



# Wilton Town Council

## Environment and Amenities Committee Meeting



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093

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### Officer Report

For the Environment and Amenities Committee Meeting to be held on Tuesday 20<sup>th</sup> February 2024.

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#### **Background report for the main items on the Agenda.**

This report should be used with the Agenda, it does not replace it.

Page 5 lists planning information.

Pages 6 – 8 the terms of reference for the LHFIG group has been copied to help Cllrs understand what the group can / can't support.

#### **EA/007/24 Highway issues**

- (i) This bollard is to prevent vehicles hitting the property and the request was supported by this committee in 2023.
- (ii) – (vi) please note the updates.

#### **EA/008/24 Parish Steward**

- (i) Dates of scheduled visits:

14<sup>th</sup> and 15<sup>th</sup> February  
14<sup>th</sup> and 18<sup>th</sup> March  
15<sup>th</sup> and 16<sup>th</sup> April  
May – no scheduled visit  
13<sup>th</sup> and 17<sup>th</sup> June  
11<sup>th</sup> and 15<sup>th</sup> July  
August – no scheduled visit  
12<sup>th</sup> and 16<sup>th</sup> September  
14<sup>th</sup> and 15<sup>th</sup> October  
14<sup>th</sup> and 18<sup>th</sup> November  
11<sup>th</sup> December

- (ii) **Parish Steward Scheme Tasks – 2024**

- hand clearing and cutting of growth from drainage grips and drain gully covers.
- hand clearing of blocked gullies.
- rodding of drainage systems
- clearing of small culverts, pipes, and pits
- clearing storm debris
- trimming encroaching hedges and vegetation from around road signs and railings
- cleaning and straightening small road signs.

- hand cutting small visibility areas.
- reactive emergency repairs including pothole repairs (In accordance with Wiltshire Councils Highways Inspection Manual 2018)
- find, fix & record potholes (cold repairs only)
- responding to road closure requests from the emergency services
- removal of ragwort (hand pulling or strimming of defined areas)
- treatment/removal of weeds
- graffiti and fly posting removal.
- clearance of debris and materials from scenes of road traffic collisions including clinical waste.
- siding out of footways and carriageways
- clearance of storm damaged trees from the Highway including the use of a chainsaw

The following works cannot be undertaken by the Parish Steward without support as they require a two-person operation. These works can be undertaken on an ADHOC day, which is typically a Friday, but this is flexible.

- Minor Carriageway repairs including vehicle overruns.
- Works requiring traffic management (including Stop and Go or manual controlling of temporary traffic signals in accordance with Chapter 8)

Examples of types of emergency reactive local highway work which is to be undertaken by the Highway Stewards includes (but is not exclusive to). These issues can take the steward from their programme:

- resolving flooding issues – clearing drainage grips and drain gully covers, clearing of small culverts, pipes, and pits etc.
- placing emergency signage and traffic management
- fence and pedestrian barrier safe
- clearing structures and fixings and make safe.
- hand cutting vegetation in visibility areas.
- reactive pothole repair
- responding to road closure requests from the emergency services
- small masonry type works such as repairs to slabs and damaged kerbs.
- clearance of debris and materials from scenes of road traffic collisions including clinical waste
- clearance of storm damaged trees from the Highway including the use of a chainsaw – requires additional operative.

(iii) To agree a Cllr to liaise with the Parish Steward. Ideally this would be someone who can be available during the day.

#### **EA/009/24 Play Areas**

- (i) **To note the recent play inspections and agree actions required.**
- (ii) **Minster St recreation ground**

Gates – the Contractor has confirmed that work will start in Spring 2024.

No further quotes for safety surfacing, the Assistant Clerk met with a Contractor who questioned the need for the infill.

A quote is in progress from this supplier.

The supplier of the adventure equipment is being checked as it is believed the structure is still under warranty. We are aware the equipment was installed in 2016 or 2017.

Update – the supplier's invoice has been found but currently no details on the equipment. The Supplier has been contacted and believes the equipment has a 15yr warranty so the Town Clerk has

requested a site visit. Unfortunately the Supplier has changed computer systems so was not able to access the original information.

There has been further damage to the trampoline. This has been repaired twice since 2020, the last repair took a long time.

**(iii) Wishford Road**

No reported issues

(iv) **Bulbridge** – the Contractor (see Minster St report above) and Assistant Clerk looked at the Hip Hop and couldn't see an issue. Report awaited.

(v) **Castle Meadow** – the Kickwall is currently being repaired.

**EA/010/24 Shaftesbury Rd Cemetery**

A site meeting took place on Tuesday 16<sup>th</sup> January with the Contracts Manager from the Grounds Maintenance Contractor.

Several issues arose including removal of concrete slabs (initially reported to this Committee in 2021).

A quote for the paths including options for the work has been promised but not yet received.

A quote to remove the concrete waste is also awaited.

Comments on Wilton Chat re the benches – this had been highlighted at the site visit and the Contractor promised the benches would be cleared. This had also been mentioned prior to the site visit.

Town Clerk attended an online course on exhumations – this has raised some questions but has clarified the procedure and requirements of Wilton Town Council.

Both the Town Clerk and Assistant will be attending the Memorial Safety course on Wednesday 20<sup>th</sup> March. The Office will be closed for the day.

**EA/011/24 Christmas Lights**

See report circulated to Cllrs only

**EA/012/24 Money**

An invoice has been received for some repair work, please see attachment (Cllrs only) which is all the emails relating to this.

The Contractor has offered to reduce the total.

The Committee is asked to confirm whether this invoice is to be paid or challenged further.

Payments due will follow.

**EA/013/24 Bus Shelters**

(i) Wilton Town Council is responsible for 5 bus shelters within Wilton:

Wishford Road, West Street, St Andrew's Close, Seagrim Road and Burcombe Lane

The shelter in King Street is believed to belong to Wiltshire Council or National Highways.

(ii)

(iii) Please see separate report.

(iv) Please see separate report.

(v) The ownership of this shelter is thought to be Wiltshire Council or National Highways (both claim it is not them).

Before the Committee makes a decision on this it is advised that the full facts are obtained including whether the cleaning of this shelter can be added to the regular maintenance as the location is

alongside a Trunk Road which comes under the control of National Highways.

### **EA/014/24 Public Toilets**

These toilets were passed to Wilton Town Council several years ago but the Transfer document was never completed.

The Transfer has now been signed by Wilton Town Council and returned to the Solicitor who will then contact Wiltshire Council for them to sign and return to the Solicitor.

Once this is complete the refurbishment can happen.

Wilton Town Council is a member of the British Toilet Association - <http://www.btaloos.co.uk/>

The Town Clerk spoke with a supplier at Conference and they are happy to come and discuss options with the Working Group (or all the Cllrs)

There is an Ear Marked Reserve for the Public Toilets.

It has also been confirmed that Community Infrastructure Levy (CIL) funds could be used but currently Wilton has no CIL funds.

### **EA/015/24 Planning**

All applications are on the WC website – please follow the link.

The Olivier Road site has been discussed previously.

### **EA/018/24 Newsletter**

The Working Group met on 8<sup>th</sup> February.

### **Updates on items in progress**

#### **Events**

The Events Working Group met on Monday 29<sup>th</sup> January.

The following dates were agreed:

Family Picnic at Castle Meadow on Sunday May.

D Day event on Thursday 6<sup>th</sup> June. Location to be confirmed.

Remembrance Parade on Sunday 10<sup>th</sup> November.

Switching on of the Christmas Lights – Friday 29<sup>th</sup> November.

#### **Work to the roof and guttering of the Council Offices.**

The Town Clerk has emailed the neighbours whom have a concern offering a meeting with the Contractor.

#### **Request for a memorial bench.**

Waiting to hear back from the family.

WC has confirmed the litter bin by the bus stop in the market sq will be replaced.

Minster St cycle path – there was a CLP meeting on 8<sup>th</sup> November which Cllr Boyd and Assistant to the Town Clerk attended. Feedback was that most of the meeting focused on Salisbury issues.

#### **Dog Signage**

No information has been received since the June meeting.

Does this remain an issue or should it be filed.

#### **New noticeboards using R2 funds.**

Town Clerk continues to progress this.

#### **Wildflower Fence**

The materials have been ordered except for the postcrete.

#### **Castle Meadow Car Park**

The report from the site visit in September 2023 is still awaited (it has been chased).  
Potholes in the

Appendix 2

### **Responses for Planning Applications**

#### **No Comment**

the Council neither objects to nor supports the application. If the Council does not respond to a consultation we would treat this as no comment.

#### **Comment**

The Council wishes to make a comment.

#### **No Objection**

The Council has no objection but does not support the application.

#### **Support**

the Council supports the application unconditionally (that is, exactly as submitted).  
It is suggested, if the Council wishes, to list reasons why it supports the application.

#### **Mixed**

For responses that are neither of the alternative options.

#### **Object for reasons set out**

the Council objects to the application with specified reasons.

#### **No Objections subject to conditions**

the Council has no objections subject to conditions

#### **Call in.**

The Council can request the Unitary Cllr “calls in” the application should the Council wish the application be determined by the Southern Planning Committee. It is the decision of the Unitary Cllr as to whether the call in is made and if it is a member of the Council should attend the Committee meeting held in Salisbury. This must be agreed at the meeting. The call in is only for when the Planning Officer disagrees with the Council’s response eg recommends approval when the Council made objections, or recommends refusal when the Council supported the application.

### **MATERIAL CONSIDERATIONS**

In commenting on Planning applications, it is important that the Council considers planning issues. These include:

- consistency with the development plan for the areas
- Traffic and highway safety issues
- overlooking, loss of privacy and loss of light
- scale of the development
- design, appearance, layout and material
- loss of important open space or physical features
- noise, disturbance or smells
- local knowledge of drainage or other possible problems with the surface
- impact on the surroundings

Issues that are not relevant include:

- Effect on the value of property
- Loss of view over other peoples land
- Possible future development not included in the application
- Private property rights such as boundary or access disputes
- Matters covered by other laws
- The morals or motives of the developer

Special rules apply for listed buildings conservation areas, trees (some are protected by Tree Preservation Orders). Planning permission is needed for advertisements above a special size.

If development appears to have taken place without permission or if the development is more  
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extensive than given in the planning consent, the District Council's enforcement officer to visit the site and take any necessary follow up action.

Appendix 3

## **LOCAL HIGHWAY & FOOTWAY IMPROVEMENT GROUPS (LHFIG)** **TERMS OF REFERENCE**

### **Membership of the LHFIG**

The LHFIG will normally be made up of:

- Members of the Area Board
- Town and Parish Council representatives
- Community / Stakeholder representatives

It is recommended that the groups do not normally consist of more than 10 representatives, but for larger community areas this may not always be feasible.

Representatives should act as a conduit between their organisations and the LHFIGs by putting forward the views of the body they represent and providing feedback to its members regarding the work of the LHFIGs. The group members will also need to be mindful of the needs of the community area when making their recommendations, as not all councils and groups may be represented on the LHFIGs.

Recommendations to the Area Board will usually be reached by consensus, but if necessary, these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire councillor. Membership of the LHFIGs will cease when a member ceases to hold the stated office as first appointed, or when a parish/town council or group choose to nominate an alternative representative.

The LHFIGs may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

### **Appointment of LHFIGs members**

Appointment of Wiltshire Council members to the LHFIGs will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

- Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the LHFIGs (e.g. town/parish council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

### **Media relations**

Members of the LHFIGs must not issue press statements on behalf of the Area Board.

Any press statements about the work of the LHFIGs should be agreed between the Chairman of the LHFIGs and the Chairman of the Area Board, and in consultation with Wiltshire council's communications team. You can contact the communications team at [communications@wiltshire.gov.uk](mailto:communications@wiltshire.gov.uk).

### **Meetings**

It is recommended that the LHFIGs meet four times a year. Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings. Meetings are intended to be limited to the membership set out above and is open to other members of the Area Board who wish to attend. It can be open to public if the LHFIG chair wishes, and by invitation. It should be noted that LHFIGs are advisory bodies and do not exercise delegated decision-making powers. All decisions are to be ratified by the Area Board.

### **Officer support**

Meetings will be attended by relevant officers from Wiltshire Council, including a Senior Transport Officer Report

Planner, a Senior Traffic Engineer, Local Highway Maintenance Engineer and the local Community Engagement Manager. Attendance by officers of other expert knowledge may be arranged when necessary.

Additional support will be provided outside of the meeting by the Corporate Office Business Support unit as currently for Area Boards, for the purpose of arranging meetings, venues, and the production of meeting action notes.

### **Terms of reference**

The LHFIGs have no formal decision-making authority on operational matters or budget expenditure but act as an informal discussion forum making recommendations to the Area Board.

Recommendations must be agreed at a full LHFIG meeting before being brought to the next Area Board for approval.

The LHFIGs terms of reference are set out at Appendix A:

Examples of projects the LHFIGs can and cannot fund are set out in Appendix B:

### **Terms of Reference**

### **Appendix A**

#### **1. Small-scale transport schemes – discretionary funding**

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small-scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Transport, Waste, Street Scene and Flooding. The funding allocation is a mixture of highways and council capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management.

It cannot be used to fund revenue functions, such as routine maintenance schemes or the provision of passenger transport services.

A list of schemes which the groups can fund in contained in Appendix B

Schemes considered by the LHFIGs must have first been raised through the highway improvement request system and endorsed by the relevant town or parish council.

The LHFIG's can be directed to look at issues identified by Highways Officers when considered appropriate. For example, when an issue is raised for which other centrally held resource does not exist.

In choosing their local transport schemes, Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

#### **2. Small scale transport schemes – substantive funding**

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is more than the total discretionary amount available as part of the group's annual allocation.

## **Appendix B** – Example of projects which can and cannot be funded by LHFIGs

### **LHFIGs can fund the following:**

- **Pedestrian improvements:** including dropped kerbs, new footways, substantive improvements to existing footways, pedestrian crossings (including assessments).
- **Cycle improvements:** new cycle paths, cycle parking / storage.
- **Bus infrastructure:** new and replacement Shelters (subject to agreement on future maintenance liability), bus border kerbs, bus stop road markings.
- **Traffic signing:** new and replacement signs (including signposts), street name plates, village gateways.
- **New road markings:** new and replacement of existing markings.
- **Speed limits:** assessment and implementation.
- **Waiting restrictions:** assessments and implementation.
- **Footpath improvements:** styles, gates, surface improvements to rights of ways (council maintainable only).
- **Drainage:** minor improvements, new gullies.
- **Street lighting:** new installations.
- **Traffic management measures:** including Sockets and posts for SID (Speed Indication Device) equipment.

*As a general rule, an asset should exist at the end of the project, i.e. something new that wasn't there beforehand.*

### **LHFIGs cannot fund:**

- **Routine maintenance:** such as gully emptying, ditch clearing, hedgerow cutting, pot hole repairs.
- **Service subsidy:** bus services
- **Promotional campaigns**
- **SID equipment**
- **Improvements for individuals and properties**

*As a general rule, activities that repair, clean, tidy or remove something that is already present are likely to be considered routine maintenance and cannot be funded by LHFIGs.*

Meetings of the SWW LHFIG take place at the Nadder Centre, Tisbury at 2pm on a Wednesday four times a year.

SWW LHFIG is Chaired by Wiltshire Cllr Bridget Wayman.