



Agenda item 8

For decision: **LHFIG review**

Written by: Chris Stringer, Deputy Town Clerk

Background

Working together, councillors and staff have completed a review of the town council's role in assessing requests made to the Bradford on Avon area Local Highways and Footways Improvement Group, or LHFIG.

We did this after explaining and discussing the reasons for the review at the last Sustainable Travel committee meeting on 23 January 2024.

LHFIGs

[LHFIGs](#) are sub-groups of Wiltshire Council's Community Area Boards.

They were created by Wiltshire Council with the aims of setting priorities for and finding improved solutions to local transport and travel issues such as traffic problems, parking issues and footpaths.

One of the ways they do this is by considering applications from residents requesting changes and improvements to the road network and to paths and pavements.

Requesting changes and improvements

Residents can apply to the Bradford on Avon area LHFIG to request changes and improvements to the highways and footways in the town.

These applications must come to the town council first – and successful applications require support from the town council.

As good practice, we've reviewed the town council's role in this process – and we're proposing some changes to how we assess applications going forward.

New town council process

The most important change is a new eligibility and assessment form for all requests.

- This form will be completed by the group of councillors and staff who look at the request.
- It will be completed after the request has been discussed – and following site meetings and visits to consider what is being asked for.
- The completed eligibility and assessment form will reflect the collective and consensus opinion of the councillors and staff looking at the request.

For eligible requests, the final part of the form will be the group's recommendation(s)

For requests that aren't eligible to be passed to the LHFIG, the final part of the form will explain why the councillor and staff group felt this was the case.





The expected benefits of this approach

This approach will improve the consistency and transparency of our decision making when requests come to the town council.

We're also planning to assess requests twice a year.

By doing this, our decisions can be made more strategically – and we'll be able to manage the council's budget more effectively.

We'll be assessing requests against noted priorities for the town, using criteria taken from documents including the town vision and the Future of Transport report.

Alongside the eligibility and assessment form, we've drafted a new request form that would be specific to the town council – and we've asked Wiltshire Council if we can use this form going forward. (If we can't do this, then we'll simply continue using Wiltshire Council's application form)

What happens next

We'll update the information on our website – including the LHFIG request flow chart – if the new process is agreed to by councillors.

Then we'll test the new approach and the new eligibility and assessment form over the next 12 months.

Appendices

- Appendix A is the draft eligibility and assessment form for applications that come in to the town council.

Recommendation
1. Approve the new process for dealing with LHFIG requests – including the new eligibility and assessment form.