

MINUTES

Meeting: Warminster LHFIG
(Local Highway Footway Improvement Group)
Place: Virtual meeting via Microsoft Teams
Date: Thursday 7th November 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: 7 th November 2024			
A.	Attendees and apologies			
	<p>Present:</p> <p>Apologies:</p>	<p>Bill Parks Chair/Sarah Dearden WC/Lee Haine WC/Andrew Davis WC/Tony Jackson WC/Pip Ridout WC/Phil Holihead ChapPC/Malcolm Pryor USPC/Anthony Potter BisPC/Kate Plastow LDPC/Tom Dommett WTC/David Ball CorPC/Jamie Fagon UDPC/Jane Bell ChitPC/Simon Wager MBPC/Cllr Fraser WTC/Paul Millard WC/Karungi Grant CodPC/</p>		
B.	Notes of last meeting			
		<p>The notes of the last meeting held on 4th September 2024 were accepted as a true record.</p>	<p>Noted & agreed.</p>	

C. Financial Position			
		Refer to finance sheet for full details: Budget for 24/25 = £30,452.00 - Agreed contributions/amendments - = remaining budget £15,826.50	Noted & 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, LHFIFG 75% contribution £5250 (Agreed), WTC 25% £1750 Works Ordered	Discussion and actions Works started to be completed during November. Can be invoiced and removed when SD complete.

<p>2)</p>	<p>Waiting restriction review 23/24 Batch 001</p>	<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. To be installed November</p>	<p><u>Discussion and actions</u></p> <p>Works to begin on site during November.</p> <p>Can be invoiced and removed when complete.</p>	<p>SD</p>
<p>3)</p>	<p>17-22-23 Boyton/Sherrington-HGV Issues</p>	<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, LHF1G 75% £1031.25 (agreed), BoyPC 25% £343.75. Works ordered</p>	<p><u>Discussion and actions</u></p> <p>Works complete-Bollards to be moved slightly closer to wall. LH to mark out, SD to arrange.</p> <p>Can be invoiced and removed.</p>	<p>LH/SD</p> <p>SD</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. LHFFIG 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. Works ordered awaiting confirmation from Parish Council for spelling of one site.</p>	<p>Discussion and actions Delay due to spelling of one road, PC now confirmed correct spelling and Works ordered and will be completed in the coming months.</p>	SD
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 LHFFIG agreed 75% £1125 Order to be placed Put on hold due to demolition works at No.3 High Street. Update SD when works complete Works can proceed</p>	<p>Discussion and actions Cable in way for bollards, SD arrange for surface mounted bollards to be ordered, lining completed</p>	SD
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 LHFFIG agreed 75% £1125 Works ordered placed awaiting works start.</p>	<p>Discussion and actions Works Complete-Can be invoiced and removed.</p>	SD

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). Works ordered.</p>	<p>Discussion and actions</p> <p>Works marked out HFS imminent (possibly this week) Lining works to follow.</p>	SD
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. Can be invoiced and removed when complete.</p>	<p>Discussion and actions</p> <p>Works complete-Can be invoiced and 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>Ongoing-Safety Audit to be undertaken.</p>	<p>Discussion and actions</p> <p>Safety Audit requested, should be completed by Christmas. Martin Rose heading up scheme.</p>	MR

10)	17-23-22 Upton Scudamore Dropped kerbs	No dropped kerbs available at Biss Close makes accessibility for wheelchair/mobility scooters/pushchairs difficult. LHFFIG agreed to add to schemes list. SD to meet PC- Cost estimate of dropped kerbs £2500 USPC 25% contribution £625 agreed and LHFFIG 75% contribution £1874 agreed. Works ordered. Due on site 9th-15th October.	Discussion and actions Works complete (1 set missing, SD to order)-can be invoiced.	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. – LHFFIG agreed to add to schemes list 2 options given to Parish Council, Option 1 £6826, LHFFIG £5119.50/PC £1706.50 Option 2 £1650, LHFFIG £1238 (agreed in principle) PC £412 (TBC) Works ordered.	Discussion and actions Works complete-can be invoiced and removed.	SD
12)	17-23-29 Chitterne B390 Improvements	Point C request for horse/Pedestrian sign to be investigated. LHFFIG 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. Works ordered.	Discussion and actions Works 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 LHFFIG 75% contribution £2175 agreed. To be progressed Assessment ongoing, surveys ordered	Discussion and actions Group was informed that the site did not meet the criteria for a 20mph speed limit-can be invoiced and removed.	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 LHFIG 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. Works ordered.	Discussion and actions Works complete-Can be invoiced and removed.	SD
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.	Discussion and actions Works 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.	Discussion and actions Works complete-Can be invoiced and removed.	SD
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 Stansby team to be looked at and produce proposals. Total cost of scheme £1081 LHFIG 75% £810.75 Agreed CorPC 25% £270.25 Agreed Can be ordered.	Discussion and actions Works ordered.	
E. Schemes list – LIVE - NO CURRENT ACTION				

1)	Warminster Waiting restriction review batch 002 (min 8 sites required)	<p>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 17-24-11 Warminster Coppice Close 17-24-12 Warminster Fire Station 17-24-13 Warminster Deverill Road 17-24-16 Warminster Victoria Road Ongoing. Summer meeting as cut off for this batch CUT OFF DATE FOR NEW SITES 1st SEPTEMBER 2024. New batch 2 list complete, sites to be checked and plans drawn.</p>	<p><u>Discussion and actions</u></p> <p>Sites to be inspected, designs to be produced and past to WTC/Relevant Councillors for approval prior to TRO legal work. Likely installation end spring/summer 2025.</p>	SD
2)	17-23-20 Corsley A362 speed limit assessment	<p>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.</p>	<p><u>Discussion and actions</u></p> <p>Ongoing, all data received and Speed limit assessment report being produced.</p>	SD
F.	Scheme's list – WATCHING BRIEF			
1)	17-23-19 Upton Scudamore HGV issues	<p>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 (2025/26) due to finances.</p>	<p><u>Discussion and actions</u></p> <p>On Hold until 25/26</p>	

2)	17-23-25 Warminster Town Centre 20mph speed limit assessment	<p>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.</p> <p>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.</p> <p>Cost of 20mph £3100. LHFIG 75% £2325 (agreed) WTC 25% £775</p> <p>Location plan received. Area to be assessed for suitability and completion of full assessment.</p>	<p><u>Discussion and actions</u></p> <p>Locations to be looked at and surveys to be ordered. Send Town Councils location plan with minutes.</p>	SD
3)	17-23-34 Warminster Fore Street- Warning signs	<p>Request for warning signs for play area/pedestrians crossing road.</p> <p>Total cost of sign £400 LHFIG 75% £300 Agreed TC 25% £100 agreed.</p> <p>Can be ordered.</p>	<p><u>Discussion and actions</u></p> <p>Works ordered.</p>	
4)	17-24-01 A350 Longbridge Deverill Village Gates	<p>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) On hold 25/26</p>	<p><u>Discussion and actions</u></p> <p>On hold 25/26</p>	

5)	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 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?	Discussion and actions SD to arrange meeting with new Parish Chair to discuss what PC want looked at.	SD/HPC
6)	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	Discussion and actions Ongoing-off advert, cabinet member report required for consideration. Confirmation of dates and times for the closure is 1 st Feb to 30 th April 5pm-5am	SD
7)	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- to be looked at when officer time allows-Street Lighting guidance required.	Discussion and actions To be looked at when officer time allows. Street Lighting advice required.	SD
8)	17-24-09 Codford Salisbury Road Speeding issues	Resident requests speed bumps to slow down speeding traffic (PC do not support Speed bumps) PC would like other measures to be looked at.- to agenda to be looked at when officer time allows.	Discussion and actions SD to visit site and look at issues	SD
9)	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. Group agreed to add to agenda and pass to Paul Millard for progression	Discussion and actions Paul Millard leading-PC confirm gates are an Improvement rather than maintenance so can proceed. PM to let SD know when complete so invoice and close down	PM

10)	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. Group agreed to add to agenda to be looked at when officer time allows -Liaise with Westbury LHFIFG	<u>Discussion and actions</u> To be looked at when officer time allowed	SD
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G. New Issues				
1)	17-24-17 Codford Green Lane	Parking issues in Codford near The Corner House, Junction of High Street/Green Lane	Discussion and actions Group agreed to add to agenda and to be looked at when officer time allows.	SD
2)	17-24-18 Warminster Deverill Road/Boot Hill	Request for traffic calming measures	Discussion and actions Group agreed to add to agenda and to be looked at when officer time allows. New railings going in soon and vegetation to be cut back by street light to brighten area. TD to order a metro count to gather speed data.	SD LH TD
3)	17-24-19 Weymouth Street	Issues with parked cars causing visibility concerns	Discussion and actions Group agreed to add to agenda in batch 3 of WR and to be looked at when officer time allows.	SD
4)	17-24-20 Smallbrook Road	Issues with speeding vehicles, reduce speed limit and traffic calming.	Discussion and actions Group agreed to remove from agenda. LH confirms vegetation cutting back to help aid pedestrian safety.	SD LH
5)	17-24-21 West Street Warminster	Parking/access issues with parked cars.	Discussion and actions Group agreed to remove from agenda and that the bar marking policy sent to PR for resident to apply for bar marking.(resident pays and maintains)	SD

6)	17-24-22 Routes into Warminster- Congestion	Parked cars causing congestion into Warminster.	Discussion and actions Group agreed no further action, reducing the parking will raise vehicle speeds at this location.	SD
7)	17-24-23 Corsley Whitbourne Moor	Issues with larger vehicles using narrow lanes	Discussion and actions Group agreed to add to agenda and to be looked at when officer time allows.	SD
8)	17-24-24 Corsley High House Farm	Request for cattle warning signs due to cows crossing the road.	Discussion and actions Group agreed to add to agenda and to be looked at when officer time allows. Farm to fully fund signing.	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 at their Town/Parish council meetings so there is clear written evidence/procedure for transparency for the public, 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		
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)		Please see attached information regarding sign installations.		

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 22nd Januray 2025 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 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 remaining Highways funding balance of **£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.