

MINUTES of the ENVIRONMENT & AMENITIES COMMITTEE MEETING
held in the Wilton Town Council Chamber on TUESDAY 21st February 2023 at 7.00pm

Present Cllr Alex Boyd – Vice *Chair*
Cllr Alan Crossley
Cllr Alan Kinsey
Cllr Maria la Femina
Cllr John Page

In Attendance Mrs C Churchill, *Town Clerk* and
Mr P Cornish, *Locum Minute Secretary*.

Also Present via ZOOM Phil Matthews, Adrian Boyd, Rachael Ashton Brown.
Susan Robinson

Cllr Boyd in the Chair.

EA/001/23 Apologies
Apologies with reason were received from Cllr Taylor.
Resolved: Approve the apologies for the reason given.
Proposed: Cllr Crossley **Seconded:** Cllr Page *All in favour*

EA/002/23 Minutes
The Minutes of the meeting held on 20th December 2022 were approved.
Proposed: Cllr Boyd **Seconded:** Cllr Crossley *All in favour*

EA/003/23 Standing Orders were suspended at 7:02 pm
Community engagement
Mr Matthews made a comment about the exempt matter – EA/024. He said he'd provided a briefing on it to Cllr Crossley.
Rachael Ashton Brown wished to express thanks for being able to attend the First Aid Training Course. In response to the agenda item on dog behaviour she highlighted that the Council could usefully consider adopting the Dog Safety Code from the Dog's Trust.
Cllr La Femina reported that a member of the public had contacted her to help in their quest to secure an allotment.
Community Engagement Response
Mr Matthews was informed that as it was a sensitive matter then it could only be discussed in the exempt session. He was invited to contact the Town Clerk should he wish to do so.
The thanks for the course were noted. The Committee would look at the Dog Safety Code signs and consider how best to raise awareness of them via noticeboards / social media / web site / bins under item EA/013/23.
It was stated that Wilton Estate run the allotments and that the shortage was recognised. Cllr La Femina was asked to send the member of public's details to the Town Clerk.

EA/004/23 Standing Orders were reinstated at 7:12pm

EA/005/23 Declarations of Interest
(i) Cllr La Femina made a Declaration of Interest for the item on the wild flower fencing.
(ii) No dispensation requests had been received by the Town Clerk.

EA/006/23 Exclusion of the Public and Press.
Resolved: To exclude the Public and Press for item EA/024/23 Cemetery Matter for the reason of sensitive information.
Proposed: Cllr Boyd **Seconded:** Cllr Kinsey *All in favour*

EA/007/23 Planning. To respond to the following applications:
(i) PL/2023/00828. Wilton Garden Centre. Wilton - Area 1 - Fell 4 Silver Birch, 2 Ash trees & Small Shrubs and Area 2 - Mixture of Ash, Norway Spruce, Laurel & Rhododendron Fell.

Resolved: No objection with a comment that the revised car park plan should include replacement trees in its design.

Proposed: Cllr Crossley **Seconded:** Cllr Boyd *All in favour*

- (ii) PL/2023/00827. 28A Water Ditchampton, Wilton - Erection of rear / side single storey extension following demolition of conservatory. New porch and carport with associated external works. It was reported that the planning application had incorrectly highlighted that 30A had applied for the planning. There was an increased area of roof, raising concerns over drainage; Cllr Crossley agreed to take up the point about drainage at the next Flood meeting.

Resolved: No objection with conditions to confirm that:

- (a) the required neighbour notification has been sent to property 30A
(b) the applicant had a plan to address the concerns over surface water drainage.

Proposed: Cllr Crossley **Seconded:** Cllr Kinsey *All in favour*

EA/008/23

Cemetery

- (i) *To receive a general update* – the Clerk reported that the management of the cemetery had been busy with several interments and inquiries.
- (ii) *Garden of Remembrance including a request to maintain the area by the local U3A gardening group* – The committee agreed to accept the kind offer from U3A subject to sight of health & safety documents eg risk assessment
Proposed: Cllr Boyd **Seconded:** Cllr Kinsey *All in favour*
- (iii) *Removal of the spoil heap* – The plan is to use the spoil heap to level part of the Garden of Remembrance. The Town Clerk is getting a second quote. Cllr Page offered to ask a potential supplier to contact the Town Clerk.
- (iv) *To review the current Interment charges* – when comparing the charges it must be considered that Wilton's do not include grave digging costs.
Resolved: For cremated remains the fees will be resident £125, non-resident £250.
Proposed: Cllr Crossley **Seconded:** Cllr Page *All in favour*
Resolved: For children's burials the fees will remain at zero for both residents and non-residents
Proposed: Cllr Page **Seconded:** Cllr Kinsey *All in favour*
- (v) *To review the use of the Chapel and charges* – currently there are no charges. The Chapel is currently used for storage of signs and benches. Thus, it cannot be used to hold services. In winter it could need heating which would justify a charge. There is also no insurance on it for any use by the public. There is currently no schedule to clean either the chapel or its toilet. Cllr La Femina highlighted that she'd seen cracks in the Chapel walls and chimney and suggested that maybe a structural survey could be needed. This was deferred to the April E&A meeting. Cllr Page agreed to provide the Town Clerk with details about clearing out the rooms opposite.
- (vi) *To confirm the current charges* – no change to the remaining charges.
Proposed: Cllr Kinsey **Seconded:** Cllr Crossley *All in favour*

EA/009/23

Castle Meadow, Pavilion and Compound

- (i) To receive an update on the current use and any issues reported – Bookings have dropped off – yoga has not returned after Christmas and football was cancelled firstly due to frost and secondly due to flooding.
- (ii) To note maintenance issues. – Awaiting second quotes for the window shutter lock and also seeking quotes for complete replacement should that be better value for money. The painting is scheduled for over Easter when there are no bookings.
- (iii) To review the booking form and charges. – it was agreed to leave these unchanged with a review in February 2024.
Proposed: Cllr Crossley **Seconded:** Cllr Kinsey *All in favour*
- (iv) Access to the Compound – it has been noted that the compound gates have often been left open. Currently the Men's Shed store some items within the compound and several

groups have access to the area to access their equipment. The Town Clerk is to remind all users to lock the compound gates after access.

- (v) Request from Wilton Men's Shed to have access to the covered area between the two containers and to store items within the Compound. – Previously, the Men's Shed added a roof to the area between the two containers, all materials and labour was paid by Wilton TC, as it was used to store the demountables which have now been moved and stored in a container. The new Men's Shed lease assigns the area where the water butts are to them. The orientation of the Men's Shed CCTV needs to be reviewed and agreed. **Resolved:** That the Men's Shed may use the covered area between the two containers at the sole discretion of the Wilton Town Council with its continued use to be reviewed at least annually.
Proposed: Cllr Crossley **Seconded:** Cllr Page *All in favour*
Resolved: That the Men's Shed storage of any other items within the compound is subject to the agreement of Wilton Town Council and a site visit is to be arranged by the Town Clerk.
Proposed: Cllr Crossley **Seconded:** Cllr Kinsey *All in favour*
- (vi) Sign for the Wildflower area – the sign has arrived. A CAT scan may be needed to locate underground services.
Resolved: To erect the sign before the car park and fence works are started.
Proposed: Cllr Crossley **Seconded:** Cllr Kinsey *All in favour*
- (vii) To receive an update on the Sewage Treatment plant – Cllr Crossley reported that the enclosures and electrical items have been purchased and delivered. They will be installed once the ground water has dropped below the depth of the buried ducts. The work to secure the manhole covers is still outstanding.
- (viii) Car park resurfacing including lighting and the wildflower fence.
- (a) To receive a verbal report regarding the resurfacing of the car park - the Town Clerk and Assistant Clerk met with a representative from M J Abbott. On closer inspection there is a grid system already in place on the parking area, there are various types available. It would be better to start again rather than try and join the existing grids to new ones although this may cost more in materials it will save considerable time and will be more robust.
- (b) To confirm the specification for the car park - The only option is to have gravel drive ways and parking area and path unless the Council wishes to apply for planning to have tarmac which would require a flood risk assessment. Also need to cater for wheelchair users and maybe have a different specification for defined paths.
- (c) To confirm the specification for the compound area - The area within the compound is not straightforward as the ground levels vary so Council needs to consider whether they wish for this to be included. Note that vehicle access to the containers is infrequent but necessary for the deployment of the stored Flood Barrier. It was decided to include this as a costed option within the overall car park tender.
- (d) To confirm the lighting requirements for the car park – the car park is currently dark and lighting needs to consider impact on the environment. Options include a time switch and/or sensors and/or a dedicated (over-ride) switch in the Pavilion for hirers to use.
- (e) To confirm the specification for the Wildflower fence - It was agreed that this will remain as two ropes but to compare the option of using wood or recycled plastic (avoids the current problem of medium term post rotting)
- (f) To confirm the next steps regarding the Tender for the work – Details of this have been covered in the items above.

EA/010/23**Flooding and Emergency Planning**

- (i) To receive a report of the recent flooding and from the Wilton Flood WG – this was detailed in the February Main Council meeting. Cllr Crossley is liaising with the Environment Agency about lessons learnt and potential solutions. In November 2021 there was a change to the EA's flood risk maps for Wilton, however the effectiveness of their letter consultation with residents at the time has been questioned.
- (ii) To receive an update regarding the updating of the current Flood Plan – this will be included in the main emergency plan, sensitive details will be redacted for the online version.
- (iii) To receive an update regarding updating the Emergency Plan – the contents need to be updated to be aligned with the Flood Plan and the Wilton Town Council website.
- (iv) To receive an update on the purchase of equipment using the Scottish and Southern Electricity Network grant award – Cllr Crossley outlined that several items have been purchased: hi-viz PPE, walkie-talkies, grab-bags, torches, first aid kits and water pumps. Nine volunteers have been trained in First Aid. The remaining items will be purchased over the next couple of months.

EA/011/23**Old St Mary's Churchyard**

- (i) Electrical survey of the current electrics – this is to be scheduled.
- (ii) Engage a contractor to advise and survey the diagonal path across old St Mary's Churchyard – as the ground itself falls and rises the path cannot be levelled but individual slabs could be aligned to the varying ground to provide a consistent surface. This could remove potential trip hazards. Any works must use suitably coloured mortar. It was agreed to add 'Be Aware - Uneven Surface' signs and point out the alternative route around the outside of the Churchyard.
- (iii) To refurbish the bench nearest North Street – consider using recycled plastic wood. It was agreed to ask The Men's Shed to estimate for labour and materials to do the work.

EA/012/23**Highway matters**

To receive updates (where available) on the following;

- (i) Speed Indicator Device (SID) – all NAL sockets have been setup, PPE obtained, all volunteers have been trained, the system is ready to install.
- (ii) Litter bins – there has been no response from Wiltshire Council about the replacement of their bin for Market Square. It was realised that there is a spare under-used bin nearby.
Resolved: To ask Wiltshire Council to move the second bin.
Proposed: Cllr La Femina **Seconded:** Cllr Boyd *All in favour*
- (iii) South Street – request for a crossing, should receive an update at the next Local Highway and Footpath Improvement Group (LHFIG) meeting.
- (iv) Realignment of the Wishford Road sign - request to realign has been submitted to LHFIG
- (v) North Street – missing street sign at the A36 end. Waiting on Wiltshire Council.
- (vi) Speed limit review The Avenue, north of the 30mph limit. The report has been circulated which was viewed as disappointing.
- (vii) Survey of pavements and dropped kerbs within Wilton. Waiting for the weather to improve.
- (viii) Location for planters – ongoing.
- (ix) Town Trail Markers – ongoing.
- (x) Minster Street cycle path – no update received
- (xi) Salt bins within the Town boundary. These have all been logged and recorded in Parish Online by Cllr Blackman and Pete Blackman. All salt bins need to be checked that they are filled. All refill requests please email the Assistant Clerk who'll liaise with Wiltshire Council for them to refill their bins.
- (xii) Parish Steward / Sparkle Team – this service is currently suspended by Wiltshire Council so they can focus on winter related works. Any requests please email the Assistant Clerk.

EA/013/23**Dogs**

- (i) Dog mess not being cleared up. Spray paint has been purchased and is being used

- (ii) Issues concerning behaviour of some dogs, particularly when off the lead. It was agreed to purchase the Dog Safety Code stickers from the Dogs Trust. The launch would be promoted by publicity eg posts on web site and social media.

EA/014/23 The Coronation of His Majesty King Charles III

The Christmas Lights Working Group has reformed to organise this event. The Group will report to Full Council after the next meeting.

EA/015/23 Trees under the control of Wilton Town Council

- (i) Update on the tree work previously authorised – the tree survey contractor is being chased.
- (ii) Trees at Minster Street by the tennis courts, with a request to cut back the overhanging branches – this was last surveyed in November 2021 with no recommendations to cut back the trees.

EA/016/23 Managing the Council's money

The payments as specified in the schedule of payments were approved.

Proposed: Cllr Kinsey **Seconded:** Cllr Boyd *All in favour*

It was proposed to extend the meeting by 30 minutes.

Proposed: Cllr Boyd **Seconded:** Cllr Crossley *All in favour*

EA/017/23 Play Areas Updates

Updates on the following Play Areas and work required (if any) are:

- (i) Minster Street - chasing contractors on washing of the safety surfacing. The safety gate is not closing – Town Clerk waiting on quotes to address.
- (ii) Castle Meadow Outdoor Gym – waiting on new signs.
- (iii) Wishford Road – no reports of issues
- (iv) Bulbridge – Repair of new trampoline damage is being chased. Removal of Hip Hop is also outstanding

EA/018/23 Market Square Car Park

- (i) The changes to parking alongside Brede Street have been submitted to the Local Highways and Footpath Improvement Group (LHFIG).
- (ii) Abuse of the 2-hour parking limit has been reported to Wiltshire Council with a request for more visits by Parking Ambassadors.

EA/019/23 Christmas Lights

- (i) The date for 2023 switch on is confirmed as Friday 1st December 2023.
- (ii) The purchase of new lights for the Market Square trees are required, cost £80 per 20m to be considered by the next E&A Committee.

EA/020/23 Review of Notice Boards within the Town of Wilton

- (i) Bulbridge notice board – Town Clerk to confirm location.
- (ii) Wishford Road notice board - Town Clerk to obtain an estimate for labour and materials from The Men's Shed.
- (iii) Council Notice Board, Kingsbury Square – Cllr Crossley is to share his proposed wording and designs for this and other noticeboards to the Full Council for the work to be agreed at the next Full Council meeting.
- (iv) Market Square notice board, Old St Mary's Churchyard – as per EA/020/23 (iii) above
- (v) Castle Meadow notice board – as per EA/020/23 (iii) above
- (vi) Pavilion notice board – this notice board has a hole in it. Maybe able to replace the Perspex or replace the entire unit
- (vii) Minster Street notice board – as per EA/020/23 (iii) above

EA/021/23 The Council Offices

- (i) The electrical work has been completed except for the replacement light in the stairs as this cannot be done without safety equipment so will be replaced when maintenance / painting is being done (before painting).
- (ii) Repairs to the roof and guttering - There has been a drone survey of the roof and gutters. The gutters on the Kingsbury Square side are not blocked but at some point, the original guttering has been replaced and the current guttering is not wide enough. This allows the rain coming off the roof to overshoot and miss the gutter. This may be the cause of the damp in the office as water is being retained by the vegetation in the garden. The gutter on the Penny Lane side needs clearing but this is difficult to access. The roof at the rear requires a slate to be put back (it has slipped)
- (iii) Repairs to the Town Clerk's office - the wall is showing signs of damp with some plaster coming off the wall
- (iv) Redecoration of the Chamber, Stairway, Office and exterior – the cost of the scaffolding is an additional £900. The Clerk briefed the Committee on the two quotes received. The Committee decided to agree to Quote 1.

EA/022/23 Correspondence received

The Clerk stated that there was no correspondence relevant to the E&A Committee.

EA/023/23 Date of next meeting

The date of the next meeting is confirmed as being Tuesday 18th April at 7.00pm in the Council Chamber.

Following agreement under EA/006/23 the following item was considered after the Exclusion of the Public and Press.

Members of the Public left the meeting and the ZOOM recording shut down.

EA/024/23 Cemetery Matter

The Clerk updated the Committee on a recent matter. It was agreed that; Photos of all headstones will be taken and attached to the electronic records.

A line is added to the application form to confirm if there is a Memorial in place (existing graves only)

EA/025/22 The meeting was closed at 21:48.

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.*