



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 18th January 2025.

13th February 2025

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

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

EA/008/25 Highway issues

Update on projects previously agreed.

- Coloured surfacing at the Crow Lane / North Street junction has been completed. The SLOW and pedestrian image is outstanding but delayed due to the weather.
- Keep Clear by the Kingsbury Square pinch point remains outstanding. Delayed due to weather.
- Pavement marking (including image of a pedestrian) on the built out pavement outside the Council Office remains outstanding. Delayed due to weather.
- Coloured surfacing at the Minster Street informal crossing has been completed.
- Installation of a bollard outside of 2 West Street remains outstanding.

South Street Crossing.

The preferred options were sent to Wiltshire Council and the costings for the work are being worked on.

The costs are predicted as:

The indicative costs for Option 1b are £2,000, meaning that the TC contribution would be £500.

The indicative costs for Option 2 are £7,000, meaning that the TC contribution would be £1,750.

To confirm the preferred option and that Wilton Town Council will contribute the required amount as stated above.

EA/010/25 Play Areas

Bulbridge:

- Upgrade to the swings.

Verbal approval by R2 Officers on 7th February 2025, awaiting written confirmation

Order confirmed on 13th Feb and acknowledged by supplier.

- Upgrade to the pedestrian gates.

Order placed 8th January 2025.

Castle Meadow:

Mobile cricket wicket cover.

Please see details in the meeting folder.

Items for the Outdoor Gym have been ordered (12th February) and delivery will take a few weeks.

Minster Street

Please see details in meeting folder for the cleaning of the Fountain.

- Upgrade to the swings.

Verbally agreed by R2 Officers on 7th February 2025, awaiting written confirmation

Order confirmed on 13th Feb and acknowledged by supplier.

Adventure Trail:

Repairs have been authorized (18th Dec) and re-confirmed following a request from Kompan on 27th January.

Tennis Courts

Please see details in meeting folder.

Wishford Road Play Area

Teresa Taylor was overseeing this play area but has recently resigned from Wilton Town Council.

EA/015/25 Shaftesbury Rd Cemetery

(i) Two full burials since the last meeting three interments of ashes in next few weeks.

Outstanding paperwork regarding transfers etc due to lack of Officer time.

The Cemetery forms need to be reviewed.

The map in the Cemetery records does not relate the existing graves and records.

An Ex Cllr has volunteered to come into the Office and discuss the issues with the Clerk but it may require a company to come onto site to undertake a detailed survey.

EA/017/25 Money

- Pay schedule circulated to Councillors.

Three quotes have been received to submit the planning application (advertising consent) for the noticeboards, two being retrospective. In addition to the quoted amount there are fees payable to Wiltshire Council and the Planning Portal.

The quote for the OSM noticeboard was agreed at the last meeting but the Architect was unaware that it was a different location and each location requires a separate application (unless the locations are all within the same site boundary).

EA/018/25 Planning

Details can be found on the Wiltshire Council website.

visit your Emergency Contact hub. To prepare for this visit all you need to do is have a designated building as your Emergency Contact hub in your area.

EA/165/24 Meeting with Grounds Maintenance.

Cllr Blackman and Paula Johnston met with them on 21st January and a report was circulated to Councillors.

Councillors can find the meeting notes in the meeting folder.

EA/027/25 Updates

- (i) (EA/147/24.12) Pot holes at Castle Meadow Car park, these were filled in on 2nd February 2025.
- (ii) (EA/152/24c) 20 mph. The preferred start and end of the 20mph have been submitted to the Local Highways and Footpath Improvement Group.
- (iii) (EA/153/24.ii) Assessment reports. Wilton Town Council met on 11th February to consider the reports.
- (iv) (EA/153/24.iii) Alternative meeting venues. As the Wilton Community Centre has been available for the first few months of 2025, meetings have been held there but other venues will be trialed from April 2025.
- (v) (EA/157/24.iv) Deep Water signs have been printed and will be displayed on posts (inc a backing board) provided by Wilton Men's Shed.
- (vi) (EA/157/24.vii) Request for a third container at the Compound. Nothing has been received regarding this from the Castle Meadow car park working group.
- (v) (EA/157/24.viii) Car Park regulation sign. Complete.
- (vi) (EA/162/24.iii) Asbestos survey. The preferred Contractor has been contacted a date for the surveys is being arranged.
- (vii) (EA/EA/162/24.iv) Planning application. The Architect has submitted an application for the retrospective permission for the new windows at the Council Offices and the noticeboard at the Council Offices. The three remaining noticeboards are on this agenda – EA/017/25
- viii (EA/163/24) Premises Application. The Town Clerk contacted the Licensing Officer who questioned why Wilton Town Council would wish to hold the Designated Premises Licence. Due to the application having been submitted it could not be changed and therefore there has been no further action.
- ix (EA/164/24) Emergency Hub. There has been no progress on this and so will be on the April agenda for this Committee.

EA/028/25 Officer Report

Hygiene bins

The contract has commenced on 3rd January 2025. This covers the three sites as agreed by Wilton Town Council.

Some issues were raised at the Full Council meeting on 11th February which the Clerk hopes to resolve.

Public Toilets

The Toilet WG is meeting on 25th February 2025.

Request for a memorial bench.

No response 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 were 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. As yet none have been received.

Castle Meadow Working Group	Cllrs: Crossley, Harrison and Whillock.
Heritage Working Group	Cllrs; Crossley, Hilliard and Whillock.
Newsletter Working Group	Cllrs: Harrison and Moore.

It has been stated this WG has disbanded, this needs to be confirmed by this Committee.

Speed Indicator Device Working Group	Cllr Crossley and Members of the Public who have completed the WC online training.
Toilet Working Group	Cllrs Forbes, Hilliard, Moore and Page.

Parish Steward

Parish Steward Liaison

All tasks for the list should be emailed to Cllr Blackman at least **nine** days before the scheduled visit.

The scheduled dates are

13th and 17th March

14th and 15th April

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.