



# Wilton Town Council

## Environment & Amenities Committee

### AGENDA

To all members of the Environment & Amenities Committee.

Cllr Blackman      Cllr Boyd      Cllr Crossley      Cllr Kinsey  
Cllr Moore      Cllr Taylor      Cllr Tonkin



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



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[Email the clerk](mailto:clerk@wiltontowncouncil.gov.uk)



[Wilton TC Website](http://www.wiltontowncouncil.gov.uk)

You are requested to attend a meeting of the **ENVIRONMENT & AMENITIES COMMITTEE** to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 17<sup>th</sup> MAY 2022 at 7.00pm** for the purpose of transacting the following business.

#### **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](mailto: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

11<sup>th</sup> May 2022

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EA/43/22	<b><u>To elect a Chairman of the Environment and Amenities Committee.</u></b> To elect a Chairman for the civic year 2022-2023	7.00pm
EA/44/22	<b><u>To elect a Vice Chairman of the Environment and Amenities Committee</u></b> To elect a Vice Chairman for the civic year 2022-2023	7.02pm
EA/45/22	<b><u>Apologies</u></b> To receive any apologies and to note the reasons provided.	7.03pm
EA/46/22	<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.	7.04pm
EA/47/22	<b><u>Minutes</u></b> To approve the minutes of the meeting held on <a href="#">15th March 2022</a>	7.05pm

EA/48/22

**To suspend Standing Orders**

7.06pm

**Community engagement**

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**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/49/22

**To reinstate Standing Orders**

7.26pm

EA/50/22

**Declarations of Interest**

7.27pm

- (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.

EA/51/22

**Exclusion of the Public and Press.**

7.28pm

To agree items, if any, to be dealt with after the public, including the press, have been excluded for the reason of Commercial in Confidence. *Public Bodies (Admissions to Meetings) Act 1960*

EA/52/22

**Planning. To respond to the following application.**

7.29pm

- (i)** [PL/2022/03316](#). Wilton Garden Centre, Salisbury Rd, Wilton.  
Part retrospective application for installation of an electricity substation, underground cabling and associated works
- (ii)** [PL/2022/02069](#). 28 North St, Wilton.  
Part change of use from SUI GENERIS to Class E (Barbers).

EA/53/22

**Projects to be funded using R2 funds.**

7.33pm

To receive updates on the following projects;

- (i) To authorise the order for fencing of the Wildflower area at Castle Meadow
- (ii) To approving the layout and authorise the order of the sign for the Wildflower area at Castle Meadow. Please see appendix 1 below.
- (iii) Upgrade of the jetty at Castle Meadow. It has still not been possible to obtain quotes, to confirm whether to continue with this project or remove the jetty.
- (iv) To confirm to proceed with the path to the jetty at Castle Meadow
- (v) To authorise the purchase of noticeboards and the wording for each site.
- (vi) Signage at Wilton TC play areas.
- (vii) Castle Meadow signage
- (viii) Repair of cricket wicket.
- (ix) Information signs at Minster Street Recreation Ground.
- (x) New benches

EA/54/22

**Youth and Adult S106 sports provision.**

7.45pm

To confirm Wilton Town Council's priorities for future S106 sports provision funds.  
*Please note this is not CIL funding.*

EA/55/22	<p><b><u>Highway matters</u></b></p> <ul style="list-style-type: none"> <li>(i) Speed Indicator Device and installation of NAL sockets</li> <li>(ii) Audit of all bins within Wilton</li> <li>(iii) Survey of pavements and dropped kerbs within Wilton.</li> <li>(iv) Location for planters</li> <li>(v) Town Trail Markers</li> <li>(vi) Minster Street cycle path</li> </ul>	7.50pm
EA/56/22	<p><b><u>Public Toilets at Greyhound Lane</u></b></p> <ul style="list-style-type: none"> <li>(i) The Solicitor has responded and confirmed the cost to undertake the legal work. To confirm the Solicitor can proceed with the legal work to complete the transfer.</li> <li>(ii) To confirm the Toilet Working Group (this can also include members of the public) will meet to consider options to improve / upgrade / refurbish the toilets.</li> </ul>	7.55pm
EA/57/22	<p><b><u>Flooding</u></b></p> <ul style="list-style-type: none"> <li>(i) To receive a report from the recent Wilton Flood Group Meeting (held 11<sup>th</sup> May).</li> <li>(ii) To consider items for the SSEN Community Resilience Grant.</li> <li>(iii) To confirm the grant application for an SSEN grant should be submitted by the Town Council before the deadline of June 1st.</li> <li>(iv) To confirm the storage of the Demountables, these are currently stored between the two containers in the covered area but could be moved into one of the containers. This would require shelving.</li> <li>(v) To confirm the storage of the remaining flood equipment.</li> </ul>	8.00pm
EA/58/22	<p><b><u>Cemetery</u></b></p> <ul style="list-style-type: none"> <li>(i) Garden of Remembrance.</li> <li>(ii) General tidy up – removal of large slabs of stone and improvement to the spoil area.</li> <li>(iii) To consider a new Policy regarding tributes, vases, pots, and planting.</li> <li>(iv) To arrange a date to undertake the annual memorial safety check.</li> <li>(v) To receive an update on the Cemetery records.</li> <li>(vi) Wilton Town Council representative at burials and interments.</li> </ul>	8.10pm
EA/59/22	<p><b><u>Christmas Lights</u></b></p> <ul style="list-style-type: none"> <li>(i) To confirm the date for the switching on of the lights for 2022.</li> <li>(ii) To set up a sub committee for the Christmas Lights.</li> <li>(iii) To note the report from a recent meeting with the contractor.</li> </ul>	8.20pm
EA/60/22	<p><b><u>South Street Car Park</u></b></p> <ul style="list-style-type: none"> <li>(i) To note the proposed rise in annual rent from the Landlord.</li> <li>(ii) To consider regulations for this car park, currently there are no restrictions or charges for users. The previously established Working Group to report.</li> <li>(iii) To note the Working Group currently consists of Cllr Blackman.</li> <li>(iv) To consider signage for the car park.</li> </ul>	8.25pm
EA/61/22	<p><b><u>Council Office</u></b></p> <ul style="list-style-type: none"> <li>(i) Windows – arched windows in the Chamber and Parlour, the quote has been accepted and work authorised.</li> <li>(ii) Upper chamber windows – to confirm what is required (particularly re opening) and seek quotes for replacements.</li> <li>(iii) To confirm that the bench on the Mayoral Dias can be levelled to enable it to be used by the Deputy Mayor, Town Clerk and Minute Secretary during meetings.</li> </ul>	8.30pm

- (iv) Redecoration of the Chamber, lobby inc stairs and office.
- (v) Redecoration of the outside including the door and railings.
- (vi) Security and keys.
- (vii) Council documents. There are several documents in the attic that need to be sorted and filed. To agree to this work being undertaken.

EA/62/22	<p><b><u>Tennis Courts, Minster Street</u></b></p> <p>A system was set up to charge for use, but this has never been activated, currently the courts are free to use.</p> <p>To consider whether to proceed with activating the charging system or to continue keeping them free of charge.</p>	8.40pm
EA/63/22	<p><b><u>Castle Meadow Pavilion</u></b></p> <ul style="list-style-type: none"> <li>(i) To receive an update on the current use and any issues reported.</li> <li>(ii) To note maintenance issues.</li> <li>(iii) To confirm that regular users may store items in the container.</li> <li>(iv) To receive an update on the required fencing around the manhole covers.</li> <li>(v) To note that despite attempts to source quotes for the storage cupboard, as yet none have been obtained.</li> </ul>	8.45pm
EA/64/22	<p><b><u>Managing the Council's money</u></b></p> <ul style="list-style-type: none"> <li>(i) To confirm the unaudited accounts. The Internal Audit will take place on 6<sup>th</sup> June.</li> <li>(ii) To confirm the removal of Peter Edge as a Council bank signatory.</li> <li>(iii) To confirm the current bank signatories.</li> <li>(iv) To approve payments as specified in the schedule of payments</li> <li>(v) To receive an update regarding Wilton HELP CIC!</li> </ul>	8.48pm
EA/65/22	<p><b><u>Wilton Jubilations Sub Committee</u></b></p> <p>To receive an update from the sub committee.</p>	8.53pm
EA/66/22	<p><b><u>Correspondence received</u></b></p> <p>The Clerk will report any correspondence received since the publication of the agenda.</p>	8.55pm
EA/67/22	<p><b><u>Castle Meadow Car Park</u></b></p> <p>tenders were received following the tender process in accordance with Wilton TC procedures. Please see attached confidential report.</p> <p>To consider each tender and recommend the preferred tender to Full Council</p>	8.58pm
EA/68/22	<p><b><u>Date of next meeting</u></b></p> <p>To confirm the date of the next meeting on Tuesday 19<sup>th</sup> July at 7.00pm in the Council Chamber.</p>	9.09pm
EA/69/22	<p><b><u>To close the meeting.</u></b></p>	9.10pm

## 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.