Highways Agenda 30th November 2026 FIN 2
AGENDA ITEM 07a(i) Slow sign Woodrow Road_Redacted 4
AGENDA ITEM 07a(i) Woodrow Road request_Redacted 8
AGENDA ITEM 07a(i) - Traffic Signs Manual - Chapter 5 - Road Markings 10
AGENDA ITEM 07a(i) Extract of Traffic Signs Manual – Chapter 3 - Regulatory Signs 12
AGENDA ITEM 07b(i) Motorbikes through Semington bus gate_Redacted 14
AGENDA ITEM 07b(ii) Yellow Lines at Canal Bridge_Redacted 26
AGENDA ITEM 07b(iii) Yellow lines on Hampton Park West (one side and roundabout) 28
AGENDA ITEM 07b(iii) EXTRACT OF Semington Road WWCT report 16327 -BR-RE-01-v2 with appendices 29
AGENDA ITEM 07c(i)Traffic calming Halifax Road_Redacted 33
AGENDA ITEM 07c(i) Traffic survey Bader Park, Bowerhill December 2021 35
AGENDA ITEM 07c(i) Traffic survey Halifax Road Oct2021 36
AGENDA ITEM 07c(ii) Correspondence re Substantive bid scheme 37
AGENDA ITEM 07c(ii) Member_Briefing_Substantive LHFIG Briefing Note 2026 39
AGENDA ITEM 07c(ii) Proposed dropped kerbs locations in Bowerhill 42
AGENDA ITEM 07d(i) Stile on Top Lane MyWilts report 43
AGENDA ITEM 08a SITE 2 - Herons Court Bowerhill 45

MELKSHAM WITHOUT PARISH COUNCIL
Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web:www.melkshamwithout-pc.gov.uk

Monday 23rd November 2026

To all members of the Council Highways, Footpaths and Streetscene Committee: Councillors: Alan Baines, David Pafford (Council Vice-Chair), John Glover (Council Chair), Martin Haffenden, Mark Harris and Richard Wood.

You are invited to attend the Highways, Footpaths & Streetscene Committee Meeting which will be held on **Monday 30th November 2026 at 7.00pm at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below:

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:
https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=81536304157

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985 Passcode: 070920**. Instructions on how to access Zoom are on the parish council website www.melkshamwithout-pc.gov.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

YOU CAN ACCESS THE AGENDA PAPERS HERE

Teresa Strange
Clerk

Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**

2. **To receive Apologies and approval of reasons given.**

3. **Chairman & Vice Chair of Highways, Footpaths and Streetscene Committee for 2026/27**
   a. To elect **Chair** of Highways, Footpaths and Streetscene Committee for 2026/27

4. **Declarations of Interest**
   a. To receive Declarations of Interest
   b. To consider for approval any Dispensation Requests received by the Clerk and not previously considered.

5. **To consider holding items in Closed Session due to confidential nature**
   Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

6. **Public Participation**

7. **To consider requests for support by the Parish Council including requests for the Local Highways & Footpath Improvement Group (LHFIG) next meeting on 21st January 2027 (deadline 7th January 2027):**
   a. **Woodrow Road**
      i. Request for 'Slow' markings/roundels on Woodrow Road
      ii. Request for a taller post for use with SID2/SID3 on Woodrow Road and Beanacre A350 (4.1m, Ø76mm)
   b. **Berryfield/Outmarsh**
      i. Request to change ANPR/bus gate restrictions to allow mopeds/motorcycles
      ii. Request for additional yellow lines at Canal Bridge
      iii. Request for yellow lines on Hampton Park West (to fill gaps on one side of the road)
   c. **Bowerhill**
      i. Request for traffic calming on Halifax Road
      ii. Dropped kerbs – if not a substantive bid do we want to put them through LHFIG?
   d. **Shaw and Whitley**
      i. Replacement of stile on Top Lane (opposite Spindles)

8. **Local Highways & Footpath Improvement Group (LHFIG)**
   a. To consider the proposed locations of the H-bar marking on Heron's Court
   b. To note that the 40mph speed limit on Lower Woodrow Road will become effective on 14th December 2026

Copy to: All Councillors

Outlook

RE: Slow sign Woodrow Road

From [redacted]
Date Tue 03/11/2026 08:35
To Fiona Dey <office@melkshamwithout-pc.gov.uk>

Hi!
The speed of Woodrow Road is getting ever faster with more & more vehicles using it as a ratrun to avoid the town centre!
I should know as I'm the Team Leader for the Community Speedwatch group.
The speed restrictions you refer to are for Lower Woodrow not Woodrow Road & with no-one to police the new speed will have no effect whatsoever on how fast vehicles travel along it. If the CSW team can't get drivers to slow down along Woodrow Road then the new speed for Lower Woodrow, which has been deemed a complete & utter waste of time & money by the neighbours that I've spoken to, will continue to be driven at the same speed as it is now!
Councillor Alan Baines lives a few houses down from us & should be supporting any ideas that try to lower the speeds along Woodrow Road so I'm very disappointed that he isn't!
SLOW is a just a pot of paint & a bit of time but would make a huge difference to the safety of my family entering & exiting our home!
[redacted]

From: Fiona Dey [mailto:office@melkshamwithout-pc.gov.uk]
Sent: 02 November 2026 15:53
To: [redacted]
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Slow sign Woodrow Road

[redacted]

Thank you for your email regarding speeding concerns on Woodrow Road and your request for a "SLOW" road marking approaching the bend near your property.

The Parish Council appreciates the concerns you have raised and understands why you are worried about vehicle speeds and visibility at this location, particularly given the nature of the bend and the presence of cyclists, horse riders and other vulnerable road users.

A similar request, which I believe came from you, was considered by the Parish Council's Highways Committee on 15th January 2024. Following discussion at that meeting, the Committee recommended that the Parish Council should not support the installation of a "SLOW" road marking at this location. Below is an extract from the minutes for your information.

a) To consider a request for a 'village gate' and 'SLOW' sign painted on Woodrow Road in order to slow traffic down

With regard to the request for a village gate, Councillor Baines highlighted Woodrow Road was not a village and therefore did not quality for such. Also, a village gate would only affect in-coming traffic, noting there was also an issue with out-going traffic speeding as well, having negotiated various traffic calming measures and parked vehicles and coming to a clear bit of road.

It was noted due to concerns of speeding vehicles travelling around a bend and potentially hitting parked vehicles, a request had been received for 'SLOW' to be painted on the road, in order to slow vehicles down before they reached the bend.

Councillor Baines informed the meeting having seen and been contacted by a resident/s regarding irresponsible parking of a vehicle in advance of the blind bend, whereby out-going traffic had to take up position on the wrong side of the road to manoeuvre around it, hoping nothing was coming around the bend, felt, whatever speed the approaching traffic was travelling, it was an accident waiting to happen. Therefore,

suggested the answer might be to tackle the irresponsible parking, given the number of offences being committed, including obstruction of the highway, which could be prosecuted.

It was noted there was an unofficial sign in the verge on the approach to this bend warning of a concealed entrance, which probably would be more visible to approaching traffic than slow painted on the road.

Clarification was sought if the request for 'slow' painted on the road met the relevant criteria for such requests.

Councillor Baines confirmed it did not meet the relevant criteria, as such signage needed to be placed adjacent to other road signage, which was not present at the location requested.

Recommendation: Not to support the request for a 'village' gate or 'Slow' signage painted on the road.

Whilst the concerns you have described remain understood and acknowledged, there have been no material changes to the road layout or circumstances since the Committee reached its previous decision. For that reason, the Parish Council does not feel there is sufficient justification to revisit its position at the present time.

However, the Parish Council has continued to pursue measures aimed at improving safety on this stretch of road. In particular, it has supported and requested a reduction in the speed limit on the approach to this section of Woodrow Road from 60mph to 40mph. This has been agreed and it now just awaiting implementation. It is hoped that, once implemented, this change will help to reduce vehicle speeds and improve conditions for residents and other road users.

The Parish Council would like to understand the effect of the speed limit reduction before considering whether any further measures may be necessary. We will therefore review the situation approximately six

months after the new limit has been introduced and will make a note for this matter to be included on a Highways Committee agenda in August or September 2027.

Thank you again for taking the time to contact us and for highlighting your concerns.

Kind regards

Fiona

Fiona Dey

Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
office@melkshamwithout-pc.gov.uk
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Please note: I work Monday through Thursday. I will reply to any messages received on Friday when I return on Monday. For urgent matters, please contact the Parish Clerk at Clerk@melkshamwithout-pc.gov.uk

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news On twitter: @melkshamwithout On Instagram: melkshamwithoutpc

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From: [redacted]
Sent: 31 October 2026 17:12
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Slow sign Woodrow Road

Hi!
Hope you're well.
Can you please pass this on to whoever needs to see it.

We live on the blind bend of Woodrow Road [redacted]
Driving out of our property we take our lives in our hands every time as the speed of the road is increasing dramatically, even though it's a 30mph area.
Cars coming from Lacock can't see our entrance & the number of times cars have screeched to halt because they're going way too fast & suddenly see us having just exited our property.

We've been here for seven & a half years. When we first moved in we put a sign in the verge just before the corner by our house stating that there could be stationary vehicles around the corner & to slow down. No-one has ever taken any notice of the sign. The first sign was damaged & taken down by someone, the same with the second sign & having cut the grass on the verge yesterday we found the third sign has also been smashed up & the post removed!
We need to have SLOW painted on the road just before the blind corner please. Horses & cyclists use this road & they're also in danger of being hit by vehicles speeding around the bend.
This is an accident waiting to happen & one of our family could be killed or seriously injured by one of these vehicles hitting our cars.
Thank you

[redacted]

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Outlook

[redacted]

From [redacted]
Date Sat 21/11/2026 08:43
To Fiona Dey <office@melkshamwithout-pc.gov.uk>

FAO Fiona Dey

Hi!
We have had a ditch along the roadside next to our property re-dug, which was organised by Stuart Renfrew.
Both him & a couple of the workers had a couple of close calls with speeding motorists coming around 'our' bend whilst doing the job.
Please see his email which supports both marking 'our' bend & also along the road.
Maybe you'd like to come & see for yourself what we have to put up with on a daily basis?
Kind regards
[redacted]

From: Stuart Renfrew [mailto:Stuart.Renfrew@wiltshire.gov.uk]
Sent: 20 November 2026 15:38
To: [redacted]
Subject: RE: [redacted]

Hi [redacted]

I'll pass on your thanks to the chaps involved and hope to get out and take a look early next week.

To be honest I get into conflict with speeding vehicles most days though I do think there may be a case for 30mph roundels, along that stretch of Woodrow Road, right out to the last properties before New Road. If you haven't already e-mailed Melksham Without Parish Council to request additional safety markings to highlight the 30mph, and your bend, then that could prove worthwhile.

Their Councillors would need to agree with the suggested improvements and then present them to the LHFIG for funding and approval. Though it would be an additional maintenance headache for me, I would still support the markings as it is clear to me that few, if any, motorists respect the speed limit beyond your property.

Good Luck !

Stuart.

Stuart Renfrew
Technician

Local Highways |Highways & Transport
Wiltshire Council | 36 Lancaster Road |Bowerhill | Melksham
Wiltshire | SN12 6SS

T. 01225 712814 | 07867 504803
E-Mail : stuart.renfrew@wiltshire.gov.uk
Web : www.wiltshire.gov.uk

From: [redacted]
Sent: 20 November 2026 13:39
To: Stuart Renfrew <Stuart.Renfrew@wiltshire.gov.uk>
Subject: [redacted]

Hi!
Thank you so much for arranging the clearing of the ditch. We really appreciate it.
I understand there was a vehicle that came very close to you while speeding around our bend. The workmen also suffered from nearly being knocked over by the speed of the vehicles. If you could pass this onto whoever needs to know in the highways department please as my several requests for SLOW to be painted on the road have been denied.
Thanks again
[redacted]

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Traffic Signs Manual

CHAPTER 5

Road Markings

2018

11.1 General

11.1.1. This section contains guidance on the use of the following markings:

a) SLOW (other than the cycle marking) (see **11.2**)
b) HIGH VEHICLES (see **11.3**)
c) KEEP CLEAR (see **11.4**)
d) LOOK LEFT / RIGHT (see **11.5**)
e) vehicle separation markings (see **11.6**)

11.1.2. For guidance on “NO ENTRY” and “PLAY STREET” markings and the “SLOW” cycle marking, see Chapter 3. Guidance on the formation of words, including the elongation of characters can be found in **11.7**.

11.2 Slow marking

11.2.1. The Regulations prescribe the word “SLOW” for use on the carriageway as diagram 1024 (S11-4-15, see **Figure 11-1**). It is prescribed in two sizes; 1600 mm intended for use where the speed limit is 40 mph or less, and 2800 mm where the speed limit is greater than 40 mph. The smaller sizes, prescribed as diagram 1058.1 (S11-4-31) are for use with cycle facilities (see Chapter 3).

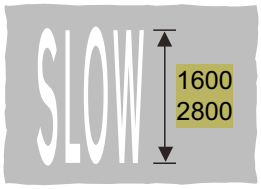


Figure 11-1 Diagram 1024 (S11-4-15)

11.2.2. Although the marking may be used alone, it is most effective when it complements a warning sign so that drivers are told why they need to slow down. The marking may be used with advance signs giving warning of STOP and GIVE WAY but not to supplement the GIVE WAY sign itself, for which the triangle marking to diagram 1023 (S9-6-4) is prescribed (see Chapter 3).

11.2.3. Discretion should be exercised in the use of the marking to ensure that its impact is not reduced through proliferation. At particularly hazardous situations, e.g. on the approach to a bend at the end of a long straight section of high speed road, the marking may be repeated to give added emphasis.

11.3 High vehicle markings at arch bridges

11.3.1. All bridges with a headroom of less than 16' 6" should be clearly signed (see Chapter 4 for the signing of arch bridges). Road markings, together with appropriate warning signs, can be used in the case of arch bridges to guide higher vehicles to the centre of the road, where the clearance may be greater than at the outside edges.

11.3.2. The “HIGH VEHS” road marking to diagram 1024.1 (S2-4-4, see **Figure 11-2**) is prescribed for use at arch bridges; the arrow that forms part of the marking is identical in shape to diagram 1014 (S11-4-14). High vehicles should be guided through the highest part of the arch

Traffic Signs Manual

CHAPTER 3

Regulatory Signs

2019

and 1500 mm above the carriageway alongside (see Chapter 1). It is recommended that speed limit signs should not be mounted at heights less than 1500 mm, particularly where vehicle spray is likely to soil the sign. Where speed limit signs are erected above footways, a minimum headroom of 2300 mm is recommended, with 2100 mm as an absolute minimum. A clearance of at least 2300 mm should be maintained over a cycle track or a shared cycle / pedestrian facility. Except where necessary to improve visibility of the sign, e.g. over the brow of a hill, or to accommodate a second sign on the same post, signs should not be mounted at heights greater than this. See also **1.10**.

8.18 Road markings

8.18.1. The road marking roundels shown in diagram 1065 (S10-2-9, see **Figure 8-22**) may be used to supplement upright signs, or on their own as repeater signs or traffic calming features in 20 mph zones. The road marking roundel must not be used on its own where a speed limit commences; if provided it must be used in conjunction with an upright terminal sign to diagram 670, 674, 675A or 676 (Schedule 10 General Direction 5). As with the upright sign, the marking must not be used as a repeater on a lit road subject to a 30 mph speed limit (Schedule 10 General Direction 2). The larger marking should be used at the start of a speed limit if approaching traffic is subject to a limit higher than 40 mph, otherwise the smaller size should be used. The size of repeater markings should be appropriate to the speed indicated, with the smaller roundel being used where the limit is 40 mph or less.

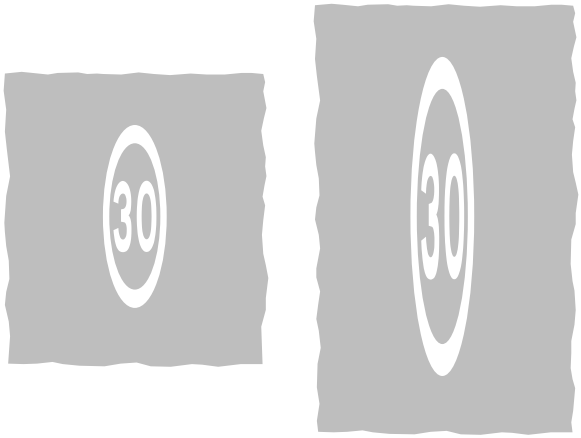


Figure 8-22 Diagram 1065 (S10-2-9) Road marking indicating maximum speed limit (Alternative sizes)

8.18.2. The Regulations prescribe two different module lengths for hazard warning lines (diagrams 1004 and 1004.1; S11-4-2 and 3 respectively), lane lines (diagrams 1005 and 1005.1; S11-4-4 and 5 respectively) and centre lines (diagrams 1008 and 1008.1; S11-4-6 and 7 respectively). The shorter modules (diagrams 1004, 1005 and 1008) are generally used where the speed limit is 40 mph or less. The longer modules (diagrams 1004.1, 1005.1 and 1008.1) should be used where the speed limit is greater than 40 mph. This also affects the size of road marking arrows, lane destination markings etc. However, there is no mandatory requirement to use the different sizes of longitudinal road markings in accordance with the prevailing speed limit. This removes any doubt about the legality of existing markings should they need to be changed as a result of imposing a new speed limit (e.g. old limit 50 mph, new limit 40 mph). Care should be taken to ensure that the appropriate longitudinal road marking modules are eventually used; any changes to the markings should normally be made when convenient, e.g. during road maintenance. Further guidance on the use of road markings is given in Chapter 5.

Outlook

Fw: Penalty Charge Notice Enquiry

From Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Date Fri 20/11/2026 08:13
To Fiona Dey <office@melkshamwithout-pc.gov.uk>

For next Highways agenda

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Friday, November 20, 2026 08:12
To: Tekla Clerk <clerk@semingtonparish.gov.uk>
Cc: [redacted]ndrew Griffin <andrew.griffin@melksham-tc.gov.uk>
Subject: Fw: Penalty Charge Notice Enquiry

Good morning Tekla
Please see below which I hope is explanatory.
I may see you later this morning so we can have a quick catch up!
Kind regardsTeresa

From: [redacted]
Sent: Friday, November 20, 2026 05:18
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; andrew.griffin@wiltshire.gov.uk <andrew.griffin@wiltshire.gov.uk>
Subject: Re: Penalty Charge Notice Enquiry

Hi Teresa,

Many thanks for the response. I'm content with the logic, and now asking for it to be reviewed and consider extending access to motor scooters and bikes on the basis of safety. As you well know the A350 is a significant hazard to motorcycles especially young inexperienced riders.

I really don't see how this will disturb Semmington community as we not talking a 100's of motor scooters or bikes a day zooming down through the village. They are not loud bikes and I can honestly say my wife's hairdryer is louder. Even though I think they probably already have an issue with e-scooter, e-bikes and campervan or motorhome driving down there parking for the night!

Please could you pass on my email to the Semmington Parish council.

Kind Rgds

[redacted]

Sent from my iPhone

On 19 Nov 2026, at 21:22, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

Dear [redacted]

As you may be aware, the bus gate forms part of the traffic management arrangements introduced when the former through-route between Semington and Berryfield was closed to prevent Semington becoming a rat run following construction of the Semington Road A350 Bypass.

Unfortunately, over time there was an increasing amount of unauthorised traffic using the route and, in response, an Automatic Number Plate Recognition (ANPR) camera was installed. Whilst the camera is physically located within Melksham Without Parish, it was promoted and funded by Semington Parish Council, with both parish councils agreeing to share the ongoing maintenance costs.

The current Traffic Regulation Order permits only buses, emergency service vehicles responding to incidents, and vehicles associated with fuel deliveries to the Wiltshire Air Ambulance base. The restriction is established through a legal order and exemptions cannot simply be granted on an individual basis.

Whilst Penalty Charge Notices can be challenged in exceptional circumstances and may be cancelled where appropriate, that is not the same as being exempt from the restriction itself. For example, retained firefighters travelling to Melksham Fire Station have previously had to challenge notices and provide supporting evidence of being called out and it being the quickest route, rather than being exempted in advance. Likewise, when the A350 was closed following a serious collision and traffic was directed through the restriction by the police, any notices issued were subsequently cancelled.

If motorcycles were to be permitted to use the route, that would require a review of the existing Traffic Regulation Order. Whilst the matter would naturally be considered in the first instance by Semington Parish Council and Melksham Without Parish Council, the decision ultimately rests with Wiltshire Council as the highway authority. If you are happy for me to do so, I can pass your contact details to Semington Parish Council and arrange for the matter to be discussed at a future highways meeting of Melksham Without Parish Council. For Melksham Without, this would be after Christmas now.

I appreciate this is probably not the answer you were hoping for, but I wanted to give you a practical explanation of the process. There is unfortunately no quick fix. Any amendment to a Traffic Regulation Order would require investigation, consultation and funding, and would need to be considered on the basis of the wider community impact rather than the circumstances of a single individual; albeit I appreciate that you are asking for motorbikes/scooters in general.

With kind regards,

Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

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From: Andrew Griffin <Andrew.Griffin@wiltshire.gov.uk>
Sent: 18 November 2026 21:58
To: [redacted]
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Penalty Charge Notice Enquiry

Hi [redacted]

Thanks for your email, and I apologise for using abbreviations. MWPC is Melksham Without Parish Council, whose area includes Berryfield south wards as far as the canal and Bowerhill, together with Beanacre, Shaw, and Whitley to the north of Melksham. Your best initial point of contact there is the clerk, Teresa Strange.

Their website is www.melkshamwithout-pc.gov.uk and Teresa's email is clerk@melkshamwithout-pc.gov.uk

Regards

Andrew Griffin

Councillor; Melksham Without West & Rural

Wiltshire Council

E: Andrew.Griffin@Wiltshire.gov.uk

[redacted]

Wellbeing Statement I may send emails at odd times but have no expectation of a prompt response.

Please just get back to me when you can within your own working hours. Thank you.

From: [redacted]
Sent: 18 November 2026 21:07
To: Andrew Griffin <Andrew.Griffin@wiltshire.gov.uk>
Subject: Re: Penalty Charge Notice Enquiry

[redacted]

Hi Mr Griffin,

Thank you for your response. Could you clarify who MWPC are so I can set up a conversation with them. Post conversation with MWPC I then reach out to Semmington Parish council and if you can support all conversations that would be greatly appreciated.

Kind Rgds

[redacted]

Sent from my iPhone

> On 18 Nov 2026, at 13:30, Andrew Griffin <Andrew.Griffin@wiltshire.gov.uk> wrote:

Dear [redacted]

Thank you for your emails, and I apologise for not responding sooner.

I appreciate and agree with your frustration at the response from Parking Services. In case you were wondering what it has to do with parking, the quick answer is nothing. However, they do have the systems and processes for handling penalty notices, so it is simpler for that team to manage the bus gate situation. Additionally, their reference to Melksham Town Council is disappointing, as they should be aware that the bus gate lies within the area of Melksham Without Parish Council which extends south to the canal bridge.

Though it may seem perverse, the suggestion that a motor vehicle being pushed through the restriction is actually correct in law. There has been an instance where a mobility scooter displaying a registration plate was penalised. It was of a type required to be registered with DVLA and was allocated a registration number but had no obligation to display it.

Going forward, if you think that motorcycles should be exempted, it would be appropriate to discuss with MWPC initially, and I would be happy to support any such request. However, it would likely be argued that allowing all motorcycles to use a route currently closed to them could result in abuse. Semington Parish Council should probably also be consulted. It might be possible to exempt only small capacity vehicles, as I understand the captured registration number is reviewed against DVLA data on vehicle type before a penalty notice is issued.

Regards

Andrew Griffin

Councillor; Melksham Without West & Rural

<image.png>

E: Andrew.Griffin@Wiltshire.gov.uk

[redacted]

Wellbeing Statement I may send emails at odd times but have no expectation of a prompt response.

Please just get back to me when you can within your own working hours. Thank you.

From: Stuart Southan <stuartsouthan@gmail.com>
Sent: 16 November 2026 08:55

To: Andrew Griffin <Andrew.Griffin@wiltshire.gov.uk>
Subject: Re: Penalty Charge Notice Enquiry

You don't often get email from stuartsouthan@gmail.com. Learn why this is important

Good Morning Mr Griffen,

I'm hoping you have manage to read my email. I want to share with you a response from the highways to my query if you push a motorcycle through the bus only zone is ridiculous. I find this very difficult to compare a cyclist riding through the zone when he is a pedestrian pushing a bike. What happens if the bike is broken down and has to push it home. By the response the response they are saying push the bike down the A350, which is more dangerous.

Good morning [redacted]

Thank you for your further email.

For the purposes of the restriction, the scooter would still be considered a motor vehicle while its wheels remain in contact with the highway, even if the engine is switched off and it is being pushed rather than ridden.

Therefore, pushing the scooter through the bus-only section would still be considered a contravention of the restriction in place and could result in a Penalty Charge Notice being issued.

As advised previously, if you would like motorcycles or scooters to be considered for an exemption from the existing restriction, this would need to be raised with Melksham Town Council or your local Councillor in the first instance.

Kind regards

Amy Morgans

Processing Officer

Parking Services

Highways Operations

Wiltshire Council

Monkton Park

Chippenham

SN15 1ER

Tel: 01249 706131

Kind Rgds

[redacted]

Sent from my iPhone

On 12 Nov 2026, at 18:03, [redacted] <stuartsouthan@gmail.com> wrote:

Good Evening Mr Griffin,

I would like to discuss the bus-only zone in Semmington near the Air Ambulance. My 16-year-old son began college this year at Lackham College and recently secured a job at McDonald's in Melksham. We secured this position as it was between home and college to facilitate his transition into work immediately after college.

He is the youngest in his academic year, having a birthday on 30 August. This means realistically he would not be able to start driving until approximately 28 February, six months after his 17th

birthday. In the best-case scenario, he would have four months left of college after passing his driving test.

We decided to allow him to obtain a 50cc moped to alleviate the challenges of relying solely on public transport and support his job search. Parents are understandably concerned when allowing a 16-year-old to commute on busy roads such as the A350 between Trowbridge and Lackham College, particularly after hearing of a recent incident where a cyclist was killed by a driver under the influence of drugs early in the morning near Laycock. We are all aware of the challenges drivers face in the morning, including being on autopilot, still asleep, potentially hungover or rushing due to lateness and impatience.

My advice to my son was to ride defensively and find alternative routes to avoid the A350 and reduce the time spent on it, thereby lowering the risk profile. However, as autumn and winter bring ice, wet leaves and damp roads, the country roads are proving to be more hazardous for slipping. This has forced my son to ride on the A350 from Melksham to Lackham. I suggested he cut through Semmington to avoid the section from Semmington Crematorium to Melksham roundabout, thereby reducing the distance on the A350 to half.

My son followed my recommendation to commute via Semmington instead of the A350 to avoid congested sections, reducing the risk during rush hour and at night. We received three penalty notices this morning for using the buses-only section, which is only 40-50 metres max. I understand he used that section and paid the three parking notices. We take full responsibility for not checking the road signs.

I would like to challenge whether this section could be assessed and extended to include motorcycles, primarily scooters, up to 125cc. In Bristol, bus lanes are shared with cyclists and motorbikes. I am approaching this from a safety perspective for young learner riders and to prevent drivers from risking lives through close overtaking due to impatience as they cannot keep pace with traffic. I also saw the benefit for my son to learn how car driver behave, so when he learns to drive he is fully vigilant of motorbikes and cyclists.

It is not that this will increase traffic flow through Semmington if my request is successful, and if it saves at least one life it should be considered. The government is attempting to reduce the NEETS challenge and my son now has a job and commutes to college because the course he wanted was only available at Lackham or Bath. The public transport has not been entirely reliable with some days it was delayed by 40 minutes. This was all successful because he had his own transport and provided him his independence. During the interview stage at McDonalds they were particularly impressed he had his own transportation. This eased my concern as I believed he could travel via Semmington and not the A350.

My ask to you, could you please investigate if the bus only section could be extended to motorcyclists?

I look forward to hearing from you.

Kind Rgds

[redacted]

Sent from my iPad

Begin forwarded message:

From: Parking Services <ParkingServices@wiltshire.gov.uk>
Date: 12 November 2026 at 15:11:55 GMT
To: [redacted] Parking Services <ParkingServices@wiltshire.gov.uk>
Subject: Re: Penalty Charge Notice Enquiry

Good afternoon [redacted]

Thank you for your email regarding the bus-only access and your suggestion that motorcycles, particularly lower-powered motorcycles and scooters, should also be permitted to use the route.

Requests to consider changes to the existing access restrictions would need to be raised in the first instance with your **local Councillor or the Melksham Town Council**. They would be best placed to consider your suggestion and determine whether this is something they would wish to take forward.

I would therefore recommend contacting them directly, setting out the safety concerns and reasons you have explained below.

Kind regards

Amy Morgans

Processing Officer

Parking Services

Highways Operations

Wiltshire Council

Monkton Park

Chippenham

SN15 1ER

Tel: 01249 706131

From: [redacted]
Sent: Thursday, November 12, 2026 14:58

To: Parking Services <ParkingServices@wiltshire.gov.uk>
Cc: [redacted]
Subject: Penalty Charge Notice Enquiry

[redacted]

Good Afternoon,

I am writing in relation to PCN WN90104255,WN90104459, WN90104211, which have all been paid.

Please could you provide a POC who I can discuss about amend the Bus only access and extend to Motorbikes please?

The reason is because the owner of the bike is my son who is 16 and is ride a 50cc scooter. He has only just started riding and learning how to ride safe with the current road user behaviours to motorcyclist especially slow bikes. My son is a Lackham college and has recently go a job a McDonalds in Melksham. The road that leads to both location from Hilperton are fast, busy and dangerous roads. I've encouraged him to ride safe and defensive riding but sometimes accidents do happen on the A350 with recent death from car drivers hitting cyclists.

So my challenge is why is the access only to Buses and why cannot it be extended to motorcyclists?

By extending to motorcyclists especially slow bikes that travel a max speed of 28MPH is establishing safety rather than routing them down the A350 increasing their risk to life.

I look forward to hearing from you.

Kind Rgds

[redacted]

Sent from my iPad

Outlook

Re: Yellow lines at Canal Bridge, Semington

[redacted]
Date Thu 20/08/2026 11:44
To Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc Fiona Dey <office@melkshamwithout-pc.gov.uk>

Thanks Teresa,

Just a thought - is it too late to ask that the double yellows still to be painted opposite Bridge House are extended a further 25 metres north to join the double yellows now painted across the entrance to the property opposite us?

I ask because even when the double yellows shown on the map you sent are completed, we will still struggle to get out of our yard safely. Buses will still be on our side of the road as they pull out to avoid parked cars when heading north. This leaves us having to inch forward while looking in both directions for speeding buses as we exit our yard, which has resulted in a few near misses.

I appreciate this might be difficult but thought I'd ask anyway.

Thanks
[redacted]

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 14 August 2026 14:28
[redacted]
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: RE: Yellow lines at Canal Bridge, Semington

[redacted]
This is the response I have just received from Wiltshire Council highways.....

-----Original Message-----
From: [redacted]
Sent: 14 August 2026 14:03
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: Re: Yellow lines at Canal Bridge, Semington

Thanks Teresa for a super quick reply. The map confirms my understanding that the job is incomplete, so thanks for sharing that and for chasing the issue up.
Best wishes and enjoy your hols.
[redacted]

Sent from my iPhone

> On 14 Aug 2026, at 11:43, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:
>
> [redacted]
> I do remember you, it's taken an inordinate amount of time to get this done - the legal bit, and then the paint.
> I think it should be as attached.
> I will chase it up. I am on holiday next week, so have copied in my colleague who will be able to give you update if I don't hear back today.
> All the best, Teresa
>
> Teresa Strange
> Clerk & Responsible Financial Officer
> Melksham Without Parish Council
> First Floor
> Melksham Community Campus
> Market Place, Melksham
> Wiltshire, SN12 6ES
> 01225 705700
> www.melkshamwithout-pc.gov.uk
>

> Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.
>
>
> Want to keep in touch?
> Follow us on facebook: Melksham Without Parish Council or Teresa
> Strange (Clerk) for additional community news On X: @melkshamwithout
> On Instagram: melkshamwithoutpc On LinkedIn: Melksham Without Parish
> Council
>
>
>
> This email and any attachments to it are intended solely for the use
> of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found HERE.
> We do not guarantee that any email is free of viruses or other malware.
>
>
>
>
>
> -----Original Message-----
> From: glen watson [redacted]
> Sent: 14 August 2026 11:29
> To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
> Subject: Yellow lines at Canal Bridge, Semington
>
> Hi Teresa,
>
> It's been a while, but you may remember me making the case to the parish council for parking restrictions at Canal Bridge, Semington.
>
> Double yellow lines have now been painted but not opposite the entrance to my property. I still struggle to get in and out sometimes due to parked vehicles and buses speeding by on my side of the road in both directions. I believe the intention was to paint continuous double yellows on the west side, north of the bridge past my yard entrance. There are still markings on the road and pavement indicating this and when I spoke to the man painting the lines he said he'd come back and complete the job when the parked cars had moved. That's tricky, as there's always cars and vans there. He hasn't been back yet.
>
> Yesterday, I saw a prime example of why this is still needed when the X34 bus crashed into a white van parked opposite my property, causing significant damage to both vehicles.
>
> I would be most grateful if you could find out what the plan is for Wiltshire Council completing the yellow lines job.
>
> Many thanks
> [redacted]
>
> Sent from my iPad
> <Map Schedules.pdf>

Virus-free.www.avast.com

Outlook

Re: Melksham Area Board - LHFIG Notes

From Martin Haffenden <martin.haffenden@melkshamwithout-pc.gov.uk>
Date Mon 03/11/2025 13:56
To Fiona Dey <office@melkshamwithout-pc.gov.uk>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Anne Sullivan <anne.sullivan@melkshamwithout-pc.gov.uk>; Chris Griffiths <chris.griffiths@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>; John Glover <john.glover@melkshamwithout-pc.gov.uk>; Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>; John Doel <john.doel@melkshamwithout-pc.gov.uk>
Cc Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

I see that Councillor Hubbard has raised concerns about the waiting restrictions proposed at Hampton Park West by the Highways Committee and as a result this item is on hold.
I would like to stress my frustration at this mis communication as it appears the request has been be misinterpreted by the LHFIG committee. The request was for yellow lines to be completed along one side of Hampton Park West and also at the roundabout to stop HGVs parking on both sides of the road at once.
Can this request please be resubmitted so the LHFIG attendees are actually aware of the request as originally intended. Many thanks.

Regards

Martin Haffenden

From: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Sent: Monday, November 3, 2025 9:39:43 AM
To: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Anne Sullivan <anne.sullivan@melkshamwithout-pc.gov.uk>; Chris Griffiths <chris.griffiths@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>; John Glover <john.glover@melkshamwithout-pc.gov.uk>; Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>; Martin Haffenden <martin.haffenden@melkshamwithout-pc.gov.uk>; John Doel <john.doel@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: FW: Melksham Area Board - LHFIG Notes

Dear Highways Committee
For your info.
For approval at Area Board on 12th November.
Regards Teresa

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: Friday, October 31, 2025 14:43
To: Adrian Wasnicki <adriankwasnicki@sky.com>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; phil.alford@wiltshire.gov.uk <phil.alford@wiltshire.gov.uk>; Baker, Dean <Dean.Baker@wiltshire.gov.uk>; Georgina Berry (clerk@bgpc.org.uk) <clerk@bgpc.org.uk>; andrew.griffin@wiltshire.gov.uk <andrew.griffin@wiltshire.gov.uk>; Hayley Bell <ceo@melksham-tc.gov.uk>; nick.holder@wiltshire.gov.uk <nick.holder@wiltshire.gov.uk>; Hubbard, Jon <Jon.Hubbard@wiltshire.gov.uk>; Jonathon Tapper (jontapps@aol.com) <jontapps@aol.com>; Malcome Jones (Steeple Ashton) <emjones49@btinternet.com>; Mary Winterburn (marywinterburn@hotmail.com) <marywinterburn@hotmail.com>; Naomi <greathinton@gmail.com>; Nigel Hall Semington PC <Nigel.Hall37@btinternet.com>; Pat Aves <pat.aves@melksham-tc.gov.uk>; Pat Tucker <pat@keevilparishcouncil.gov.uk>; Robert- Keevil <robert@keevilparishcouncil.gov.uk>; Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>; Rose, Martin <martin.rose@wiltshire.gov.uk>; Sarah Dow <sarah@keevilparishcouncil.gov.uk>; Simon Gough <simon@keevilparishcouncil.gov.uk>; Stokes, Charlie <Charlie.Stokes@wiltshire.gov.uk>; Renfrew, Stuart <Stuart.Renfrew@wiltshire.gov.uk>; Tekla Hicks (Clark semington PC) <clerk@semingtonparish.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Westbrook, Jennie <Jennie.Westbrook@wiltshire.gov.uk>
Subject: Melksham Area Board - LHFIG Notes

Dear LHFIG member,

Please see attached the tracker notes and financial update following the meeting dated 28/10/25

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCMI
Principal Engineer – Traffic Engineering
Highway Asset Management and Commissioning
Wiltshire Council ,
County Hall, Bythesea Road
Trowbridge BA14 8JN

Wiltshire Council

Holistic Review of Semington Road

Technical Note

Melissa Carroll
15/09/2026

Berryfield to Hampton Park Way

South of Berryfield Park, traffic volumes reduce sufficiently for cycling to take place within the carriageway, provided vehicle speeds are significantly reduced.

Walking improvements should continue through widening existing footways wherever possible, aiming for a minimum width of 2.0 m where achievable. Consideration should be given to providing access for properties where there is currently no footway.

Cycling should be enabled through the creation of a low-speed street environment (Quietway), including a 20 mph speed limit, traffic calming measures, Quietway signing and cycle symbol markings.

Crossings should where possible be located on raised tables to act as traffic calming and be located on key desire lines, using materials that reinforce the residential character.

Hampton Park Way

Hampton Park Way has a different character to Semington Road, as it is home to more industrial functions, with higher proportions of HGV traffic creating a less safe environment for active travel.

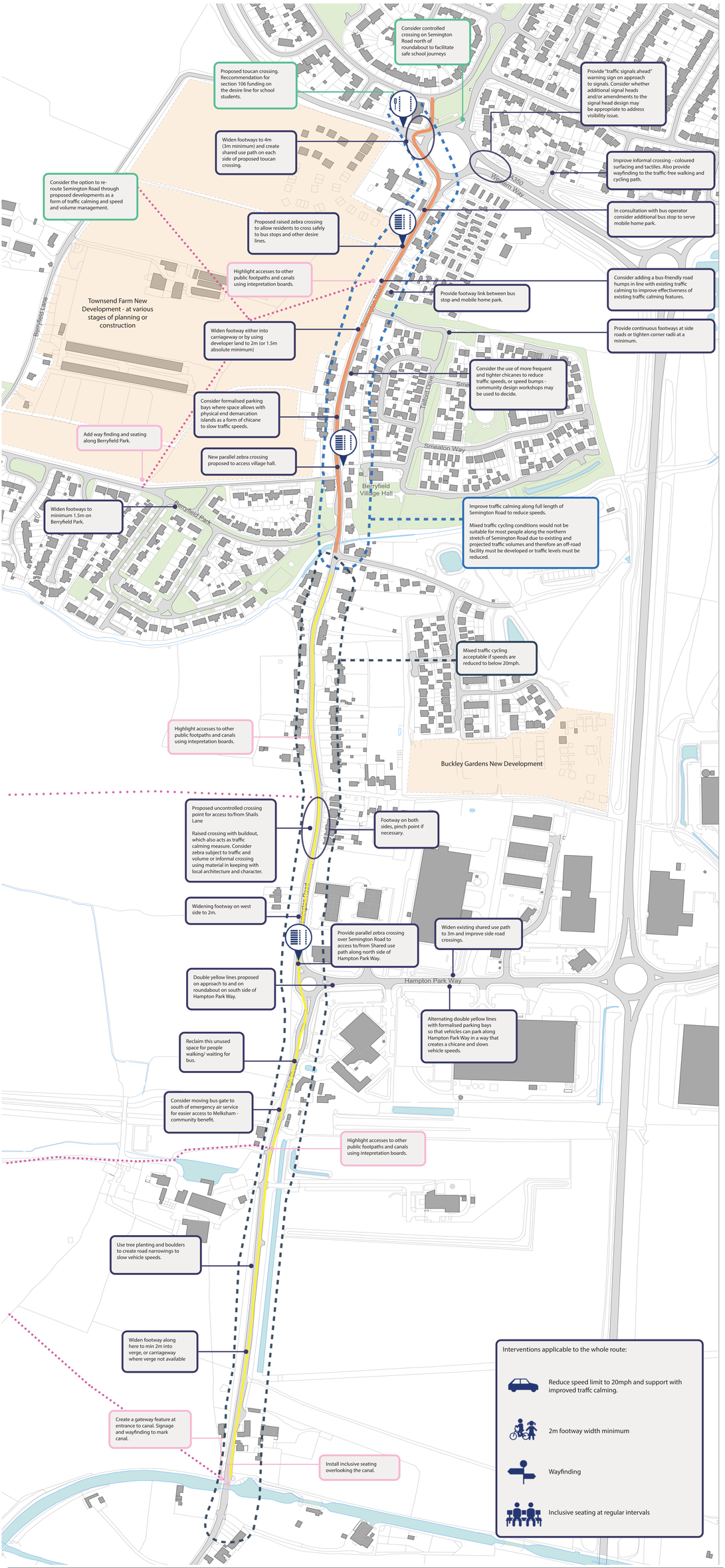
Pedestrian improvements should focus on tightening junction radii (using over-runnable materials if necessary), introducing continuous footways or zebra crossings (depending on traffic volumes) across side roads and improving crossing opportunities on desire lines.

The existing shared-use path should be widened to a minimum of 3m to improve comfort for both pedestrians and cyclists sharing the same path.

Parking should be formalised on alternating sides of the carriageway to reduce obstruction and improve visibility while simultaneously narrowing the carriageway and reducing traffic speeds. Double yellow lines should be installed where parked HGVs currently obstruct visibility on approach to the roundabout.

Longer-term consideration could also be given to replacing the existing Semington Road roundabout with a priority junction if wider network changes are pursued.

Appendix B - Recommendations



Concept key

- Infrastructure
- Strategic/ connectivity
- Placemaaking/ wayfinding/ benches
- Developments at various stages of planning/ construction

Line interventions key

- Parallel traffic-tree cycle route
- Mixed traffic cycling via 'Quietway'

Existing paths

- Public right of way

Icons key

- Install parallel crossing
- Install toucan crossing

Refer to report 16327-ES-RE-01

Walk Wheel Cycle Trust
Formerly Sustrans

Project: Semington Road

Title: Recommendations

Status: FOR INFORMATION

Version: 1.0

Date: 07/08/2026

Outlook

Re: Halifax Road Parking Restrictions Request Update

From [redacted]
Date Fri 21/08/2026 18:39
To Fiona Dey <office@melkshamwithout-pc.gov.uk>

Thank you Fiona for the reply sorry I couldn't get to the meeting.
Is it possible to bring up the need for traffic calming on Halifax road the speeding is terrible I find very vulnerable at the bus stop any car loosing it on that bend will either go through the bus stop any or my front room.
Best regards
[redacted]

Sent from my iPhone

> On 20 Aug 2026, at 14:47, Fiona Dey <office@melkshamwithout-pc.gov.uk> wrote:
>
> Dear [redacted]
>
> I hope you are well.
>
> I am writing to update you regarding your request for parking restrictions on Halifax Road near the junction with Bader Park.
>
> The matter was considered by the Parish Council's Highways, Footpaths and Streetscene Committee at its meeting on 10 August 2026, following the concerns you raised about vehicles parking in the gap between the existing double yellow lines and the difficulties this can create for road users when visibility is restricted.
>
> Following discussion, the committee agreed to support the principle of extending parking restrictions in this area and a request has now been submitted to the Local Highways and Footway Improvement Group (LHFIG) for consideration. The request is expected to be considered at the LHFIG meeting on **10 September 2026**.
>
> If supported by LHFIG, the proposal would then be referred to the relevant Area Board for approval before any detailed design work is undertaken.
>
> It is important to note that waiting restrictions, including double yellow lines, require a Traffic Regulation Order (TRO), which is a legal process involving statutory consultation. Wiltshire Council generally collects a number of waiting restriction requests together before progressing them through the TRO process. As a result, even where a scheme is supported,

implementation can take some time and any new restrictions are unlikely to be introduced before **2027 at the earliest**.

We will continue to monitor the progress of the request and will provide a further update once it has been considered by LHFIG.

Thank you for bringing this matter to the Parish Council's attention.

Kind regards,

Fiona

Fiona Dey
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
office@melkshamwithout-pc.gov.uk
www.melkshamwithout-pc.gov.uk

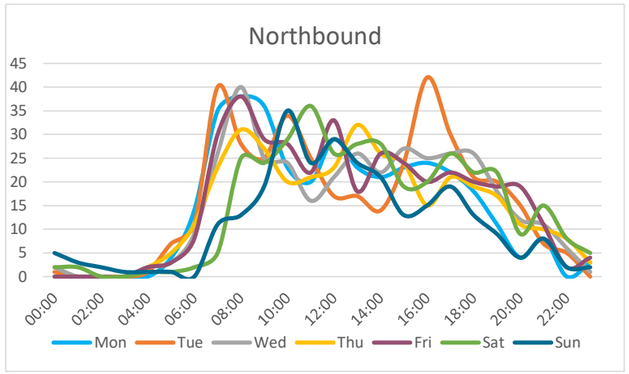
Please note: I work Monday through Thursday. I will reply to any messages received on Friday when I return on Monday. For urgent matters, please contact the Parish Clerk at Clerk@melkshamwithout-pc.gov.uk

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news On twitter: @melkshamwithout On Instagram: melkshamwithoutpc

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We do not guarantee that any email is free of viruses or other malware.

From: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Sent: 03 August 2026 12:14
To: [redacted]
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; nick.holder@wiltshire.gov.uk <nick.holder@wiltshire.gov.uk>
Subject: [redacted]

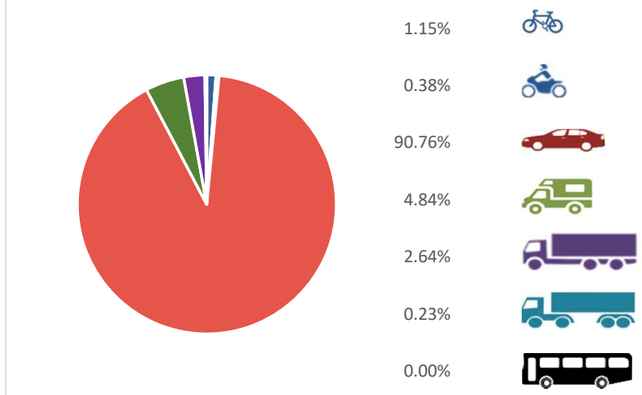
Client:	Wiltshire Council
Project:	4256-MID Wiltshire Winter ATC Batch
Site:	031-024 - Bader Park
Start Date:	01/12/2021
Speed Limit:	30
Easting/Northing:	391363 161650
Lat/Long:	51.35386, -2.12541

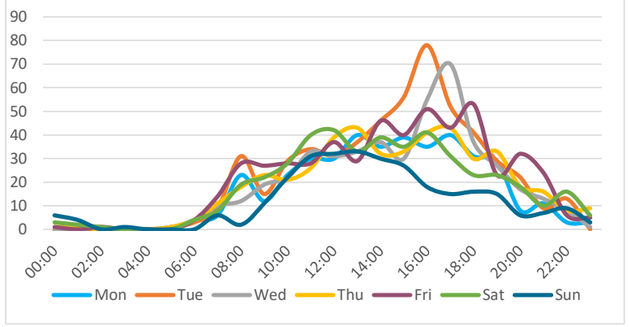


Direction	7-Day Average Speed	7-Day 85th %ile Speed
Northbound	21.0	25.5
Southbound	22.0	26.4
Combined	21.6	26.0
	mph	mph

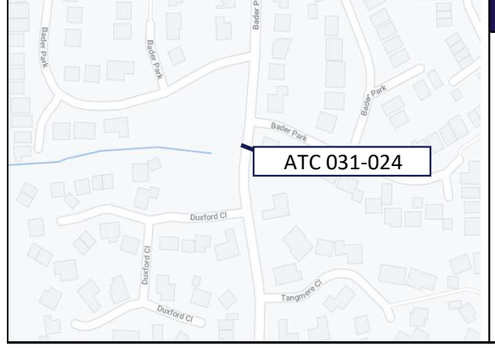


On a 7-day average		
2.2%	0.3%	0.0%
3.6%	0.4%	0.0%
3.0%	0.4%	0.0%
of vehicles are travelling over posted speed limit (PSL)	of vehicles are traveling 10% +2 over PSL (35mph)	of vehicles are 15mph over PSL (45mph)





Direction	Weekday Average Total Traffic	7-Day Average Traffic	Weekly Traffic Total
Northbound	367	352	2464
Southbound	474	444	3109
Combined	841	796	5573

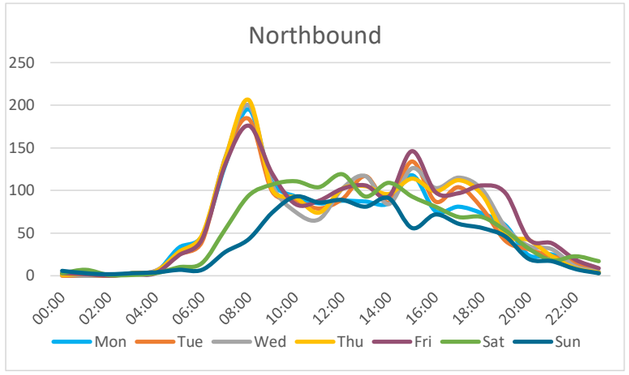


Incidents/Observations
No incidents or observations during the survey period.

Data annotated with '*' denotes when a given time period has been affected by data loss. For a full breakdown of data loss please refer to Data Summary.

Tracsis will retain all personal data relating to this project, including all video images, for a period of 3 months after receipt of this report and all other data files for one year.
If you would like a copy of the personal data or wish for us to retain for a longer period, please do not hesitate to contact us.

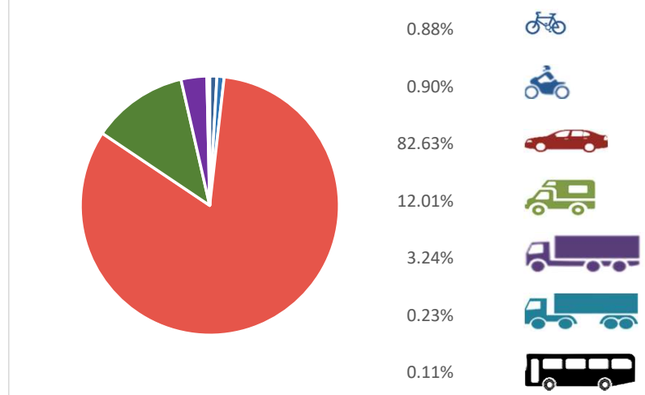
Client:	Wiltshire Council
Project:	4237-MID Wiltshire ATCs Batch 029
Site:	20 - Melksham
Start Date:	12/10/2021
Speed Limit:	30
Lat/Long:	51.35697, -2.12807

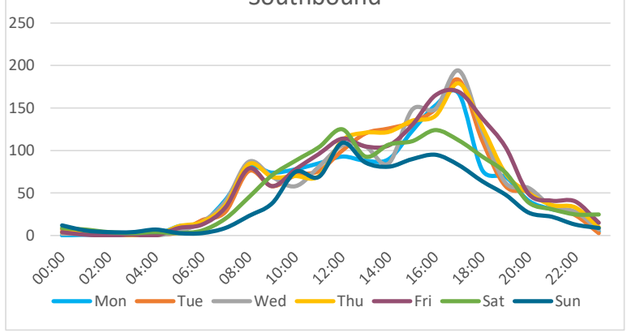


Direction	7-Day Average Speed	7-Day 85th %ile Speed
Northbound	30.6	35.9
Southbound	27.9	33.4
Combined	29.2	34.8
	mph	mph

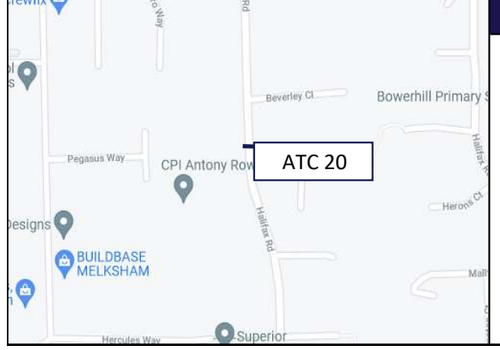
30

On a 7-day average		
55.6%	19.1%	1.1%
36.1%	9.2%	0.5%
46.0%	14.2%	0.8%
of vehicles are travelling over posted speed limit (PSL)	of vehicles are traveling 10% +2 over PSL (35mph)	of vehicles are 15mph over PSL (45mph)





Direction	Weekday Average Total Traffic	7-Day Average Traffic	Weekly Traffic Total
Northbound	1528	1412	9881
Southbound	1461	1373	9608
Combined	2989	2784	19489



Incidents/Observations
No incidents or observations during the survey period

Data annotated with '*' denotes when a given time period has been affected by data loss. For a full breakdown of data loss please refer to Data Summary.

Tracsis will retain all personal data relating to this project, including all video images, for a period of 3 months after receipt of this report and all other data files for one year.
If you would like a copy of the personal data or wish for us to retain for a longer period, please do not hesitate to contact us.

Outlook

Re: Substantive Bid Melksham LHFIG

From Andrew Griffin <Andrew.Griffin@wiltshire.gov.uk>
Date Tue 24/11/2026 13:39
To Martin Rose <martin.rose@wiltshire.gov.uk>; Fiona Dey <office@melkshamwithout-pc.gov.uk>
Cc Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; nick.holder@wiltshire.gov.uk <nick.holder@wiltshire.gov.uk>

Hi Martin

Thanks for your observations on this, though I anticipate that the parish council will be disappointed.

Page 2 of the September 2025 Members' Briefing on the LHFIG substantive scheme states "However, projects that comprise a number of separate but linked elements that form an integral highway improvement will be eligible." I and others thought that a proposal to form new drop kerbs to assist accessibility by mobility-impaired residents to bus routes and other community services within Bowerhill would meet this criterion.

I will avoid any suggestion of bias on my part as chair of the Melksham LHFIG, and leave it to Cllr Holder and the parish council to consider their response.

Regards
Andrew Griffin
Councillor; Melksham Without West & Rural
Wiltshire Council

E: Andrew.Griffin@Wiltshire.gov.uk
☎ **07775 644748**

Wellbeing Statement I may send emails at odd times but have no expectation of a prompt response. Please just get back to me when you can within your own working hours. Thank you.

From: Martin Rose <martin.rose@wiltshire.gov.uk>
Sent: 24 November 2026 09:14
To: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Andrew Griffin <Andrew.Griffin@wiltshire.gov.uk>
Subject: RE: Substantive Bid Melksham LHFIG

Hi Fiona,

The revised guidance for LHFIG substantive schemes was recently issued to elected members.
A copy is attached for information.

Looking at the heading of ‘eligibility’ , (see extract below) I do not think a bid for multiple dropped kerbs across the
Bowerhill estate would qualify, as the locations could be considered as stand-alone sections which could be delivered

in phases over time. Of course there is nothing stopping a substantive bid from being submitted, but it would most likely fall at the
first hurdle. I appreciate this will come as disappointing news

The next best option would be to seek funding through the annual Melksham LHFIG funding allocation for the dropped kerbs.

Eligibility to bid for Substantive Highway Scheme Funding

An Area Board is eligible to bid for Substantive Highway Scheme Funding when the cost of implementing a scheme is estimated to exceed its annual Discretionary Highways Budget allocation.

Schemes that can be achieved within an Area Board's Discretionary Highways Budget, or where it is reasonable and realistic to implement discrete, stand-alone sections in phases over time, are not eligible for Substantive Highways Scheme Funding. However, projects that comprise a number of separate but linked elements that form an integral highway improvement will be eligible.

Each bid must include a local financial contribution to the scheme. This can come from the relevant LHFIG or another source, such as a parish or town council, or be a combination of different sources. In addition, the sum of the local contribution and the bid for Substantive Highways Scheme Funding must cover the full estimated cost of implementing the scheme.

Regards

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Highways Fault? Report it here:
http://www.wiltshire.gov.uk/mywiltshire-online-reporting

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Member's Briefing
Substantive LHFIG Briefing Note 2026

Service:	***Highways Assets & Commissioning***
Further Enquiries to:	***Gareth Rogers***
Date Circulated:	08 October 2026

Background

A Substantive Highways Scheme Fund will again be made available in 2027/28 to enable Area Boards to bid for funding through their respective Local Highways and Footpath Improvement Groups (LHFIGs), to deliver priority transport schemes that exceed their Discretionary Highways Budget.

A two-year design and build programme has been adopted for Substantive Highways Schemes whereby Area Boards submit funding bids in the current year for detail design prior to implementation in the following financial year . As such, the bidding process will take place in 2026 for funding in 2027/28 financial year.

The Substantive Highways Scheme Fund for the 2026/27 financial year will be set at £500,000. Funding to support this is provided through the council's Community Infrastructure Levy, as determined by Cabinet on 15 July 2026.

Mechanism for awarding Substantive Highway Scheme funding

The mechanism used to award Substantive Highway Scheme Funding will be that agreed by the Cabinet Member for Highways and Transport in July 2011.

With this mechanism, competing scheme bids are assessed and awarded funding according to two factors:

- Value for money
- Deliverability

Value for money is the ratio of the cost and benefit of the prospective schemes. Under this system, the benefit is determined from the priority score following assessment under the Scheme Assessment Framework (see **Appendix 1**) and the cost is that which would be borne by the council in implementing the scheme. In this way, the cost/benefit ratio of any scheme is calculated to both acknowledge and stimulate contributory funding from town/parish councils and other external bodies. The scheme assessment framework has

been updated to reflect the council's Local Transport Plan 4 (LTP4), and aligned to its themes of Avoid, Shift, Improve, Support.

Deliverability is an assessment of how challenging a scheme would be to implement within the next financial year considering any technical, legal/procedural, operational, financial and public factors. Schemes are given a 'confidence score' based on these factors.

Appendix 2 sets out the Substantive Highways Scheme bid evaluation formula, incorporating the above value for money and deliverability criteria. It should be noted that the council is looking to fund schemes that are deliverable, and offer the greatest cost/benefit.

Eligibility to bid for Substantive Highway Scheme funding

An Area Board is eligible to bid for Substantive Highway Scheme funding when the cost of implementing a scheme is estimated to exceed its annual Discretionary Highways Budget allocation. This allocation is the budget available to the relevant LHFIG as a sub-group of the individual Area Boards.

Schemes that can be delivered within an Area Board's Discretionary Highways Budget or where it is reasonable and realistic to implement discrete, standalone sections in phases over time, are not eligible for Substantive Highways Scheme Funding. However, projects that comprise a number of separate but linked elements that form an integral highway improvement will be eligible.

Examples of previously successful applications can include substantive infrastructure that supports improved accessibility to areas such as footways, cycleways, pedestrian crossings, pedestrian improvements, or safety related proposals.

Examples of projects that have not been considered eligible are those that combine a large number of discrete elements such as dropped kerbs. Examples of those that have been unsuccessful are typically linked to proposals that only seek to address traffic management concerns.

Each bid must include a local financial contribution to the scheme. The contribution must equate to a minimum of one-third of the annual discretionary funding for the group submitting the application. This can come from the relevant LHFIG or another source, such as a parish or town council, or be a combination of different sources. Securing higher levels of external funding minimises the requirement for Substantive Highway Scheme funding. In addition, the sum of the local contribution and the bid for Substantive Highways Scheme funding must cover the full estimated cost of implementing the scheme.

Schemes that are submitted for bids must have been developed to a stage that demonstrates that the detail design work can be achieved in 2026/27 and the scheme delivered in the 2027/28 financial year, when the funding will be available. Development of a scheme should include (where applicable) topographical surveys, completion of statutory processes, early-stage design and scheme drawing, and detailed cost estimates. The extent of scheme development prior to the submission of a Substantive Highways Scheme bid will depend on the type of scheme being proposed, and advice should be taken from council officers. Schemes submitted without reaching the required development stage will score poorly and are unlikely to secure funding.

The costs associated with scheme development, such as funding of surveys or statutory

processes, from the LHFIG or other sources, can be considered to form part of the contribution to the Substantive Highways Scheme bid.

Area Boards can submit up to two bids per annum, although bidding more than once in the same application window may reduce a community area's chances of success, as the bids would compete against each other.

Bidding process

As part of the recent review of LHFIGs, it was identified that the annual approach to the allocation of funding for schemes considered substantive in nature added additional delay to the delivery of local priorities. As set out in the Cabinet Member decision detailing the outcome of the review, it was agreed that the process could become biannual. It is intended to run two application tranches per year, with submission deadlines in November and May. However, the second application tranche will only be applicable if funding from the first tranche has not been fully attributed to projects.

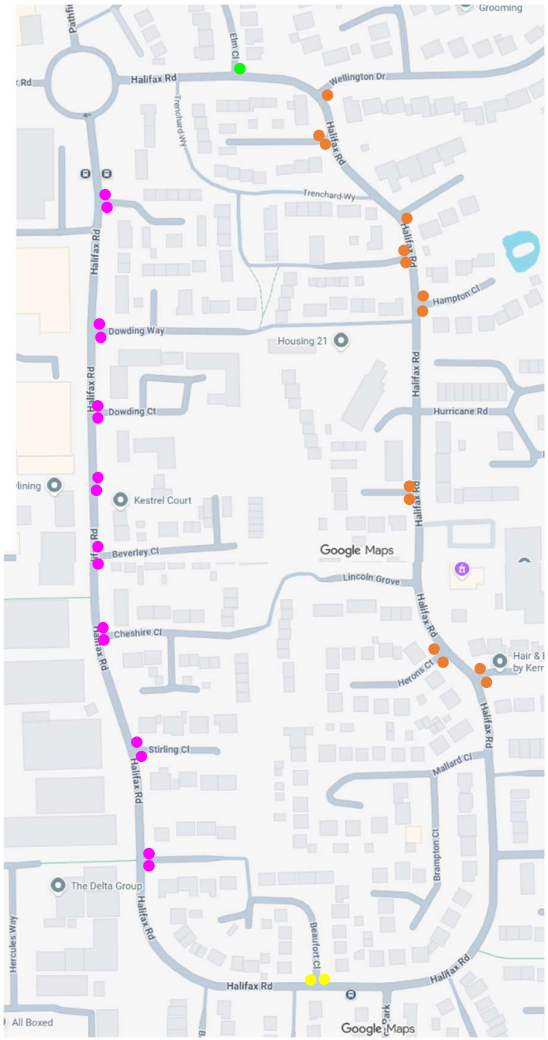
The application form has been updated to reflect the need for the relevant town, parish or city council to identify how the proposal aligns with the criteria attributed to Community Infrastructure Levy (CIL) funding.

Bids should be completed using the enclosed application form (see **Appendix 3**). Part one of the application form is to be completed by the local representative. This can be either the locally elected member or parish, town or city councillor nominated to the group. Part two will be completed by the engineer supporting the group.

Applications should be submitted by Friday 27 November 2026 to the highways officer serving the relevant Area Board LHFIG.

The bids will then be scored in accordance with **Appendix 2. It** is anticipated that a provisional decision on the awarding of funding will be made in February 2027 by the Cabinet Member for Highways and Transport, Street Scene and Flooding.

Proposed Dropped Kerb Locations



<u>Halifax Road East</u>

1,2	Valient Close
3,4	Herons Court
5,6	Gibson Close
7,8	Hampton Close
9	Anson Grove x1
10, 11	Trenchard Way (south roadway to garages)
12, 13	Trenchard Way (north roadway to garages)
14	Wellington Drive x1 (relocate existing dropped kerb)

<u>Halifax Road North</u>

15	Elm Close x1

<u>Halifax Road West</u>

16, 17	Trenchard Way (roadway to garages)
18, 19	Dowding Way
20, 21	Dowding Court
22, 23	Kestrel Court
24, 25	Beverley Close
26, 27	Cheshire Close
28, 29	Stirling Close
30, 31	De Havilland Place

<u>Halifax Road South</u>

32, 33	Beaufort Close

MyWilts:

Type: Public rights of way

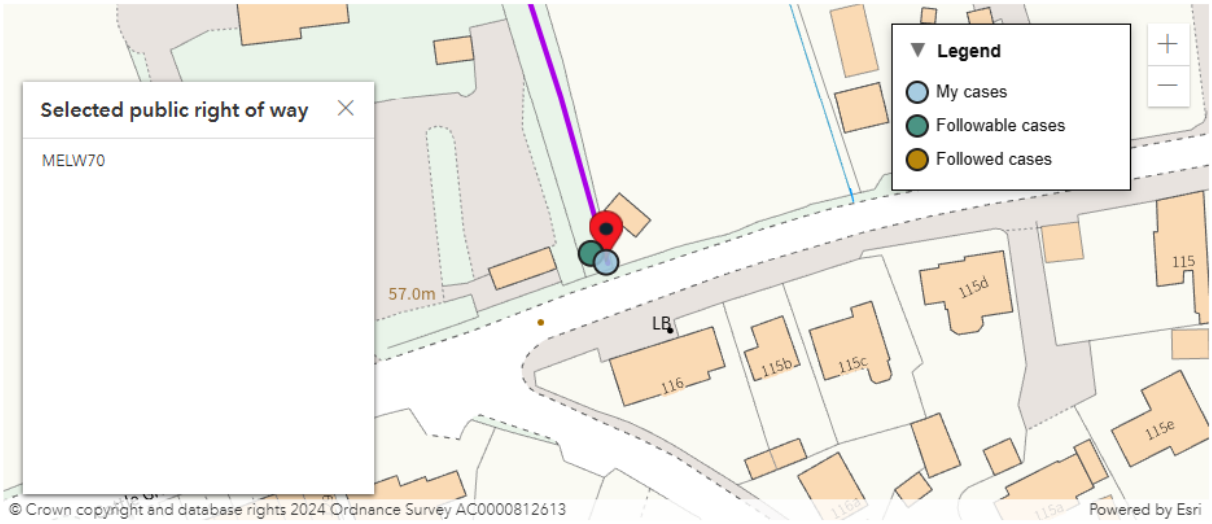
Case number: 00787528

Date submitted: 02/11/2026

Status: Received

Incident date: 02/11/2026

Location



Additional location information, such as landmarks, parish, right of way number, or what3words location (optional)

MELW70 Top Lane, Whitley, PROW stile to the right of Whitley Community Shop/Pear Tree pub and opposite Sprockets Coffee Shop/Spindles Bike Shop

Details:

What would you like to report?: Stile

Very old and not maintained, one resident has reported injury in past and no longer uses.

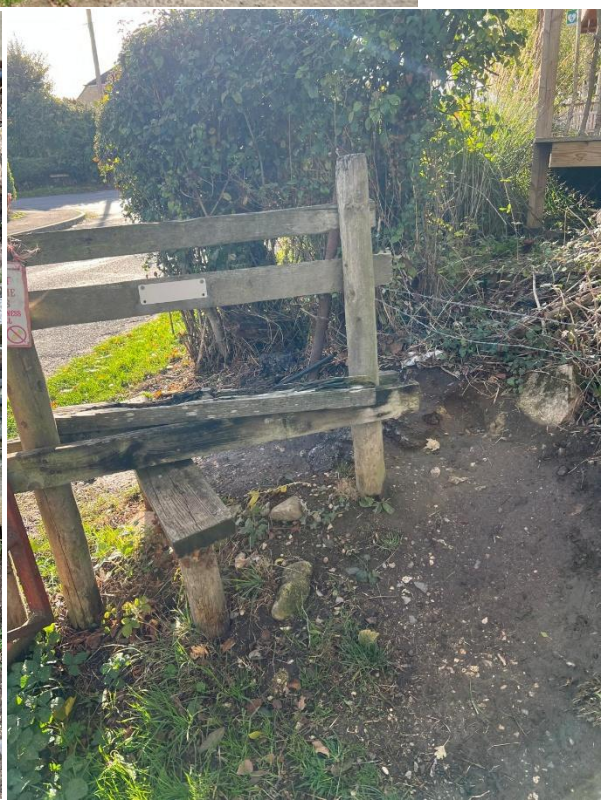
Pretty sure that this is owned by Neston Estate and leased to tenant farmer.

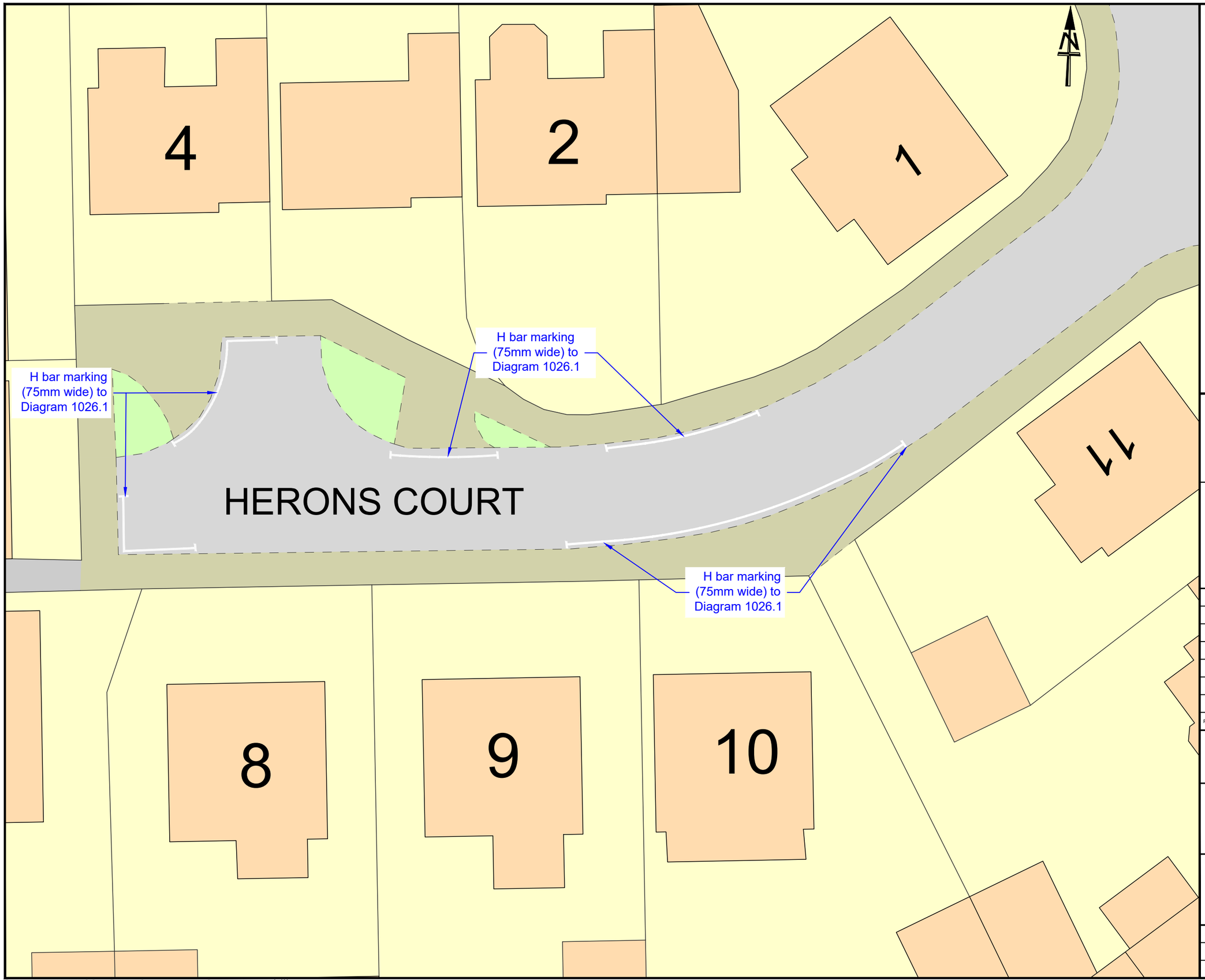
Can we replace with a Kissing Gate - is that through LHFIG?

This is being reported by Teresa Strange, Clerk, Melksham Without Parish Council









NOTES:

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Wiltshire Council (100049050) 2024

Wiltshire Council

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REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION
F					
E					
D					
C					
B					
A					
O	19/11/26	MJR	DMT	GTR	ORIGINAL

DRAWING PURPOSE:

ISSUE

PROJECT:

MELKSHAM LHFIG

AD HOC ROAD MARKINGS 2026/27

DRAWING TITLE:

SITE 2

HERONS COURT,BOWERHILL, MELKSHAM

SCALES:	1:200	SHEET SIZE:	A3
DRAWING No.	2026-177-MR-MELK-D002	REVISION:	0
FILE REF:			