



Wilton Town Council

Environment & Amenities Committee

AGENDA

To all members of the Environment & Amenities Committee.

Cllr Ackroyd Cllr Boyd Cllr Crossley
Cllr Kinsey Cllr La Femina Cllr Page



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 the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 15th AUGUST 2023 at 7.00pm** for the purpose of transacting the following business.

Wilton Town Council has signed the [Civility and Respect Pledge](#).
[Who has taken the Pledge](#)

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

This meeting is open to the Public and Press.

Please see the [Public Participation at Meetings Policy](#)

No one should attend if they feel unwell or show any Covid-19 symptoms. YOU MAY BE REQUIRED TO WEAR A MASK , for the duration of the meeting, so please bring one with you.

It is hoped to stream this meeting via the Zoom video conferencing platform. Please

[click here](#)

or use the following access details:

Meeting ID 893 6281 0486

Passcode 681724

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.

Yours faithfully

Clare Churchill

Town Clerk

9th August 2023

- EA/072/23 **Apologies** 7.00pm
To receive any apologies and to note the reasons provided.
- EA/073/23 **Minutes** 7.01pm
To approve the minutes of the meeting held on [20th June 2023](#).
- EA/074/23 **To suspend Standing Orders** 7.02pm
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.
- 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/075/23 **To reinstate Standing Orders** 7.22pm
- EA/076/23 **Declarations of Interest** 7.23pm
(i) 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.
(ii) To consider any dispensation requests received by the Town Clerk.
- EA/077/23 **Exclusion of the Public and Press.** 7.24pm
To agree items, if any, to be dealt with after the public, including the press, have been excluded. *Public Bodies (Admissions to Meetings) Act 1960*
- EA/078/23 **Town Trail Markers** 7.25pm
Cllrs undertook a site visit and marked potential locations for the markers.
Please see attached photo and location report.
(i) To agree with the proposed locations.
(ii) To agree to approach each householder / landowner for permission to install the marker.
(iii) To agree to apply for listed building consent for each location that requires it.
Of the 20 locations, 14 will require LBC. Each LBC application will require a site plan, location plan, design and access statement and heritage assessment. With enough detail included to support your application and allow the local authority to fully understand and evaluate the proposal.
- EA/079/23 **Highway issues reported to Wiltshire Council following the Disability Audit.** 7.35pm
(i) To note the following updates following the last meeting and agree the next steps;
a North Street Crossing Castle Lane to Jashair. The gutters on the dropped kerb on both sides of the road have become eroded and need repairing with a slightly higher level of tarmac.
This was reported on MyWilts on 26th June. Reference 00116509.
Response – no defect found.
(i) To agree the next steps regarding this issue.

- b A30 crossing point to Recreation Ground South of main Wilton roundabout. The existence of this crossing point is very rarely noticed by car drivers so nobody stops. More obvious beacons or posts either side of road are required and re-painting of the road to make it obvious as a crossing point.
This was reported on MyWilts on 26th June. Reference 00116505.
Response – already reported and under investigation.
 - (i) To note that no further action is required at this time.

- c Outside SixteenTwo Hairdressers 4 West Street the pavement is dangerously uneven for mobility scooters.
This was reported on MyWilts on 26th June. Reference 00116510.
Response – unable to investigate further due to insufficient information.
Resubmit with more information.
 - (i) To agree to resubmit the issue with more detailed information.
 - (ii) To confirm who will provide the additional information required.

- d Dropped kerb just north of OneStop Shop North Street is eroded in the gully area. Tarmac filling required.
This was reported on MyWilts on 26th June. Reference 00116511.
Response – no defect found. Closed.
To agree the next steps regarding this issue.
 - (i) To agree the next steps regarding this issue.

EA/080/23 **Displaying of A Boards along West Street**

This was raised at Full Council and specific issue raised with the A Board outside one particular shop.

- (i) To consider the issue and agree to report this to Wiltshire Council (who has the responsibility for the pavement and displaying of signage) or to try to resolve the issue at a local level.

EA/081/23 **Local Highways and Footpath Improvement Group (LHFIG) Requests**

7.40pm

(1) **20mph limit in Wilton Town Centre**

The exact location needs to be confirmed so issue can be raised with LHFIG.

If agreed, a speed limit assessment will be required which will have a financial cost to WTC. Once the SLA has been completed, options for the 20mph limit can be agreed if the results meet the criteria.

Please see Wiltshire Council Policy for 20mph limits.

- (i) To confirm the exact location for the 20mph speed limit. Once the location is confirmed the issue will be raised with LHFIG.

(2) **Residents Parking in North Street.**

A request for Residents parking in North street has been made.

Please see Terms and Conditions of Residents parking schemes.

Please see notes in Officer report.

- (i) To agree to support the request and submit to LHFIG.

(3) **Pavement parking outside the Council office.**

This is a new request from a local wheelchair user. On Sunday 30th July, a car was parked on the pavement immediately outside the Council Office and parked so close to the railings the wheelchair user had to get off the kerb to pass. The request is for bollards to be installed on the pavement to prevent this happening again.

Please see LHFIG request and background report.

- (i) To agree to monitor the situation for six months and then bring the results back to this committee..
- (4) **Installation of a traffic bollard outside 2 West Street.**
A request has been made to install a bollard outside 2 West Street to prevent vehicles hitting the property when turning left from South St.
 - (i) To agree to support the request.
- (5) **Traffic flow in South Street**
A suggestion to improve the traffic flow in South Street has been received.
To remove the three parking bays on the western side of the road between the traffic lights and the Michael Herbert Hall.
To reduce the width of the pavement to reduce the pinch.
 - (i) To agree to investigate the removal of the three parking spaces.
 - (ii) To agree to investigate the narrowing of the pavement.
- (6) To note the updates regarding the dropped kerb outside the Baptist Church and the pedestrian crossing in South Street as detailed in the Officer report.

EA/082/23 **Location of Planters within Wilton.**

7.55pm

To confirm the six locations for the planters.

- (i) 1 at Kingsbury Square – provided it does not impede access to the mains cover.
- (ii) 1 at Far island in Bulbridge School cul de sac.
- (iii) 1 at Burcombe Lane directly opposite the bus stop.
- (iv) 1 at Greyhound Lane removing the bike stands and helmet boxes.
- (v) 2 at Wilton Hill – no decision until other works are completed at The Avenue.
- (vi) To agree that the planters will only be filled with peat free compost or other environmentally friendly substrate.
- (vii) To agree to the ongoing maintenance of watering and plant maintenance of these planters.
- (viii) To consider giving any leftover planters to a school or charity.

EA/083/23 **Play Areas**

8.05pm

(i) Minster Street Play Area

- (a) The trampoline has been fixed and the barriers removed. Issue closed.
- (b) One toddler swing has a broken chain so has been removed. Waiting for the cost of a new chain so the repair can be completed.
- (c) Repair of Gates
Two quotes for the gates have been received with a third awaited.
To accept one of the quotes for the repair or replacing of the gates. Please see report.
- (d) New safety surfacing under the Basket Swing and Spinning Bowl.
To consider the quotes received.
- (e) Repairs to the safety surfacing at items in the play park.
To consider the quotes received.

- (ii) **Bulbridge Play Area**
- (a) Hip Hop
This needs to be repaired or replaced
To agree to repair, replace or remove.
- (b) Installation of Bird Spikes on the tops of the Swings.
There are two options for these.
To agree which spikes to purchase so they can be ordered.

- EA/084/23 **Old St Mary's Churchyard** 8.15pm
To note the report from the working group dated 17th July 2023.
A date for the meeting with someone from the Churches Conservation Trust is to be confirmed.
- (i) To agree which Councillor will attend this meeting with the Town Clerk.
 - (ii) To agree items to investigate from the report.
 - a) Reinstate the wall on Brede Street (thus reducing the width of the gap)
 - b) Reinstate the wall on North Street, blocking off this entrance.
 - c) Refurbish or replace the wooden bench.
 - d) Install a shelter over the bench to reduce issue with bird fouling.
 - e) Install bike racks against North Street wall (after gap is closed).
 - f) Raise the surface level to reduce slope and remove tree root trip hazards.
 - g) Replace existing litter bin with new metal bin with Town Crest.
- EA/085/23 **Request for a Memorial Bench** 8.25pm
To consider the two locations proposed for the memorial bench.
Please see attached report.
- EA/086/23 **The Pontoon at Castle Meadow.** 8.30pm
To consider the advice received from Wiltshire Wildlife Trust on the Pontoon regarding removal, repair or replacement.
To consider the quotes received for the work.
- EA/087/23 **Managing the Council's money** 8.35pm
To approve payments as specified in the schedule of payments
- EA/088/23 **Electrical Surveys** 8.38pm
To consider the recent Electrical Surveys and agree to the recommendations;
- (i) Castle Meadow Pavilion
 - (ii) Shaftesbury Road Cemetery Buildings
 - (iii) Old St Mary's Churchyard
 - (iv) Public Conveniences
- EA/089/23 **Cemetery Keys** 8.42pm
A local resident used to hold a set of keys for the cemetery buildings but has returned them and offered to be a keyholder for the future.
To agree to this resident being a keyholder.
- EA/090/23 **Heritage Open Days** 8.45pm
This year the week set aside for the open days is 8th – 17th September.
To consider opening the Town Council Chamber on one of these days (not 15th September).
- EA/091/23 **Sign for the Public Toilets** 8.50pm

Current signage for the Public Toilets is not very clear.
To consider additional signage for visitors.

EA/092/23	<u>Report from the Flood Working Group.</u> To receive a report from the Flood Working Group.	8.52pm
EA/093/23	<u>Report from the Speed Indicator Device leader</u> To receive a report on the deployment of the Speed Indicator Device.	8.53pm
EA/094/23	<u>Planning</u> To respond to Wiltshire Council on the following planning application. <u>PL/2023/06116.</u> 1 Chantry Road. Remove existing dilapidated flat garage roof & construct new replacement pitched & tiled garage roof. To note the following application which has already been determined – No Objection. <u>PL/2023/06574.</u> 32 St John’s Square. Tree of Heaven – remove.	8.54pm
EA/095/23	<u>Castle Meadow Wild Flower Area</u> (i) The CAT scan for the sign should be completed this week and once agreed there are no problems the sign can be installed. (ii) To consider quotes for the wildflower fence, confirming whether wooden or recycled posts should be used.	8.56pm
EA/096/23	<u>Cemetery request</u> To consider the request regarding the renovation of an existing headstone. To agree to a new Right to Renovate an Existing Memorial and agree the charge for this Right.	8.58pm
EA/097/23	<u>Officer report</u> Councillors are requested to note the updates in the Officer report for information only.	8.59pm
EA/098/23	<u>Date of next meeting</u> To confirm the date of the next meeting on Tuesday 17 th October at 7.00pm in the Council Chamber.	8.59pm
EA/099/23	<u>To close the meeting.</u>	9.00pm