



# Wilton Town Council

## Environment and Amenities Committee Meeting



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093

### Officer Report

For the Environment and Amenities Committee Meeting to be held on Tuesday 18<sup>th</sup> June 2024.

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

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

Pages 1 – 5 relate to agenda items and update of items

Page 6 – Appendix 1 (20mph summary)

Page 7-8 South Street car park

Pages 9 – 10 Appendix 1 – Parish Steward

Page 11 – Planning information (not required for this meeting)

Pages 12 – 14 Local Highways and Footpath Improvement Group (LHFIG) Terms of Reference - copied to help Cllrs understand what the group can / can't support.

#### EA/051/24 Chair and Vice Chair

As this is a new Council year these two posts need to be filled. A reminder that the agenda is sent to the Chair the day before it is published for approval.

#### EA/060/24 Highway issues

- (i) To note the issues in progress. The orders for the work have been raised (by Wiltshire Council) and it is now for the Contractor to complete the work.  
a – d is one work order, e is a different work order.
- (ii) To note that the design work will be sent to Wilton Town Council once completed ready for discussion at the next LHFIG meeting (28<sup>th</sup> August). Town Clerk has requested it is sent in time to be considered at the August meeting of this Committee.
- (iii) 20 mph. An online meeting was held with WC Highways, Unitary Cllr Pauline Church and the Town Clerk in May to look at the results and options.  
Please see Appendix 1.

Please see the following guidance from Wiltshire Council:

[Wiltshire Policy on 20mph speed limits.](#)

A sign only 20mph is possible on the areas highlighted green.

The locations highlighted green meet the 20mph requirement without traffic calming (chicanes, speed cushions etc).

<https://www.wiltshire.gov.uk/highways-works-cost>

Wiltshire Council has previously confirmed that a 20mph on an A road is not possible as the primary function of the road is the movement of motor vehicles (see 5.2 of WC Guidance [https://cms.wiltshire.gov.uk/documents/s63658/HSB-007-13 -  
\\_Appendix 1 Wiltshire Policy on 20 mph speed limits and zones1.pdf](https://cms.wiltshire.gov.uk/documents/s63658/HSB-007-13_-_Appendix_1_Wiltshire_Policy_on_20_mph_speed_limits_and_zones1.pdf)).

At the meeting it was agreed that part of the A30 could be considered for a 20mph limit. The exact location for the start / end needs to be agreed.

Please note that Wiltshire Council did not favour a 20mph starting at the A36 roundabout and continuing to west of the Cemetery as per the original request.

The same applied to South Street from the current 30mph to the bridge just north of Bulbridge House.

The roads off North Street and North Street itself as well as Victoria Road do not require a 20mph limit as the speed is already below that but consideration should be given to signage. At each change of speed limit signage would be required so it may be neater to include these roads.

Cost – if supported by both LHFIG and South West Wiltshire Area Board (SWWAB) then the cost would be split 25% Wilton Town Council and 75% SWWAB.

#### Consultation

It is advised that Wilton Town Council undertake an informal consultation to confirm support of the scheme. Options for this could be:

- in person at an event (eg Carnival)
- letter drop to each property
- part of the newsletter.

Other suggestions welcome.

It is advised to be clear that everything is subject to agreement with Wiltshire Council.

If the scheme is supported by Wiltshire Council and once the exact location has been agreed then a formal consultation would be undertaken by Wiltshire Council – in the form of a Traffic Regulation Order.

Please note that there is also a plan to introduce a formal crossing point in Minster St, between the roundabout and Wilton House.

- (iv) A request to reinstate the bollard and raise part of the dropped kerb has been received. Members of this Committee are advised to look at the location prior to attending the Meeting.  
Should Wilton Town Council support the request then it will be forwarded to LHFIG.
- (v) This was requested via Cllr Whillock's street surgery on 17<sup>th</sup> April. The exact location for this request is not clear and would need to be clarified before forwarding to LHFIG (if that is the outcome of the discussion).
- (vi) This was requested via Councillor Whillock's street surgery on 17<sup>th</sup> April. There is a CLP meeting on 12<sup>th</sup> June (online) at 2pm.

Please follow this link for information on the current cycle lane proposals. [https://www.wiltshire.gov.uk/media/9640/Wiltshire-draft-LCWIP/pdf/Wiltshire\\_LCWIP\\_Framework\\_and\\_Interurban\\_Routes\\_Consultation\\_Draft.pdf?m=1659105563650](https://www.wiltshire.gov.uk/media/9640/Wiltshire-draft-LCWIP/pdf/Wiltshire_LCWIP_Framework_and_Interurban_Routes_Consultation_Draft.pdf?m=1659105563650)

#### **EA/061/24**

#### **Noticeboards**

The noticeboard outside the Council Office has been put up.

The Castle Meadow noticeboard will be erected at the same time as Minster St.

- (i) and (ii) As per agenda

- (iii) The noticeboard on the wall of the Pavilion has been damaged and it is not possible to replace the damaged Perspex, a new noticeboard is required.  
As there will be a noticeboard near the main entrance, it is advised to replace the noticeboard with a sign stating contact details for the Pavilion.  
Please see suggested sign.



**EA/062/24****Signage**

- (i) As per agenda.  
Wilton Men's Shed can refurbish the old noticeboard for a small charge.
- (ii) As per agenda.  
Agreed wording

**WILTON TOWN COUNCIL**   
**Castle Meadow Car Park**

1. This car park is not a public car park.
2. This car park is primarily for hirers of the sports field and buildings.
3. No overnight parking.
4. The gate to the park may be locked by the hirers at any time of day.
5. You park in this car park at your own risk. Wilton Town Council is not liable for any loss or damage to your vehicle.
6. Keep your dog under constant supervision and pick up after it.
7. No barbeques.
8. Please do not walk on the wildflower path.

To consider adding No Golf to the previously agreed wording.

**EA/063/24****Play Areas****(iii) Minster St**

Gates – the Contractor has confirmed that the gates accessing the Children's Play Area are beyond repair and need to be replaced. Quotes have been requested but as yet not received. Recommend this Committee allows this matter can be considered at the next Policy and Resources Comm rather than wait until August.

Trampoline replacement is due shortly.

**(vi) Bulbridge**

Tiles surrounding the trampoline will be replaced shortly, this has been fenced off until that work is completed.

The HipHop parts for the repair ordered and received.

**EA/064/24 Shaftesbury Rd Cemetery**

Waiting for a second quote to remove the stone. This could be completed under Town Clerk's Delegated Power.

Structural survey has been circulated to Cllrs with the agenda papers.

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

Current annual rent £3900

Wilton Estate has to have a new oil tank installed at the Michael Herbert Hall as the old one needs replacing. The intention is to fit a 2200 litre tank but to comply with new government legislation the tank has to be further away from the building, so to enable this, they would need to 'requisition' 2 car parking spaces from the car park. The tank will be fenced in with a lockable access point. See plan showing which two carparking spaces are required. They appreciate that the loss of 2 parking spaces is a blow but there is no other space that the tank can be sited.

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

As per Agenda.

**EA/067/24 The Town Trail**

The Town Council trail is the Cityscape map that can be found in various locations around the town

and maps can be purchased.

The Booklet is available from some businesses within Wilton inc New Valley News and Wilton Library

Both cost £1

Both trails have 1 location with the same number, the rest differ.

The Trail can be followed without the marker being in position.

The marker does not identify the location just a number.

Several of the locations are listed and therefore permission is required from Wiltshire Council as well as the householder / landowner.

The recently launched Heritage App does not require markers.

The following list shows the difference in numbering and also whether the location is a listed building.

Map No	Name	Location	Listed Building	Link	Booklet No
1	Wilton Royal Carpet Factory	On steps	Grade II listed (115 and 116)	<a href="#">link</a>	1
2	Wilton Shopping village*	In the main square			19
3	Former UKLF	Buckeridge Rd entrance			
4	St Peter's, Fugglestone	at Church entrance not on highway	Grade II* (77)	<a href="#">link</a>	2
5	Herbert Statue	at Statue	? Within grounds of Grade 1 listed (149)	<a href="#">link</a>	3
6	Triumphial Arch, Wilton Hse	at arch	Grade 1 listed (149)	<a href="#">link</a>	4
7	The Pembroke Arms Hotel	at the front of the hotel	Grade II (140)	<a href="#">link</a>	5
8	St Edith's	at front of building	Grade II (117)	<a href="#">link</a>	6
9	The Council Chamber	at front of the building			7
10	Market Cross	between Cross and Old Rectory	Grade II listed (133)	<a href="#">link</a>	8
11	The Old Church of St Mary	at building entrance	Grade II* (75)	<a href="#">link</a>	10
12	Baptist Church	at front of building	Grade II (106)	<a href="#">link</a>	9
13	Wilton Place	at front of property	Grade II (122)	<a href="#">link</a>	11
14	The Church of St Mary and St Nicholas	at entrance	Grade I (76) Railings Grade II (78)	<a href="#">link</a>	12
15	St John's Priory	at entrance	Chapel Grade II* (124)	<a href="#">link</a>	13
16	West Lodge	at front	Grade II (38)	<a href="#">link</a>	14
17	Congregational Church, Crow Lane	at front			15

18	Naish	at entrance			16
19	The Oldest House, 19 North St	at front of the building	Grade II* (26)	<a href="https://britishlistedbuildings.co.uk/england/wilton-wiltshire">link</a>	17
20	Churchill Court	at entrance			18

**\* the name has changed but maps are printed**

<https://britishlistedbuildings.co.uk/england/wilton-wiltshire>

the number in brackets is the number of the listing on the British Listed Buildings site.

#### **EA/068/24 Money**

(i) Pay schedule circulated to Councillors.

(ii) Cllr Blackman to update. Some of the posts for the new street signs need to be replaced, to agree to a maximum cost so the street signs can be put up once received.

Street signs ordered are:

(iii) Minster St Fountain. The electricity for this comes from Wilton Bowls Club who charge Wilton Town Council. The Bowls Club would like to formalize the agreement and a suggestion is to install a meter. It has been reported that the pump needs to be replaced and would Wilton TC cover the charge for the replacement pump?

Whilst replacing the pump it could be possible to install a meter so that Wilton TC only pay for the electric used rather than it being guessed each year.

Wilton Bowls Club wish to be reimbursed for electric used in 2023 and have requested a partial payment of £450.00

(iv) Adventure Trail. Following the vandalism in March 2024, a quote has been received to replace the damaged post.

The quote has been sent by the company that supplied the trail and if accepted then the warranty work (cracks in wood) will be done at the same time.

**EA/071/24 Meeting with Grounds Maintenance** – notes have been circulated to Councillors.

#### **EA/072/24 Terms of Reference for Working Groups**

Each Working Group to complete Terms of Reference

#### **EA/075/24 Events**

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

*There has been a suggestion to start the Parade elsewhere which is being looked into by the Town Clerk and will be considered at the August meeting of this Committee.*

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

#### **Updates**

**Swing seat at Minster Street** - installed

#### **Public Toilets**

The Deed is currently with the Land Registry and once the Land Registration is complete it will be sent to Wilton Town Council.

#### **Pontoon / Dipping Platform, Castle Meadow**

Work should commence soon as long as the river levels remain at a safe height for the Contractor to undertake the work.

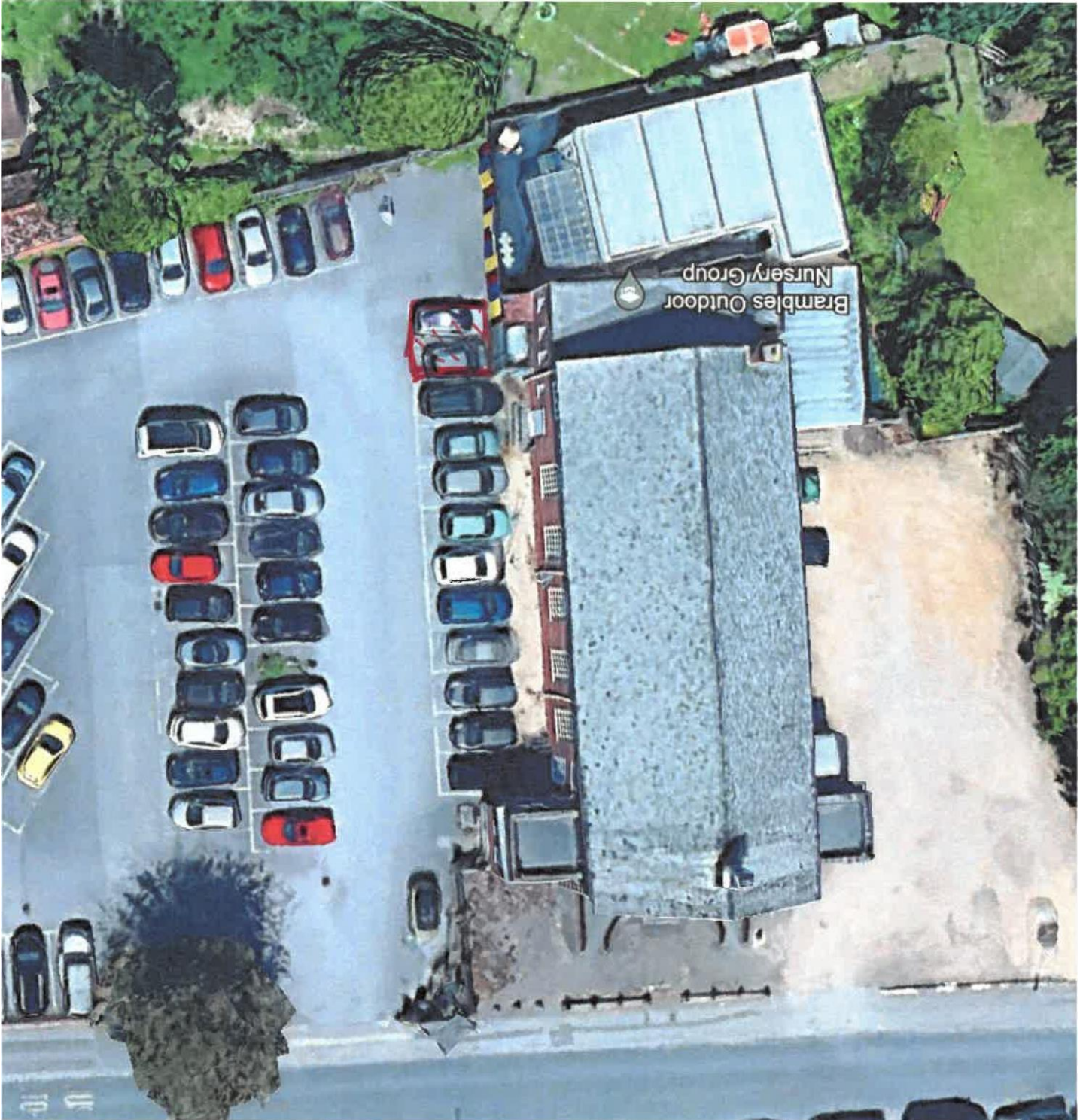
#### **Request for a memorial bench.**

Waiting to hear back from the family.

<b>Location Number</b>	<b>Location</b>	<b>Average Speed</b>
1	Minster St – between roundabout and bridge	26.9
2	Minster St – between bridge and Wilton Hse entrance	29.4
3	Minster St – between Wilton House entrance and Kingsbury Sq	21.5
4	South St – near Bulbridge Road	29.6
5	South St – near Burcombe Lane junction	28.7
6	South St – near Bulbridge House	28.3
7	South St – near Michael Herbert Hall	23.9
8	Shaftesbury Road – between Cemetery and Saddlers Mead roundabout	27.4
9	Shaftesbury Rd – near Saddlers Mead	24.4
10	Shaftesbury Rd – Waterditchampton junction	19.1
11	West St – near Church / Community Centre	23.5
12	North St – north of Crow Lane	15.5
13	North St – Churchill Court	18.9
14	Water Ditchampton – between Victoria Rd and railway bridge	20.8
15	Victoria Rd – lamp column 7	16.0
16	Victoria Rd – outside number 42	19.3
17	Victoria Rd – outside number 1	12.2
18	Russell St – outside number 17	16.9

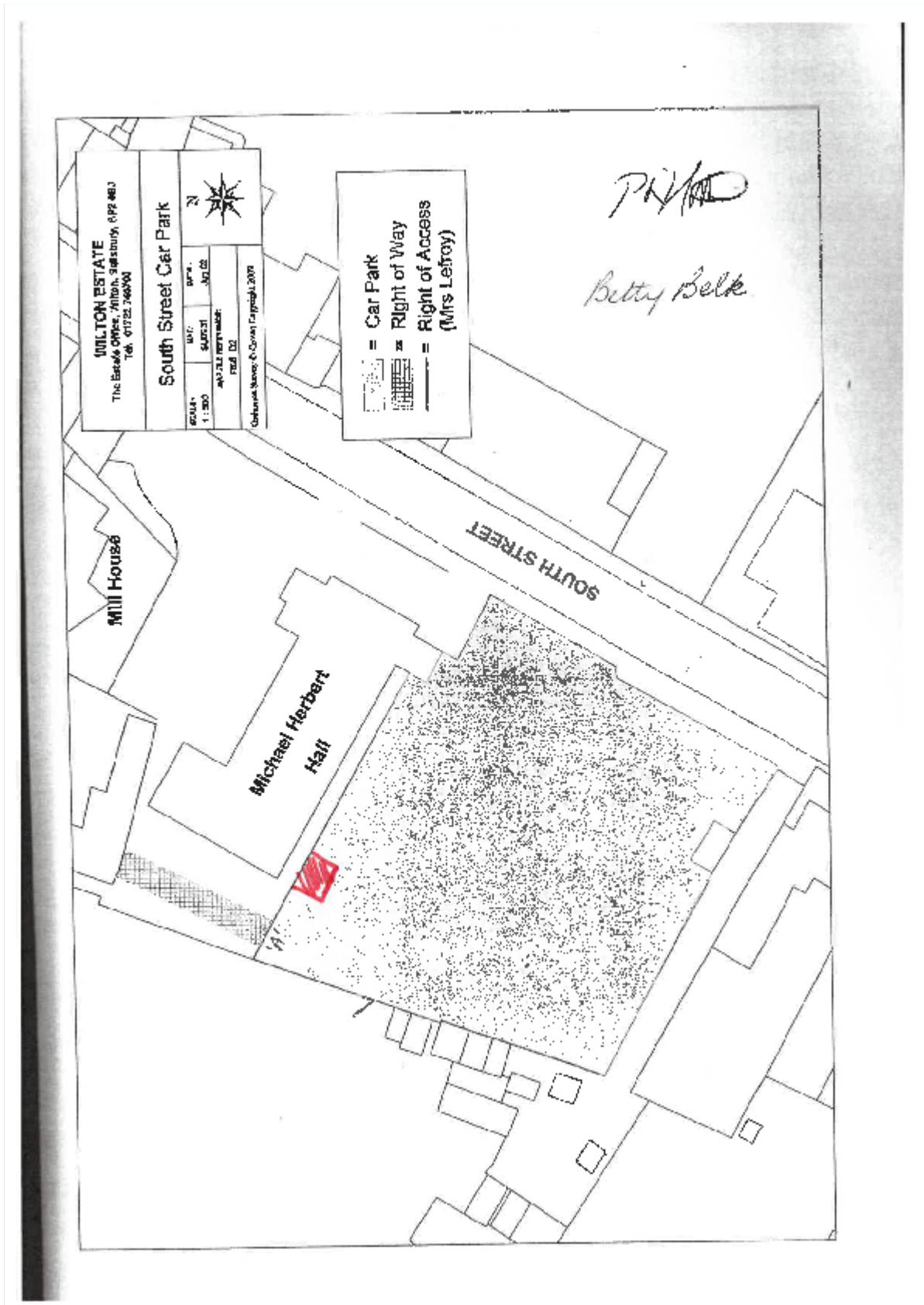
Appendix 2

South Street Car Park



Google Earth

22/05/2024, 14:45





## Parish Steward

(i) Dates of scheduled visits:

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

### 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.

All requests for items to be added to the PS list should be sent to Cllr Blackman at least a week before the scheduled visit.

## **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](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 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.