

**MINUTES**  
**of the Highways Advisory Committee**  
**held on Monday 19<sup>th</sup> May 2025 at 6pm**  
**at**  
**Warminster Civic Centre, Sambourne Road,**  
**Warminster, BA12 8LB**

**Membership:**

Cllr Allensby (West) Chairman	*	Cllr J Kirkwood (Broadway) Vice Chairman	*
Cllr Cooper (Broadway)	*	Len Turner (Advisor)	*
Cllr Davis (East)	*	Vacancy	

Key: \* Present      A Apologies      AB Absent

**In attendance:**

**Officers:** Tom Dommett (Town Clerk), Patsy Clover (Committee Clerk).

**Unitary Councillors:** None

**Members of the press:** None

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

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- HC/25/001      Election of a committee Chairman for the municipal year 2025 - 2026**  
Members resolved to appoint Cllr Allensby as chair of the Highways Advisory Committee for the municipal year 2025 - 2026.
- HC/25/002      Election of a committee Vice Chairman for the municipal year 2025 - 2026**  
Members resolved to appoint Cllr J Kirkwood as vice chair of the Highways Advisory Committee for the municipal year 2025-2026.
- HC/25/003      Apologies for Absence**  
There were no apologies for absence.

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

- HC/25/004      Declarations of Interest**  
There were no declarations of interest under Warminster Town Council's (WTC) Code of Conduct issued in accordance with the Localism Act 2011.
- HC/25/005      Minutes**  
**HC/25/005.1** The minutes of the Highways Advisory Committee meeting, held on Monday 9<sup>th</sup> December 2024 were approved as a true record and signed by the chairman.  
**HC/25/005.2** Members noted that there were no matters arising from the minutes of the Highways Advisory Committee meeting held on Monday 9<sup>th</sup> December 2024.
- HC/25/006      Chairman's Announcements**  
There were no chairman's announcements.
- HC/25/007      Questions**  
There were no questions submitted by members to the Clerk before the meeting.
- HC/25/008      Public Participation**  
There was no public participation.
- HC/25/009      Reports from Unitary Authority Members**  
Cllr Davis offered his assistance as a unitary authority member, should a member of the public need any help in connection with items on the agenda.
- HC/25/010      Matters Arising from the meeting of the Local Highway and Footway Improvement Group (LHFIG)**  
Members noted the updates from the LHFIG meeting on 22<sup>nd</sup> January 2025.
- HC/25/011      Highway Improvement Form Requests**  
**11.1 Deverill Road/ Marsh Street**  
Members resolved not to pass the proposal to the LHFIG commenting that there had been no significant changes since they last considered the matter and requested that a letter be sent to the resident.  
  
**11.2 Smallbrook Lane**  
Members resolved to ask the resident to reapply to the Highways Advisory Committee when the development on Smallbrook Lane has been completed, should there still be a problem, commenting that vehicles causing the problem would be exempt from any height/ weight/ speed restrictions imposed as they would be servicing a property. The resident could instal a sign on her own property should they wish to.  
  
**11.3 North side of Westbury Road**  
Members resolved to negotiate with Wiltshire Council to repaint the existing signs or to instal three new signs on the verge – to be funded from the council budget line for LHFIG work - but not to pass the proposal for double yellow lines to the LHFIG.

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

#### **11.4 Imberwood Close Estate**

**Members resolved to investigate whether the road has been adopted by Wiltshire Council, meaning that they take ownership and responsibility for maintaining the road, noting that 'No Parking' signs had been erected by the management company, but not to pass the proposal for double yellow lines to the LHFIG.**

#### **HC/25/012      Traffic Surveys**

**Members noted** that the following traffic survey updates were outstanding:  
Smallbrook Road  
Victoria Road

#### **HC/25/013      20mph town centre speed limit surveys**

**Members noted** that the results of the surveys to collect vehicle and pedestrian data in the town centre would form part of a 20mph speed limit assessment report to be presented to the LHFIG at their June meeting. Warminster Town Council would then consider the implications.

#### **HC/25/014      Communications**

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

**Meeting closed at 6.21pm**

**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 1<sup>st</sup> September 2025 at 6pm.**

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