

4<sup>th</sup> December 2023

## AGENDA

Dear Councillor

You are summoned to a meeting of the:

**Highways Advisory Committee**  
**to be held on**  
**Monday 11<sup>th</sup> December 2023 at 2pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Cooper (Broadway) Chairman</b>	<b>Cllr Macfarlane (West)</b>
<b>Cllr Davis (East) Vice Chairman</b>	<b>Cllr Syme (Broadway)</b>
<b>Cllr Fraser (West)</b>	<b>Mr Len Turner (Advisor)</b>

Copied to all other members for information.

Members of the public are warmly welcome to attend meetings of the council and its committees, unless excluded owing to the confidential nature of the business.

If you wish to contribute during public participation, please contact [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk) prior to the meeting to enable this to be facilitated. If you do not wish to attend in person, the chairman may read out your contribution. The meeting may be streamed live and recorded. If you wish to view the meeting, please see the link on the Warminster Town Council Website [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) in the meetings diary.

Yours sincerely



**Tom Dommett CiLCA**  
**Town Clerk and Responsible Financial Office**

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**1. Apologies for Absence**

**To receive and accept** apologies, including reason for absence, from those unable to attend.

**2. Declarations of Interest**

**To receive** any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

**3. Minutes**

**3.1 To approve** as a correct record, the minutes of the Highways Advisory Committee meeting held on Monday 26<sup>th</sup> June 2023, and the notes of the Highways Advisory Committee meeting held on 2<sup>nd</sup> October 2023; copies of these have been circulated and standing order 12.1 provides that they may therefore be taken as read.

**3.2 To note** any matters arising from the minutes of the Highways Advisory Committee meeting held on Monday 26<sup>th</sup> June 2023 and the notes of the Highways Advisory Committee meeting held on 2<sup>nd</sup> October 2023.

**4. Chairman's Announcements**

**To note** any announcements made by the Chair.

**5. Questions**

**To receive** questions from members of the committee submitted in advance.

***Standing Orders will be suspended to allow for public participation.***

**6. Public Participation**

**To enable** members of the public to address the committee with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The Chairman may read out statements submitted in advance.

***Standing Orders will be reinstated following public participation.***

**7. Meeting of the Local Highways and Footpath Improvement Group (LHFIG)**

**To receive** the minutes of the LHFIG held on 25<sup>th</sup> October 2023. **To note** that the next meeting of the LHFIG is scheduled for 24<sup>th</sup> January 2024.

**8. Matters Arising**

Members to note the updates from the LHFIG meeting on 25<sup>th</sup> October 2023. **(See attached – highlighted).**

**9. Highways Improvement Form Requests**

**9.1 Queensway Park/ Rock Lane**

A member of the public has submitted a request for street lighting. **(See attached).**  
**Members to resolve whether to refer the matter to the LHFIG.**

**9.2 Church Street/ Vicarage Street/ Silver Street**

A member of the public has submitted a request for signage warning of the concealed entrance/ exit to Church Street Mews. **(See attached).**

**Members to resolve** whether to refer the matter to the LHFIG.

## **10. Waiting Restriction Requests**

### **10.1 Portway**

A member of the public has submitted a request for double yellow lines by the dropped kerb outside a property on Portway. **(See attached).**

**Members to resolve** whether to refer this matter to the LHFIG.

## **11. Foreminster Court Railings**

Members of the public requested the removal of the railings at Foreminster Court. The Town Council surveyed residents which confirmed the majority were in favour of removal of the railings. This was because they wished to exit their car directly onto the pavement, something the railings prevented.

The matter was referred to the LHFIG and Wiltshire Council Officers have provided a design and cost estimate for the removal of railings along Foreminster Court with associated safety measures. **(See attached).**

**Members to resolve how to respond to the LHFIG regarding the suggested scheme.**

## **12. Traffic Survey Updates**

**Members to note** that no updates have been received.

## **13. Other Issues**

### **13.1 Warminster High Street**

**Members to note** that the Clerk has approved the council's contribution to the scheme as proposed by LHFIG. **(See attached).**

### **13.2 Ash Walk**

**Members to note** that the Clerk has approved the council's contribution to the scheme as proposed by LHFIG. **(See attached).**

### **13.3 Fore Street Play Area**

Cllr Syme has made a request for advance road signage warning motorists of the Fore Street play area from the Deverill Road direction, replicating signage from the Broadway roundabout direction.

**Members to resolve** whether to refer this matter to the LHFIG.

## **14. Substantive Highways Scheme Fund Bid**

**Members to note** the Councillors Briefing Note from Wiltshire Council regarding the 'Substantive Highways Scheme Fund' bid application process for funding in 2024 – 25.

## **15. Communications**

**Members to decide** on items requiring a press release and to nominate a speaker for any item on the agenda, if required.

Minutes from this meeting will be available to all members of the public either from our website [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.

**Date of next meeting: tbc**

### 25<sup>th</sup> October 2023 Meeting (Microsoft Teams) – MINUTES

	Item	Update from previous meeting	Actions & Recommendations	Who
1.	<b>Attendees, Apologies &amp; Introductions</b>			
	<b>Present</b>	Bill Parks (Chair/WC), Sarah Dearden (WC) Denise Nott (WC) Lee Haine (WC) TonyJackson (WTC/WC) Malcolm Pryor (USPC) Philip Holihead (ChapPC) Sarah Jefferies (HorPC) Jane Bell (ChitPC) Julia Hendrickse (ChitPC) Anthony Potter (BPC) Jamie Fagan (UDPC) Tom Dommett (WTC) Simon Wager (MBPC) Alan Russell (SVPC) Jill Adams (B/SPC) David Ball (CorPC) Nick Barton (SVPC) Vanessa Sturme (HeyPC) Kate Plastow (LDPC)		
	<b>Apologies</b>	Andrew Cummings (ULPC) Karungi Grant (CodPC)		
2.	<b>Notes of the last meeting</b>			
		The minutes of the previous meeting held on the 17 <sup>th</sup> July 2023 were accepted and agreed.	Noted and agreed.	

	Item	Update from previous meeting	Actions & Recommendations	Who
3.	Finance			
		<p>Refer to finance sheet for details:</p> <p>Financial Position as of April 2023:</p> <p>Budget for 23/24 = £30,452.00</p> <p>Plus remaining 22/23 budget of £9147.30</p> <p>Total Budget Available £39,600.30</p> <ul style="list-style-type: none"> <li>- Julys agreed contributions</li> <li>- Total remaining budget (subject to Area Board approval) = <b>£26,248.63</b></li> </ul>	Noted and agreed.	
4.	Scheme List			
4.1	<p><b>17-21-14</b> (16/8/21) Upton Scudamore, A350 – Bus shelters</p> <p><b>17-22-8</b> Upton Scudamore – A350 Bus Shelter</p>	<p>The two bus shelters on the A350 at Upton Scudamore towards Warminster and Westbury, have no sides and passengers waiting are open to all the elements on a fast and busy road. It has become more apparent as School children now have to get the bus as opposed to a taxi pick them up.</p> <p><b>Update:.</b> Order placed. Costs confirmed as £8,464 LHFIG (75%) = £6,348 USPC (25%) = £2,116 Installation date due 5-7<sup>th</sup> July 2023 <b>Invoice to be paid when complete.</b></p> <p><b>17-22-8 site to be checked ref end panel.</b></p>	<p><b><u>Discussion and action</u></b> Works all completed on site. Invoicing to be completed when oracle up and running. Can be removed from next agenda.</p>	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
4.2	<b>17-21-16</b> (26/9/21) Sutton Veny - SIDs	<p><b>Update:</b> New survey locations agreed with SVPC and requested with Traffic Survey Team.</p> <p><b>UPDATE:</b> Results of metrocounts = 2x sites NFA, 2x sites meet criteria for SID/CSW, 1x Site for Police enforcement.</p> <p>Cost up NAL socket/posts for 2 x SID sites (SD)</p> <p>Refer Police Enforcement site to Wiltshire Police (community safety Partnership)(SVPC)</p> <p>Cost estimate for 2x sid posts  <b>£1,150</b>  PC 25% contribution <b>£287.50</b>  LHFIG contribution 75% <b>£862.50</b></p> <p>All contributions agreed – <b>to be ordered</b>  Denise to meet/liaise with PC on locations.</p>	<p><b>Discussion and action</b>  Denise sent location plans to SD.  Area board agreed funding, order to be placed.</p>	SD
4.3	<b>17-22-2</b> (14/01/22) Corsley A362 SID posts	<p><b>Request for SID sockets at sites that met criteria</b></p> <p><b>Update:</b> Metrocount results show 1x site meets criteria for SID/CSW 1x site NFA</p> <p>Cost estimate for 1x sid posts  <b>£876</b>  PC 25% contribution <b>£219</b>  LHFIG contribution 75% <b>£657</b></p> <p>All contributions agreed – <b>to be ordered</b>  Denise to meet/liaise with PC on locations.</p>	<p><b>Discussion and action</b>  Denise sent location plans to SD.  Area board agreed funding, order to be placed.</p>	SD
4.4	<b>17-22-3</b> (19/01/22) Corsley A362 horse warning signs	<p>Request for horse warning signs A362 Corsley. Site meeting held June 2022. Please see attached proposal plan for discussion. Cost estimate to supply &amp; install two warning signs is in the region of £1,200 (LHFIG = £900, 25% contribution = £300). Agreed by all.</p>	<p><b>Discussion and action</b>  Problems with signing deliveries, BP and SD chased. Sd to keep chasing.</p>	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
		<b>Update:</b> Works order placed with contractor. Carried over to Milestone new order issued. <b>CHASE.</b>		
4.5	<b>17-22-5</b> (08/06/22) Upper Deverills Signing Improvements	General traffic problems, speed, volume of traffic etc <b>Update:</b> Site visit undertaken during August 2022. Draft signing and road marking proposal subsequently submitted to UDPC for review. I have had confirmation from Jamie Fagan that these will be reviewed at the October PC meeting and report back at the next meeting in Jan 23 Action for UDPC to send SD details of final designs. PC agreed plans, needs to be re-costed with Milestone rates.(SD) Final revised plans agreed upon, cost estimate £3,300 PC 25% contribution £825 (TBC Julys PC meeting)-update SD LHFIG 75% contribution £2475 (agreed) <b>Can be ordered</b>	<b>Discussion and action</b> Area board agreed funding, works order to be placed.	SD
4.6	<b>17-20-16</b> (original request No.) Warminster Factory Lane HGV movements	Factory Lane/West Street, Warminster – HGV traffic causing damage to property originally raised at CATG via reference 17-20-16 in 2020,  Site visit undertaken during September 2022. Draft signing and road marking proposal attached to agenda for discussion. Cost estimate £1,000 (LHFIG £750, WTC £250). NB: Any extension to waiting restrictions on West Parade would be advertised within WR review batch as mentioned in 5.13 above. <b>Update:</b> KD explained recent correspondence with property owner and damage reported. DN confirmed the illegal wall has been in situ for many years and	<b>Discussion and action</b>  Works completed. Arrange invoice.  TJ states further issues with HGV's. SD recommends firmer physical solution required. Site visit to be arrange TJ/SD.	SD  TJ/SD

	Item	Update from previous meeting	Actions & Recommendations	Who
		<p>without it the property would be likely to gain further damage. Cllr Parks, Cllr Davis and WTC supports revised proposal.</p> <p>Group support proposal and allocated funding to proceed.</p> <p>Extension to WR on West Parade to be included in WR batch as stated in 5.13 above.</p> <p><b>Works ordered:</b> Signing complete, <b>DYL extension on WRR list</b>, Lining outstanding.</p> <p>New issue with other side of road, site visit required TJ to arrange.</p>		
4.7	17-22-9 A350 Longbridge Deverill - pedestrian safety	<p>Pedestrians are finding it increasingly challenging to cross the A350 safely at the busy junction of the George Inn/Petrol station/Sand St junction. The volume of traffic measured by SID from 19/7 to 26/7 heading south averages 8437 per day and from 26/7 to 8/8 heading north averages 8166 per day. As this is a major trunk road there is a high volume of HGVs. This section of the A350 has a speed limit of 40mph. Arrange site visit with WC engineer to discuss proposals.</p> <p><i>Plans issued to PC, New cost estimate £1,710 PC 25% contribution £428 LHFIG 75% Contribution £1283 All agreed - <b>Can be ordered.</b></i></p> <p><b>SD/KP to talk ref: SLOW markings</b></p>	<p><b><u>Discussion and action</u></b></p> <p>Funding agreed by area board, works order to be placed.</p>	SD
4.8	17-22-11 A3098 Chapmanslade Primary School	<p>CPC in talks with Martin Rose regarding the possibility of creating a lower risk space in village centre near the primary school. MR advised 2 possible solutions on the A road:</p> <p>A) Small abutment of the footway into the road to calm traffic.</p>	<p><b><u>Discussion and action</u></b></p> <p>Works complete and passed to TAOSJ team.</p> <p>Work to be invoiced. Remove from agenda</p>	SD



	Item	Update from previous meeting	Actions & Recommendations	Who
		<p>B) Area of the High St adjacent to the school for a 20mph speed limit during school times.</p> <p><b>UPDATE:</b> Scheme would require Topographical Survey at an estimated cost of £2000.</p> <p>LHFIG agree contribution of £1500 (75%)</p> <p>ChapPC agree £500 (£25%)</p> <p>20mph at school times refer to TAOSJ</p> <p>Topo quote £3050</p> <p>PC 25% contribution £762.50</p> <p>LHFIG 75% contribution £2287.50</p> <p><b>All agreed topo ordered and be passed to TAOSJ team for progression.</b></p>		
4.9	Waiting restriction review 23/24 Batch 001	<p><b>TRO consideration</b></p> <p>Engineer to discuss with TC location, engineer to investigate, design and cost.</p> <p>*17-22-12 Warm Victoria Rd/Grovelands Way DYL</p> <p>*17-22-13 Warm Upper Marsh Rd/Weymouth St DYL</p> <p>*17-22-14 Warm King St/Brook St DYL</p> <p>*17-22-15 Warm Portway Lane/Holly Bush Rd DYL</p> <p>*17-22-16 Warm Sambourne Road DYL</p> <p>*17-22-18 Warm Boreham Rd Disabled bays</p> <p>*17-22-19 Warm The Maltings/Pound St DYL</p> <p>*17-22-20 Warm Victoria Rd DYL</p> <p>*17-22-27 Warm Alcock Crescent 11-16 DYL</p> <p>*Warm Beech Grove DYL</p> <p>*Factory Lane extension DYL</p> <p><b>With TRO team for advert.</b></p>	<p><b>Discussion and action</b></p> <p>TRO on advert November.</p>	
4.10	17-22-22 Warminster Ash Walk Lane-HGV Issues	<p>HGV issues going down Ash Walk and getting stuck trying to get to Manor Gardens from B3414 Church Street.</p> <p>LHFIG agree contribution of £600</p> <p>Site to be looked at when officer time allows.</p> <p><b>Initial site visit undertaken, plan and cost required.</b></p>	<p><b>Discussion and action</b></p> <p>WTC agreed their 25% contribution of £115, LHFIG agreed their 75% contribution of £345.</p> <p>Order to be placed.</p>	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
4.11	17-22-23 Boyton/Sherrington- HGV Issues	Large vehicles knocking bollards wall and verge. Wants HGVs banned (cannot do as no other access for them) Suggest Road markings/signing looked at. Site to be looked at when officer time allows <b>No representative from Boyton/Sherrington at LHFIG. Denise to contact Cllr Newbury regarding issue.</b>	<b>Discussion and action</b> Jill Adams explains problems with HGVs, Jill to send SD more info/location plan of area to be looked at.	JA
4.12	17-22-24 Bishopstrow Main Street-Parking issues	Residents parking on both sides of road leaving narrow gaps for people to squeeze through, drivers sometimes mounting pavements. Site to be looked at when officer time allows <b>Initial site visit undertaken</b>	<b>Discussion and action</b> SD completed site visit and doesn't think there is an easy solution if any, site will be looked at in more detail when officer time allows.	SD
4.13	17-22-25 Codford Salisbury Road- Speeding issues	Apparent speeding vehicles along Salisbury Road, especially between 4-10pm. Site to be looked at when officer time allows <b>No representation from Codford PC to progress issue.</b>	<b>Discussion and action</b> Group agreed to remove issue from agenda due to no Codford representation at LHFIG for 1+ years	
4.14	17-22-26 Codford Salisbury Road-Street Lighting	No lighting on footway near residents' home, street light request. Site to be looked at when officer time allows <b>No representation from Codford PC to progress issue.</b>	<b>Discussion and action</b> Group agreed to remove issue from agenda due to no Codford representation at LHFIG for 1+ years	
4.15	17-22-29 Warminster Bradley Road- speeding issues	<b>Request for a 30mph speed limit WTC(TD) to order Metrocount WTC to send metrocount results to SD Tom Dommett states metrocount results not received as yet, will forward to SD when ready</b>	<b>Discussion and action</b> No action at present, TD to send metrocount data when received .	TD
4.16	17-23-1 Corsley A362 to A36 Picket Post R/A-HGV Signing	More HGV signing required due to non-compliance of 18T weight Limit. To be look at when officer time allows. Incorrect 17T sign needs replacing and	<b>Discussion and action</b> SD to chase PR for update on new sign being installed as part of the A362 signing route study.	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
		relocated potentially. LHFIG agree contribution of £1000. SD/BP to speak to Dave T- <b>New 18t sign to be ordered in new location.</b>	Denise agree to get vegetation cut back.	DN
4.17	17-23-2 Horningsham Street nameplates	No street nameplates in West Common, Anchor Barton, Hitcombe Bottom, Gentle Street, Rowe's Hill, White Street. Request for new signs. PC confirm approval has been sought. LHFIG agree contribution of £1500 (75%) and HPC £500 (25%) ACTION with PC to let SD know location of signs. SD to look at when officer time allows <b>Unsure of latest SJ to update DN to site new signs.</b>	<b>Discussion and action</b> Location plan received cost estimate to be produced. Can be ordered.	SD
4.18	17-23-4 Sutton Veny High Street – Footway improvements	Grassed area in front of notice board to be converted to a hard standing and provide a dropped kerb. Land ownership to be double checked Site visit, design and costs for next meeting. <b>Cost estimate £4,000</b> <b>PC 25% contribution £1,000</b> <b>LHFIG 75% contribution £3,000</b> <b>All agreed can be ordered.</b>	<b>Discussion and action</b> Works ordered, no programmed date as yet.	
4.19	17-23-6 Warminster Foreminster Court/Fore St – Railing removal	Railings along Foreminster Court to be removed to enable residents to park on road easier. Railings originally put in for safety reasons. Site to be looked at when officer time allows. <b>Initial site visit undertaken, design and costs for next meeting.</b>	<b>Discussion and action</b> Cost estimate and design completed, WTC to have further communications to decide how to proceed. Update for next LHFIG meeting.	TD
4.20	17-22-7 Warminster High Street – Blocked access/Bollards	People parking on DYL and KEEP CLEAR road markings, causing access problems. Bollards requested.	<b>Discussion and action</b> WTC agreed their 25% contribution of £375 and LHFIG agreed their 75% contribution of	

	Item	Update from previous meeting	Actions & Recommendations	Who
		Site to be looked at when officer time allows. Possible bollards/Hatching <b>Initial site visit undertaken, design and costs for next meeting.</b>	£1125. Works to be ordered.	SD
4.21	17-23-5 Corsley A362 – Pedestrian crossing	Crossing point by bus shelter dangerous place to cross, narrow footway, high speeds. Request for pedestrian crossing. SD advises unlikely to meet criteria for formal crossing, other improvements to be looked at, narrow footways/gateways etc Site to be looked at when officer time allows. <b>Site visit to be arranged to look at crossing area.</b>	<b>Discussion and action</b> Corsley PC agreed their 25% contribution of £375 and LHFIFG agree their 75% contribution of £1125. Works to be ordered.	SD
4.22	17-23-11 Bishopstrow Village SID	New Sid post meets guidance at Southern end of village, request for new post/location. – <b>Agreed to add to agenda to be look at when officer time allows.</b>	<b>Discussion and action</b> BPC agree their 25% contribution of £87.50 and LHFIFG agree their 75% contribution of £262.50. Works to be ordered.	SD
4.23	17-23-12 Warminster Norridge View Waiting restrictions	Request for DYL at junction of Grovelands/Norridge View consistent parking up to junction reducing visibility. <b>Agreed to add to agenda to be look at when officer time allows. Will form part of Batch 002, Group agreed to contribute £7000 for Batch 002.</b>	<b>Discussion and action</b> Added to batch 002	
4.24	17-23-13 Warminster Pampas Road WR	Request for DYL in front of properties as causing access issues. <b>Agreed to add to agenda to be look at when officer time allows. Group agreed to contribute £7000 for Batch 002.</b>	<b>Discussion and action</b> Added to batch 002	
4.25	17-23-14 Heytesbury Parsonage Farm Road Marking	Request for SLOW marking approaching Parsonage Farm in attempt to slow vehicles down as poor visibility out of junction. <b>Agreed to add to agenda to be look at when officer time allows.</b>	<b>Discussion and action</b> Site visit to look at area concerned. Costs estimate and design required for next meeting.	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
4.26	17-23-15 Heytesbury Cotley Hill Road markings and village gates	Request for SLOW marking as you enter Heytesbury from Cotley Hill R/A due to concerns of speeding and village gates to highlight speed limit terminal point. <b>Agreed to add to agenda to be look at when officer time allows.-Combine with 17-23-14</b>	<b>Discussion and action</b> Site visit to look at area concerned. Costs estimate and design required for next meeting.	
4.27	17-23-17 Chapmanslade Village Hall Lining	Request for lining in improve visibility from lane leading out of sports hall/village hall. <b>Agreed to add to agenda to be look at when officer time allows.</b>	<b>Discussion and action</b> Site visit, plan and costs for next meeting.	SD
<b>5. NEW ISSUES</b>				
5.1	<b>17-23-18 Longbridge Deverill B3095 Hill Deverill</b> – Speed limit is 30mph, CSW recorded excess speeds recently. Signing and carriageway roundels faded (to be reported via mywiltshireapp as maintenance issue). Request for additional carriageway roundels and look at repeater signs. – <b>LHFIG agreed to add to schemes list to be looked at when officer time allows.</b>			
5.2	<b>17-23-19 Upton Scudamore HGV issues</b> – HGVs use village as cut through when A36/A350 closed (planned or RTC) Village is narrow, tight corners, no footways, HGVs become stuck and need to reverse. <b>LHFIG agreed to add to schemes list to be looked at when officer time allows.</b>			
5.3	<b>17-23-20 Corsley A362 speed limit assessment</b> – Speed limit assessment requested on A362 from Picket Post R/A to White Hart at Lanes end. Currently 5 different speed limits along length. Requests 40mph along whole length. <b>LHFIG agreed to add to schemes list to be looked at, SD to investigate.</b>			
5.4	<b>17-23-21 Corsley Signing</b> – Request for Horse warning signs and “No access to Longleat” signs installed at 5 different lanes. <b>LHFIG agreed to add to schemes list to be looked at when officer time allows.</b>			
5.5	<b>17-23-22 Upton Scudamore Dropped kerbs</b> – No dropped kerbs available at Biss Close makes accessibility for wheelchair/mobility scooters/pushchairs difficult. <b>LHFIG agreed to add to schemes list to be looked at when officer time allows.</b>			
5.6	<b>17-23-23 Heytesbury Greenlands and school</b> – Request for Yellow bus stop markings and waiting restrictions. <b>To be removed TAOSJ scheme</b>			
5.7	<b>17-23-24 Horningsham RoW works</b> - request for RoW equipment 11xOne way ped gates and delivery £3274 <b>LHFIG agreed to add to schemes list-SD to liaise with Paul Millard.</b>			
5.8	<b>17-23-25 Warminster West Street/Vicarage Street speeding issues</b> – resident wants a 20mph speed limit or alternatively signing showing speed limit (SID) <b>LHFIG agreed to add to schemes list to be looked at when officer time allows. TD to order metrocounts in first instance.</b>			

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5.9	<b>17-23-26 Warminster Roman Way Parking issues</b> – vehicles parking opposite entrances on Crusader Park Ind. Est. Parked vehicles causing an obstruction- After discussion it is not advised to implement waiting restrictions at this location, it will simply push the problem up the road and same situation will occur. TD agrees, WTC to contact Motorhome company and politely inform them of the ongoing problems for other businesses. Can be removed from agenda.			
5.10	<b>17-23-27 Warminster Emwell Street Waiting restrictions</b> – request for extension of WR. Added to Batch 002			
5.11	<b>17-23-28 Warminster Upper Marsh Road Waiting restrictions</b> – request for WR and No through road sign WR Added to Batch 002, sign not approved.			
5.12	<b>17-23-29 Chitterne B390 Improvements</b> – Parish Council advised Points A and B on issue form is not a LHFIG issue and advised alternative route. Point C request for horse/Pedestrian sign to be investigated. LHFIG agreed to add Ped/Horse signs to schemes list to be looked at when officer time allows. SD to let PC know of previous communications regarding issue.			
5.13	<b>17-23-31 17-Maiden Bradley-</b> Improvements required into traffic calming buildout (Mere end) due to numerous RTC's causing damage. Parish Council propose to have buildout removed due to numerous and more recent RTCs, New SID location to be investigated and possible enhancements to the speed limit terminal. SD to investigate.			
5.14	<b>17-23-30 Warminster Area RoW works.</b> £3000 required. LHFIG agreed to contribution and added to list			
6.	<b>AOB</b>			
6.1	Wiltshire Council are changing their finance systems so no invoicing will be done until late November at the latest.			
6.2	Next agenda will be a different layout breaking down schemes into different sections for example, live schemes (order issued awaiting or site work started)/ design and costed schemes/ investigation schemes/watching briefs (to be looked at when officer time allows)			
6.3	Please make sure Councils use the correct Highway Issue forms, available from the link on the Wiltshire Council Website. Also make sure that forms have had their issues discussed and agreed at your own council prior to be taken forward to LHFIG. Please also check that the issue hasn't been raised previously and/or already on the agenda, if it is go back to the requester to say the issue has already been raised and do not send the form in to be added to the agenda.			
6.4	Kate had previously sent out meeting dates and request for the whole financial year, I did the same in March for 2023/24, this seems to cause a lot of issues being booked so far in advance so I will send meeting dates out individually for each meeting but the dates for the remaining meetings are: <b>24<sup>th</sup> January 2024 10am on Teams.</b> When you receive a request please accept or decline the meeting request so it goes into your diary and you can join the link from there.			

	Item	Update from previous meeting	Actions & Recommendations	Who
6.5	<p><b>A reminder of the LHFIG process</b></p> <p>*Member of the public/Town or Parish Council want to report an issue, the Highway Improvement request form is filled out</p> <p>*That form then goes to the relevant Town/Parish Council to be discussed at their next Town/Parish meeting, if councillors agree there is an issue they send the form into <a href="mailto:lhfigrequests@wiltshire.gov.uk">lhfigrequests@wiltshire.gov.uk</a></p> <p>*The form will be recorded/listed and given an issue number e.g. 17-22-1 and sent back to Town/Parish with date of meeting it will be added to the bottom of the agenda (too close to the meeting date and it will be added to the following meeting date)</p> <p>*WC highway engineer (SD) will add issue to agenda</p> <p>*In meeting Town/Parish will inform LHFIG of the recorded issue and decide if it stays on the agenda to be progressed or removed.</p> <p>*Issue will be looked at when officer time allows.</p>			
7.	<p><b>Agreement of Priority schemes</b> Note: Issues which are 'Greyed out' indicate schemes where orders have been issued but are awaiting implementation.</p> <p><b>Issues highlighted in Yellow are awaiting approval from the Area board</b></p> <ol style="list-style-type: none"> <li>17-21-14 A350 Upton Scudamore bus shelter replacement (Warminster bound shelter)- <b>£8464</b> (LHFIG - £6348, USPC - £2116)</li> <li>17-22-2 A362 Corsley SID sockets - <b>£876</b> (LHFIG - £657, Corsley PC - £219)</li> <li>17-22-3 A362 Corsley horse warning signs - <b>£1,200</b> (LHFIG - £900, Corsley PC - £300)</li> <li>17-22- WR Review Batch 001 for Warminster LHFIG area - <b>£7,000</b> (£1,750 contribution distribution TBC)</li> <li>17-20-16 Warminster Factory Lane/West Parade HGV signing &amp; road markings - <b>£1,000</b> (LHFIG £750, WTC £250).</li> <li>17-22-8 A350 Upton Scudamore bus shelter replacement (Westbury bound shelter) - <b>£8464</b> (LHFIG - £6348, USPC - £2116)Add £2475</li> <li>17-22-9 A350 Longbridge Deverill Pedestrian safety, signs and lines - <b>£1710</b> (LHFIG £1283, LDPC £428)</li> <li>17-22-22 Warminster Ash Walk Lane HGV Sign - <b>£600</b> (LHFIG £450, WTC £150)</li> <li>17-23-1 Corsley A362 to A36 Picket Post HGV signing - <b>£1000</b> (LHFIG £750, CPC £250)</li> <li>17-22-2 Horningsham Nameplates - <b>£2000</b> (LHFIG £1500, HPC £500)</li> <li>17-22-11 Chapmanslade Topographical Survey - £3050 (LHFIG £2287.50, CPC £762.50)</li> <li>17-23-4 Sutton Veny Footway - £4000 (LHFIG £3000, SVPC £1000)</li> <li>17-21-16 Sutton Veny SID posts - £1,150 (LHFIG £862.50, SVPC £287.50)</li> <li>17-22-5 Upper Deverills signing improvements - £3,300 (LHFIG £2475, UDPC £825)</li> <li>17-23-12 Warminster WRR Batch 002 £7,000 (LHFIG £5250, WTC £1750)</li> <li>17-22-7 Warminster High Street Bollards and Lining £1500 (LHFIG £1125, WTC £375)</li> <li>17-23-5 Corsley A362 pedestrian improvements £1500 (LHFIG £1125, CPC £375)</li> <li>17-23-11 Bishopstrow SID £350 (LHFIG £262.50, BPC £87.50)</li> <li>17-23-24 Horningsham RoW works £3274</li> <li>17-23-30 Warminster wide RoW works £3000</li> </ol>			



[Type here]

	Item	Update from previous meeting	Actions & Recommendations	Who
8.	Date of Next Meeting 24 <sup>th</sup> January 2024 10am via MS Teams			

## Highways Officer – Sarah Dearden

### 1. Environmental & Community Implications

- 1.1. Environmental and community implications were considered by the LHFIF 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 Warminster Area Board.
- 2.2. If funding is allocated in line with LHFIF recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Warminster Area Board will have a Highways funding balance of **£26,248.63**

### 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.



Tot Wiltshire Town Council  
 Wiltshire Council  
**Highways Improvement Request Form**

**Contact Details**

Name:	Paul Gordon - 01753 544120	Date:	16.8.23
Address:	125 Brynham Road		
Telephone No:	01753 544120		
Email Address:	p.gordon@wiltshire.gov.uk		

**Issue Details**

Location of Issue:	Wiltshire Way Area / Road Work
Community Area:	Old Ship Row 100 Footpath
Parish or Town Council:	Wiltshire TC
Nature of Issue (use reverse to put street lighting in)	We moved here last year but spoken to local residents who said the same and told us it has been reported for years no one cares. TC/Wiltshire Council should have a duty of care as it is a public footpath running alongside a park that is not lit up, pitch black in summer and a road since it was built.
How long has it been an issue?	Since it was built

What would you like done to resolve this issue? (use reverse)

In the winter I have dogs out don't walk that way unless my husband is with me as there are buses that kids have jumped out on us mucking around it is dangerous of children walk home from school/C.W.S. leisure centre and it needs street lights.

Have you been in touch with your local Wiltshire Councillor? (use drop down box)

We are supposed to go to the Streets Team!

This form needs to be completed and e-mailed or sent to your local Town or Parish Council.

Town and Parish contact details are available via the link below:

<https://www.wiltshire.gov.uk/about-us/councils-and-parishes>

It is a well used footpath from home to Park Lane

Town or Parish Council Comments: (to be completed by Town or Parish Council only - Not Wiltshire Council)

--

**Wiltshire Council**

# Highways Improvement Request Form

## Contact Details

<b>Name:</b>		<b>Date:</b>	06/11/2023
<b>Address:</b>			
<b>Telephone No:</b>			
<b>Email Address:</b>			

## Issue Details

<b>Location of Issue:</b>	Junction of Church Street, Silver Street and Vicarage Street – The Obelisk
<b>Community Area:</b>	Warminster
<b>Parish or Town Council:</b>	Warminster
<b>Nature of Issue: Hidden entrance/Exit</b>	
<p>In view of the recent traffic accident close to the junction of the Obelisk on Sunday 29 Oct 23, I wish to request that warning signs be placed at the junction of Church Street, Vicarage Street and Silver street. Although there is a 30mph speed limit in place and Give Way signs and road markings at the obelisk, not all drivers are aware of the entrance/exit to Church Street Mews. Often drivers travel passed CSM to turn left at the obelisk, only checking the oncoming traffic from the right but not checking the junction itself and therefore CSM can be a hazardous place to leave when driving in the car. The electronic gates and the exit are not immediately apparent to some drivers.</p> <p>I turn right out of CSM and then immediately left onto Vicarage Street at the Obelisk so that I can then turn right onto Silver Street towards Warminster Town Centre. The reason I do this is because if I turn immediately left out of the junction and then turn right, I am unable to see traffic travelling down Church Street towards the town especially if they are travelling over the speed limit.</p> <p>On two occasions I have asked drivers to slow down to take the exit into account. Drivers have also had to brake sharply when I have left the exit because they have not been aware that I am coming out – I hasten to add that I have checked the road first and it has been clear of traffic before I left CSM.</p>	
<b>How long has it been an issue?</b>	Dec 2018
<b>What would you like done to resolve this issue?</b>	
<p>I wonder if warning signs can be erected to show that there is a hidden entrance/exit along the three roads around the obelisk. It might be useful to have a traffic mirror on the roads so that we can see traffic.</p>	
<b>Have you been in touch with your local Wiltshire Councillor? (Yes/No)</b>	Yes

***This form needs to be completed and e-mailed or sent to your local Town or Parish Council.  
Town and Parish contact details are available via the link below:***

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

**Wiltshire Council**

**Town or Parish Council Comments:** (To be completed by Town or Parish Council only)

## Section 1 – Applicants Details

Applicants Name (if more than 1 applicant, please fill in section 6):

Address:

Postcode:

Email address:

Details of request location:

## Section 2 - The Issue

Please give as much detail regarding the issue/problem as possible. For example is the request due to school, commuter, worker or shopper parking, HGV's parking in restricted streets, inappropriate resident parking, etc. Include as much information as possible relating to days and time of day when the problem occurs.

I own the cottage at 66 Portway and my tenant complains that cars continually park outside, blocking access to their drive, there is a dropped pavement to the drive, my tenant has recently had heart surgery and is worried about access, when the drive is partially blocked it is very dangerous to access the road due to cars parked both sides of the entrance, he has had several near misses exiting his drive, we feel having double yellow lines outside the drive would help the situation.

## Section 3 - Safety Concerns

Does the issue raised have any particular impact on road safety? For example do you know of any accidents that have occurred due to the problem and were the police/emergency services involved, do you have any dates that accidents occurred? Are there concerns with visibility of the highway, for example parked vehicles obscuring sight lines at junctions

no accidents as yet, but many near misses,

Have there been any issues with access for Emergency Services, Public Transport or have there been occasions when your bins weren't emptied due to access issues. If so was this reported to the relevant authority, to whom and when?

No

ROADWAY

CAR

CAR

FIRE STATION

DRIVE

66

[illegible]

Name:	Address:	Postcode:
Signature:		

Section 7

Applicants Signature:

*P. E. Fairhead (Mrs)*

Date: *3-10-2023*

Do you wish to email any digital photographs that you have relating to the matter? **YES / NO**. If yes, an email will be sent to the address in Section 1, please reply to this email attaching any photographs. Max size of attachments 6mg, please send multiple replies if a large number of attachments.

Office use only

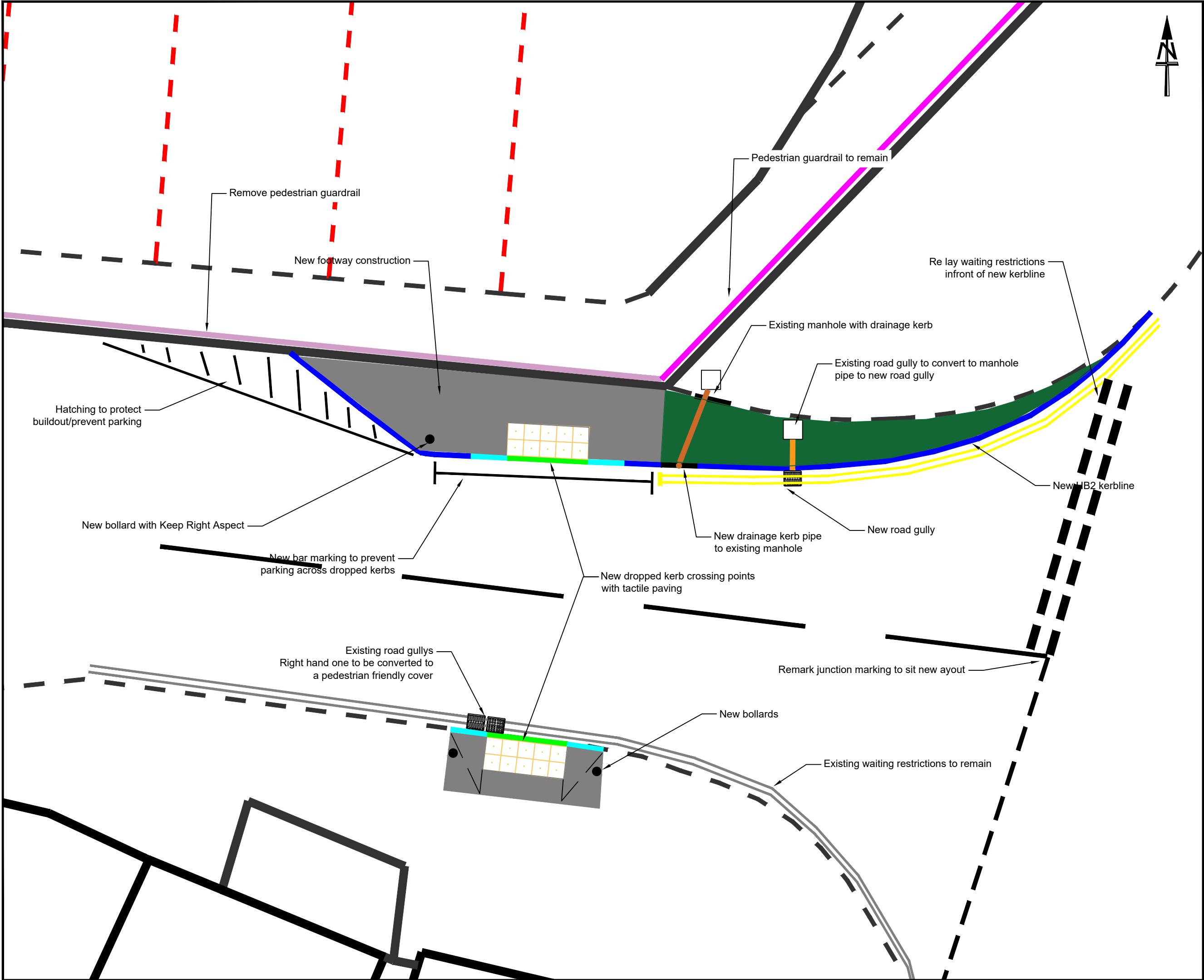
Application ref:

Email required

Road safety implications







NOTES:

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Wiltshire Council (100049050) 2023

**Wiltshire Council**

**Traffic & Network Management**

County Hall, Bythesea Road, Trowbridge  
Wiltshire, BA14 8JD

Tel: 0300 4560100  
Website: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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O	10/23	SLD	KR	KR	ORIGINAL
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

DRAWING PURPOSE:

PRELIM

PROJECT:

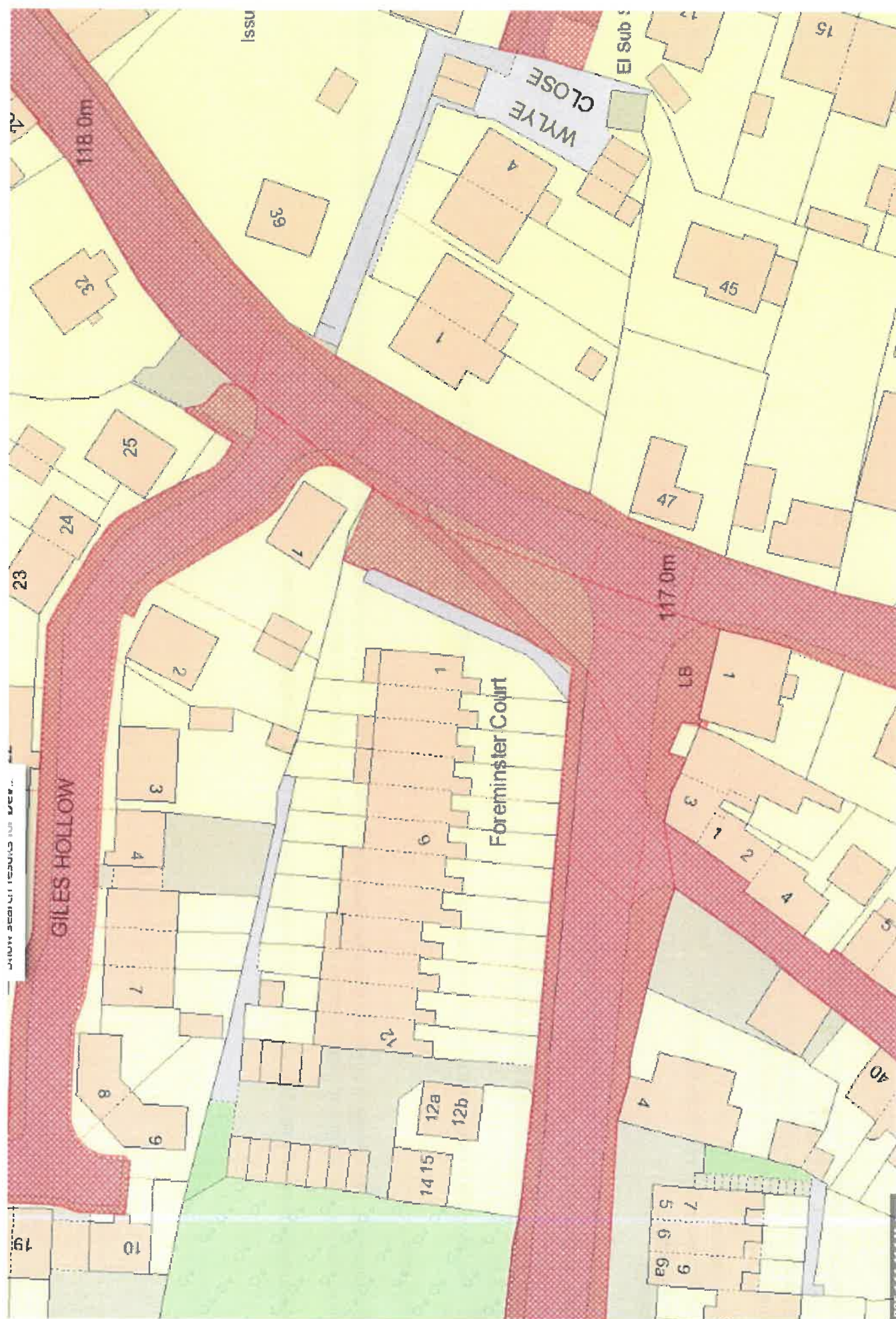
WARMINSTER  
FOREMINSTER COURT  
JUNCTION IMPROVEMENTS  
BARRIER REMOVAL

DRAWING TITLE:

PRELIMINARY  
DESIGN

SCALES:	NOT TO SCALE	SHEET SIZE:	A3
DRAWING No.	2023-141-SLD-WARM-D001	REVISION:	0
FILE REF:	L:/TET/AB/WARMINSTER		



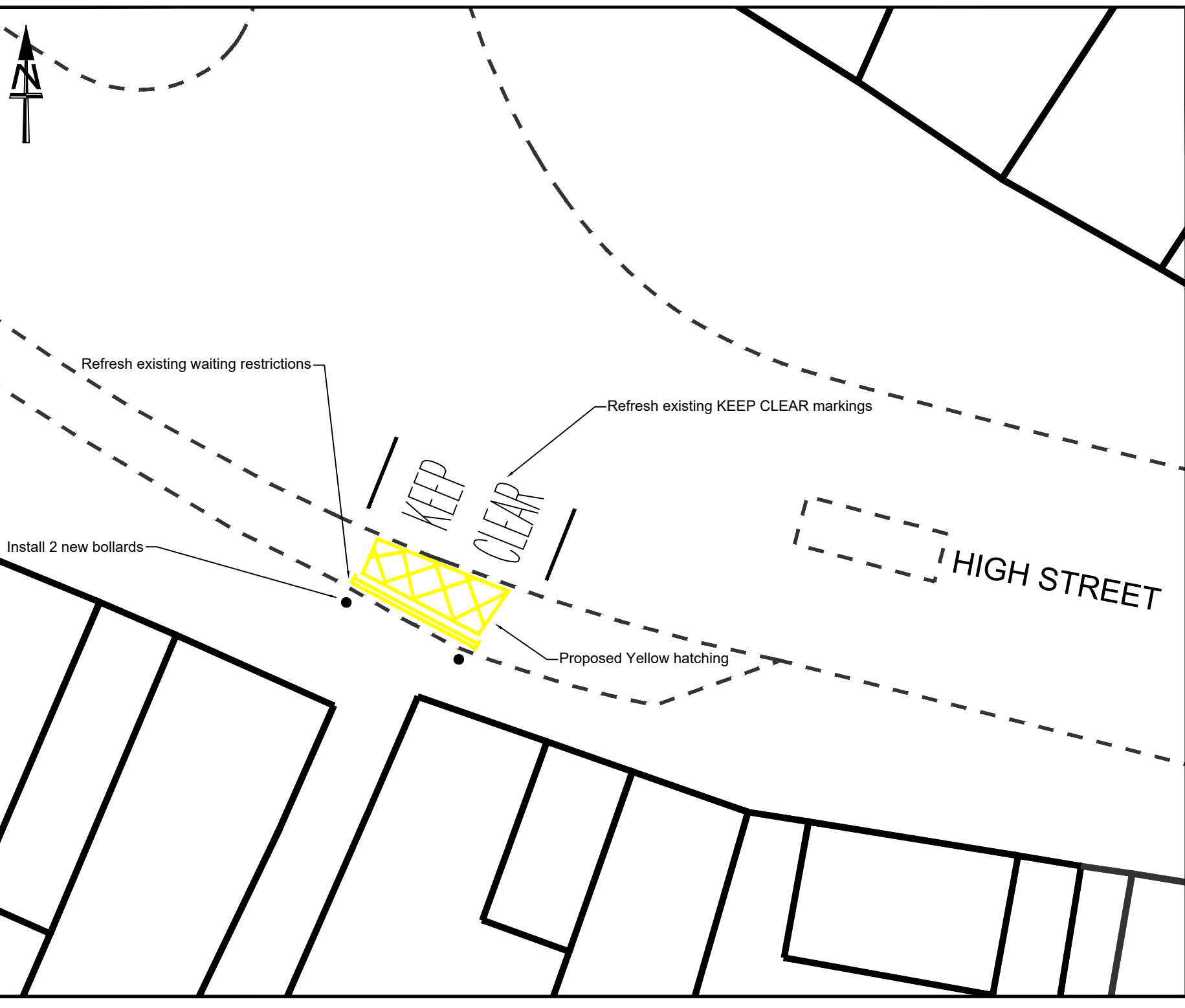


### Warminster Foreminster Court


Total cost for scheme **£16,500**

Warminster Town Council 25% **£4,125**

Warminster LHFIG 75% **£12,375**




NOTES:



Example of bollards

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Wiltshire Council (100049050) 2023



**Traffic & Network Management**  
County Hall, Bythesea Road, Trowbridge  
Wiltshire, BA14 8JD  
Tel: 0300 4560100  
Website: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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O	10/23	SLD	KR	KR	ORIGINAL
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

DRAWING PURPOSE:

PRELIN

PROJECT:

Warminster  
LHEIG  
High Street

DRAWING TITLE:

Preliminary Design

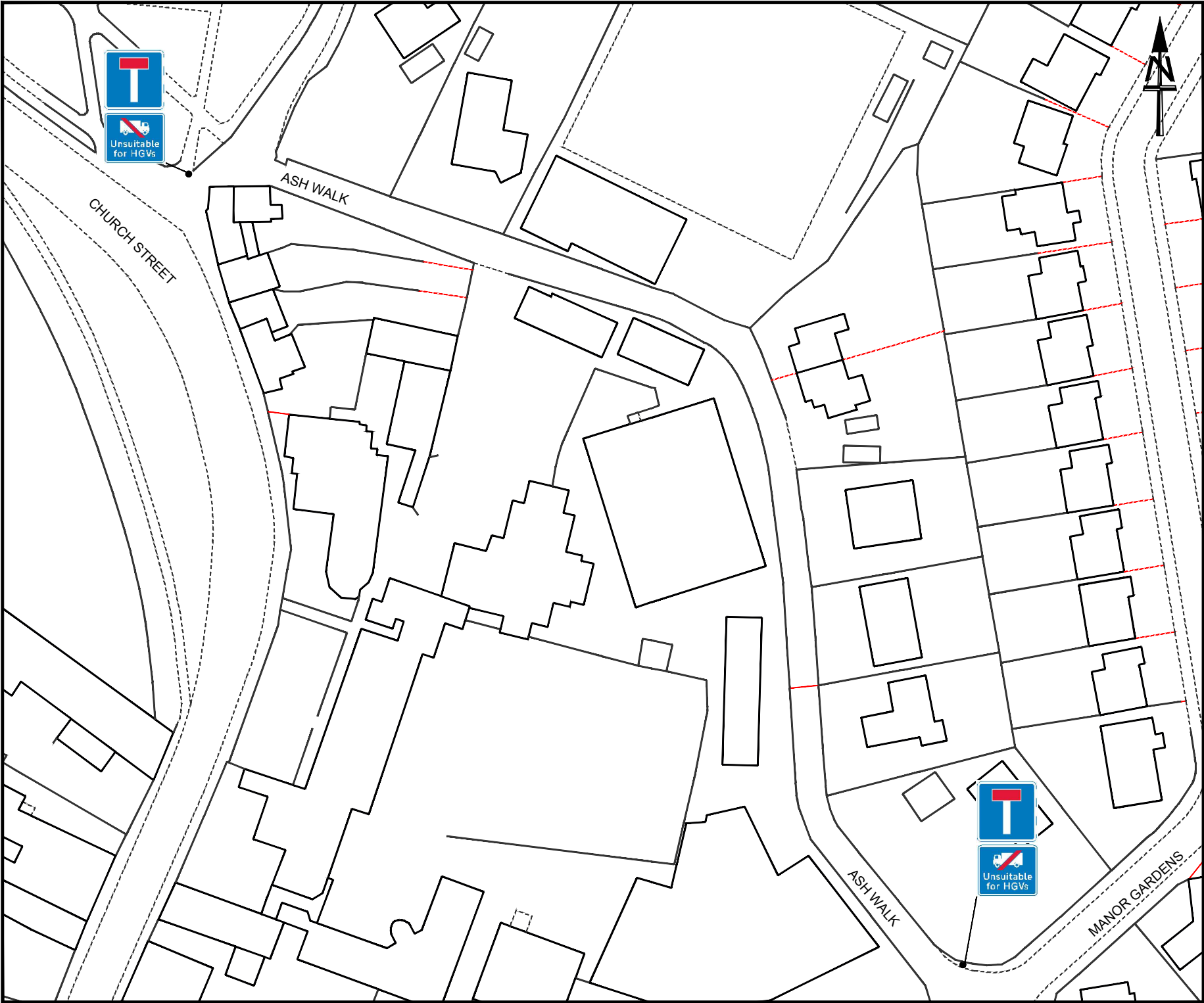
SCALES:	NOT TO SCALE	SHEET SIZE:	A4
DRAWING No.	2023-145-SLD-WARM-D001	REVISION:	0
FILE REF:	L/TET/AB/WARMINSTER		

**Warminster High Street**

Total cost of scheme **£1500**

Warminster Town Council 25% contribution **£375**

LHFIG 75% contribution **£1125**



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Wiltshire Council (100049050) 2023

**Wiltshire Council**

**Traffic & Network Management**

County Hall, Bythessea Road, Trowbridge  
Wiltshire, BA14 8JD

Tel: 0300 4560100  
Website: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

DRAWING PURPOSE:

**PRELIM**

PROJECT:

WARMINSTER  
LHFIC  
ASH WALK

DRAWING TITLE:

**PRELIMINARY DESIGN**

SCALES:	NOT TO SCALE	SHEET SIZE:	A4
DRAWING No.	2023-146-SLD-WARM-D001	REVISION:	0
FILE REF:	L:/TET/AB/WARMINSTER		

### Warminster Ash Walk

Total cost of scheme **£460**

Warminster Town Council 25% contribution **£115**

LHFIG 75% contribution **£345**



## Councillors Briefing Note

### No. 23 - 34

**Service:** Highways and Transport

**Further Enquiries to:** Spencer Drinkwater

**Date Prepared:** 7 November 2023

**Direct Line:** (01225) 713480

#### **THE 'SUBSTANTIVE HIGHWAYS SCHEME FUND' BID APPLICATION PROCESS FOR FUNDING IN 2024/25**

##### **Background**

A Substantive Highways Scheme Fund will again be made available in 2024/25 to enable Area Boards to bid (via their respective Local Highways and Footpath Improvement Groups (LHFIGs)) for funding to deliver priority transport schemes that exceed their Discretionary Highways Budget.

A two-year design and build programme has been adopted for Substantive Highways Schemes whereby Area Boards submit funding bids in the current year for detail design prior to implementation in the following financial year. As such, the bidding process will take place in 2023 for funding in 2024/25 financial year.

Subject to source funding remaining available<sup>1</sup>, the Substantive Highways Scheme Fund for the 2024/25 financial year will be set at £250,000.

##### **Mechanism for Awarding Substantive Highway Scheme Funding**

The mechanism to be used to award Substantive Highway Scheme Funding will be that agreed by the Cabinet Member for Highways and Transport in July 2011.

With this mechanism, competing scheme bids are assessed and awarded funding according to two factors:

- Value for money
- Deliverability

Value for money is the ratio of the cost and benefit of the prospective schemes. Under this system, the benefit is determined from the priority score following assessment under the Scheme Assessment Framework (see **Appendix 1**) and the cost is that which would be borne by the Council in implementing the scheme. In this way, the cost/benefit ratio of any scheme is calculated to both acknowledge and stimulate contributory funding from town/parish councils and other external bodies.

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<sup>1</sup> Local Transport Plan Integrated Block – Annual Grant Funding from Department for Transport

Deliverability is an assessment of how challenging a scheme would be to implement within the next financial year, considering technical, legal/procedural, operational, financial and public factors. Schemes are given a 'confidence score' based on these factors.

**Appendix 2** sets out the Substantive Highways Scheme Bid Evaluation Formula incorporating the above value for money and deliverability criteria. It should be noted that, as the Council is looking to fund those schemes that are easily deliverable, and offer the maximum benefit for the minimum cost, the successful bids will be those that achieve the lowest score.

### **Eligibility to Bid for Substantive Highway Scheme Funding**

An Area Board is eligible to bid for Substantive Highway Scheme Funding when the cost of implementing a scheme is estimated to exceed its annual Discretionary Highways Budget allocation.

Schemes which can be achieved within an Area Board's Discretionary Highways Budget or where it is reasonable and realistic to implement discrete, stand-alone sections in phases over time are not eligible for Substantive Highways Scheme Funding. However, projects that comprise a number of separate but linked elements that form an integral highway improvement will be eligible.

Each bid must include a local financial contribution to the scheme. This can come from the relevant LHFIG or another source, such as a parish or town council, or be a combination of different sources. In addition, the sum of the local contribution and the bid for Substantive Highways Scheme Funding must cover the full estimated cost of implementing the scheme.

Schemes for which bids are submitted must have been developed to a stage which demonstrates that the detail design work can be achieved in 2023/24 and the scheme delivered in the 2024/25 financial year when the funding will be available. Development of a scheme should include topographical surveys, completion of statutory processes, early-stage design and scheme drawing, and detailed cost estimates. The extent of scheme development prior to the submission of a Substantive bid will depend on the type of scheme being proposed and advice should be taken from council officers. Schemes submitted without reaching the required development stage will score poorly and are unlikely to secure funding.

Area Boards can submit up to two bids, although bidding more than once may reduce an Area Board's chances of success as the bids would effectively compete against each other.

### **Bidding Process**

Bids should be completed on the attached pro-forma application form (see **Appendix 3**) and submitted by Friday 15 December 2023 to the highways officer serving the relevant Area Board LHFIG. The bids will then be scored in accordance with **Appendix 2**.

It is anticipated that a provisional decision on the awarding of funding will be made in February 2024 by the Cabinet Member for Highways & Transport, Street Scene and Flooding.



**INTEGRATED TRANSPORT SCHEME ASSESSMENT FRAMEWORK**

OBJECTIVES	FACTOR	DESCRIPTION	SCORE
SAFETY	Accidents	<b>Number of pedestrian/cycle accidents over proposed length of scheme (last 3 years);</b> 2 points per accident up to a maximum of ten points for five or more accidents	(0 – 10)
	Threat and Intimidation	<b>Traffic volumes:</b> < 300v/hr = 0pts, 300-600v/hr = 2pts, > 600 v/hr = 3pts <b>Traffic speeds:</b> 0-5mph asl* = 0pts, 5-10mph asl* = 2pts, > 10mph asl* = 3pts <b>% HGVs:</b> < 1% = 0pts, 1-5% = 1pt, > 5% = 2pts <b>% through traffic:</b> < 10% = 0pts, 10-50% = 1pt, > 50% = 2pts <b>Existing facilities:</b> 1 point deducted for each existing facility	(0 - 10)
ACCESSIBILITY	Population Benefiting	<b>Number of people potentially benefiting from a scheme:</b> 0-10 = 1pt, 10-100 = 2pts, 100-200 = 3pts, 200-500 = 4pts, 500-1000 = 5pts, 1000-2000 = 6pts, 2000-4000 = 7pts, 4000-8000 = 8pts, > 8000 = 10pts	(0 – 10)
	School Travel	<b>Would a scheme offer improved facilities or a safer environment for children walking/cycling to school(s)?</b> Yes = 5pts; No = 0pts <b>Does the school have a 'live' School Travel Plan?</b> Yes = 5pts; No = 0pts	(0 – 10)
	Amenity Links	<b>To what level would a scheme serve local amenities:</b> 2 points each for a food shop, leisure centre, community centre, public house and Post Office	(0 – 10)
ECONOMY	Economic Considerations	<b>Would a scheme improve pedestrian/cycle access to an urban commercial/retail area?</b> Yes = 5pts; No = 0pts <b>Would a scheme improve the pedestrian/shopping environment in an urban commercial/retail area?</b> Yes = 5pts; No = 0pts	(0 – 10)
INTEGRATION	Network Linkages	<b>Would a scheme improve existing networks?</b> Link on a town cycle network = 5 pts (Link on a recreational cycle/walk route = 2pts) Improved pedestrian link = 5 pts Improved disabled access = 5pts Link to a bus/rail station = 5pts (link to bus stop = 2pts)	(0 – 20)
ENVIRONMENT	Environmental Considerations	<b>Could the scheme help achieve modal shift and reduce car use?</b> Yes = 5pts; No = 0pts <b>Is the scheme in an Air Quality Management Area?</b> Yes = 5pts; No = 0pts	(0 – 10)

\* asl = Above speed limit

## APPENDIX 2

### Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to WC (£000s)	Benefit Score (from Scheme Assessment Framework)	Cost to Benefit Ratio
	A	B	A-B	0-90	A-B/Benefit Score
Example Scheme X	60	30	30	50	0.60
Example Scheme Y	60	0	60	50	1.20

0 = no risk  
1 = low risk  
2 = medium risk  
3 = high risk

### Deliverability

Technical	From a technical standpoint, what is the level of confidence in our ability to implement the proposal? Are there any likely departures from standards involved in developing or implementing the proposal? Is there sufficient land to implement a scheme that meets standards?	x
Legal/Procedural	Are there any statutory procedures that are likely to prove a barrier to delivery? What is the level of confidence that they can be dealt with?	x
Operational	Are there any aspects of the proposals which would result in the Council incurring significant additional costs over its projected life?	x
Financial:	Evidence from past transport projects illustrates that there is a systematic tendency for project appraisers to be overly optimistic when estimating costs. This assessment should appraise the likelihood of the project being delivered within the estimated cost.	x
Public	Has the proposal been made public? If so, how acceptable is the proposal? Are there likely to be objections from particular sections of the community or from particular areas?	x
Deliverability Score		$\sum x \div 5$

Overall Score = Cost/Benefit x Deliverability