



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 20th August 2024.

Background report for the some of the items on the Agenda.

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

- Pages 2 – 5 relate to agenda items
- Page 6 Updates
- Page 7 Results of Speed Limit Assessment
- Pages 8 Parish Steward
- Page 9 Planning information
- Page 10 List of the Town Trail locations
- Pages 11 – 13 Local Highways and Footpath Improvement Group (LHFIG) Terms of Reference -copied to help Cllrs understand what the group can / can't support.

EA/093/24 Highway issues

The orders for the work have been raised (by Wiltshire Council) and it is now for the Contractor to complete the work.

- Coloured surfacing at the Crow Lane / North Street junction.
- Keep Clear by the Kingsbury Square pinch point
- Pavement marking (including image of a pedestrian) on the built out pavement outside the Council Office
- Coloured surfacing at the Minster Street informal crossing
- Installation of a bollard outside of 2 West Street.

The design work will be sent to Wilton Town Council once completed, ready for discussion at the next LHFIG meeting (28th August). Town Clerk had requested it was sent in time to be considered at the August meeting of this Committee but it has not been received as of 12pm on 14/8 therefore this will be discussed at the next E&A Meeting in October.

(i) 20 mph.

To confirm the date and location for the consultation.

In addition a resident of North Street has asked about Residents Parking in North Street. If the Committee agreed this could be included at this consultation.

However this Committee is asked to note that the request has come from a single resident and verbally.

Consultation

It is advised that Wilton Town Council undertake an informal consultation to confirm support of the scheme. At the last meeting it was agreed to hold a consultation in the Pavilion after the school holidays.

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.

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.

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

(ii) A request to reinstate the bollard and raise part of the dropped kerb was discussed at the last meeting.

Enquiries to WC Highways were that the reinstatement of the bollard fell within Highway Maintenance and there would be no cost to Wilton Town Council.

The reinstatement of this bollard has been requested.

The dropped kerb is not so straightforward.

- This kerb was raised in 2014 and then dropped within the year.
- No one knows why, there are no records so they are assuming someone complained about it being raised in July 2014 as it would have needed Member (WC Cabinet Member for Highways) approval to remove it.
- As there is no benefit in reinstating the full height it would be unlikely to achieve a successful outcome.
- The bollard would prevent the pavement parking
- There are yellow lines already in place, so if there is parking on the pavement then a request can be made for enforcement.

Should Wilton Town Council support the request to reinstate the dropped kerb then it will be


forwarded to LHFIG. Wilton Town Council would be expected to contribute at least 25% of the project cost (currently unknown) if LHFIG agreed to cover the remaining cost.

EA/095/24

Signage


(i) Castle Meadow Car Park sign.

This is the previously agreed wording (agreed at the last meeting):

WILTON TOWN COUNCIL 
Castle Meadow Car Park

- **This is not a public car park; it is for hirers of the pavilion and sports field.**
- **Parking is at your own risk; Wilton Town Council does not accept responsibility for loss or damage to a vehicle or its contents.**
- **The gates may be locked at any time, without notice.**
- **No overnight parking.**
- **No barbeques.**
- **Please do not walk on the wildflower patch.**
- **Please keep an eye on your dog – not all humans or other dogs will want to make friends with him – and please pick up after him.**

Suggested amended wording

WILTON TOWN COUNCIL 
Castle Meadow Car Park

- **This is not a public car park; it is for hirers of the pavilion and sports field.**
- **Parking is at your own risk; Wilton Town Council does not accept responsibility for loss or damage to a vehicle or its contents.**
- **The gates may be locked at any time, without notice.**
- **No overnight parking.**
- **No barbeques **or fires**.**
- **Please do not walk on the wildflower patch.**
- **Please keep ~~an eye~~ **control of** your dog – not all humans or other dogs will want to make friends with him – and please pick up after him.**

The contact will be admin@wiltontowncouncil.gov.uk

Previously it was agreed to locate this sign opposite the vehicle entrance. The sign needs to be located where drivers can see it if the gates are open which is why the gate was not recommended.

EA/096/24 Play Areas

(i) Recent Annual Inspections. These were circulated to all Councillors in June 2024.

Actions required at Bulbridge Play Area:

1. Swing – Junior – 1 Bay 2 Seat

Bird fowling - recommend regular cleaning.

Internal inspection of all parts or replace.

2. Swing – Toddler – 1 Bay 2 Seat

Internal inspection of all parts or replace.

3. Gates – Pedestrian x 2

Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate

Actions required at the Minster Street Play Area

1. Pedestrian gates x 3 - Repair or replace. (NB already authorized)

2. Junior swing seat 1 bay - inspection of the castings.

3. Carousel Flush - repairs to the surface of the Carousel Flush.

4. Swing basket – dismantle and inspect components, surface repairs, remove shackle bolt and replace as necessary.

(ii) To be circulated

(iii) Adventure Trail repair.

(iv) The warranty for the damaged parts only covers the timber so the labour and surfacing costs are charged to the Council.

The quote to include replacing the vandalized timber (not covered by warranty) is therefore not much more than the cost to undertake the work under warranty.

It is advised to replace the vandalized timber rather than sand it down.

Another option is to arrange for another company to install the timbers under warranty which would be provided free of charge but shipping costs would be charged.

(iii) Minster St

Gates – a quote for replacing the three gates has been accepted and order placed, expected delivery 6-8 weeks.

(vi) Bulbridge

The HipHop parts for the repair ordered and received and order placed for installation.

EA/097/24 Shaftesbury Rd Cemetery

(i) 1 burial and 2 interments of Ashes since the last meeting.

Thank you to Cllrs Blackman, Crossley, Kinsey and Moore for representing Wilton Town Council.

Issue with sunken grave reported to Funeral Director for rectification.

Padlock has once again been damaged, it is not known by whom. A replacement will be purchased.

Several enquiries about existing graves, transferring EROBs and general enquiries.

Applications for memorials.

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

Delegated Power.

(iii) Structural survey was circulated to Cllrs with the agenda papers for the June E&A Committee meeting.

EA/099/24 Money

(i) Pay schedule circulated to Councillors.

(ii) A quote for the public toilets bins was received earlier this year but questions relating to the quote were not answered. Another request has been submitted but this time including the Pavilion and also the Council Offices.

EA/101/24 Budget Setting

This working group meets in October and November to prepare a draft budget to present to Full Council in December.

The Working Group consists of representatives from each Committee as well as the Mayor and possibly Deputy Mayor.

EA/103/24 Meeting with Grounds Maintenance – the meeting was postponed due and has been rearranged for 28th August.

EA/104/24 South Street Car Park

Current annual rent £3900

The original Lease dated 1st October 2012 expired in September 2021 and was extended for a period of three years until September 2024.

Wilton Estate has suggested that the current Lease which expires in September 2024 is extended for a further three years with no increase to the rent.

To agree to extend the Lease for South Street car park.

EA/109/24 Events

Remembrance Parade on Sunday 10th November.

Switching on of the Christmas Lights – Friday 29th November.

Updates

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.

Comments have been made by Members of the Public regarding this, the matter is with the Town Council's Solicitor who has confirmed all the required paperwork has been sent to the Land Registry following receipt of the signed documents from Wilton Town Council and Wiltshire Council.

Several recent call outs for blocked toilets and vandalism to the flush handles.

The broken toilet has been replaced.

A flood in the disabled toilet (due to someone leaving the tap on when the water was turned off and flooding the facility when the water was turned back on) has been cleared up.

Pontoon / Dipping Platform, Castle Meadow

This work has been completed.

Request for a memorial bench.

Waiting to hear back from the family.

Working Groups Terms of Reference

As no Terms of Reference have been received this is not on the agenda.

All the Working Groups listed below are asked to meet and confirm their objectives and Terms of Reference by 7th October and for these to be sent to the Clerk by 8th October.

Castle Meadow Working Group

Events Working Group

Heritage Working Group

Newsletter Working Group

Speed Indicator Device Working Group

Toilet Working Group

Results of Speed Limit Assessment re 20mph. Appendix 1

Location Number	Location	Average Speed
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

- (i) Dates of scheduled visits – items to be sent to Cllr Blackman at least 9 days before the visit.
- 12th and 16th September
 - 14th and 15th October
 - 14th and 18th November
 - 11th 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.

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.

Town Trail locations. Appendix 4

Map No	Name	Location	Listed Building	Link	Booklet No
1	Wilton Royal Carpet Factory	On steps	Grade II listed (115 and 116)	link	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)	link	2
5	Herbert Statue	at Statue	? Within grounds of Grade 1 listed (149)	link	3
6	Triumphial Arch, Wilton Hse	at arch	Grade 1 listed (149)	link	4
7	The Pembroke Arms Hotel	at the front of the hotel	Grade II (140)	link	5
8	St Edith's	at front of building	Grade II (117)	link	6
9	The Council Chamber	at front of the building			7
10	Market Cross	between Cross and Old Rectory	Grade II listed (133)	link	8
11	The Old Church of St Mary	at building entrance	Grade II* (75)	link	10
12	Baptist Church	at front of building	Grade II (106)	link	9
13	Wilton Place	at front of property	Grade II (122)	link	11
14	The Church of St Mary and St Nicholas	at entrance	Grade I (76) Railings Grade II (78)	link	12
15	St John's Priory	at entrance	Chapel Grade II* (124)	link	13
16	West Lodge	at front	Grade II (38)	link	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)	link	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.

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.