



Wilton Town Council

Environment & Amenities Committee

AGENDA

To all members of the Environment & Amenities Committee.

 The Council Offices
Kingsbury Square
Wilton SP2 0BA

 01722 742093

 [Email the clerk](#)

 [Wilton TC Website](#)

You are requested to attend a meeting of the **ENVIRONMENT & AMENITIES COMMITTEE** to be held in at the **PAVILION, CASTLE MEADOW, CROW LANE, WILTON** on **TUESDAY 21ST SEPTEMBER 2021 at 7.00pm** for the purpose of transacting the following business.

YOU MAY BE ASKED TO WEAR A MASK, so please bring one with you.
Due to Covid19 restrictions, the numbers attending will be limited.

It is hoped to stream this meeting via the Zoom video conferencing platform. Please [click here](#) or use the following access details;

Meeting ID 824 9728 2150

Password 421488

You will be placed in a waiting area so please ensure **arrival before** the start of the meeting.

Community engagement

15 minutes is set aside to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes. Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.

Any resident who wishes to ask a question is advised to email the question to the Town Clerk (clerk@wiltontowncouncil.gov.uk) before midday on the day of the meeting so that it may be read out should access be limited.

Yours faithfully

Clare Churchill
Town Clerk

15th September 2021

EA/23/21	<p><u>Apologies</u> To receive any apologies and to note the reasons provided.</p>	7.15pm
EA/24/21	<p><u>Declarations of Interest</u> (a) To receive Declarations of Interest in matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members. (b) To consider any dispensation requests received by the Town Clerk.</p>	7.16pm
EA/25/21	<p><u>Minutes</u> To approve the minutes of the meeting held on 15th June 2021</p>	7.18pm
EA/26/21	<p><u>Community Engagement</u> To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided.</p>	7.19pm
EA/27/21	<p><u>Grounds Maintenance Contract</u> The current contract has been extended for 6 months and now ends on 31st March. The Tender spec has been agreed but omitted a couple of items, (i) To agree to adding / deleting these items into the specification. To agree to the addition of the contact details form in the specification. (ii) To confirm the questions and scoring system to be used after the tenders have been received. (iii) To confirm the advertising timeline. (iv) To confirm the procedure for scoring the tenders received.</p>	7.30pm
EA/28/21	<p><u>Wishford Road Play area</u> Three tenders were received following the tender process in accordance with Wilton TC procedures, these were considered at the last E&A meeting. Since then a site meeting has taken place and the proposal now needs to be retendered. (i) To confirm the tender specification. (ii) To confirm the questions and scoring system to be used after the tenders have been received. (iii) To confirm the advertising timeline. (iv) To confirm the procedure for scoring the tenders received.</p>	7.45pm
EA/29/21	<p><u>Outstanding matters to be completed by Wilton Men's Shed</u> To confirm the arrangements for the following matters. (i) Repair of the Jetty at Castle Meadow. (ii) Replace the gate and fence to secure the area behind the Pavilion / Men's Shed. (iii) To enclose the gable ends of the salt store behind the Pavilion. (iv) To make a cover (for storage of the demountable) between the two containers.</p>	7.55pm
EA/30/21	<p><u>Highway matters</u> (i) Speed Indicator Device – see attached report (ii) Traffic surveys currently requested. (iii) Location for planters – see attached report (iv) Town Trail – see attached report (v) Minster Street cycle path (vi) Damaged litter bins as reported at Full Council. These have been reported to WC.</p>	8.00pm

EA/31/21	<p><u>Castle Meadow Wildflower Area</u></p> <ul style="list-style-type: none"> (i) Fencing and roping off of the area (ii) Request for a larger information sign. (iii) Request to create a new pond 	8.10pm
EA/32/21	<p><u>Flooding</u></p> <p>To receive an update from the meeting held on. Cllr Primmer. To note the next SW OFWG will meet at 10am on.</p>	8.18pm
EA/33/21	<p><u>Cemetery</u></p> <ul style="list-style-type: none"> (i) Garden of Remembrance (ii) General tidy up – removal of large stones and litter. (iii) Tidy the storage area and remove all waste. (iv) Cemetery records - see attached report 	8.20pm
EA/34/21	<p><u>Christmas Lights</u></p> <p>Three meetings have taken place and an update will be provided by members involved in the event.</p>	8.30pm
EA/35/21	<p><u>Pavilion at Castle Meadow</u></p> <ul style="list-style-type: none"> (i) To note work required to the outside of the building. (ii) To note work required to the inside of the building (iii) To consider storage for the tables and chairs (iv) To consider storage for groups using the facility on a regular basis. (v) To authorise the replacing of shower heads in the changing rooms as currently water pours onto the changing room floor. 	8.35pm
EA/36/21	<p><u>Public Toilets at Greyhound Lane</u></p> <p>The application for membership of the British Toilet Ass has been posted.</p> <ul style="list-style-type: none"> (i) Refurbishment of this facility. (ii) Current cleaning contract. (iii) Provision of litter bin and associated costs of emptying. 	8.45pm
EA/37/21	<p><u>South Street Car Park</u></p> <p>To review the regulations for this car park, currently there are no restrictions or charges for users.</p>	8.50pm
EA/38/21	<p><u>Council Office</u></p> <ul style="list-style-type: none"> (i) The upstairs windows need replacing in the Chamber and Mayors Parlour, the window in the attic is not a problem as the metal frame goes straight into the masonry. (ii) Clearing of items at the bottom of the stairs is almost complete – this has been started, the bollards and chairs need to be taken to the pavilion for storage. There is also a wooden cupboard that should be moved. (iii) Outstanding items include the redecoration which was on hold until after the windows and heating had been completed. (iv) Replace the strip lighting in the office with LED. 	8.55pm
EA/39/21	<p><u>Maintenance OF Council play areas and equipment.</u></p> <p>To note the following</p> <ul style="list-style-type: none"> (i) The repair to the safety surface has been completed. (Minster St) (ii) Swing chains will be replaced shortly. (Minster St) 	8.58pm

- (iii) The springer has been repaired. (Minster St)
- (iv) A panel at the kickwall (Castle Meadow) needs replacing.
- (v) The goalmouth has been reseeded and now playable.

EA/40/21

Managing the Council's money

- (i) To approve payments as specified in the schedule of payments
- (ii) To consider projects that could be funded using R2 monies.

9.00pm

EA/41/21

Date of next meeting

To confirm the date of the next meeting on Tuesday 16th November at 7.00pm in the Council Chamber.

9.03pm

EA/42/21

To close the meeting.

9.04pm

Wilton Town Council is committed to equality:

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection
- Health & Safety
- Human Rights.



Anyone who may have difficulty with access to these papers or with access to the meeting is asked to contact the Clerk (01722 742093 or clerk@wiltontowncouncil.gov.uk at least 24 hours before the meeting so that help may be provided.

Reference documents:

- [Code of Conduct](#)
- [Terms of reference and delegated powers of the Committee](#)
- [Rules \(Standing Orders\) to be followed by the Committee](#)
- [Procurement Policy](#)