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To: Cllr Angela Alexander, Cllr Charlotte Blackman (Deputy Mayor), Cllr Blandford-Hull, Cllr Alexandra Boyd, Cllr Michelle Ditton, Cllr Peter Edge, Cllr Claire Forbes, Cllr Chris Harrison (Mayor), Cllr Maria La Femina, Cllr Phil Matthews, Cllr Mick Whillock

Invited to attend: Wiltshire Council Councillor Pauline Church  
For Information: Members of the Public & Press

## A G E N D A

### **FULL COUNCIL MEETING OF THE TOWN COUNCIL**

You are summoned to a meeting of the council for the transaction of the business shown on the agenda below. To be held at **7pm on Monday 13 April 2026** in the **Wilton Baptist Church, Market Square, Wilton, SP2 0DG**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using this [Join the meeting now](#) link.

Brie Logan  
Town Clerk & RFO, April 07 2026

**Public Participation:** The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall speak for no more than three minutes.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. [Apologies – To receive and note Councillor absences](#)
2. [To receive any Declarations of Interests and Requests for Dispensation](#)
3. [Minutes of the Full Council meeting held on 09 February 2026](#)
4. [To receive a report for information to Full Council](#)
5. [To receive financial reports and approve payments](#)
6. [To consider and comment on planning applications](#)
7. [To consider a contract review with Grounds Maintenance company](#)
8. [To receive and note the Playground Inspection database and associated actions](#)
9. [To consider the progress report from the WC project group and consider the recommendations as presented](#)
10. [To consider the progress report from the Pavilion Compound and Car Park project group and consider the recommendations as presented](#)
11. [Clerks report](#)

## **Agenda Item No. 1**

### **Apologies – To receive and note Councillor absences**

In December 2025, the Council resolved to note councillor absence. Councillors are required to tender their apologies for council meetings in advance and these will be noted.

If a council member has not attended a meeting of the council for six consecutive months, they are disqualified.

Apologies – none received [at the point of the agenda being published].

## **Agenda Item No. 2**

### **To receive any Declarations of Interests and Requests for Dispensation**

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in May 2025. The Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct.

## **Agenda Item No. 3**

### **Minutes of the Full Council meeting held on 10 March 2026**

When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.

If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

#### **Recommendation**

Confirm the accuracy of the Minutes of the Town Council meeting held on: [10 March 2026](#).

**To receive a report for information to Full Council**

**Civic Report**

The Mayor, Cllr Chris Harrison, officially opened the inaugural Wilton Village Market event held on 15 March 2026, marking the launch of this new community initiative within the town.

The event was well received, and the market organisers have since expressed their thanks to the Mayor and the Town Council for attending and supporting the inaugural event.

Enquiries are now underway regarding Wilton Town Council representation at the next market event scheduled for 9 May 2026, reflecting the Council's continued support for community-led activities and local enterprise.

Councillors are invited to provide a verbal report on civic/ community events at this point.

**Wiltshire Council Reports**

Cllr Church is invited to present a Wiltshire Council update.

**Other Reports**

None

**Local Organisation Reports**

Local Organisation representatives are invited to provide a report at this point.

**Recommendation**

That the reports are received, and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

**To receive financial reports and approve payments**

**Summary**

The Council should have a clear understanding of the Council’s financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions. The council’s Risk Register lists out the internal control measures and the updated version was resolved by WTC in November 2025.

The following [financial summaries](#) are for the council to receive and note:

1. Year to date report (month 12) – Summary of Receipts and Payments by cost centre.

The Council is advised that the end of the 2025/26 financial year closedown process is currently underway and is scheduled to be completed by 17 April 2026. The Internal Auditor will be undertaking the end-of-year audit checks on 22 April 2026. The detailed year-end reports, including the Annual Governance and Accountability Return (AGAR), will be presented to Council for consideration at the May 2026 meeting.

2. The payment list to the value of £36,902.67 is for the council to ratify, as per Financial Regulations section 7.8: *A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.*

List of payments over £5,000 for approval (as per the WTC Financial Regulations) –

| Minute Ref: | Payee               | Description  | Cost            |
|-------------|---------------------|--|-----------------|
| FC264 (d)   | Burfitt and Garrett | The invoice relates to the additional roof works [not specified in original survey] carried out in March 2026. | £5,163.00 + VAT |

3. Summary of Bank Reconciliation and Cash in Hand (as at 31/03/2026)

| Bank Reconciliation at 31/03/2026 |   |            |                   |
|-----------------------------------|---|------------|-------------------|
|                                   | Cash in Hand 01/04/2025                           |            | 416,073.56        |
|                                   | <b>ADD</b>  |            |                   |
|                                   | Receipts 01/04/2025 - 31/03/2026                  |            | 393,599.76        |
|                                   |   |            | 809,673.32        |
|                                   | <b>SUBTRACT</b>                                   |            |                   |
|                                   | Payments 01/04/2025 - 31/03/2026                  |            | 480,201.23        |
| <b>A</b>                          | <b>Cash in Hand 31/03/2026</b><br>(per Cash Book) |            | <b>329,472.09</b> |
|                                   | Cash in hand per Bank Statements                  |            |                   |
|                                   | Lloyds Business Bank Account 824 31/03/2026       | 11,137.13  |                   |
|                                   | Commercial Instant Account 905 31/03/2026         | 17,378.88  |                   |
|                                   | Lloyds Debit Card 360 31/03/2026                  | 956.08     |                   |
|                                   | Public Sector Deposit Fund 31/03/2026             | 300,000.00 |                   |
|                                   | Stripe 31/03/2026                                 | 0.00       |                   |
|                                   |   |            | <b>329,472.09</b> |
|                                   | Less unrepresented payments                       |            |                   |
|                                   |   |            | 329,472.09        |
|                                   | Plus unrepresented receipts                       |            |                   |
| <b>B</b>                          | <b>Adjusted Bank Balance</b>                      |            | <b>329,472.09</b> |
|                                   | <b>A = B Checks out OK</b>                        |            |                   |

If any councillor would like to see any additional information, please let the office team know and this will be arranged.

Members should be kept up to date with the council's accounts to ensure that there are sufficient funds to meet commitments.

### **Bank Reconciliation**

As per minute reference FC196c Cllr Ditton will review the Bank Reconciliation for March 2026.

### **Legal Implications**

Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. Local Government Act 1972 s.151.

### **Recommendation**

That the Council:

1. receives and notes the bank reconciliation, year-to-date receipts and payment [versus budget] and list of payments and raises any queries it may have.
2. resolves to approve the payments to the value of £36,902.67.
3. approves the payment of £5,163 + VAT to Burfitt and Garrett.

**To consider and comment on planning applications**

**Summary**

Planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context. (Town and Country Planning Act, 1990 sch.1 para.8)

|   |   |
|---|---|
| <p><b>Planning App Ref</b><br/> <a href="#">PL/2026/01504</a><br/>                 26 March<br/>                 Extension agreed</p> | <p><b>Wilton House, Adventure Playground, Minster Street, Wilton, Wiltshire, SP2 0BJ</b><br/>                 Notification of proposed works to trees in a conservation area</p> <p style="text-align: center;">Holm Oak - Reduce the weight by 50%.</p> <p style="text-align: center;"><i>To be ratified following the poll that was distributed in March 2026</i></p> |
|---|---|

**Legal Authority and Implication**

The Town Council is a consultee but does not have the authority to determine planning applications. The Council has the power to be notified of planning applications affecting the Council’s area and to comment (Town and Country Planning Act, 1990 sch.1 para.8).

**Recommendation**

That the Council provides its response on the listed planning applications and considers responses to applications received without notice, in the form of Support or Objection with supporting reasons. Delegate to the Town Clerk all details in discharging this decision.

**Additional Information**

As part of Wilton Town Council’s response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating ‘No Objection’ or ‘Support’ is insufficient as there is a requirement to give the reasons for that decision.

**To consider a contract review with Grounds Maintenance company**

**Background**

Following a detailed review of the updated *Grounds Maintenance contract* control database, a number of longstanding service gaps, duplications and opportunities for improvement have been identified within the current grounds maintenance contract.

The current contract value is £46,562, with defined sums allocated to individual sites. Some elements included within the contract have not been delivered for a considerable period, while other services may be more effectively managed by the Council on an ad-hoc or alternative basis. In summary, the contract delivery was blurred due to non-recorded contract amendments over a number of years.

**ID Verde – Site-by-site allocation of the total contract value**

| Site                   | Allocated value | % of rounded total |
|------------------------|-----------------|--------------------|
| Minster Street         | £10,812         | 23%                |
| Cemetery               | £8,879          | 19%                |
| Castle Meadow          | £8,533          | 18%                |
| Old St Mary's          | £5,381          | 13%                |
| Bulbridge              | £5,368          | 11%                |
| St Mary's & St Nicolas | £2,562          | 5%                 |
| Old Wishford Road      | £1,507          | 3%                 |
| Bus Shelters           | £1,471          | 3%                 |
| South Street car park  | £1,009          | 2%                 |
| Opposite Wilton House  | £789            | 2%                 |
| The Hollows            | £251            | 1%                 |

In parallel, opportunities have been identified to improve the presentation of key sites, particularly park entrances, and to adopt more sensitive maintenance approaches in the cemetery.

This report sets out proposed contract removals, service-level clarifications, enhancement opportunities and associated next steps for Council consideration.

**Information**

**Proposed Contract Removals**

The following items are proposed for removal from the existing contract:

|                                     | <b>Proposal</b>  | <b>Comments</b>  |
|-------------------------------------|--|--|
| <b>Bus shelters</b>                 | Removal from the contract  | The 5 x shelters have not historically been cleaned by ID Verde.<br>This will continue to be managed on an ad-hoc basis using a specialist cleaning company.   |
| <b>WTC benches (x29)</b>            | Removal of cleaning and maintenance from the contract                                    | This service has not been undertaken for at least two years. This will be managed in-house.  |
| <b>Shelters</b>                     | removal of litter removal, graffiti removal and cleaning at Minster Street shelters (x3) | These have not been cleaned by ID Verde for a minimum of two years. This will be managed in-house.   |
| <b>Pavilion</b>                     | Removal of external inspection from the contract.  | This action has not been undertaken for at least two years. This will be managed in-house.   |
| <b>Cemetery</b>                     | Removal of Garden of Remembrance maintenance   | Site potentially closed for the foreseeable future.  |
| <b>New tree maintenance</b>         | Removal across all sites   | Future planting to be managed on an ad-hoc basis by request.   |
| <b>Semi-mature tree maintenance</b> |  | No change - however a full schedule of trees and categories is to be provided to clarify current coverage; with future tree works managed in line with priorities identified through the annual Tree Risk Assessments. |
| <b>Playground inspections</b>       | removal from the contract with effect from 4 May   | Now managed in-house.  |
| <b>Kick wall inspections</b>        | removal from the contract with effect from 4 May   | Now managed in-house.  |
| <b>Outdoor gym inspections</b>      | removal from the contract with effect from 4 May.  | Now managed in-house.  |

### **Proposed contract additions**

#### **1. Cut and Collect (First 2 Cuts of the Season)**

It is proposed that the following sites operate on a cut-and-collect basis for the first 2 cuts of the season:

- Old Wishford Play Area
- Bulbridge Park
- Castle Meadow
- Minster Street

Implementing a cut-and-collect approach for the first two cuts of the season at Old Wishford Play Area, Bulbridge Park and Castle Meadow is intended to significantly improve presentation and long-term grass quality at the start of the growing season.

## **2. Cemetery Maintenance Approach**

Given the sensitive nature of cemetery sites, it is proposed that the following locations move to a strim-only approach around each grave, to achieve a consistent and respectful standard:

- Shaftesbury Road Cemetery
- Old St Mary's
- St Mary & St Nicholas

### **Financial Impact**

As each site has an allocated value within the overall contract sum, the revised cost position is cost-neutral and a formal contract variation is now ready to be considered by Wilton Town Council. The existing contract value will remain at £46,562.

### **Service-Level - Enhancement Opportunities (outside the scope of the contract)**

Following the recent walk-rounds of Bulbridge Park with representatives from the grounds maintenance contractor, a number of issues were identified that affect the presentation, safety and overall first impression of the park. In order to create a more welcoming environment and address areas of deterioration, a package of entrance improvement works is proposed. These works are intended to enhance the visitor experience, improve accessibility, and address routine maintenance issues before they escalate.

The proposed works at Bulbridge Park are as follows:

- Renewal of surfacing at all park entrances, noting that a number of existing paving slabs are cracked and uneven.
- Localised improvements to the perimeter pathway to remove potholes and reduce trip hazards.
- Repainting of entrance barriers to improve appearance and visibility.
- Repairs to masonry on the brick entrance pillars, including stabilisation where required.
- Provision of planted flower tubs at the main park entrance to improve visual amenity and seasonal interest.

These improvements are identified as enhancement works outside the current grounds maintenance contract and, subject to Council support, quotations will be sought and brought back for consideration and approval.

### **Recommendation**

That Wilton Town Council:

1. Approves the contract amendments and service level changes set out in this report and delegates the management of this to the Town Clerk; and
2. Notes the proposed enhancement works at Bulbridge Park and delegates authority to the Town Clerk to seek quotations, with costs and proposals to be presented to Council for consideration and approval at a future meeting.

**To receive and note the Playground Inspection database and associated actions****Background**

The Grounds contractor has historically completed the routine and operational play park inspections for WTC. Since completing the RPII play park inspections course, the Facilities Officer is now able to undertake the inspections, bringing them in house thus creating a more streamlined process. The Facilities Officer has created a database for all play park inspections, and is now populating it with weekly and monthly inspections going forward. This database allows real time reporting and decisions. The inspection reports can be found online via the database here.

The database captures the weekly visual inspections and the monthly detailed inspections. The annual independent reports are still undertaken by a ROSPA inspector, the next one being in May 2026. This independent inspection will also act as a benchmark to compare the monthly inspections to ensure they are aligned to the same standard.

**Information**

The table below summarises the information from the [Annual Play Inspection](#) undertaken in May 2025. The one below that summarises information from the monthly inspections. The monthly inspections focus on the wider scope in comparison to the annual inspection therefore there are more items inspected.

| Annual Inspection<br>May 2025 | Primary items<br>(play<br>equipment) | Ancillary items<br>(bins, fences,<br>benches, gates) | Green<br>items<br>(low) | Amber<br>items<br>(medium) | Red<br>items<br>(high) |
|-------------------------------|--------------------------------------|--|-------------------------|----------------------------|------------------------|
| 1. Bulbridge Park             | 8                                    | 8  | 15                      | 1                          | 0                      |
| 2. Castle Meadow (Gym)        | 9                                    | 2  | 2                       | 9                          | 0                      |
| 3. Minster Street (wood)      | 2                                    | 0  | 2                       | 0                          | 0                      |
| 4. Minster Street             | 12                                   | 9  | 18                      | 2                          | 1                      |
| 5. Old Wishford Road          | 7                                    | 5  | 9                       | 3                          | 0                      |

| Monthly Inspections up to<br>end of March 2026 | Primary items<br>(play<br>equipment) | Ancillary items<br>(bins, fences,<br>benches, gates) | Green<br>items<br>(low) | Amber<br>items<br>(medium) | Red<br>items (high) |
|--|--------------------------------------|--|-------------------------|----------------------------|---------------------|
| 1. Bulbridge Park                              | 8                                    | 18   | 7                       | 2                          | 0                   |
| 2. Castle Meadow (Gym)                         | 9                                    | 4  | 6                       | 1                          | 0                   |
| 3. Minster Street (wood)                       | 11                                   | 0  | 9                       | 1                          | 0                   |
| 4. Minster Street                              | 12                                   | 9  | 2                       | 2                          | 0                   |
| 5. Minster Street tennis<br>courts             | 5                                    | 5  | 1                       | 0                          | 0                   |
| 6. Old Wishford Road                           | 8                                    | 5  | 5                       | 2                          | 0                   |

As it stands, at the end of March 2026, there are 8 medium-risk issues with play equipment. This includes a melted bin on Castle Meadow, a balance bar at Minster Street play area, and a high risk defect at minster street adventure play area (noting this equipment is currently out of action).

A further update will be provided once the May 2026 inspections have been completed by an external ROSPA assessor.

## **Financial**

- A [quote from Kompan](#) to resolve the high-risk loose cross beam at Minster Street adventure play area has been approved under delegation and a date for an engineer visit is TBC. The cost is £412.10 + VAT including installation.
- Purchase of 2 x 120L bins at a cost of £1,345.16 + VAT to replace the bin at Castle Meadow and the now removed dog waste bin at Bulbridge.

## **Recommendation:**

The council resolves to note this report, associated actions arising from the monthly inspections and ratify the costs associated with rectifying the defect to the cross beam at £412.10 + VAT, and the new bins at £1,345.16.

**To consider the progress report from the Public WC project group and consider the recommendations as presented**

**Information**

The project team met on 23 March and the agenda outlines the points that were discussed. The Action Log is a record of the agreed actions.

Following [Formal Project Meeting #1](#) (Design & Delivery) held on 23 March 2026, lead councillors Blackman and Blandford-Hull and officers met with Healthmatic Ltd (lead contractor) and Wallgate Ltd (product supplier) to confirm the emerging approach for the Public WC Refurbishment Project; the meeting agreed in principle to pursue a full reconfiguration and futureproofing solution (rather than phased/interim works) aligned to the core objectives of delivering a robust, vandal-resistant facility, long-term durability and value for money, accessibility and inclusive design, and improved operational efficiency with reduced maintenance burden.

Key site constraints were confirmed (including elements outside WTC ownership and that no temporary facilities will be provided during works), and early scope considerations were noted around outward opening doors, durability, Party Wall implications, and enabling works (including an anticipated full strip-out of electrics and new electrical installation).

Since then, the project team met again on 7 April to review progress against the actions agreed at the previous meeting. Early scope considerations have been further developed, and the updated Action Log now clearly sets out the remaining tasks, responsibilities, and dependencies. Work has progressed to refine the design, equipment specification, and supporting information required to support formal decision-making. Subject to receipt of final drawings and quotations, it is anticipated that the information necessary to enable design sign-off (as set out below) will be sufficiently complete for Full Council consideration on 27 April.

**Milestone reviews and governance gateways**

The project is subject to the following formal governance gateways, each requiring consideration and approval by Full Council to ensure appropriate oversight, cost control, and programme assurance. These gateways align decision-making with project maturity and mitigate financial, delivery, and reputational risk.

|                        |  |   |
|------------------------|--|---|
| 13 April 2026          | <b>Design Overview</b><br>To present councillors with the emerging design proposal and confirm that the project will proceed to detailed design and cost finalisation. | <ul style="list-style-type: none"><li>• Overview of the proposed floor plan and layout (updated drawings awaited)</li><li>• Confirmation that key equipment has now been costed (final supplier quotation awaited)</li><li>• Update from Healthmatic on surveys being coordinated and preparatory work underway</li><li>• Outline scope of works being developed in advance of the tender process</li></ul> |
| EFC<br>27 April<br>TBC | <b>Design sign off</b><br>To secure Full Council approval of the final design and delivery approach prior to entering the procurement.                                 | <ul style="list-style-type: none"><li>• Approval of the final layout and detailed design</li><li>• Approval of the full specification and scope of works</li><li>• Confirmation of the proposed delivery approach</li><li>• Indicative project costs, subject to tender confirmation</li></ul>  |
| 11 May 2026            | <b>Tender Appointment</b><br>To approve the appointment of a building contractor   | <ul style="list-style-type: none"><li>• Outcome of the tender evaluation process</li><li>• Recommended contractor appointment</li><li>• Confirmation of project costs following tender returns</li><li>• Proposed contractual arrangements</li></ul>  |

|             |  |   |
|-------------|--|---|
|             | following completion of the tender process.  |   |
| 8 June 2026 | <b>Project Review</b><br>To provide Full Council with assurance on delivery progress following contract award. | <ul style="list-style-type: none"> <li>• Progress against programme and milestones</li> <li>• Review of risks, issues, and mitigations</li> <li>• Confirmation that the project remains within approved scope, budget, and timetable</li> </ul> |

### **Financial Information**

None to report at this stage

### **Legal**

A pre-application enquiry was submitted to Wiltshire Council Planning on 27 February. The estimate timescale for determination of this application is 8 weeks therefore by the end of April a decision is expected.

### **Recommendation**

Members are requested to note the progress acknowledging a full update will be provide at the upcoming EFC.

**To consider the progress report from the Pavilion Compound and Car Park project group and consider the recommendations as presented**

**Information**

The project team met on 26 March 2026 to review the proposed Men's Shed compound and Pavilion Car Park scheme. The agenda captured the matters discussed and the Action Log provides a formal record of the agreed actions.

Following [Formal Project Meeting #1](#), lead councillors Cllr Blandford-Hull, Cllr La Femina and Cllr Edge (representing the Men's Shed) acknowledged that the project is to be delivered as a one project over 2 phases as resolved by council in March 2026.

- **Phase 1:** Compound enabling works
- **Phase 2:** Pavilion car park and wider infrastructure improvements

The meeting considered historic and updated site layout information, including a sketch plan and professional input from Phil Proctor (Architect), who attended to advise the project group. His advice is informed by recent experience of delivering a fully compliant public car park. Historic and updated plans have since been collated into a slide presentation for reference.

This agenda item provides councillors with:

- An update on the compound plans and scope of works
- A risk–benefit appraisal of two delivery options for Phase 1 enabling works
- Scope of works in advance of the commencement of the tender process

**Phase 1 – Scope of Enabling Works (Compound)**

The Phase 1 enabling works comprise:

- Temporary relocation of the two existing containers into the car park to enable unrestricted access for ground works.
- Ground levelling to achieve a finished level consistent with the Pavilion floor level.
- Retention and reuse of excavated material on site (no off-site disposal due to cost implications).
- Installation of 10 concrete block pads (450 mm square), with one pad shared between two containers.

These requirements align with the agreed Action Log.

Since the meeting, the compound plans have been developed to illustrate both the existing layout and the proposed revised layout, showing four containers in situ.

## Phase 1 Delivery Options – Risk–Benefit Appraisal

| Criteria                               | Option 1 – Men’s Shed Undertakes Enabling Works  | Option 2 – Council Appoints a Contractor (Full Scope)  |
|--|--|--|
| <b>Overview</b>                        | Men’s Shed contracted to carry out Phase 1 enabling works directly.  | Council appoints a suitably qualified contractor to deliver all Phase 1 works, including levelling on Council land.  |
| <b>Benefits</b>                        | <ul style="list-style-type: none"> <li>• Potential short term cost savings</li> <li>• Community involvement and local ownership</li> </ul> | <ul style="list-style-type: none"> <li>• Clear accountability through a formal contract</li> <li>• Works delivered to Council approved specification</li> <li>• Alignment with Phase 2 car park scheme</li> <li>• Strong audit and governance trail</li> </ul> |
| <b>Workmanship &amp; Quality</b>       | <b>Risk:</b> No formal assurance that works will meet Council-compliant construction standards; quality control difficult to enforce.      | <b>Low risk</b> – Contractor required to meet specification, standards and quality checks set by the Council.  |
| <b>Guarantees &amp; Warranties</b>     | <b>Risk</b> – Limited ability to secure warranties, guarantees or latent defect cover.   | <b>Low risk</b> – Contractual warranties, defect liability periods and insurance requirements can be secured.  |
| <b>Liability &amp; Insurance</b>       | <b>Risk</b> – Increased Council exposure should works fail or require remediation; unclear liability boundaries.                           | <b>Low risk</b> – Contractor carries appropriate public liability and works insurance, reducing Council exposure.  |
| <b>Land Ownership &amp; Compliance</b> | <b>Risk</b> – Works carried out by a third party on Council-owned land without full contractual control; risk of non-compliance.           | <b>Low risk</b> – Council retains full control over works affecting its land and ensures compliance with statutory and policy requirements.  |
| <b>Integration with Phase 2</b>        | <b>Risk</b> – Increased likelihood of misalignment with future car park levels, drainage or layout leading to abortive works.              | <b>Low risk</b> – Phase 1 works designed and delivered to align with Phase 2, avoiding duplication or rework.  |
| <b>Governance &amp; Audit</b>          | <b>Risk</b> – Difficult to evidence procurement compliance, supervision and accountability.  | <b>Low risk</b> – Clear procurement route, contract management and audit trail.  |

### Milestone reviews and governance gateways

The Compound and Car Park Project is being progressed through a series of defined governance gateways to ensure Full Council oversight, clarity of scope, and informed decision-making at each key stage. Given the interdependency between the compound enabling works and the car park proposals, the early stages of the project consider both elements in parallel to ensure efficiency, value for money, and risk management.

|               |  |   |
|---------------|--|---|
| 13 April 2026 | <p><b>Project update</b></p> <p>To provide Full Council with an updated position on project development and to confirm the basis on which the project may progress toward procurement.</p> | <ul style="list-style-type: none"> <li>• Presentation of indicative compound layout plans</li> <li>• A risk versus benefit analysis of the proposed enabling works</li> <li>• An outline scope of works, developed on the basis that the compound and car park projects are linked at this stage</li> <li>• The baseline Invitation to Tender, is structured to reflect the linked nature of both projects</li> </ul> |
|---------------|--|---|

|              |   |   |
|--------------|---|---|
| 11 May 2026  | <b>Tender update</b><br>To update Full Council on progression from baseline tender  | <ul style="list-style-type: none"> <li>• Update on the car park layout and indicative cost</li> <li>• Assurance that the project remains aligned with the Council's agreed objectives, risk and governance framework</li> </ul>   |
| 8 June 2026  | <b>Tender Appointment</b><br>To enable Full Council to make a formal decision on contractor appointment following completion of the tender process. | <ul style="list-style-type: none"> <li>• Outcome of the tender evaluation</li> <li>• Recommended contractor appointment</li> <li>• Confirmation of project costs and any contractor recommendations to be considered by the council</li> <li>• Proposed contractual arrangements</li> <li>• Approval of the final layout and detailed design</li> </ul> |
| 13 July 2026 | <b>Project Review</b><br>To provide Full Council with assurance on delivery progress following contract award.                                      | <ul style="list-style-type: none"> <li>• Progress against programme and milestones</li> <li>• Review of risks, issues, and mitigations</li> <li>• Confirmation that the project remains within approved scope, budget, and timetable</li> </ul>   |

### **Baseline tender process**

All tenderers must submit a compliant baseline tender against the issued scope of works. This is essential to enable officers and members to assess submissions on a like-for-like basis in terms of cost, approach and capability.

This tender process has been undertaken in accordance with the Council's Financial Regulations and the principles of the Procurement Act 2023, using a transparent and competitive approach proportionate to the value and risk of the project.

A baseline tender has been prepared to be issued to contractors, supported by a mandatory site visit and a standardised pricing schedule to ensure like-for-like comparison. The tender is structured to enable the Council to assess tenders on the basis of best value, taking account of relevant experience, quality and cost, rather than lowest price alone. This approach is consistent with the Council's duty to secure value for money while ensuring transparency, fairness and an auditable decision-making process.

Following appointment, the Council expects to work with the selected contractor to develop the detailed design, incorporating agreed recommendations, with all subsequent scope or cost decisions subject to further Council approval.

### **Recommendation**

1. Given that the Men's Shed compound forms part of Council-owned land and interfaces directly with a future public car park project, officer recommendation is Option 2:

*That the Council appoints a contractor to deliver the combined phase 1 and phase 2 works to include the enabling works, including ground levelling and foundations, and re-positioning of the containers as a Council-controlled project, thereby minimising risk and ensuring compliance, quality and value for money.*

2. Members are requested to consider the baseline tender and approve its contents noting the council will work with the selected contractor to develop the detailed design, with all subsequent scope or cost decisions subject to further Council approval.

**Clerk's Report including correspondence and progress report  
on Full Council business**

**Report Content/Detail**

Reports provided within this item are to be received, they provide updates on decisions already taken by the Council and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

**11.1 Clerk's Report**

**a) Planning Application Reference Number: [PL/2026/01757 – Wilton House](#)**

Decision Date: 16/03/2026

The tree is classified as Dead and Dangerous (DD). The tree can be removed under the Town and Country Planning (Tree Preservation) (England) Regulations 2012. This allows the removal of any protected tree, which is dead or imminently dangerous, without the need to make a formal Tree Work Application to the Council.

**b) Facilities report** – All the WTC buildings are now fully compliant with Fire, Legionella, Electrical, Structural, and Governance regulations. The record of this can be found here. Also, a routine maintenance/inspection schedule is set up and being followed. Reporting dashboards and tools have also been setup to allow real time reporting and management of WTC facilities.

**c) Discretionary Gully Clearance Service** – Between 24-26 March Wiltshire Council carried out its annual clearance on top 5 gullies in Wilton and Water Ditchampton. The Chair of FaRMAC has produced a comprehensive report. Thanks were given to the on site operators for their professionalism, enthusiasm, and constructive approach while undertaking gully maintenance works in Wilton. Their knowledge and positive engagement contributed significantly to the effectiveness of the operation.

As a result of this collaborative approach, a number of positive outcomes were achieved which can be viewed in the report.

Overall, the approach taken demonstrated the benefits of effective communication and cooperation between operators and the Town Council, resulting in improved service delivery and local outcomes.

**d) Cemetery roof works** – The works are now complete however the council is to note that the contractor was unable to dress a lead flashing into the south gable under the copings as they, and some brickwork were loose. The roofer has installed lead soakers and a cement filler instead; it is all confirmed as watertight and weatherproof.

**e) Council Offices** - As set out in the Strategic Plan, the Town Council will undertake a feasibility study to inform future decision-making regarding investment in the Council Offices. As part of this process, a comprehensive condition survey of the building is currently underway. A detailed scope of works has been prepared which clearly defines the extent of the survey, and this will be issued to three architect practices to obtain competitive proposals. These will be presented to Wilton Town Council for consideration at a future meeting.

The intention is to move away from ad-hoc, piecemeal repair or renovation works and instead develop a full understanding of the building's condition, constraints, and opportunities. This evidence-led approach will enable the Council to consider the whole picture and, if appropriate, plan and deliver any future works in clearly defined and prioritised phases. The resulting proposal and

recommendations will be presented to Wilton Town Council for consideration and approval at a future meeting.

**11.2 Delegated Decisions for Information (within the Clerk's delegated spend)**

| No     | Delegated Decision                                | Comments   | Cost          | Budget                        |
|--------|---|--|---------------|-------------------------------|
| 11.2.1 | Flagpole annual service                           | An annual service of the 12m flagpole to be booked, as to ensure serviceability and warranty cover. 3x quotes sought.  | £375 + VAT    | Repairs and Maintenance 4220  |
| 11.2.2 | Speed Indication Device (SID) moisture management | To ensure the SID devices operate without risk of liquid damage, reusable silica bags have been acquired.  | £39.84        | IT Hardware and Software 4101 |
| 11.2.3 | Fire safety compliance                            | As required by the 2026 Fire Risk Assessment carried out by Bison Assist, intumescent strips, cold smoke seals, and additional door hinges have been ordered and fitted in the office.   | £51.79        | Repairs and Maintenance 4220  |
| 11.2.4 | Play park inspection and maintenance equipment    | As a result of our Facilities Officer passing the RPI play park inspection course, various tools and pieces of equipment have been acquired to facilitate the effective management and servicing of our play parks.  | £40           | Playground Equipment 4232     |
| 11.2.5 | Replacement printer (not contracted)              | Epson Contract is in the process of being cancelled – The printer costs between £20 and £30 per month based on usage and is limited with its functionality. A new HP All-in-one colour printer has been purchased to replace the printer on contract.  | £164.59 + VAT | Printing and Stationery 4060  |
| 11.2.6 | Street cleanliness                                | A manual push-along street sweeper has been acquired from Viking Direct, to allow the Facilities Officer to clean Wilton's streets more effectively.   | £93.16 + VAT  | Repairs & Maintenance 4234    |
| 11.2.7 | Emergency Lighting – council offices              | Labour and equipment to install emergency lighting to the council offices as described in the <a href="#">quote</a> .  | £666.56 + VAT | Repairs & Maintenance 4220    |
| 11.2.8 | Goals at Old Wishford Road                        | The installation of the new Goal posts at Old Wishford Road is due to take place during week commencing 27 April.<br><br>The team will use a mini digger to dig to the required depth of the new sockets. The team will install 2 sockets at each end of the pitch and the sockets will be install level and cemented in place to ensure stability. once all sockets are stable, the area around them will be back filled with soil. | £951.72 + VAT | Playground Equipment 4232     |
| 11.2.9 | Minster Street adventure park                     | During routine inspections, a fault has been identified at Minster Street adventure park. This has been reported to Kompan and a quote has been received and approved under delegation. Date of repair TBC.  | £412.10 + VAT | Playground Equipment 4232     |

## **Recommendation**

That the delegated decision report is received and noted and any actions arising are identified for future meetings of the Council and *ratify* the items as referenced above.

### **11.3 Other Matters to resolve**

| No  |  |   |  |
|---|--|---|--|
| 11.3.1  | Tree Risk Assessment – Western Red Cedar and Cherry tree at Old St Mary’s Church | <p>As part of the Christmas Light’s project and developing plans for the 2026 scheme, these trees were independently survey on 9 March. The Arborist report concludes that the Western Red Cedar presents a very low risk of harm and requires no maintenance or remedial works.</p> <p>The arboriculture advice further confirms that pruning or reshaping the tree to enhance its appearance as a Christmas tree is neither feasible nor appropriate for this species, meaning the visual impact of Christmas lighting is inherently limited and unlikely to improve through management intervention.</p> <p>The Cherry tree, while also assessed as low risk, is recommended for felling and replacement due to structural defects, poor form, and limited aesthetic value; any proposed works will require notification to Wiltshire Council as the site lies within a conservation area.</p> | £0 at this stage   |
| <p><b>Recommendation:</b><br/>Councillors consider the recommendations in the Arborist report and notes that (A) whilst the Western Red Cedar presents low risk reshaping the tree to enhance its appearance as a Christmas tree is neither feasible nor appropriate for this species and (B) seek quotes for the removal of the cherry tree noting the selected arborist will need to submit notification to Wiltshire Council as this tree is in a conservation area.</p> |  |   |  |
| 11.3.2  | LHFIG request  | Wilton Baptist Church is currently used as the primary venue for Wilton Town Council meetings. At present, the absence of a dropped kerb at this location creates a barrier for residents who use mobility scooters, wheelchairs, walking aids, or pushchairs. Users are required to negotiate a full-height kerb, which is not safely passable for many and may discourage attendance. The LHFIG request form outlines the proposal that needs to be considered by WTC.  | £0 at this stage however if approved then WTC will need to contribute 25% of the total cost. |
| <p><b>Recommendation:</b><br/>Councillors consider this request noting if approved this will be submitted to LHFIG for consideration at the next meeting.</p>   |  |   |  |
| 11.3.3  | Town Clerk   | In line with the Council’s Performance and Development Policy [section 7] there is a requirement to set objectives for the Town Clerk for the 2026/2027 period.   | £0   |
| <p><b>Recommendation:</b><br/>Councillors consider nominating two councillors to carry out the objective setting process.</p>   |  |   |  |