



Wilton Town Council

E & A Committee Meeting



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093

Officer Report

17th October 2023

Please be aware when referring to the report at the meeting that the meeting is recorded, streamed and members of the public may be in attendance so caution is advised before stating information in this report.

Background report for the main items on the Agenda.

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

At the end of the report the terms of reference for the LHFIG group has been copied to help Cllrs understand what the group can / can't support.

EA/106/23 Highway issues

- (i) A30 crossing on Minster St.

This issues was initially raised as part of the Disability Audit in May 2023.

Cllr La Femina circulated the report from the audit and this reply was received from Pauline Church (WC)

Just to make you aware a crossing on Minster St is in the Salisbury LCWIP¹ on which we had a briefing from WC officers about 18 months ago.

I suspect this is waiting for government funding – will try and get an update.

Due to this reply the issue was put on hold although it was reported to MyWilts as an issue.

The MyWilts issue

Minster Street pedestrian crossing

Enquiry reference 00116505 relating to Inadequate signing or guarding on MINSTER STREET which was reported on Jun 26 2023 10:13AM.

Wiltshire Council Note: Jun 29 2023 10:23AM This report has been completed.

Wiltshire Council Comment: Comment: Thank you for your report. This issue has already been reported and is under investigation.

Customer Note: Inadequate signing or guarding

At the August meeting it was noted that no further action was required at this time.

The day before the meeting (after 2pm), Pauline Church emailed an LHFIG request – this was too late to include in the agenda for the meeting.

Town Clerk enquired about the LCWIP update as mentioned in the email dated 13th June.

This reply was received:

The LCWIP is a completely different infrastructure improvement – as such the proposal is that a toucan crossing will be built opposite Minster St / The Guild – this will require government funding

¹ Local Cycling and Walking Infrastructure Plan?

and involve a new cycle lane. In the meantime it doesn't top us getting the road surface on the informal crossing point repainted

I have since found out that WC has moved away from replacing coloured surfacing at informal crossing points and village gateways as a cost saving measure. This is due to the relatively high cost of providing such surfacing and how quickly it wears away, particularly on roads with high traffic flows. So the only way to get this funded is through LHFIG – it will not be funded from the general maintenance budget via MyWilts App.

Request submitted by Unitary Cllr Pauline Church (14th August 2023)

Issue - Replacement of coloured road surface at informal crossing point to assist pedestrians crossing from the new A36 toucan crossing

Request - Replacement of coloured road surface at informal crossing point

Officer advice – support the request.

(ii) South Street crossing point.

This was discussed at the last LHFIG meeting.

Traffic survey undertaken with the 85th percentile speed of traffic recorded as 26.3mph. If the TC wish to proceed with a formal crossing facility a sight stopping distance of between 31-40 metres of the crossing point would be required. However, as previously discussed it is unlikely that there are enough pedestrian crossing movements to justify the provision of a formal crossing facility at this location. The provision of an informal crossing facility could be considered. This could take the form of a pair of dropped kerbs (complimented with bus stop clearway markings) in the vicinity of the public car park entrance and bus stops. Siting a crossing point at the location indicated would provide improved access to the bus stops, the car park and the doctors surgery. The provision of the bus stop clearways would provide visibility of pedestrians crossing at this location.

The group discussed this issue. AC stated that the PC would like for to proceed with the design of an informal crossing facility at this location based on the proposed suggestion.

Officer advice – support the informal crossing facility, once costs are known it will be bought back to this committee.

(iii) Crow Lane / North St crossing

This was initially raised earlier this year.

The TC have requested measures to make motorists exiting Crow Lane into North Street aware that they are crossing a footway following reports of near misses between pedestrians and vehicles. Two proposed footway/road marking options have been developed with the only difference between the options being the proposed use of coloured surfacing. The estimated cost of this work without the coloured surfacing is £625.00. (LHFIG contribution £468.75 / PC contribution £156.25). [Note: Figure includes a 25% contingency]. The estimated cost of this work with the coloured surfacing is £875.00. (LHFIG contribution £656.25 / PC contribution £218.75). [Note: Figure includes a 25% contingency].



Option 1 without coloured surfacing.



Option 2 with coloured surfacing

That the Area Board approves the allocation of £656.25 towards this project. That the TC approves the allocation of £218.75 towards this project.

The Area Board approved the project.

Officer advice support the expenditure.

(iv) Camber of the A30

A resident has expressed concern at the camber of the A30 in West Street particularly near the Church. The main concern is that a HGV travelling at speed could tip over.

Officer recommendation – forward this to WC Highways for investigation and confirmation that the camber is safe.

(v) Various highway matters;

Weeds and nettles – this is on the PS list but proves difficult due to the parked cars.

Mud along North St pavement – this needs to be checked and can be added to the PS list.

Overgrown bund near Wiley Terrace – needs to be checked, ownership and responsibility also needs to be checked.

Move the Co-op to West St – this is not a Town Council matter.

Street light at Wiley Terrace – reported to WC but may require additional chasing by Wiltshire Cllr Pauline Church.

Officer advice is next to each item.

(vi) As stated on the agenda.

Wishford Rd (extract from LHFIFG Minutes)

Wilton TC have advised they will be funding the provision of new street nameplates themselves and have requested information as to whether realigned signs facing oncoming traffic could be accommodated in the verge. The verge is approximately 2.5 metres wide. Street nameplates typically use a 90mm letter height. The existing (or a replacement) Wishford Road street nameplate could be realigned and accommodated in the existing verge. Using a 90mm letter height a single line Water Ditchampton sign would be approximately 2.2 metres wide and could be accommodated in the verge (subject to the sign assembly having rear rather than end support posts) However, if the sign is to include the town coat of arms, then a single line sign would likely be too wide to be accommodated in the verge. In this instance either using a smaller letter height or writing Water Ditchampton over two lines would allow the sign to be accommodated in the verge.

AC advised that the TC would be pursuing this matter outside of the LHFIG with the assistance of PS.

The group asked that this issue is closed.

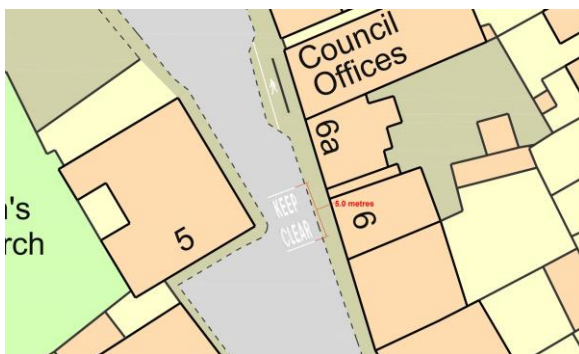
EA/107/23 Kingsbury Square

A meeting took place on Tuesday 10th October. See full report in Appendix 1.

Those present discussed issues and concerns and it was agreed that:

- A solid white line painted on the pavement build out by the Council Office is to be requested to show the area of pavement and allow a vehicle to park slightly on the pavement. It would be preferable to have a person painted on the pavement to show the reason for the white line.
- Keep Clear markings to be painted 2.5m either side of the Pinch Point on the North side of the road to prevent vehicles stopping or parking thus causing an obstruction to the highway.

Paul Shaddock has provided a sketch of the proposals.



EA/108/23 Play areas

The Clerk is chasing quotes, currently only one received.

EA/111/23 Request for a memorial bench.

Waiting to hear back from the family.

Please note that the cost for the bench would include VAT as the Council is not gifting the bench to the family.

Should the Council purchase the bench and invoice the family or ask the family to purchase?

There will be a cost for the installation – is this to be charged to the family?

EA/114/23

Report from Wilton Bowls Club.

On Wednesday 16th August 2023, Wilton Bowls Club played a match against Corsham, a team who had many members who had never actually played at Wilton before, the game concluded at around 8pm and the visiting team were given refreshments in the club house until approximately 9pm.

By this time it was extremely dark away from the clubhouse, and players have to make their way out around the bowls green, to the gate at the main road before crossing the bridge to the Wilton "Guild" car park.

There is no lighting on this path.

Unfortunately two gentleman from the away team were walking this route and when the first gentleman reached the gate he turned to hold open the gate for his team mate and discovered that he had turned sharp right at the large beech tree, (because he could see the cars across the river in the car park), and walked through the undergrowth straight into the river, where he fell face down in the water.

Luckily Wilton Club Bowls members were following a short distance behind and whilst one entered the river to assist the gentleman, the other summonsed assistance from the clubhouse, and consequently the gentleman was pulled from the river.

He was returned to the clubhouse and given a change of clothing then escorted to his vehicle in the car park.

The gentleman in question being a ***** who was contacted the following day and whilst he had a sore ankle, he was otherwise in good health although during the incident lost his cap and glasses.

I submit this report for consideration of some lighting on the path to avoid any further incidents.

Martyn Neale
Wilton B C.

Following receipt of this the Town Clerk enquired as to number of evening matches and whether this had happened before.

David Parker Smith called on 21st August and gave the following information.

- This is the first time this has happened.
- Almost all evening matches are in August.
- Matches finish at 9.30 / 9.45pm
- The concern is over visitors.

The Town Clerk also advised a temporary solution of solar lights which could be put out before the match and taken away on leaving.

In addition the wife of the person involved in the incident called the office 4th October, enquiring about her complaint which had never been received, she did not have a copy but was asked to resend her complaint if she wished it to be investigated.

She also mentioned that she had visited the location the following day and spoken to several people who agreed the path was dangerous particularly for dog walkers and should be lit.

EA/115/23 Heritage App

Please see [Explore Wiltshire's hidden histories](#) there is one for Warminster, Devizes and Salisbury amongst others.

The cost is covered by the Towns Programme but Wilton TC would be expected to update and promote events.

Considering the timeframe it is advisable to establish a working group.

EA/116/23 Castle Meadow Pavilion

The alarm is the main concern.

Shutter is still outstanding but should be fixed shortly.

Showers have been descaled – thank you Cllr Crossley

Met with MJ Abbott re car park and awaiting feedback.

The pothole repairs is in progress but seems to be taking time. The same applies for the wildflower fence.

EA/117/23 Hire rates

The Assistant to the Town Clerk is researching charges made by other Councils to hire football pitch and pavilion.

Updates on items in progress

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

Minster St cycle path – there is a CLP meeting on 8th November which Cllr Blackman will be attending.

Dog Signage

No information has been received since the June meeting.

New noticeboards using R2 funds.

Wiltshire Council has responded to the request for confirmation of R2 funding and has asked for details of all projects which has been actioned and now awaiting a response from WC.

The Clerk is waiting to speak to the Officer which will be after the date of this meeting.

The Clerk can confirm that the quote for the noticeboards was checked in April 2023 but will need to be checked again due to the time that has passed.

Public Toilets

Damaged toilet roll holders, new holders ordered and received need to be fixed.

Blocked toilet has been sorted by ID Verde.

Water flow in Urinals – trying to contact company that services them.

Kingsbury Square – Meeting with Residents.

The meeting took place on Tuesday 10th October at 12.30pm in the Council Chamber followed by a site visit outside the Council Office.

The meeting was attended by:

| | |
|----------------------------------|---------------------------------------|
| Paul Shaddock (WC Highways) (PS) | Pauline Church (WC Unitary Cllr) (PC) |
| Cllr La Femina (MLF) | Cllr Boyd (AB) |
| Chris Boot (Resident) (CB) | Alison Ward (Resident) (AW) |
| Denise Lord (Resident) (DL) | Paula Johnston (Resident) (PJ) |
| Robert Steptoe (Resident) (RS) | PCSO Simon Ward (PCSO Ward) |
| PCSO Jenny Moss (PCSO Moss) | C Churchill (Town Clerk) (TC) |

PC, Chaired the meeting (with agreement of the Mayor) and started by saying Wilton was the only town in the county with free parking and is aware that residents parking moves the parking problems elsewhere.

CB spoke on behalf of residents, having put a note through all doors and collated feedback he shared a summary of the concerns.

Main concerns are:

- Parking – no one wants restrictions.
- Parking on the pavement – causes issues.
- Pinch point – the carriageway is not wide enough for a car to pass a parked vehicle without mounting the kerb.

He proposed solutions for the pinch point:

This is a traffic calming feature and needs to remain to avoid higher speeds and increased traffic.

- Reduce the kerb height outside St Edith's to a dropped kerb but noted the owner had not been spoken to.
- Raising the carriageway to create a table which is the same height as the kerb.

PS was against the dropping of the kerb but agreed it was an option.

PS - speed cushions create a noise issue for immediate neighbours.

Yellow lines or Keep Clear by the Pinch Point.

Options for the Build Out:

- Do nothing
- Paint a white line – visual deterrent
- Install bollards, minimum 2 possibly 3 – 3 bollards may remove the parking on the western side.
- Yellow lines

Bollards on the pavement to ensure pedestrian access – agreed to try a painted line first as the bollards would remove parking spaces.

The legal status of parking on a footway was noted.

The definition of a pedestrian was clarified – a person walking, in a wheelchair, mobility scooter, pushchair etc.

The minimum width for carriageway was clarified and the pinch point does not meet the minimum if a vehicle is parked there.

Yellow lines cover the pavement as well as the carriageway.

If a vehicle is obstructing a pavement it is a matter for the police and the police need to be contacted.

PCSO Ward clarified that obstruction has a high threshold and rarely an emergency.

The slip road in front of numbers 2, 3 and 4 is public highway and should not be obstructed for more than 20 mins.

The solid white line by the junction of Kingsbury Sq and the A30 shows the edge of the carriageway and should not be parked on.

DL questioned permission for the Health Centre as a dentist was refused permission in 1962 due to insufficient parking.

PC stated the building was owned by the NHS and use is within planning law. Have discouraged the staff from obstructing the pavement running alongside the car park.

DL asked if there was a Wilton Parking Ambassador.

PC – they do visit and if required she can request additional visits, however they only check the market Sq and time limited parking, there are no restrictions in Kingsbury Square.

RS – why is the parking in Russell St restricted to 1 hr, removing this restriction would help.

PS – not sure why there is a limit but possibly to help businesses in North St. He can look into the 1 hr restriction.

PJ – is there any objection to yellow lines outside Number 6?

PJ – issue with steps to council office, one person went up ramp and then almost fell down the steps, could the steps be replaced with a ramp?

Who installed steps and ramp?

TC will check records as aware of a news article on the ramp.

Residents Parking

Usually only used to stop commuter parking so operates from 8am – 6pm.

Requires an informal consultation with a 50% return rate and of those 51% must be in favour.

Can be limited (usually 2 hrs) or residents only.

Residents have to purchase permits which are limited to 2 per property (1st @ £80, 2nd @ £100 per annum) and visitors permits can be purchased for a fee.

It was asked if an issue could be considered without the Town Council support – it was confirmed it could but it is advisable to have the TC support.

A brief discussion took place re the as the Minutes stated outside 6 and 7 Kingsbury Sq being misleading with regards to the property numbers.

Minutes of the April E&A meeting held 18th April 2023

Waiting Restriction request at Kingsbury Square.

To support a request for double yellow lines outside numbers 6 and 7 Kingsbury Square. The Town Clerk advised the committee that this would be more likely to succeed if the neighbours also supported it.

Resolved: To refer back to the originator to obtain support of the neighbours (section 6 in the form).

Please note; The information presented to Cllrs was copied from the request received.

At the meeting held 20th June 2023, several residents opposed the proposal.

Waiting Restriction request at Kingsbury Square.

At the last meeting the Committee referred the request back to the requestor asking for section 6 to be completed. The requestor has responded and will not complete section 6 of the form.

Resolved: To reject the application and to arrange a meeting between LHFIG, Highways, residents and the Town Council to look at parking and accessibility in Kingsbury Square. Residents are asked to make proposals to the Town Clerk beforehand. The meeting will consider issues and options and report back to the Town Council.

Those present discussed issues and concerns and it was agreed that:

- A solid white line painted on the pavement build out by the Council Office is to be requested to show the area of pavement and allow a vehicle to park slightly on the pavement. It would be preferable to have a person painted on the pavement to show the reason for the white line.
- Keep Clear markings to be painted 2.5m either side of the Pinch Point on the North side of the road to prevent vehicles stopping or parking thus causing an obstruction to the highway. There was concern this could be extended but it was clarified it was just for this section.

TC to add these two items to the upcoming E&A Committee agenda with agreement of Cllrs Boyd and La Femina.

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 extensive than given in the planning consent, the District Council’s enforcement officer to visit the site and take any necessary follow up action.

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.

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 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.