

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Priority A, B or C
	Marlborough Local Highway and Footway Improvement Group (LHFIG) - Thursday 2nd May 2024 Microsoft TEAMS.			
1.	Attendees and apologies			
	<p>Cllr James Sheppard (Aldbourn and Ramsbury); Cllr Caroline Thomas (Marlborough East); Cllr Jane Davies (Marlborough West); Steve Hind; Mervyn Hall (Marlborough); Kelvyn Shantry (Marlborough); Richard Spencer Williams (Marlborough); Steve Campbell (Chilton Foliat); Sheila Glass (Ramsbury and Axford); Sarah Chidgey (Baydon); Martin Phipps (Savernake); Carys Gregory (Ogbourne St Andrew); Jill Turner (Kennet Valley); Stephen Stacey (Avebury); Lucy Kirkpatrick (Mildenhall); Ben Woodward (Berwick Bassett and Winterbourne Monkton).</p> <p>Apologies Martin Cook; Karen Clay (Aldbourn).</p>			
2.	Introductory Notes			
	<p>The minutes of the previous LHFIG meeting held on the 25th January 2024 can be found via this link:</p> <p>25.01.24 LHFIG Meeting Notes v2.pdf (wiltshire.gov.uk)</p>			
	Comments from the Chair on Local Highways & Footways Improvement Group (LHFIG) arrangements:			
	<p>Reminder Local Highways and Footpaths Improvement Group is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management:</p> <p>Pedestrian improvements: including dropped kerbs, new footways, substantive improvements to existing footways, pedestrian crossings (including assessments).</p> <p>Cycle improvements: new cycle paths, cycle parking / storage.</p> <p>Bus infrastructure: new and replacement Shelters (subject to agreement on future maintenance liability), bus border kerbs, bus stop road markings.</p>			

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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: stiles, 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.

Funds cannot be used for revenue functions, such as routine maintenance schemes or the provision of passenger transport services. As a general rule, an asset should exist at the end of the project, i.e. something new that wasn't there beforehand.

Meeting dates and programme

While we have more budget, funds that are not committed – that is for work completed or orders placed with contractors for delivery within the current financial year – will typically be returned to WC to go into the Substantive Schemes pot. Exceptions will only be allowed when events outside of our control have impacted delivery, although Highways have confirmed that for 22/23, unallocated funds will roll into 23/24 as it was acknowledge resource shortages affected project delivery. Cabinet also confirmed a review will be undertaken after the first 12 months of operation.

This means we must be very clear, when agreeing priorities, which are

- Approved and deliverable/paid for this year
- Approved but need more work so will be developed with a view for delivery in the subsequent financial year
- Not yet approved but have potential to be reviewed when resources are available.

It is less about '5 priorities', so much as identifying which schemes are deliverable this financial year, being mindful of the workload on our officers, else little will ever reach completion.

The advice was that meetings should ideally take place as below, each one 2 to 4 weeks in advance of the Area Board meetings where this group's decisions are ratified.

April: Budget confirmation and budget allocation to projects. Agree projects to be put forward for funding from Substantive bid, ahead of end of submission deadlines.

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

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	<p>October: Progress meeting. 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 are unlikely to be delivered within this financial year.</p> <p>Terms of reference expect town and parish councils to make at least a 20% contribution to the projects that pass through LHFIG. These can be circulated with the notes.</p>			
3.	Financial Position			
	Finance sheet – the updated position is attached.			
4.	Process for logging requests for highway improvement schemes			
	LHFIG requests forms are on the Wiltshire Council website. http://www.wiltshire.gov.uk/council-democracy-area-boards Once completed they should be submitted to the local town or parish council. If agreed the Clerk will send them to LHFIGrequests@wiltshire.gov.uk			
5.	24/25 Prioritised Schemes – nb uncompleted 23/24 priority schemes, unless otherwise indicated, move into 24/25			
	Action - review priority order to help SH manage workload.			
1)	8-20-4 A4 Manton traffic calming	<p>Stage 2 substantive scheme</p> <p>Design and cost to be developed and consideration as a substantive scheme. Project options agreed as</p> <p>Stage 1 – low cost signing and road marking scheme. Stage 2 – design work for new traffic island to the west of Downs Lane, Marlborough name signs and possible location of speed limit. Topo survey agreed to enable design.</p> <p>Stage 1 signing and road markings complete.</p>	<p>Traffic Orders with TRO team to advertise 40mph speed limit extension.</p> <p>Current programme for construction is December 2024 but this may depend on the traffic management method adopted.</p> <p>Action SH to ensure progress with TRO advert process.</p>	<p>Stage 1 - Completed</p> <p>TOPO Survey Completed</p> <p>Stage 2 24/25 Priority</p>

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		<p>Stage 2 substantive bid application submitted.</p> <p>It was agreed that LHFIG would contribute £6000 from the 24/25 budget to the substantive bid. Marlborough TC have approved another £6k.</p> <p>MTC have confirmed proposed traffic island location is acceptable.</p> <p>SH to progress traffic order for extension of 40mph speed limit.</p>		
2)	8-22-9 Marlborough, Cardigan Rd	<p>'No waiting at any time' requested.</p> <p>Works pack with Milestone to be implemented during this autumn. TRO team confirmed operational date for the order is 6th November.</p> <p>Implemented but not complete.</p> <p>Traffic order is operational.</p> <p>MC has requested short length of highway maintenance to enable road markings to be completed.</p> <p>MC to ensure maintenance is undertaken so that lining can be completed.</p>	<p>Works complete.</p> <p>Issue agreed to be CLOSED.</p>	

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3)	8-21-8 Aldbourn – virtual paths	<p>Original request for virtual paths along Farm Lane, entire length of Marlborough Rd, Castle St to Whitley Rd. To replace 18-19-11</p> <p>Safety concerns forwarded to Aldbourne PC. Recommendations to consider 20mph limits.</p> <p>Agreement with PC to progress 20mph limits to the south of the B4192.</p> <p>SH to ensure speed limit report is completed and issued to Aldbourne PC.</p>	<p>Report issued to Aldbourne PC for consideration/ approval to progress. The PC have approved the proposal of installing a 20mph speed limit on all roads south of the B4192. Contribution agreed to £5125 (25% of £20 500 cost estimate).</p> <p>The LHFIF requested to put a hold on progress as there was no representative from Aldbourne at the meeting.</p>	24/25 Priority
4)	8-19-10 Marlborough, Frees Avenue Traffic speed and pedestrian safety.	<p>Linked to item 8-22-2 as a pedestrian safety request in 2 parts - the speed limit and other safety measures</p> <p>Cost of speed limit review £2500. Marlborough TC supported with contribution of £625; £1875 Area Board contribution agreed.</p> <p>Atkins site visit on Sunday 14th November while the rugby club was in operation. Assessment report did not recommend the speed is lowered but does suggest the 40mph speed limit is extended further out of town to Rockley, which will cross into Preshute PC. £4500 costs (advert and implementation). MTC and Preshute have agreed the 25%, £1,125, contribution would be shared £750, £375 respectively (2/3 and 1/3)</p> <p>Advert undertaken. One objection received and to be resolved before scheme implementation can be undertaken.</p>	<p>Following correspondence, objector will not withdraw objection. Cabinet Member Report will have to be written but it will be difficult to justify the reasoning behind the proposal. The scheme implementation cost will be around £4k and it is unlikely to lead to an improvement.</p> <p>The LHFIF fully support progress of the 40mph extension but consider that the extension as far as Rockley as recommended by Atkins is unnecessary.</p> <p>Action SH to write cabinet member report.</p>	24/25 Priority

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		SH to correspond with objector with the aim to get the objection withdrawn. If this is not possible, a Cabinet Member Report will have to be written.		
5)	8-22-17 Chilton Foliat – HGV issues on the B4001	<p>Request to contribute to West Berkshire for implementation of a signing scheme (cost £20K) to reduce HGV issues in Chilton Foliat linked to Membury Trading Estate. 12 signs involved. County line approx. 1m north of village. PC willing to contribute £1250 (25% of £5k considered by Mark McClelland)</p> <p>Level of contribution to be considered/ agreed by LHFIG with any payment made on completion via an invoice and proof of expenditure. Agreement for LHFIG to contribute £5,000 to West Berkshire with 25% from Chilton Foliat PC.</p> <p>West Berkshire Council are now unable to fund due to budget restrictions.</p> <p>Chilton Foliat PC have sent a FOI request to West Berkshire.</p> <p>The PC will now request consideration to prohibit movement of HGV's on B4001. Steve Campbell to send email to SH to clarify request.</p> <p>It was agreed that SH would check feasibility of the request.</p>	<p>It is understood that Freight Management strategy is being reviewed with likely adoption for mid 2025. There will be no mechanism to prioritise freight schemes until then.</p> <p>Action James Sheppard to write to Spencer Drinkwater/ Cllr Nick Holder for clarification.</p>	Financial action only

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6)	8-23-3 Chilton Foliat, bollard	<p>Request for bollard in highway to prevent building damage from traffic.</p> <p>A bollard is not appropriate due to potential ongoing maintenance.</p> <p>Alignment of edge line to be reviewed. Request to consider inclusion of hatching if possible. SH suggestion of reflective marker on the property wall to be considered by PC.</p> <p>Road marking improvements agreed. Reflective stripes requested to be attached to building not agreed but as they will be on private property, the owner can install.</p> <p>SH to arrange for road markings to be implemented.</p>	Order for road markings submitted to Milestone.	24/25 Priority
7)	8-23-4 Marlborough, Kennet Place	<p>Request for residents parking</p> <p>. Request for 8 spaces to have residents parking at night between 6pm and 8am, when free parking is available at Kennet Place and the High Street. Primary aim is to deal with long term parking abuse making it impossible for local use.</p> <p>Recognise will need targeted enforcement early evening/ early morning at least initially and signage for Kennet Place would help.</p> <p>CT to raise Kennet Place Signs with highways. CT To enquire about option for an ETRO.</p> <p>SH has discussed involving Parking Services. Due to operational hours of Civil Enforcement Officers, the</p>	<p>Objections received and Cabinet member report prepared for signing off process.</p> <p>Action SH to inform JS and Marlborough TC when report is signed off.</p>	24/25 Priority

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		<p>proposal is not advised as a realistic solution. Alternative, enforceable solutions have been proposed to MTC for consideration.</p> <p>Requests for checks between 6pm and 8am are not sustainable for Parking Services particularly if this sets a precedent for further similar requests across Wiltshire.</p> <p>MTC agreed to limited public parking Mon- Sun 8am to 6pm 2hours. This is with TRO team to be advertised.</p> <p>Advert – 25th January 2024</p> <p>End of objection – 19th February 2024</p>		
8)	8-23-6 Marlborough, The Parade/ New Rd	<p>Request for 'one way' along The Parade from New Road. Consider between New Road and Stables Court gravel drive access opposite The Lamb Inn.</p> <p>Initial observation is that this will not be possible as vehicles travelling towards New Road will be unable to turn around at a 'No Entry' at Stables Court. Consideration could be given to a 'No Entry' where the road widens near the car parking.</p> <p>Request for initial proposal sketches to be developed for consideration before a detailed topo survey is requested to enable detailed design work.</p>	<p>Site meeting undertaken and parking proposals to be progressed.</p> <p>Priority to be reviewed.</p> <p>Action SH to produce indicative plan showing revised parking and 'No Entry' proposal to enable the TC to gain some local feedback.</p>	

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		<p>Proposal sketch submitted to Marlborough TC. Topo survey will be required to enable detail design if approved by Town Council.</p> <p>LHFIG approve progress of the topo survey to enable the design, if Marlborough TC can confirm decision to continue.</p> <p>Request for topo survey cost estimate undertaken.</p> <p>Town Council request not to order topo survey at present. Further consideration of the parking and waiting restriction layout to be undertaken to ensure vehicles can turn east into the one-way proposal.</p> <p>SH to consider parking and waiting restriction amendments and liaise with RSW.</p>		
9)	8-23-1 Marlborough, 20mph review	<p>Consideration to widen the review area. Review George Lane.</p> <p>SH has sent original 20mph review to JD.</p> <p>MTC to consider list of streets for review e.g., Pewsey Road and George Lane (now the Pedestrian crossing is in place lowering average speeds)</p> <p>SH pointed out that with some of the streets requested, vehicles would not be able to reach 20mph and that 30mph signs have to be installed where the 20mph changes to 30mph.</p> <p>Data collection planned to be complete by the end of January to enable report to be produced.</p>	<p>Report complete. However guidance has recently changed and the report has to be authorised.</p> <p>Government guidance 'Setting local speed limits' has been revised March 2024 and requests appropriate speed limits in the right places.</p> <p>Action JD to discuss with Gareth Rogers (Traffic Engineering Manager).</p>	

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		SH to arrange for report to be progressed.		
10)	8-23-2 Mildenhall, proposed footway	<p>Request for new footway</p> <p>There is LHFIG support recognising efforts Mildenhall PC have gone to raise £10k towards costs. Land is not WC Highways – possibly Ramsbury Estate.</p> <p>Also noted the road closure/diversion etc is a major cost factor and trees may need to be removed.</p> <p>PC to investigate land ownership and seek agreement in principle. It is understood land is owned by Ramsbury Estates.</p> <p>Mildenhall PC/ JS to pursue contact and legal agreement. Future maintenance to be established.</p> <p>Following the LHFIG meeting, it is understood that Ramsbury Estates support the project in principle. Agreement with Wiltshire Council will be required for either transfer or lease of land.</p> <p>Group request not to progress due to a representative from Mildenhall not in attendance.</p>	<p>PC updated contribution total now £20 000.</p> <p>Agreed to be proposed as a substantive scheme.</p> <p>Action SH to contact legal team to progress land issues.</p>	
11)	8-23-15 Ramsbury, Isles Road	<p>Request for dropped kerbs at Isles Court retirement estate.</p> <p>Owners of Isles Court have agreed to contribute £250.</p> <p>Being investigated, but it is not a straightforward dropped kerb crossing. Site meeting to be arranged between</p>	<p>Site meeting undertaken. Works will have to be undertaken on private land to enable a workable solution. Legal team have been contacted for assistance on the correct way forward.</p> <p>Action SH to ensure scheme is progressed.</p>	

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		Wiltshire Council/ Milestone/ rep from Isles Court and Sheila Glass.		
12)	8-23-16 Marlborough, High Street	Request for restricted day parking in the area of yellow lines adjacent to Nationwide. Clarified that it is the length of yellow lines outside Superdrug to be changed to restricted parking.	Action SH to share proposal with Marlborough TC when complete.	
13)	8-24-03 Marlborough Town Boundary A4 Manton 8-24-04 A346 Postern Hill 8-24-05 A346 Port Hill 8-24-06 A345 Granham Hill	4no entrance sign and gateway arrangements to be one project. Agreed to be prioritised. 100% MTC funding. Agreed to be included on PRIORITY list.	Signs being designed to the traffic signs regulations.	24/25 Priority

6.	Other potential schemes – not yet prioritised			
1)	8-22-10 New Pavement at Chilton Foliat	New raised pavement in Chilton Foliat between Village Hall and current pavement on eastern side to replace the virtual pavement	Dropped kerb complete. It is understood that a small amount of road marking hatch is required. Action Martin Cook to ensure work is completed.	

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		<p>Site meeting undertaken with PC. Possible change to position of dropped kerb and addition road markings.</p> <p>MC has instructed work for dropped kerb.</p>		
2)	8-23-5 Marlborough, Lower Prospect	<p>Request for overnight residents parking (same basis as Kennet Place).</p> <p>Further to the concerns at Kennet Place, MTC to establish the way forward for residents parking requests.</p> <p>To be reviewed once the scheme at Kennet Place has been implemented.</p>	Currently on hold.	
3)	8-23-9 Baydon, Pine Cottage, Aldbourn Rd	<p>Request for dropped kerb and sign to assist wheelchair opposite house.</p> <p>It was discussed that as this is required for the care of a disabled resident, LHFIF is not the correct process. The PC will request assistance through adult care and liaise with JD if necessary.</p> <p>If the Adult Care process is not possible then JD can liaise with MC to enable installation.</p>	James Sheppard to discuss this issue with Chris Clarke and keep Martin Cook informed as it is understood that funding is available for disabled access work through the Area Office.	
4)	8-23-10 Marlborough, London Rd pedestrian crossings.	<p>Request for 2 no improvements to existing crossings including lining refreshment and further carriageway narrowing.</p> <p>Road marking refreshment on maintenance list.</p> <p>RSW pointed out that considerations such as replacement globes also to be considered.</p> <p>1.London Rd between The Parade and George Lane. 2.London Rd at St Margaret's Mead.</p>	<p>Marlborough TC have agreed 25% contribution if this project is prioritised.</p> <p>Following discussion, it was agreed to CLOSE this issue as there are other higher priorities for MTC on the list.</p>	

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		<p>Cost estimate for 6no globes on two crossings is £9500. MTC to raise query with MC on cleaning of existing globes.</p> <p>Action</p> <ol style="list-style-type: none"> 1. MTC to raise query about cleaning existing globes. 2. SH send cost estimate of replacement globes to MTC for consideration. 		
5)	8-23-7 Marlborough, Orchard Rd	<p>Request for Residents Parking.</p> <p>To be reviewed once the scheme at Kennet Place has been implemented and then MTC can establish an overall view on residents parking in the town.</p>	Currently on hold.	

7.	New Requests / Issues not yet reviewed			
1)	8-23-17 Manton A4	Request for sign to 'Preshute Primary school' Not supported for progression at present.	Not discussed.	
2)	8-23-18 Marlborough, Granham Close	Prevent parking in turning head. Not supported for progression at present.	Not discussed.	
3)	8-23-19 A346 Ogbourne St Andrew	Request to improve footway to enable wheelchair access to bus stop from Crawlings Piece. No PC representative in attendance to enable discussion.	Some maintenance would help. Action Martin Cook to consider cutting back verge edges to increase footway width.	

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4)	8-23-20 Marlborough - A346 Port Hill	Request for signing and road markings to reduce speeds to 30mph at the existing signs. Suggestion to consider a 40mph limit in advance. SH to check DfT guidance.	Not discussed.	
5)	8-24-01 Mildenhall, Thicketts Road	Request for 20mph limit No PC representative in attendance to enable discussion.	Further discussion required.	
6)	8-24-02 Marlborough, Stonebridge Cl/ Elcot Lane Junction	Improved road markings/ possible waiting restrictions. Parking close to the junction. TC to discuss with Police and local garage.	Agreed Issue to be CLOSED.	
7)	8-24-07 Ramsbury	Request for whole village 20mph speed limit.	PC currently arranging traffic survey to check speed.	
8)	8-24-08 Marlborough, Barn St	Improve exit visibility from Wye House / signing for road users to warn of approach to hidden vehicle exit.	It was agreed that there was nothing that realistically could be done. Agreed issue to be CLOSED.	
9)	8-24-09 Berwick Bassett and Winterbourne Bassett	Request for 20mph speed limit.	Concern over derestricted speed signs at entrance to Berwick Bassett from the A4361. Action SH to seek advice on possible improvements.	
10)	8-24-10 Ramsbury, Union St	Request for one way.	Not discussed.	

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8.	Other items
1)	Discussion around A4 Overton Hill fatality and West Kennet reduction in speed limit. It was agreed that if possible additional road markings would be included within the resurfacing / patching scheme managed by Atkins to be undertaken this year.
2)	

9.	Date of Next Meeting: 11th July 10am Marlborough Town Hall
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Marlborough Local Highway and Footway Improvement Group

Highways Officer – Steve Hind

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 Marlborough 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, Marlborough Area Board will have a remaining Highways funding balance of £13585.

3. Legal Implications

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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

For information - Highways Responsibilities

Department	Head of Service
Asset Management and Commissioning	Dave Thomas
<ul style="list-style-type: none"> • Asset Management of 4381km of highway infrastructure – condition surveys, records, status • Operate and maintain 80 signal control junctions and 136 signal crossings • Inspect and maintain 981 bridges and structures • Draft, award, and administer all Highways contracts • Operate and maintain 45,000 streetlights • Design & Install new infrastructure (cycle lanes, crossings, collision reduction etc) funding through central budgets and LFIGs • Drainage & Flooding advise and repair. Act as Lead Local Flood Authority • Network Management, permits and inspections (approx. 24,000 permits per year) 	
Highway Operations	Adrian Hampton
<ul style="list-style-type: none"> • Streetscene (Grounds Maintenance, Cleansing) • Parking • Highway and Waste Enforcement • Highway Accesses • Taxi Licencing and inspection 	

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<ul style="list-style-type: none"> • Event Management • Fly Tipping and Abandoned Vehicles - (really positive WTF campaign and successful prosecutions) • Unauthorised Encampments • Planning Section 106 Amenity Funding • Burials and Cemeteries • Depots • Highway Resilience (weather, out of hour highway issues) • Electric Vehicle Charging • Fleet - emerging strategy 	
Local Highways	Chris Clark
<ul style="list-style-type: none"> • Managing Routine Planned and Reactive Highway Maintenance • Delivery of Primary Duties as Highway Authority – Actioning Obstructions, licencing skips Scaffolds. • Undertaking scheduled Highway Safety Inspections (4381KLM) • Assisting with the response to Weather and other emergency operations • Site supervision of development works undertaken as part of Section 38/278 agreements • Management of the Public rights of way Network (6000KLM) Access team . • Tree Maintenance – Including response to Ash Die Back • Updating and responding to enquiries on Definitive Map and Highway records • Acting as the Town and Village Green Authority 	