

17th November 2020 – Meeting Tracker - FINAL

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
1.	Attendees, Apologies & Introductions				
	Present	Cllr Ross Henning (Chair), Cllr Ashley O'Neil, Cllr Nick Murry (WC), Angela Williams (Biddestone PC), Lesley Palmer (Grittleton PC), John Scragg (Chippenham TC) Martin Rose, David Arnup (WC)			
	Apologies	Spencer Drinkwater (WC)			
	Observers	Scott Williams (Ford PC)			
2.	Notes of the last meeting (1st September 2020)				
		<p>The minutes and recommendations of the previous meeting held on the 1st September 2020 were to be considered at the Chippenham Area Board scheduled for the 7th October 2020.</p> <p>Due to the Covid-19 crisis the October meeting was cancelled along with previous meetings in March, April and June. The next scheduled meeting is the 16th December 2020. For the purposes of continuance and to avoid delay, all the proposed</p>	17/11/20 – Agreed		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>actions from the September 1st meeting are marked as 'agreed' subject to future confirmation by the Area Board.</p> <p>Please Note: All priority 1 CATG issues requiring design / investigation were suspended on the 1st March and recommenced on the 1st September 2020</p>			
3.	Finance				
		<p><u>Financial position at 17th November 2020</u></p> <p>(a) 2020-21 allocation = £18,087.00 (b) 2019-20 underspend = £23,837.26* (c) 2020-21 3rd party Contributions = £9,199.61 (d) Total Budget for 2020-21 = £51,123.87 (a+b+c) (e) Existing commitments (incl. carry over schemes from 2019/20) = £30,498.00*</p> <p>(f) Current Balance = £20,625.87 (d-e)</p> <p>*Carry over from 2019/20 includes 6 schemes rolled forward to 2020/21 totalling £23,119.15</p>			
4.	Annual Dropped Kerbs Exercise				
		<p>No dropped kerb sites have been identified for 2020/21 to date. MR has sent email requesting identification of potential sites to Chippenham Town Council.</p> <p>01/09/10. Sites submitted for inclusion to be collated, costed and discussed at next meeting. Note: Town Council contribution of 40% agreed.</p>	<p>17/11/20. 2 no sites Conway Way / Queens Crescent, Conway Road / Arundel Close. Both sites require additional footway works. Estimate of £4,000 https://www.google.co.uk/maps</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
			Agreed – Move to Priority 1 and allocate £4000 subject to acceptance of additional contribution and reduction in verge area by Chippenham TC		
5.	Freight Assessment and Priority Mechanism (FAPM) exercise				
	Standing item for update	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.	17/11/20 No update to report.		
6.	Major Maintenance in 2019/20				
		17/11/20 Major maintenance list for 2020/21 was emailed members several months ago.	17/11/20 MR to issue major maintenance list for 2020 – 2024 to members alongside this document		
7.	Priority One Schemes				
	<p>CATG agreed that once work orders have been placed for Priority One schemes a full entry is not required on Action Tracker:</p> <ul style="list-style-type: none"> • A summary will be retained • The entry will be “greyed out” to indicate scheme 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 • A <u>maximum</u> of 5 LIVE priority 1 schemes to be progressed at any one time. 				

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
7.1	6431 – HGV traffic ignoring signs & increased traffic through Kington Langley	<p>30/04/20 Ringway have indicated they are unable to undertake work on the A350 without lane closures. Unfeasible due to high cost. MJR to look again at design options.</p> <p>01/09/20 Opportunity missed for new sign to be erected during lane closure during 1st week of May. Option for May 2021 implementation to be discussed with Kington Langley PC.</p>	<p>17/11/20 On hold pending action in 2021 during A350 lane closures for maintenance. To be greyed out.</p>	1	MR
7.2	5827 – Installation of four sets of White Gates and associated improvements, Biddestone	<p>18/02/20 100% funding by Biddestone PC Initial plans prepared for sites at Yatton Road & The Green. Plans required for Cuttle Lane / Ham Lane. Texture print will require the c/way to be resurfaced. Group agreed to promote to Priority 1.</p> <p>30/04/20 Design work scheduled for May 20. Design and costs to be provided to Biddestone PC. Implementation expected end of summer /early autumn due to lead in period for temporary road closures.</p> <p>01/09/20 Design work to recommence early September. Target deadline of 31st March 21 for Gateways, signs and resurfacing works. Imprinted concrete will be delayed until 2021/22.</p>	<p>17/11/20 Updated design and costing presented to Biddestone PC. (£47k) Road closures for surfacing works booked 8/9th February 2021.</p> <p>Note: Footway area adjacent to turnpike cottage to be included in 'Texprint' surface areas</p>	1	MR
7.3	6846 - Road Safety at The Street B4039 Nettleton Road and Church Hill junction Burton	<p>18/02/20 Group agreed to promote proposed Nettleton Road warning sign and SLOW marking to Priority 1. Cost £400 PC to contribute 25%</p> <p>20mph limit on hold pending publication of 20mph update report, expected in spring/ summer 2020</p> <p>30/04/20 Order issued for warning sign and 'SLOW' on Nettleton Road. Awaiting implementation.</p>	<p>17/11/20 Publication of 20mph assessment report remains on hold. To be considered further following publication of report.</p>	1.	MR

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>01/09/20 Sign and SLOW marking complete. 20mph issue on hold pending publication of report. To be greyed out. If 20mph limit does not go ahead the PC have requested the existing 30mph limit be extended.</p>			
7.3	7011 Footway The Street Hullavington	<p>18/02/19 MR to speak to Hullavington PC</p> <p>30/04/19 MR to provide outline design and costing to Hullavington PC before returning to CATG for consideration</p> <p>01/08/20 Hullavington PC have agreed to forego physical footway in favour of virtual footway over length shown due to drainage concerns. <u>Two options to be considered.</u> Option 1 – Virtual footway cost £800. Option 2 - Virtual footway with dropped kerb at eastern end £1800</p>	<p>17/11/20 Dropped kerb works taking place week commencing 9th November. Road markings end of November. Remove from next tracker.</p>	1.	
7.4	4-20-5 Frogwell Primary School Chippenham	<p>Town Council supports this request for two back to back signs 'Frogwell Primary School' erected on a new or existing post close to the Derriads Lane/Sheldon Road roundabout and agrees to pay £236 towards the cost (25% of the estimated cost of £944 for two back to back signs)."</p> <p>01/09/20 Members agree to proceed and move to Priority 1. Estimated Cost £300</p>	<p>17/11/20 Order placed. Awaiting implementation. Remove from next tracker.</p>	1	
7.5	4-20-6 London Road, Chippenham	<p>Bollards on traffic islands are not reflective causing near fatal crashes. Town Council supports this request. In line with the recommendations made by the Traffic Officer, the Town Council requests that the existing bollards be replaced with 6 self-righting bollards at a cost of £1,817.50. The Town Council agrees to pay £454.38 towards the cost (25%)". https://www.google.co.uk/maps/ 01/09/20</p>	<p>17/11/20 Order placed with contractor. Implementation December 20</p>	1.	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		Members agree to proceed and move to Priority 1. Note increase in cost to £2692.00 due to extra bollard and TM requirement.			
7.6	4-20-10 Parliament St / Chippenham	<p>Laurence Cable made a presentation to members and is seeking changes at the existing footway link between Parliament Street and Little Down to create a shared access for cyclists and pedestrians.</p> <p>01/09/20 Members agree to proceed and move to Priority 1. Further investigative work required. No monetary allocation to be made at this stage</p>	<p>17/11/20 MR has visited site. Significant work required. Waiting restrictions in little down will be required. NOTE - Topo survey required prior to design work taking place. Estimate £1,500.</p> <p>Agreed – Allocate £1500 for a topo survey prior to design work taking place</p>	1.	
8.	Priority Two / Pending Schemes				
8.1	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>18/02/19 Cllr O'Neil to work with Queens Crescent school on update travel plan.</p> <p>01/09/20 No update to report</p>	<p>17/11/20 No update to report. MR to check surfacing issue with Diane Ware</p>	2	AO
8.2	6144 – Speed reduction to 20mph for High Street in Chippenham	<p>16/09/19 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>01/0920</p>	<p>17/11/20 Publication of 20mph assessment report on hold . Chippenham TC would like some temporary advisory signs for the High street to be erected on Market day. Engineer to agree sign and order.</p>	2	MR

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		Issue remains on hold pending publication of 20mph limit update report and consideration of wider areas within Chippenham			
8.3	4-19-1 Yatton Keynell	<p>25/06/19. 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> <p>16/09/19. Members suggested this issue is considered later once development of the Phillips Bodywork site has taken place. To remain on hold.</p> <p>01/09/20 Issue remains on hold pending possible section 106 monies</p>	<p>17/11/20 No update to report</p>	2.	
8.4	4-19-5 Hill Rise / Barrow green	<p><i>Request for 20mph limit and speed humps on Hill Rise / Barrow Green.</i></p> <p>18/02/19 Group appreciated the level of feeling and concern relating to this request. The length covering Hill Rise and Barrow Green is approx. 1km and would require extensive traffic calming which would have a significant impact on road side parking. The cost is also likely to be high. The group felt it was essential that proposals must be evidence led and it was important to garner speed data before deciding what action, if any, to take. Sites for Metro-counts to be agreed.</p> <p>01/09/20 Metro-count sites agreed. Counts remain outstanding due to Covid-19. Counts to restart once schools return. MR to report findings to next meeting.</p>	<p>17/11/20 Metro-count results imminent. Note: Lockdown introduced part way into survey. Results to be presented at next meeting.</p> <p>Note: Results from Emma Painter, Traffic and Road Safety.</p>	2.	
8.5	4-20-2 Draycott Cerne	<p>PC request a formal review of the speed limit on B4122 from J17 of M4 to the junction with B4069 leading to a reduction from the national speed limit (60mph) to 40mph. https://www.google.co.uk/maps/</p>	<p>17/11/20 Contact made with development control. No provision within Section 106</p>	1.	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>01/09/20 Members supported this request and felt a review of the current speed limit was justified. However as the changes identified on the B4122 were largely due to development works, funding for any speed limit re-assessment should be found from another source i.e. Section 106 monies. MR to speak to Development Control and report back to group</p> <p>01/09/20 Members supported this request and felt a review of the current speed limit was justified. However as the changes identified on the B4122 were largely due to development works, funding for any speed limit re-assessment should be found from another source i.e. Section 106 monies. MR to speak to Development Control and report back to group.</p>	<p>agreement to permit speed limit assessment work. Funding would be required from the CATG. Current estimate from Atkins £2500</p> <p>Agreed – Move to Priority 1 and allocate £2500 for speed limit assessment on B4122. 25% contribution from PC £750.00</p>		
8.6	4-20-3 Hardenhuish Avenue Chippenham	<p>Concerns relating to speeding vehicles and rat running traffic. Request for traffic calming to slow down traffic. https://www.google.co.uk/maps/</p> <p>01/09/20 Metro counts to take place to establish speed and volumetric data on Hardenhuish Avenue / Yewstock Crescent. MR to report results to next meeting.</p>	<p>17/11/20 Monitoring sites to be agreed. Note delay to all MC request of approx. 3-6 months due to large backlog across county. SDR(s) may be required due to parked cars</p>	2.	
8.7	4-20-4 B4039 Hillside Burton	<p><i>“It is well known to residents of Burton as being very dangerous for walkers due to the narrow width combined with the slow bend in the road on Hillside”.</i></p> <p>An investigation of options to reduce the speed of traffic and thus make the road safer for pedestrians including a reduction in speed limit and traffic calming measures. https://www.google.co.uk/maps/</p> <p>01/09/20 MR to arrange site meeting with David Kerr.</p>	<p>17/11/20 Engineer to arrange site meeting with David Kerr.</p>	2.	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
9	New Requests submitted since the last meeting				
9.1	4-20-7 Bristol Road, Chippenham	<i>Request for formal crossing (Puffin / Zebra) by the entrance to Lidl Store. https://www.google.co.uk/maps/</i>	17/11/20 Issue on hold pending outcome of Tranche 2 cycle scheme	2.	
9.2	4-20-8 Various sites Chippenham	Chippenham Town Council - We would like to fund and produce new 'Welcome to Chippenham' signs at the 6 main entry points to the town. We would like all existing Welcome to Chippenham signs to be removed	17/11/20 Agreed – Move to Priority 1 Note: Fully funded by Chippenham TC	1.	
9.3	4-20-9 A350 Cepen way Chippenham	The A350 has now developed into dangerous elements that need to be addressed for the safety of pedestrians and road users alike. Traffic travels at speeds far greater than is safe to do so. The road layout and construction of safety features are urgently required to prevent as major incident occurring. Request for Speed cameras, rumble strips, 40mph limit Badgers roundabout through to Bumpers Farm roundabout	17/11/20 An initial speed limit review has taken place however changes of the Phase 4 / 5 scheme unlikely.		
9.4	4-20-11 Fairfoot Close to Gascelyn Close	Request for new cycle link. Including path widening to 3m, realigning to avoid need to move trees or lamp column, and converting to shared use. Appropriate signage and path markings to indicate shared use. Dropped kerb + 'keep clear' markings at Fairfoot Close (to prevent parked cars from blocking entrance/exit to path). Works to smooth out trench at Gascelyn Close end of path. Overall length approx. 45m https://www.google.co.uk/maps/	17/11/20 Group expressed support for proposal. Shared use will require conversion under the Cycle tracks Act 1984. Objections would require Secretary of state approval and possible public enquiry. Engineer to examine issue further and report back to group	2.	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
9.5	4-20-12 Baydons Lane to Long Close	Request for widening of footpath between Baydons Lane and Long close to create traffic-free cycle route between the town centre, eastern suburbs (north of London Road) and Abbeyfield School. Overall length approx. 210m. https://www.google.co.uk/maps/	17/11/20 Engineer to arrange site meeting to look in more detail before next meeting.	2.	
9.6	4-20-13. Various locations Chippenham	Chicanes in shared-use paths create obstacles for cyclists and completely exclude certain users. New Government guidelines in Cycle Infrastructure Design (LTN 1/20) strongly advocate against the use of chicane barriers. Request for removal at the following sites: 1. On path linking Methuen Park to Pheasant roundabout (to the side of MRG garage) 2. Monks Way: barrier at end of shared-use path leading to Pewsham Park 3. Path linking Evans Close to Langley Road 4. Drake Crescent, where shared-use path crosses road (2x chicanes) 5. Path linking Hardenhuish Lane to Old Hardenhuish Lane (2x chicanes) 6. Bristol Road, south of football club car park 7. Easton Lane at Haystack Avenue (2x chicanes newly installed by Hunters Moon developers)	17/11/20 Engineer to arrange meeting to look in more detail at sites before next meeting.	2.	
9.7	4-20-14 Lowden Hill, Chippenham	<i>“The traffic speed coming up Lowden Hill from Sheldon Road end is too fast. The give way markings (installed 7/8 years ago) are not properly observed and many drivers seem unaware that traffic potentially joins from both sides and that the road changes to two-way from this point. They are unprepared for merging or on-coming traffic nor for any obstacle in the road as they come over the brow of the hill (tragically a man was fatally run over here in 2018). Vehicles are regularly observed coming from the A4 end to take their chance going the wrong way up the one-way section of the road”.</i> <i>“The give way road markings have badly worn and need re-doing to highlight the junction. I would also suggest that if</i>	17/11/20 Lowden Hill forms part of the EATF Tranche 2 bid to the DfT which would see the length in question closed to through traffic. Suggest waiting for outcome of Tranche 2 bid before agreeing any further action.		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p><i>bollards with a reflective panel were placed either side of the road, it would increase the likelihood of traffic slowing down at this point. Painting 'one-way' on the road at the point the vehicles pull in (just after Turnpike Cottage) might discourage All in all these measures would make it a safer junction".</i></p> <p>https://www.google.co.uk/maps</p>			
9.8	4-20-15 C151 Ford	<p>C151 in village of Ford, from junction with A420 to limit of village, particularly from White Hart Inn to the gateway by the River bridge and access to Bybrook Valley on the Macmillan Way, opposite the entrance to the property - Doncombe Mill.</p> <p>Request for:</p> <ol style="list-style-type: none"> 1. Demarcation of a pathway, the suggestion is for a different colour tarmac/paint to be used to highlight the ideal place for walkers to walk and as a visual identifier to vehicles that there may be pedestrians 2. Warning triangle signs – warning of pedestrians 3. More speed signs to make drivers fully aware of the speed limit, current signs while spaced correctly are not ideally placed for bends and visibility. 4. Possible introduction of a 20mph 5. Increased policing of speed by Wiltshire constabulary 	<p>17/11/20.</p> <p>Speed survey has been requested. Engineer to look at site with Parish council once Covid-19 restrictions are lifted to discuss options before agreeing way forward. On-carriageway flow chart to be provided to members.</p>		
10	AOB –				
10.1	<p>Members agreed unanimously to increase 3rd party contribution from its current minimum of 25% to 30% for all new schemes from 1st April 2021. Decision must approved by area board before it's communicated to town and parish councils within the Chippenham Community area.</p>				
	Agreement of Priority One issues				
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 / about to be issued but await implementation.</p>				

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
	<p>Any issues highlighted in Yellow are awaiting agreement from the Area board</p> <ol style="list-style-type: none"> 1. 6431 – Weight Limit signs - Kington Langley. Cost £1500. (CATG £1125, PC £375) 2. 5827 – Village Gateways, Biddestone. Cost to be fully funded by Biddestone Parish Council. Design time only required. 3. 4-20-5 – Frogwell Primary School Flag Signs. Cost £200, (CATG £150.00, TC £50.00) 4. 4-20-6 London Road Chippenham Replacement bollards. Cost £2692 (CATG £2019.00, TC £673.00 TBC) 5. 4-20-10 Parliament Street – New Shared use Cycle / pedestrian link Topo Survey (CATG £1125.00, TC £375.00) 6. 4-20-8 Various sites Chippenham – Welcome to Chippenham Signs (Fully funded by Chippenham TC) 				
12.	Date of Next Meeting - TBC				

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 **£14,975.87**

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		As at November 10th 2020
Budget 2020-21		
	A	£18,087.00 CATG Allocation 2020-21
	B	£23,837.26 2019 -20 underspend
3rd Party Contributions		
		£1,000.00 Upper Wraxall PC (£1000 20/21)
		£375.00 Kington Langley Weight limit signs (£375 20/21)
		£504.00 Kington Langley PC (100%) Days Lane Equestrian signs (£630 20/21)
		£87.50 Fosse way Nettleton PC (£87.50 20/21)
		£4,511.65 Biddestone PC - Turnpike Cottage (£4511.65 20/21)
		£1,000.00 Castle combe PC 20mph limit (£1000 20/21)
		£0.00 Biddestone Gateways
		£83.21 Nettleton Road Burton PC
		£25.00 Chipp TC - Malmesbury Road
		£450.00 Hullavington PC Virtual footway
		£673.00 Chipp TC - Lomdon Road
		£75.00 Chipp TC - Frogwell
		£415.25 Castle Combe extra roundels
Total Budget 20/21 C	£51,123.87 (A+ B)	
Scheme Commitments from 2019-20		
20mph limit Upper Wraxall	£4,000.00	To be combined with Castle Combe works
Weight Limit Signs Days Lane Kington Langley	£1,500.00	£375 contribution to be confirmed
Equestrian Signs Days Lane Kington Langley	£504.00	Full 100% recharge to PC
Fosse Way - road markings	£350.00	To be carried out under ad-hoc order
Footway works - Turnpike Cottage Biddestone	£12,067.94	final (add cost due to extra drainage + contaminated material)
Castle Combe 20mph Limit	£4,811.16	To be combined with Upper Wraxall works
Sadlers Mead Road Safety Posters	£370.80	Complete. Fully funded by CATG
New Schemes 2020/21		
Biddestone Gateways	£0.00	Full cost to be covered by PC
Nettleton Road, Burton. Warning Sign / SLOW marking	£332.85	SLOW to be included on Ad-hoc order
Malmesbury Road, Chippenham. Ped warning sign and SLOW	£100.00	SLOW to be included on Ad-hoc order
Ad-hoc road markings	£750.00	Nettleton road, Fosseyway, Malmesbury Road, Biddestone, C Combe
Virtual footway / dropped kerb High Street Hullavington	£1,800.00	Lining under ad-hoc order
Equestrian Signs Days Lane Kington Langley	£504.00	Full recharge to PC
Extra Roundels x 4 Castle Combe	£415.25	Full recharge to PC
Bollard replacement London Road	£2,692.00	5 no. keep left / 5 no. keep right bollards
Frogwell Primary School Flag Signs	£300.00	
Parliament Street Cycle / Pedestrian link	£0.00	Requires Topo survey
Current Commitment - D	£30,498.00	
Remaining Budget E	£20,625.87 (C-D)	
Completed schemes		