

Appendix 1 NOTES & ACTIONS

Action Notes - Malmesbury Community Area Transport Group (CATG) Meeting 12 June 2012

	Item	Notes	Action
	Attendance	Councillors Carole Soden, Toby Sturgis & Simon Killane, Martin Rea (Vice Chairman Sherston PC and M&VCAP), Catherine Doody (Malmesbury TC), John Marsh (Ashton Keynes PC), Fiona Rivers (Startley), Melvyn Hourigan (Great Somerford PC), Roger Budgen (St Paul Malmesbury Without PC), Roger Baker (Leigh PC), Graham Thorne (Minety PC) Martin Rose & Miranda Gilmour	
	Apologies	Cllr John Thomson, Ellen Blacker (Dauntsey PC), Angela Hart (Greensquare), Barrie Hamilton (Leigh CSW), Malcolm Beaven, Spencer Drinkwater	
		In Cllr John Thomson's absence, Cllr Toby Sturgis chaired the meeting.	
1.	Matters/Actions arising from the last meeting (other than items on the agenda)	Pp3 Toby Sturgis had spoken to Cllr Tonge about developer's responsibilities for making good pavements and also potholes causes by poor works carried out my utility companies. Much of the current damage was caused 10-15 years ago. The situation had improved somewhat – Wessex Water were best for making the highway good following works.	
2.	Budget Update	Due to some accounting amendments the 2011/12 CATG under spend was larger than anticipated at £3,686.54. The annual allocation was £13,360.00 Area Board grant was £10,000 which had been allocated to the Sherston and Tetbury Hill Schemes), leaving a balance of £17,046.54	MG to attach financial summary to report to the area board
3.	Terms of Reference	The terms of reference were approved for adoption by the area board	MG to attach ToR in report to the area board
4.	Membership	Parish council representatives of the 4 divisions (with the exception of Ellen Blacker who was absent) were willing to be re-elected to the CATG, pending other nominations being received from the parishes before 4 July area board.	MG to contact all parish councils to seek any alternative nominations. Also to contact Ellen Blacker to ask whether she wished to serve again on CATG.
5.	Update on the development of CATG schemes		

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	<i>Tetbury Hill near Filands homes, Malmesbury. Consideration of pedestrian safety to cross road</i>	Martin had been liaising with Cllr Killane at this site. 30mph entry signage was being considered together with improving the crossing island. It was hoped that the full plan would be available in the next 2 weeks. The scheme may require a little more funding from the CATG group.	Scheme details and additional costings could be considered by the 4 July area board. MR to follow up.
	<i>Pedestrian safety in Sherston High Street</i>	Maps were still being looked at by the parish council and samples of stone were provided by Martin for the PC to consider.	Sherston PC and MR to liaise to finalise scheme
	<i>Wood Lane, Brinkworth HGV/Speed</i>	Wood Lane, Brinkworth did not score very highly in the freight assessments and it is therefore very unlikely that it will be taken forward as a freight management scheme this year.	No further action
	<i>Barley Close and Parliament Row, Malmesbury - cars blocking dropped kerbs</i>	It was hoped that this work would be completed shortly	MR to chase. Response - work has been delayed due to Olympic torch works – but should be completed by September
	<i>B4040 Speeding Minety</i>	B4040 Minety (West) was eligible for a SID (Sawyer Hill was not). One metro count request still outstanding.	MG to enquire about other metro count results
	<i>Persistent speeding through Startley, Great Somerford</i>	Resident's meeting voted against white gates. Agreed use of SID (eligible) and re-painting of white lines together with CSW in the first instance. A request for a SID timetable was made to co-ordinate CSW with the SID. CATG agreed to fund base for SID and protective bollard at the base of nearby cable stay. – Total cost £500. CATG agreed to review this site after 6 months. SID already in operation at another (not final position) in Startley but battery ran down.	MG to provide contact details of officer dealing with SID batteries to all parishes with SIDs. MR to action scheme post approval by area board Whites lines in Startley delayed due to Olympic torch works – but should be completed by September
	<i>Lack of pavements in Silver Street, Minety</i>	The PC had carried out consultation. Seven houses 1 Yes, 2 No reply, 2 OK and 2 No. School parents more positive but to date only 14 replies, however at annual meeting the majority wanted the pavement. Discussion took place about a range of less expensive	Consider for substantive bid – see later on agenda

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		options.	
	<i>Parking congestion at Hillside, Leigh</i>	A visit had been made by Cllr Sturgis, Roger Baker and Angela Hart. Angela was new to the area and was unfamiliar with the issue, but parking options were considered. Angela required strategic decisions to be made by asset/regeneration managers before she could respond to the CATG about possible options. Officers suggested blips on the kerbs of the grasscrete area as an interim measure as this might encourage vehicle owners to park within them. This would allow 2-3 more cars to park here which would help the situation in a small way. Damaged kerbs would need to be replaced first.	Await response from Angela Hart before progressing issue. CATG members agreed to the minor kerb blips to be installed. Likely cost £300.
	<i>Vehicular access to Malmesbury Primary Care Centre</i>	This work is currently awaiting programming by the contractor.	
	<i>Speeding problems in Leigh on B4040</i>	Unfortunately a representative from CSW could not be present. Markings of speed limit in the road may be an option. Police to be contacted to attend to prosecute speeding drivers in addition to CSW work. Roger to have a meeting with the CSW group now that they had received a response to their report.	Ensure notes are circulated to Barrie Hamilton CSW lead in Leigh. MG to contact Police
	<i>Mill Lane, Malmesbury</i>	After consideration the only way to deal with the problem of unsuitable vehicles using this lane was through a Traffic Regulation Order (TRO) as drivers are currently ignoring the advisory sign. Opting for the No Entry sign for all vehicles except for access means a TRO. This means that if anyone gets stuck they will be prosecuted. Cost of RO and lit signs either end of Mill Lane is £2,800. CATG agreed in principle, conditional on 25% being contributed by the town council.	As town council rep had left the meeting, Simon Killane to ask town council whether they would contribute £700. MR to action following area board approval and contribution from MTC confirmed
6.	Process and nominations for substantives schemes	It was agreed that the 25% contributions would not apply to larger schemes. If CATG agreed and all members of the area board approved substantive bids would be submitted in advance of the area board meeting on 4 July to ensure they met the application deadline.	MG and MR to complete MG to submit
	<i>Provision of footway from White Hart PH to Church Walk, Ashton Keynes (£30-40,000)</i>	It was agreed that this project should go forward and that the CATG contribution should be £5,000. Ashton Keynes PC would consider their contribution on the next couple of dates and inform	MR and MG to complete the bid paperwork following receipt of funding information

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		MG	Confirmation of £5,000 from PC received 14/6/12
	<i>Footpath between 'The Green' from opposite Olivemead Lane to 'Sedgemoor' (£30-40,000)</i>	This project required negotiation with a number of private owners which could delay the project which needed to be completed within the year. It was agreed that this was a constraint	Retain on the list
	<i>Pedestrian safety in Sherston High Street – see above (£30,000)</i>	Sherston PC had agreed a contribution of £5,000 to match that from CATG. It was agreed that this project should go forward	MR and MG to complete the bid paperwork. Confirmation of £5,000 from PC received 14/6/12
	<i>Lack of pavements in Silver Street, Minety – see above (£15-20,000)</i>	It was agreed that this project should go forward. CATG would contribute £5,000 and the parish council would consider a contribution of £3,000 which would probably need to be spread over two years. The group thought this would be satisfactory. The PC to discuss the contribution later that evening and would advise MG in the morning. If not successful – look at other /cheaper options	Contribution from PC of £3,000 confirmed on 13/6/12 MR and MG to complete the bid paperwork
7.	Update about zigzag marking outside schools – for information	This information is premature and will be considered at a later meeting	MG add to future agenda
8.	A.O.B.	Sherston had raised the question of purchasing another CSW device with John Thomson as the interval between use was so long	MG had already contacted Elizabeth about use elsewhere in the county. Will also investigate purchase and maintenance costs.
9.	Date of next meeting	It was agreed there was no need to meet on 17 July, so the next meeting would take place on Tuesday 23 October in Malmesbury Library at 6.00pm	All