

MINUTES of the ENVIRONMENT & AMENITIES COMMITTEE MEETING held in the Council Chamber on  
TUESDAY 18<sup>th</sup> January 2022 at 7.00

**Present** Cllr Phil Matthews, *Mayor of Wilton*  
Cllr Charlotte Blackman  
Cllr Alan Crossley  
Cllr Peter Edge  
Cllr Gail Moore

**In Attendance** Mrs C Churchill, *Town Clerk*, and Hugh Abel, *Minute Clerk*.

**Also Present** (via zoom) Cllr Alex Boyd, Paula Johnston, Maria La Femina, Susan Robinson

*Cllr Edge in the chair*

**EA/01/22 Apologies**

Cllr Boyd apologised for her absence for personal reasons.

**Resolved:** to note this apology.

It was noted that Cllrs Lester, Primmer and Tonkin were absent from the meeting.

**EA/02/22 Minutes**

To approve the minutes of the meeting held on 16<sup>th</sup> November 2021

**Resolved:** to approve the minutes as a correct record

*(prop Cllr Blackman, sec Cllr Moore, unanimous)*

**EA/03/22 To suspend Standing Orders**

**Resolved** to suspend Standing Orders

**Community engagement**

No items were raised under this item.

**EA/04/22 To reinstate Standing Orders**

**Resolved:** to reinstate Standing Orders

**EA/05/22 Declarations of Interest**

- a. Declarations of Interest – none were declared
- b. Dispensation requests – none had been requested.

**EA/06/22 Planning**

**PL/2021/11925.** Land off Buckeridge Road, Wilton Hill

The construction of two dwellings and a sales apartment to be used as a sales area for a temporary period of up to year 3 with associated access, temporary parking and landscaping at land off Buckeridge Road, Wilton.

**Resolved:** to object because this application relates to an outstanding planning application which has not been granted. *(prop Cllr Crossley, sec Cllr Blackman – unanimous)*

**EA/07/22 Projects to be funded using R2 funds.**

To consider quotes for the proposed projects;

*(i) Fencing of Wildflower area at Castle Meadow.*

The Clerk reported that she had only received one quote to date despite inviting four contractors to quote. It was agreed that the Clerk submit the allocated amount to the R2 Officer at Wiltshire Council.

- (ii) *Sign for the Wildflower area at Castle Meadow.*  
There have been two quotes and the lowest is the one preferred by Maria La Femina. It was agreed to send the preferred quote to the Wiltshire Council R2 officer
- (iii) *Path to the jetty at Castle Meadow*  
The Clerk reported that there had been no quotes for this project despite asking several contractors.
- (iv) *Upgrade of the jetty at Castle Meadow*  
It was agreed to allocate £10,000 to this project.
- (v) *Noticeboards*  
It was agreed to proceed with five new noticeboards for the town. These would be a re-cycled plastic. There would be four, two frame boards (one frame being lockable) to be situated at Minster Street, Castle Meadow, Bulbridge and Wishford Road. Additionally, there would be a three-frame board in the Old St Mary's Churchyard.
- (vi) *Signage at Wilton TC play areas.*  
The notices to include contact Town Council 'phone number, the play area's postcode in case there is a need for emergency vehicle attendance.  
It was also agreed to put up an additional information board by the fountain and stone bench in Minster Street to give details of the inscriptions.
- (vii) *Replacement or repair of the cricket wicket in Castle Meadow*  
After discussion it was agreed to allocate £8,000 for this project.
- (viii) *New benches*  
3 new benches are needed – two for Minster Street and one for the wildflower area.
- (ix) *Car parking area at Castle Meadow*  
The area needs re-surfacing. Cllr Edge agreed to get a quote for surfacing – either with tarmac or resin bonded surface material to include the area within the secure compound. Also, to provide a spec and get quotes for new or upgraded lighting for the area.

**EA/08/22**

**South Street Car Park**

It was agreed that the signage needs to be updated and the status of the Car Park be made clear. It was suggested that a permit system could be introduced for local users. However, it was pointed out that any permit system would need to be monitored or policed. It was agreed to defer further discussion until a future meeting.

**EA/09/22**

**Shaftesbury Road Cemetery**

- (i) *Repair of the wall adjacent to the A30.*  
The Clerk reported that she had received a quote for this Cemetery wall and also the wall at Old St Mary's Churchyard. This was for £700 for repairs at both locations. It was also suggested a reflective bump proof corner strip be fixed to the Cemetery wall after repairs were carried out, although this would be an additional cost. It was agreed to authorise this work to go ahead.  
  
It was agreed to defer discussion of the following four items to a future meeting.
- (ii) *Maintenance of the paths in the Cemetery*
- (iii) *Garden of Remembrance*
- (iv) *General tidy up*
- (v) *Tidy the storage area and remove all waste.*

**EA/10/22**

**Venue for Council Meetings**

Currently the Council can only meet face to face and follow the restrictions in place at the time. In order to socially distance, additional tables are required thus reducing the space for 3 members of the public.

Meetings must be open to the public and press and currently the meetings are streamed via Zoom to ensure all those wishing to attend are able to do so. In addition, members of

the public are invited to submit written questions before the meeting so they can be read out in the Community Engagement section.

It was agreed that the Clerk be authorised to investigate the availability of alternative venues in the town and to re-arrange the furniture in the Council chamber if it would enable more people to be present.

**EA/11/22**

**Highway matters**

- (i) To note the status of ongoing matters.  
The Clerk reported that there had been a visit from the Sparkle Team today. Cllr Edge suggested that the Parish Steward be asked to attend to the areas that the Sparkle Team don't cover.
- (ii) Litter bins around the Town  
The Clerk had circulated a list of the litter bins in Wilton. Cllr Blackman asked if it were possible to have maps to be marked showing the locations of the bins. It was thought that *Parish Online* could be used for this purpose.
- (iii) Request to remove the double yellow lines outside of 3 Philip Road.  
It was agreed to refer this matter to Wiltshire Council's Highways Department.
- (iv) Survey of pavements within Wilton – to include disabled access and dropped kerbs.  
It was agreed to postpone the survey and discussion until the weather has improved.

**EA/12/22**

**Speed Indicator Device**

- (i) To confirm the lead Councillor for the SID  
It was agreed to confirm that Cllrs Crossley and Edge be lead Cllrs for the SID.
- (ii) To agree locations for the deployment of the SID
  - (a) The lamp post on the Avenue by Marchmont Close.
  - (b) Oak Ash Green in Bulbridge.
  - (c) In Burcombe Lane by the school
  - (d) Wishford Road.
- (iii) To adopt the risk assessment for volunteers using the device. – ongoing
- (iv) To confirm the purchase of safety equipment for the volunteers. The recommended safety equipment includes. Hi-vis jacket, Hard hat and gloves –it was agreed that the whereabouts of the existing equipment be checked.
- (v) To confirm the access and storage of data from the SID and whether this will be published on the website. – it was agreed to defer this matter to the next meeting

**EA/13/22**

**Trees under the responsibility of Wilton Town Council**

To consider quotes for tree work required following the tree survey  
The Clerk has only received one quote to date. It was agreed that a second quote was needed and to take the matter to the next P&R Committee

**EA/14/22**

**Pavilion at Castle Meadow**

- (i) To note the status on ongoing matters.
  - Treatment of the wooden pillars by the entrance to the building  
It was agreed to authorise the Clerk to approach the Men's Shed about these items.  
(*Prop Cllr Blackman, sec Cllr Moore – all in favour- Cllr Edge abstained*)
  - leaking gutters – it was agreed to authorise the Clerk to approach the Men's Shed and ask them to deal with the leaking gutters and wooden pillars.
  - Window shutter  
It was noted that the window shutter was now working.
- (ii) To note work required to the inside of the building Showers –

- Descaling shower heads has been completed.
- Replacing defunct lights has been completed.
- Damp in the toilet and kitchen - has been treated and now needs decorating. It was agreed to ask the Clerk to obtain quotes for re-decorating the inside of the Pavilion.
- Kitchen drawer – broken front has been repaired.
- New lockable storage for the cleaning materials. Cllr Edge will take some measurements and then the Clerk will be asked to obtain some quotes for a suitable storage cabinet.

(iii) Storage

- Storage for the tables and chairs in the pavilion – work in progress
- Cover (for storage of the demountable) between the two containers has been completed.
- Complete future storage of the demountables and flood prevention equipment

After a wide-ranging discussion it was agreed to:

Arrange to carry out an exercise in deploying the demountables with the Environment Agency and Wilton's Flood Wardens. Also, to invite the Fire Service and all of Wilton's Councillors to take part. At the same time seek the advice of the Environment Agency about the best way to store the demountables.

- Storage for groups using the facility on a regular basis in the containers  
Storage for groups will best be attended to once the demountables have been stored following advice.

**EA/15/22 Public Toilets at Greyhound Lane**

- (i) To note that a new cleaning contractor has been appointed. ID Verde have taken on the contract and the work seems very satisfactory.
- (ii) Provision of bins in the toilets  
It was suggested that new bins are not free standing but secured. The Clerk will contact the contractor to ask their advice on the most suitable type.
- (iii) Toilet working group to meet and discuss refurbishment / redesign of the facility  
It was noted that the transfer of the building from Wiltshire Council is not yet complete. The Clerk is still trying to find the solicitor's report on the transfer. It was agreed that if the document cannot be traced then a new report should be sourced.

**EA/16/22 Recreational areas**

**To review the weekly play inspections and act on any matters requiring attention**

(i) **Wishford Road play area;**

To review the width of the path specified in the tender.

The Sutcliffe quote has been agreed. The contractor visited the site and suggested that the path should be wider and that there should be a second infant swing. It was agreed that the path be widened from 1.2 metres to 1.5 metres and that a second swing be installed.

*(Prop Cllr Moore, sec Cllr Crossley – all in favour)*

*9.00pm The Chairman proposed that the meeting be extended for an additional half an hour – all in favour*

(ii) **Castle Meadow**

*Replace signs removed from outdoor gym* – It was agreed to replace the sign with the Town Council crest and appropriate contact numbers.

*Repair or replace kickwall.* Cllr Crossley told the meeting that the panel wouldn't fit onto the frame because the frame was distorted. It was suggested that a blacksmith be asked to adjust the framework. Cllr Crossley asked that the members consider installing fencing to protect the manhole covers by the treatment plant. The covers are not fastened down and this could cause safety problems. The Clerk would obtain quotes.

(iii) **Minster Street**

Gates and fencing. It was noted that the gate mechanism at the tennis courts had been damaged and needed a plate welded to frame to prevent the gate being opened inwards. It was agreed to ask the Clerk to contact 'Osweld' and ask the firm to deal with the kick wall at Castle Meadow and the tennis court lock.

Grounds Maintenance has been asked to clean the gates at Minster Street.

**EA/17/22 Council Office**

- (i) The windows need replacing in the Chamber and the Mayors Parlour, the window in the attic is not a problem as the metal frame goes straight into the masonry.  
The Clerk told the meeting that she would obtain quotes for this work.
- (ii) Clearing of items at the bottom of the stairs was almost complete, the chairs need to be taken to the pavilion for storage. There is also a wooden cupboard that should be moved. The gazebo was used for the lighting event and has now been put back in the bag.
- (iii) Replace the strip lighting in the office with LED. This was referred to the Men's Shed for action.

**EA/18/22 Managing the Council's money**

To approve payments as specified in the schedule of payments.

**Resolved:** to approve (*prop Cllr Edge – unanimous*)

It was also agreed to add Cllr Blackman and Cllr Crossley as approved signatories. This would be referred to Full Council for approval.

**EA/19/22 Date of next meeting**

The date of the next meeting was confirmed as 15<sup>th</sup> March 2022 at 7.00pm in the Council Chamber.

**EA/20/22 To Close the Meeting**

There being no further business, the Chairman closed the meeting at 9.17pm

**Equality Statement**

In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the Code of Conduct and to have full regard of the following in decision making:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection (GDPR)
- Health & Safety
- Human Rights.