

MINUTES

Meeting: Warminster LHFIG

(Local Highway Footway Improvement Group)

Place: Virtual meeting via Microsoft Teams

Date: Wednesday 4th September 2024

Time: 10:00

Please direct any enquiries to Sarah Dearden (Senior Traffic Engineer), via email sarah.dearden@wiltshire.gov.uk

	Item	Update	Actions and recommendations	Who
	Date of meeting: 4 th September 2024			
A.	Attendees and apologies			
	<p>Present:</p> <p>Apologies:</p>	<p>Bill Parks WC/Sarah Dearden WC/Lee Haine WC/Phil Holihead ChapPC/Malcolm Pryor USPC/Simon Wager MBPC/Nick Barton SVPC/Andrew Davis WC/David Ball CPC/Len Turner WTC/ Tom Dommatt WTC/Jill Adams BPC/Sarah Dorrington CodPC/Kate Plastow LDPC</p> <p>Andrew Cooper WTC/Jamie Fagan UDPC/Jane Bell ChitPC/Anthony Potter BishPC</p>		
B.	Notes of last meeting			
		The notes of the last meeting held on 1 st May 2024 were accepted as a true record.	Agreed.	

C.		Financial Position	
		Refer to finance sheet for full details: Budget for 24/25 = £30,452.00 - Agreed contributions/amendments - = remaining budget £18,489.75	Agreed.
D.		Schemes List – LIVE ACTIVE SCHEMES	
1)	17-20-16 (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, SD/TJ had site meeting to discuss more drastic solutions – SD to investigate for next meeting. Total cost for scheme £7000, LHFIG 75% contribution £5250 (Agreed), WTC 25% £1750	<u>Discussion and actions</u> Works ordered.

2)	Waiting restriction review 23/24 Batch 001	<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 (other side to be reported as new issue WTC) *17-22-27 Warm Alcock Crescent 11-16 DYL *Warm Beech Grove DYL *Factory Lane extension DYL Legal work completed with TRO for advert. Objections received cabinet member report required.</p>	<p>Discussion and actions</p> <p>Cabinet member signed off report, sites to be implemented as advertised. Legal seal date end September with installation on the ground through October.</p> <p>To be marked out on site</p>	SD
3)	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. JA/SD to arrange site meeting to discuss issue. SD/JA site meeting February to look at location and investigate. Total cost of scheme £1375, LHFIG 75% £1031.25 (agreed), BoyPC 25% £343.75.</p>	<p>Discussion and actions</p> <p>Works ordered, imminent implementation.</p>	

4)	17-23-2 Horningsham Street nameplates	<p>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 Unsure of latest SJ to update DN to site new signs. Location plan received and agreed by DN-SD to discuss with PC about ordering. Confirmation by Parish Council received, order placed. To be marked out when required.</p>	<p>Discussion and actions</p> <p>Works ordered.</p>	
5)	17-22-7 Warminster High Street – Blocked access/Bollards	<p>People parking on DYL and KEEP CLEAR road markings, causing access problems. Bollards requested. Cost of scheme £1500 WTC agreed 25% £375 LHFIG agreed 75% £1125 Order to be placed Put on hold due to demolition works at No.3 High Street. Update SD when works complete</p>	<p>Discussion and actions</p> <p>Works can proceed now demolition completed.</p>	
6)	17-23-5 Corsley A362 – Pedestrian crossing	<p>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 Total cost of scheme £1500 CPC agreed 25% £375 LHFIG agreed 75% £1125 Works ordered placed awaiting works start.</p>	<p>Discussion and actions</p> <p>Works marked and imminent on site.</p>	

7)	<p>17-23-14 Heytesbury Parsonage Farm Road Marking</p> <p>17-23-15 Heytesbury Cotley Hill Road markings and village gates</p>	<p>Request for SLOW marking approaching Parsonage Farm in attempt to slow vehicles down as poor visibility out of junction.</p> <p>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.</p> <p>PC decided on Option 2 and 4, Total cost of scheme £3195, LHFIFG 75% £2396.25 (agreed), PC 25% £798.75 (agreed).</p>	<p>Discussion and actions</p> <p>Works marked and imminent on site.</p>	
8)	<p>17-23-17 Chapmanslade Village Hall Lining</p>	<p>Request for lining in improve visibility from lane leading out of sports hall/village hall</p> <p>Plan and cost for next meeting</p> <p>Plans to be sent to PC– Total cost of scheme £1420, HPC 25% £355-agreed</p> <p>LHFIFG 75% £1065-agreed.</p> <p>Works ordered – on Lining programme to be installed.</p> <p>Can be invoiced and removed when complete.</p>	<p>Discussion and actions</p> <p>Works complete, to be checked and invoiced. Can then be removed.</p>	SD
9)	<p>17-23-35 17-Maiden Bradley-Traffic Calming removal/new village gateways/SID post</p>	<p>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.</p> <p>Group agreed to commit £5000 towards scheme for new gateway/SIDs etc.</p> <p>PC to send SD metrocount results for proposed new SID site.</p> <p>Martin Rose to lead on works. Liaise with BP/PC. BP/PC/MR discussed what is required – removal of existing traffic calming due to RTC's, (to be paid for my WC) new gateways works to be designed and costs to LHFIFG 75%/PC 25% split. MR leading works.</p>	<p>Discussion and actions</p> <p>Ongoing. Safety audit requested for removal of traffic calming.</p>	

10)	17-23-22 Upton Scudamore Dropped kerbs	No dropped kerbs available at Biss Close makes accessibility for wheelchair/mobility scooters/pushchairs difficult. LHFIF agreed to add to schemes list. SD to meet PC- Cost estimate of dropped kerbs £2500 USPC 25% contribution £625 agreed and LHFIF 75% contribution £1874 agreed. Works ordered.	Discussion and actions Works due for installation between 9 th -15 th October.	SD
11)	17-23-18 Longbridge Deverill B3095 Hill Deverill	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. – LHFIF agreed to add to schemes list 2 options given to Parish Council, Option 1 £6826, LHFIF £5119.50/PC £1706.50 Option 2 £1650, LHFIF £1238 (agreed in principle) PC £412 (TBC)	Discussion and actions Works ordered.	
12)	17-23-29 Chitterne B390 Improvements	Point C request for horse/Pedestrian sign to be investigated. LHFIF agreed to add Ped/Horse signs to schemes list to be looked at when officer time allows. Group agreed to commit £600 towards signing. Site visit undertaken, plan and costs required by next meeting.	Discussion and actions Group agreed additional funding of £427.50 towards signs, can now be ordered.	SD
13)	17-23-31 B3095 Brixton Deverill 20mph assessment	PC request a 20mph speed limit assessment. SD to Liaise with PC for area to be considered- Cost estimate of Assessment £2900 UDPC 25% contribution £725 agreed and LHFIF 75% contribution £2175 agreed. To be progressed Assessment ongoing, surveys ordered	Discussion and actions Surveys due through September, final report to then be produced.	SD
14)	17-23-32 Bishopstrow Main St Bus stop markings	Request for bus stop markings along Main Street, users have to step into road to flag down bus due to parking. Cost estimate of Bus Stop markings £1270 BPC 25% contribution £312 and LHFIF 75% contribution £958 agreed. To be progressed. Works ordered. PC want to put on hold due to unhappy residents. SD to send Bus stop markings to PC.	Discussion and actions Works ordered and marked out on site.	

15)	17-23-33 Longbridge Church turning area-No through Road sign	No through road sign requested to deter people driving in, having to turn around and cause damage to walls. Cost estimate of sign £250 LDPC 25% contribution £62.50 and LHFIG 75% contribution £187.50 agreed. To be progressed. Works ordered. Can be invoiced and removed when complete.	<u>Discussion and actions</u> Complete, can be invoiced and removed.	SD
16)	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. Total cost for scheme £1500. LHFIG 75% £1125, PC 25% £375, Can be ordered.	<u>Discussion and actions</u> Works ordered and imminent.	
17)	17-23-21 Corsley Signing	Request for Horse warning signs and “No access to Longleat” signs installed at 5 different lanes. LHFIG agreed to add to schemes. Group agreed to commit £1500 towards signing. Works passed to Mark Stansbys team to be looked at and produce proposals.	<u>Discussion and actions</u> Total cost of scheme £1081 LHFIG 75% £810.75 Agreed CorPC 25% £270.25 Agreed Can be ordered.	SD
E. Schemes list – LIVE - NO CURRENT ACTION				

1)	Warminster Waiting restriction review batch 002 (min 8 sites required)	17-23-12 Warminster Norridge View Waiting restrictions 17-23-13 Warminster Pampas Road WR 17-23-27 Warminster Emwell Street Waiting restrictions 17-23-28 Warminster Upper Marsh Road Waiting restrictions Ongoing. Summer meeting as cut off for this batch CUT OFF DATE FOR NEW SITES 1st SEPTEMBER 2024.	Discussion and actions List now closed (new issues end of agenda to be added) list of sites can now be assessed and plans drawn up.	SD
2)	17-23-20 Corsley A362 speed limit assessment	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. LHFIG agreed to add to schemes list to be looked at, SD to investigate. With Cabinet Member for discussion Investigations by WC into Speed Limit from Picket Post to Lanes End – Exploring options in co-ordination with consultants. Assessment ongoing, surveys currently being undertaken.	Discussion and actions Ongoing, amendments to speed limit assessment undertaken and SLA can now be progressed.	SD
F.	Scheme's list – WATCHING BRIEF			
1)	17-23-19 Upton Scudamore HGV issues	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. LHFIG agreed to add to schemes list to be looked at when officer time allows. SD to meet PC to investigate issue and possible solutions. Design and costs provided to Parish Council, PC decided to delay until next year due to finances.	Discussion and actions On hold until 25/26	
2)	17-23-25 Warminster Town Centre 20mph speed limit assessment	resident wants a 20mph speed limit or alternatively signing showing speed limit (SID) LHFIG agreed to add to schemes list to be looked at when officer time allows. WTC considering town centre 20mph speed limit. WTC to discuss how they want to proceed, what areas need assessing and send plan to SD for investigation. WTC/Members to agree extents of 20mph survey and advise SD. Simple plan and highlighted areas suffice. Cost of 20mph £3100. LHFIG 75% £2325 (agreed) WTC 25%	Discussion and actions Location plan received. Area to be assessed for suitability and completion of full assessment.	SD

3)	17-23-34 Warminster Fore Street- Warning signs	Request for warning signs for play area/pedestrians crossing road. To be looked at before next meeting	Discussion and actions Total cost of sign £400 LHFIG 75% £300 Agreed TC 25% £100 agreed. Can be ordered.	SD
4)	17-24-01 A350 Longbridge Deverill Village Gates	The speed limit reduces from NSL to 40mph into the village, PC looking at ideas of highlighting the speed limit to help reduce current speeds. Village gates were suggested. Total cost of scheme £3600, LHFIG 75% £2700, LDPC 25% £900 (TBC)	Discussion and actions On hold.	
5)	17-24-02 A350 Longbridge Deverill roundels	Speeding an issue through the village, suggested red HFS surfacing to highlight roundels/Speed Limit. Group agreed to add to agenda to be looked at when officer time allows	Discussion and actions Can be removed from agenda, roundels have been re-done through maintenance.	SD
6)	17-24-03 Horningsham Speed limit	Look at extending the current 30mph further out the village. Look at repeater signs throughout village. Group agreed to add to agenda to be looked at when officer time allows	Discussion and actions No representation from Horningsham at meeting but SD has looked at area and criteria for extending 30mph further out of village not met. There are also speed limit repeaters all the way through the village at appropriate locations, PC need to advise what they require? Roundels on the road etc?	Horningsham PC

7)	17-24-04 Warminster Smallbrook Road Toads	Road closure requested for toads during 14 th Feb-13 th March each year. WTC to fully fund scheme costs (est.£5000) For information only. Works ongoing with other highways team	<u>Discussion and actions</u> For info only	
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G. New Issues				
1)	17-24-08 Codford Salisbury Road New Street lighting	Resident on High Street requested street light as it is very dark and the nearby layby where HGV's park overnight is of concern. Nearest SL 50Yds+ away	Discussion and actions Group agreed to add to agenda to be looked at when officer time allows-Street Lighting guidance required.	SD
2)	17-24-09 Codford Salisbury Road Speeding issues	Resident requests speed bums to slow down speeding traffic (PC do not support Speed bumps) PC would like other measures to be looked at.	Discussion and actions Group agreed to add to agenda to be looked at when officer time allows.	SD
3)	17-24-10 Warminster 20mph zone	Plan was attached showing area required for assessment.	Discussion and actions Duplicate-can be removed	SD
4)	17-24-11 Waiting restrictions Coppice Close	Cars parking outside Coppice Close obstructing visibility from Western Car Park.	Discussion and actions Group agreed to add to Batch 2 WR	SD
5)	17-24-12 Waiting restrictions Fire Station	Area between yellow box markings and existing DYL vehicle being parked there, meaning the bus cannot pull in safely and back of bus sticks out into Carriageway, causing potential obstruction to fire truck.	Discussion and actions Group agreed to add to Batch 2 WR	SD
6)	17-24-13 Deverill Road Warminster Parking restrictions and barriers	Cars keep crashing into railings on Deverill road, consider crash barrier.	Discussion and actions Ongoing legal issues due to RTC/Claims etc (contact Lee Haine) Lee to liaise with MR regarding area. Possible extend WR up hill around corner. Issue plan to SD to include in batch 2.	LH

7)	17-24-14 Chapmanslade ROW area	Chapmanslade want £3500 towards ROW works as shown on the plan supplied. PC to contribute 25% £875, Request that LHFIG to contribute 75% £2625.	Discussion and actions Group agreed to add to agenda and pass to Paul Millard for progression	SD/PM
8)	17-24-15 Chapmanslade A3098/Short Street safety concerns	Concern for safety from Short Street onto A3098, due to speed of vehicles and lack of signing. Request highways carry out and assessment of junction and area.	Discussion and actions Group agreed to add to agenda to be looked at when officer time allows -Liaise with Westbury LHFIG	SD
9)	17-24-16 Warminster Victoria Road Waiting restrictions	Amendments to waiting restrictions	Discussion and actions Group agreed to add to batch 2 WR	SD

H.	AOB			
1)		REMINDER – New issue forms to be sent to the LHFIG email address lhfigrequests@wiltshire.gov.uk Town and Parish Councils must have discussed and agreed to progress the issue reported, before the form is sent in, blank forms with no recorded support from Town/Parish will not be progressed. Please also make sure the contacts box is filled in with Town/Parish contact name or it will not be progressed.		
2)		Reminder that in order for engineer to investigate/progress a scheme a LHFIG Highway request form must be sent in to get an issue number allocated. (process as above)		
3)		Discussion regarding the maintenance to HFS, Maintenance agree they should be maintaining HFS sites but do not have the budget to do so. Wiltshire Councillors to highlight at Committee/Cabinet.	Wiltshire Councillors	

I.	
	<p>TOP PRIORITY SCHEMES LISTED BELOW (SCHEMES HIGHLIGHTED IN YELLOW REQUIRE FUNDING APPROVAL FROM THE AREA BOARD):</p> <ol style="list-style-type: none"> 1. 17-22- WR Review Batch 001 for Warminster LHFIG area - £7,000 (£1,750 contribution distribution TBC) 2. 17-22-2 Horningsham Nameplates - £2000 (LHFIG £1500, HPC £500) 3. 17-23-12 Warminster WRR Batch 002 £7,000 (LHFIG £5250, WTC £1750) 4. 17-22-7 Warminster High Street Bollards and Lining £1500 (LHFIG £1125, WTC £375) 5. 17-23-5 Corsley A362 pedestrian improvements £1500 (LHFIG £1125, CPC £375) 6. 17-23-24 Horningsham RoW works £3274 7. 17-23-30 Warminster wide RoW works £3000 8. 17-23-14/15 Heytesbury Gateways £5470 (LHFIG £4103, HPC £1367) AMENDED £3195 (LHFIG £2396.25,HPC £798.75) 9. 17-23-17 Chapmanslade Village Hall lining £1420 (LHFIG £1065, CPC £355) 10. 17-23-35 Maiden Bradley gateways/SID post/TC removal LHFIG £5000 PC TBA 11. 17-23-32 Bishopstrow bus stop markings £1270 (LHFIG £958, BPC £312) 12. 17-23-29 Chitterne Horse/Ped signing LHFIG £600 PC TBA Additional 427.50 required from LHFIG 13. 17-23-21 Corsley Signing LHFIG £1500 PC TBA AMENDED Total cost £1081 (LHFIG £810.75, CorPC £270.25) 14. 17-23-22 Upton Scudamore Dropped kerbs £2500 (LHFIG £1874, USPC £625) 15. 17-23-31 B3095 Brixton Deverill 20mph assessment £2900 (LHFIG 2175, UDPC £725) 16. 17-23-33 Longbridge Church NTR sign £250 (LHFIG £187.50, LDPC £62.50) 17. 17-20-16 Warminster Factory Lane HGV issues £7000 (LHFIG £5250, WTC £1750) 18. 17-22-23 Boyton Bollards £1375 (LHFIG £1031.25,BPC £343.75) 19. 17-23-18 B3095 Hill Deverill roundels £1650 (LHFIG £1238,LDPC £412) 20. 17-22-24 Bishopstrow bollards £1500 (LHFIG £1125, BPC £375) 21. 17-23-25 Warminster 20mph assessment £3100, (LHFIG £2325, WTC £775) 22. 17-24-01 Longbridge Deverill village Gates £3600 (LHFIG £2700, LLDPC £900) 23. 17-23-34 Warminster Fore Street warning sign £400 (LHFIG £300, WTC £100) 24. 17-24-14 Chapmanslade RoW works £3500 (LHFIG £2625, ChapPC £875)
J.	<p>Date of Next Meeting 7th November 2024 10am Teams</p>

Warminster Local Highway Footway Improvement Group

Highways Officer – Sarah Dearden

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the LHF IG 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 LHF IG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Warminster Area Board will have a remaining Highways funding balance of **New 24/25 budget of £30,452-minuted contributions/amendments = £18,489.75 (-this meetings contributions remaining budget £15,826.50)**

3. Legal Implications

3.1. There are no specific legal implications related to this report.

4. HR Implications

4.1. There are no specific HR implications related to this report.

5. Equality and Inclusion Implications

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

6. Safeguarding Implications

6.1 There are no safeguarding implications.

7. Recommendations

Warminster Area Board are asked to approve recommendations.

