



# 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 **Council Chamber, Council Offices, Kingsbury Sq, Wilton** on **TUESDAY 18<sup>th</sup> JANUARY 2022 at 7.00pm** for the purpose of transacting the following business.

All Cllrs are reminded of the Wilton Town Council [Code of Conduct](#)

Everyone attending in person is asked to do a lateral flow test and only attend if the result is negative.

No one should attend if they feel unwell or show any Covid-19 symptoms.

**YOU WILL BE REQUIRED TO WEAR A MASK**, for the duration of the meeting, so please bring one with you.

Due to Covid19 restrictions, the numbers attending will be limited, residents are welcome to contact the Council office to reserve a seat. Any members of the public that wish to ask a question or make a statement is invited to send this either via email or in writing (posted through the letter box) to the Clerk before midday on the day of the meeting.

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

Meeting ID 839 9468 9629

Password 220410

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

This meeting will be recorded.

Yours faithfully

*Clare Churchill*  
Town Clerk

12<sup>th</sup> January 2022

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EA/01/22	<b><u>Apologies</u></b> To receive any apologies and to note the reasons provided.	7.00pm
EA/02/22	<b><u>Minutes</u></b> To approve the minutes of the meeting held on <a href="#">16th November 2021</a> .	7.01pm
EA/03/22	<b><u>To suspend Standing Orders</u></b> <b>Community engagement</b> 15 minutes is set aside to allow local people to raise their issues and concerns. Questions and	7.02pm

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](mailto:clerk@wiltontowncouncil.gov.uk)) before midday on the day of the meeting so that it may be read out should access be limited.

### **Community Engagement**

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.

EA/04/22	<b><u>To reinstate Standing Orders</u></b>	7.22pm
EA/05/22	<b><u>Declarations of Interest</u></b> (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.	7.23pm
EA/06/22	<b><u>Planning</u></b> <b><u>(i) PL/2021/11925. Land off Buckeridge Road, Wilton Hill</u></b> The construction of two dwellings and a sales apartment to be used as a sales area for a temporary period of up to 3 year with associated access, temporary parking and landscaping at Land off Buckeridge Road, Wilton.	7.24pm
EA/07/22	<b><u>Projects to be funded using R2 funds.</u></b> To consider quotes for the proposed projects; (i) Fencing of Wildflower area at Castle Meadow (ii) Sign for the Wildflower area at Castle Meadow (iii) Path to the jetty at Castle Meadow (iv) Upgrade of the jetty at Castle Meadow (v) Noticeboards at Old St Mary's. Castle Meadow and Minster St. (vi) Signage at Wilton TC play areas. (vii) Replacement or repair of cricket wicket. (viii) New benches (ix) Car parking area at Castle Meadow inc lighting	7.30pm
EA/08/22	<b><u>South Street Car Park</u></b> To review the regulations for this car park, currently there are no restrictions or charges for users.	7.45pm
EA/09/22	<b><u>Shaftesbury Road Cemetery</u></b> (i) Repair of wall along A30 (ii) Maintenance of the paths in the Cemetery (iii) Garden of Remembrance (iv) General tidy up – removal of large stones and screen for the spoil. (vi) Tidy the storage area and remove all waste.	7.50pm
EA/10/22	<b><u>Venue for Council meetings</u></b> Currently the Council can only meet face to face and follow the restrictions in place at the time. In order to socially distance additional tables are required thus reducing the space for	8.00pm

members of the public.

Meetings must be open to the public and press and currently the meetings are streamed via Zoom to ensure all those wishing to attend are able to.

In addition, members of the public are invited to submit written questions before the meeting so they can be read out.

- (i) To consider alternative venues for meetings should the Chamber be insufficient.
- (ii) To delegate the decision re venue to the Town Clerk.

EA/11/22

**Highway matters**

8.05pm

- (i) To note the current status on ongoing matters.
- (ii) Litter bins around the Town – see attached list.
- (iii) Request to remove the double yellow lines outside of 3 Philip Road.
- (iv) Survey of pavements within Wilton – to include disabled access and dropped kerbs.

EA/12/22

**Speed Indicator Device**

8.15pm

- (i) To confirm the lead Cllr for the SID
- (ii) To agree locations for the deployment of the SID.
- (iii) To adopt the risk assessment for volunteers using the device.
- (iv) To confirm the purchase of safety equipment for the volunteers.
- (v) To confirm the access and storage of data from the SID and whether this will be published on the website.

EA/13/22

**Trees under the responsibility of Wilton TC**

8.25pm

- (i) To consider quotes for tree work required following the tree survey.
- (ii) To agree a contractor for the tree work

EA/14/22

**Pavilion at Castle Meadow**

8.30pm

- (i) **To note work required to the outside of the building.**  
Gutters – dripping leaking.  
Window shutter not working, this has been looked at and should now function correctly.  
Treatment of the wooden pillars by the entrance
- (ii) **To note work required to the inside of the building**  
Showers – descaling shower heads has been completed.  
Replacing defunct lights has been completed.  
Damp in the toilet and kitchen.  
Kitchen drawer – broken front has been repaired.  
New lockable storage for the cleaning materials
- (iii) **Storage**  
Storage for the tables and chairs in the pavilion.  
Cover (for storage of the demountable) between the two containers. Complete  
Future storage of the demountables and flood prevention equipment.  
Storage in the containers – shelves and storage of larger items.  
Storage for groups using the facility on a regular basis in the containers.

EA/15/22

**Public Toilets at Greyhound Lane.**

8.40pm

- (i)** New contractor appointed.
- (ii)** Provision of bins in the toilets.
- (iii)** Toilet working group to meet and discuss refurbishment / redesign of the facility.

EA/16/22

**Recreational areas**

8.45pm

**To review the weekly play inspections and act on any matters requiring attention;**

- (i) **Wishford Road play area;**  
To review the width of the path specified in the tender.  
To consider an additional second toddler swing (one in the proposal)  
To consider a toddler / adult swing.
- (ii) **Castle Meadow**  
Replace signs removed from outdoor gym  
Repair or replace kickwall
- (iii) **Minster Street**  
Gates and fencing

EA/17/22

**Council Office**

8.50pm

- (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 was almost complete – this has been started, the chairs need to be taken to the pavilion for storage. There is also a wooden cupboard that should be moved. The gazebo was used for the lighting event and needs to be put back in the bag (currently on the floor as I was damp when the event finished).
- (iii) Replace the strip lighting in the office with LED.

EA/18/22

**Managing the Council's money**

8.52pm

- (i) To approve payments as specified in the schedule of payments

EA/19/22

**Date of next meeting**

8.58pm

To confirm the date of the next meeting on Tuesday 15<sup>th</sup> March at 7.00pm in the Council Chamber.

EA/20/22

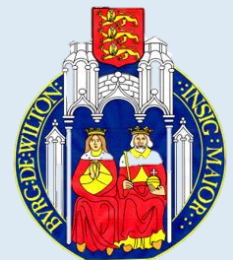
**To close the meeting.**

8.59pm

**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](mailto: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](#)