

**MINUTES of the ENVIRONMENT & AMENITIES COMMITTEE MEETING held in the Council Chamber on  
TUESDAY 15th March 2022 at 7.00**

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

**In Attendance** Mrs C Churchill, *Town Clerk*, Mark Bastick, *Assistant Town Clerk and acting Minute Clerk*, and Adrian Boyd

**Also Present** (via zoom) Susan Robinson, Paula Johnston, Maria La Femina, Rachel Ashton-Brown, Jono

*Cllr Edge in the chair*

EA/21/22

**Apologies**

To receive any apologies and to note the reasons provided. None given.

EA/22/22

**Minutes**

To approve the minutes of the meeting held on 18th January 2022.

**Resolved:** to approve the minutes as a correct record  
(Prop Cllr Matthews, sec Cllr Moore, nem con)

EA/23/22

**To suspend Standing Orders  
Community engagement**

**Resolved** to suspend Standing Orders

- *Maria La Femina (re fencing at the Castle Meadow Wildflower Garden)* asked for clarification with the fencing as she thought Cllr Edge had said the fencing was being re-designed by him and that it would then have to go out to tender. Maria's understanding was that the design had been agreed and R2 funding had been applied for. She also asked if the fencing could be done before the Queen's Jubilee so the orange plastic fencing could be removed beforehand.

**Community Engagement**

To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided.

*(re fencing at the Castle Meadow Wildflower Meadow)*

*Cllr Matthews* mentioned he had forwarded an enquiry from another resident regarding the issue to the clerk and had she received it.

*The Town Clerk* confirmed that she was not aware the fencing was being re-designed and confirmed she has been chasing R2 approval for the quotes already received.

*Cllr Edge* Replied that he didn't say it was being re-designed but rather that he didn't know what design had been finalized and he thought we were expecting quotes.

*The Town Clerk* commented we have received 2 quotes as per the spec required, one of which we have requested a little more detail but that the application to R2 has been done and we are awaiting approval from Wiltshire Council.

*Cllr Moore* asked if there had been a response regarding the additional information.

*The Town Clerk* advised not yet but it has been requested, she has also asked how they will move the

existing posts and install the new posts.

*Cllr Edge* suggested a meeting to look at the quotes and confirm a recommendation for the Full Council.

*The Town Clerk* suggested Councillors could look at the details now and decide. *Cllr Edge* didn't think there was time and recommended a separate meeting to review the quotes and make a decision. It was agreed the meeting be arranged.

EA/24/22      **To reinstate Standing Orders**      **Resolved:** to reinstate Standing Orders

EA/25/22      **Declarations of Interest**

- (a)      Declarations of Interest – *Cllr Moore*, *Cllr Edge* and *Cllr Boyd* all declared an interest in the Wilton Carnival, *Cllr Edge* declared an interest in an item on Finance.
- (b)      Dispensation requests – none had been submitted

EA/26/22      **Exclusion of the Public and Press.**

To agree items, if any, to be dealt with after the public, including the press, have been excluded for the reason of Commercial in Confidence. *Public Bodies (Admissions to Meetings) Act 1960*  
*Cllr Matthews* requested **EA/60/21 Cemetery** be discussed at the end of the meeting with the exclusion of public and press due to concern about a specific headstone. It was agreed to move this section to be discussed at the end of the meeting. (*Prop Cllr Matthews, sec Cllr Edge, nem con*)

EA/27/22      **Planning. To respond to the following applications.**

- (i)      **PL/2022/01682. Co-Op supermarket, 19-21 North St.**  
Replace existing top light window in shopfront with new ventilation extract.  
**Resolved:** to support (*prop Cllr Edge, sec Cllr Boyd, nem con*)
- (ii)      **PL/2022/00398. 19 Albany Terrace, Wilton.**  
Single storey rear extension.  
**Resolved:** to support (*prop Cllr Blackman, sec Cllr Moore, nem con*)

The following application has been withdrawn. To note

**PL/2021/11925. Land off Buckeridge Rd, 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 3 year with associated access, temporary parking and landscaping at Land off Buckeridge Road, Wilton.

**Resolved:** to note

EA/28/22      **Projects to be funded using R2 funds.**

To receive updates on the following projects;

- (i)      To confirm the fencing of Wildflower area at Castle Meadow  
**Resolved:** to note as already discussed in **EA/23/22**
- (ii)      To confirm the sign for the Wildflower area at Castle Meadow  
*The Clerk* noted that the specification has been agreed and we have had verbal acceptance from Wiltshire Council and we have chased for official approval. The design and size have yet to be confirmed and 2 quotes are also required.
- (iii)      Path to the jetty at Castle Meadow  
To note no further progress
- (iv)      Upgrade of the jetty at Castle Meadow  
To note no further progress.  
*Cllr Edge* mentioned the Jetty needs to have better fencing around the area as a health and safety concern as the orange fencing keeps getting taken down. *Cllr Edge* proposed *The Clerk* ask *idverde* to undertake this **Resolved:** to support (*Prop Cllr Edge, sec Cllr Crossley, nem con*)

- (v) To confirm the purchase of noticeboards  
Old St Mary's to have a 3-panel noticeboard and 2-panel noticeboards at Minster Street, Castle Meadow, Wishford Road and Bulbridge. One panel on each is to be an information board about the site. The Clerk suggested requesting a new noticeboard for outside the Town Council Offices. Cllr Crossley asked about visibility with a 3 panel noticeboard however Councillors confirmed to go ahead with the already previously agreed 3-panel noticeboard and also to request funding for a new board outside the Council Offices.  
**Resolved:** to support (*prop Cllr Blackman, sec Cllr Primmer, nem con*)
- (vi) Signage at Wilton TC play areas.  
**Resolved:** to support (*prop Cllr Edge, sec Cllr Primmer, nem con*)
- (vii) Repair of cricket wicket.  
*The Clerk* confirmed R2 funding has been approved. Advice was sought from the Cricket Club who advised it does not need replacing yet and fencing and covers would be an issue. *Cllr Edge* suggested the cameras at the Pavilion be improved so any damage may be recorded. *Cllr Blackman* was concerned about spending money only for the repairs to be damaged. *Cllr Edge* suggested signage to go at each end of the wicket to deter misuse. *Cllr Edge* also mentioned signage at Castle Meadow could be improved about what was permissible by users.  
**Resolved:** to note
- (viii) New benches  
*The Clerk* advised R2 funds have been used and funding is limited for the benches. *Cllr Boyd* suggested a bench could be purchased to go with a memorial tree during the Jubilee Celebrations, it was agreed to request this item be added to the next Full Council meeting.  
**Resolved:** to note

EA/29/22

#### **Resurface of the Car Park at Castle Meadow**

- (i) To confirm the area to be resurfaced.  
Councillors discussed and opted for the design with wider parking spaces.  
**Resolved:** to have the Tarmac and wide parking options (*prop Cllr Crossley, sec Cllr Primmer*)
- (ii) To confirm the lighting required for this project.  
Councillors discussed options and opted for 20 bollards with down-lighting on mains with a photocell on a timer. *Cllr Edge* to email the Clerk with technical details required.  
**Resolved:** to approve (*prop Cllr Crossley, sec Cllr Primmer, nem con*)
- (iii) To confirm the Tender specification for this project and dates for the advertising of this Tender.  
**Resolved:** to approve (*prop Cllr Crossley, sec Cllr Primmer, nem con*)

EA/30/22

#### **Shaftesbury Road Cemetery**

- (i) Repair of wall along A30 has been completed.  
**Resolved:** To note
- (ii) Maintenance of the paths in the Cemetery is ongoing.  
**Resolved:** To note
- (iii) Garden of Remembrance  
Councillors discussed and agreed to check with Wilton Estate before requesting quotes for landscaping.  
**Resolved:** To note
- (iv) General tidy up – removal of large stones and screen for the spoil area.  
Councillors agreed to have a site visit before the next E&A Meeting on the 17<sup>th</sup> May  
**Resolved:** To note
- (vi) Tidy the storage area and remove all waste.  
After discussion it was decided this did not need immediate action  
**Resolved:** To note and monitor

EA/31/22

### **Street Signage**

To consider quotes for replacement street signs within Wilton.

- (i) Philip Road, Ditchampton (replace worn sign)  
**Resolved:** to accept the quote and purchase the sign (*prop Cllr Crossley, sec Cllr Boyd, nem con*)
- (ii) St Peter's Close, Bulbridge (replace missing sign)  
**Resolved:** to accept the quote and purchase the sign (*prop Cllr Crossley, sec Cllr Boyd, nem con*)

EA/32/22

### **Highway matters**

- (i) To note the current status on ongoing matters.  
**Resolved:** To note
- (ii) Litter bins around the Town – to receive an update from Cllr Blackman.  
*Cllr Blackman* reported to is to be undertaken and she will look at and log the salt bins at the same time.  
**Resolved:** To note
- (iii) Survey of pavements within Wilton – to include disabled access and dropped kerbs.  
*Assistant Clerk* to advertise for volunteers to help with a survey on Town Council website and Facebook page.  
*Clerk* to invite those interested to form a Working Party and to consider residents at Wyllye Lodge.  
*Cllr Boyd* to set up a WhatsApp group once volunteers have expressed an interest and arrange a date for the survey.  
**Resolved:** To note

EA/33/22

### **Speed Indicator Device**

- (i) To confirm the lead Cllr for the SID  
*Cllr Edge* and *Cllr Crossley* have already been agreed as lead Cllrs  
**Resolved:** To note
- (ii) To confirm the locations for the deployment of the SID.  
*The Clerk* advised these have already been confirmed  
**Resolved:** to note
- (iii) To adopt the risk assessment for volunteers using the device.  
*Cllr Crossley* asked about hinged poles, the *Clerk* advised that the poles are supplied by Wiltshire Council. Lead Cllrs to investigate ease of use with Quidhampton SID users.  
**Resolved:** to adopt the risk assessment (*prop Cllr Matthews, sec Cllr Primmer, nem con*)
- (iv) To confirm the purchase of safety equipment for the volunteers.  
**Resolved:** to purchase four sets of equipment and *The Clerk* to investigate prices for branded hi-vis waistcoat jackets with the Town Council crest (*prop Cllr Matthews, sec Cllr Primmer, nem con*)
- (v) To confirm the access and storage of data from the SID and whether this will be published on the website.  
**Resolved:** to keep recorded data (no personal details) on the Councils server as with CCTV and also have available on the website (*prop Cllr Matthews, sec Cllr Primmer, nem con*)

EA/34/22

### **South Street Car Park**

To consider parking restrictions in the form of permits, deferred from the last meeting.

*Cllr Matthews* referenced a previous public meeting in which residents chose not to have permits and for the car park to be kept free of charge. *Cllr Edge* mentioned some cars are parked at the car park without being moved for quite some time and this needs to be monitored and suggested signage as an alternative to charging. *Cllr Edge* suggested setting up a Working Group to look at options, *Cllr Blackman*, *Cllr Edge* and *Cllr Primmer* agreed to be part of the group.

**Resolved:** to form a Working Group to review options (*prop Cllr Matthews, sec Cllr Primmer, nem con*)

EA/35/22

**Pavilion and Castle Meadow**

(i) **To note work required to the outside of the Pavilion.**

Treatment of the wooden pillars by the entrance

*Cllr Primmer* commented this is in progress by the Men's Shed, *Cllr Edge* said this had been authorised in a previous meeting.

**Resolved:** to note

Fence around the manholes to the west of the pavilion.

*Cllr Crossley* suggested lockable manhole covers and the option of having the covers sunken to the ground level to avoid accidental damage and avoid having fencing.

**Resolved:** *Cllr Crossley* to investigate by the next Full Council meeting.

(ii) **To note work required to the inside of the building**

Storage for the tables and chairs in the pavilion.

The Clerk confirmed quotes are being sought

**Confirmed:** to note

Cupboards and worktop on the end of the main room.

Redecorating

The Clerk confirmed quotes are being sought

**Confirmed:** to note

The sink in the disabled loo has been fixed – it hadn't been attached to the wall properly.

**Confirmed:** to note

(iii) **Storage**

Storage in the containers – shelves and storage of larger items.

Shelving has already been agreed

**Resolved:** to note

Storage for groups using the facility on a regular basis in the containers.

A request from Wilton Carnival Committee to store the items currently stored in the container has been received. The group have also requested permission to store 6 x 6ft trestle tables.

*Cllr Edge* suggested there may be less than 6 but that the Council would be free to use the tables.

**Resolved:** to confirm (*prop Cllr Blackman, sec Cllr Primmer*)

EA/36/22

**Public Toilets at Greyhound Lane.**

**(i)** Provision of bins in the toilets.

*The Clerk* confirmed the Council have already agreed wall-mounted bins to be mounted.

**Resolved:** to note

**(ii)** Toilet working group to meet and discuss refurbishment / redesign of the facility.

*Cllr Matthews* mentioned the automatic locking has not been working recently. *Cllr Edge* mentioned there is a re-set button and will show the Assistant Clerk so he can let idverde know.

The Toilet Working Group previously consisted of *Cllr Blackman, Kinsey, Edge, Crossley* and *Matthews*. *Cllr Moore* volunteered to join. *Cllr Blackman* suggested inviting the British Toilet Association to have a consultant come and advise. *The Clerk* also commented that there are nearby Councils also looking to re-do their public toilets and it might be an idea to work together.

**Resolved:** to note

EA/37/22

**Flood Matters**

(i) To confirm the appointment of two new Flood Wardens.

This is not required as Flood Wardens are under the Environment Agency, however it was noted that *Maria La Femina* is now a Flood Warden.

**Resolved:** to note

- (ii) To receive a report of the recent Flood Group meeting held on 8<sup>th</sup> March  
The Clerk will circulate this to Councillors

**Resolved:** to note

- (iii) To confirm the updating of the Wilton Flood Plan  
Cllr Primmer is currently reviewing the Flood Plan

**Resolved:** to note

*As the meeting was due to exceed 2 hours Cllr Edge proposed the meeting time be extended, seconded by Cllr Blackman.*

EA/38/22

**Council Office**

- (i) Upstairs windows a second quote is awaited. The Clerk is awaiting a second quote but commented the windows are in a bad state.  
**Resolved:** to note  
The painting has been taken down and needs to be hung in the Mayor's Parlour.  
The Clerk will get a quote. Possibility of selling the painting was discussed and referred to the May E&A agenda.  
**Resolved:** to note
- (ii) Clearing of items at the bottom of the stairs - wooden cupboard that should be moved. The gazebo was also taken to the container for storage.  
Cllr Edge queried the need to move the cupboard, the Clerk confirmed it is classed as a fire risk on the fire risk assessment.  
**Resolved:** The Clerk will arrange for the cupboard to be moved to the other side of the staircase.
- (iii) To consider a quote for repair of the table under the Mayor's bench.  
**Resolved:** to accept the quote for repair  
(Prop Cllr Moore, sec Cllr Crossley, nem con).
- (iv) The CCTV camera in the lobby has been installed.  
**Resolved:** to note

EA/39/22

**Managing the Council's money**

- (i) To approve payments as specified in the schedule of payments  
Cllr Edge asked for the payment to Wilton Carnival to be added to the schedule.  
**Resolved:** to approve (prop Cllr Matthews, sec Cllr Primmer, nem con)
- (ii) To confirm a budget for Wilton Jubilee celebrations.  
A proposal of £2500 was made at the March Full Council meeting.  
**Resolved:** to approve (prop Cllr Edge, sec Cllr Boyd, carried (Cllr Matthews abstained)).  
Following discussion, it was agreed a Sub-Committee be set up to help organise the celebrations under the Council's ownership for insurance purposes if agreed to by the organisers of the events. Members volunteering to be on the Sub-Committee were Cllr Primmer, Cllr Moore, Cllr Boyd, Cllr Edge, Cllr Blackman, Cllr Crossley.  
**Resolved:** to approve (prop Cllr Blackman, sec Cllr Crossley, nem con)

EA/40/22

**Trees under the responsibility of Wilton TC**

- (i) To consider quotes for tree work required following the tree survey.
- (ii) To agree a contractor for the tree work  
**Resolved:** to accept the quote from idverde  
(prop Cllr Edge, sec Cllr Moore, nem con)

EA/41/22

**Date of next meeting**

The date of the next meeting was confirmed as Tuesday 17<sup>th</sup> May at 7.00pm in the Council Chamber.

EA/42/22

**To close the meeting.**

There being no further business, the Chairman closed the meeting at 9.48pm

**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.

DRAFT