



# Wilton Town Council

## Environment and Amenities Committee Meeting



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093

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### Officer Report

For the Environment and Amenities Committee Meeting to be held on Tuesday 15<sup>th</sup> October 2024.

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## 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 – 6	relate to agenda items
Page 2	Highway issues
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Page 4	Results of Speed Limit Assessments
Page 5	Noticeboards and Play areas inc Tennis Courts. Shaftesbury Road Cemetery
Page 6	Money and Updates
Pages 7	Parish Steward dates and tasks
Page 8	Planning information
Page 9	List of the Town Trail locations
Pages 10 – 12	Local Highways and Footpath Improvement Group (LHFIG) Terms of Reference -copied to help Cllrs understand what the group can / can't support.

## EA/123/24 Highway issues

As previously reported 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.

### (i) South Street Crossing.

The design work has been received and there are three options to consider, none of the options include a buildout at this stage because it will result in the removal of parking which the TC have previously indicated they do not favour:

Option 1a a simple dropped kerb arrangement opposite the Doctors Surgery access.

Option 1b a simple dropped kerb arrangement opposite the existing property access.

Option 2 a crossing point that would improve access to the bus stops and provide easy access for people parking in the car park and seeking to cross the road to access the doctor's surgery. although more expensive, it improves access to the bus stops which is something that WC is aiming to do as part of the BSIP plan.

In addition to the provision of the dropped kerb WC could look to provide coloured surfacing to highlight the crossing point and provide bus stop clearways on both sides of the road. Also to look to time limit the clearway on the eastern (doctors) side of the road to allow overnight parking. Bus stop clearways don't require a TRO to be introduced which make the use of them simpler and cheaper.

This Committee is requested to look at the proposed options and to agree the preferred option (if any) to be fed back to WC for the next LHFIFG Meeting in November.

### (ii) 20 mph.

The informal consultation was held on 9<sup>th</sup> October at The Pavilion. Cllrs Crossley and Moore attended as well as a WC Highways Officer.

This Committee is requested to confirm the preferred start and end locations for the 20mph.

Background information.

This proposal was considered at a Meeting of this Committee in August 2024 (EA/081/23).

*20mph – this was requested as part of the Disability Audit and a local resident also asked for a 20mph.*

*At the last meeting it was agreed to request a 20mph but before doing the location needs to be confirmed.*

*The resident suggested that 20mph would be more appropriate from Wilton House to Ugford, and from South Street Bulbridge junction up North Street to Warminster Road, and from the Garden Centre to beyond the railway bridges.*

*The traffic lights junction is a nightmare for pedestrians, despite the lights-controlled crossing. My office is just up West Street from this incredibly out-dated traffic system where large vehicles trundle by at 30mph, although the pavement is hardly adequate for pedestrians to stand let alone walk along.*

*The WC Policy does exclude A roads but there has been an exception made at Bradford on Avon where the average speed was below 20mph.*

**Resolved:** *The roads for the 20mph limit are confirmed as:*

*A30 from Wilton roundabout to the current 30mph / 40mph signs west of the cemetery.*

*South Street – traffic lights to current 30mph / national speed limit sign by Bulbridge Rd*

North Street – from traffic lights to junction with A36  
Russell Street  
Crow Lane  
Penny's Lane  
Kingsbury Square and Market Square

**Proposed: Cllr La Femina**

**Seconded: Cllr Boyd**

**All in favour**

The following information was included in the June 2024 Officer Report for this Committee:  
*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. (This was the results table which is below).*  
*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](#) ).  
*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 LHFIC 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.*

Results of Speed Limit Assessment re 20mph.

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

Does not meet the criteria for a 20mph.

Meets the criteria for a 20mph however a 20mph on an A Road requires Cabinet Member (Wiltshire Council) approval.

## **EA/124/24 Noticeboards**

The new noticeboard at Old St Mary's requires Advertising Consent (Planning).

The Conservation Officer has stated wooden is preferred.

The cost for applying is £83 as a Town Council receives 50% discount and the application can be made using the WC form or via the Planning Portal (user fee of £70).

It is usually 6-8 weeks from registration to a decision.

It has been suggested that replacing the existing noticeboard for a wooden one of the same size, style and at the same location may be a better option – an application for the larger noticeboard could be progressed and if approved the replacement wooden board used elsewhere in the Town.

## **Play Areas**

**Bulbridge** - quotes have been requested for the upgrade to the swings.

**Castle Meadow** – see report circulated to Cllrs.

**Football pitch** – this has been moved slightly following the meeting between Wilton TC, Grounds Maintenance and Wilton FC.

**Minster Street** – again swing quotes have been requested.

**Tennis Courts** – in previous years these have been closed during the winter except for last year due to the mild conditions,

The current WTC Risk Management Policy (2.7) states:

Tennis courts option to close between December and April to be monitored.

The sign displayed on the entrance gate is as follows:

### Code of Practice

- These tennis courts are for tennis use only. Bikes, scooters, footwear with spikes or studs and dogs (with the exception of guide dogs) are all strictly prohibited on tennis courts
- Please respect your own and others' possessions. Wilton Town Council accepts no responsibility for items lost, stolen or damaged on the premises
- People not playing tennis should respect players on court by not making excessive noise or causing distractions
- Please respect and safeguard the tennis court which is available for use by all members of the community. Damage caused to the tennis court is chargeable to the offender(s).
- Please dispose of any rubbish and chewing gum in the bin provided by the shelter.
- Players should understand that they play at their own risk. To the extent permitted by law, we will not accept responsibility for any injuries incurred during play at the Wilton Town Council tennis court in any weather/ground conditions. Court usage in poor weather conditions is at the individual's personal risk
- These courts are free to use, in the interests of fairness, at peak times such as weekday evenings and weekends, we would ask that you are considerate and limit court time to one hour.

**Thank you or your cooperation and enjoy your game!**

## **EA/130/24 Shaftesbury Rd Cemetery**

(i) No burials or interments since the last meeting but some bookings in the upcoming weeks.

Two Transfers of EROBs actioned.

Applications for memorial received and authorised.

The Cemetery forms need to be reviewed.

A second quote has been received to remove the stone. Clerk has contacted the first quoter to check

whether the quote has changed as it has been a while.

### **EA/131/24 Money**

(i) Pay schedule circulated to Councillors.

(ii) A quote for the public toilets bins was received and accepted but the company has since confirmed that the bins can not be fixed to the floor in any way. The contract is for 3 years. To consider whether to risk the provision of bins which can not be fixed or to look for an alternative option.

(iii) This would be drafted by the legal department at Wiltshire Council. Should Wilton Town Council agree to a side agreement the liability for spending the funds would fall to Wilton Town Council.

Wiltshire Council has been asked to provide details on the proposed Side Agreement.

### **EA/133/24 Meeting with Grounds Maintenance.**

Cllrs Blackman and Crossley met with them on 28<sup>th</sup> August and a report was circulated to Councillors. The next meeting is on Tuesday 5<sup>th</sup> November.

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

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

There is a delay with the Land Registry.

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.

#### **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 7<sup>th</sup> October and for these to be sent to the Clerk by 8<sup>th</sup> October. As yet none have been received.

Castle Meadow Working Group

Cllrs: Crossley, Harrison and Whillock.

Heritage Working Group

Cllrs; Boyd, Crossley, Hilliard and Whillock.

Newsletter Working Group

Cllrs: Boyd, Harrison and Moore.

It has been stated this WG is paused but no timescale received.

Speed Indicator Device Working Group

Cllr Crossley and Members of the Public who have completed the WC online training.

Toilet Working Group

Cllrs Blackman, Boyd, Forbes, Kinsey, Moore and Page.

- (i) Dates of scheduled visits – items to be sent to Cllr Blackman at least 9 days before the visit.
- 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.

**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 3

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="#">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.

## **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.