

**MINUTES**  
**of the Highways Advisory Committee**  
**held on Monday 29<sup>th</sup> July 2024 at 7pm**  
**at**  
**Warminster Civic Centre, Sambourne Road,**  
**Warminster, BA12 8LB**

**Membership:**

<b>Cllr Cooper (Broadway)</b>	*	<b>Cllr Kirkwood (Broadway)</b>	*
<b>Cllr Davis (East) Chairman</b>	*	<b>Cllr Parks (North) Vice Chairman</b>	*
<b>Cllr Fraser (West)</b>	*	<b>Len Turner (Advisor)</b>	*

Key: \* Present    A Apologies    AB Absent

**In attendance:**

**Officers:** Tom Dommett (Town Clerk), Judith Halls (Deputy Town Clerk)

**Unitary Councillors:** One

**Members of the press:** None

**Members of the public in attendance:** One

- HC/24/001    Election of a committee Chairman for the municipal year 2024 - 2025**  
Members resolved to appoint Cllr Davis as chair of the Highways Advisory Committee for the municipal year 2024 - 2025.
- HC/24/002    Election of a committee Vice Chairman for the municipal year 2024 - 2025**  
Members resolved to appoint Cllr Parks as Vice Chair of the Highways Advisory Committee for the municipal year 2024-25.
- HC/24/003    Apologies for Absence**  
There were no apologies for absence.

Signed.....Date.....

**HC/24/004**      **Declarations of Interest**  
Cllr Cooper declared an interest in agenda item 16.1, Lyme Avenue, as he had been in discussion with the resident. He would give the committee some background information during the discussion but not take part in the vote.

**HC/24/005**      **Minutes**  
**HC/24/005.1** The minutes of the Highways Advisory Committee meeting, held on Monday 8th April 2024 were approved as a true record and signed by the chairman.  
**HC/24/005.2** Members noted that there were no matters arising from the minutes of the Highways Advisory Committee meeting held on Monday 8th April 2024.

**HC/24/006**      **Chairman’s Announcements**  
There were no chairman’s announcements.

**HC/24/007**      **Questions**  
There were no questions submitted by members to the Clerk before the meeting.

**HC/24/008**      **Public Participation**  
There was no public participation.

**HC/24/009**      **Dates and Times of Future Meetings**  
Members ratified the following changes to the dates and times of meetings of the Highways Advisory Committee for the remainder of the 2024 – 2025 municipal year, and to the times of the meetings ongoing:

Original Date	Original Time	Proposed Date	Proposed Time
14 October 2024	2pm	1 October 2024	7pm
16 December 2024	2pm	9 December 2024	7pm

**HC/24/010**      **Reports from Unitary Authority Members**  
Cllr Parks reported that the 1<sup>st</sup> batch of waiting restrictions had been signed off by Wiltshire Council and would be done in the next 4-6 weeks.

**HC/24/011**      **Matters Arising from the meeting of the Local Highways and Footpath Improvement Group (LHFIG)**  
**HC/24/011.1** Members noted the updates from the LHFIG meeting on 1<sup>st</sup> May 2024.  
**HC/24/011.2** Members agreed the extent of the proposed 20mph zone viability study:  
West Street to Co-op, Vicarage Street, along the Bath Road (Church Street) to Minster Church, Pound Street to the Maltings, George Street and Silver Street, Emwell Street and Sambourne Road (to the other side of the crossing by the beeches). This would be submitted with a highlighted plan to the LHFIG, as requested at the LHFIG meeting on 1<sup>st</sup> May 2024.

**HC/24/012**      **Highway Improvement Form Requests**  
**HC/24/012.1** The Ridgeway  
At the meeting of the Highways Advisory Committee on 8<sup>th</sup> April 2024 members

Signed.....Date.....

considered a request from a member of the public for double yellow lines throughout The Ridgeway, signage indicating where the turning area is located, and replacement of the 'Parking for Residents Only' sign. It was noted that the replacement of a sign was a maintenance issue and should be referred to Wiltshire Council. It was felt by members that the road was not suitable for double yellow lines.

**Members resolved no further action on double yellow lines and asked officers to report the missing sign to Wiltshire Council.**

**HC/24/012.2 Willow Crescent – Request for a Sign to Replace a Missing Sign**

It was noted that the replacement of a sign was a maintenance issue and should be referred to Wiltshire Council.

**Members resolved to ask officers to report the missing sign to Wiltshire Council.**

**HC/24/012.3 Southleigh View – Request for a Sign to Replace a Damaged Sign**

**Members resolved to ask officers to report the missing sign to Wiltshire Council.**

**HC/24/012.4 Deverill Road – Request for Traffic Calming, a Reduction in the Speed Limit and Improved Signage/ Chevrons**

**Members resolved** to ask the Clerk to write to Wiltshire Council asking for the urgent reinstatement of the railings and/or that consideration be given to the installation of crash barriers and/or other safety measures. It was requested that information be sought on the criteria used to determine if crash barriers can be installed.

**HC/24/012.5 Newport – Request for Residents' Parking Only Signage**

**Members resolved** to refer the matter to the LHFIG.

HC/24/013

**Waiting Restriction Requests**

**HC/24/013.1 Coppice Close**

**Members resolved** to support the request for an extension to the double yellow lines on Coppice Close.

HC/24/014

**Traffic Surveys**

**Members noted** that Wiltshire Council had changed contractors for traffic surveys. Therefore, there was some delay in the process and that the following updates were outstanding:

Pound Street/ West Parade  
Copheap Lane  
Woodcock Road  
Deverill Road

HC/24/015

**Updates from the Police**

**Members noted** that community speed checks had been conducted at Westbury Road and Victoria Road on 9th April 2024 and that all vehicles were travelling within the speed limit and no offences were committed.

HC/24/016

**Other Issues**

**HC/24/016.1 Lyme Avenue**

**It was agreed that the council was unable to fund the provision of a dropped kerb for the resident. Members resolved that Cllr Cooper and the Town Clerk would seek other funding options to help with the installation.**

**HC/24/016.2 Boot Hill, Deverill Road**

**Members resolved** to ask Wiltshire Council to investigate the ongoing issue of

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pedestrian safety in view of the damage to the railings at the bottom of Boot Hill caused by recent vehicular collisions.

**HC/24/017**     **Cost of Highway Works**

**Members noted** the information provided by Wiltshire Council regarding the costs of Highways' works.

**HC/24/018**     **Communications**

**Members resolved no communications were needed at this time.**

**Meeting closed at 7:57pm**

**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: Monday 1st October 2024 at 7pm.**

DRAFT

Signed.....Date.....