

## Melksham Local Highways & Footway Improvement Group

	Item	Update,	Actions and recommendations	Who
	<b>Melksham LHFIG – Notes of virtual meeting held on 19<sup>th</sup> May 2022 at 16:30 hrs</b>			
<b>1.</b>	<b>Attendees and apologies</b>			
	Attendees:	Cllr Colin Goodhind, Cllr Sue Mortimer, Cllr Graham Ellis, Cllr Pat Aves, Linda Roberts - Melksham Town Council Cllr Jonathon Seed, Cllr Phil Alford, Cllr Nick Holder, Cllr Jack Oatley – Melksham Area Board Mark Stansby, Andy Cadwallader, Peter Dunford – officers of Wiltshire Council Cllr Alan Baines – Melksham Without PC Cllr Colin Wade – Semington PC Cllr Malcolm Jones – Steeple Ashton PC	Area Board to note.	AB
	Apologies:	None		
<b>2.</b>	<b>Notes of last meeting</b>			
		The notes of the previous CATG meeting held on 24 <sup>th</sup> February 2022 were presented to the Area Board on 9 <sup>th</sup> March 2022, passing all recommendations.	LHFIG to note.	All

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<b>3.</b>	<b>Proposed change from CATGs to Local Highways &amp; Footway Improvement Groups</b>			
		<p>The proposed changes were considered by Cabinet on 26<sup>th</sup> April resulting in new arrangements as set down in Appendix 1.</p> <p>Traffic Engineer gave a brief overview of the significant changes:</p>	All members to note.	
<b>4.</b>	<b>Financial Position</b>			
		<p>The current balance for 2021/22, less previous commitments, stands at £26,190.33 (see Appendix 2).</p> <p>The opening balance for 2022/23 stands at £50,278.33 (see Appendix 3).</p> <p>No roll-forward of unspent capital funds from 2023/24 financial year</p>	Area Board to note	AB
<b>5.</b>	<b>Priority schemes</b>			
a)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	<p>Work on the ground has been completed with interim costs standing at £13,357.13. Highways to discuss funding of elements supplied by the Parish Council to firm up overall expenditure. The final cost is likely to be well under the £25,000 originally set aside for this project.</p> <p>Some remedial work has been identified on the cobbled feature, which will be repaired at the expense of the Contractor. Low air temperatures likely to be the cause of this material failure. A temporary repair has been made whilst we await availability of the gang to undertake a proper repair.</p>	Area Board to note	AB

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		Highways will also refurbish any defective road markings from this scheme during the summer, at no cost to the LHFIG / Parish Council.		
b)	A365 Shaw Bath Road Footway improvements – funded by Section 106 monies from George Ward Gardens development.	Resurfacing of the footway from the new drop kerb to the first field access, towards Shaw is to take place during during 22/23.	Area Board to note  Highways to action	AB  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 would need to be constructed as part of this agreement. An outline plan is included as Appendix 4.</p> <p>Our estimate, including legal fees of approximately £1,500, stands at £14,250. This figure includes for:</p> <ul style="list-style-type: none"> <li>• removal of the existing fence, hedgerow and roots.</li> <li>• Provision of footings for wall and edging for new path and to provide temporary fencing.</li> <li>• Completion of footway work following construction of the wall.</li> </ul> <p>A saving of around £2,000 could be achieved if the footings and edging could be undertaken by the builder. The Town Council has received a quote from a builder of £6,000 to construct the wall.</p> <p>The estimated combined cost is therefore in the region of £20,000.</p>	LHFIG recommends to the AB that this project is funded on a 50/50 basis to a maximum £10,000, subject to the Town Council confirming their contribution.	AB & MTC

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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>Signs are now on order and installation is anticipated towards the end of June.</p>	Highways to monitor progress	Highways
e)	Melksham Dunch Lane – funded by Section 106 monies from George Ward Gardens development	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.	Town Council to undertake consultation.	MTC
f)	Active Travel Scheme - Melksham Town Bridge – drop kerbs and signs.	Preliminary design work now underway. Proposals and cost estimate to be presented at the next meeting in August.	Area Board to note	AB
g)	Active Travel Scheme - Whitley West Hill to Top Lane – new footpath	<p>As previously reported, the length in question is approximately 360m in length and cost could be in the region of £100,000. The project could be split into smaller sections making the cost more manageable and consideration could be given to bid for funding from the Substantive Highways Scheme reserve.</p> <p>It has been agreed that a site meeting be arranged to include all stakeholders, to consider a way forward.</p>	Site visit one evening at 7pm to appreciate demand for on-street parking.	MWPC & Highways
h)	Issue 9-21-5 – Littlemarsh old section of A350 – Speeding, littering and anti-social behaviour	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, to take place during late Spring / early summer.	Area Board to note	AB
i)	Issue 9-21-8 – Melksham – Shared use path between Dorset Crescent and Heather	<p>Bollard has been installed at a cost of £415.08.</p> <p>Scheme to be funded by LHFIG and Town Council on a 50/50 basis.</p>	<p>Highways to issue invoice to Town Council</p> <p>To recommend to the AB that the</p>	<p>Highways</p> <p>Chair</p>

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	Avenue – request for bollard to deter access by cars.		Issue be closed.	
<b>6.</b>	<b>New Requests and ongoing Issues</b>			
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>Highways have been unable to locate a record of the draft s106 agreement between Heron Homes and WWDC but are still prepared to adopt this piece of land.</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>:</p>	<p>Hold over to next meeting, awaiting more information</p> <p>Post meeting note:</p> <p>MWPC have now received original documents from Planning and confirmed that no s106 agreement had been included.</p> <p>Highways to discuss with Parish Clerk.</p>	<p>MWPC</p> <p>Highways</p>
b)	Issue 9-19-11 – Bowerhill Portal Road – Request for Bowerhill nameplate and white gates	<p>Development work now fully underway and the Parish report that in principle, Dick Lovett is amiable to donating space for a gateway feature.</p> <p>Scheme to be progressed once the development work has been completed.</p>	Area Board to note	AB

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c)	<p>Issue 9-20-3 - A350 Western Way – Pedestrian safety at signal controlled crossing on dual carriageway section.</p>	<p>Crossing to be upgraded as part of an Active Travel project and Section 106 funding.</p> <p>At the Melksham end, design work is underway to alter the current road crossing arrangement at the splitter island leading into Berryfield. This will include changes to the Zebra Crossing which is to be converted into a Parallel Crossing, which can be used by both cyclists and pedestrians. Consultation has been completed with no objections received.</p> <p>Construction of the 4 phases of the cycleway is currently on schedule:</p> <ul style="list-style-type: none"> <li>• Phase 1 – Devizes Road, Hilperton to byway entrance is complete.</li> <li>• Phase 2 – Byways from Hilperton to Semington – civils work to be completed by 13/05. Surfacing work to follow.</li> <li>• Phase 3 - Semington Rd Zebra 16/05 – 03/06 includes removal of existing Zebra, widening of footway, changes to central island, short section of cycle track through verge and installation of a parallel crossing.</li> <li>• Phase 4 - A350 Toucan Crossing 06/06 - 1/07 includes widening the crossing points, changing the distance between crossings and upgrade of signal equipment.</li> </ul> <p>Parishes will receive updates direct from the Project Management Team for the duration of the build.</p>	Area Board to note	AB
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d)	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>	LHFIG recommends to the AB that this project is added to the Priority List, to be funded on a 50/50 basis to a maximum £2,000, subject to the Town Council confirming their contribution.	AB/ MTC
e)	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 recent Speed Detector Radar survey are similar to the earlier survey carried out using the standard equipment, with the Average Speed recorded at 23 mph and 85<sup>th</sup> Percentile at 27mph.</p> <p>However, this latest survey reports that just 7.1% of vehicles were recorded above 30 mph, compared with the original survey which claimed that 69.9% were above 30 mph.</p>	Issue supported by Town Councillors. Cost for 20 mph assessment is £ 2,500; agreed to combine with another road assessment to provide best value.	MTC to confirm
f)	Issue 9-22-3 – Melksham The Crays – request for drop kerbs	<p>New 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.</p> <p>Ball Park cost for this project is £2,000.</p>	Highways to arrange site meeting	Highways
g)	Issue 9-22-4 – Melksham Westbury View – request for Access Protection Marking	<p>New Issue submitted by Melksham Town Council</p> <p>No 34 has installed drop kerbs for driveway but other vehicles block the new access.</p> <p>Estimated cost of white bar marking is £50.</p>	LHFIG recommends to the AB that this project is added to the Priority List and to allocate £50.	AB

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h)	Issue 9-22-5 – Melksham Spa Road – safety concerns at access to & from Wharf Court	<p>New 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>Ball park estimate to provide sign(s) is £500.</p>	<p>LHFIG recommends to the AB that this project is added to the Priority List.</p> <p>Highways to produce design and estimate.</p>	<p>AB</p> <p>Highways</p>
i)	Issue 9-22-6 – Melksham Sandridge Road junction with Snarlton Lane – request for signs to direct drivers to Snarlton Farm	<p>New Issue submitted by Melksham Town Council</p> <p>Issue concerning HGV deliveries</p>	<p>Highways to produce design and estimate for new signs and present at the next meeting.</p>	<p>Highways</p>
j)	Issue 9-22-7 – Melksham – Eastern Way / Snowberry Lane – request for weight limit and 30 mph speed limit	<p>New Issue submitted by Cllr Sankey and Melksham Town Council</p> <p>Changes to 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>	<p>Area Board to note</p>	<p>AB</p>
k)	Issue 9-22-8 – Steeple Ashton – Speeding Issues at village entrances and Parking on High Street	<p>New Issue submitted by Steeple Ashton Parish Council</p> <p>Request for New Red Gateway markings on Northern entrance to village and refresh of red surface at Southern entrance. Plus request to review parking issues.</p>	<p>Highways to arrange site meeting with Parish Council to consider both requests.</p>	<p>Highways &amp; PC</p>

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		LHFIG money cannot be used to maintain existing gateway features but new sites can be considered.		
l)	Issue 9-22-9 – Bowerhill Dowding Way and Duxford Close – request for Street Nameplates	New Issue submitted by Melksham Without Parish Council  Area Highway Engineer to consider this request and report back at the next meeting.	Highways to make site visit and liaise with PC  Post meeting note: PC has issued further details on their requirements to assist Highways with their assessment.	Highways & MWPC
m)	Issue 9-22-10 – Berryfield Semington Road – request to install 2 bus shelters	New Issue submitted by Melksham Without Parish Council  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).	LHFIG recommends to the AB that this project is added to the Priority List, to be funded by s106 contribution.	AB
n)	Issue 9-22-11 – A350 Benacre - request for measures to control entry speed at north end of village	New Issue submitted by Melksham Without Parish Council  “Count Down” speed limit signs suggested by PC not permitted for use on the Highway. Advise from Highway Engineer is to consider a Gateway feature in advance of the speed limit terminal point.	Parish Council to consider gateway feature as traffic calming measure  Highways to arrange site meeting	MWPC  Highways
o)	Issue 9-22-12 – Bowerhill Halifax Road – request for drop kerbs to link Brampton Court with Sunderland Close	New Issue submitted by Melksham Without Parish Council  A ball park estimate should be in the region of £2,000 and LHFIG content to support this request.	LHFIG recommends to the AB that this project is added to the Priority List.  Highways to arrange site meeting.	AB  Highways

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p)	Issue 9-22-13 – Bowerhill DeHavilland Place and Dowding Way – Request for footway extensions and drop kerbs	New Issue submitted by Melksham Without Parish Council  To provide 2 accessible crossing points on Halifax Road.	Site visit required to check safe location for crossing points	Highways & MWPC
q)	Issue 9-22-14 – Melksham Queensway – request for access protection marking	New Issue submitted by Melksham Town Council  No 2 has planning permission to install drop kerbs for new driveway, which is to be accessed from a lay-by.  Highways are content in principle for an access protection marking to be painted but cannot confirm this until the new access has been constructed.	Item to be deferred.	
r)	Issue 9-22-5 – Melksham junction of Church Street and High Street and Lowbourne – request for audible warning at signal controlled crossing points	New Issue submitted by Melksham Town Council  Audible warning at Church street signals de-activated and set at low level at crossing point by the Library.	Highways will instruct their Signal Consultants to investigate.	Highways
s)	Issue 9-22-16 – Berryfield – request for direction signs to new village hall	New Issue submitted by Melksham Without Parish Council  Request for directional signs for motorists via Telford Drive and Pedestrians from Semington Road via new footway opposite New Inn.  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.	LHFIG recommends to the AB that this project is added to the Priority List.  Highways to produce design and estimate.	AB  Highways
<b>7.</b>	<b>Other items</b>			

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a)	<b>Pavement and Footway Improvement Schemes (pre-LHFIG)</b>	<p>Area Highway Engineer reported that repairs at Philip Close, near Littlejohn Avenue in Melksham is to take place during the summer.</p> <p>There is no update on the footpath link between Union Street and King George V Playing Field, which remains with the Major Maintenance team for consideration.</p>	Area Board to note	AB
b)	<b>Deadline for submitting LHFIG Requests</b>	<p>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.</p> <p>The deadline for our next meeting is therefore 21<sup>st</sup> July 2022.</p>		All
c)	<b>Meeting attendance by partners</b>	<p>Concern was expressed that multiple attendees were representing one partner agency, Melksham Town Council, whereas others had a single representative.</p> <p>Concern was also expressed that a large number of new issues has been raised by MTC and that it was unclear whether these matters had been fully authorised and funding committed to the projects.</p> <p>It was also unclear who was authorised by MTC to speak on each matter on behalf of the Council</p>	<p><b>The Melksham Area Board is asked to adopt the following policy with regard to the submission of issues to the Local Highways and Footpath Improvement Group:</b></p> <ul style="list-style-type: none"> <li>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 LHFIG.</li> <li>b. Attendance at LHFIG should be by an authorised representative who is fully briefed, has visited the site</li> </ul>	

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			<p>and is authorised to act on behalf of the Council.</p> <ul style="list-style-type: none"> <li>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</li> <li>d. The Chairman of the LHFIG reserves the right to withdraw consideration of any agenda item not meeting these requirements</li> </ul> <p>N.B. Guidance on typical costs can be found here <a href="#">Costs of highway works - Wiltshire Council</a></p> <p>All items costing £500 or less will be funded in whole by the LHFIG budget.</p>	
8.	<p>Dates of future meetings: 4<sup>th</sup> August 2022, 27<sup>th</sup> October 2022 and 2<sup>nd</sup> February 2023, all commencing at 16:30 hrs. Meetings to be held on-line until further notice.</p>			

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**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 3<sup>rd</sup> party contributions are confirmed, Melksham Area Board will have a remaining Highways funding balance of **£38,228.33**

## **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: 9-21-8 Melksham Heather Avenue

7.2 To add the following Issues (with funding) to the Priority Schemes List: 9-20-9 Melksham Maple Close Footway (£10,000), 9-22-1 Melksham Hazelwood Road Lighting (£2,000), 9-22-4 Melksham Westbury View Access protection marking (£50)

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7.3 To add the following Issues to the Priority Schemes List: 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