

16th June 2023

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Highways Advisory Committee
to be held on
Monday 26th June 2023 at 2pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Cooper (Broadway)	Cllr Fryer (Broadway)
Cllr Davis (East)	Cllr Macfarlane (West)
Cllr Fraser (West)	Mr Len Turner (Advisor)

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 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 in the meetings diary.

Yours sincerely



Tom Dommett CiLCA
Town Clerk and Responsible Financial Officer

1. **Election of Committee Chairman 2023-2024**

Members to elect a committee chairman for the municipal year 2023-2024

2. **Election of Committee Vice Chairman 2023-2024**

Members to elect a committee vice chairman for the municipal year 2023-2024

3. **Apologies for Absence**

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

4. **To appoint any Advisors to the Committee**

Members to resolve to appoint any non-voting advisors.

5. **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.

6. **Chairman's Announcements**

To note any announcements made by the Chair.

7. **Questions**

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

Standing Orders will be suspended to allow for public participation.

8. **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.

9. **Minutes of the LHFIG**

To note the Minutes of the LHFIG meeting 10th May 2023 and the LHFIG Terms of Reference and Guidance notes.

10. **Traffic Survey Results - Westbury Road, Warminster**

To note the results of the traffic survey on Westbury Road (**attached**)

11. **Highway Improvement Form Requests**

11.1 Bradley Road – Request for Traffic Calming

A member of the public has submitted a request for Traffic Calming on Bradley Road. (**attached**)

Members to resolve what action to take.

12. **Waiting Restriction Requests**

12.1 Request for double yellow Lines on Weymouth Street

A member of the public has submitted a request for double yellow lines on Weymouth Street. (**attached**)

Members to resolve what action to take.

13. Other issues

13.1 Silver Street

A member of the public has submitted a request for action to combat speeding in Silver Street.

(attached)

Members to resolve what action to take.

13.2 Residents' Only Parking Emwell Street

A member of the public has requested help and advice on how the residents on Emwell Street can request for residents' only parking.

Members to resolve what action to take.

13.3 Parking problem in Copheap Lane

Cllr Parks has requested assistance with a Parking problem in Copheap Lane. (attached)

Members to resolve what action to take.

14. Appointment of Community Speed watch Champion

Members of the Town Development Committee resolved to refer all matters relating to Town Community Speed Watch to the new Highways Advisory Committee.

The role of the Community Speed Watch Champion is to liaise with the police and encourage volunteers to set up and run a community speed watch scheme. The Town Council has not yet succeeded in attracting enough volunteers to make Community Speed Watch viable despite trying for several years.

It seems Community Speed Watch schemes are generally more successful in villages. However, Community Speed watch remains one of the most effective ways of combating speeding and

The Community Speed Watch Champion need not be a Councillor.

Members to decide if they wish to continue to appoint a Community Speed Watch Champion and if so if they wish to appoint a Warminster Community Speed Watch Champion 2023 – 2024 at this meeting.

15. Communications

The 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 or by contacting us at Warminster Civic Centre.

Date of next meeting: tbc

10th May 2023 Meeting (Microsoft Teams) – Agenda

	Item	Update from previous meeting	Actions & Recommendations	Who
1.	Attendees, Apologies & Introductions			
	Present	Sarah Dearden (WC) Bill Parks (WCC) Andrew Davis (WC) David Ball (CorPC) Vanessa Sturmeay (HILPC) Heather Parks (SVPC) Tom Dommett (WTC) Len Turner (WTC) Anthony Potter (BishPC) Kate Plastow (LDPC) Malcolm Prior (USPC) Simon Wager (MBPC) Steven Little (resident)		
	Apologies	Jamie Fagon (UDPC) Andrew Cummings (ChapPC) Tony Jackson (WCC) Denise Nott (WC) Phil Holihead (Chappc) Sarah Jefferies (MBHCPC)		
2.	Notes of the last meeting (5th October 2022)			
		The minutes of the previous meeting held on the 18 th January 2023 were accepted and agreed.	Noted and agreed.	

	Item	Update from previous meeting	Actions & Recommendations	Who
3.	Finance			
		<u>Financial position at January 2023</u> (a) 2022-23 allocation = £30,452.00 (b) 2021-22 underspend = £30,408.52 (c) 2022 -23 3 rd party Contributions £13,285.67 (d) Total Budget for 2022-23 = £74,146.19 (a+b+c) (e) Scheme commitments 2022/23 = £56,297.89 (f) Current Balance = £17,848.30 (d-e) Refer to attached finance sheet.	23/24 Budgets are yet to be confirmed but expected to be the same as 22/23. Remaining 22/23 budget £9,148.30 Noted and agreed.	
4.	Scheme List			
4.1	17-20-7 (03/02/20) High Street, Maiden Bradley.	Estimated cost, Speed Limit - £4000, gates/signs £3000. Agreed – Allocate £7000, PC 25% of cost. 20mph speed limit assessment finalised. Two of the three routes assessed do not meet the criteria, however High Street is borderline and therefore an additional traffic survey is currently being conducted to determine if High Street meets the criteria. Gates Complete/20mph on order	Discussion and action Complete, invoice to be checked and removed from agenda (SD to look at issue with no 20 signing on one road?, PC to send SD details and location to be investigated.)	SD MBPC
4.2	17-19-2 (23/09/19) A36 / B390 Knook & Heytesbury	24/2/21 Martin Rose confirmed he has previously asked contact at Highways England for information on future schemes in this area with no response. Denise Nott confirmed grass cutting south of junction is partly WC partly HE responsibility. Denise agreed to chase HE at appropriate time to maintain area sufficiently.	Discussion and action Complete, remove from agenda. Maintenance of carriageway taken place and potentially lining not put back with new design- Check.	SD BP/SD

	Item	Update from previous meeting	Actions & Recommendations	Who
		<p>Attended site meeting with Cllr Parks and have agreed some minor road marking improvements at the junction. Please see attached proposal plan with a cost of approx. £800 (CATG £800, PC £200) Group agreed to make top priority and implement.</p> <p>Update: Lining works order has been placed with contractor. Currently setting out sites for imminent completion.</p>		
4.3	17-21-10 (21/6/21) Corsley, Sturford Lane junction with A362	<p>This is a dangerous junction for traffic emerging onto A362. Traffic from the west is generally travelling at 50mph (at least) along a straight highway - heavy lorries using this as a runway to build up speed to get up the hill leading to Picket Post roundabout. Traffic from the east is travelling at speeds up to 50mph along the A362, through a triple bend with three junctions - Longhedge x 2 and Sturford Lane. From the Sturford Lane junction it is impossible to see oncoming vehicles hidden by two of the triple bends until the last moment, the problem is exacerbated by a bus shelter. Request for warning signs and road markings to highlight the junction and raise awareness for drivers to reduce their speed.</p> <p>Second site meeting undertaken in Dec 2021. Agreed proposal. Please see plan at end of agenda. Revised estimate £1,200 (CATG 75% = £900, PC 25% = £300). CATG allocated £900 funding. Corsley PC confirmed contribution.</p> <p>Update: Lining works order has been placed with contractor. Currently setting out sites for imminent completion. Signing bracket on order awaiting delivery.</p>	<p>Discussion and action</p> <p>Complete, invoice to be checked and removed from agenda</p>	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
4.4	17-21-17 (6/10/21) Horningsham, Heavens Gate car park	Group agreed to move to priority 1 and allocate £1,000. PC to confirm contribution. Horningsham PC have confirmed Longleat Estate have provided permission for the signs to be erected in the verge. Horningsham PC have confirmed contribution now. Update: Lining works order has been placed with contractor. Currently setting out sites for imminent completion.	Discussion and action Complete, invoice to be checked and removed from agenda	SD
4.5	17-21-14 (16/8/21) Upton Scudamore, A350 – Bus shelters	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. KD explained costs in region of £6,000-£7,000 and maintenance liability of replacing bus shelters. USPC have reviewed installation/maintenance costs and confirmed they wish to initially proceed with one shelter on the Warminster bound side of A350. Update: Order placed. Costs confirmed as £8,464 LHFIG (75%) = £6,348 USPC (25%) = £2,116	Discussion and action On order Due by end May Once installed, check invoicing	SD
4.6	6661 Codford High Street. Signs to	18/06/20 Sign proposals to be submitted to HE for approval and agreement.	Discussion and action	

	Item	Update from previous meeting	Actions & Recommendations	Who
	Lyons Seafood	<p>12/11/20 Awaiting response from HE. MR to resubmit proposal.</p> <p>24/02/21 KD chased contact at HE for a response via email 10/2/21, awaiting response.</p> <p>29/6/21 KD chased contact at HE for a response via email, awaiting response.</p> <p>Codford PC have responded to confirm this is still an issue therefore KD has chased HE again for a response on 12/10/21. HE response received and sent to PC for review. PC have confirmed they wish to proceed with the HE 3rd party works team process for this signing request. KD has asked HE to outline process and next steps.</p> <p>As a result of correspondence from National Highways, site visit to investigate addition of advance direction signs to be undertaken. New proposal to be submitted to National Highways for consideration and costings.</p> <p>UPDATE: Action with CODPC to find out of Lyons seafood is closing down</p>	Almost certain it is closing so can be removed but action with CODPC to find out of Lyons seafood is closing down 100%.	Codford PC
4.7	17-21-2 (22/01/21) Junction off High Street to Cherry Orchard, Codford	<p>Ongoing parking issues and traffic into Cherry Orchard because of access to the school and doctor's surgery. Parish Council now allow use of village hall car park for visitors.</p> <p>Request for direction signs on verge at the junction to direct traffic into village hall car park.</p> <p>21/7/21 This issue was not discussed as there was no representative from Codford PC in attendance. Defer to next meeting and request Codford PC attend to discuss issue.</p> <p>KD email to request site meeting sent to Codford PC on 29/6/21. Awaiting response.</p>	<p>Discussion and action</p> <p>Complete, invoice to be checked and removed from agenda</p>	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
		<p>Site meeting took place 16/3/22 with Cllr Parks and Codford PC. Walked the length of Cherry Orchard and discussed options. Potential proposal to install a directional parking sign at the High Street junction with Broadleaze leading to the village hall car park to encourage more use. Ball park estimate in the region of £500. Contribution confirmed.</p> <p>Update: sign on order, awaiting delivery.</p>		
4.8	17-21-16 (26/9/21) Sutton Veny - SIDs	<p>Update: New survey locations agreed with SVPC and requested with Traffic Survey Team. No surveys are undertaken during school summer holidays. KD chased Traffic Survey Team for timescale 20/09/22. There is currently a delay with all Traffic Surveys due to contractual issues as explained in the email sent to Town and Parish Councils on 20/09/22.-Continue to chase surveys-SID procedure any updates?</p> <p>UPDATE: New SID policy out to consultation.</p> <p>Metrocounts now up and running again but backlog.</p>	<p>Discussion and action</p> <p>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</p> <p>Refer Police Enforcement site to Wiltshire Police (community safety Partnership)</p>	<p>SD</p> <p>SVPC</p>
4.9	17-21-18 (6/10/21) Horningsham village hall/Water Lane – virtual footway	<p>It has been brought to the attention of the Parish Council that pedestrians walking out of the village hall are now in danger due to the increased volume and speed of the traffic. It is requested that a white line be put in as a virtual footpath outside the hall as there is enough width within that road area to implement it.</p> <p>Site meeting with Cllr Parks on 23.6.22 Virtual footway not viable at this location as it does not link to any existing infrastructure. Edge line</p>	<p>Discussion and action</p> <p>Complete, invoice to be checked.</p> <p>Issue with Parking on lining to be looked at. PC to provide some photos of problem.</p>	<p>SD</p> <p>HPC</p>

	Item	Update from previous meeting	Actions & Recommendations	Who
		road markings agreed on site, proposal plan attached. Estimate in the region of £1,000 (LHFIG = £750, 25% contribution = £250). Agreed by all. Update: Lining works order has been placed with contractor. Currently setting out sites for imminent completion.		
4.10	17-22-1 (14/01/22) Corsley A362 Village gates	The A362 which passes through the centre of the village is a very busy 'A' road with a high density of vehicles including very heavy HGV's. There are two stretches of the A362 which have 40mph limits. An analysis of DFT data shows that within those two areas there are 4 'hot spots' for RTA's. These are at or near The White Hart, The Royal Oak, Deep Lane and the intersection of the 40mph and 50mph limits near Sturford House. £4,600 (LHFIG = £3,450, 25% contribution = £1,150). Agreed by all. Update: Works order placed with contractor. Anticipated completion by end of financial year.	Discussion and action Complete, invoice to be checked and removed from agenda SD to check and approve PC sign/builders licence	SD SD/CPC)
4.11	17-22-2 (14/01/22) Corsley A362 SID posts	The A362 which passes through the centre of the village is a very busy 'A' road with a high density of vehicles including many 6 and 7 axle HGV's. There is currently an 18t limit westbound but no weight limit eastbound. There are two stretches of the A362 which have 40mph limits. Site meeting held June 2022. Please see attached proposal plan for discussion. Cost estimate to supply & install two SID sockets is in the region of £1,000 (LHFIG = £750, 25% contribution = £250). Agreed by all. Update: Metrocounts ordered.	Discussion and action Metrocount results show 1x site meets criteria for SID/CSW 1x site NFA Cost NAL socket and post	SD
4.12	17-22-3 (19/01/22)	Horse riders using Bridleways Cory 2 and Cory 41 must negotiate crossing the A362. The	Discussion and action	

	Item	Update from previous meeting	Actions & Recommendations	Who
	Corsley A362 horse warning signs	<p>crossing is on the straight section of road between Corsley Heath and Long Hedge which is national speed limit. It is a popular overtaking spot where traffic is at its fastest. To exit Cory 41 riders, have a limited view and need to advance to the road edge to see approaching traffic. The hedges, especially spring to autumn block the riders view of the road and drivers cannot see the Bridleway. Because of this many local riders are too scared to use the Bridleways for fear of the very real risk of an accident at the road crossing.</p> <p>Site meeting held June 2022. Please see attached proposal plan for discussion. Cost estimate to supply & install two warning signs is in the region of £1,200 (LHFIG = £900, 25% contribution = £300). Agreed by all.</p> <p>Update: Works order placed with contractor. Carried over to Milestone new order issued..</p>	New order issued to Milestone, to be chased.	SD
4.13	17-22-4 (13/2/22) Bishopstrow SID deployment	<p>Bishopstrow Village is situated on the main route between the Wylve Valley Villages, Sutton Veny, Corton etc, and Warminster. In particular it is the main route between the town and the villages for access to the popular primary and secondary schools in the area and to the Sutton Veny Trading Estate. The village has had an active Speed Watch group for several years, despite their efforts there remains a high incidence of speeding through the village.</p> <p>The Parish Meeting wish to purchase a Speed Indicator Device that would be moved between up to 3 sites on the Sutton Veny Road through the village. This request is for approval of the sites and for funding for the installation of the poles to mount the device.</p>	<p>Discussion and action</p> <p>Complete, invoice to be checked and removed from agenda</p>	SD

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		<p>SID deployment can only take place in locations where traffic surveys have highlighted it meets the criteria for intervention. Location 1 and 3 do not meet the criteria for SID deployment following the results of the recent traffic surveys. Where sites meet the criteria a ballpark estimate for each SID socket is in the region of £500 each.</p> <p>Update: BPC contacted KD to confirm that one requested location (site 3) in the northerly direction is eligible and so would like to request approval and funding to implement one site. Cost estimate for one site is approx. £500 (LHFIG £375, BPC £125). Bishopstrow PC commented on north bound site meeting current SID criteria. Request group to consider funding for infrastructure to install SID at this one location.</p> <p>Also commented that PC have written to chief constable regarding CSW and await a response.</p> <p>Cllr Parks and Cllr Davis both support this proposal. Group are supportive and agreed funding to proceed. Bishopstrow PC confirmed contribution.</p>		
4.14	17-22-5 (08/06/22) Upper Deverills Signing Improvements	<p>The Parish has recently published a Parish Plan. This has highlighted that traffic, including road safety on the B3095 and the reduction of HGV traffic is the greatest concern for residents.</p> <p>Residents have a range of traffic related concerns. These include the sheer volume of traffic, speeding on the B3095 through villages and between villages, speeding on other</p>	<p>Discussion and action</p> <p>PC agreed plans, needs to be re-costed with Milestone rates.</p>	SD

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		<p>unclassified roads, safety for all road users, safety on narrow bends, damage to verges and HGV related problems.</p> <p>The Parish Council recognises that the problems are widespread but is not clear on the most appropriate set of measures to tackle this.</p> <p>The Parish Council would like to meet Wiltshire Council Officers on site and to visit the B3095 and other unclassified roads and discuss the options that might be available to help the villages address the traffic problems.</p> <p>Update: 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</p> <p>Action for UDPC to send SD details of final designs.</p>		
4.15	17-22-6 Warminster, Chapel Street & Bread Street HGV traffic	<p>Residents face issues in both Chapel Street and Bread Street. They detailed examples the corner buildings on entry and exit from the two roads being visibly damaged as the vehicles turn into them, given the tight turns.</p> <p>Details were given of these heavy goods vehicles being mere millimetres from the cottages' frontage on one side of the road and parked cars on the opposite side. It was felt that this was highly dangerous as this meant that residents could not exit their homes and windows that open outwards had to be kept closed in order that they were not broken off by the large vehicles. One heavy goods vehicle had become stuck in the street which meant that</p>	<p>Discussion and action</p> <p>Complete, invoice to be checked and removed from agenda</p>	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
		<p>residents had to be contacted and climb in through the boot of their cars, climb over the seats to then reverse their cars out to enable the lorry to have enough room to manoeuvre out of the street.</p> <p>Residents request improved signage to restrict heavy goods vehicles from both roads. They asked for Improved signage indicating narrow roads and not suitable for HGV'S: Chapel Street, Bread Street and part of Bradley Road.</p> <p>Update: Site visit undertaken during September 2022. Draft signing proposal attached to agenda for discussion. Cost estimate £800 (LHFIG £600, WTC £200). Suggest Bradley Road overhanging trees be cut back via maintenance team through MyWilts App.</p> <p>Group agreed to support this proposal and allocated funding to implement. Warminster TC confirmed contribution.</p> <p>Works Complete</p>		
4.16	17-22-7 Warminster Deverill Road waiting restrictions	<p>The junction of Deverill Rd and Marsh Street. This is a very busy junction with cars, buses, tankers, vans and refuse collection lorries using it daily. Often, residents and customers at the Bell and Crown public house park very close to the junction- well within 10 metres - and it makes it difficult to manoeuvre at the junction.</p> <p>It is suggested double yellow lines are needed in that area, close to the junction, and on the brow of the slight rise just past the garages on Marsh St, and on the hedge-lined part of the road so as to avoid people parking where access to the junction is restricted.</p>	<p>Discussion and action</p> <p>On WRR list.</p>	

	Item	Update from previous meeting	Actions & Recommendations	Who
		<p>Update: Site visit undertaken during September 2022. Group to decide if they wish to fund a waiting restrictions review across the Warminster LHFIG area and whether to include this location into the batch for advertising in due course. Cost estimate for WR Review in the region of £7,000.</p> <p>Group discussion regarding pros and cons of allocating a sum of funding from the budget to carry out a batch of waiting restriction amendments across the Warminster LHFIG area. Group agreed funding for WR review. Also see spreadsheet of historic requests attached to end of the minutes for information, which will be included.</p> <p>Cut off date for WR requests is today's meeting. WTC to submit remaining requests imminently.</p> <p>Cllr Parks commented that the group needs to make contributions towards the WR review as fair as possible.</p> <p>KD explained there is a legal process to undertake which is costly and lengthy. Regardless of the review being started this financial year the restrictions if approved are likely to be implemented during 2023/24</p> <p>ON WRR list for implementation 23/24</p>		
4.17	17-20-16 (original request No.) Warminster Factory Lane HGV movements	<p>Factory Lane/West Street, Warminster – HGV traffic causing damage to property originally raised at CATG via reference 17-20-16 in 2020, more recent concerns raised again by resident for this issue to be investigated again. –</p> <p>Warminster TC do not support re opening issue</p> <p>Cllr Fraser commented without wall this would still be an issue. Wall erected by resident on highway land. Cllr Jackson agreed with Cllr Fraser and commented with store reopening</p>	<p>Discussion and action</p> <p>Signing complete, DYL extension on WRR list, Lining outstanding.</p> <p>New issue with other side of road, site visit required.</p>	SD/TJ/BP/WTC

	Item	Update from previous meeting	Actions & Recommendations	Who
		<p>more traffic and parking evident. Group agreed to reopen project to investigate signing. WR request to be submitted by WTC and looked at as per 7.1 above at next meeting. Cllr Fraser and Cllr Jackson to meet with me to discuss with issues 6.2, 6.3 raised above.</p> <p>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.</p> <p>Update: KD explained recent correspondence with property owner and damage reported. DN confirmed the illegal wall has been in situ for many years and without it the property would be likely to gain further damage. Cllr Parks, Cllr Davis and WTC supports revised proposal. 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>Works ordered</p>		
4.18	17-22-8 Upton Scudamore – A350 Bus Shelter	<p>As per 17-21-4</p> <p>Shelters ordered 12-14 week lead in time.</p>	<p>Discussion and action</p> <p>On order Due by end May Once installed, check invoicing</p>	
4.19	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</p>	<p>Discussion and action</p> <p>Plans agreed (check SLOWs) scheme to be recosted with Milestone rates.</p>	SD

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		<p>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>Plans issued to PC, LHFIG agreed to contribute £1500 towards signing and lining scheme. LHFIG £1500 LDPC £ 488 Designs to be confirmed and let SD know.</p>		
4.20	17-22-10 Longbridge Deverill - street name plate	<p>Street name plate missing for Jersey Hill. It was knocked down many years ago by a grass cutting tractor. Delivery drivers and visitors unable to locate the road. Request for new street name plate to be installed. Group support and allocated funding. LDPC contribution confirmed. LHFIG agree contribution of £300</p>	<p>Discussion and action</p> <p>Complete, invoice to be checked and removed from agenda</p>	SD
4.21	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> <ul style="list-style-type: none"> A) Small abutment of the footway into the road to calm traffic. B) Area of the High St adjacent to the school for a 20mph speed limit during school times. <p>MR states a topographical survey will be required, CPC could provide funding upto 50% depending on total cost of survey.</p> <p>UPDATE:Scheme would require Topographical Survey at an estimated cost of £2000.</p>	<p>Discussion and action</p> <p>Works to be done as part of TAOSJ. LHFIG to arrange for topo quote/order.</p>	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
		<p>LHFIG agree contribution of £1500 (75%) ChapPC agree £500 (£25%) 20mph at school times refer to TAOSJ</p> <p>Plan to be sent to SD for location of proposed scheme to get topo quote.</p>		
4.22	Waiting restriction review 23/24	<p>TRO consideration Engineer to discuss with TC location, engineer to investigate, design and cost. *17-22-12 Warm Victoria Rd/Grovelands Way DYL *17-22-13 Warm Upper Marsh Rd/Weymouth St DYL *17-22-14 Warm King St/Brook St DYL *17-22-15 Warm Portway Lane/Holly Bush Rd DYL *17-22-16 Warm Sambourne Road DYL *17-22-18 Warm Boreham Rd Disabled bays *17-22-19 Warm The Maltings/Pound St DYL *17-22-20 Warm Victoria Rd DYL *17-22-27 Warm Alcock Crescent 11-16 DYL *Warm Beech Grove DYL *Factory Lane extension DYL</p>	<p>Discussion and action</p> <p>On WRR list - ongoing</p>	
4.23	17-22-17 Warminster Sambourne School	<p>Headteacher request safety barrier and hatch markings at entrance of school. WTC to Refer to TAOSJ</p>	<p>Discussion and action</p> <p>WTC referred to TAOSJ – Remove from agenda</p>	SD
4.24	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. Site to be looked at when officer time allows. LHFIG agree contribution of £600</p>	<p>Discussion and action</p> <p>Site to be looked at when officer time allows.</p>	
4.25	17-22-23 Boyton/Sherrington-HGV Issues	<p>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</p>	<p>Discussion and action</p> <p>Site to be looked at when officer time allows.</p>	

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4.26	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	Discussion and action Site to be looked at when officer time allows.	
4.27	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	Discussion and action Site to be looked at when officer time allows.	
4.28	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	Discussion and action Site to be looked at when officer time allows.	
4.29	17-22-28 Warminster B3414 Sydenhams R/A	Speeding issues towards roundabout, complaints that camber of road is significant. Suggests 20mph and look at Camber. New R/A being constructed in future which will help. Possible maintenance of red surface needs looking at by area office.	Discussion and action Site to be resurfaced under maintenance programme this year, including red HFS around R/A. New development of R/a just West of Sydenaham R/A will slow traffic down, NFA from LHFIG. WTC to feed back to Sydenhams.	WTC
4.30	17-22-29 Warminster Bradley Road-speeding issues	Request for a 30mph speed limit WTC(TD) to order Metrocount	Discussion and action WTC to send metrocount results to SD	WTC
4.31	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 relocated potentially. LHFIG agree contribution of £1000.	Discussion and action LHFIG agree to fund new sign – location to be checked	BP

	Item	Update from previous meeting	Actions & Recommendations	Who
4.32	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	Discussion and action Unsure of latest SJ to update	SJ
4.33	17-23-3 Corsley RoW	Provide posts and postcrete for new RoW works £1884.80 contribution required (71% of costs found from other sources). (Paul Millard-RoW,to order if approved) Group agreed to support the ROW request for posts and postcrete for specified works. LHFIG agree to contribute £3000 WCRoW to order materials (SD to provide cost code)	Discussion and action Works ongoing.	PM
5.	NEW ISSUES			
5.1	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.	Discussion and action Land ownership to be doubled checked Site visit, design and costs for next meeting.	SD
5.2	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.	Discussion and action Railings originally put in for safety reasons. Site to be looked at when officer time allows.	SD
5.3	17-22-7 Warminster High Street – Blocked access/Bollards	People parking on DYL and KEEP CLEAR road markings, causing access problems. Bollards requested.	Discussion and action Site to be looked at when officer time allows. Possible bollards/Hatching	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
5.4	17-23-5 Corsley A362 – Pedestrian crossing	Crossing point by bus shelter dangerous place to cross, narrow footway, high speeds. Request for pedestrian crossing.	Discussion and action 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.	SD
5.5	17-23-9 Warminster The Ridgeway – Waiting restrictions	DYL requested in turning circle and turning area sign	Discussion and action Site to be looked at when officer time allows.	SD
5.6	17-23-10 Chapmanslade – name plate Cleyhill Gardens	Relocate nameplate – ISSUE RESOLVED BY DEVELOPER	Discussion and action Resolved can be removed	SD
5.7	17-23-8 Warminster Factory Lane/Pound St/West Parade	Duplicate issue see 17-20-16	Discussion and action Duplicate issue see 17-20-16-REMOVE	SD
6.	AOB			
6.1	The new Term Maintenance Contract (TMC) has been awarded to Milestone as of 1 st April 2023. Some delays in works starting but on programme now. New rates available for re-costed schemes.			
6.2	Attached is the amended policy for deployment and site eligibility criteria for Community Speed Watch, Temporary Speed Indicator Devices and Civilian deployed ANPR cameras.			
6.3	A reminder of the LHFIG process *Member of the public/Town or Parish Council want to report an issue, the Highway Improvement request form is filled out *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 lhfigrequests@wiltshire.gov.uk *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) *WC highway engineer (SD) will add issue to agenda			

	Item	Update from previous meeting	Actions & Recommendations	Who
	<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 (currently 40 issues on the agenda and 7 more that missed the cut off date for this meeting already)</p> <p>**Please do not duplicate issues, if there is already an issue recorded and, on the agenda, do not send another one in for the same issue.</p>			
6.4	SD to investigate new white bar marking policy.			
7.	<p>Agreement of Priority schemes Note: Issues which are 'Greyed out' indicate schemes where orders have been issued but are awaiting implementation.</p> <p>Issues highlighted in Yellow are awaiting approval from the Area board</p> <p>2. 17-20-9 A362 Corsley Heath – Speed Limit Review - £2500 (LHFIG £1875.00, Corsley PC £625.00)</p> <p>10. 17-21-14 A350 Upton Scudamore bus shelter replacement (Warminster bound shelter)- £8464 (LHFIG - £6348, USPC - £2116)</p> <p>14. 17-22-2 A362 Corsley SID sockets - £1,000 (LHFIG - £750, Corsley PC - £250)</p> <p>15. 17-22-3 A362 Corsley horse warning signs - £1,200 (LHFIG - £900, Corsley PC - £300)</p> <p>17. 17-22-6 Warminster Chapel St/Bread St HGV signing - £800 (LHFIG £600, WTC £200).</p> <p>18. 17-22-7 WR Review Batch 001 for Warminster LHFIG area - £7,000 (£1,750 contribution distribution TBC)</p> <p>19. 17-20-16 Warminster Factory Lane/West Parade HGV signing & road markings - £1,000 (LHFIG £750, WTC £250).</p> <p>20. 17-22-8 A350 Upton Scudamore bus shelter replacement (Westbury bound shelter) - £8464 (LHFIG - £6348, USPC - £2116)</p> <p>23. 17-22-9 A350 Longbridge Deverill Pedestrian safety, signs and lines - £1950 (LHFIG £1500, LDPC £ 450)</p> <p>24. 17-22-11 A3098 Chapmanslade Primary School footway improvements TOPO £2000 (LHFIG £1500, CPC £500)</p> <p>25. 17-22-22 Warminster Ash Walk Lane HGV Sign - £600 (LHFIG £450, WTC £150)</p> <p>26. 17-23-1 Corsley A362 to A36 Picket Post HGV signing - £1000 (LHFIG £750, CPC £250)</p> <p>27. 17-22-2 Horningsham Nameplates - £2000 (LHFIG £1500, HPC £500)</p> <p>28. 17-22-3 Corsley RoW works – LHFIG £3000</p>			
8.	Date of Next Meeting 17th July 2023 via MS Teams			

Highways Officer – Sarah Dearden

1. Environmental & Community Implications

- 1.1. Environmental and community implications were considered by the LHFIG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

- 2.1. All decisions must fall within the Highways funding allocated to Warminster Area Board.
- 2.2. If funding is allocated in line with LHFIG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Warminster Area Board will have a Highways funding balance of **£9,148.30. (+2023/24 allocation when agreed)**

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.

LOCAL HIGHWAY & FOOTWAY IMPROVEMENT GROUPS (LHFIG)

TERMS OF REFERENCE

Membership of the LHFIG

The LHFIG will normally be made up of:

- Members of the Area Board
- Town and Parish Council representatives
- Community / Stakeholder representatives

It is recommended that the groups do not normally consist of more than 10 representatives, but for larger community areas this may not always be feasible.

Representatives should act as a conduit between their organisations and the LHFIGs by putting forward the views of the body they represent and providing feedback to its members regarding the work of the LHFIGs. The group members will also need to be mindful of the needs of the community area when making their recommendations, as not all councils and groups may be represented on the LHFIGs.

Recommendations to the Area Board will usually be reached by consensus, but if necessary, these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire councillor. Membership of the LHFIGs will cease when a member ceases to hold the stated office as first appointed, or when a parish/town council or group choose to nominate an alternative representative.

The LHFIGs may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of LHFIGs members

Appointment of Wiltshire Council members to the LHFIGs will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the LHFIGs (e.g. town/parish council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

Media relations

Members of the LHFIGs must not issue press statements on behalf of the Area Board.

Any press statements about the work of the LHFIGs should be agreed between the Chairman of the LHFIGs and the Chairman of the Area Board, and in consultation with

Wiltshire council's communications team. You can contact the communications team at communications@wiltshire.gov.uk.

Meetings

It is recommended that the LHFIGs meet four times a year. Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings. Meetings are intended to be limited to the membership set out above and is open to other members of the Area Board who wish to attend. It can be open to public if the LHFIG chair wishes, and by invitation. It should be noted that LHFIGs are advisory bodies and do not exercise delegated decision-making powers. All decisions are to be ratified by the Area Board.

Officer support

Meetings will be attended by relevant officers from Wiltshire Council, including a Senior Transport Planner, a Senior Traffic Engineer, Local Highway Maintenance Engineer and the local Community Engagement Manager. Attendance by officers of other expert knowledge may be arranged when necessary.

Additional support will be provided outside of the meeting by the Corporate Office Business Support unit as currently for Area Boards, for the purpose of arranging meetings, venues, and the production of meeting action notes.

Terms of reference

The LHFIGs have no formal decision-making authority on operational matters or budget expenditure but act as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full LHFIG meeting before being brought to the next Area Board for approval.

The LHFIGs terms of reference are set out at Appendix A:

Examples of projects the LHFIGs can and cannot fund are set out in Appendix B:

Terms of Reference

1. Small-scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small-scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Transport, Waste, Street Scene and Flooding. The funding allocation is a mixture of highways and council capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management.

It cannot be used to fund revenue functions, such as routine maintenance schemes or the provision of passenger transport services.

A list of schemes which the groups can fund in contained in Appendix B

Schemes considered by the LHFIGs must have first been raised through the highway improvement request system and endorsed by the relevant town or parish council.

The LHFIG's can be directed to look at issues identified by Highways Officers when considered appropriate. For example, when an issue is raised for which other centrally held resource does not exist.

In choosing their local transport schemes, Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is more than the total discretionary amount available as part of the group's annual allocation.

Appendix B – Example of projects which can and cannot be funded by LHFIGs

LHFIGs can fund the following:

Pedestrian improvements: including dropped kerbs, new footways, substantive improvements to existing footways, pedestrian crossings (including assessments).

Cycle improvements: new cycle paths, cycle parking / storage.

Bus infrastructure: new and replacement Shelters (subject to agreement on future maintenance liability), bus border kerbs, bus stop road markings.

Traffic signing: new and replacement signs (including signposts), street name plates, village gateways.

New road markings: new and replacement of existing markings.

Speed limits: assessment and implementation.

Waiting restrictions: assessments and implementation.

Footpath improvements: styles, gates, surface improvements to rights of ways (council maintainable only).

Drainage: minor improvements, new gullies.

Street lighting: new installations.

Traffic management measures: including Sockets and posts for SID (Speed Indication Device) equipment.

As a general rule, an asset should exist at the end of the project, i.e. something new that wasn't there beforehand.

LHFIGs cannot fund:

Routine maintenance: such as gully emptying, ditch clearing, hedgerow cutting, pot hole repairs.

Service subsidy: bus services

Promotional campaigns

SID equipment

Improvements for individuals and properties

As a general rule, activities that repair, clean, tidy or remove something that is already present are likely to be considered routine maintenance and cannot be funded by LHFIGs.

Guidance notes for Local Highway & Footway Improvement Groups (LHFIGs)

Attendance

To enable meetings to be conducted efficiently, it is encouraged that participants are limited to those who need to attend and ideally below 10. It is however recognised that in certain community areas this is difficult to achieve due to their geographical size. In these circumstances, multiple attendees from groups or councils are discouraged.

All meetings will be supported by Wiltshire Council officers, with attendance from the relevant Community Engagement Manager, and from the council's Highway service: Traffic Engineering, Area Highway Maintenance, and Sustainable Transport teams. Others service areas may attend depending on the issues raised, including (but not limited too) Passenger Transport and Rights of Way.

Several specific community groups exist with special interest in particular topics such as cycling and walking. At the discretion of each LHFIG chair these groups could be represented at LHFIG meetings, as they may provide access to potential funding opportunities that do not exist elsewhere.

The meetings are not open to members of the public, but where an issue may benefit from further information, the public may be asked to attend by invitation and agreement of the Chair. This should be communicated to the wider group beforehand.

Decision making

The LHFIGs do not have decision-making powers but make recommendations to the relevant Area Board to ratify the decisions taken at the meetings.

Meeting dates and programme

Meetings should ideally take place in the following periods with the intended meeting purpose, as set out below: Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings.

April: Budget confirmation and budget allocation to projects.

July: Progress meeting. Budget allocation (note: projects allocated beyond this meeting may not be delivered by the end of March).

October: Progress meeting. Agree projects to be put forward for funding from Substantive bid, ahead of end of November submission deadline. Small scale and low-cost projects at this meeting may be delivered before end of year deadline.

January: Progress meeting. Agreement of any funding to be returned for redistribution. Any projects prioritised at this meeting will not be delivered within this financial year.

Meetings can be held in either in person or online.

The above programme is indicative, and it will be up to individual groups to determine how and when priorities are identified. It should be noted there remains an increased risk to groups who identify schemes later than suggested. Early identification will provide the maximum timescales for delivery and reduce the risk of funds being unspent.

Early identification of projects will help enable officers to allocate resource, particularly those with a Civil Engineering element. Lower cost, smaller scale projects such as simple road

signing and markings may be prioritised throughout the year, however it needs to be recognised there remains a risk that completion by the end of a year may not be achieved.

Submission of Issues

Issues must be submitted via the Highway Improvement Request Form to the relevant parish/town council, which must give its support. For issues to be given consideration at the relevant meeting, parish/town councils must submit to Wiltshire Council no later than 14 days in advance of the advertised meeting date and must attend the meeting.

Previous guidance for CATGs encouraged a maximum of five active projects at any one time. This is no longer the case, as the LHFIG's priorities will be identified at the April meeting to allow the maximum delivery time.

The LHFIG's can be directed to look at issues identified by Highways Officers when considered appropriate. For example, when a highways issue is raised with the Council for which other centrally held resource does not exist.

Funding

The funding allocation for each group is set out in the following table:

Area Board Name	2021/22 CATG Allocation (£'s)	2022/23 Highway Allocation (£'s)	2022/23 Wiltshire Council Allocation (£'s)	2022/23 LHFIFG Allocation Total (£'s)
Bradford on Avon	10,382	10,382	10,382	20,764
Calne	12,396	12,396	12,396	24,792
Chippenham	17,403	17,403	17,403	34,806
Corsham	10,819	10,819	10,819	21,638
Devizes	15,984	15,984	15,984	31,398
Malmesbury	13,255	13,255	13,255	26,150
Marlborough	12,623	12,623	12,623	25,246
Melksham	12,169	12,169	12,169	24,338
Pewsey	13,356	13,356	13,356	26,712
RWB & Cricklade	15,093	15,093	15,093	30,186
Salisbury	14,180	14,180	14,180	28,360
South West Wilts	17,291	17,291	17,291	34,582
Southern Wilts	16,172	16,172	16,172	32,344
Stonehenge	16,803	16,803	16,803	33,606
Tidworth	11,085	11,085	11,085	22,170
Trowbridge	15,629	15,629	15,629	31,258
Warminster	14,905	14,905	14,905	29,812
Westbury	10,455	10,455	10,455	20,910
Total	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>500,000</u>

At the end of the financial year uncommitted (where no commitment has been placed with a contractor for delivery) Integrated Transport Block (ITB) funding will be removed from the Groups and reallocated within the overall ITB budget. The table below provides an example of this.

Note: Allocations to projects which will take place in a subsequent financial year will only be acceptable where external circumstances do not permit delivery i.e., unable to obtain road space booking, or materials. Final decision on this will remain with the Cabinet Member.

Example

Area Board Name	2022/23 LHFIFG Allocation Total (£'s)	2022/23 Expended (£'s)	To be reallocated 2023/24 (£'s)
Group A	20,124	19,675	449
Group B	24,930	21,589	3,341
Group C	36,174	35,666	508
Group D	21,902	21,852	50
Group E	31,502	24,697	6,804
Group F	26,720	25,157	1,563
Group G	27,230	22,587	4,643
Group H	26,450	24,699	1,751
Group I	24,674	18,621	6,053
Group J	28,410	27,958	452
Group K	29,516	27,234	2,282

Group L	34,158	33,201	957
Group M	27,352	26,547	805
Group N	35,462	34,308	1,154
Group O	23,514	25,685	-2,171
Group P	30,708	29,567	1,141
Group Q	30,452	24,685	5,767
Group R	20,640	19,819	821
Total	<u>500,000</u>	<u>463,574</u>	<u>38,541</u>

Commentary on example;

In this scenario, £38,541 would be included in the 2023/24 Integrated Transport Block.

Where a particular group exceed their budget allocation for a year, these funds will not be recouped from underspends from other groups, but the allocation the receive in a future will be deducted. In the example above Group O exceeded its allocation by £2,171 in 2022/23. In 2023/24 its allocation £23,514 would be reduced to £21,343.

Other points to note

There are many reasons why costs exceed the estimated value, including the consequences of weather conditions, additional traffic management and uncharted services and contractual price indices uplifts.

Groups are encouraged to continue to seek additional contributions from third parties towards schemes. Full discretion is given to the LHFIGs in terms of the level of third party funding, but it is suggested this is set at a minimum of 20%.

As the funding is classified as capital expenditure, it must be spent on items which result in a new asset to the Council i.e. something exists upon completion of the work. It *cannot* be used to fund activities which are routine, provide betterment to an individual / group or property, or provide a subsidy.

Responsibilities & Types of projects

The following table sets out the types of projects that can be funded through the groups, along with responsibilities of the various attendees to enable the meetings to function and priorities to be delivered. The list is not exhaustive and intended to be a guide, in addition are examples of projects which will not be considered for funding by the group.

Traffic Engineering Team	
Pedestrian Improvements	Substantive Improvements and New Footways
Cycle Improvements	Pedestrian Crossing Assessments and Crossing Installation
	New Cycle facilities
	Cycle Parking / storage
	Cycle Signing
Bus Infrastructure	New Shelters*
	Bus Boarder Kerbs
	Bus Stop Road Markings
Traffic Signing	New Traffic Signs
	Village Gateways
Road Markings	New Road Markings
Speed Limits	Assessments
	Implementation
Waiting / Parking restrictions	Assessments
	Implementation
Street Lighting	New installations
Traffic Management	General Traffic Management measures
Local Highways	
Pedestrian Improvements	Dropped Kerbs
	Improvement to existing footways
Bus Infrastructure	Replacement Shelters*
Traffic Signing	Replacement signs (inc posts)
	Street Name Plates
	Sockets & Posts for SID Equipment
Road Markings	Replacement & Minor alterations of existing markings
Rights of Way	
Footpaths	Stiles / Gates
	Surface Improvements (Council Maintainable paths only)
Drainage	
	Minor Improvements
	New Gullies
Community Engagement	
	Meeting Booking
	Venue
	Action Note recording
Sustainable Transport	
	Advice on Council Policies
	Local Cycling & Walking infrastructure Plan
	Highway Developments

*(Subject to agreement on future maintenance liability)

Note;

Footways (commonly referred to as pavements) abut the Highway (road)

Footpaths are routes which are defined as Public Rights of Way and cross land not classified as highway

Example of projects which cannot be funded include;

Routine Maintenance – Gully emptying, Ditch Clearing, Hedgerow cutting, pot hole repairs.

Service subsidy – Bus Services

Promotional Campaigns

SID Equipment

Improvements for Individuals and Properties

Weight Limit (Freight) assessments

Substantive bids

Some of the priorities identified by the groups will exceed their annual financial allocation.

To assist groups in delivering these types of projects, a dedicated, centrally allocated fund will continue to be available to help bridge the funding gap. This will be set at £250,000 for the year 2022/23. As outlined in the funding section, this may also be supplemented in future years by utilising any unspent allocation from across the 18 community areas. For example, if each group underspends by £1,000 in 2022/23, then the substantive allocation for 2023/24 could be £268,000 (£250k + (18 x £1,000)).

The rules associated with applying for funding will remain the same as in previous years i.e. that the cost of the project must exceed the annual allocation for the community area in which the bid is submitted. In addition to this criteria, groups submit a minimum contribution to the application equivalent to a third of their annual allocation.

The substantive bid submission deadline is the end of November each year. This will enable projects to be developed throughout the year and ensure accuracy of submissions (e.g. designs, costs etc), rather than speculative applications where minimal design activities have been undertaken. All applications will be assessed and ranked in accordance with the agreed protocol during the January to March period. Successful bids will then be allocated funding for the following April, to match the level of substantive budget. The outcome of the bid process will be subject to a Cabinet Member decision.

Substantive projects will then be delivered in the April to March period of the following year, so bids submitted by November 2022 and identified as successful will receive funding from the 2022/23 allocation, with delivery anticipated in 2023/24.

Highways Improvement Request Form

Contact Details

Name:		Date:	19th April 2023
Address:			
Telephone No:			
Email Address:			

Issue Details

Location of Issue:	Bradley Road, Warminster + Warminster in General
Community Area:	Warminster
Parish or Town Council:	Warminster
Nature of Issue: (Max 600 characters)	
<p>Speeding The speed limit in Bradley Road is 30 MPH Plus a number of other roads in Warminster We moved to Warminster in November 2021 from Hampshire.</p> <p>Since we have lived here we have noticed the constant speeding in Bradley Road I have had several near misses when attempting to reverse into my drive by people speeding past me In general a lot of traffic in warminster speed.</p> <p>On numerous occasions while waiting to let pedestrians use the crossing at the junction of Fore Street and Deverill Road Traffic has come speeding down the hill, and failed to stop at the crossing</p>	
How long has it been an issue?	I have noticed this since I moved to Warminster in Nove
What would you like done to resolve this issue? (Max 600 characters)	
<p>In Bradley Road I would like to see traffic calming installed</p> <p>For the rest of Warminster more enforcement and a deterrent to stop traffic speeding</p>	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	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>

Town or Parish Council Comments: (To be completed by Town or Parish Council only - Max 600 characters)

Highways Improvement Request Form

Contact Details

Name:		Date:	Click here to enter a date.
Address:			
Telephone No:			
Email Address:			

Issue Details

Location of Issue:	Weymouth Street
Community Area:	Warminster
Parish or Town Council:	Warminster Town Council
Nature of Issue:	Parking both sides of road on Weymouth Street. The parking on Weymouth Street has become more problematic over the last few years. Parking now occurs on both sides of the road once the parking spaces are full on the Park side of the road. We have witnessed buses and lorries struggling to get through the congestion. p.t.o
How long has it been an issue?	3 years
What would you like done to resolve this issue?	Double yellow lines to be extended up the hill towards Christchurch. The current double yellow lines stop part way up Weymouth Street Hill.
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	No

*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>

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

People do not always park with consideration. Although the police have been fantastic at issuing parking tickets to drivers who have parked with their wheels of their vehicles on the pavements.

We have witnessed pedestrians with prams, small children and elderly people with mobility scooters struggling to get through.

The parking tickets do little to support the pedestrians at the time of the incident.

We have also noticed an increase in accidents. Last year, there was 3 quite serious accidents.

At the end of last year, Weymouth Street was closed one Saturday afternoon as a result.

Two of the accidents last year involved small children. Happy to give more details regarding this.

Silver Street – HAC 26.06.2023

Dear Members of the Warminster Town Council,

I hope this letter finds you in good health. I am writing to draw your attention to a pressing matter that has been of great concern to the residents of Warminster, specifically the issue of speeding along Silver Street. As a concerned citizen deeply invested in the safety and well-being of our community, I kindly request your immediate attention to this matter and urge you to take necessary action.

In recent months, there has been a significant increase in incidents of speeding along Silver Street, creating an environment of potential danger for pedestrians, cyclists, and motorists. The recklessness displayed by some drivers has given rise to a sense of fear and insecurity, making it increasingly challenging for residents, particularly children and the elderly, to navigate the area safely.

I believe that multiple factors have contributed to this problem. The absence of adequate speed calming measures, such as speed bumps or traffic cameras, has allowed drivers to disregard the designated speed limits, leading to a prevailing sense of lawlessness on the road. Additionally, the lack of prominent signage and effective enforcement has further aggravated the issue, as drivers feel they can exceed the speed limit without facing any repercussions.

Considering the gravity of the situation, I kindly request the Warminster Town Council's assistance in addressing this issue urgently. I suggest the following actions be taken:

1. Conduct a comprehensive traffic assessment of Silver Street to evaluate the extent and nature of the speeding problem.
2. Install highly visible speed limit signs and additional road safety signs, reminding drivers of the speed limits and potential penalties for violations.
3. Consider the installation of physical traffic calming measures, such as speed bumps or similar measures, along Silver Street to deter excessive speeding.
4. Collaborate with local law enforcement agencies to increase patrols and enforcement in the area, ensuring compliance with traffic regulations and deterring speeding.
5. Engage the local community through public awareness campaigns to promote responsible driving and the importance of road safety.

Implementing these measures will help reduce the frequency of speeding incidents along Silver Street and improve overall safety within our neighborhood. It is imperative that we address this issue promptly to prevent any unfortunate accidents or injuries from occurring.

I kindly request your attention to this matter and your commitment to initiating the necessary actions required to tackle the problem of speeding on Silver Street. I would greatly appreciate hearing from you regarding the steps that will be taken to address this pressing concern.

Thank you for your time and consideration.

Dear Town Clerk,

Please see the email below relating to a parking problem in Copheap Lane which is self-explanatory.

Would you accelerate this matter so that the matter can be considered with the Warminster Traffic Regulation Order currently be considered by Wiltshire Council through the LHFIG

Many thanks,
Bill

Bill Parks

Councillor for Warminster North and Rural
Portfolio Holder for Waste

Wiltshire Council

The Police advise on this issue is to contact the local council, for consideration of extending the Double Yellow Lines

