

**MINUTES of the ENVIRONMENT & AMENITIES COMMITTEE MEETING**  
**held in the Wilton Council Chamber on TUESDAY 18<sup>th</sup> April 2023 at 7.00pm**

- Present** Cllr Alex Boyd - *Chair*  
Cllr Alan Crossley  
Cllr Andrew Kinsey  
Cllr Maria la Femina
- In Attendance** Mrs C Churchill, *Town Clerk* and  
Mr P Cornish, *Locum Minute Secretary*.
- Also Present** Paula Johnston (up to EA/029/23), Adrian Boyd, Bob Primmer, Lizzie Flynn, Andrew Gough and Ashleigh Woodvine.
- via ZOOM** Susan Robinson and Paula Johnston
- EA/026/23 Apologies**  
Apologies with reasons were received from Cllrs Page and Taylor.  
**Resolved:** Approve the apologies and reasons given.  
**Proposed:** Cllr Boyd                      **Seconded:** Cllr Kinsey                      *All in favour*
- EA/027/23 Minutes**  
The minutes of the meeting held on 21<sup>st</sup> February 2023 were approved.  
**Proposed:** Cllr Kinsey                      **Seconded:** Cllr Crossley                      *All in favour*
- EA/028/23 Standing Orders were suspended at 7:01 pm**  
Community engagement  
Paula Johnston raised a number of points - the Committee had previously approved 5 noticeboards in January 2022. The latest item EA/049/23 has a different scope and she'd like understand what had changed and why? She urged the Council to support EA/041/23 and EA/051/23. She urged the Council to ensure that all new bins had the Wilton Town Council crest on it.  
Ashleigh Woodvine asked the Council to consider installing concrete drainage channels into the pavements outside 23 to 25 South Street – EA/039/23.  
Community Engagement - Response  
The noticeboards that are being installed have had their historical wording agreed, this enables them to be funded by R2 monies. After discussion it was agreed that the Clerk would respond to Paula Johnston having considered the history and that that entire agenda item would be deferred to a future meeting.  
All other points would be considered under the associated agenda item.
- EA/029/23 Standing Orders were reinstated at 7.13pm**
- EA/030/23 Declarations of Interest**  
(i) Cllr Kinsey declared an interest for item EA/033/23.  
Cllr La Femina declared an interest in EA/035/23 (vii) (e)  
(ii) The Town Clerk had received no dispensation requests.
- EA/031/23 Exclusion of the Public and Press**  
No items required the exclusion of the public, including the press.
- EA/032/23 Consultation. To respond to the consultation regarding upgrade to existing base station.**  
Proposed base station installation upgrade at cornerstone 12863721, Salisbury Wilton, Wilton Estate Land, The Hollows, Wilton. NGR: E: 408660 N: 132027. A request for the views of Wilton Town Council on the proposal to upgrade to a 25m high Swann Lattice Tower, replacing existing 3 Antennas with 3 new Antennas, 1 GPS module and 1 cabinet to be installed with ancillary works.  
Cllr La Femina drew the attention of the Council to the drawings in the application, the visual look of the old and new mobile mast remained the same as this was a change to equipment fixed to the mast with some new cabinets at the base. There was minor impact.  
**Resolved:** No objection to the upgrade.  
**Proposed:** Cllr Crossley                      **Seconded:** Cllr Kinsey                      *All in favour*

EA/033/23

**Managing the Council's money**

**Resolved:** To approve payments as specified in the schedule of payments.

**Proposed:** Cllr Crossley      **Seconded:** Cllr La Femina      *All in favour, Cllr Kinsey abstaining*

EA/034/23

**Cemetery**

- (i) The Committee noted that unauthorized items will be removed from 2 graves following a request to remove items being unanswered.
- (ii) The Committee noted that the new Cemetery Regulation sign has been ordered.
- (iii) The Committee noted the progress regarding the improvements to the Garden of Remembrance and reducing the existing spoil heap. Cllr Crossley highlighted the work of WILTON and DISTRICT U3A who had started work on improving the borders. The Chair expressed their thanks to WILTON and DISTRICT U3A.
- (iv) The Town Clerk highlighted that Interments continue with Mr Matthews representing the Council. The rooms on the right of the entrance will be tidied up and rubbish removed, this includes the old lights. The Wilton Town Council cleaner will clean the Chapel and toilet soon.

EA/035/23

**Castle Meadow, Pavilion and Compound**

- (i) To receive an update on the current use and any issues reported – the usual organisations are booking.
- (ii) The Pavilion is currently being decorated inside.
- (iii) Request from Wilton Men's Shed to have access to the covered area between the two containers – Cllr La Femina was concerned over the slope of the ground near to the containers, the dampness of the ground and the possibility of Wilton Town Council being liable for any slips, trips and falls. Cllr Kinsey suggested that Wilton Town Council obtain a costed option as part of the Car Park works to re-profile the ground around the Men's Shed and the containers.

**Resolved:** To agree to the request from Wilton Men's Shed for up to six months, weather permitting.

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

- (iv) Request from the Wilton Men's Shed to store two items within the compound adjacent to the boundary fence.

**Resolved:** To agree to the request from Wilton Men's Shed for the larger item with additional justification requested for the smaller item.

**Proposed:** Cllr Crossley      **Seconded:** Cllr La Femina      *All in favour*

- (v) Addition of a Regulations sign at Castle Meadow car park. It was agreed to defer this to the next meeting with Committee members to provide comments to Cllr La Femina who'll prepare a new layout which will be sent out with the papers of the meeting. The exact location for this sign also needs to be agreed.

- (vi) To receive an update on the Sewage Treatment plant – Cllr Crossley reported that the electrical cabinet upgrade had been delayed, however an electrician was booked to complete the work within a month.

- (vii) Car park resurfacing including lighting and the wildflower fence.

- (a) To receive a verbal report regarding the resurfacing of the car park and

- (b) to agree the next steps regarding the specification for the car park.

**Resolved:** To secure the services of a professional landscape designer/surveyor to write the specification and prepare the Tender documents.

**Proposed:** Cllr La Femina      **Seconded:** Cllr Boyd      *All in favour*

**Resolved:** To deliver a short term fix to the pot-holes in the car park.

**Proposed:** Cllr La Femina      **Seconded:** Cllr Crossley      *All in favour*

- (c) To agree the next steps regarding the specification for the compound area. This had been covered as part of item EA/035/23 (iii).

- (d) To agree the next steps regarding the lighting requirements for the car park – item was to be included in the specification.

- (e) To confirm the specification for the Wildflower fence.

It was agreed that the fence should use 5" recycled plastic posts, 2 ropes and 4 trellis panels. This would be funded by R2 monies.

- (f) To confirm the next steps regarding the Tender for the work. This would be deferred until the specification had been produced.

**EA/036/23**

**Flooding and Emergency Planning**

- (i) To receive a brief report from the Wilton Flood Working Group – the flood barrier was dismantled on the 13<sup>th</sup> April, once it is dry it will be checked for damage before being placed into storage. There is a meeting with Environment Agency, Wiltshire Council Highways Drainage and Wessex Water to discuss the proposed communication and public meeting.
- (ii) To receive an update regarding the updating of the current Flood Plan – this is currently being updated, all outdated contact numbers have been removed. There is a meeting of the Wilton Flood Working Group on the 25<sup>th</sup> April
- (iii) To receive an update regarding updating the Emergency Plan – Wiltshire Council has offered to help.
- (iv) To receive an update on the purchase of equipment using the Scottish and Southern Electricity Network grant award – only the petrol driven water pump requires to be purchased.
- (v) To consider further grant applications for additional equipment – cones and a single axle caged trailer may be required to move the flood barrier equipment.

**EA/037/23**

**Old St Mary's Churchyard**

- (i) Electrical survey of the current electrics – this has been booked.
  - (ii) Update on the survey and repoint (fill in and level up) the diagonal path across old St Mary's Churchyard. A second quote is awaited.
  - (iii) Update on refurbishing the bench nearest North Street.
- Resolved:** To recommend to Full Council a basic refurbishment once the exact costs have been provided to the Town Clerk.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Boyd

*All in favour*

**EA/038/23**

**Junction of Crow Lane and North Street.**

Visibility and pedestrian safety at this junction was raised at the Full Council meeting on 7<sup>th</sup> March.

**Resolved:** To send the issue to the Local Highways and Footpath Improvement Group (LHFIG) for professional Highways advice.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Boyd

*All in favour*

**EA/039/23**

**Pavement outside 23 – 25 South Street.**

To support a request for drainage improvements at this location as the pavement slopes towards the property causing issues with excess water.

**Resolved:** To send the Highway Improvement request form to the Local Highways and Footpath Improvement Group (LHFIG).

**Proposed:** Cllr Kinsey

**Seconded:** Cllr La Femina

*All in favour*

**EA/040/23**

**Crossing of A36.**

To consider the request to look at traffic speed on the A36 (King Street) by the crossing at The Guild. The Town Clerk was asked to find out how to request a traffic survey (noting this is a Highways England maintained road).

**Resolved:** To request a Traffic Survey by the traffic light crossing.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Boyd

*All in favour*

**EA/041/23**

**Waiting Restriction request at Kingsbury Square.**

To support a request for double yellow lines outside numbers 6 and 7 Kingsbury Square. The Town Clerk advised the committee that this would be more likely to succeed if the neighbours also supported it.

**Resolved:** To refer back to the originator to obtain support of the neighbours (section 6 in the form).

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Boyd

*All in favour*

**EA/042/23**

**To receive updates (where available) on the following;**

- (i) Speed Indicator Device (SID) – this went live on the 11<sup>th</sup> March. The batteries only lasted about 2 weeks. The SID team will re-format the data so it can be sent to Wiltshire Police and the PCC's Speed Enforcement Team.
- (ii) Litter bins – replacement bin for Market Square. Wiltshire Council will not move the bin as they have received no complaints about the bins being full.  
**Resolved:** To monitor the situation and report full bins.  
**Proposed:** Cllr Boyd                      **Seconded:** Cllr Crossley                      *All in favour*
- (iii) South Street – request for a crossing. The traffic survey (speed and volume) has been requested. It is likely to be discussed at the next Local Highways and Footpath Improvement Group meeting.
- (iv) Re-alignment of the Wishford Road sign. This has been requested and is likely to be on the next Local Highways and Footpath Improvement Group agenda.
- (v) North Street – missing street sign - to confirm whether this should be a normal street sign with just North Street or also a No Entry sign as discussed previously at this committee.  
**Resolved:** To install a North Street sign.  
**Proposed:** Cllr Crossley                      **Seconded:** Cllr La Femina                      *All in favour*  
**Resolved:** To ask Wiltshire Council Highways to install an additional post mounted No Entry sign for traffic coming from Warminster.  
**Proposed:** Cllr La Femina                      **Seconded:** Cllr Crossley                      *All in favour*
- (vi) Survey of pavements and dropped kerbs within Wilton. This was first raised in 2021 and the survey undertaken in June 2022. In October 2022 it was agreed to undertake an additional survey showing the dropped kerbs within the town, this hasn't happened yet due to the weather. The new survey must record the location of every dropped kerb and its condition. A date for the second survey needs to be agreed
- (vii) Location for planters – The Town Council previously proposed 5 locations to Wiltshire Council Highways, The Town Clerk is chasing for their views on these requested locations. Alternative locations have been suggested by another Cllr.  
It was agreed to wait for a response from Highways.
- (viii) Town Trail Markers – An outline sequence of steps was agreed. Cllr La Femina will organise some Councillors with the aim of having a report (with locations & photos) ready by the end of May. The Town Clerk will then seek Wiltshire Council Highways views.
- (ix) Minster Street cycle path - the last scheduled meeting was in early September, but no update has been received by the Town Clerk.

**EA/043/23**

**Behaviour of some dogs in public places when off the lead.**

At the last meeting it was agreed to erect some signs or stickers, this went to Full Council for approval but was referred back to this Committee.

**Resolved:** To defer to next meeting.

**Proposed:** Cllr Boyd

**Seconded:** Cllr La Femina

*All in favour*

**EA/045/23**

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

- (i) Update on the tree work previously authorised. The Town Clerk has prepared a Purchase Order, a date is to be agreed.
- (ii) Issue reported regarding tree roots from Bulbridge Park causing problems to private property. This was deferred to the next meeting

**EA/046/23**

**The Council Offices – deferred to next meeting**

**EA/047/23**

**Play Areas**

- (i) All items (a) to (d) were deferred to the next meeting.
- (ii) Maple Crescent –to revert this play area back to open space. The Town Clerk was asked to confirm the exact location with Wiltshire Council as there are two play areas close together.

Due to time constraints the meeting was adjourned with outstanding items (**EA/047/23** to **EA/055/23**) to be considered at a future meeting.

**EA/048/22**

**The meeting was closed at 21:04.**

**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.*