

17th July 2023 Meeting (Microsoft Teams) – Minutes

	Item	Update from previous meeting	Actions & Recommendations	Who
1.	Attendees, Apologies & Introductions			
	<p>Present</p> <p>Apologies</p>	<p>Bill Parks (Chair/WC) Sarah Dearden (WC) Denise Nott (WC) Andrew Davis (WC) Jamie Fagon (UDPC) Anthony Potter (BisPC) David Ball (CorPC) Patricia Fellows (HeyPC) Len Turner (WTC) Kate Plastow (LDPC) Phil Holihead (ChapPC) Alan Russell (SVPC) Malcolm Pryor (USPC)</p> <p>Vanessa Sturmeay (HeyPC) Tony Jackson (WTC) Heather Parks (SVPC)</p>		
2.	Notes of the last meeting			
		<p>The minutes of the previous meeting held on the 10th May 2023 were accepted and agreed.</p>	<p>Noted and agreed.</p>	

	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.	Financial position at July 2023 Remaining 22/23 budget £9,148.30 April 23 Budget for 23/24 = £30,452.00 Plus remaining 22/23 budget of £9,148.30 Total budget available £39,600.30	
4.	Scheme List			
4.1	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. Update:. Order placed. Costs confirmed as £8,464 LHFIG (75%) = £6,348 USPC (25%) = £2,116 Installation date due 5-7 th July 2023 Invoice to be paid when complete.	Discussion and actions Bus shelter installed, to be checked on site. PC to send pictures of new shelters and investigate missing end panel.(Westbury bound).	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
4.2	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: Results of metrocounts = 2x sites NFA, 2x sites meet criteria for SID/CSW, 1x Site for Police enforcement.</p> <p>Cost up NAL socket/posts for 2 x SID sites (SD)</p> <p>Refer Police Enforcement site to Wiltshire Police (community safety Partnership)(SVPC)</p>	<p>Discussion and actions</p> <p>Cost estimate for 2x sid posts £1,150 PC 25% contribution £287.50 LHFIG contribution 75% £862.50</p> <p>All contributions agreed – to be ordered</p> <p>Denise to meet/liaise with PC on locations – please update SD</p>	<p>SD</p> <p>DN/PC</p>
4.3	17-22-2 (14/01/22) Corsley A362 SID posts	<p>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.</p> <p>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.</p> <p>Update: Metrocount results show 1x site meets criteria for SID/CSW 1x site NFA</p> <p>Cost NAL socket and post (SD)</p>	<p>Discussion and actions</p> <p>Cost estimate for 1x sid posts £876 PC 25% contribution £219 LHFIG contribution 75% £657</p> <p>All contributions agreed – to be ordered</p> <p>Denise to meet/liaise with PC on locations – please update SD</p>	<p>SD</p> <p>DN/PC</p>
4.4	17-22-3 (19/01/22)	Horse riders using Bridleways Cory 2 and Cory 41 must negotiate crossing the A362. The	Discussion and actions	

	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>	On order – to be chased	SD
4.5	17-22-5 (08/06/22) Upper Deverills Signing Improvements	<p>General traffic problems, speed, volume of traffic etc</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> <p>PC agreed plans, needs to be re-costed with Milestone rates.(SD)</p>	<p>Discussion and actions</p> <p>Final revised plans agreed upon, cost estimate £3,300 PC 25% contribution £825 (TBC Julys PC meeting)-update SD LHFIG 75% contribution £2475 (agreed)</p> <p>Can be ordered once agreed by PC</p>	PC SD
4.6	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,</p>	<p>Discussion and actions</p> <p>Signing complete, DYL extension on WRR list, Lining outstanding.</p>	

	Item	Update from previous meeting	Actions & Recommendations	Who
		<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: Signing complete, DYL extension on WRR list, Lining outstanding.</p> <p>New issue with other side of road, site visit required.</p>	Additional issue on side road Tony Jackson to arrange site meeting with SD.	TJ
4.7	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>Installation date 5-7th July 2023 Invoice to be paid once complete.</p>	<p>Discussion and actions</p> <p>Bus shelter installed, to be checked on site. PC to send pictures of new shelters and investigate missing end panel.(Westbury bound).</p>	SD
4.8	17-22-9 A350 Longbridge Deverill - pedestrian safety	<p>Pedestrians are finding it increasingly challenging to cross the A350 safely at the busy junction of the George Inn/Petrol station/Sand St junction. The volume of traffic measured by SID from 19/7 to 26/7 heading south averages 8437 per day and from 26/7 to 8/8 heading north averages 8166 per day. As this is a major trunk road there is a high volume of HGVs. This section of the A350 has a speed limit of 40mph.</p>	<p>Discussion and actions</p> <p>New cost estimate £1,710 PC 25% contribution £428 LHFIG 75% Contribution £1283 All agreed - Can be ordered. SD/KP to talk ref: SLOW markings</p>	SD/KP

[Type here]

	Item	Update from previous meeting	Actions & Recommendations	Who
		<p>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</p> <p>Plans agreed and revised Costings complete</p>		
4.9	17-22-11 A3098 Chapmanslade Primary School	<p>CPC in talks with Martin Rose regarding the possibility of creating a lower risk space in village centre near the primary school. MR advised 2 possible solutions on the A road:</p> <p>A) Small abutment of the footway into the road to calm traffic.</p> <p>B) Area of the High St adjacent to the school for a 20mph speed limit during school times.</p> <p>UPDATE: Scheme would require Topographical Survey at an estimated cost of £2000. 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. SD or order topo.</p>	<p>Discussion and actions</p> <p>Topo quote £3050 PC 25% contribution £762.50 LHFIG 75% contribution £2287.50 All agreed topo ordered and be passed to TAOSJ team for progression.</p>	SD
4.10	Waiting restriction review 23/24 Batch 001	<p>TRO consideration</p> <p>Engineer to discuss with TC location, engineer to investigate, design and cost.</p> <p>*17-22-12 Warm Victoria Rd/Grovelands Way DYL *17-22-13 Warm Upper Marsh Rd/Weymouth St DYL *17-22-14 Warm King St/Brook St DYL</p>	<p>Discussion and actions</p> <p>With TRO team for advert.</p>	

[Type here]

	Item	Update from previous meeting	Actions & Recommendations	Who
		*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		
4.11	17-22-22 Warminster Ash Walk Lane-HGV Issues	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. LHFIFG agree contribution of £600 Site to be looked at when officer time allows.	Discussion and actions Initial site visit undertaken, plan and cost required.	SD
4.12	17-22-23 Boyton/Sherrington-HGV Issues	Large vehicles knocking bollards wall and verge. Wants HGVs banned (cannot do as no other access for them) Suggest Road markings/signing looked at. Site to be looked at when officer time allows	Discussion and actions Denise to contact Cllr Newbury regarding issue.	DN
4.13	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 actions Initial site visit undertaken, plan and cost required.	SD
4.14	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 actions No representation from Codford PC to progress issue.	
4.15	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 actions No representation from Codford PC to	

[Type here]

	Item	Update from previous meeting	Actions & Recommendations	Who
			progress issue.	
4.16	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. Update: Site to be looked at when officer time allows. The action to protect its workforce/property is the responsibility of Sydenham's. If they wish to do something within their site, they are free to do so. There is no obligation on the Highway Authority to protect private property from damage. Introducing a barrier won't resolve any potential problem, this would simply result in the barrier being damaged and require regular replacement and repair.	Discussion and actions Can be removed – no further action.	
4.17	17-22-29 Warminster Bradley Road- speeding issues	Request for a 30mph speed limit WTC(TD) to order Metrocount WTC to send metrocount results to SD	Discussion and actions Tom Dommett states metrocount results not received as yet, will forward to SD when ready	TD
4.18	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. SD/BP to speak to Dave T	Discussion and actions SD to speak to DT – New 18t sign to be ordered in new location.	SD
4.19	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.	Discussion and actions Check update with Sarah Jefferies, DN to site new signs.	DN

[Type here]

	Item	Update from previous meeting	Actions & Recommendations	Who
		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		
4.20	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) Works ongoing.	Discussion and actions Complete can be removed from agenda	SD
4.21	17-23-4 Sutton Veny High Street – Footway improvements	Grassed area in front of notice board to be converted to a hard standing and provide a dropped kerb. Land ownership to be double checked Site visit, design and costs for next meeting.	Discussion and actions Cost estimate £4,000 PC 25% contribution £1,000 LHFIG 75% contribution £3,000 All agreed can be ordered.	SD
4.22	17-23-6 Warminster Foreminster Court/Fore St – Railing removal	Railings along Foreminster Court to be removed to enable residents to park on road easier. Railings originally put in for safety reasons. Site to be looked at when officer time allows.	Discussion and actions Initial site visit undertaken, design and costs for next meeting.	SD
4.23	17-22-7 Warminster High Street – Blocked access/Bollards	People parking on DYL and KEEP CLEAR road markings, causing access problems. Bollards requested. Site to be looked at when officer time allows. Possible bollards/Hatching	Discussion and actions Initial site visit undertaken, design and costs for next meeting.	SD

	Item	Update from previous meeting	Actions & Recommendations	Who
4.24	17-23-5 Corsley A362 – Pedestrian crossing	Crossing point by bus shelter dangerous place to cross, narrow footway, high speeds. Request for pedestrian crossing. SD advises unlikely to meet criteria for formal crossing, other improvements to be looked at, narrow footways/gateways etc Site to be looked at when officer time allows.	Discussion and actions Site visit to be arranged to look at crossing area.	SD/PC
4.25	17-23-9 Warminster The Ridgeway – Waiting restrictions	DYL requested in turning circle and turning area sign Site to be looked at when officer time allows.	Discussion and actions Group agreed not to progress this site for DYL can be removed – Andrew Jackson/WTC to speak with Selwood regarding issue.	TJ/WTC
5.	NEW ISSUES			
5.1	17-23-11 – Bishopstrow Village SID post New Sid post meets guidance at Southern end of village, request for new post/location. – Agreed to add to agenda to be look at when officer time allows.			
5.2	17-23-12 – Warminster Norridge View Waiting restrictions Request for DYL at junction of Grovelands/Norridge View consistent parking up to junction reducing visibility. Agreed to add to agenda to be look at when officer time allows. Will form part of Batch 002, Group agreed to contribute £7000 for Batch 002.			
5.3	17-23-13 – Warminster Pampas Road Waiting restrictions Request for DYL in front of properties as causing access issues. Agreed to add to agenda to be look at when officer time allows. Group agreed to contribute £7000 for Batch 002.			
5.4	17-23-14 – Heytesbury Parsonage Farm Road markings Request for SLOW marking approaching Parsonage Farm in attempt to slow vehicles down as poor visibility out of junction. Agreed to add to agenda to be look at when officer time allows.			
5.5	17-23-15 – Heytesbury Cotley Hill Road markings and village gates Request for SLOW marking as you enter Heytesbury from Cotley Hill R/A due to concerns of speeding and village gates to highlight speed limit terminal point. Agreed to add to agenda to be look at when officer time allows.			

	Item	Update from previous meeting	Actions & Recommendations	Who
5.6	17-23-16 – Sutton Veny New sign Request for Give Way sign at junction of Bests Lane/High Street. – Group agrees not to proceed after advice from Highway officers.Can be removed			
5.7	17-23-17 – Chapmanslade Village Hall Lining Request for lining in improve visibility from lane leading out of sports hall/village hall. Agreed to add to agenda to be look at when officer time allows.			
6.	AOB			
6.1	Please make sure Councils use the correct Highway Issue forms, available from the link on the Wiltshire Council Website. Also make sure that forms have had their issues discussed and agreed to be taken forward to LHFIG prior to being sent in. Please also check that the issue hasn't been raised previously and/or already on the agenda, if it is go back to the requester to say the issue has already been raised and do not send the form in to be added to the agenda.			
6.2	Kate had previously sent out meeting dates and request for the whole financial year, I did the same in March for 2023/24, this seems to cause a lot of issues being booked so far in advance so I will send meeting dates out individually for each meeting but the dates for the remaining meetings are: 25 th October 2023 10am 24 th January 2024 10am When you receive a request please accept or decline the meeting request so it goes into your diary and you can join the link from there.			
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 *In meeting Town/Parish will inform LHFIG of the recorded issue and decide if it stays on the agenda to be progressed or removed. *Issue will be looked at when officer time allows.			

[Type here]

	Item	Update from previous meeting	Actions & Recommendations	Who
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>17-22-2 A362 Corsley SID sockets - £876 (LHFIG - £657, Corsley PC - £219)</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 - £1710 (LHFIG £1283, LDPC £428)</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> <p>17-22-11 Chapmanslade Topographical Survey - £3050 (LHFIG £2287.50, CPC £762.50)</p> <p>17-23-4 Sutton Veny Footway - £4000 (LHFIG £3000, SVPC £1000)</p> <p>17-21-16 Sutton Veny SID posts - £1,150 (LHFIG £862.50, SVPC £287.50)</p> <p>17-22-5 Upper Deverills signing improvements - £3,300 (LHFIG £2475, UDPC £825)</p> <p>17-23-12 Warminster WRR Batch 002 £7,000 (LHFIG £5250, WTC £1750)</p>			
8.	Date of Next Meeting 25th October 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.

[Type here]

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 LHFIFG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Warminster Area Board will have a Highways funding balance of **£39,600.30-£13,875 = £25,725.30**

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.