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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

AGENDA

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 10 August 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 and RFO, 4 August 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 13 July 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. [Public WC Refurbishment Programme – Tender Evaluation and Appointment of Contractor](#)
8. [To consider the quote for replacing the Village Gate Wilton boundary at The Avenue](#)
9. [To review the Council Office Condition report and consider the next steps](#)
10. [Wilton 20mph Speed Limit Scheme — Status, Appeal Process and Decision Required](#)
11. [National Emergency Briefing – Local Screening / Briefing Opportunity](#)
12. [To receive and note an update on the Christmas Lighting Scheme for 2026](#)
13. [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 – Cllr Harrison

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 13 July 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: [13 July 2026](#)

To receive a report for information to Full Council

Civic Report

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 sets 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 4 – July 2026) – [Summary of Receipts and Payments](#) by cost centre. The report shows the budget and the actual figures to date, for both receipts and payments on each code listed.
2. [Monthly report](#) (month 4 – July 2026) - Monthly Report is a report giving Code by Code monthly totals. The report shows the actual figures to date, for both receipts and payments on each code listed.
3. The [payment list](#) to the value of £30,154.02 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.*

A separate payment to RE Hayes for the sum of £15,818.86 is presented for approval as a payment exceeding £5,000.

Minute Ref:	Payee	Description	Value
FC34 July 2026	RE Hayes Ltd	Cemetery paths including Garden of Remembrance works,	£15,818.86

Note this invoice represents the value of 50% of the total works. The balance of payment is due on completion of the works which is expected at the end of August 2026.

4. Summary of Bank Reconciliation and Cash in Hand (as at 30/07/2026)

A	Bank Reconciliation at 30/07/2026			
	Cash in Hand 01/04/2026			329,472.09
	ADD Receipts 01/04/2026 - 30/07/2026			237,227.08
	SUBTRACT Payments 01/04/2026 - 30/07/2026			566,699.17
	Cash in Hand 30/07/2026 (per Cash Book)			104,983.09
				461,716.08
B	Cash in hand per Bank Statements			
	Lloyds Business Bank Account 824 30/07/2026	30,304.40		
	Commercial Instant Account 905 30/07/2026	131,411.68		
	Lloyds Debit Card 360 30/07/2026	0.00		
	Public Sector Deposit Fund 30/07/2026	300,000.00		
	Stripe 30/07/2026	0.00		
				461,716.08
	Less unrepresented payments			
				461,716.08
	Plus unrepresented receipts			
	Adjusted Bank Balance			461,716.08
	A = B Checks out OK			

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 July 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 payments [versus budget], monthly breakdown by cost code and raises any queries it may have.
2. resolves to ratify the payments to the value of £30,154.02.
3. resolves to approve the payment to RE Hayes Ltd in the sum of £15,818.86, representing 50% of the cemetery works, and further authorises the remaining balance to be paid upon completion of the works.

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)

Planning App Ref PL/2026/04427 – 11 August 2026 Applicant name: Molant	Notification of proposed works to trees in a conservation area PEMBROKE COURT, WEST STREET, WILTON SP2 0DG Proposal: G1 - Western Red Cedar tree - overall reduction of 30%
PL/2026/04679 19 August 2026 Application name: ID Verde (on behalf of Wilton Town Council)	Notification of proposed works to trees in a conservation area CAR PARK, SOUTH STREET, WILTON T1 Yew - Multiple dead primary and secondary branches in crown. Remove deadwood.
PL/2026/04680 20 August 2026 Application name: ID Verde (on behalf of Wilton Town Council)	Notification of proposed works to trees in a conservation area ST MARYS CHURCH, WILTON, SP2 0HT T5 - Yew - Multiple large diameter dead primary branches in crown. Secondary and tertiary branches preventing the spread of the streetlight pattern. Remove dead primary branches. Prune to clear streetlight by 2M.
PL/2026/04681 20 August 2026 Application name: ID Verde (on behalf of Wilton Town Council)	Notification of proposed works to trees in a conservation area MINSTER STREET, WILTON G2 - Mixed species - Significant deadwood throughout group. Remove significant deadwood. G2.5 - Common Ash - Ash die back class 3, 25-50% of remaining canopy. Section fell to 3M. Retain stem at 3M. G2.6 - Common Ash - Ash die back class 3, 25-50% of remaining canopy. Section fell to 3M. Retain stem at 3M. G2.8 - Common Ash - Crown leans over footpath and bowls club. Significant deadwood in crown. End-weight reduce extended primary branch, pruning to clear building by 2-3M. Remove significant deadwood.
PL/2026/04545 3 September 2026	Full planning permission Unit 5, Wilton Shopping Village, King Street, Wilton, SP2 0RS Refurbishment and reconfiguration of Unit 5 to provide flexible Class E commercial floorspace, with external alterations including re-cladding, entrance alterations and associated works.

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, and delegates authority to the Town Clerk to submit and finalise the Council's responses in accordance with the comments resolved by Council.

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.

Public WC Refurbishment Programme – Tender Evaluation and Appointment of Contractor

Purpose of Report

To present the outcome of the competitive tender process for the Public WC Refurbishment Programme and to seek a Council decision on the appointment of a contractor to deliver the works.

Background

The Council is progressing plans to refurbish the public conveniences in Wilton to improve accessibility, reliability, appearance and the overall user experience.

Healthmatic has been appointed to support the project and develop the technical specification, design information and procurement documentation. The project forms part of the Council's wider programme of investment in community infrastructure and public facilities.

A competitive tender exercise was subsequently undertaken in accordance with the Council's Financial Regulations.

Tender Process

The project has been managed through a staged gateway process to ensure Member oversight at each key decision point.

Gateway	Purpose	Status
March 2026 Full Council	Consider delivery options and determine preferred route for progressing the project	Complete
April 2026 Full Council	Receive project progress update and confirm that design, tender pack and budget information would return to Council	Complete
28 April 2026 Extraordinary Full Council	Approve final internal layout, note Healthmatic scope and approve design/pre-construction scope of works and project management fee structure	Complete
13 July 2026	Consider external design options, agree the preferred design approach, approve progression to submission of the planning application, and note tender timescales, including the tender submission deadline of 19 July 2026.	Complete
10 August 2026	Consider tender returns, project group recommendation, full project costs and contractual arrangements, and determine whether to award the construction contract.	Current gateway

The tender opportunity was advertised on Find a Tender.com and on the WTC website from 8 June 2026 to 19 July 2026.

Following the tender deadline, all submissions were opened jointly by the Town Clerk and Cllr Blandford-Hull, in accordance with the Council's Financial Regulations. The submissions were then evaluated against the published assessment criteria. The submission documentation was entered on to a Tender Evaluation matrix spreadsheet which was reviewed by the Project Group on 23 July.

The [redacted Tender Evaluation matrix spreadsheet](#) has 5 tabs;

Summary scores	Provides an overview of the tender evaluation process, bringing together the price and quality assessments for each tenderer. This section calculates the overall score, ranking and recommended contractor based on the approved evaluation criteria.
Section price comparisons	Breaks down each tender submission by individual work element, allowing Members to compare costs across contractors and identify any significant variances, omissions or pricing assumptions.
Quality evaluation detail	Records the detailed quality assessment for each tenderer, including the scores and justification against the published evaluation criteria: relevant experience, methodology, programme, company credentials and compliance.
Company credentials	Provides a checklist-based review of each contractor's organisational capability, including company information, health and safety arrangements, accreditations, financial standing, resources, references and any exclusions or qualifications identified within the submission.
Scoring guide	Sets out the evaluation principles and scoring framework used throughout the assessment process. This ensures all submissions are assessed consistently, transparently and in accordance with the published tender criteria.

A total of six compliant tender submissions were received.

Evaluation Methodology

Tender submissions were evaluated using the criteria established within the tender documentation:

Criteria	Weighting
Price	40%
Relevant Experience	20%
Methodology & Understanding	15%
Programme & Delivery	10%
Company Credentials & Capacity	10%
Tender Quality & Compliance	5%
Total	100%

The evaluation considered both cost and quality to ensure the Council obtains best value rather than selecting solely on the basis of lowest price.

Evaluation Summary

Each contractor has been ranked based on the **total score** as extracted from the [REDACTED] Tender Evaluation matrix spreadsheet.

Rank	Contractor – redacted	Total cost	Total Score
1	E	£54,120.90	99.00
2	A	£71,545.00	83.26
3	D	£70,069.56	81.90
4	F	£80,502.73	68.89
5	B	£71,852.50	61.13
6	C	£72,995.00	57.66

Contractor E achieved the highest overall evaluation score and submitted the lowest tender price.

The submission demonstrated:

- Extensive experience of comparable public convenience refurbishment projects.
- A detailed and project-specific methodology.
- Strong health and safety credentials.
- Clear programme and delivery arrangements.
- Comprehensive quality submission.
- Strong company credentials and organisational capacity.

The Project Group concluded that the submission was considered to be the strongest overall response received.

Finance

The tender evaluation identifies **Contractor E** as the preferred contractor for the main refurbishment works, with a tendered sum of **£54,120.90** (excluding VAT).

In addition to the contractor's tendered costs, the project requires several specialist items to be procured directly through Healthmatic to ensure compatibility with the automated access and payment system. Based on current quotations received, these costs are:

Description	Cost (Ex VAT)
Contractor E refurbishment works	£54,120.90
Healthmatic doors and Hardie cladding	£9,545.00
Wallgate equipment	£12,500.00
Electrics and Ventilation + charging unit and external light	£4,585.00
15% Healthmatic fee - contractor costs only	£8,118.13
Wilton branding	£1,200.00
Estimated Project Cost	£90,069.03
Total including 10% contingency	£99,075.93

Recommendation:

Members are requested to:

- a) Note the outcome of the tender evaluation process.
- b) Consider the evaluation matrix and supporting tender documentation.
- c) Appoint Company E as the preferred contractor for the Public WC Refurbishment Programme, subject to confirmation that the tender fully encompasses the Council's requirements.
- d) Notes the estimated total project cost and allocates up to £99,075.93, including contingency, from EMR Public WC – Cost code 9005 noting the budget available is £126,881.
- e) Delegate authority to the Town Clerk, in consultation with the Mayor and the Public WC Project Group, to finalise contractual arrangements and project mobilisation following receipt of the required clarifications.

**To consider the quote for replacing the Village Gate - Wilton boundary
at The Avenue**

Purpose of Report

To consider whether Wilton Town Council wishes to fund the replacement of the village gate located at the Wilton boundary on The Avenue.

Background

The village gate situated at the Wilton boundary on The Avenue has been absent for over two years following its removal. Residents have raised concerns regarding the missing feature and enquiries have been made through Wiltshire Council regarding its replacement.

Correspondence from Senior Engineer (Traffic Engineering) at Wiltshire Council, confirms that whilst the village gate would ordinarily fall within the remit of highway maintenance, there is no statutory requirement for such features. Consequently, replacement is undertaken only on a discretionary basis and subject to the availability of maintenance funding.

Following discussions with Wiltshire Council's Highways Maintenance team, it has been confirmed that there is currently no budget available to replace the gate. Wiltshire Council has advised that Wilton Town Council may either:

- Fund the replacement directly; or
- Submit a request through the Local Highways and Footways Improvement Group (LHFIG) for consideration as a highway improvement scheme.

Importance of the Village Gate

Whilst the village gate is not a statutory highway requirement, it serves as an important gateway feature marking the entrance to Wilton. Such features help reinforce a sense of place, contribute positively to the appearance of the town, and support the high environmental and visual standards the Council seeks to maintain within the parish.

Replacement of the gate would restore a prominent local landmark that has been absent for a significant period and would demonstrate continued investment in the town's public realm.

Financial Implications

Wiltshire Council has provided the following quotation for replacement of the village gate to match the existing design:

Item	Cost
Removal of existing village gate	£130.00
Supply of Glasdon Village Gate (matching existing)	£2,010.00
Installation of replacement village gate	£85.00
Temporary traffic management	£260.00
Contingency (25%, if required)	£621.25
Total	£3,106.25

Wiltshire Council has advised that the contingency sum is unlikely to be required and that the Town Council would only be charged the actual cost of the works undertaken.

Considerations

Members may wish to consider:

- The visual and community value of the village gate as an entrance feature to Wilton.
- Whether replacement represents a worthwhile investment in the town's appearance and identity.
- Whether Council funds should be allocated directly or whether an application should first be pursued through LHFIG.
- The availability of budget provision or earmarked reserves should Council wish to proceed.

Financial Impact

Should Council resolve to proceed, funding of up to £3,106.25 would be required, although the final cost may be lower depending on the actual works undertaken.

The Parks and Open Spaces cost code 4223 has budgeted funds of £8,000 with YTD spend £624.95.

Recommendation

Members are requested to consider the information contained within this report and determine whether:

Option A – Wilton Town Council allocates funding from Parks and Open Spaces [cost code 4223] of up to £3,106.25 to enable Wiltshire Council to replace the village gate at The Avenue; or

Option B – Wilton Town Council submits a request to LHFIG seeking support for replacement of the village gate as a highway improvement project; or

Option C – No further action is taken.

To review the Council Office Condition Report and consider the next steps

Purpose of Report:

To present the Council Offices Condition Report for the Council Offices, Kingsbury Square, Wilton, prepared by James Cusick / Then Now When LLP [as resolved in May 2025 minute reference [FC16.3a]; to consider the findings, risks, recommended works and next steps arising from the report.

Background:

Wilton Town Council commissioned a building condition report for the Council Offices at Kingsbury Square, Wilton. The original brief described the property as being used for administrative offices and council functions and stated that the commission was to provide an evidence base for asset management, maintenance planning and future investment decisions.

The brief required a non-intrusive visual inspection of the building, including external elements such as roof coverings, rainwater goods, external walls, damp-proof courses, windows, doors, joinery, movement, deterioration and water ingress. The brief also required a review of internal elements, including floors, walls, ceilings, staircases, finishes, internal doors and evidence of damp, condensation, leaks or defects.

The scope included a visual review only of electrical, heating, plumbing, drainage and ventilation systems, with no testing, together with high-level commentary on accessibility, fire safety and statutory compliance where issues were apparent. The agreed deliverables were to include a councillor/officer-suitable report with an executive summary, methodology, condition assessment, defects, maintenance issues, photographic evidence, prioritisation of works and recommendations for further surveys where appropriate.

Condition Report

The [Condition Report](#) assesses the condition of the building's exterior, interior spaces, roof structure, services and heritage features, and provides recommendations for future maintenance and repair works. The *draft* survey concludes that the building is generally in fair condition, with a number of elements in good order, including the recently replaced windows and much of the roof structure.

However, it identifies several areas requiring attention, most notably significant damp issues at ground floor level, defects to external brickwork and pointing, repairs to the northern slate weather-shield, localised structural cracking requiring further investigation, and various maintenance issues affecting historic building fabric. The report also highlights the need for further specialist investigations, including structural engineering advice and asbestos assessments, to inform any future refurbishment or reconfiguration of the building.

Project Group

Due to the volume of information contained within the report, Members are invited to consider establishing a Project Group to support officers in the development of the next phase of the project. The purpose of the group would be to:

- Review the findings and recommendations of the Building Condition Survey.
- Assist in identifying and prioritising potential works arising from the survey.
- Support the development of a draft scope of works for any future contractor procurement exercises.

- Consider opportunities for internal building modifications and improvements that may enhance accessibility, operational efficiency and the delivery of Council services to residents.
- Provide a forum for early Member input into the development of project proposals before recommendations are brought back to Council.

The Project Group would act in an advisory capacity only, with all recommendations and expenditure decisions remaining subject to approval by Full Council in accordance with the Council's Scheme of Delegation and Financial Regulations.

Recommendation

That Council:

1. Notes the findings of the Building Condition Survey and the identified priority works;
2. Establishes a Building Condition and Accessibility Project Group to support officers in reviewing the survey findings and developing options for future works; and
3. Delegates authority to the Town Clerk, in consultation with the Project Group, to develop the next steps associated with the Condition Report and report back to Council with recommendations for consideration.

Wilton 20mph Speed Limit Scheme — Status, Appeal Process and Decision Required

Purpose of report:

To update Full Council on the current position regarding the Wilton 20mph speed limit scheme, the effect of Wiltshire Council's new Speed Limit Policy and appeal process, and to seek a decision on whether Wilton Town Council should authorise submission of a formal appeal concerning the proposed extension to the town boundary on Shaftesbury Road / relevant A30 section.

Background:

A 20mph Speed Restriction Assessment was completed for Wilton and Wiltshire Council recommended a defined scheme area. Full Council subsequently resolved to support the recommended scheme and requested that the 20mph limit be extended to the town boundary on Shaftesbury Road (A30), beyond the extent recommended by officers.

On 27 January 2026, the Town Council submitted a request for Cabinet consideration of the extension.

Current Position:

Wiltshire Council has advised that, under its new Speed Limit Policy, requests of this nature must now be considered through the formal Speed Limit Assessment Appeal process using the Appendix 4 appeal form.

Correspondence from the Cabinet Member dated 28 July 2026 confirms that Wilton Town Council's request is being treated as an appeal against the recommendations contained within the original assessment report.

The Cabinet Member has also confirmed that the South West Wiltshire LHFIG has already resolved to support the submission of an appeal and therefore no further LHFIG approval is required before a formal appeal is submitted.

Financial Implications:

When the scheme was originally considered, members were advised that the estimated cost was £18,000, with Wilton Town Council expected to contribute 25% (£4,500) and Wiltshire Council funding the balance.

Under Wiltshire Council's new Speed Limit Policy, the position has changed. The Cabinet Member for Highways has confirmed that, should an appeal be successful, Wilton Town Council would be expected to fund the full cost of the on-ground works required to implement the extended 20mph section. Wiltshire Council would continue to meet the costs associated with the Traffic Regulation Order (TRO) process.

Considerations:

Council is invited to consider whether it wishes to pursue a formal appeal seeking extension of the 20mph speed limit along the A30 to the town boundary on Shaftesbury Road, having regard to the revised Wiltshire Council appeal process, the confirmed funding implications, and the support already provided by the South West Wiltshire LHFIG. Council is also invited to determine the next steps and authorise the Town Clerk to take the actions necessary to implement its resolution.

Wiltshire Council has advised that a decision on the appeal would normally be expected within one month of receipt.

Recommendation:

Council is invited to consider the information contained within this report, determine its preferred course of action regarding the proposed extension of the 20mph speed limit on the A30 to the Wilton town boundary, and provide direction to the Town Clerk to take the necessary steps to implement the Council's resolution.

National Emergency Briefing – Local Screening / Briefing Opportunity

Purpose of report:

To consider whether Wilton TC wishes to organise or support a local screening/briefing in Wilton linked to the National Emergency Briefing initiative.

Background:

The National Emergency Briefing website includes a screening map where people can find screenings of the “People’s Emergency Briefing” near them, search by postcode, and access booking details. The site also invites communities to host screenings where there is not already one nearby.

The website indicates that screenings may be public or invitation-only, and notes that invitation-only events can include screenings for councillors ahead of arranging wider local screenings.

Information:

This appears to be a national initiative encouraging local screenings/briefings around emergency, climate and environmental awareness. Council may wish to consider whether there is value in arranging a Wilton-based briefing or screening, either for councillors in the first instance or as a wider community event.

Link: [National Emergency Briefing screening map](#)

Council is asked to consider:

- Whether Wilton Town Council wishes to explore hosting a local briefing/screening in Wilton.
- Whether any event should be councillor-only initially, or open to the wider community.
- Whether officers should make further enquiries about hosting requirements, venue options, and any practical or cost implications.
- Whether this matter should be linked to wider local resilience, emergency planning, flood planning, or community preparedness work.

Recommendation:

That Council considers whether it wishes to support or organise a local National Emergency Briefing screening/briefing in Wilton and, if agreed, delegates authority to the Clerk to make initial enquiries regarding hosting requirements, venue availability, and any associated costs, with a further update to be brought back to Council if required.

To receive and note an update on the Christmas Lighting Scheme for 2026

Purpose of Report:

To provide Full Council with an update on the Christmas Lighting Scheme for 2026, the decisions already taken, the progress made under delegated authority, and the current emerging proposal pending receipt of final costed proposals from Blachere Illumination UK Ltd.

Background:

Following the June resolution, officers and the Project Working Group progressed discussions with Blachere Illumination UK Ltd and relevant permission bodies. The Council also submitted permissions requests to Wiltshire Council and Atkins/street lighting for the proposed enhanced festive lighting scheme, including the Section 178 and street-lighting applications submitted on 1 July 2026.

The 1 July application set out that the proposed scheme was preliminary at that stage and included illuminated motifs, illuminated cone trees, tree-wrap lighting to mature trees, an illuminated photo feature and electrical connections to existing and new power supplies. The application also noted that minor amendments could arise once a dedicated project manager undertook detailed design and delivery planning.

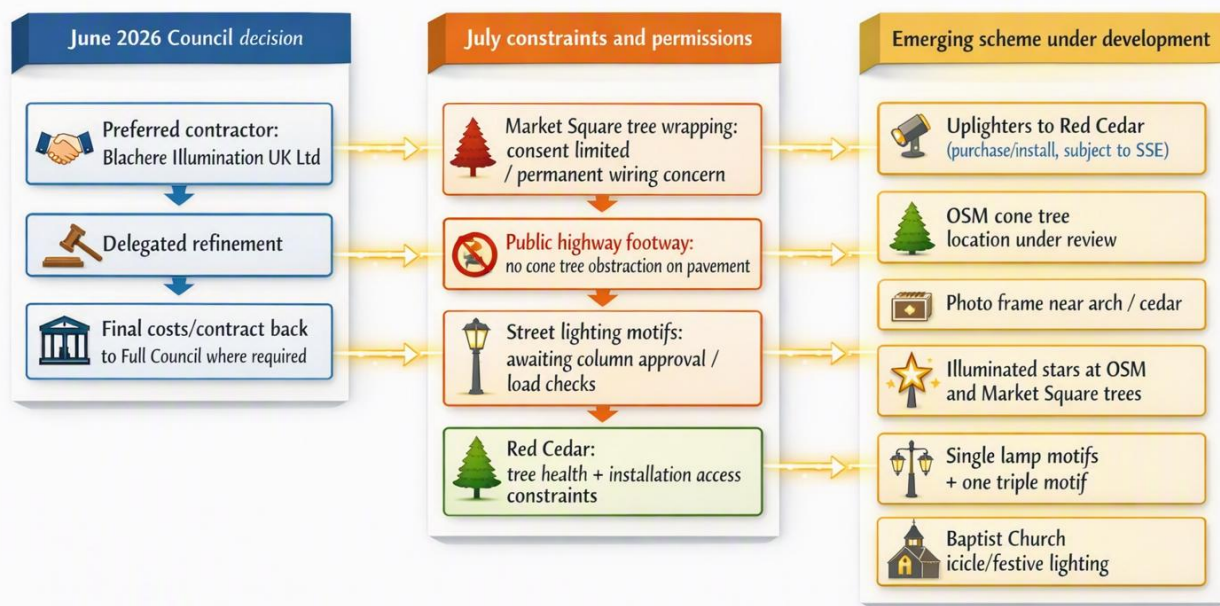
On 13 July 2026, Full Council considered “Christmas Lighting Scheme – Final Authorisation and Delegated Arrangements.” The agenda noted that the final scheme as it then stood included trees in Market Square, two lit cone trees on pavements, an illuminated photo frame, uplighting of the Red Cedar, Baptist Church lighting and illuminated stars in Old St Mary’s; it also noted that Wiltshire Council authorisation would be required before the order could be confirmed where elements affected the public highway.

At the 13 July meeting, Council resolved to note the June resolution, note further exploration of Red Cedar uplighting, note the indicative cost position, approve use of the existing Christmas lighting budgets and EMR with any shortfall from General Reserves, and delegate authority to the Town Clerk, in consultation with the Mayor, Deputy Mayor and Christmas Lighting Project Group, to finalise the scheme and liaise with Wiltshire Council, including highways authorisation, provided total expenditure did not exceed £35,799.

The July minutes also include a post-meeting note that the Project Group was continuing to finalise the detail of the scheme, including obtaining necessary permissions and authorisations, and that the outcome could affect the final scheme and associated costs, which would be reported back once confirmed.

The following schematic summarises the governance route and design dependencies. It is not a site plan or final specification, but a visual aid showing the relationship between the June decision, July constraints and the current emerging proposal.

Wilton Christmas Lighting Scheme 2026 - Evolution of Proposal



Information – Lighting Scheme:

The scheme has also changed materially in response to permissions, highway safety, street-lighting and tree-health considerations. The emerging final proposal is now likely to move away from pavement-sited cone trees and permanent Market Square tree wrapping, towards an amended scheme featuring Red Cedar uplighting, OSM-focused cone/photo-frame elements, illuminated stars, single lamp motifs plus one triple motif, and Baptist Church icicle/festive lighting, subject to final confirmation from Blachere.

Information – Event

Following email exchanges and further discussion with Radiquip regarding the proposed Christmas Light Switch-On event, Radiquip has confirmed that it is willing to continue with its quotation and move forward with the project on the basis of its original proposal.

Radiquip has confirmed that its quotation is based on Radiquip leading the planning, coordination and delivery of the event, with the Council supporting that delivery model. This reflects the model on which Radiquip prepared its quotation which provides clear lines of responsibility through a single organisation managing the event.

Radiquip has also noted that, should there be any significant changes to the agreed scope or delivery model as planning progresses, it would wish to review the quotation with the Council.

This provides reassurance that the Christmas Light Switch-On event can continue to be progressed, subject to the Council's usual governance, budgetary and operational oversight arrangements.

Financial Implications:

The [revised quotation](#) for the scheme is structured as a four-year hire programme covering the main festive lighting display, including:

- illuminated stars in the Market Square and Old St Mary's trees (x3);
- illuminated photo frame in Old St Mary's;
- 6m illuminated cone tree in Old St Mary's
- 3D freestanding illuminated decorations;
- lamp post motifs;
- icicle lighting alongside the Baptist Church; and
- Illuminated stars in the Red Cedar

The cost of the four-year hire programme is £13,332 + VAT

In addition to the hire programme, the proposal includes the purchase of downlighters for the Red Cedar tree, together with the associated Year 1 installation costs as follows:

Item	Cost
Purchase of Red Cedar downlighters	£4,312
Year 1 installation costs	£2,800
Total Red Cedar downlighter purchase and Year 1 installation cost	£7,112

The downlighters will remain in the Red Cedar tree following installation. This approach is intended to avoid treating the Red Cedar lighting as an annual hire/install/remove item and should reduce future annual access, de-rigging and re-installation costs.

Element	Cost
Four-year hire programme – annual cost	£13,332
Red Cedar downlighters purchase and Year 1 installation	£7,112
Total Year 1 lighting scheme cost	£20,444

The event costs remain separate as follows:

Element	Cost
Event costs (pilot scheme for 2026)	£6,145

It is also prudent, as part of the detailed planning of the 2026 Christmas event, to allow for contingency of 10% of total lighting scheme and event costs.

Recommendation:

That Full Council:

1. Receives and notes the updated Christmas Lighting Scheme for 2026 and the progress made under delegated authority (as resolved in July 2026).
2. Notes the revised costed proposal from Blachere Illumination UK Ltd, comprising a four-year hire programme for Market Square tree stars, Old St Mary's tree stars, the illuminated photo frame, 3D decorations, lamp post motifs and icicle lighting alongside the Baptist Church, at a cost of £13,332 + VAT per annum.
3. Notes the proposed purchase of Red Cedar downlighters and associated Year 1 installation costs, at a total cost of £7,112 + VAT with the downlighters to remain in the tree to reduce future annual access, de-rigging and re-installation costs.
4. Notes the Event costs of £6,145 and contingency allowance of £2,658 and delegates authority to the Town Clerk, in consultation with the Mayor, Deputy Mayor and Christmas Project Group, to finalise contractual arrangements and project mobilisation.

**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.

13.1 Clerk's Report

a) Hemlock Water-Dropwort – River Wylfe / Castle Meadow

The Council has sought advice from Natural England regarding reports of Hemlock Water-Dropwort growing along sections of the River Wylfe in Wilton, noting that the plant is native but highly poisonous, particularly the roots/bulbs, and that the River Wylfe forms part of the wider chalk stream and SSSI/SAC context.

Natural England advised that Hemlock Water-Dropwort is a native species found throughout the river system and provides nectar and habitat for a variety of species. They therefore do not recommend its removal where it is within the river system/SSSI context. They also confirmed that any removal of plants within the River Avon System SSSI may fall under the list of Operations Requiring Natural England's Consent, including ORNEC 11 relating to removing plants.

Further clarification was sought regarding plants located elsewhere within the same park but away from the river corridor. The Greener Farming and Protected Sites Higher Officer for the Wiltshire Team at Natural England, confirmed that if the Hemlock Water-Dropwort is outside the SSSI boundary and more than 3 metres from the water's edge, Natural England consent is not required should the Council decide to remove it. In those circumstances, removal would be at the discretion of the landowner or land manager.

The Council will therefore take a cautious and proportionate approach. Any plants within or close to the river corridor will be treated as environmentally sensitive and left in situ unless further specialist advice or consent is obtained. For areas away from the river and outside the SSSI boundary, officers will consider the appropriate land management response, balancing public safety, ecological value and the Council's responsibilities as land manager. A further update will be presented once this has been further investigated.

a) Wiltshire Council (WC) Local Plan – Call for Sites

To help inform the Local Plan and identify land that could meet future needs, Wiltshire Council is inviting landowners, developers and local communities to submit land that could be considered for a range of future uses, including housing, employment, infrastructure, minerals and waste.

The new Local Plan will need to accommodate significant growth, with current Government policy requiring around 3,500 new homes a year in Wiltshire.

The Call for Sites is an important early stage in identifying land that could help to meet future needs. Submitting a site does not mean it will be allocated for development, but it ensures all potential options can be properly considered. This initial Call for Sites will run from Thursday 9 July to 30 September 2026.

To find out more and to submit a site, please see <https://www.wiltshire.gov.uk/call-for-sites>.

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

No	Delegated Decision	Comments	Cost	Budget
13.2.1	Playground repairs – Robinia trail	Kompan has quoted to carry out a reactive repair job for the Robinia trail.	1,021.94 + VAT	Repairs & maintenance – 4223
13.2.2	Laptop	In line with IT Policy a new laptop has been issued to the Facilities Officer.	331.66 + VAT	IT Hardware (Administration) - 4100
13.2.3	Tree Risk Assessment	Following completion of the 2026 Tree Risk Assessment Survey , a quotation has now been received from ID Verde for the identified Priority 1 remedial works. Due to the Priority 1 nature of the identified works an instruction has been issued to proceed with the necessary tree works application to Wiltshire Council to seek permission for the proposed works. Subject to the required permission being granted, the Priority 1 remedial works will be progressed with ID Verde.	£1,190.48 + VAT	Parks and Open Spaces – Tree Surgery 4351
13.2.4	Uniform and PPE for Facilities Officer	Workwear order for Polo shirts and shorts	£125.30 + VAT	Office Equipment 4230
13.2.5	Service and emptying of sewerage tanks	The recent service identified the sewerage tank at Castle Meadow has never been emptied since its installation and the chamber is now full. An annual service and sewerage removal has now been scheduled.	£270 inclusive of VAT (service) and Sewerage tank £304+VAT	Pavilion Repairs and Maintenance 4221
13.2.6	Solar Panel cleaning	The annual cleaning regime has been carried out which will improve the efficiency of the equipment.	£180 + VAT	Pavilion Repairs and Maintenance 4221

Recommendation

That the delegated decision report is received and noted and any actions arising are identified for future meetings of the Council and the items listed above are ratified as appropriate.

13.3 Other Matters to resolve

No			
13.3.1	Staff training - CiLCA qualification	The Comms Officer deputises for the Town Clerk and as part of successional planning it is timely for the council to consider investing in the development of its staff. Undertaking CiLCA raises awareness of law and good practice in local councils. Students review policies and procedures to ensure that the council is acting with propriety.	£945 Staff Recruitment and Training Cost Code 4004

		The cost is broken down as follows 4 x online training sessions - £450 (TBC) SLCC qualification fee including access to portfolio system - £495	
	Recommendation: The council approves the costs associated with CiLCA and the Comms officer is enrolled on the next cohort of delegates.		
13.3.2	Staff costs	The Town Clerk is on an extended holiday from 2 September to 9 September and 23 September to 16 October inclusive. There will be a requirement for additional hours to be worked by the Comms Officer, up to 12 per week, and the Facilities officer, up to 7 per week, to cover the delegated duties during this period.	Up to £1,500 including oncosts Salaries Cost Code 4000
	Recommendation: The council authorises additional hours of up to £1,500 including oncosts for the period of annual leave allocating funds from cost code 4000 – Salaries.		
13.3.3	Town Clerk Contract of Employment	In February 2026, Council resolved to appoint the Interim Town Clerk to the permanent position of Town Clerk/Responsible Finance Officer. The temporary contract was signed and remains in place; however, some wording within that document relates to the original interim/fixed-term arrangement and should now be updated to reflect the permanent appointment. No employment terms or conditions approved by Council are changing. This is an administrative update to ensure the written contract accurately reflects the Council's decision and current governance records. The updated wording will be based on the NALC Model Contract template and aligned with the format used for other members of staff.	£0
	Recommendation: That Council appoints two councillors to complete the administration associated with updating and signing the Town Clerk's employment contract documentation, noting that no employment terms or conditions are being amended.		
13.3.4	Visit Wilton Logo	At the July Full Council Meeting, Council resolved to approve the use of a circular Wilton "W" branding, agreeing that two further quotations be obtained, delegating the decision to the Town Clerk in consultation with the project group. Two further graphic design companies were approached, one declined to quote, while the third company provided a less competitive quote with fewer allowed amendments, and less detail in the design.	£1,200 + VAT EMR WC project Cost Code 9005
	Recommendation: The Council approve Company A to undertake the Visit Wilton design work, based on the initial concept designed in-house.		
13.3.5	Financial Regulations	The 2026 Financial Regulations have been reviewed and updated to better reflect the Council's wider governance framework, including links to relevant policies and statutory procurement requirements. The update also includes the addition of an approved supplier/contractor process. This will allow the Council to use contractors who have already provided appropriate due diligence	£0

		information, such as insurance, health and safety documentation and relevant experience, for routine day-to-day operational work where appropriate. This process is intended to avoid the need to obtain three separate quotes each time low-value or routine work is required, while still ensuring value for money, transparency and proper financial control. The approved supplier/contractor list will be reviewed annually to ensure information remains current and suppliers continue to meet the Council's requirements. Where work exceeds the relevant financial thresholds, or is not considered routine, the normal quotation or tender requirements within the Financial Regulations will continue to apply.	
	Recommendation: That members note and approve the updated Financial Regulations, including the inclusion of the approved supplier/contractor process, subject to annual review.		
13.3.6	CCTV Policy	The Council's CCTV Policy has been reviewed and updated to reflect current process and regulations. The policy has been reformatted to an accessible format based on the new WTC policy template.	£0
	Recommendation: That members note and approve the updated CCTV Policy		
13.3.7	Castle Meadow Car Park and Compound Project: Flood Risk Assessment	As part of the ongoing development of the Castle Meadow Car Park and Compound Project, a Flood Risk Assessment is required to inform the detailed design work and support the project through the planning process. The CaCP Project Group has reviewed the position and recommends the appointment of Edenvale Young Associates (Clive Onions) to undertake the Flood Risk Assessment.	£3,000 + VAT EMR Cap Park Cost Code 9009
	Recommendation: That Full Council approves the recommendation of the CaCP Project Group to appoint Edenvale Young Associates to carry out the Flood Risk Assessment at a cost of £3,000 + VAT.		
13.3.8	Christmas Lights	Members are advised that the Council's existing Christmas lights are now surplus to requirements following the development of the new Christmas lighting scheme. That Council is asked to consider the opportunity to sell the surplus lighting stock and to take any necessary preparatory steps to facilitate a sale. Any proposed disposal and associated financial implications will be reported back to Council, with a further progress update provided in due course.	£0
	Recommendation: The Council delegates authority to the Town Clerk, to explore opportunities to sell the surplus lighting stock and to take any necessary preparatory steps to facilitate a sale, in consultation with the Mayor, Deputy and Christmas Project Group.		