building has been struck a number of times by larger vehicles. Due to the proximity of the junction with B4039 this also causes traffic to wait on the main road, on a bend which is not particularly safe but again this does act as a method of slowing traffic.'</i></p>	<p>16/09/19. Group felt that options for improvement were limited given the clear geometric constraints at this site. A suggestion was made that replacing the chevron sign on the corner of the building combined with improving the marker posts / road markings was the only feasible option. MR to visit site and report back to group</p>	2.	MR
9.2	4-19-3 Ladyfield Road, Chippenham (Requester TC)	<p><i>'Residents have written to the MP's office requesting a bus shelter on Ladyfield Road, opposite Kingsley Road. Request for a study be carried out to ascertain how much this bus stop is used and if justified, consideration be given to installing a bus shelter at this location'</i></p>	<p>16/09/19. MR explained that WC no longer funds the ongoing maintenance of bus shelters. The CATG can fund new</p>		MR / JS

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			shelters, subject to agreement of future maintenance provision by Town Council. MR has spoken to Firstbus who report an average of 34 passengers from this stop on a typical day. FB suggested that Brook Street would be a better use of money due to higher no's of passengers. John Scragg to look at Ladyfield road stop and report back to group.		
9.3	4-19-4 Old Hardenhuish Lane Chippenham (Requester –Resident)	<p><i>'School traffic using Old Hardenhuish Lane as cut through to drop children at school whilst school children waking in road due to no pavement. Several near-miss incidents between school children and vehicles recently. Also at top of Lane where children are dropped off, blocking access and safe exit'.</i></p> <p><i>Introduce an access only restriction. Between the hours of 07:30 to 08:30 and again at 14:30 to 15:30 Monday to Friday during school terms.</i></p> <p><u>Email received from Chippenham TC dated 3rd September 19.</u> <i>'Chippenham Town Council has received the attached Highways Improvement Request Form (contact details have been removed). It was considered at a meeting of the Town Council's Planning, Environment & Transport Committee on 29 August 2019 and the following was resolved:-</i></p> <p><i>"The Town Council does not feel that the proposed prohibition of motor vehicles restriction is the best option. It requests that CATG explore</i></p>	<p>16/09/19. Group felt the safety concerns were not proven with no evidence of reported collisions between pedestrians and vehicles. Group agreed with TC that prohibition of motor vehicles restriction was not feasible on Old Hardenhuish Lane due to regulatory and enforcement issues. Group felt the problems were not uncommon on roads adjacent to secondary schools and little by way of viable improvement was</p>		

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		<i>other options and work with Hardenhuish and Sheldon Schools on ways to resolve the problem”.</i>	possible. No further action at this stage.		
10	AOB –				
10.1	See item 3. Re. increase in 3rd party contributions				
11.	<p>Agreement of Priority 1 schemes (Max 5 to be progressed at any one time) Note: Issue which are ‘Greyed out’ indicate schemes where orders have been issued but are awaiting implementation.</p> <p>Issues highlighted in Yellow are awaiting agreement from the Area board</p> <ol style="list-style-type: none"> 1. 5825 – Footway extension adjacent to Turnpike Cottage, Cuttle Lane Biddestone (£7000, CATG £3500, Biddestone PC £3500) 2. 6140 – 20mph speed limit in Upper Wraxall (£4000, CATG £3000, Wraxall PC £1000) 3. 6058 – 20mph Speed Limit Castle Combe village (£4000, CATG £3000, Castel Combe PC £1000) 4. Dropped Kerbs – Westmeand Lane (x 1)Westbrook Close (x2) (£3400, CATG £1700, Chipp TC £1700) 5. 5734 / 6063 – Croft Court Care Home (Ambulance Bay), Lowden Avenue (Time Ltd Parking bays) (£3500, CATG £2625,Chipp TC £875) 6. 7189 Patterdown junction with B4528 Saltersford Lane, Chevron Sign. (£683, CATG £512.25, Chippenham TC £170.75) 7. 6431 – HGV traffic ignoring signs at Days Lane Kington Langley (£1500, CATG £1125, Kington Langley PC £375) 8. 6119 – Road Safety posters (CATG £350) 9. 6789 - Lack of visibility on Fosse Way near Nettleton. New ‘SLOW’ markings (£350, CATG £262.50, Nettleton PC £87.50) 10. 7100 Unity Street Chippenham New Street nameplates with NTR sign (£500, CATG £350, Chippenham TC £125.00) 				
12.	Date of Next Meeting - Tuesday 19th November 2019 -10am Committee Room A& B, Monkton Park, Chippenham				

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 **£10,624.11**

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

APPENDIX 1

Chippenham CATG		25th June 2019
Budget 2019 -2020		
	£18,087.00	CATG Allocation 2019-20
	£10,445.85	2018 -19 underspend
Contributions		
	£875.00	Chippenham town Council Little pips and Westcroft TROs
	£322.25	Yatton Keynell Kent's Bottom signing
	£1,000.00	Upper Wraxall PC
	£375.00	Kington Langley Weight limit signs
	£87.50	Kington Langley PC (12.5% of Jacksoms Lane sign)
	£87.50	Langley Burrell PC (12.5% of Jacksoms Lane sign)
	£630.61	Kington Langley PC (100%) Days Lane Equestrian signs
	£1,700.00	Phase 5 dropped kerbs Chipp TC
	£1,000.00	Castle combe PC 20mph limit
	£125.00	Fosse way Nettleton PC
	£170.75	Patterdown Chevron Chippenham TC
	£2,000.00	Hullavington SID posts
Total Budget	£36,906.46	
Commitments from previous years		
Croft Court Ambulance Bay / Little Pips Nursery parking bays	£3,500.00	Combine TRO work
Malmesbury Road Pedestrian Assessment	£0.00	Assessment completed.
Turnpike Cottage Biddestone	£0.00	monies to be allocated.
New Schemes 19/20		
Additional Signing Kent's Bottom	£1,289.00	£322.25 Contribution to be confirmed
20mph limit Upper Wraxall	£4,000.00	£1000 contribution to be confirmed
Weight Limit Signs Days Lane Kington Langley	£1,500.00	£375 contribution to be confirmed
A350 warning sign for Jacksoms Lane	£667.24	25% contribution costs of £175 to be split 50/50 between KSM and KL PC's
Equestrian Signs Days Lane Kington Langley	£630.61	Full 100% recharge to PC
Phase 5 dropped kerbs (Westmead Lane & Westbrook Close)	£3,400.00	TC 50% contribution
Castle Combe 20mph Limit	£4,000.00	To be combined with Upper Wraxall
Fosse Way - Signs / road markings	£500.00	
Patterdown Junction with B4528 Saltersford Lane - Chevron	£683.00	
Road Safety Posters	£350.00	Fully funded by CATG
Hullavington SID posts	£2,000.00	
	Current Commitment	£22,519.85
	Remaining Budget	£14,386.61