



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 15th April 2025.

9th April 2025

Background report for some of the items on the Agenda.

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

EA/038/25 Public Toilets

Toilet Working Group Terms of Reference

Please see appendix 1.

A group open to both Councillors and residents so opinions can be shared.

To upgrade and modernise the public toilets in Greyhound Lane.

To ensure the toilets are accessible to all.

Make the toilets as graffiti proof and vandal proof as possible.

Provide portaloos during the works for public and contractors.

Reduce the number of cubicles and hence reduce maintenance and cleaning.

Provide all in one hand washing/ drying facilities.

Employ an outside person(s) to survey, provide drawings and draw up a specification.

To competitively tender the job.

EA/039/25 Highway issues

Litter bins on the Avenue

A request from a member of the public to ask Wiltshire Council to provide litter bins on The Avenue; the bus stop on The Avenue southbound north of the railway bridge at the entrance to Oakley Rd.

at the bus stop near Hart Close (eastbound side)

at the bus stop south of Fairview Road (westbound side)

Justification for the request:

18 black bin bags of rubbish were collected by local residents. Around 20 full dog poo bags thrown into the trees and onto the verge on The Avenue, frequently used by dog walkers, opposite the entrance to Oakley Road. While there are litter bins at the bottom of The Avenue, there are none near the bus stops or further up The Avenue nor near the verge.

Update on projects previously agreed.

- Coloured surfacing at the Crow Lane / North Street junction has been completed. The SLOW and pedestrian

image has now been completed.

- 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.
- Installation of a bollard outside of 2 West Street remains outstanding.

South Street Crossing.

Information sent to Wiltshire Council LHFIG, no update available.

The next LHFIG meeting is on 25th June 2025

EA/040/25 Planning

Details can be found on the Wiltshire Council website.

EA/041/25 EV Charging Points

Email from a member of the public.

As far as I am aware there is no public EV charging available in Wilton, although there are a significant number of properties where it would be difficult or impossible to install a private charging point. When the EV charging points were first installed at the Wilton Park and Ride they were, I believe, available for public use but subsequently were made for Wiltshire Council use only. No further public chargers have been installed. Do you know if Wiltshire Council has any plans to install public EV chargers at the Park and Ride and/or elsewhere in Wilton?

Email from Wiltshire Council

Any suggestions for public EV chargepoints could be anywhere across the town, regardless of ownership. We are simply collecting this data at this moment in time and any installations, if at all viable, would not be done until Spring of next year at the earliest. So please feel free to make any suggestions on where you believe that public EV charging would be of use.

Phone conversation re suitable locations:

The main car park in the Market Sq is limited to 2 hours, whilst fast chargers could be installed there are issues (apparently) with using these.

The other car park that WTC has is South Street and we have no power at this car park, there is an adjacent hall that is owned and managed by Wilton Estate.

The car park at The Guild comes under the responsibility of The Guild.

The park and ride car park belongs to Wiltshire Council.

Wilton House car park is only open when the House is open and is the responsibility of Wilton House / The Estate Office.

Wilton TC does own a small car park for the users of the Pavilion but this is locked when not in use (and for facility users rather than a general car park).

The location is the issue as Wilton Town Council does not own (or rent) any suitable land.

EA/042/25 Request from a resident

The following email has been received:

Should Wilton Town Council be more involved with the community - looking ahead and planning to attract the new residents in the HARNHAM ROAD development. It is easier to travel from Harnham to Wilton than into Salisbury: perhaps organise a return bus service. Could help shops, businesses and events attendance.

What about resurrecting 'Wilton In Bloom' - subsidising hanging baskets for businesses and public buildings on North Street, South Street, West Street, Silver Street and roads near the Market Square in the Town Centre. Buy one basket, WTC will buy another for you - completely free.

Two parts to competition: domestic and business premises.

Find a sponsor for prizes, charge small admission fee to help cover costs and prove intentions.

Same applies for Christmas Windows competition.

"Baskets will be supplied ready planted by Wilton House Garden Centre, all you need to do is collect them, pop them up and keep them watered during the Summer.

The deal is available on a first come, first served basis - one they are gone they are gone.

Once you have purchased your hanging baskets, we will notify you when they are ready for collection from Wilton House Garden Centre.

You will need your voucher to collect your baskets - so please print off your ticket and retain.

So, why not jump on board and help to make Wilton a riot of colour this Summer Wilton Windows."

With the Christmas Carols Service and Town Tree-lighting, encourage people to decorate a window – to bring a little Christmas cheer.

Competition similar to Wilton in bloom with sponsors, prizes, entry fee.

Also resurrect

Once a month community stall in Market Square, (Valley News has a suitable stall stored just across the road; Town Team;

Business Exhibition;

Fancy dress football match,

celebrity cricket match,

children's competition with prizes and local topics such as 'Old St Mary's Church in words and picture,'

'making the most of Wilton's waterways'.

Help St Mary's Church group to carry on its work and use the building for events and Wilton in Bloom.

Make more use of council chamber for community group meetings, despite disabled access drawbacks.

Help groups with publicity of themselves and their events, working together to encourage community spirit, participation, inclusion (the latest buzz word.)

EA/043/25 Weekly play inspection reports –

EA/044 - 047/25 Play Areas

Bulbridge:

New swings installation w/c 28th April. Please note the new swings will have one flat seat and one accessible seat.

Castle Meadow:

Items for the Outdoor Gym have been received.

Minster Street

New swings to be installed w/c 28th April. Please note the new swings will have one flat seat and one accessible seat.

Quotes for the roundabout were considered at Full Council on 31st March 2025 but quotes for a flush version were requested before a decision is made.

The current roundabout is fenced off.

Wishford Road Play Area

A resident reported at Full Council (31/3/25) that one of the goal posts had been removed.

New children's play area no dogs allowed signs have been ordered (and received) and will be put up shortly.

EA/048/25 Shaftesbury Rd Cemetery

(ii) Three interments since the last meeting.

(iii) Cemetery Working Group

To establish a WG to look at the items listed.

- (iv) Removal of stone, this has been chased and will be done soon.
- (v) Removal of items at the Cemetery store has been arranged for later in April 2025
The Cemetery forms need to be reviewed.

EA/049/25 Money

- (i) Second SID

Wilton Town Council have so far invested in two SID units, one BATTERY powered and one SOLAR battery powered.

The SOLAR unit is permanently allocated to The Avenue, where the number of vehicles and the speeding issues are the highest. This unit has run for over a year without any need to change batteries.

The BATTERY unit is rotated (every 3-4 months per site) around the other three approved locations in Wilton, at South Street (Oak Ash Green), Burcombe Lane (outside the School) and Wishford Road. The batteries need exchanging every two weeks and this requires two authorised volunteers and a 2.2m stepladder. Speeding is still present at these locations but with less vehicles being involved.

A request has been submitted to Wiltshire Highways for approval of a SID location on Shaftesbury Road, but has yet to be confirmed.

A second SOLAR unit would be used on Shaftesbury Road, if approved. This is a busy road where speeding has increased especially since the road improvements and residents have regularly requested speed enforcement. Speed enforcement is only deployed in locations where Traffic data, such as from a SID, indicates that there is a speeding issue.

The SID unit cost would be in the order of £3000 and there would be additional costs to install a ground socket and mounting pole of approximately £500

- (ii) Pay schedule circulated to Councillors.

[2025. Pay schedules.xlsx](#)

- (iii) R2 report – to follow

EA/050/25 Health and Safety

EA/051/25 Meeting with Grounds Maintenance.

Cllr Blackman and Paula Johnston met with them 25th February on and a report was circulated to Councillors.

[2025 02 25 Notes.docx](#)

EA/052/25 Castle Meadow Car Park Working Group

This WG has met

[Compund plan - 4 containers.docx](#)

EA/057/25 Updates

- (i) (EA/005/25.2) The new benches for the Cemetery have been ordered.
- (ii) (EA/005/25.3) The Clerk met with the Resident.
- (iii) (EA/011/25.ii) The mobile cricket wicket covers have been ordered.
- (iv) (EA/012/25.ii) The fountain cleaning has been completed.
- (v) (EA/015/25.ii) The Town Clerk has yet to provide details of the sunken graves.
- (vi) (EA/016/25) The street name plates have been installed.
- (v) (EA/017/25.ii) The Architect is working on the planning consent applications.

EA/058/25 Officer Report

Hygiene bins

Some issues were raised at the Full Council meeting on 11th February, the larger sanitary bins in the two toilets at the Pavilion have been changed for a smaller version.

Public Toilets

The Toilet WG met on 25th February 2025.

Request for a memorial bench.

No response from the family

Working Groups Terms of Reference

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 Car Park Working Group Cllrs: Crossley, Harrison and Whillock.

This group has met but no Terms of Reference have been received.

Heritage Working Group Cllrs; Crossley, Hilliard and Whillock.

Speed Indicator Device Working Group Cllr Crossley and Members of the Public who have completed the WC online training.

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

14th and 15th April

There is no visit in May

12th and 16th June

14th and 15th July

There is no scheduled visit in August

11th and 15th September

14th and 15th October

13th and 17th November

9th December

Please see appendix 2 for a list of tasks the Parish Steward can be asked to do.

Wilton Town Council Toilet Working Group Terms of Reference

Name

The Working Group will be named the Toilet Working Group.

Membership

A group open to both Councillors and residents so opinions can be shared.
The Working Group shall comprise of 9 people.

Quorum

The quorum for the WG will be 2 Councillors.

Chair of the Working Group

The Chair will be appointed at the first meeting of the Working Group after the Annual Meeting of Wilton Town Council.

Meetings

The Toilet Working Group will meet as and when required.
Notes of the Meeting will be kept and presented at the next Committee Meeting.
Meetings will be held in the Council Chamber or the Public Toilets.

Terms of Reference

To upgrade and modernise the public toilets in Greyhound Lane.
To ensure the toilets are accessible to all.
Make the toilets as graffiti proof and vandal proof as possible.
Provide portaloos during the works for public and contractors.
Reduce the number of cubicles and hence reduce maintenance and cleaning.
Provide all in one hand washing/ drying facilities.
Employ an outside person(s) to survey, provide drawings and draw up a specification.
To competitively tender the job.

Parent Committee

The Toilet Working Group will report to the Environment and Amenities Committee.

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.

WILTON TOWN COUNCIL

COUNCILLOR'S REQUEST FOR DISPENSATION

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this Form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	
Details of your interest in that business	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to: participate, or participate further, in any discussion of that business	Yes / No
Dispensation requested to: participate in any vote, or further vote , taken on that business	Yes / No
REASON(S) FOR DISPENSATION	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the council's area	Yes / No
33(2)(e) that it is otherwise appropriate to grant a dispensation Reason :	Yes / No

Print Name:

Signature:

Date:

DECISION :

Dispensation given: YES / NO

Length of Dispensation :

Date:

Minute Number:

Signed:

Clerk to Wilton Town Council

Signed:

Chairman of Wilton Town Council