



# Public Document Pack

## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,  
FLSCC

To: Councillor G Ellis (Chair)  
Councillor G Cooke (Vice-Chair)  
Councillor P Aves  
Councillor S Crundell  
Councillor C Goodhind  
Councillor J Oatley  
Councillor S Rabey

4 July 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Economic Development and Planning Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 11th July 2022** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC  
Town Clerk and RFO

**Melksham Town Council**  
**Economic Development and Planning Committee**

**Public Participation** – To receive questions from members of the public.

*In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.*

**Virtual Meeting Access:**

Please follow the joining instructions below for the virtual Zoom meeting

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86129873568?pwd=hESWknw6Dz4qeoWAIfI2hSKq96Chs8.1>

**Meeting ID:** 861 2987 3568

**Passcode:** 575344

**Participants will be directly let in the meeting by clocking on the above link. There is no waiting room**

**AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

*Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.*

**3. Minutes (Pages 1 - 6)**

To approve the draft minutes of the Economic Development and Planning Committee meetings held on 6 June 2022 and 27 June 2022 (see attached).

#### 4. Planning Considerations

Members to note that when responding to planning applications consideration should be given to the Melksham Joint Neighbourhood Plan, the Wiltshire Core Strategy and the National Planning Policy Framework (NPPF).

#### 5. Planning Applications

To comment on the following planning applications:

[PL/2022/04971](#)

1 THORNLEIGH, SPA ROAD, MELKSHAM, SN12 7NW

\* Conifers on the right boundary. Trim / cut the top growths level with the trimmed side and trim the lawn side.. \* Rear boundary over the stone wall. Cut back the overhanging material to the back of the wall, as high as we can practicably reach from our tallest steps (approximately 1.0m above the gutter level).. \* Dead Rowan at the front. Fell to near ground level.. The above was agreed when Nick Organ, Tech Cert (ArborA), TechArborA went to site and discussed required works with the scheme manager.

**Consultation Deadline:** 22/07/2022

[PL/2022/04946](#)

15 QUEENSWAY, MELKSHAM, SN12 7JZ

Single storey front extension.

**Consultation Deadline:** 26/07/2022

[PL/2022/04904](#)

3A OAK HATCH, PLACE ROAD, MELKSHAM, SN12 6JN

T1 – Section fell Magnolia tree to aid nearby shrubs and to reduce risk to wall.

**Consultation Deadline:** 22/07/2022

[PL/2022/04516](#)

PLOT ADJACENT 2 PEMBROKE ROAD, MELKSHAM, SN12 7NA

Erection of pair of single bedroom houses with off-street parking.

**Consultation Deadline:** 21/07/2022

#### 6. Planning Decisions

To note the following planning decisions:

[PL/2022/02877](#)

8 SANDRIDGE ROAD, MELKSHAM SN12 7BG

Internal and external alterations to existing dwelling, to include replacing existing rear conservatory with new rear extension, suspended decking area and minor layout changes to create wheelchair access between downstairs rooms.

**Decision:** Approve with conditions

**MTC Response:** No objection

<a href="#"><u>PL/2022/01259</u></a>	<p>35 AWDREY AVENUE, MELKSHAM, SN12 7AG</p> <p>Conversion of existing two storey extension into a three bedroom house with front &amp; rear gardens and parking area. Minor alterations internally including changing an existing window into a front door and introducing a staircase. With access to the rear gardens using a pathway shared by both properties.</p> <p><b>Decision:</b> Approve with conditions</p> <p><b>MTC Response:</b> No objection</p>
<a href="#"><u>PL/2022/03626</u></a>	<p>46 FOREST ROAD, MELKSHAM, SN12 7AB</p> <p>Proposed two bedroom dwelling with associated parking and works, adjacent to No.46 Forest Road, Melksham.</p> <p><b>Decision:</b> Approve with conditions</p> <p><b>MTC Response:</b> No objection</p>
<a href="#"><u>PL/2022/04025</u></a>	<p>1 WAVERLEY GARDENS, MELKSHAM, SN12 6AL</p> <p>Creation of a vehicle access to new hardstanding at front of the property, includes removal of hedgerow at front of property boundary.</p> <p><b>Decision:</b> Approve with conditions</p> <p><b>MTC Response:</b> Objection</p>
<a href="#"><u>PL/2022/03922</u></a>	<p>6 REDWING ROAD, MELKSHAM, SN12 7GB</p> <p>Install PVCu replica roof extension</p> <p><b>Decision:</b> Approve with conditions</p> <p><b>MTC Response:</b> No objection</p>
<a href="#"><u>PL/2022/03689</u></a>	<p>14 CORFE ROAD, MELKSHAM, SN12 6BQ</p> <p>Proposal to render external walls in white, including the garage and first floor extension approved under PL/2021/10296.</p> <p><b>Decision:</b> Refuse</p> <p><b>MTC Response:</b> None</p>

7. **Local Highways and Footpath Improvement Group (LHFIG) Issues** (Pages 7 - 20)  
To receive the notes of the LHFIG meeting held on 19 May 2022.
8. **Sparkle Team and Parish Steward**  
To consider jobs to be undertaken by the Sparkle Team and Parish Steward.
9. **Neighbourhood Plan**  
To receive an update from members of the Neighbourhood Plan Steering Group.



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## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 27th June 2022

**PRESENT:** Councillor G Ellis (Chair)  
Councillor G Cooke (Vice-Chair)  
Councillor P Aves  
Councillor S Crundell  
Councillor J Hubbard  
Councillor J Oatley  
Councillor S Rabey

**IN ATTENDANCE:** Gerald Milward Oliver

**OFFICERS:** Linda Roberts Town Clerk  
Christine Hunter Committee Clerk

**PUBLIC PARTICIPATION:** Two members of the public and one member of the press were present. One member of the public was present virtually.

Katherine Cooper, dog owner asked there had been a knee-jerk decision to close the Dog Bark because of the proximity of two cherry trees, and when would it be re-opened?

The Town Clerk explained that the issue would be discussed within the following Asset Management and Amenities committee meeting, but that a resolution to the situation had been identified and the area would be re-opened shortly.

#### **260/22 Apologies**

An apology for absence was received from Councillor Goodhind who was substituted by Councillor Hubbard.

#### **261/22 Declarations of Interest**

There were no declarations of interest.

#### **262/22 Minutes**

It was agreed to defer approval of the minutes of 6 June 2022 to the Economic Development and Planning Committee meeting scheduled for 11 July 2022 to enable the Committee Clerk to review the wording relating to the new Town Plan.

#### **263/22 Neighbourhood Plan**

It was proposed by the Councillor Hubbard, seconded by Councillor Rabey, and

**UNANIMOUSLY RESOLVED** that Councillor Cooke would attend the Joint Melksham Neighbourhood Plan Steering Group meeting scheduled for 29 June 2022, as substitute.

## **264/22 Priority for People Presentation**

Gerald Milward-Oliver from Priority for People reported on work undertaken and the next steps, confirming that political commitment from all levels was crucial. Priority for People would produce a sustainable mobility plan which would include small scale measures for quick wins. There would be a network composed of individual groups/organisations working to present mutually agreed actions and strategies, with the core oversight group being led by the Town Council and Melksham Without Parish Council (MWPC). Groups would be self-financing and involve local communities, invite nominees with specialist experience and bring in specific experts when needed. Other sources of finance to support the additional expertise may be required. Gerald gave examples of how the group could move forward encouraging mobility, parking and public transport.

The Town Mayor, Councillor S Crundell, asked whether the outcome of MWPC's meeting regarding helping fund Priority for People had been received. The Town Clerk stated she had not been advised of the decision yet.

Councillor Hubbard questioned why a presentation was being given this evening when the Committee had decided not to approve further work by Priority for People until a response had been received from MWPC regarding joint funding. The Town Clerk apologised and replied that she thought the Committee wanted an update.

It was proposed by Councillor Ellis, seconded by the Town Mayor, Councillor S Crundell, and

**UNANIMOUSLY RESOLVED** that no further work would be undertaken on the Priority for People project until confirmation had been received from MWPC regarding part-funding.

## **265/22 Planning Applications**

The Council had **no objection** to the following planning applications:

[PL/2022/02900](#)

22 SHURNHOLD, MELKSHAM, SN12 8DG

Conversion of existing garage into an annex and extension to the rear. New extension to the front of the main house, new single storey garage and storm porch to main house. Internal alterations.

**Consultation Deadline:** 27/06/2022

It was proposed by Councillor Rabey, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to support the application.

[PL/2022/04244](#)

5 CHURCHILL AVENUE, MELKSHAM, SN12 7JL  
Single storey extension to form porch and toilet

**Consultation Deadline:** 06/07/2022

It was proposed by Councillor Hubbard, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to support the application.

The Council **Objected** to the following planning applications:

[PL/2022/04025](#)

1 WAVERLEY GARDENS, MELKSHAM, SN12 6AL  
Creation of a vehicle access to new hardstanding at front of the property, includes removal of hedgerow at front of property boundary.

**Consultation Deadline:** 27/06/2022

It was proposed by Councillor Hubbard, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to **Object** to the application on the following grounds:

- highways grounds as the proposed vehicle access will exit directly onto a crossing used by children to safely cross Semington Road on the way to and from school.
- it is unnecessary as the property has a current access at the rear.
- loss of green space - the application is against the Council's ethos of promoting healthy living and outdoor activities.

[PL/2022/00125](#)

KING STREET, MELKSHAM, SN12 6HE  
Proposed 3 No new terraced dwellings

**Consultation Deadline:** 07/07/2022

It was proposed by Councillor Rabey, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to **Object** to the application on the following grounds:

- the Town Council in January 2022 approved the application subject to conditions in line with the Joint Melksham Neighbourhood Plan which were: the installation of electric vehicle charging points, the installation of solar panels and

the provision of a planting scheme in the shared open spaces. These three conditions have not been addressed.

- overdevelopment of the site – the site is not suitable for the proposed development.
- highways issues - that the only access to the properties is through King Street car park.
- there is no allocated parking for vehicles which is in contravention of the core strategy which states that two parking spaces are required per two-bed house.
- drainage issues that were raised in January 2022 have not been addressed in the revised application.
- loss of green space - the application is against the Council's ethos of promoting health living and outdoor activities.

The Town Council requested that Councillor Hubbard be asked to call-in the application.

## **266/22 Planning Decisions**

Members noted the following planning decisions:

[PL/2022/03690](#)

37 SARUM AVENUE, MELKSHAM, SN12 6BN

Single storey flat roof rear extension & single storey front lounge and porch extension.

**Decision:** Approve with conditions

**MTC Response:** No objection

[PL/2022/03140](#)

MELKSHAM COMMUNITY CAMPUS , MARKET PLACE,  
MELKSHAM, SN12 6ES

Proposal: External non-illuminated advertisements - including main building sign, car park signs and totem sign.

**Decision:** Approve with conditions

**MTC Response:** No objection

[PL/2022/01113](#)

99 PRIMROSE DRIVE, MELKSHAM, SN12 6GD

Second storey extension to provide an extra bedroom

**MTC Response:** No objection

**Decision:** Approve with conditions

## **267/22 Local Highways and Footpath Improvement Group (LHFIG) Issues**

### **267/22.1 Lighting the Pathway Between St Michael's Road and Hazelwood Road**

The Town Mayor, Councillor S Crundell, asked if funding was available in the LHFIG budget to finance the request or had the budget been exhausted on the footpath improvements already

agreed.

The Town Clerk replied that the budget was not sufficient and would require a small top up to be approved by Full Council, but that she was confident that there would be a source available in the budget.

Councillor Hubbard expressed his concern that it was not noted on the agenda how much was left in the budget and that the committee were asked to sign off on expenditure and expected to remember what funding had already been allocated.

It was proposed by Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to request additional funding from Full Council to top up the LHFIG funding and, subject to funding approval, to proceed with the installation of a lighting column located approximately mid-point of the footway link between St Michael's and Hazelwood Roads, with the Town Council's share of the cost being £2,000.

**268/22 Northacre Briefing 16**

The Environment Agency Briefing 16: Northacre Renewable Energy Ltd was noted.

**269/22 Sparkle Team and Parish Steward**

The Committee Clerk confirmed that the Sparkle Team were working this week on the Melksham underpass to remove graffiti and clearing leaves on Lowbourne was on the schedule of works.

Works to be forwarded to the Sparkle Team and Parish Steward were as follows:

- removal of weeds at the bottom of Thackeray Crescent.
- removal of weeds on the pathway from Hazelwood Road to the Church past the cricket pitch.
- cutting back hedges in Lowbourne car park in the autumn.

Meeting Closed at: 7.58 pm

Signed: .....

Dated:

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## Melksham Local Highways & Footway Improvement Group

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	Item	Updat,	Actions and recommendations	Who
	Melksham LHFIG – Notes of virtual meeting held on 19 <sup>th</sup> May 2022 at 16:30 hrs			
1.	Attendees and apologies			
	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		
2.	Notes of last meeting			
		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

## Melksham Local Highways & Footway Improvement Group

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	Item	Update,	Actions and recommendations	Who
3.	<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.	
4.	<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
5.	<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</p>	Area Board to note	AB

## Melksham Local Highways & Footway Improvement Group

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	Item	Updat,	Actions and recommendations	Who
		<p>material failure. A temporary repair has been made whilst we await availability of the gang to undertake a proper repair.</p> <p>Highways will also refurbish any defective road markings from this scheme during the summer, at no cost to the LHFIG / Parish Council.</p>		
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.	<p>Area Board to note</p> <p>Highways to action</p>	<p>AB</p> <p>Highways</p>
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 degress 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.</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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	Item	Updat,	Actions and recommendations	Who
		<p>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>		
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

	Item	Updat,	Actions and recommendations	Who
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 Avenue – request for bollard to deter access by cars.	Bollard has been installed at a cost of £415.08.  Scheme to be funded by LHFIG and Town Council on a 50/50 basis.	Highways to issue invoice to Town Council  To recommend to the AB that the Issue be closed.	Highways  Chair
6.	<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.	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.  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.  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 :	Hold over to next meeting, awaiting more information  Post meeting note:  MWPC have now received original documents from Planning and confirmed that no s106 agreement had been included.  Highways to discuss with Parish Clerk.	MWPC      Highways

## Melksham Local Highways & Footway Improvement Group

	Item	Updat,	Actions and recommendations	Who
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 aimiable 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
c)	Issue 9-20-3 - A350 Western Way – Pedestrian safety at signal controlled crossing on dual carriageway section.	<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</li> </ul>	Area Board to note	AB

## Melksham Local Highways & Footway Improvement Group

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	Item	Updat,	Actions and recommendations	Who
		<p>distance between crossings and upgrade of signal equipment.</p> <p>Parishes will receive updates direct from the Project Management Team for the duration of the build.</p>		
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

## Melksham Local Highways & Footway Improvement Group

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	Item	Updat,	Actions and recommendations	Who
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
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>	Highways to produce design and estimate for new signs and present at the next meeting.	Highways
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>	Area Board to note	AB

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	Item	Updat,	Actions and recommendations	Who
		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.		
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>LHFIG money cannot be used to maintain existing gateway features but new sites can be considered.</p>	Highways to arrange site meeting with Parish Council to consider both requests.	Highways & PC
	Issue 9-22-9 – Bowerhill Dowding Way and Duxford Close – request for Street Nameplates	<p>New Issue submitted by Melksham Without Parish Council</p> <p>Area Highway Engineer to consider this request and report back at the next meeting.</p>	<p>Highways to make site visit and liaise with PC</p> <p>Post meeting note: PC has issued further details on their requirements to assist Highways with their assessment.</p>	Highways & MWPC
m)	Issue 9-22-10 – Berryfield Semington Road – request to install 2 bus shelters	<p>New 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>	LHFIG recommends to the AB that this project is added to the Priority List, to be funded by s106 contribution.	AB

## Melksham Local Highways & Footway Improvement Group

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	Item	Updat,	Actions and recommendations	Who
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
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.	

## Melksham Local Highways & Footway Improvement Group

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	Item	Updat,	Actions and recommendations	Who
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
7.	<b>Other items</b>			
a)	<b>Pavement and Footway Improvement Schemes (pre-LHFIG)</b>	Area Highway Engineer reported that repairs at Philip Close, near Littlejohn Avenue in Melksham is to take place during the summer.  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.	Area Board to note	AB
b)	<b>Deadline for submitting LHFIG Requests</b>	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.		<b>All</b>

## Melksham Local Highways & Footway Improvement Group

	Item	Updat,	Actions and recommendations	Who
		The deadline for our next meeting is therefore 21 <sup>st</sup> July 2022.		
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 LFHIG.</li> <li>b. Attendance at LHFHIG should be by an authorised representative who is fully briefed, has visited the site and is authorised to act on behalf of the Council.</li> <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</li> </ul>	

## Melksham Local Highways & Footway Improvement Group

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	Item	Updat,	Actions and recommendations	Who
			<p>25% for the other smaller councils</p> <p>d. The Chairman of the LHFIG reserves the right to withdraw consideration of any agenda item not meeting these requirements</p> <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.	<b>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.</b>			

Melksham Local Highways & Footway Improvement Group

Highways Traffic Officer – Mark Stansby

Area Highway Engineer – Andy Cadwallader

1. Environmental & Community Implications

## Melksham Local Highways & Footway Improvement Group

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)

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