

25th October 2023 Meeting (Microsoft Teams) – MINUTES

	Item	Update from previous meeting	Actions & Recommendations	Who
1.	Attendees, Apologies & Introductions			
	Present	Bill Parks (Chair/WC), Sarah Dearden (WC) Denise Nott (WC) Lee Haine (WC) TonyJackson (WTC/WC) Malcolm Pryor (USPC) Philip Holihead (ChapPC) Sarah Jefferies (HorPC) Jane Bell (ChitPC) Julia Hendrickse (ChitPC) Anthony Potter (BPC) Jamie Fagan (UDPC) Tom Dommett (WTC) Simon Wager (MBPC) Alan Russell (SVPC) Jill Adams (B/SPC) David Ball (CorPC) Nick Barton (SVPC) Vanessa Sturmeay (HeyPC) Kate Plastow (LDPC)		
	Apologies	Andrew Cummings (ULPC) Karungi Grant (CodPC)		
2.	Notes of the last meeting			
		The minutes of the previous meeting held on the 17 th July 2023 were accepted and agreed.	Noted and agreed.	

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3.	Finance			
		<p>Refer to finance sheet for details:</p> <p>Financial Position as of April 2023: Budget for 23/24 = £30,452.00 Plus remaining 22/23 budget of £9147.30 Total Budget Available £39,600.30</p> <ul style="list-style-type: none"> - Julys agreed contributions - Total remaining budget (subject to Area Board approval) = £26,248.63 	Noted and agreed.	
4.	Scheme List			
4.1	<p>17-21-14 (16/8/21) Upton Scudamore, A350 – Bus shelters</p> <p>17-22-8 Upton Scudamore – A350 Bus Shelter</p>	<p>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.</p> <p>Update: Order placed. Costs confirmed as £8,464 LHFIG (75%) = £6,348 USPC (25%) = £2,116 Installation date due 5-7th July 2023 Invoice to be paid when complete.</p> <p>17-22-8 site to be checked ref end panel.</p>	<p>Discussion and action Works all completed on site. Invoicing to be completed when oracle up and running. Can be removed from next agenda.</p>	SD

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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.</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>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 Denise to meet/liaise with PC on locations.</p>	<p>Discussion and action Denise sent location plans to SD. Area board agreed funding, order to be placed.</p>	SD
4.3	17-22-2 (14/01/22) Corsley A362 SID posts	<p>Request for SID sockets at sites that met criteria</p> <p>Update: Metrocount results show 1x site meets criteria for SID/CSW 1x site NFA</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 Denise to meet/liaise with PC on locations.</p>	<p>Discussion and action Denise sent location plans to SD. Area board agreed funding, order to be placed.</p>	SD
4.4	17-22-3 (19/01/22) Corsley A362 horse warning signs	<p>Request for horse warning signs A362 Corsley. 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>Discussion and action Problems with signing deliveries, BP and SD chased. Sd to keep chasing.</p>	SD

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		Update: Works order placed with contractor. Carried over to Milestone new order issued. CHASE.		
4.5	17-22-5 (08/06/22) Upper Deverills Signing Improvements	General traffic problems, speed, volume of traffic etc 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 Action for UDPC to send SD details of final designs. PC agreed plans, needs to be re-costed with Milestone rates.(SD) Final revised plans agreed upon, cost estimate £3,300 PC 25% contribution £825 (TBC Julys PC meeting)-update SD LHFIG 75% contribution £2475 (agreed) Can be ordered	Discussion and action Area board agreed funding, works order to be placed.	SD
4.6	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, 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. Update: KD explained recent correspondence with property owner and damage reported. DN confirmed the illegal wall has been in situ for many years and	Discussion and action Works completed. Arrange invoice. TJ states further issues with HGV's. SD recommends firmer physical solution required. Site visit to be arrange TJ/SD.	SD TJ/SD

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		<p>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. 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. New issue with other side of road, site visit required TJ to arrange.</p>		
4.7	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. Arrange site visit with WC engineer to discuss proposals.</p> <p><i>Plans issued to PC, 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</i></p>	<p><u>Discussion and action</u> Funding agreed by area board, works order to be placed.</p>	SD
4.8	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: A) Small abutment of the footway into the road to calm traffic.</p>	<p><u>Discussion and action</u> Works complete and passed to TAOSJ team. Work to be invoiced. Remove from agenda</p>	SD

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		<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 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>		
4.9	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 *17-22-27 Warm Alcock Crescent 11-16 DYL *Warm Beech Grove DYL *Factory Lane extension DYL With TRO team for advert.</p>	<p>Discussion and action TRO on advert November.</p>	
4.10	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. LHFIG agree contribution of £600 Site to be looked at when officer time allows. Initial site visit undertaken, plan and cost required.</p>	<p>Discussion and action WTC agreed their 25% contribution of £115, LHFIG agreed their 75% contribution of £345. Order to be placed.</p>	SD

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4.11	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 No representative from Boyton/Sherrington at LHFIG. Denise to contact Cllr Newbury regarding issue.	Discussion and action Jill Adams explains problems with HGVs, Jill to send SD more info/location plan of area to be looked at.	JA
4.12	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 Initial site visit undertaken	Discussion and action SD completed site visit and doesn't think there is an easy solution if any, site will be looked at in more detail when officer time allows.	SD
4.13	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 No representation from Codford PC to progress issue.	Discussion and action Group agreed to remove issue from agenda due to no Codford representation at LHFIG for 1+ years	
4.14	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 No representation from Codford PC to progress issue.	Discussion and action Group agreed to remove issue from agenda due to no Codford representation at LHFIG for 1+ years	
4.15	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 Tom Dommett states metrocount results not received as yet, will forward to SD when ready	Discussion and action No action at present, TD to send metrocount data when received .	TD
4.16	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	Discussion and action SD to chase PR for update on new sign being installed as part of the A362 signing route study.	SD

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		relocated potentially. LHFIG agree contribution of £1000. SD/BP to speak to Dave T- New 18t sign to be ordered in new location.	Denise agree to get vegetation cut back.	DN
4.17	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 Unsure of latest SJ to update DN to site new signs.	Discussion and action Location plan received cost estimate to be produced. Can be ordered.	SD
4.18	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. Cost estimate £4,000 PC 25% contribution £1,000 LHFIG 75% contribution £3,000 All agreed can be ordered.	Discussion and action Works ordered, no programmed date as yet.	
4.19	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. Initial site visit undertaken, design and costs for next meeting.	Discussion and action Cost estimate and design completed, WTC to have further communications to decide how to proceed. Update for next LHFIG meeting.	TD
4.20	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 WTC agreed their 25% contribution of £375 and LHFIG agreed their 75% contribution of	

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		Site to be looked at when officer time allows. Possible bollards/Hatching Initial site visit undertaken, design and costs for next meeting.	£1125. Works to be ordered.	SD
4.21	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. Site visit to be arranged to look at crossing area.	Discussion and action Corsley PC agreed their 25% contribution of £375 and LHFIFG agree their 75% contribution of £1125. Works to be ordered.	SD
4.22	17-23-11 Bishopstrow Village SID	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.	Discussion and action BPC agree their 25% contribution of £87.50 and LHFIFG agree their 75% contribution of £262.50. Works to be ordered.	SD
4.23	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.	Discussion and action Added to batch 002	
4.24	17-23-13 Warminster Pampas Road WR	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.	Discussion and action Added to batch 002	
4.25	17-23-14 Heytesbury Parsonage Farm Road Marking	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.	Discussion and action Site visit to look at area concerned. Costs estimate and design required for next meeting.	SD

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4.26	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.-Combine with 17-23-14	Discussion and action Site visit to look at area concerned. Costs estimate and design required for next meeting.	
4.27	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.	Discussion and action Site visit, plan and costs for next meeting.	SD
5. NEW ISSUES				
5.1	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. – LHFIG agreed to add to schemes list to be looked at when officer time allows.			
5.2	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.			
5.3	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.			
5.4	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 list to be looked at when officer time allows.			
5.5	17-23-22 Upton Scudamore Dropped kerbs – No dropped kerbs available at Biss Close makes accessibility for wheelchair/mobility scooters/pushchairs difficult. LHFIG agreed to add to schemes list to be looked at when officer time allows.			
5.6	17-23-23 Heytesbury Greenlands and school – Request for Yellow bus stop markings and waiting restrictions. To be removed TAOSJ scheme			
5.7	17-23-24 Horningsham RoW works - request for RoW equipment 11xOne way ped gates and delivery £3274 LHFIG agreed to add to schemes list-SD to liaise with Paul Millard.			
5.8	17-23-25 Warminster West Street/Vicarage Street speeding issues – 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. TD to order metrocounts in first instance.			

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5.9	17-23-26 Warminster Roman Way Parking issues – vehicles parking opposite entrances on Crusader Park Ind. Est. Parked vehicles causing an obstruction- <i>After discussion it is not advised to implement waiting restrictions at this location, it will simply push the problem up the road and same situation will occur. TD agrees, WTC to contact Motorhome company and politely inform them of the ongoing problems for other businesses. Can be removed from agenda.</i>			
5.10	17-23-27 Warminster Emwell Street Waiting restrictions – request for extension of WR. <i>Added to Batch 002</i>			
5.11	17-23-28 Warminster Upper Marsh Road Waiting restrictions – request for WR and No through road sign <i>WR Added to Batch 002, sign not approved.</i>			
5.12	17-23-29 Chitterne B390 Improvements – Parish Council advised Points A and B on issue form is not a LHFIG issue and advised alternative route. Point C request for horse/Pedestrian sign to be investigated. <i>LHFIG agreed to add Ped/Horse signs to schemes list to be looked at when officer time allows. SD to let PC know of previous communications regarding issue.</i>			
5.13	17-23-31 17-Maiden Bradley- Improvements required into traffic calming buildout (Mere end) due to numerous RTC's causing damage. <i>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.</i>			
5.14	17-23-30 Warminster Area RoW works. <i>£3000 required. LHFIG agreed to contribution and added to list</i>			
6.	AOB			
6.1	Wiltshire Council are changing their finance systems so no invoicing will be done until late November at the latest.			
6.2	Next agenda will be a different layout breaking down schemes into different sections for example, live schemes (order issued awaiting or site work started)/ design and costed schemes/ investigation schemes/watching briefs (to be looked at when officer time allows)			
6.3	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 at your own council prior to be taken forward to LHFIG. 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.			
6.4	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: 24th January 2024 10am on Teams. 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.			

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6.5	<p>A reminder of the LHFIG process</p> <p>*Member of the public/Town or Parish Council want to report an issue, the Highway Improvement request form is filled out</p> <p>*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</p> <p>*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)</p> <p>*WC highway engineer (SD) will add issue to agenda</p> <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.</p>			
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> <ol style="list-style-type: none"> 1. 17-21-14 A350 Upton Scudamore bus shelter replacement (Warminster bound shelter)- £8464 (LHFIG - £6348, USPC - £2116) 2. 17-22-2 A362 Corsley SID sockets - £876 (LHFIG - £657, Corsley PC - £219) 3. 17-22-3 A362 Corsley horse warning signs - £1,200 (LHFIG - £900, Corsley PC - £300) 4. 17-22- WR Review Batch 001 for Warminster LHFIG area - £7,000 (£1,750 contribution distribution TBC) 5. 17-20-16 Warminster Factory Lane/West Parade HGV signing & road markings - £1,000 (LHFIG £750, WTC £250). 6. 17-22-8 A350 Upton Scudamore bus shelter replacement (Westbury bound shelter) - £8464 (LHFIG - £6348, USPC - £2116)Add £2475 7. 17-22-9 A350 Longbridge Deverill Pedestrian safety, signs and lines - £1710 (LHFIG £1283, LDPC £428) 8. 17-22-22 Warminster Ash Walk Lane HGV Sign - £600 (LHFIG £450, WTC £150) 9. 17-23-1 Corsley A362 to A36 Picket Post HGV signing - £1000 (LHFIG £750, CPC £250) 10. 17-22-2 Horningsham Nameplates - £2000 (LHFIG £1500, HPC £500) 11. 17-22-11 Chapmanslade Topographical Survey - £3050 (LHFIG £2287.50, CPC £762.50) 12. 17-23-4 Sutton Veny Footway - £4000 (LHFIG £3000, SVPC £1000) 13. 17-21-16 Sutton Veny SID posts - £1,150 (LHFIG £862.50, SVPC £287.50) 14. 17-22-5 Upper Deverills signing improvements - £3,300 (LHFIG £2475, UDPC £825) 15. 17-23-12 Warminster WRR Batch 002 £7,000 (LHFIG £5250, WTC £1750) 16. 17-22-7 Warminster High Street Bollards and Lining £1500 (LHFIG £1125, WTC £375) 17. 17-23-5 Corsley A362 pedestrian improvements £1500 (LHFIG £1125, CPC £375) 18. 17-23-11 Bishopstrow SID £350 (LHFIG £262.50, BPC £87.50) 19. 17-23-24 Horningsham RoW works £3274 20. 17-23-30 Warminster wide RoW works £3000 			

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8.	Date of Next Meeting 24 th January 2024 10am 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 **£26,248.63**

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.