



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 20th AUGUST 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 848 6301 7026

Passcode 787263

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

14th August 2024

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|-----------|--|--------|
| EA/086/24 | <u>Apologies</u>
To receive any apologies and to note the reasons provided. | 7.00pm |
| EA/087/24 | <u>Minutes</u>
To approve the minutes of the meeting held on 18th June 2024 .
Please note that the Minutes state under item EA/064/24.(x).c that Councillor Boyd will take on | 7.01pm |

the role, this was changed after the meeting to Councillor Moore.

- EA/088/24 **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.
- EA/089/24 **To reinstate Standing Orders** 7.17pm
- EA/090/24 **Community Engagement** 7.18pm
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/091/24 **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/092/24 **Exclusion of the Public and Press.** 7.24pm
To agree any items, if required, to be dealt with after the public, including the press, have been excluded under *Public Bodies (Admissions to Meetings) Act 1960*.
Note the resolution must include a reason for this exclusion.
- EA/093/24 **Highway issues** 7.25pm
(i) **20mph Speed Limit Request (FC/110/23/a July)**
a To receive an update on the planned community consultation.
b To consider whether to incorporate a consultation about Residents Parking in North Street.
c To agree the date and details for the Consultation.

(ii) **Request to reinstate a pavement bollard and raise the kerb outside 25 West Street (EA/060/24.iv June).**
The replacement of the bollard fell within Highway Maintenance and so the request for it to be replaced has been submitted by the Town Clerk.
There is no cost to Wilton Town Council for the replacement bollard.
a To agree to request the relevant section of the dropped kerb is raised.
The Town Clerk has investigated and no one knows why it was raised in 2014 and then lowered a year later.
Should Wilton Town Council wish for the kerb to be raised the issue will need to have the support of the Local Highways and Footpath Improvement Group (LHFIG) and Wilton Town Council would be expected to make a financial contribution.
- EA/094/24 **Noticeboards (EA/052/22.v May)** 7.35pm
(i) **Castle Meadow**
The location of this noticeboard was agreed at a Meeting held 4th June 2024.
Please note this is a community noticeboard, part will have information on the location (to comply with the terms of the R2 Funding) which will be in the locked bay and the rest will be open and available for public use.

- a To consider the agreed location for this noticeboard.
- b To confirm the location for this noticeboard.
- c To consider whether the Castle Meadow Car Park sign should be:
 - Attached to the leg of the noticeboard
 - Displayed on the noticeboard – please be aware this could be covered up by other notices so would require regular checking.

(ii) **Churchyard of Old St Mary's**

A request to site this within the Churchyard (replacing the existing) has been submitted. The preferred location is closer to the wall but the current location is also an option. To receive an update.

(iii) **Minster Street**

This location has been agreed and will be installed along with the Castle Meadow noticeboard once that location has been agreed.

EA/095/24 **Signage**

7.45pm

(i) **Castle Meadow Car Park Sign (EA/061/23 June)**

This is a pre printed composite sign.

The wording has been agreed but new suggestions were then suggested.

Please see Officer Report.

- (i) To confirm the wording for this sign – please note this is a car park sign.
- (ii) To confirm the orientation of this sign – portrait or landscape..
- (iii) To confirm the location for this sign.

(ii) **Information sign regarding hiring of the Castle Meadow Pavilion. (EA/64/24/iii June)**

This sign was agreed at a previous meeting.

This was to be a pre printed composite sign but now proposed to be a notice printed by the Office and inserted in a frame.

- (i) To confirm the format of the sign (a purpose made sign or inserted into a frame)
- (ii) To confirm the text of the sign including the email for contact.
- (iii) To confirm that the sign will be displayed by the front door.

EA/096/24 **Play Areas**

7.55pm

To note issues in the following Play and Recreation areas.

(i) **To note the recent annual play inspections and agree actions required.**

- (a) Bulbridge – see Officer Report (Councillor Blackman)
- (b) Castle Meadow Outdoor Gym (Councillor Whillock)
- (c) Minster Street Play Area – see Officer Report (Councillor Boyd)
- (d) Minster Street Adventure Play (Councillor Boyd)
- (e) Wishford Road (Councillor Taylor)

(ii) **To note the weekly play inspection reports.**

(iii) **To consider quotes for the Adventure Trail repair – see Officer Report**

(iv) **Report on the Minster Street Play Area - Cllr Boyd to report.**

(v) **Report on the Wishford Rd Play area – Cllr Taylor to report.**

(vi) **Report on the Bulbridge Play Area – Cllr Moore to report.**

(vii) **Report on Castle Meadow – Cllr Whillock to report.**

(viii) **To note that the booked maintenance inspection for the Outdoor Gym Equipment, date is being chased by the Town Clerk.**

EA/097/24	<p><u>Shaftesbury Road Cemetery.</u></p> <ul style="list-style-type: none"> (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 confirm that a specification needs to be drawn up in order to request quotes for the work to the buildings. (EA/33/24/vi April) To include confirmation as to who will draft this specification. (iv) To receive an update regarding the Friends of Shaftesbury Road Cemetery (EA/010/24/iii February) 	8.10pm
EA/098/24	<p><u>The Council Offices</u></p> <p>The work to the roof and guttering has been completed, issues with the fabric of the building were raised during this work.</p> <ul style="list-style-type: none"> (i) To agree to undertake a full inspection of the exterior of the building. This will require access via neighbouring properties. (ii) To agree to draft a specification for the painting of the Council Chamber, Stairs, Lobby and doors of the building in order to obtain quotes. (iii) To agree to draft a specification for the replacement carpet and curtains in the Council Chamber. (iv) To agree to defer the decorating of the Council Office until the issue with damp has been resolved. (v) To note that Wiltshire Police Neighbourhood Policing Team now have access to the Mayor's Parlor as agreed by Wilton Town Council. 	8.20pm
EA/099/24	<p><u>Managing the Council's money</u></p> <ul style="list-style-type: none"> (i) To approve payments as specified in the schedule of payments. (ii) To consider a quote for waste bins at Wilton Town Council toilets: Public toilets, Greyhound Lane Castle Meadow Pavilion Cemetery Council Offices 	8.25pm
EA/100/24	<p><u>Planning</u></p> <p>To respond to Wiltshire Council on the following Application for Tree Works in a Conservation Area.</p> <p>Planning Application: PL/2024/07561 (wiltshire.gov.uk) 31 St John's Square Willow tree – remove to ground level.</p>	8.35pm
EA/101/24	<p><u>Budget Setting</u></p> <p>To confirm which Councillor will represent this Committee on the Budget Working Group.</p>	8.39pm
EA/102/24	<p><u>Wilton Town Council Planters</u></p> <p>To note that three planters have been put in place and planted (2 at the Cemetery entrance and 1 at Castle Meadow) and a further 2 will be located at the entrance to Wilton Community Centre.</p> <p>This leaves 1 planter.</p> <p>To agree to locate this sixth planter near the vehicle gate entrance at Castle Meadow (by the new noticeboard).</p>	8.40pm
EA/103/24	<p><u>To note that the recent meeting with the Grounds Maintenance Contractor has been rescheduled.</u></p>	8.42pm

This meeting will take place on 28th August and Wilton Town Council will be represented by Cllrs Blackman and Crossley and the Town Clerk.

- EA/104/24 **Lease for South Street Car Park** 8.43pm
To agree to extend the current Lease which expires September 2024 for three years.
- EA/105/24 **To receive a Report from the Castle Meadow Car Park Working Group** 8.45pm
- EA/106/24 **To receive a Report from the Heritage Working Group.** 8.46pm
Wilton Heritage App – to include an update on feedback to Wiltshire Council and plans for the official launch.
- EA/107/24 **To receive a Report from the Toilet Working Group.** 8.48pm
- EA/108/24 **To receive a Report from the Speed Indicator Device (SID) Working Group** 8.49pm
In addition to note the following reports:
(i) Report dated 15/03/24 – 7/07/224. The Avenue.
(ii) Report dated 12/02/24 – 21/04/24 South Street, Oak Ash Green.
(iii) Report dated 21/04/24 – 11/07/24 Burcombe Lane (opposite the school)
- EA/109/24 **To receive a Report from the Events Working Group.** 8.51pm
Possible change of route for Remembrance Day parade – update Town Clerk
- EA/110/24 **To receive a Report from the Newsletter Working Group.** 8.53pm
- EA/111/24 **To receive a Report from the Wilton Flood Group.** 8.54pm
- EA/112/24 **Update of Actions from the last meeting.** 8.56pm
(i) (EA/060/24.i) Highway Works. Completion of these (see Officer Report) is still outstanding.
(ii) (EA/060/24.v). New crossing point on The Avenue. Submitted to LHFIG. (EA/060/24/v June)
(iii) (EA/062/24.i) Noticeboard for the Cemetery. This has been taken to Wilton Men’s Shed for refurbishment.
(iv) (EA/063/24.iv) Tennis Court Shelter internal repairs. Clerk is still chasing quotes. (EA/032/24/vi April)
(v) (EA/063/24.v) No Dog sign for Wishford Rd play area. Ordered.
(vi) (EA/064/24.i) Removal of unwanted stone at the Cemetery. Clerk is chasing a second quote.
(vii) (EA/065/24) To allow two spaces at South St car park to be used for a new oil tank. Wilton Estate has been informed that the request was agreed.
(viii) (EA/066/24) Work to Roof and Gutter. The work was completed in July.
(ix) (EA/068/24.ii) Street signs. The order has been confirmed and delivery is 8-10 weeks. (EA/058/23 June)
(x) (EA/068/24.iii) Electric for the Fountain. The total payment of £450.00 for the electric consumption up to the recent installation of a new meter has been accepted by Wilton Bowls Club and has been paid.
- EA/113/24 **Officer report** 8.58pm
Councillors are requested to note the updates in the Officer report for information only.

EA/114/24 **Date of next meeting**

To confirm the date of the next meeting on Tuesday 15th October at 7.00pm in the Council Chamber.

8.59pm

EA/115/24 **To close the meeting.**

9.00pm

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 at least 48 hours (excluding weekends and bank holidays) before the meeting so that help may be provided.