

AGENDA

Meeting: Melksham Area Board
Place: Melksham Community Campus, Market Place, Melksham, SN12 6ES
Date: Monday 7 November 2022
Time: 6.00 pm

Including the Parishes of Broughton Gifford, Melksham, Melksham Without, Steeple Ashton, Keevil, Great Hinton and Semington

The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer

Please direct any enquiries on this Agenda to Kevin Fielding (Democratic Services Officer), direct line 01249 706612 or email kevin.fielding@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114 / 713115

Please note: This meeting of the of the Melksham Area Board is to ratify the recommendations from the 4 August and 27 October 2022 Local Highways and Footpaths Group (LHFIG) meetings, and will cover no other regular Area Board business

Wiltshire Councillors

Cllr Phil Alford - Melksham Without North and Shurnhold (Chairman)
Cllr Nick Holder - Bowerhill
Cllr Jon Hubbard - Melksham South
Cllr Jack Oatley - Melksham Forest
Cllr Mike Sankey - Melksham East
Cllr Jonathon Seed - Melksham Without West & Rural

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

	Time
<p>1 Chairman's Welcome, Introduction and Announcements</p>	<p>6:00pm</p>
<p>2 Apologies for Absence</p>	
<p>3 Minutes (<i>Pages 1 - 10</i>)</p> <p>To confirm the minutes of the meeting held on Wednesday 21 September 2022</p>	
<p>4 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee</p>	
<p>5 Ratification of LHFIG Meeting Notes and Recommendations (<i>Pages 11 - 42</i>)</p> <p>The Area Board are asked to ratify the recommendations from the Local Highways and Footpaths Group meetings dated 4 August and 27 October 2022</p>	
<p>6 Close</p>	

MINUTES

Meeting: Melksham Area Board
Place: Melksham Community Campus Library
Date: 21 September 2022
Start Time: 7.00pm
Finish Time: 8.35pm

Please direct any enquiries on these minutes to: Ben Fielding, Democratic Services Officer, (Tel): 01225718656 or (e-mail) benjamin.fielding@wiltshire.gov.uk. Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Phil Alford - Melksham Without North and Shurnhold (Chairman)
Cllr Nick Holder - Bowerhill
Cllr Jon Hubbard - Melksham South
Cllr Jack Oatley - Melksham Forest
Cllr Mike Sankey - Melksham East
Cllr Jonathon Seed - Melksham Without West & Rural

Wiltshire Council Officers

Richard Rogers, Strategic Engagement Partnerships Manager
Dominic Argar, Assistant Multimedia Officer
Ben Fielding, Democratic Services Officer
Stuart Honeyball, Assistant Director - Transformation & Business Change

Town and Parish Councils

Melksham Without Parish Council
Melksham Town Council

Partners

Inspector Andy Lemon, Wiltshire Police

Total in attendance:22

<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
87	<p><u>Chairman's Welcome, Introduction and Announcements</u></p> <p>The Chairman welcomed everyone to the meeting of the Melksham Area Board.</p> <p>The following Chairman's Announcements contained in the agenda pack were noted:</p> <ul style="list-style-type: none"> • Annual Canvass • Post 16 Skills and Participation Officer • Engagement and Partnerships team structure
88	<p><u>Apologies for Absence</u></p> <p>There were no apologies for absence.</p>
89	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 22 June 2022 were presented for consideration and it was;</p> <p><u>Resolved</u></p> <p>To approve and sign as a true and correct record of the minutes of the meeting held on 22 June 2022.</p>
90	<p><u>Declarations of Interest</u></p> <p>Cllr Nick Holder declared a non-pecuniary interest to Item 11, the Age Friendly Melksham grant application as a close relation was employed by the applicant.</p>
91	<p><u>Introduction</u></p> <p>Richard Rogers (Strategic Engagement and Partnerships Manager) introduced the meeting and made the following points:</p> <ul style="list-style-type: none"> • Richard Rogers introduced himself and provided an overview of his personal and professional backgrounds. • An overview of the Engagement Team restructure was provided with the role of Community Engagement Managers being removed and now replaced by Strategic Engagement Partnerships Managers and Area Board Delivery Officers. • Richard outlined there would be four parts to his role: <ol style="list-style-type: none"> 1) Working with the Area Board to achieve priorities alongside the Wiltshire Council business Plan. 2) Working with the wider community to advise and enable them to do

	<p>more within their local area.</p> <p>3) Dealing with corporate issues that may arise within the Council but may not sit within one service area or are unexpected.</p> <p>4) To recruit and manage a team of Area Board Delivery and Area Board Support Officers.</p> <ul style="list-style-type: none"> • It was also stated that Area Boards would have closer links to the Extended Leadership Team, with Assistant Director of HR and OD, Tamsin Kielb having been assigned to Melksham Area Board.
92	<p><u>Police Update</u></p> <p>Inspector Andy Lemon gave an update on behalf of the Melksham Community Policing Team. The update covered the following points:</p> <ul style="list-style-type: none"> • A team update was provided, with it noted that Inspector Gill Hughes had been seconded to work on a project to rectify issues identified by the recent HMP Report. • In September, two successful drug warrants were issued as a result of community intelligence which was acted on, leading to several arrests. • The police have been active and were involved in positive community engagement at the Melksham Food and River Festival. On the day, public issues were surveyed, with members of the public stating that they were concerned about boy racers, congregating youths and anti-social behaviour. • It was noted that none of the top offenders recently were residents of Melksham and that there had been a decrease in burglaries with crime as a whole on a downward trend. • The force is looking to get additional resources in place to increase those on foot around the town. <p>Following the verbal update, there was time for the following points and questions to be raised:</p> <ul style="list-style-type: none"> • It was suggested that though there seems to be heavy policing in the town, residents of villages feel let down and that they do not feel as though the police are servicing their area. Inspector Lemon stated that there is a strong belief that the police should be attending Parish Council meetings and that written reports should be provided, as well as being available to take questions and raise community concerns. • It was stated that currently the police currently has a young workforce with 60% of officers having less than 3 years of service. In addition there are a lot of sergeant vacancies, with a lot of recruitment issues down to pay. Many recruits are joining straight from university or school and therefore do not have as much life experience. • Feedback was provided that it was positive to hear that the police are aware of the boy racer problem. Inspector Lemon stated that further work will be conducted in the autumn months as these groups tend to congregate at Bowerhill on the old leisure centre site.

	<ul style="list-style-type: none"> • It was clarified that generally these are not the cars of residents but rather drivers who migrate in from Devizes and the surrounding area, with gatherings of over 200 cars having taken place in Swindon and Trowbridge industrial estates.
93	<p><u>Fire & Rescue Update</u></p> <p>The Area Board noted the extensive report which had been attached to the agenda pack.</p>
94	<p><u>Update on investment at Melksham House</u></p> <p>Cllr Phil Alford provided an update on the investment at Melksham House. The update covered the following points:</p> <ul style="list-style-type: none"> • After a period of preparation work, construction started on the renovation of Melksham House two weeks ago, with an estimated completion date of Winter 2023. • A budget of £4.2m has been agreed by Cabinet. • Once complete, Melksham House will offer considerable office space, meeting rooms and a community hall. • The improvements to Melksham House will make it a zero-carbon facility, including modern sustainable technology. • During the presentation, an aerial and side profile views of the development were provided. <p>Following the verbal, update, there was time for the following points and questions to be raised:</p> <ul style="list-style-type: none"> • Regarding the business case for the development, it was clarified that the building is Grade II listed with Wiltshire Council obliged to look after it. The Business case was to fit with planning recommendations and money would not be recouped for the development straight away.
95	<p><u>Cost of Living Crisis - An update on Wiltshire Council's Response</u></p> <p>Stuart Honeyball, Assistant Director (Transformation & Business Change), provided an update on Wiltshire Council's Response to the Cost-of-Living Crisis. The update covered the following points:</p> <ul style="list-style-type: none"> • Though it is an early stage in the process, there has been lots of activity at officer level requested by the Leader, with a number of options being considered to support 1) staff, 2) residents and 3) businesses. • Cost of living has been a key topic within Executive Leadership Team meetings, and assessments have been initiated across the three identified workstreams, which have all been allocated a director. • Eventually, the Leader will be presented with the options available and will then communicate what he would like the Council to do, also making

	<p>a statement at a Cabinet meeting.</p> <p>Following the verbal update, there was time for the following points and questions to be raised:</p> <ul style="list-style-type: none"> • It was suggested that a 4th workstream be added that would cover the voluntary and community sector including community buildings. Stuart Honeyball agreed to feed this back.
96	<p><u>Area Board Work Programme</u></p> <p>Richard Rogers (Strategic Engagement and Partnerships Manager) stated that he would be looking at the priorities that Melksham Area Board has selected and will be speaking to Members to find actions that will support each priority. It was stated that it is likely that an action plan will be created and brought to the next meeting.</p> <p>Cllr Jon Hubbard provided an update that work has taken place at the Youth Centre, with the continued growth of Teen Talk Counselling. This included a new partnership with Melksham Oak school for counsellor ran anger management sessions to take place, new group therapy sessions due to an increase in referrals as well as short term interventions for those who have previously received therapy.</p> <p>The Area Board received updates on the following priority areas of work for 2022/2023:</p> <p>Addressing Environmental Issues – Cllr Jonathon Seed</p> <ul style="list-style-type: none"> • The Town Council have planned a Climate Fest, which will be taking place on 2 October 2022 with further details set to be announced. • Cllr Seed noted that a lot of positive work takes place within the community area towards climate and environmental issues, however these are not pulled together. It could therefore be beneficial to the community if something is produced to collate local climate and environmental projects to provide residents with confidence of what is taking place in the local area. <p>Reducing Anti-Social Behaviour – Cllr Mike Sankey</p> <ul style="list-style-type: none"> • Work has been done with Melksham Town councillors in the East Ward to create an informal residents’ group. The group recently had a meeting at the rugby club, which was attended by 30 residents and Sergeant James Twyford, who provided a presentation on anti-social behaviour. • During the meeting, the importance of collecting intelligence for the police was reiterated, with it noted that when 101 calls take place a record is logged that can later be used to identify data hotspots. • At a recent meeting PCC Philip Wilkinson confirmed that funding is in

	<p>place to recruit an additional 60+ officers, also hosting a robust Question and Answer session in which the main topic was anti-social behaviour.</p> <ul style="list-style-type: none"> • Melksham Town Council is working on deployable CCTV cameras with work being done to identify potential locations for cameras.
97	<p><u>Sub Group Reports</u></p> <p>Melksham Local Highways and Footpath Improvement Group</p> <p>Cllr Jonathon Seed introduced the minutes and recommendations from the LHFIG meeting held on 4 August 2022. The recommendations included the following:</p> <p>To close the following Issue:</p> <ul style="list-style-type: none"> • 9-21-8 Melksham Heather Avenue <p>To add the following Issues (with funding) to the Priority Schemes List:</p> <ul style="list-style-type: none"> • 9-20-9 Melksham Maple Close Footway (£10,000) • 9-22-1 Melksham Hazelwood <p>To add the following Issues to the Priority Schemes List:</p> <ul style="list-style-type: none"> • 9-22-5 Melksham Wharf Court Signs • 9-22-10 Berryfield Bus Shelters • 9-22-12 Bowerhill Halifax Road Drop Kerbs • 9-22-16 Berryfields signs to village hall <p>A new policy on submission of issues to the LHFIG was also agreed:</p> <p>i) Each agenda item should be discussed and ratified by the relevant Full Council of each Town and Parish Council unless an alternative process is agreed and accepted by LHFIG</p> <p>ii) Attendance at LHFIG should be by an authorised representative who is fully briefed, has visited the site and is authorised to act on behalf of the Council</p> <p>iii) Each Council should be committed to part-fund each project: financial contributions will normally be expected at a rate of 50% for the larger councils (Melksham Town and Melksham Without) and 25% for the other smaller councils</p> <p>iv) The Chairman of the LHFIG reserves the right to withdraw consideration of any agenda item not meeting these requirements</p> <p>It was noted that as the minutes and recommendations of the LHFIG meeting on 4 August 2022 had not been attached to the agenda for advertisement, the Area Board could not formally sign off on the recommendations. It was noted that the public did not raise any issues</p>

with the recommendations and that a single item Area Board would be convened to formalise the passing of the recommendations.

Melksham Health and Wellbeing Group

Richard Rogers provided an update on behalf of the Melksham Health and Wellbeing Group. The update covered the following points:

- The Area Board recognised that carers and in particular young carers, had been impacted and therefore wanted to organise a celebration for them to attend for their contributions they had made.
- Youth Action Wiltshire proposed two separate events for Primary and Secondary Age carers and that dates are currently being investigated before a venue can be booked. It was also stated that transport would be provided to the events for those who would require it.
- Regarding Young Adult Carers, it was proposed that on March 16 (Young Carers Action Day), local carers between ages 15 and 25 would be provided with a reward such as being taken for a meal or to an escape room. It was stated that the Area Board would like to provide these people with gifts and would welcome support from local businesses.
- The next Health and Wellbeing Board meeting will take place on 26 October 2022.

Resolved:

1. **The Area Board noted and approved the running of the 2 young carers events.**
2. **The Area Board agreed to the provision of an event for young adult carers.**

98

Grant Applications

It was noted that a decision had been made through delegation to award £500 towards a memorial bench in memory of Councillor Roy While and that the Area Board were in the process of identifying a location.

The Area Board considered the following applications for funding:

Community Area Grants:

- **Bowerhill Village Hall requesting £5,000 for replacement doors.**

Resolved:

Bowerhill Village Hall was awarded £5,000 towards replacement doors.

- **Melksham Goes Wild requesting £300 towards the “Blue Campaign” to make Melksham more insect and wildlife friendly.**

Resolved:

Melksham Goes Wild was awarded £300 towards the “Blue Campaign” to make Melksham more insect and wildlife friendly.

- **Berryfield Village Hall Committee requesting £2,233 for new table and chairs at the village hall.**

Resolved:

Berryfield Village Hall was awarded £2,233 towards new table and chairs at the village hall.

Youth Grants:

- **Melksham Amateur Swimming Club (Melksham Swordfish) requesting £1,360 towards teacher and coach training.**

Resolved:

Melksham Amateur Swimming Club (Melksham Swordfish) was awarded £1,360 towards teacher and coach training.

Health and Wellbeing Grants:

- **Wiltshire Music Centre requesting £1,500 match funding for “Celebrating Age Wiltshire” arts and heritage events for isolated, older people in Melksham.**

Resolved:

Wiltshire Music Centre was awarded £1,500 towards “Celebrating Age Wiltshire” arts and heritage events for isolated, older people in Melksham.

- **Age Friendly Melksham requesting £882 towards Phase 2 of the development of Melksham as an age-friendly community**

The grant application from Age Friendly Melksham was withdrawn prior to the start of the Area Board meeting.

- **Carer Support Wiltshire requesting £1,300 towards the new Carer Café in Melksham.**

Resolved:

Carer Support Wiltshire was awarded £500 towards the new Carer Café in Melksham, subject to the applicant being able to provide the project with

	the awarded £500.
99	<p><u>Partner Updates</u></p> <p>The following written partner updates contained in the agenda pack were noted:</p> <ul style="list-style-type: none"> • Melksham Neighbourhood Plan • Update from BANES, Swindon and Wiltshire Integrated Care Board - August 2022 • CCG & Healthwatch Wiltshire • Town and Parish Councils <p>Cllr Mike Sankey provided an additional verbal update on the Melksham Neighbourhood Plan. The verbal update covered the following points:</p> <ul style="list-style-type: none"> • Various task groups had taken place to contribute towards the Neighbourhood Plan, including a Housing Rask Group, which would shortlist sites for allocation before engaging with land owners. • A Housing Needs Assessment has also been completed by AECOM. • Attention was drawn to the recent planning appeal hearing which had been upheld for a site on Semington Road for 50 affordable dwellings. • AECOM have been appointed to look at the Town Centre Master Plan work. • Emphasis was also placed on protecting local heritage assets, climate issues and ensuring that local priorities are addressed as the proposed Bypass and Melksham Link Canal projects progress.
100	<p><u>Public Questions</u></p> <p>The following questions were received from members of the public:</p> <p>It was queried whether the Area Board would be discussing the Age Friendly Melksham grant application, to which it was clarified that this application had been withdrawn by the applicant prior to the meeting.</p>
101	<p><u>Close</u></p> <p>The date of the next meeting is 7 December 2022.</p>

Melksham Local Highways & Footway Improvement Group

	Item	Update,	Actions and recommendations	Who	
Melksham LHFIG – Note of meeting held on Thursday 4th August 2022 at 16:30 hrs					
1.	Attendees and apologies				
		Attendees:	Wiltshire Councillors - Jonathon Seed (Chairman), Phil Alford, Nick Holder Melksham Without PC – Alan Baines Steeple Ashton PC - Malcolm Jones/ John Tapper Semington PC - Colin Wade Wiltshire Council officers – Mark Stansby, Peter Dunford	Area Board to note.	AB
		Apologies:	Melksham Town Council		
2.	Notes of last meeting				
		The notes of the previous LHFIG meeting held on 19 th May 2022 were presented to the Area Board on 22 nd June 2022, passing all recommendations.		LHFIG to note.	All

3.	New Policy on submission of Issues to the LHFIG			
		<p>The following Policy was agreed by the Area Board:</p> <ul style="list-style-type: none"> a) Each agenda item should be discussed and ratified by the relevant Full Council of each Town and Parish Council unless an alternative process is agreed and accepted by the LHFIG. b) Attendance at LHFIG should be by an authorised representative who is fully briefed, has visited the site and is authorised to act on behalf of the Council. c) Each Council should be committed to part-fund each project: financial contributions will normally be expected at a rate of 50% for the larger Councils (Melksham Town and Melksham Without) and 25% for the other smaller Councils. d) The Chairman of the LHFIG reserves the right to withdraw consideration of any agenda item not meeting these requirements. <p>N.B. Guidance on typical costs can be found on the Wiltshire Council Website (see Highways page). All items costing £500 or less will be funded in full by the LHFIG budget.</p>	LHFIG to note	All
4.	Financial Position			
		<p>The current balance for 2021/22, less previous commitments, stands at £26,147.87 (see Appendix 1).</p> <p>The current balance for 2022/23, less previous commitments stands at £38,185.87 (see Appendix 2).</p>	Area Board to note	AB
5.	Priority schemes			

Melksham Local Highways & Footway Improvement Group

a)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	<p>The scheme, plus some remedial work, has been completed with interim costs standing at £13,357.13.</p> <p>Highways will refurbish any defective road markings over this summer period.</p> <p>Safety concerns have been raised about the cobbled feature and Highways will discuss this with the Parish Council, with a view to making some changes.</p>	<p>Area Board to note</p> <p>Highways to arrange site meeting with Parish Representatives</p>	<p>AB</p> <p>Highways</p>
b)	A365 Shaw Bath Road Footway improvements – funded by Section 106 monies from George Ward Gardens development.	<p>Resurfacing of the footway from the new drop kerb to the first field access, towards Shaw is to take place during during 22/23.</p> <p>Construction has been pencilled in for the October half term week, subject to road space and gang availability.</p>	Highways to action	Highways
c)	Issue 9-20-9 – Melksham Sandridge Road – request to improve footway link to Maple Close	<p>Town Council and Highways representatives have met with the land owner to agree in principle the area of land to be dedicated. This would result in a 2 metre wide path parallel to the A3102, and a wider area where the path turns through 90 degrees towards Maple Close. A new boundary wall is to be constructed as part of this agreement.</p> <p>The estimated combined cost, inclusive of Wiltshire Council's legal fees is in the region of £20,000. This figure includes for:</p> <ul style="list-style-type: none"> • removal of the existing fence, hedgerow and roots. • Provision of footings for wall and edging for new path and to provide temporary fencing. • Completion of footway work following construction of the wall. <p>The landowner's legal costs are to be met by the Town Council in full.</p>	Highways to liase with internal legal team	Highways

Melksham Local Highways & Footway Improvement Group

		A site meeting has been held to agree the extent of the work with the property owner. The legal process for the land dedication can now commence.		
d)	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>Signing work has been completed.</p> <p>There are funds remaining specifically to improve cycleway signing within the town.</p>	<p>Highways request that the Town Council consider where additional improvements could be made.</p> <p>Defer to next meeting with MTC present</p>	Town Council
e)	Melksham Dunch Lane – funded by Section 106 monies from George Ward Gardens development	<p>Consultation on full closure over rail bridge or one way operation from east to west and new parking controls to be carried out by the Town Council.</p> <p>Update from Town Council:</p>	Defer to next meeting with MTC present	MTC
f)	Active Travel Scheme - Melksham Town Bridge – drop kerbs and signs.	<p>Preliminary design work now completed, see drawings included (Appendix 3A and 3B). Preliminary costs, including legal fees for road closure and a 20% contingency fee are estimated in the region of £14,000.</p> <p>For discussion:</p>	Defer to next meeting with MTC present	MTC
g)	Active Travel Scheme - Whitley West Hill to Top Lane – new footpath	A site meeting has been held and it was agreed that any new footway provisions would need to be constructed on the southside of the lane. Phase 1 of this project has potentially been identified, a length of approximately 90 metres. This would run from the Bus Stop Hard standing opposite to property 158A, eastwards to the telephone box opposite property 161B. A location plan is included as Appendix 4.	LHFIG recommends to the Area Board that this item is closed.	AB

Melksham Local Highways & Footway Improvement Group

		<p>A ball park estimate to undertake this work, excluding any drainage considerations, would be in the region of £35,000.</p> <p>Since the site meeting was held, the issue has been discussed by Melksham Without's Highways & Streetscene Committee and they have concluded that this proposal is not one of their current priorities and the project should be halted.</p>		
h)	Issue 9-21-5 – Littlemarsh old section of A350 – Speeding, littering and anti-social behaviour	<p>The Parish Council have opted to pursue road markings 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.</p> <p>Work has been delayed due to unforeseen staff absence. Now likely to be done late August / early September.</p>	Area Board to note	AB
i)	Issue 9-22-1 – Melksham Footway linking Hazelwood Road & St Michaels Road – Request for lighting	<p>Issue submitted by Cllr Hubbard and Melksham Town Council.</p> <p>The location of a live feed is unclear (from existing records) and therefore it is difficult to give a robust estimate. Our consultants suggest a sum of £4,000 should cover the installation of 1 lighting column, located approximately at the mid point of the footway link.</p> <p>Highways awaiting confirmation from the Town Council of their 50% contribution.</p>	Defer to next meeting with MTC present	MTC
j)	Issue 9-22-4 – Melksham Westbury View – request for Access Protection Marking	<p>Issue submitted by Melksham Town Council</p> <p>At the last meeting, the group agreed to the provision of an access protection marking outside No 34.</p> <p>Work has been delayed due to unforeseen staff absence. Now likely to be done late August / early September.</p>	Area Board to note	AB

Melksham Local Highways & Footway Improvement Group

k)	Issue 9-22-5 – Melksham Spa Road – safety concerns at access to & from Wharf Court	<p>Issue submitted by Melksham Town Council</p> <p>Request for concealed access signs or similar. Highways advise that Concealed Entrance signs are not permitted on the Highway.</p> <p>Highways have been unable to identify a prescribed sign for this situation. Both Wharf Court and Meadowsweet Place are private accesses and visibility from these accesses satisfied the planning requirements.</p> <p>Highways suggest the placement of additional SLOW road markings which can be provided for less than £500.</p>	<p>LHFIG recommends to the Area Board that £500 is allocated to this project.</p> <p>Highways to action.</p>	<p>AB</p> <p>Highways</p>
l)	Issue 9-22-10 – Berryfield Semington Road – request to install 2 bus shelters	<p>Issue submitted by Melksham Without Parish Council</p> <p>There is a Section 106 fund of £20,662 to provide 2 x shelters with seating, high access kerbs with RTI facility (or to be ready for RTI installation).</p> <p>Parish have met Highways on site. On the East side there should be sufficient space for a full size shelter but on the West side the highway extends to the back of the footway only, and so a cantilever shelter would be the only option.</p> <p>The project will be advanced when staff resources become available.</p>	<p>Noted. No cost implication to LHFIG.</p>	<p>AB, MWPC & Highways</p>
m)	Issue 9-22-12 – Bowerhill Halifax Road – request for	<p>Issue submitted by Melksham Without Parish Council</p>	<p>MWPC to confirm funding contribution.</p>	<p>MWPC</p>

Melksham Local Highways & Footway Improvement Group

	drop kerbs to link Brampton Court with Sunderland Close	<p>Parish have met Highways on site. It was agreed that the best solution is to provide 3 sets of drop kerbs, each side of Brampton Court and then over to Halifax Road. The ball park estimate is therefore closer to £3,500.</p> <p>At the last meeting the LHFIG agreed to prioritised this project but did not commit any funding.</p>		
n)	Issue 9-22-16 – Berryfield – request for direction signs to new village hall	<p>Issue submitted by Melksham Without Parish Council</p> <p>Request for directional signs for motorists via Telford Drive and Pedestrians from Semington Road via new footway opposite New Inn.</p> <p>Highways can pursue signs on Semington Road, but the new estate has yet to be adopted. Suggest that signs within the estate are considered at a later time.</p> <p>Highways have designed the signs (see Appendix 5) and the cost to install these should be no more than £400.95.</p>	<p>LHFIG recommends to the Area Board that £400.95 is allocated to this project.</p> <p>Highways to action.</p>	<p>AB</p> <p>Highways</p>
6.	New Requests and ongoing Issues			
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. This will require a base (3.5m x 1.5m) complete with electrical ducting and connecting chamber.</p> <p>A ball park estimate to construct the base and install the electrical items should be in the region of £3,000 to £3,500, with legal fees of around £1,500.</p>	Issue needs to be resolved in discussion between MWPC, Heron Homes and WC (Allan Creedy)	MWPC

Melksham Local Highways & Footway Improvement Group

		<p>Whilst Highways are prepared to adopt this piece of land, Heron have now cast doubt over whether they would be willing to offer this pocket of land for adoption?</p> <p>Highways cannot proceed until this has been resolved.</p>		
b)	Issue 9-19-11 – Bowerhill Portal Road – Request for Bowerhill nameplate and white gates	<p>Parish have met Highways on site. Whilst originally a site had been identified for a gateway feature close to the Dick Lovett development, a more suitable location, with wider verges, has now been identified between Herman Miller and the first hangar.</p> <p>A ball park estimate to provide a pair of gates and new village nameplate is likely to be around £4500 to £5,000, inclusive of traffic management.</p>	MWPC to confirm number of gates required and funding contribution	MWPC
c)	Issue 9-20-3 - A350 Western Way – Pedestrian safety at signal controlled crossing on dual carriageway section.	<p>Work to upgrade the Crossing facility has now been completed.</p> <p>The Active Travel Scheme (as a whole) will be subject to a full road safety audit upon completion of some snagging items.</p>	LHFIG recommends to the Area Board that this item is closed.	AB
d)	Issue 9-22-2 – Melksham Union Street – Request for 20 mph speed limit assessment	<p>Issue submitted by Melksham Town Council</p> <p>Results from a Speed Detector Radar survey show an Average Speed of 23 mph and 85th Percentile at 27mph. 7.1% of vehicles recorded were travelling in excess of 30 mph.</p> <p>Cost of 20 mph assessment is £2,500; agreed to combine with another road assessment to provide best value.</p>	LHFIG recommends to the Area Board that this item is closed until a new proposal is received.	AB

Melksham Local Highways & Footway Improvement Group

e)	Issue 9-22-3 – Melksham The Crays – request for drop kerbs	<p>Issue submitted by Melksham Town Council</p> <p>Drop kerbs to facilitate access for wheelchair users at the junction of The Crays and Montague Place. A Ball Park cost for this project is between £2,000 and £2,500.</p> <p>Highways met with Town Council Officer on site and can see no reason why this could not be taken forward.</p>	Defer to next meeting with MTC present	MTC
f)	Issue 9-22-6 – Melksham Sandridge Road junction with Snarlton Lane – request for signs to direct drivers to Snarlton Farm	<p>Issue submitted by Melksham Town Council</p> <p>Issue concerns HGV deliveries attempting to access the Farm via Snarlton Lane. Highways have considered direction signs to deter this and a proposal is included as Appendix 6.</p> <p>A ball park estimate to undertake this work is £950, inclusive of temporary traffic management.</p> <p>For discussion:</p>	Defer to next meeting with MTC present	MTC
g)	Issue 9-22-7 – Melksham – Eastern Way / Snowberry Lane – request for weight limit and 30 mph speed limit	<p>Issue submitted by Cllr Sankey and Melksham Town Council</p> <p>Changes requested on roads soon to be by-passed by new route via Camomile Place.</p> <p>Wiltshire currently has no Freight Management Policy and therefore Weight Limits cannot be considered at this time. With no fundamental changes taking place along the old route, a request for a 30mph limit is unlikely to meet the criteria.</p> <p>Advice from Highways Engineer is to monitor the situation once the new link road has been opened. Through traffic should naturally migrate to this new link road as it will form a more direct route</p>	LHFIG recommends to the Area Board that this item is closed.	AB

Melksham Local Highways & Footway Improvement Group

h)	<p>Issue 9-22-8 – Steeple Ashton – Speeding Issues at village entrances and Parking on High Street</p>	<p>Issue submitted by Steeple Ashton Parish Council</p> <p>Parish have met Highways on site. Coloured surface treatments have been ruled out at this time due to wear of the existing carriageway surfaces. However gateway road markings can be provided on approach to the speed limits on Common Hill and Ashton Common (see Appendix 7. The yellow transverse bars can be refreshed on Edington Road.</p> <p>To deter parking in the village centre, access protection markings can be painted at the junction of Acreshort Lane and a length of hatching adjacent to Ashton House.</p> <p>A ball park estimate to undertake this work, on an ad hoc basis, is £1,500.</p> <p>The Parish have also requested an additional post to help with their SID deployment Cost to supply one post is £70.</p>	<p>SAPC has confirmed a £400 contribution to the scheme of work, to include the cost of the post.</p> <p>LHFIG recommends to the Area Board that this Issue is added to the priority Schemes List and to allocate £1,170.</p> <p>Highways to action.</p>	<p>AB</p> <p>Highways</p>
i)	<p>Issue 9-22-9 – Bowerhill Dowding Way and Duxford Close – request for Street Nameplates</p>	<p>Issue submitted by Melksham Without Parish Council</p> <p>Area Highway Engineer has confirmed that the sign for Duxford close has been ordered at no cost to the LHFIG on the annual order for new nameplates. The sign(s) for Dowding Way require consultation with property owners and has missed the order for this year.</p> <p>Parish have agreed that this sign can wait until next year's order is placed and therefore there is no further action for the LHFIG.</p>	<p>LHFIG recommends to the Area Board that this item is closed.</p>	<p>AB</p>

Melksham Local Highways & Footway Improvement Group

j)	Issue 9-22-11 – A350 Beanacre - request for measures to control entry speed at north end of village	<p>Issue submitted by Melksham Without Parish Council</p> <p>Parish have met Highways on site. It was noted that vegetation was masking the speed limit terminal signs with action now taken to rectify this.</p> <p>A suitable site for a gateway feature was identified and the gateway could include white gates, village nameplates and additional road markings.</p> <p>A ball park estimate to undertake this work is likely to be between £8,000 and £10,000, inclusive of traffic management.</p>	MWPC to investigate Solar Farm funding.	MWPC
k)	Issue 9-22-13 – Bowerhill DeHavilland Place and Dowding Way – Request for footway extensions and drop kerbs	<p>Issue submitted by Melksham Without Parish Council</p> <p>Parish have met Highways on site. Footway extensions at the sites proposed have now been ruled out due to underground services and safety concerns.</p> <p>An alternative crossing point, to give access into the Industrial Estate and beyond was identified at Cheshire Close to Pegasus Way.</p> <p>The work required includes one set of drop kerbs, possible short extension of footway (to line up the crossing point) and removal of 2 x concrete bollards. A ball park estimate is likely to be in the region of £2,500.</p>	MWPC to confirm funding contribution.	MWPC
l)	Issue 9-22-14 – Melksham Queensway – request for access protection marking	<p>Issue submitted by Melksham Town Council</p> <p>No 2 has planning permission to install drop kerbs for new driveway, which is to be accessed from a lay-by.</p>	LHFIG recommends to the Area Board that this item is closed.	AB

Melksham Local Highways & Footway Improvement Group

		Highways are content in principle for an access protection marking to be painted but cannot confirm this until the new access has been constructed. Work on the access has yet to commence.		
m)	Issue 9-22-15 – Melksham junction of Church Street and High Street and Lowbourne – request for audible warning at signal controlled crossing points	<p>Issue submitted by Melksham Town Council</p> <p>Audible warning at Church street signals de-activated and set at low level at crossing point by the Library.</p> <p>Highways have commissioned Atkins Signal consultants to investigate and report back.</p>	Defer to next meeting with MTC present	MTC
n)	Issue 9-22-16 – Melksham Without (various roads) – request for Parking Control Measures	<p>New Issue Submitted by Melksham Without Parish Council</p> <p>Request for a Parking Review at the following locations:</p> <ul style="list-style-type: none"> • Semington Canal Bridge • Lancaster Road Bowerhill • Avro Way Bowerhill • Merlin Way Bowerhill • Mitchell Drive Bowerhill 	<p>Include MTC sites to save legal costs of separate processes, estimated at up to £3,000.</p> <p>Defer until next meeting to allow time for MTC to identify sites.</p> <p>LHFIG recommends to the Area Board that this Issue is added to the priority Schems List, with funding yet to be agreed.</p>	<p>MTC</p> <p>AB</p>
o)	Issue 9-22-18 – Bowerhill, Bowerhill Lane – request to replace staggered barriers with bollards to allow access to shared use path using a pony and trap.	<p>New Issue Submitted by Melksham Without Parish Council</p> <p>The path is recorded as Public Highway and links Bowerhill Lane with Hornchurch Road. The barriers have been placed to deter children running into the carriageway at each end, and possibly to prevent motor vehicles from using the link?</p>	<p>MWPC to confirm preference for bollards or barriers.</p> <p>Status of path to be confirmed by Rights of Way warden.</p>	MWPC
7.	Other items			

Melksham Local Highways & Footway Improvement Group

a)	Pavement and Footway Improvement Schemes (pre-LHFIG)	Area Highway Engineer to update on repairs at Philip Close, near Littlejohn Avenue in Melksham and footpath link between Union Street and King George V Playing Field:	No update available.	AC
b)	Deadline for submitting LHFIG Requests	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 13 th October 2022.	To note Highways Engineer to meet with MTC ahead of next meeting.	All
c)	New mail box to submit requests to the LHFIG.	Wiltshire Council has created a new mail box for submitting requests. Effective immediately, please submit requests to LHFIGrequests@wiltshire.gov.uk . Requests for Traffic Surveys should continue to be sent to trafficsurveys@wiltshire.gov.uk Please forward this information to all who submit requests on behalf of your Council.	To note	All
8.	Dates of future meetings: 27th October 2022 and 2nd February 2023, both commencing at 16:30 hrs. Meetings to be held on-line until further notice.			

Melksham Local Highways & Footway Improvement Group

Highways Traffic Officer – Mark Stansby

Area Highway Engineer – Andy Cadwallader

Melksham Local Highways & Footway Improvement Group

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the LHFIG 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 LHFIG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Melksham Area Board will have a remaining Highways funding balance of **£36,114.92**

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

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:

9-20-3 A350 Western Way Crossing

9-22-2 Melksham Union Street – request for 20 mph limit

9-22-7 Melksham Eastern Way – request for weight limit

9-22-9 Bowerhill Dowding Way / Duxford Close – street nameplate

9-22-14 Melksham Queensway property no 2 – access protection marking

Whitley Top Lane / West Hill – Footpath provisions

7.2 To add the following Issues (with funding) to the Priority Schemes List:

9-22-8 Steeple Ashton – road markings (£1,170).

Melksham Local Highways & Footway Improvement Group

7.3 To add the following Issues to the Priority Schemes List without funding:

9-22-16 Melksham Without – Parking review various sites

7.4 To allocate funding to Issues already on the Schemes Priority List:

9-22-5 Melksham Spa Road – SLOW markings (£500)

9-22-16 Berryfield – Direction signs to village hall (£400.95)

Melksham CATG expenditure 2021 / 22 as of 21/07/22

Budget £12,169 + £29,310.10 c/fwd = £41,479.10

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Broughton Gifford Traffic Management Measures	£25,000.00	£12,500.00	£13,357.13 Interim	£25,000.00
Melksham Bus Shelters Lowbourn & Church Lane	£11,150.00	£nil	£10,180.63 Final	£10,180.63
Melksham Old Broughton Road – drop kerbs	£5,500.00	£2,750.00	£2,885.68 Final	£2,885.68
Melksham Sandridge / Maple Footway CAT survey	£450.00 (Ball Park)	£450.00	£208.79 Final	£208.79
Melksham Bath Road / Union St bollards	£1,500.00 (Ball Park)	£750.00	£1,010.11 Final	£1,010.11
A365 Shaw / Dunch Lane Footway improvements	£25,000.00	£nil	£4,922.46 Final	£4,922.46
Steeple Ashton Ground Sockets for SID	£1,000.00 (ball park)	£500.00	£934.00 Final	£934.00
Melksham Heather Avenue Bollard	£500.00 (ball park)	£250.00	£415.08 Final	£415.08
Totals	£70,100.00	£17,200.00	£33,913.88	£45,556.75

Budget	£41,479.10
Projected Spend	£45,556.75
Balance	-£4,077.65
Plus Contributions	£30,225.52
Current Balance	£26,147.87

Contributions

Broughton Gifford TM Measures	£12,500.00	Broughton Gifford Parish Council – invoice upon completion
Melksham Bus Shelters	£10,180.63	Melksham Town Council – invoice issued
Melksham Broughton Rd drop kerbs	£1,442.84	Melksham Town Council – invoice issued
Melksham Bath Road bollards	£505.05	Melksham Town Council – invoiced issued
A365 Shaw / Dunch Lane footway	£4,922.46	Section 106 Fund
Steeple Ashton ground sockets	£467.00	Steeple Ashton Parish Council – invoice issued
Melksham Heather Avenue bollard	£207.54	Melksham Town Council – invoice to be issued
Total	£30,225.52	

Melksham LHFIG expenditure 2022 / 23 as of 21/07/22

Budget £24,338 + £26,147.87 provisional c/fwd = £50,485.87

Scheme	Estimate	LHFIG Commitment	Expenditure	Projected Spend
A365 Shaw / Dunch Lane Footway improvements	£20,077.54	£nil	£0,000.00	£20,077.54
Semington Littlemarsh Road Markings	£500.00 (ball park)	£250.00	£0,000.00	£500.00
Melksham Sandridge Rd / Maple Close Footway	£20,000 (ball park)	£10,000.00 (provisional)	£0,000.00	£20,000.00
Melksham Hazelwood Rd / St Michael's Lighting	£4,000.00 (ball park)	£2,000.00 (provisional)	£0,000.00	£4,000.00
Melksham Westbury View – access protection bar	£50.00	£50.00	£0,000.00	£50.00
Totals	£44,627.54	£12,300.00	£0,000.00	£44,627.54

Budget £50,485.87

Projected Spend £44,627.54

Balance £5,858.33

Plus Contributions £32,327.54

Current Balance £38,185.87

Contributions

A365 Shaw / Dunch Lane footway	£20,077.54	Section 106 Fund
Semington Littlemarsh markings	£250.00	Semington Parish Council – invoice upon completion
Melksham Sandridge Rd footway	£10,000.00	Melksham Town Council – contribution subject to confirmation
Melksham Hazelwood Rd Lighting	£2,000.00	Melksham Town Council – contribution subject to confirmation
Total	£32,327.54	

NOTES:
**ASSOCIATED TRAFFIC
 SIGNS TO BE REVIEWED**



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Traffic & Network Management
 County Hall, Bythesea Road, Towbridge
 Wiltshire, BA14 8JD
 Tel: 0300 4560100
 Website: www.wiltshire.gov.uk

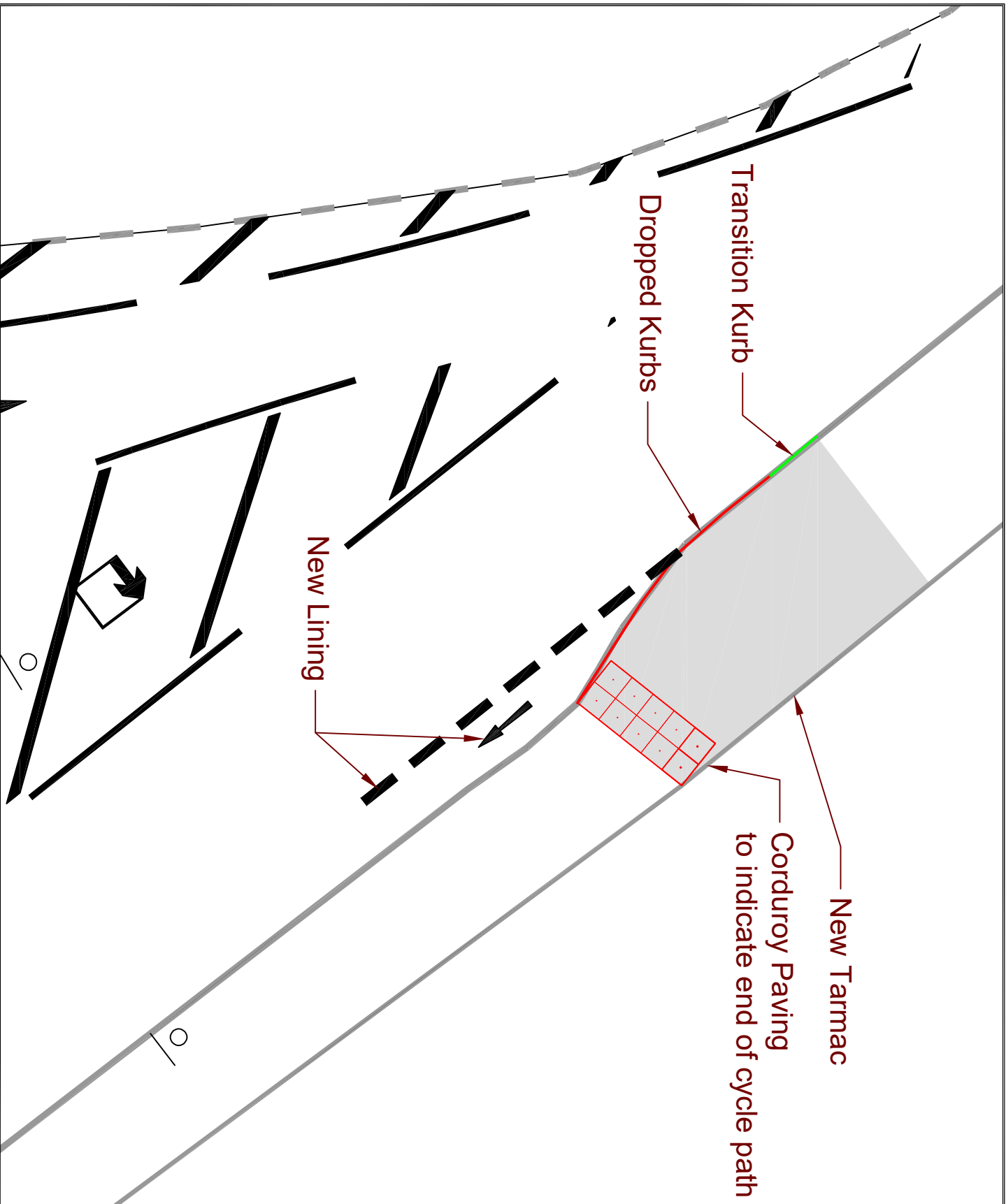
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E				
D				
C				
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O	2022	JOB		ORIGINAL
REV	DATE	DRAWN/CHECK	APPROV	DESCRIPTION

DRAWING PURPOSE:
DRAFT

PROJECT:
 Melksham Town Bridge lining
 and cycle path adjustments

DRAWING TITLE:
For Consideration of the LHFIG

SCALES	NOT TO SCALE	SHEET SIZE	A4
DRAWING No:	2022-2020/JOB/MH/002	REVISION:	
FILE REF:	2022/2020		



NOTES:
ASSOCIATED TRAFFIC SIGNS TO BE REVIEWED

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 Tel: 0300 4560100
 Website: www.wiltshire.gov.uk

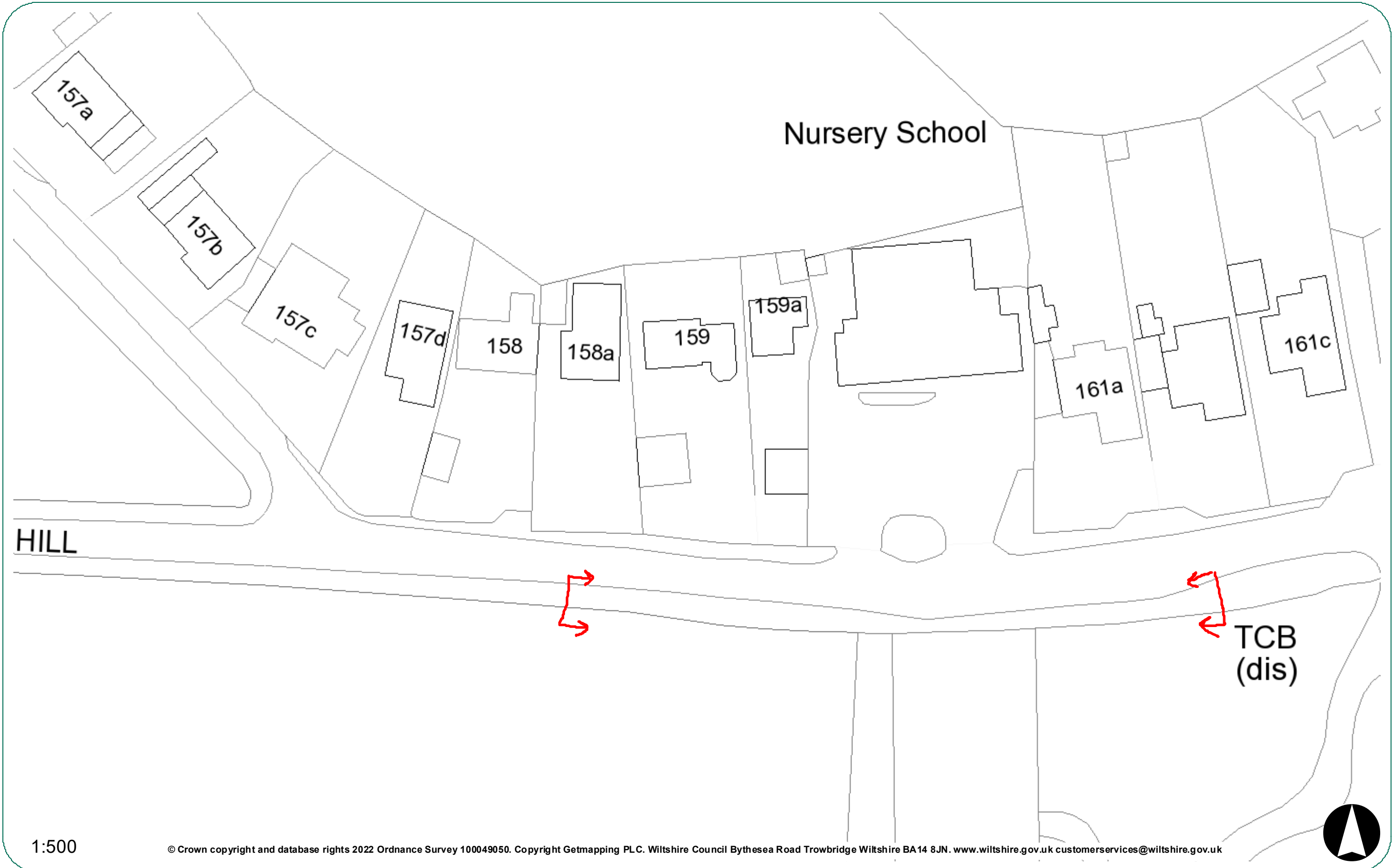
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O	2022	JOB	ORIGINAL
REV	DATE	DRAWN/CHECK	APPROV/ DESCRIPTION

DRAWING PURPOSE:
DRAFT

PROJECT:
 Melksham Town Bridge Lining
 and cycle path adjustments

DRAWING TITLE:
For Consideration of the LHFIG

SCALES:	NOT TO SCALE	SHEET SIZE:	A4
DRAWING No.:	2022-0201C09/MkM001	REVISION:	*
FILE REF.:	2022/020		



Designs of Directional Signs to Berryfield Village Hall

Vehicular Signs to be placed at the junction of Telford Drive – 857 x 431mm



Pedestrian Sign (Double-sided, end mounted sign) – 434 x 172mm



Proposed signs to manage deliveries to Snarlton Farm

Sign 1 – adjacent to junction with Snarlton Lane

Dimensions 1276 x 925mm



Sign 2 – Below advance direction sign to Eastern Way Roundabout

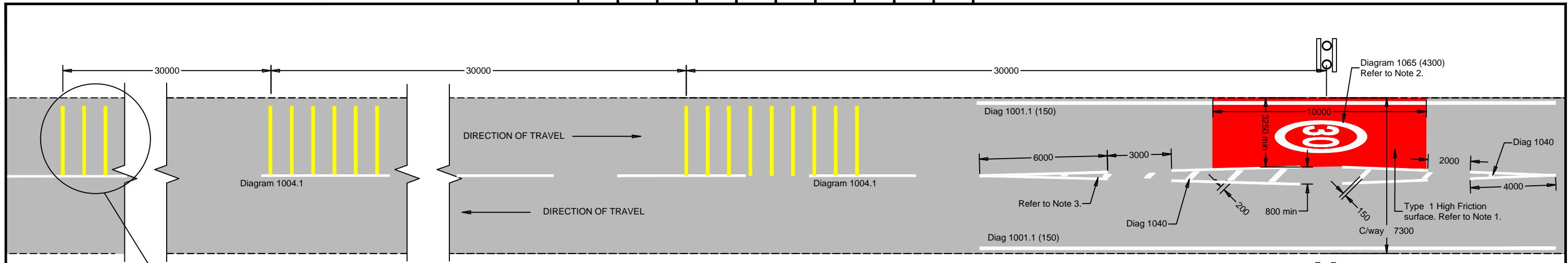
Dimensions 1604 x 431mm



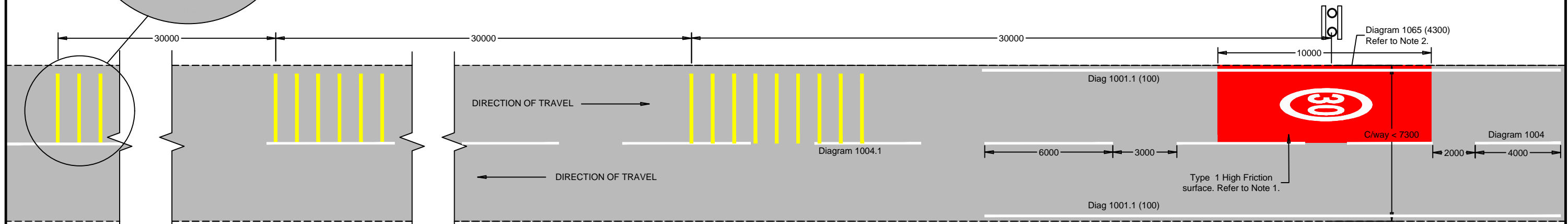
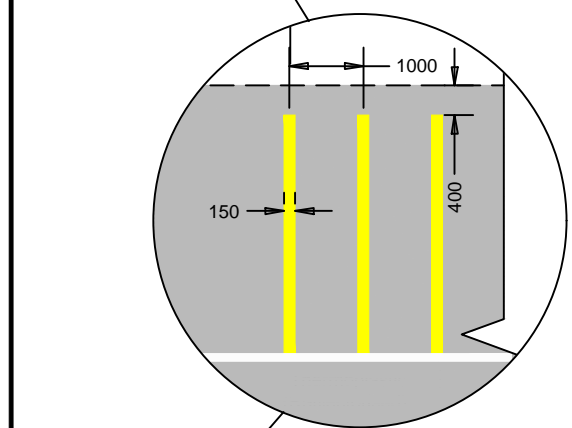
Sign 3 – Below direction sign on Eastern Way Roundabout

Dimensions 1464 x 431mm





GATEWAY TYPE A - ROAD WIDTH 7.30M



GATEWAY TYPE B - ROAD WIDTH < 7.30M

NOTES

- High Friction surface to be Type 1 hot applied Rosin Ester (thermoplastic) to Clause MCHW Vol 1 SHW Clause 924. 'Red' 1-3mm calcined bauxite N.S aggregate. Min SRV = 65, PSV 70+. Installers must be HAPAS certified. Installation to RSTA / ADEPT code of practice for High Friction Surfacing 2nd edition 2017
- 30 / 40 Carriageway roundels to diagram 1065 will typically be 4300mm. On higher speed roads i.e. Dual carriageways a 7500mm roundel should be used.
- Refer to Chapter 5 of 'The Traffic Signs Manual - Road Markings 2018' Table 2-7 for taper detail.
- Traffic signs and road markings shall comply with 'The Traffic Signs Regulations and General Directions 2016'.
- All road markings shall meet the requirements specified in Chapter 5 of the 'The Traffic Signs Manual' Road Markings 2018'.
- All road markings shall be formed in thermoplastic material complying with BS EN1436: Class A.
- Existing road markings to be removed to suit proposed layout.
- Use of this drawing does not absolve the client from his responsibilities under 'The Health & Safety: The Construction (Design & Management) Regulations 2015'

A	AMEND DISTANCE	MJS	GTR	01/06/21
Rev	Revision details	Chkd	Appd	Date
Drawn: MJR		DRAWING STATUS		
Checked: DMT				
Approved: GTR		ISSUE		
Date: 23/03/19				
File Ref: L:/trafficengineeringteam/				

Client: **Wiltshire Council** Consultant: **ATKINS**

Wiltshire Council Highways & Transport
County Hall, Bythesea Road
Trowbridge Wiltshire BA14 8JN

Atkins Highways & Transportation
3rd Floor County Gate
County Way Trowbridge
Wiltshire BA14 7FJ

Project Name: **WILTSHIRE COUNCIL - HIGHWAYS & TRANSPORT STANDARD HIGHWAY CONSTRUCTION DETAILS**

Drawing Title: **SERIES 1200 TRAFFIC SIGNS & ROAD MARKINGS SPEED LIMIT GATEWAY OPTIONS**

APPROVED
CONTRACTOR TO ENSURE LATEST DETAILS ARE USED

Original Sheet Size : A3
Scale : NOT TO SCALE Dimensions : mm

Drawing No. **WC-HCD-1200-D003** Rev: **A**

Melksham Local Highways & Footway Improvement Group

	Item	Update	Actions and recommendations	Who
	Melksham LHFIG – Notes of virtual meeting held on Thursday 27th October 2022 at 16:30 hrs			
1.	Attendees and apologies			
	Attendees:	Cllr Jonathon Seed – Chair Cllr Jon Hubbard Linda Roberts – Clerk to Melksham TC Pat Tucker – Keevil PC Alan Baines – Melksham Without PC Malcolm Jones – Steeple Ashton PC Andy Cadwallader – Area Highway Engineer Mark Stansby – Snr Traffic Engineer	Area Board to note.	AB
	Apologies:	Cllr Mike Sankey Cllr Nick Holder		
2.	Notes of last meeting			
		The notes of the previous LHFIG meeting held on 4 th August 2022 are to be presented to the Area Board on 7 th November.	LHFIG to note.	All

<p>3.</p>	<p>Financial Position</p>			
		<p>In addition to the increasing cost of materials the government introduced two changes to legislation which are impacting contractors' prices.</p> <ul style="list-style-type: none"> i) The removal of the entitlement to use red diesel and rebated biodiesel from most sectors from April 2022 to help meet its climate change and air quality targets. These tax changes have ensured that most users of red diesel now use fuel taxed at the standard rate of diesel since 1st April 2022. ii) The introduction of the Health and Social Care Levy in April 2022 (for one year only) increases the employers National Insurance contributions for staff of 1.25p in the pound. <p>Under the Term Maintenance Contract Ringway are entitled to be compensated for costs associated with these two changes to legislation. In March 2022 an estimated annual adjustment to the rates was agreed at 4% for the 2022/23 financial year. However, taking into account recent rapid inflation and the government policy changes described above, a further increase of 7.25%, in addition to this 4% has been agreed.</p> <p>In summary, an increase of 11.25% is to be applied to all orders placed in 2022/23.</p> <p>This increase is not applicable to any design, legal or assessment fees.</p> <p>All bills have now been settled for 2021/22, giving a Closing Balance of £31,469.31. (see Appendix 1). This underspend is carried forward to 22/23.</p>	<p>Area Board to note</p>	<p>AB</p>

Melksham Local Highways & Footway Improvement Group

		The current balance for 2022/23, less previous commitments stands at £41,436.36 (see Appendix 2).		
4.	Priority schemes			
a)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	<p>The scheme, plus some remedial work, has been completed at a final cost of £14,357.13. The original estimate was £25,000. This was funded on a 50/50 basis with the Parish Council.</p> <p>Highways have met Parish representatives to discuss safety concerns at the cobbled feature. It has been agreed that two bollards are to be installed to help highlight this feature and these can be supplied and installed at an estimated cost of £1060. An example of the bollards are included as Appendix 3</p> <p>Following discussion the group were content to fund these bollards.</p>	To recommend to the Area Board an allocation of £1060 to complete this project.	Chair Highways
b)	A365 Shaw Bath Road Footway improvements – funded by Section 106 monies from George Ward Gardens development.	<p>Resurfacing of the footway from the new drop kerb to the first field access, towards Shaw is to take place during during 22/23.</p> <p>Construction was pencilled in for October half term week, but due to other commitments this has been cancelled. A new date will be announced in due course.</p>	Highways to action Area Board to note	Highways AB
c)	Issue 9-20-9 – Melksham Sandridge Road – request to improve footway link to Maple Close	<p>The legal process to dedicate the land has begun but an issue has arisen in that the land being offered up is seemingly not registered to the property of concern.</p> <p>The matter is currently in the hands of the solicitors and until resolved no further action can be taken.</p>	Area Board to note	AB

Melksham Local Highways & Footway Improvement Group

d)	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>Signing work has been completed at a cost of £1,965.65</p> <p>There are funds remaining (£13,034.35) specifically to improve cycleway signing within the town.</p> <p>Town Council to consider where additional improvements are needed.</p>	<p>Area board to note</p> <p>Town Council to consider and forward requests</p>	<p>AB</p> <p>Town Council</p>
e)	Melksham Dunch Lane – funded by Section 106 monies from George Ward Gardens development	<p>Consultation on full closure over rail bridge or one way operation from east to west and new parking controls to be carried out by the Town Council.</p> <p>Town Council confirmed that Consultation will be carried out in the New Year.</p>	Area Board to note	AB
f)	Active Travel Scheme - Melksham Town Bridge – drop kerbs and signs.	<p>Preliminary design work has been completed. Preliminary costs, including legal fees for road closure and a 20% contingency fee are estimated in the region of £14,000.</p> <p>Town Council confirmed that this issue is no longer a priority for them.</p>	To recommend to the Area Board that this Issue is closed	Chair
g)	Issue 9-21-5 – Littlemarsh old section of A350 – Speeding, littering and anti-social behaviour	<p>The Parish Council have opted to pursue road markings 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.</p> <p>Markings installed - awaiting bills from contractor</p>	To recommend to the Area Board that this Issue is closed	Chair

Melksham Local Highways & Footway Improvement Group

h)	Issue 9-22-1 – Melksham Footway linking Hazelwood Road & St Michaels Road – Request for lighting	<p>Issue submitted by Cllr Hubbard and Melksham Town Council.</p> <p>The location of a live feed is unclear (from existing records) and therefore it is difficult to give a robust estimate. Our consultants suggest a sum of £4,000 should cover the installation of 1 lighting column, located approximately at the mid point of the footway link.</p> <p>Town Council confirmed their 50% contribution to proceed.</p>	<p>Area Board to note</p> <p>Highways to arrange installation.</p>	<p>AB</p> <p>Highways</p>
i)	Issue 9-22-4 – Melksham Westbury View – request for Access Protection Marking	<p>Issue submitted by Melksham Town Council</p> <p>At the last meeting, the group agreed to the provision of an access protection marking outside No 34.</p> <p>Markings to be painted imminently.</p>	<p>To recommend to the Area Board that this Issue is closed</p>	<p>Chair</p>
j)	Issue 9-22-5 – Melksham Spa Road – safety concerns at access to & from Wharf Court	<p>Issue submitted by Melksham Town Council</p> <p>Highways have been unable to identify a prescribed sign for this situation. Both Wharf Court and Meadowsweet Place are private accesses and visibility from these accesses satisfied the planning requirements.</p> <p>2 x SLOW markings to be painted imminently.</p> <p>Cllr Hubbard asked if the Give Way lines could be reinstated at the entrance to Wharf Court?</p>	<p>Area Board to note.</p> <p>Highways to consider give way lines</p>	<p>AB</p> <p>Highways</p>
k)	Issue 9-22-10 – Berryfield Semington Road – request to install 2 bus shelters	<p>Issue submitted by Melksham Without Parish Council</p> <p>There is a Section 106 fund of £20,662 to provide 2 x shelters with seating, high access kerbs with RTI facility (or to be ready for RTI installation).</p>	<p>Area Board to note</p>	<p>AB</p>

Melksham Local Highways & Footway Improvement Group

		<p>Parish have met Highways on site. On the East side there should be sufficient space for a full size shelter but on the West side the highway extends to the back of the footway only, and so a cantilever shelter would be the only option.</p> <p>The project will be advanced when staff resources become available.</p>		
l)	Issue 9-22-12 – Bowerhill Halifax Road – request for drop kerbs to link Brampton Court with Sunderland Close	<p>Issue submitted by Melksham Without Parish Council</p> <p>Parish have met Highways on site. It was agreed that the best solution is to provide 3 sets of drop kerbs, each side of Brampton Court and then over to Halifax Road. The ball park estimate is therefore closer to £3,500.</p> <p>At the last meeting the LHFIG agreed to prioritised this project but did not commit any funding.</p> <p>The Parish have set aside a £1750 contribution to take this forward.</p>	To recommend to the Area Board an allocation of £1,750 for this project, to match the Parish contribution.	Chair
m)	Issue 9-22-16 – Berryfield – request for direction signs to new village hall	<p>Issue submitted by Melksham Without Parish Council</p> <p>Request for directional signs for motorists via Telford Drive and Pedestrians from Semington Road via new footway opposite New Inn.</p> <p>An order for the signs has been placed with the contractor and installation is anticipated towards the end of the calendar year.</p>	Area Board to note.	AB
n)	Issue 9-22-8 – Steeple Ashton – Speeding Issues at village entrances and Parking on High Street	Issue submitted by Steeple Ashton Parish Council	To recommend to the Area Board that this Issue is closed	Chair

Melksham Local Highways & Footway Improvement Group

		<p>Gateway road markings are to provided on approach to the speed limits on Common Hill and Ashton Common and the yellow transverse bars are to be refreshed on Edington Road.</p> <p>To deter parking, access protection markings are to be painted at the junction of Acreshort Lane and a length of hatching adjacent to Ashton House.</p> <p>The markings are to be installed imminently.</p> <p>An additional post has been supplied to assist SID operation.</p>		
o)	Issue 9-22-17 – Melksham Without (various roads) – request for Parking Control Measures	<p>Issue Submitted by Melksham Without Parish Council</p> <p>Request for a Parking Review at the following locations:</p> <ul style="list-style-type: none"> • Semington Canal Bridge • Lancaster Road Bowerhill • Avro Way Bowerhill • Merlin Way Bowerhill • Mitchell Drive Bowerhill <p>It was noted that the canal forms the boundary between Melksham Without and Semington Parishes and that measures would be needed on both sides of the bridge. Parking controls within Melksham Without are included in the same legal Order as Melksham Town and so this also presents an opportunity to consider any pressing parking issues within the Town boundary.</p>	Highways to write to Semington Parish and Melksham Town to invite them to submit requests for other parking controls	Highways
5.	New Requests and ongoing Issues			

Melksham Local Highways & Footway Improvement Group

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. This will require a base (3.5m x 1.5m) complete with electrical ducting and connecting chamber.</p> <p>A ball park estimate to construct the base and install the electrical items should be in the region of £3,000 to £3,500, with legal fees of around £1,500.</p> <p>Highways unable to proceed until the land dedication issue has been resolved.</p>	<p>Issue needs to be resolved in discussion between MWPC, Heron Homes and WC (Allan Creedy)</p> <p>Area Board to note</p>	<p>MWPC</p> <p>AB</p>
b)	Issue 9-19-11 – Bowerhill Portal Road – Request for Bowerhill nameplate and white gates	<p>A suitable location has been agreed with Highways between Herman Miller and the first hangar.</p> <p>The parish have opted for a single gate and village nameplate at a ball park estimate of £3000, inclusive of traffic management. The Parish have set aside a £1500 contribution.</p>	To recommend to the Area Board that this Issue is added to the Priority Schemes list and to allocate £1,500.	Chair
c)	Issue 9-22-3 – Melksham The Crays – request for drop kerbs	<p>Issue submitted by Melksham Town Council</p> <p>Drop kerbs to facilitate access for wheelchair users at the junction of The Crays and Montague Place. A Ball Park cost for this project is between £2,000 and £2,500.</p> <p>Town Council have confirmed their 50% contribution, £1,250.</p>	To recommend to the Area Board that this Issue is added to the Priority Schemes list and to allocate £1,250.	Chair
d)	Issue 9-22-6 – Melksham Sandridge Road junction with Snarlton Lane – request for signs to direct drivers to Snarlton Farm	<p>Issue submitted by Melksham Town Council</p> <p>Issue concerns HGV deliveries attempting to access the Farm via Snarlton Lane. Highways have considered direction signs to deter this and a proposal is included as Appendix 4.</p>	To recommend to the Area Board that this Issue is added to the Priority Schemes list and to allocate £475.	Chair

Melksham Local Highways & Footway Improvement Group

		<p>A ball park estimate to undertake this work is £950, inclusive of temporary traffic management.</p> <p>Town Council have confirmed their 50% contribution, £475.00.</p>		
e)	<p>Issue 9-22-11 – A350 Beanacre - request for measures to control entry speed at north end of village</p>	<p>Issue submitted by Melksham Without Parish Council</p> <p>A suitable site for a gateway feature was identified and the gateway could include white gates, village nameplates and additional road markings.</p> <p>A ball park estimate to undertake this work is likely to be between £8,000 and £10,000, inclusive of traffic management.</p> <p>Whilst remaining a priority for the Parish, they have asked for further time to source funding for this project.:</p>	Area Board to note	AB
f)	<p>Issue 9-22-13 – Bowerhill DeHavilland Place and Dowding Way – Request for footway extensions and drop kerbs</p>	<p>Issue submitted by Melksham Without Parish Council</p> <p>An alternative crossing point, to give access into the Industrial Estate and beyond was identified at Cheshire Close to Pegasus Way.</p> <p>The work required includes one set of drop kerbs, possible short extension of footway (to line up the crossing point) and removal of 2 x concrete bollards. A ball park estimate is likely to be in the region of £2,500.</p> <p>The Parish have set aside a £1250 contribution to take this forward and request that construction is combined with the Halifax Road request, Issue 9-22-12</p>	To recommend to the Area Board that this Issue is added to the Priority Schemes list and to allocate £1250.	Chair
g)	<p>Issue 9-22-15 – Melksham junction of Church Street and High Street and Lowbourne –</p>	<p>Issue submitted by Melksham Town Council</p>	Highways to follow this up with their Signal consultants.	Highways

Melksham Local Highways & Footway Improvement Group

	<p>request for audible warning at signal controlled crossing points</p>	<p>Highways commissioned their Traffic Signal Consultants to investigate this matter and they have advised the following:</p> <p>This issue was fully investigated around 10 years ago, but for safety reasons the audible warnings have been deliberately disabled at this crossing point. Whilst alterations to the operation of these crossings were made, so that all three crossing points are green for each crossing sequence, these signals are not linked to the stand alone crossing, located approximately 55m away, by Costa / Parsons Nose public house. The concern remains that at quieter times (when traffic volume is low) the risk of confusing audibles from either site outweighs the potential benefit of enabling the audible system. Visually impaired pedestrians should continue to use the tactile cones fitted at both crossings so that they are aware of when it is safe to cross.</p> <p>Highways have taken this advice on board, and with safety the primary concern, no changes will be made here.</p> <p>Town Council are content with this response but have asked why the audibles remain switched on at the crossing by Costa?</p>		
<p>h)</p>	<p>Issue 9-22-18 – Bowerhill, Bowerhill Lane – request to replace staggered barriers with bollards to allow access to shared use path using a pony and trap.</p>	<p>Issue Submitted by Melksham Without Parish Council</p> <p>The path is recorded as Public Highway and links Bowerhill Lane with Hornchurch Road. The barriers have been placed to deter children running into the carriageway at each end, and possibly to prevent motor vehicles from using the link?</p> <p>The Parish Council no longer wish to proceed with this issue.</p>	<p>To recommend to the Area Board that this Issue is closed.</p>	<p>Chair</p>

Melksham Local Highways & Footway Improvement Group

i)	Issue 9-22-19 – Whitley, Corsham Road – request to alter staggered barriers on alleyway between Corsham Road and Eden Grove.	<p>New Issue submitted by Melksham Without Parish Council</p> <p>Safety barriers causing access issues to users of mobility scooters.</p> <p>Following a discussion highways agreed to visit the site and to make recommendations at the next meeting.</p>	Highways to investigate	Highways
j)	Issue 9-22-20 – Keevil, Martins Road – request to alter barriers and improve condition of footpath surface.	<p>New Issue submitted by Keevil Parish Council</p> <p>The footpath in question is a Right of Way, KEEV27 and provides access to the recreation ground. Safety barriers installed at Martins Road end cause access difficulties to users of mobility scooters, wheelchairs and children's buggies.</p> <p>Following a discussion it was agreed that a site meeting be held, to include the Rights of Way officer and Parish representatives.</p> <p>Recommendations will be reported at the next meeting.</p>	Highways to arrange a site meeting.	Highways
6.	Other items			
a)	Pavement and Footway Improvement Schemes (pre-LHFIG)	<p>Area Highway Engineer confirmed that repairs at Berryfield had been completed and Philip Close remains on the list with funding allocated, but no start date at present.</p> <p>The footpath link between Union Street and King George V Playing Field remains with the Major Maintenance team.</p>	<p>Area Board to note</p> <p>Highways to chase Major Maintenance team for an update</p>	<p>AB</p> <p>Area Highway Engineer</p>
b)	Deadline for submitting LHFIG Requests	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.	All to note	All

Melksham Local Highways & Footway Improvement Group

		The deadline for our next meeting is therefore 19 th January 2023.		
7.	Date of next meeting: 2nd February 2023, at 16:30 hrs. Meetings to be held on-line until further notice.			

Melksham Local Highways & Footway Improvement Group

Highways Traffic Officer – Mark Stansby

Area Highway Engineer – Andy Cadwallader

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the LHFIG 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 LHFIG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Melksham Area Board will have a remaining Highways funding balance of **£33,431.36**

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.

Melksham Local Highways & Footway Improvement Group

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:

Active Travel Scheme at Melksham Town Bridge, 9-21-5 Semington Little Marsh, 9-22-4 Melksham Westbury View, 9-22-6 Steeple Ashton, 9-22-18 Bowerhill Lane to Hornchurch

7.2 To add the following Issues (with funding) to the Priority Schemes List:

9-19-11 Bowerhill Portal Road (£1,500), 9-22-3 Melksham The Crays (£1,250), 9-22-6 Melksham Snarlton Farm signs (£475), 9-22-13 Bowerhill Cheshire Close (£1250).

7.3 To allocate funding to Issues already on the Schemes Priority List:

6065 Broughton Gifford (£1060), Bowerhill Halifax Road (£1750)

Melksham CATG expenditure 2021 / 22 as of 19/10/22

Budget £12,169 + £29,310.10 c/fwd = £41,479.10

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Broughton Gifford Traffic Management Measures	£25,000.00	£12,500.00	£14,357.13 Final	£14,357.13
Melksham Bus Shelters Lowbourn & Church Lane	£11,150.00	£nil	£10,180.63 Final	£10,180.63
Melksham Old Broughton Road – drop kerbs	£5,500.00	£2,750.00	£2,885.68 Final	£2,885.68
Melksham Sandridge / Maple Footway CAT survey	£450.00 (Ball Park)	£450.00	£208.79 Final	£208.79
Melksham Bath Road / Union St bollards	£1,500.00 (Ball Park)	£750.00	£1,010.11 Final	£1,010.11
A365 Shaw / Dunch Lane Footway improvements	£25,000.00	£nil	£4,922.46 Final	£4,922.46
Steeple Ashton Ground Sockets for SID	£1,000.00 (ball park)	£500.00	£934.00 Final	£934.00
Melksham Heather Avenue Bollard	£500.00 (ball park)	£250.00	£415.08 Final	£415.08
Totals	£70,100.00	£17,200.00	£34,913.88	£34,913.88

Budget	£41,479.10
Projected Spend	£34,913.88
Balance	£6,565.22
Plus Contributions	£24,904.09
Closing Balance	£31,469.31

Contributions

Broughton Gifford TM Measures	£7,178.57	Broughton Gifford Parish Council – invoice issued
Melksham Bus Shelters	£10,180.63	Melksham Town Council – invoice issued
Melksham Broughton Rd drop kerbs	£1,442.84	Melksham Town Council – invoice issued
Melksham Bath Road bollards	£505.05	Melksham Town Council – invoiced issued
A365 Shaw / Dunch Lane footway	£4,922.46	Section 106 Fund
Steeple Ashton ground sockets	£467.00	Steeple Ashton Parish Council – invoice issued
Melksham Heather Avenue bollard	£207.54	Melksham Town Council – invoice issued
Total	£24,904.09	

Melksham LHFIG expenditure 2022 / 23 as of 20/10/22

Budget £24,338 + £31,469.31 c/fwd = £55,807.31

Scheme	Estimate	LHFIG Commitment	Expenditure	Projected Spend
A365 Shaw / Dunch Lane Footway improvements	£20,077.54	£nil	£0,000.00	£20,077.54
Semington Littlemarsh Road Markings	£500.00 (ball park)	£250.00	£0,000.00	£500.00
Melksham Cycleway Signing	£1,790.49	£nil	£1,965.65 Final	£1,965.65
Melksham Sandridge Rd / Maple Close Footway	£20,000 (ball park)	£10,000.00 (provisional)	£0,000.00	£20,000.00
Melksham Hazelwood Rd / St Michael's Lighting	£4,000.00 (ball park)	£2,000.00 (provisional)	£0,000.00	£4,000.00
Melksham Westbury View – access protection bar	£50.00	£50.00	£0,000.00	£50.00
Melksham Spa Road / Wharf Court – SLOWs	£500.00 (ball park)	£500.00	£0,000.00	£500.00
Berryfield – Direction signs to village hall	£400.95	£400.95	£0,000.00	£400.95
Steeple Ashton – Road markings and Post for SID	£1,570.00	£1,170.00	£0,000.00	£1,570.00
Totals	£48,888.98	£14,370.95	£1,965.65	£49,064.14

Budget £55,807.31

Projected Spend £49,064.14

Balance £6,743.17

Plus Contributions £34,693.19

Current Balance £41,436.36

Contributions

A365 Shaw / Dunch Lane footway	£20,077.54	Section 106 Fund
Melksham Cycleway Signing	£1,965.65	Section 106 Fund
Semington Littlemarsh markings	£250.00	Semington Parish Council – invoice upon completion
Melksham Sandridge Rd footway	£10,000.00	Melksham Town Council – contribution subject to confirmation
Melksham Hazelwood Rd Lighting	£2,000.00	Melksham Town Council – contribution subject to confirmation
Steeple Ashton markings and post	£400.00	Steeple Ashton Parish Council – invoice upon completion
Total	£34,693.19	

Broughton Gifford – Road Narrowing site.



Ensign-mini passively safe in-pactapol comes in grey/black/white.

Signs will be Keep left/Keep right on either side

Fixed into verge

Cost of 2x bollards and installation = £1060 (costs valid until 31/3/2023).

Proposed signs to manage deliveries to Snarlton Farm

Sign 1 – adjacent to junction with Snarlton Lane

Dimensions 1276 x 925mm



Sign 2 – Below advance direction sign to Eastern Way Roundabout

Dimensions 1604 x 431mm



Sign 3 – Below direction sign on Eastern Way Roundabout

Dimensions 1464 x 431mm



