

**MINUTES of the ENVIRONMENT & AMENITIES COMMITTEE MEETING**  
**held in the Wilton Council Chamber on TUESDAY 20<sup>th</sup> June 2023 at 7.00pm**

- Present** Cllr Sarah Ackroyd  
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, *Minute Secretary*.
- Also Present** 9 members of the public – Charlotte Blackman, Steve Walker, Alison Ward, Sarah Hughes-Williams, Susan Robinson, Adrian Boyd, Phillipa Tate, Christopher Boot and Unitary Cllr Pauline Church.
- via ZOOM** 1 member of the public – Tony.
- EA/049/23** **To elect a Chairman of the Environment and Amenities Committee.**  
Cllr La Femina nominated Cllr Boyd.  
**Proposed:** Cllr La Femina                      **Seconded:** Cllr Kinsey                      *All in favour*
- EA/050/23** **To elect a Vice Chairman of the Environment and Amenities Committee**  
Cllr Boyd nominated Cllr La Femina.  
**Proposed:** Cllr Boyd                      **Seconded:** Cllr Ackroyd                      *All in favour*
- EA/051/23** **Apologies**  
Apologies with reasons were received from Cllr Page.  
**Resolved:** Approve the apologies and reasons given.  
**Proposed:** Cllr Boyd                      **Seconded:** Cllr Kinsey                      *All in favour*
- EA/052/23** **Minutes**  
To approve the minutes of the meeting held on 18th April 2023.  
**Proposed:** Cllr Kinsey                      **Seconded:** Cllr Boyd                      *All in favour*
- EA/053/23** **Standing Orders were suspended at 7.03pm**  
**Community engagement**  
Members of the public raised the following points:
- A) Speed limit within the Town centre - 20mph would be more appropriate from Wilton House to Ugford, and from South Street Bulbridge junction up North Street to Warminster Road, and from the Garden Centre to beyond the railway bridges.
  - B) Raised concerns about the traffic lights junction is a nightmare for pedestrians, despite the lights-controlled crossing and nearby pavements.
  - C) Asked whether in North Street, signs stating 'Residents' parking only' would be useful along the section from Castle Lane. The derelict site alongside and behind the old workshop could be used for temporary parking until the planning is started. It could be leased on a three-monthly licence from Naish and restricted with passes issued to users who could pay a fee, and it could be monitored by residents.
  - D) Asked who owned the strip of wasteland which has a mature tree on it?
  - E) There had been a build of dirt and debris in the A36/North Street. Passing vehicles pick up the debris in their tyres and it gets fired at pedestrians and wheel chair users. This is a Health & Safety risk
  - F) There was no signage on the Accessible Toilet that a RADAR key is required.
  - G) The dropped kerbs in North Street need to have additional tarmac to prevent wheelchair users being stranded when their rear anti-tip wheels catch on the road surface lifting their driving wheels clear. This is a Health & Safety risk as the wheel chair user is stranded in the road.
  - H) Two members of the public spoke against the proposed Waiting Restriction in Kingsbury Square (EA/063/23)

- I) Could Wilton Town Council explain the process by which it addresses issues with the highways.
- J) Could Wilton Town Council clarify the content of the proposal for Kingsbury Square?

#### **Response to Community Engagement**

- A) This would be considered under item EA/060/23-h
- B) This would be considered under item EA/060/23.
- C) Town Clerk to write to Naish about the possibility of using the land as a car park.
- D) It was thought the tree has a Preservation Order on it. It is believed that the Coombes family own it. Town Clerk is to provide these details to the questioner.
- E) Please could this be reported via the MyWilts App. Unitary Cllr Church informed the meeting that she had raised a request with Wiltshire Highways for them to loosen and remove the debris.
- F) RADAR keys may be purchased from the Shopmobility shop in Salisbury or online.
- G) This will be considered under item EA/060/23. It must also be reported via the My Wilts App, preferably attaching photographs.
- H) This would be considered under item EA/063/23.
- I) Any faults/repairs MUST be immediately reported via the MyWilts App, Wiltshire Council are then aware and can schedule repairs. The Town Council discusses improvements and issues at their meetings. If approved these then go to the Local Highways and Footpath Improvement Group (LHFIG). If a Traffic Regulation Order is required then public consultation is part of that process.
- J) The proposal for Kingsbury Square was for Double Yellow lines or Keep Clear on a short stretch by the pinch point.

#### **EA/054/23 Standing Orders were reinstated at 7.33pm**

#### **EA/055/23 Declarations of Interest**

- (i) Cllr La Femina declared an interest in item EA/057 as she is a member of Wilton Wildlife Group.
- (ii) There were no dispensation requests received by the Town Clerk.

#### **EA/056/23 Exclusion of the Public and Press**

There were no items.

#### **EA/057/23 Creation of a Coronation Meadow at Wilton Park and Ride**

For Wilton Town Council to agree to work in partnership with Wilton Wildlife Group volunteers to make and maintain a Coronation Meadow on 'The Island' at Wilton Park and Ride.

- (i) To agree to the proposal to create a Coronation Meadow.  
**Resolved:** To amend the description to change 'The Island' to 'The Verge', for this to be the initial area and to agree to the proposal.  
**Proposed:** Cllr Boyd      **Seconded:** Cllr Kinsey      *Cllr La Femina abstained, rest in favour*
- (ii) To ensure that the volunteers will be covered by Wilton Town Council insurance.  
**Resolved:** For Cllr La Femina to send the form to the Town Clerk, for the form to be completed and sent to the Unitary Councillor to get Wiltshire Council's written agreement. This enables Wilton Town Council's insurance cover.
- (iii) To confirm the budget for this project.  
**Resolved:** To earmark £200 for the initiative.  
**Proposed:** Cllr Kinsey      **Seconded:** Cllr Boyd      *Cllr La Femina abstained, rest in favour*

#### **EA/058/23 Street signage**

A request has been made to replace the current signs (see below) with new signs including the Wilton Town Council logo.

- (i) Bulbridge Road x 3
- (ii) Chantry Road x 2
- (iii) Grovely View x 1
- (iv) St Nicholas Close x 1

- (v) St Michael's Close x 1
- (vi) Swayne Road x 1
- (vii) Seagrim Road x 3
- (viii) Randall's Croft Road x 1
- (ix) Crow Lane x 2
- (x) North Street x 1
- (xi) Russell Street x 2
- (xii) Wishford Road
- (xiii) Water Ditchampton (for reverse of Wishford Rd)
- (xiv) Victoria Road (top)

The Town Clerk confirmed there was a £11,000 budget.

**Resolved:** To purchase all the road signs, to re-use existing posts and backing panels, where possible and to ask Idverde to review existing posts and panels to determine if any replacements would be required and the costs to do so.

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

**EA/059/23**

**Kickwall at Castle Meadow**

This item has been missing a panel for some time, last year Wilton Town Council authorised a local company to look at the issue and quote for repairs. Work is also required to repair the panels after they were moved en-mass for the new outdoor gym. This quote has now been received. Despite several attempts a second quote has not been sourced. The quote is about to expire.

**Resolved:** To seek a second quote and to request an update to the existing quote.

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

**EA/060/23**

**Disability Audit**

This has been completed and the report circulated.

- (i) To note the report dated 18th May 2023.

**Resolved:** To note the report.

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

- (ii) To agree to the following recommendations from the audit:

- a North Street Crossing Castle Lane to JAS Hair. The gutters on the dropped kerb on both sides of the road have become eroded and need repairing with a slightly higher level of tarmac. Note this needs to be referred to Wiltshire Council via the MyWilts reporting system as a maintenance and safety issue.

**Resolved:** To support the recommendation.

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

- b A30 crossing point to Recreation Ground South of main Wilton roundabout. The existence of this crossing point is very rarely noticed by car drivers so nobody stops. More obvious beacons or posts either side of road are required and re-painting of the road to make it obvious as a crossing point. Note this should be raised as an issue via the MyWilts reporting system as this is maintenance.

**Resolved:** To support the recommendation.

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

- c Outside SixteenTwo Hairdressers 4 West Street the pavement is dangerously uneven for mobility scooters. Note this needs to be referred to Wiltshire Council via the MyWilts reporting system as a maintenance and safety issue.

**Resolved:** To support the recommendation.

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

- d Dropped kerb just north of OneStop Shop North Street is eroded in the gully area. Tarmac filling required. Note this needs to be referred to Wiltshire Council via the MyWilts reporting system as this is a maintenance issue.

**Resolved:** To support the recommendation.

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

- e There is a dropped kerb missing on Brede Street Old St Mary's side. The dropped kerb on the other side by the bus stop goes to nowhere.  
This should be raised as an issue with LHFIG.  
**Resolved:** To support the recommendation.  
**Proposed:** Cllr Boyd      **Seconded:** Cllr Kinsey      *All in favour*
- f The dropped kerb in front of The Greyhound needs the tarmac on the kerbside raised slightly. A previous request, ref 6698, for a dropped kerb seemed to have vanished and is being looked into. It was raised prior to the COVID pandemic and this may also cover the issue raised in the audit.  
**Resolved:** To support the recommendation.  
**Proposed:** Cllr Boyd      **Seconded:** Cllr La Femina      *All in favour*
- g An improved crossing on Kingsbury Square, by the pinch point if feasible. This would need further investigation as to the location, if feasible, it should be raised as an issue for LHFIG.  
**Resolved:** For the Town Clerk to email suggestions to Paul Shaddock (cc'ing the Unitary Councillor) who could confirm if it was feasible from a Highways safety perspective. If it was feasible then the request to be sent to LHFIG.  
**Proposed:** Cllr Boyd      **Seconded:** Cllr La Femina      *All in favour*
- h In the longer term a 20mph speed limit in Wilton Town Centre would improve the whole of the town centre for visitors and residents. A request for a 20mph limit needs to be agreed by Wilton Town Council and submitted to LHFIG. Unitary Cllr Church advised that Wiltshire Council policy includes dispensations to introduce 30mph limits on A roads and this could apply to the A30.  
**Resolved:** To request that the Town becomes a 20mph zone.  
**Proposed:** Cllr La Femina      **Seconded:** Cllr Ackroyd      *All in favour*
- i The pedestrian entrance to Castle Meadow, Castle Lane, needs a more even surface.  
**Resolved:** To ask idVerde for a quote for a temporary repair.  
**Proposed:** Cllr Boyd      **Seconded:** Cllr La Femina      *All in favour*
- The Unitary Cllr Church asked that she is sent a copy of the Disability Report with all MyWilts references so she can highlight the disability issues to Wiltshire Council's Highways Department. She will also explore Wiltshire Council's 'intervention levels' and design standards for Highways repairs and whether they reflect the needs of disabled users.

EA/061/23

**New sign for Castle Meadow Car Park**

- (i) To approve a new sign for the entrance of the car park  
**Resolved:** To use the wording from the Clerk's Report.  
**Proposed:** Cllr Kinsey      **Seconded:** Cllr Boyd      *All in favour*
- (ii) To confirm the location for this sign.  
**Resolved:** To position a new sign between the litter bin and dog bag dispenser and to replace the existing sign on the gate.  
**Proposed:** Cllr Kinsey      **Seconded:** Cllr Boyd      *All in favour*

EA/62/23

**Castle Meadow Car Park – temporary improvements to the access.**

Two quotes have been received to fill in the potholes, an additional quote has been received but this does not include the materials which Wilton Town Council will need to source.

- Resolved:** To select quote 3 with the Town Council supplying 5 x 1 tonne-bags of material.  
**Proposed:** Cllr Kinsey      **Seconded:** Cllr Boyd      *All in favour*

EA/063/23

**Waiting Restriction request at Kingsbury Square.**

At the last meeting the Committee referred the request back to the requestor asking for section 6 to be completed. The requestor has responded and will not complete section 6 of the form.

**Resolved:** To reject the application and to arrange a meeting between LHFIG, Highways, residents and the Town Council to look at parking and accessibility in Kingsbury Square. Residents are asked to make proposals to the Town Clerk beforehand. The meeting will consider issues and options and report back to the Town Council.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr La Femina

*All in favour*

**EA/064/23**

#### **Managing the Council's money**

**Resolved:** To approve the payments.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Boyd

*All in favour*

**EA/065/23**

#### **Request for a Memorial Bench**

A request has been made for a bench in memory of a resident of Wilton. Currently there is no policy for Memorial Benches but a recent bench was purchased by Wilton Town Council and the cost invoiced to the family. The costs to install the bench also need to be considered. As the resident had strong connections to the Tennis Courts in Minster Street, placing a bench near there would be recommended. There is currently a bench at the tennis courts which could be relocated and a new one installed overlooking the tennis courts.

**Resolved:** To agree to the request and to contact the family re location and obtain costs for the next meeting.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Boyd

*All in favour*

**EA/066/23**

#### **Location of Planters within Wilton**

To confirm the six locations for the planters:

- (i) Portfield Road – near the Welcome to Wilton sign – this will require Highways permission as it is Wiltshire Council highways land.
- (ii) Two at Minster Street near the shelter and move a bench to be in the middle – this will require Highways permission as it is Wiltshire Council Highways land.
- (iii) Two by the Heritage Trail sign on The Avenue – this will require Highways permission as it is Wiltshire Council Highways land.
- (iv) South Street – hardstanding at the Bulbridge Rd junction – this will require Highways permission as it is Wiltshire Council Highways land.
- (v) Two to go in Greyhound Lane – this will require Highways permission as it is Wiltshire Council Highways land.
- (vi) Two to go into Old St Mary's by the existing benches – note this will require permission as it is a closed churchyard and within grounds of a listed building.

**Resolved:** To arrange a site visit to agree the precise locations taking photographs.

**Proposed:** Cllr La Femina

**Seconded:** Cllr Kinsey

*All in favour*

**EA/067/23**

#### **Responsibilities of the Environment and Amenities Committee**

Some of the responsibilities of the Environment and Amenities Committee include:

- (i) To promote the health and well-being of the residents of the town
- (ii) To promote sports and leisure facilities
- (iii) To promote walking and cycling

The question asked was "What projects has the Town Council budgeted for the 2023/24 financial year to fulfil these responsibilities?"

The committee identified that it had budgeted for: free access to the tennis courts, introduction of wild flower meadows to aid wellbeing, and the extensive funds for the grounds maintenance and upkeep of pitches, parks, outdoor gym and play areas throughout the Parish. Town Clerk was asked to reply to the questioner.

At 8.58pm it was proposed to extend the meeting by 25 minutes.

**Proposed:** Cllr Boyd

**Seconded:** Cllr Kinsey

*All in favour*

**EA/068/23**

#### **Passenger Transport Survey**

**Resolved:** Due to the length of the survey it was proposed to ask Cllr Blackman to complete the survey on behalf of Wilton Town Council.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Boyd

*All in favour*

**EA/069/23**

**Officer report**

Councillors are requested to note the following updates for information only.

(i) To note the update on the Cemetery.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Boyd

*All in favour*

(ii) To note the update on Highway Matters

**Proposed:** Cllr Crossley

**Seconded:** Cllr Kinsey

*All in favour*

(iii) To note the update on Wilton Town Council Play Areas

Town Clerk to chase Grounds Maintenance on cleaning of swing seats.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Boyd

*All in favour*

(iv) To note the update on Dog Signage

**Proposed:** Cllr Boyd

**Seconded:** Cllr Kinsey

*All in favour*

(v) To note the update on Castle Meadow Pavilion

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Boyd

*All in favour*

(vi) To note the update on Castle Meadow Car Park

**Proposed:** Cllr Boyd

**Seconded:** Cllr Kinsey

*All in favour*

(vii) To note the update on Wilton Town Council noticeboards

**Proposed:** Cllr Boyd

**Seconded:** Cllr Kinsey

*All in favour*

(viii) To note the update regarding the Public Toilets

**Proposed:** Cllr Boyd

**Seconded:** Cllr La Femina

*All in favour*

(ix) To note the update on Old St Mary's Churchyard.

**Proposed:** Cllr Boyd

**Seconded:** Cllr La Femina

*All in favour*

(x) Local Highways and Footpath Improvement Group meeting.

**Proposed:** Cllr Boyd

**Seconded:** Cllr Crossley

*All in favour*

**EA/070/23**

**Date of next meeting**

The date of the next meeting is Tuesday 15th August at 7.00pm in the Council Chamber.

**EA/071/23**

**Close the meeting at 9.20pm.**

**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.*