



# Wilton Town Council

## Highways Request Policy

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# 1. Document Control Information

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## Version Control & Approval:

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1.0	March 2026	Policy Published		
1.1	March 2026	Reviewed and updated to accessible format	FC 291	10 <sup>th</sup> March 2026

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# 2. References

There are no sources in the current document.

### **3. Introduction**

- 3.1 The purpose of this policy is to guide Councillors in assessing requests for support from the public for Highways Improvements related to parking, speeding and the anti-social use of vehicles.
- 3.2 Wiltshire Council determine which projects can move forward within the available budgets and taking into account the evidence available.
- 3.3 If the Town Council resolves to support a particular request, this is no guarantee that Wiltshire Council will be able to take action after assessing the relative need and budget available. There are many competing demands across Wiltshire for such interventions and Wiltshire Council officers will determine priorities.
- 3.4 In order for a request to be added to a Full Council agenda for consideration the following points will need to be met:

### **4. Formal Stages: Submitting a Request**

- 4.1 The request must be made in writing using the Wiltshire Council Local Highways Request Form and include the relevant information along with a map clearly showing the area and the exact location of requested interventions.
- 4.2 Written requests must also be accompanied by the name of at least one Town Councillor who supports the proposal.
- 4.3 Requests without the required level of support will be returned to the requester detailing the additional information needed.

### **5. Community Support**

- 5.1 The scheme must be supported by a minimum of 10 named residents over the age of 18, directly affected by the requested measures. For suggested speed tables or bumps etc, these should include the residents who live closest to the site of the tables or bumps. For double yellow lines and other parking restrictions, the 10 should include people who live on the section of road to be affected.
- 5.2 Written requests should detail the names, addresses and contact details of the supporters, in a similar style to a traditional petition.
- 5.3 Where the scheme affects less than 10 adult residents e.g. in a road with few residential properties, the Town Clerk will determine if the request can proceed.

### **6. Speed Related Requests**

- 6.1 Wiltshire Council published a 20mph policy in November 2022, which states: "The Council will evaluate 20mph schemes on a location by location basis". As a guide locations can be considered for 20mph schemes when all three of the following criteria apply:
  - they are in towns or villages where there is a depth of residential development (extensive) and high levels of pedestrian and cycle movement or there is a potential for high levels of pedestrian and cycle movement if a 20mph scheme was introduced; they should not be on roads where the movement of motor vehicles is the primary function.

- where existing mean speeds provide a realistic opportunity for compliance: DfT guidance states that 20mph schemes should be self-enforcing. If the mean speed is already at or below 24mph, introducing a 20mph speed limit through signing alone is likely to lead to general compliance with the new speed limit. Mean speeds above 24mph are likely to require additional traffic management or enforcement measures. Town/parish councils should pay for traffic surveys to take place with the number of surveys required dependent upon the extent of the proposed 20mph scheme. Location of surveys to be discussed with Road Safety Team before taking place to best ensure suitable evidence. To request a traffic survey please email [roadsafetymeducation@wiltshire.gov.uk](mailto:roadsafetymeducation@wiltshire.gov.uk)
- there is significant community support; in assessing community support, the Council should consider residents views to best ensure that there is broad consensus.

6.2 The full DfT guidance will be considered throughout the assessment. The application to Wiltshire Council requires the following information:

- Description of community concern and expected outcome of a 20mph scheme
- Road Hierarchy
- Collision History
- Damage only and Near Miss reports
- Traffic speed data
- Local facilities covered by proposed 20mph scheme
- Evidence of Community Support

6.3 If the Town Council's application is not successful with Wiltshire Council, yet has met the assessment in Wiltshire Council's principles and criteria for 20mph schemes then Wilton Town Council can apply to fund the installation.

6.4 For requests regarding speed related interventions, local residents are requested to operate an active community speed watch for a minimum of 12 months prior to any request being made. This is to demonstrate a clear commitment from within the community. Community speed watch is a proven way for the community to address local speeding issues and can bring about tangible changes in driver behaviour. More information can be found here; [Road safety education - Wiltshire Council](#)

## 7. Key Points for Consideration

- 7.1 A Community Speed Watch team to have been active in the community for a minimum of 12 months unless there is clear demonstrable reason why a Community Speed Watch team cannot be established
- 7.2 Clear demonstrable evidence that there is significant community support
- 7.3 Should physical traffic calming measures be needed, support from Wiltshire Police and Wiltshire and Fire Service is required
- 7.4 All signage and any engineering measures should be erected/constructed using materials compliant with relevant regulations
- 7.5 The requirements of the Road Traffic Regulation Act 1984 must be met so that the 20mph scheme is legal

- 7.6 Full costs of investigation, design and implementation and future maintenance should be met by the town/parish council. Future maintenance being paid for as a single payment commuted sum
- 7.7 There is a risk of abortive expenditure – the Speed Limit Order process includes unavoidable advertising costs associated with the statutorily required period of public consultation. Should objections to the proposed 20mph scheme be received and upheld by Wiltshire Council’s relevant area Planning Board the scheme may not proceed to installation.