




Wilton Town Council

Environment & Amenities Committee


AGENDA

To all members of the Environment and Amenities Committee.

Cllr Blackman Cllr Boyd Cllr Crossley Cllr Hilliard
Cllr Moore Cllr Page Cllr Taylor Cllr Whillock

 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 18th JUNE 2024 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.

It is hoped to stream this meeting via the Zoom video conferencing platform. Please [click](#)

[here](#) or use the following access details:

Meeting ID 8499 1688 446

Passcode 898944

You will be placed in a waiting area so please ensure arrival at least 5 minutes before the start of the meeting.

Yours faithfully

Clare Churchill
Town Clerk

12th June 2024

EA/051/24	<u>To elect a Chairman of the Environment and Amenities Committee.</u> To elect a Chairman for the civic year 2024-2025	7.00pm
EA/052/24	<u>To elect a Vice Chairman of the Environment and Amenities Committee</u> To elect a Vice Chairman for the civic year 2024-2025	7.01pm

EA/053/24	<u>Apologies</u> To receive any apologies and to note the reasons provided.	7.02pm
EA/054/24	<u>Minutes</u> To approve the minutes of the meeting held on 16th April 2024 .	7.03pm
EA/055/24	<u>To suspend Standing Orders</u> 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.	7.04pm
EA/056/24	<u>To reinstate Standing Orders</u>	7.19pm
EA/057/24	<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.	7.20pm
EA/058/24	<u>Declarations of Interest</u> (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.	7.25pm
EA/059/24	<u>Exclusion of the Public and Press.</u> To agree any items, if required, to be dealt with after the public, including the press, have been excluded under <i>Public Bodies (Admissions to Meetings) Act 1960</i> . <i>Note the resolution must include a reason for this exclusion.</i>	7.26pm
EA/060/24	<u>Highway issues</u> (i) To note the following projects are all in progress and waiting for the Contractor to complete the work. Work issued by Wiltshire Council Highways. a Coloured surfacing at the Crow Lane / North Street junction. b Keep Clear by the Kingsbury Sq pinch point c Pavement marking (inc image of a pedestrian) outside the built out pavement outside the Council Office d Coloured surfacing on the Minster St informal crossing e Installation of a bollard outside 2 West St. (ii) To note the following project is in progress: Design work for a crossing point in South Street, further details expected in August 2024. (iii) 20mph Speed Limit Request The results of the traffic surveys have been received. See Officer Report. a To agree to an informal consultation with the community prior to a formal request at the Local Highways and Footpath Improvement Group meeting on 28 th August 2024. b To confirm the preferred method of an Informal Consultation.	7.27pm

- (iv) **Request to reinstate a pavement bollard outside 25 West Street.**
 A request has been received to reinstate the bollard that was in place in 2016 but has since been removed following damage (date unknown).
 The request also includes raising the existing dropped kerb at the location to deter illegal parking.
 - a To agree to request the bollard is re-instated.
 - b To agree to request the relevant section of the dropped kerb is raised.
- (v) **Additional crossing on The Avenue**
 A request for another pedestrian crossing to be placed further up by the roundabout, leading to the long stay bus stop and top part of the estate.
- (vi) **To consider a Cycle Route from Kingsway to the Market Square**

EA/061/24 **Noticeboards**

7.43pm

- (i) **Minster Street.**
 To confirm the exact location within the Recreation Ground.
- (ii) **Churchyard of Old St Mary's**
 A request to site this within the Churchyard (replacing the existing) has been submitted
 A request to site this on the pavement adjacent to the Churchyard Wall has been submitted and is acceptable to WC Highways
 To confirm the preferred location within the Churchyard for the noticeboard:
 Existing location
 Closer to the perimeter wall
 Move east
- (iii) **Castle Meadow Pavilion**
 To replace the current noticeboard (damaged) with a printed sign stating who to contact for hiring the Pavilion.

EA/062/24 **Signage**

7.50pm

- (i) **Cemetery Sign**
 In November 2022 it was agreed to erect a sign with the current Cemetery Regulations (in full) at the Cemetery.
 After a delay in getting the proof correct it has been questioned about the practicality of such a sign which would need replacing each time the Regulations changed.
 - (a) To confirm the cancellation of the agreed sign.
 - (b) To confirm to place the refurbished noticeboard on the wall in which the Regulations can be printed and displayed and changed when required.
- (ii) **Castle Meadow Car Park Sign**
 The proof has been received and was not as expected.
 - (a) To confirm the wording for this sign – please note this is a car park sign.
 - (b) To confirm the layout including colour (background and print) for this sign.

EA/063/24 **Play Areas**

8.00pm

To note issues in the following Play and Recreation areas and to agree to a current Wilton Town Councillor taking on a monitoring role for each area, to report matters to Wilton Town Council Office and this Committee

- (i) **To note the recent annual play inspections and agree actions required.**
- (ii) **To note the weekly play inspection reports.**
- (iii) **Update on the Minster Street Play Area - Cllr Boyd to report.**
- (iv) **To consider quotes to undertake repairs to the inside of the Tennis Court shelter.**
- (v) **Update on the Wishford Rd Play area – Cllr Hilliard to report.**
- (vi) **Update on the Bulbridge Play Area – Cllr Kinsey to report.**
- (vii) **To consider comments made at the recent Annual Town Meeting;**
The Bulbridge Play Area appears neglected – this was apparently referring to the Randall’s Croft Play Area which is the responsibility of Wiltshire Council.
- (viii) **Update on Castle Meadow – Cllr Whillock to report.**
- (ix) **To note that a maintenance inspection has been booked for the Outdoor Gym Equipment, date to be confirmed at a cost of £450 plus VAT.**
- (x) **To confirm the Council representatives for the following areas:**
 - a Minster Street Recreation Ground (inc play park).
 - b Wishford Road
 - c Bulbridge Play Area
 - d Castle Meadow

EA/064/24 **Shaftesbury Road Cemetery.**

8.15pm

- (i) To receive a report from Cllr Crossley regarding the Cemetery.
- (ii) To receive a report from the Town Clerk on Burials and Interments.
- (iii) To consider the Report from the recent Structural Survey.
- (iv) To receive an update regarding the Friends of Shaftesbury Road Cemetery
- (v) To confirm the Councillor who will be the link Councillor for Shaftesbury Road Cemetery.

EA/065/24 **South Street Car Park**

This car park is leased from Wilton Estate.
A request has been received to permit two car park spaces to be used by Wilton Estate to allow for the installation of a new oil tank for the Michael Herbert Hall.
To consider and agree to the request.

EA/066/24 **The Council Offices**

8.25pm

Work is required to the roof and gutters of the Council building.
A quote was accepted in December 2023.
It has now been requested that the work is not undertaken until mid September or later.
It has been stated by Contractors that the damp in the Council building is probably caused by the guttering being insufficient.
To confirm that Wilton Town Council is prepared to wait until mid September for this work to be started.

EA/067/24 **Wilton Town Trail.**

8.28pm

To receive a short update on the vision going forward for the Heritage Trail.

EA/068/24 **Managing the Council’s money**

8.30pm

- (i) To approve payments as specified in the schedule of payments.
- (ii) To approve new posts, where required, for the new street signs.
- (iii) To clarify the charges for the Minster St Fountain which is powered by electricity from Wilton Bowls Club.
- (iv) To accept a quote for the repair of the damaged post at the Adventure Trail, Minster St.

EA/069/24	<u>Planning</u> To respond to Wiltshire Council on the following Planning Application PL/2024/05101. 23 St John's Square. Construction of outbuilding for home gym and erection of summer house in rear garden. Installation of 12no. PV panels on existing garage roof.	
EA/070/24	<u>Location for the Planters</u> To consider and agree to the following locations. (i) One either side of the Cemetery entrance at the top of Shaftesbury Road. (ii) One either side of the entrance to Wilton Community Centre.	
EA/071/24	<u>To note the Report of the recent meeting with the Grounds Maintenance Contractor</u>	8.33pm
EA/072/24	<u>Working Groups Terms of Reference</u> Following approval at Full Council (118/24 (h)) to confirm that each of the Working Groups that sits under the Environment and Amenities Committee will meet before the next meeting of this Committee and	8.35pm
EA/071/24	<u>To receive a Report from the Castle Meadow Car Park Working Group</u>	8.40pm
EA/072/24	<u>To receive a Report from the Heritage Working Group.</u> (i) Wilton Heritage Maps and Markers (ii) Wilton Heritage App – to include an update on feedback to Wiltshire Council and plans for the official launch.	8.42pm
EA/073/24	<u>To receive a Report from the Toilet Working Group.</u>	8.46pm
EA/074/24	<u>To receive a Report from the Speed Indicator Device (SID) Working Group</u>	8.48pm
EA/075/24	<u>To receive a Report from the Events Working Group.</u>	8.50pm
EA/076/24	<u>To receive a Report from the Newsletter Working Group.</u>	8.52pm
EA/077/24	<u>To receive a Report from the Wilton Flood Group.</u>	8.54pm
EA/078/24	<u>Update of Actions from the last meeting.</u> (i) (EA/024/24.1) The Grant Application for a Defibrillator was withdrawn. (ii) (EA/025/24) The toilet seat has been replaced. (iii) (EA/025/24.7) Military planes over Bulbridge was been previously discussed (iv) (EA/025/24.10) Town Trail maps. The Dispensers income until May 2024 was £118.00. This has been banked. An additional £15.50 was paid in from map sales not using the dispensers. (v) Cllr Whillock's Street Surgery items – Wiltshire Councillor Pauline Church has addressed some issues that are Wiltshire Council, some items were answered at the meeting.	8.55pm
EA/079/24	<u>To make a representation to the Old Orchard Surgery regarding the issue of residents living on the north side of the A36 having to register with a surgery outside of Wilton.</u>	8.56pm
EA/080/24	<u>To make a formal representation regarding the low flying aircraft over the Bulbridge area.</u>	8.57pm
EA/081/24	<u>Officer report</u>	8.58pm

Councillors are requested to note the updates in the Officer report for information only.

EA/082/24 **Date of next meeting**

To confirm the date of the next meeting on Tuesday 20th August at 7.00pm in the Council Chamber.

EA/083/24 **To close the meeting.**

8.59pm

9.00pm