

MINUTES of the ENVIRONMENT & AMENITIES COMMITTEE MEETING
held in the Wilton Council Chamber on TUESDAY 15th August 2023 at 7.00pm

Present Cllr Sarah Ackroyd
Cllr Alex Boyd - *Chair*
Cllr Alan Crossley
Cllr Andy Kinsey
Cllr Maria La Femina

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

Also Present 9 members of the public and via ZOOM: 1 member of the public

EA/072/23 Apologies
Cllr Page had provided his apologies due to personal reasons.
Resolved: Approve the apology for the reason given.
Proposed: Cllr Boyd **Seconded: Cllr Crossley** **All in favour**

EA/073/23 Minutes
To approve the minutes of the meeting held on 20th June 2023.
Proposed: Cllr Kinsey **Seconded: Cllr Crossley** **All in favour**

EA/074/23 Standing Orders were suspended at 7.01pm
Community engagement
Members of the public raised the following points:

- A) On Saturday afternoon the alarm was activated at the Cemetery. This was dealt with by Cllr Crossley, Peter Blackman and Mr Matthews. If another person holds the cemetery keys they would need to be briefed on how the Cemetery alarm works.
- B) The re-surfacing of Shaftesbury Avenue is needed urgently, can Wilton Town Council do anything?
- C) Is there an update on the alterations to the car park in the Market Square?
- D) The drains opposite the St Mary and St Nicholas' Church are blocked with vegetation.
- E) Could the existing pedestrian island in West Street be converted into a pedestrian crossing? Cars are regularly speeding along the road making crossing hazardous.
- F) Thank you to all the Councillors and Clerk who responded to a recent email enquiry.

Response to Community Engagement

- A) The suggestion about the alarm and the Cemetery key holder would be considered under item EA/089/23.
- B) Unitary Cllr Pauline Church will be asked for an update.
- C) The application to reduce the number of spaces from 9 to 7 has been sent to Wiltshire Council.
- D) Residents are reminded that they can log these types of issues directly with Wiltshire Council via the My Wilts App. Using the Smart phone App residents can provide the precise location and any photos. The Wilton Flood Working Group will look at the issue.
- E) This will be considered at the next meeting of the Environment and Amenities Committee.

EA/075/23 Standing Orders were reinstated at 7.12pm

EA/076/23 Declarations of Interest

- (i) Cllr Crossley declared an interest in item EA/095/23 ii as he had prepared the material costings.
- (ii) There were no dispensation requests received by the Town Clerk.

EA/077/23 Exclusion of the Public and Press.

Resolved: That items EA/086/23 and EA/096/23 would be considered in closed session due to commercial confidentiality (EA/086/23) and the discussion of personal details (EA/096/23).

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

EA/078/23**Town Trail Markers**

Cllrs undertook a site visit and had identified potential locations for the markers.

- (i) **Resolved:** To agree to the locations of the Town Trail markers.
Proposed: Cllr Boyd Seconded: Cllr Crossley All in favour
- (ii) To agree to approach each householder / landowner for permission to install the marker.
- (iii) To agree to apply for Listed Building Consent for each location that requires it. Of the 20 locations, 14 will require LBC. Each LBC application will require a site plan, location plan, design and access statement and heritage assessment. With enough detail included to support your application and allow the local authority to fully understand and evaluate the proposal.

Cllr la Femina highlighted that the Cityscape map & information boards used a different numbering scheme for the Town Trail markers from that in the monochrome Wilton Heritage Trail booklet.

Resolved: To establish a Working Group to consider the adoption of a consistent numbering scheme for the existing information board, purchased Cityscape maps and the monochrome Heritage Trail booklet.

Proposed: Cllr Boyd Seconded: Cllr Ackroyd All in favour

EA/079/23**Highway issues reported to Wiltshire Council following the Disability Audit.**

- (i) To note the following updates following the last meeting and agree the next steps;
 - a North Street Crossing Castle Lane to Jashair. 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. This was reported on MyWilts on 26th June. Reference 00116509. Wiltshire Council Response – no defect found.
 - (i) **Resolved:** To demand Wiltshire Council re-consider the issue with additional information from the Department of Transport’s “Inclusive Mobility A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure” and a video showing the issue of a motorised wheelchair becoming stranded.
Proposed: Cllr Boyd Seconded: Cllr Kinsey 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. This was reported on MyWilts on 26th June. Reference 00116505. Wiltshire Council Response – already reported and under investigation.
It was noted that no further action is required at this time
 - c Outside SixteenTwo Hairdressers 4 West Street the pavement is dangerously uneven for mobility scooters. This was reported on MyWilts on 26th June. Reference 00116510. Response – unable to investigate further due to insufficient information.
 - (i) To agree to resubmit the issue with more detailed information.
Proposed: Cllr Boyd Seconded: Cllr Crossley All in favour
 - (ii) To confirm who will provide the additional information required.
Resolved: Cllr la Femina to ask a member of the Disability Audit team to provide the required information.
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. This was reported on MyWilts on 26th June. Reference 00116511. Wiltshire Council Response – no defect found. Closed.
 - (i) **Resolved:** To demand Wiltshire Council re-consider the issue with additional information from the Department of Transport’s “Inclusive Mobility A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure”.
Proposed: Cllr Boyd Seconded: Cllr Ackroyd All in favour

EA/080/23

Displaying of A Boards along West Street

This was raised at Full Council and specific issue raised with the A Board outside one particular shop. To note that due to the business relocating this issue is closed.

Proposed: Cllr Boyd

Seconded: Cllr La Femina

All in favour

EA/081/23

Local Highways and Footpath Improvement Group (LHFIG) Requests

(1) 20mph limit in Wilton Town Centre

The exact location for the 20mph needs to be confirmed so the request can be made to SWWAB LHFIG. If agreed, a speed limit assessment, SLA, will be required which will have a financial cost to WTC. Once the SLA has been completed, options for the 20mph limit can be agreed if the results meet the criteria.

Resolved: The roads for the 20mph limit are confirmed as:

A30 from Wilton roundabout to the current 30mph / 40mph signs west of the cemetery.

South Street – traffic lights to current 30mph / national speed limit sign by Bulbridge Rd

North Street – from traffic lights to junction with A36

Russell Street

Crow Lane

Penny's Lane

Kingsbury Square and Market Square

Proposed: Cllr La Femina

Seconded: Cllr Boyd

All in favour

(2) Residents Parking in North Street.

A request for Residents parking in North Street has been made.

Resolved: To not support the request.

Proposed: Cllr La Femina

Seconded: Cllr Crossley

All in favour

(3) Pavement parking outside the Council office.

This is a new request from a local wheelchair user. On Sunday 30th July, a car was parked on the pavement immediately outside the Council Office and parked so close to the railings that the wheelchair user had to get off the kerb onto the road to pass. The request is for bollards to be installed on the pavement to prevent this happening again. This was raised as a LHFIG request, the advice from the LHFIG Officer was that the Town Council should monitor the issue for six months.

Resolved: To ask for a meeting with Unitary Cllr Church, Wiltshire Council Highways and local residents.

Proposed: Cllr Kinsey

Seconded: Cllr La Femina

All in favour

(4) Installation of a traffic bollard outside 2 West Street.

A request has been made to support an LHFIG request to install a bollard outside 2 West Street to prevent vehicles hitting the property when turning left from South St.

Resolved: To agree to support the request.

Proposed: Cllr La Femina

Seconded: Cllr Crossley

All in favour

(5) Traffic flow in South Street

A suggestion to improve the traffic flow in South Street has been received. This is to remove the three parking bays on the western side of the road between the traffic lights and the Michael Herbert Hall and to reduce the width of the pavement to reduce the pinch.

(i) To agree to investigate the removal of the three parking spaces.

(ii) To agree to investigate the narrowing of the pavement.

Resolved: To not support either request.

Proposed: Cllr Kinsey

Seconded: Cllr Boyd

All in favour

(6) The updates regarding the dropped kerb outside the Baptist Church and the pedestrian crossing in South Street as detailed in the Officer Report were noted.

EA/082/23

Location of Planters within Wilton

To confirm the six locations for the planters.

- (i) 1 at Kingsbury Square – provided it does not impede access to the mains cover.
- (ii) 1 at Far island in Bulbridge School cul de sac.
- (iii) 1 at Burcombe Lane directly opposite the bus stop.
- (iv) 1 at Greyhound Lane removing the bike stands and helmet boxes.
- (v) 2 at Wilton Hill – no decision until other works are completed at The Avenue.
- (vi) To agree that the planters will only be filled with peat free compost or other environmentally friendly substrate.
- (vii) To agree to the ongoing maintenance of watering and plant maintenance of these planters.
- (viii) To consider giving any leftover planters to a school or charity.

CLlr La Femina raised a concern over locating planter on grass. As a consequence it was agreed to defer this to the next meeting.

EA/083/23

Play Area Updates & Decisions

(i) Minster Street Play Area

- (a) The trampoline has been fixed and the barriers removed. Issue closed.
- (b) One toddler swing has a broken chain so has been removed. Waiting for the cost of a new chain so the repair can be completed.
- (c) Repair of Gates - Two quotes for the gates have been received with a third awaited.

Resolved: To accept Quote 2.

Proposed: Cllr Kinsey Seconded: Cllr Boyd All in favour

- (d) New safety surfacing under the Basket Swing and Spinning Bowl.
Only have one quote to date, the decision was deferred until a second quote was obtained.
- (e) Repairs to the safety surfacing at items in the play park.
Only have one quote to date, the decision was deferred until a second quote was obtained.

(ii) Bulbridge Play Area

- (a) Hip Hop
This needs to be repaired or replaced.
Resolved: To look at the options to replace with something similar and obtain the required number of quotes.
Proposed: Cllr Kinsey Seconded: Cllr Boyd All in favour
- (b) Installation of Bird Spikes on the tops of the Swings.
Resolved: To purchase the long metal spikes that will be secured with zip-ties.
Proposed: Cllr La Femina Seconded: Cllr Boyd All in favour

EA/084/23

Old St Mary's Churchyard

To note the report from the working group dated 17th July 2023. A date for the meeting with someone from the Churches Conservation Trust is to be confirmed.

- (i) It was resolved that Councillors Blackman, La Femina, Crossley and Boyd will attend this meeting with the Town Clerk not attending.
- (ii) It was resolved that the following items would be discussed:
 - a) Reinststate the wall on Brede Street (thus reducing the width of the gap)
 - b) Reinststate the wall on North Street, blocking off this entrance.
 - c) Refurbish or replace the wooden bench.
 - d) Install a shelter over the bench to reduce issue with bird fouling.
 - e) Install bike racks against North Street wall (after gap is closed).
 - f) Raise the surface level to reduce slope and remove tree root trip hazards.
 - g) Replace existing litter bin with new metal bin with Town Crest.

Proposed: Cllr Boyd Seconded: Cllr Ackroyd All in favour

EA/085/23

Request for a Memorial Bench

As there had been no response from the family this item was deferred.

- EA/086/23** **The Dipping Platform / Pontoon at Castle Meadow – See Exempt Section**
- EA/087/23** **Managing the Council’s money**
 To approve payments as specified in the schedule of payments
Proposed: Cllr Kinsey **Seconded: Cllr Crossley** **All in favour**
- EA/088/23** **Electrical Surveys**
 To consider the recent Electrical Surveys and agree to the recommendations;
 (i) Castle Meadow Pavilion
 (ii) Shaftesbury Road Cemetery Buildings
 (iii) Old St Mary’s Churchyard
 (iv) Public Conveniences
Resolved: The surveys have identified actions for (i) and (ii) above. The Town Clerk is asked to obtain quotes for the works.
 No work is required for (iii) and (iv).
Proposed: Cllr Kinsey **Seconded: Cllr Crossley** **All in favour**
- EA/089/23** **Cemetery Keys**
 A local resident used to hold a set of keys for the Cemetery buildings but has returned them and offered to be a keyholder for the future. The locks and alarm have been changed and so a new set of keys would need to be cut.
Resolved: To agree to this resident being a keyholder for emergencies and being given the code for the alarm and shown how the alarm works. The Town Clerk to obtain a set of keys.
Proposed: Cllr Kinsey **Seconded: Cllr Boyd** **All in favour**
- EA/090/23** **Heritage Open Days**
 This is a national event, <https://www.heritageopendays.org.uk/>, the Council Chamber was open four years ago (pre Covid). This year the week set aside for the open days is 8th – 17th September. Please note the 15th September is not an option due to staff attending another meeting.
Resolved: For Cllr Crossley to liaise with the U3A Local History Group to identify suitable dates and for the Town Clerk to register the dates.
Proposed: Cllr Kinsey **Seconded: Cllr La Femina** **All in favour**
- EA/091/23** **Sign for the Public Toilets**
 The current signage is poor (not pointing in the right direction) and an additional sign is needed nearer the toilets.
Resolved: For Councillors to have a look at the toilet signage around the Town to identify any changes required.
Proposed: Cllr Boyd **Seconded: Cllr Ackroyd** **All in favour**
- EA/092/23** **Report from the Flood Working Group.**
 Cllr Crossley reported that the detailed reports on the Flooding Event in January 2023 are nearing completion. Flooding occurred in six main locations within the Town. Members of the Flood Working Group and Resilience Team are in discussions with Wiltshire Council, The Environment Agency, Wilton Estate and Wessex Water to get the known problems resolved before the coming winter and to produce a revised Emergency Plan for Wilton. There will be a Community Engagement Day with these Agencies on September 27th to which all residents at risk of flooding will be invited to ‘drop in’.
- EA/093/23** **Report from the Speed Indicator Device leader**
 Cllr Crossley reported that a team of five Volunteers have completed the Wiltshire Council Speed Indicator Device (SID) Safety Awareness Course and have deployed and maintained the SID on The Avenue from the 11th March to the 24th June and on South Street from the 24th June to the 13th August. The SID is being rotated around the four chosen locations in Wilton; The Avenue, South Street, Burcombe Lane, and Wishford Road. The collected data is being submitted to and has been approved by Wiltshire Police and will be used to inform Force

Deployment for speed enforcement activities. A summary of data to-date has been circulated to Councillors.

EA/094/23

Planning

PL/2023/06116. 1 Chantry Road - Remove existing dilapidated flat garage roof & construct new replacement pitched & tiled garage roof.

Resolved: To 'Support' the application.

Proposed: Cllr Boyd

Seconded: Cllr La Femina

All in favour

PL/2023/06574. 32 St John's Square - Tree of Heaven – remove. To note that the application has already been determined – No Objection.

EA/095/23

Castle Meadow Wild Flower Area

(i) The CAT scan for the sign was completed and found no problems. Cllr La Femina will be notified of the installation date and hopefully be present.

(ii) The quotes for the wildflower fence were considered. It was noted that Cllr La Femina wished to attend the installation.

Resolved: To use 'Selected Oak' posts and select Quote 2.

Proposed: Cllr Kinsey Seconded: Cllr Boyd Cllr Crossley abstained, rest in favour

EA/096/23

Cemetery request – See EXEMPT Session

EA/097/23

Officer report

Councillors noted the updates in the Officer Report.

Town Clerk to get electrician to provide advice /quote for car park lights

Town Clerk to benchmark charges for football club use of Pavilion & pitches with similar local providers. Football club to be charged same rates for Sept/Oct and forewarned that they may go up in Jan 2024.

8.30pm EXEMPT SESSION – MEMBERS OF THE PUBLIC & PRESS WERE ASKED TO LEAVE

EA/086/23

The Dipping Platform / Pontoon at Castle Meadow

The advice received from Wiltshire Wildlife Trust on the Dipping Platform / Pontoon regarding removal, repair or replacement was considered.

Resolved: To accept the quote from Apex Fencing with the following clarifications:

(i) How will the handrail uprights be fixed?

(ii) Confirm that the handrail will go all the way round the dipping platform / pontoon (excluding where the steps are).

(iii) Clarify the arrangements for the handrails for the steps.

(iv) The Town Council may request further minor changes.

With the request for clarifications to be sent via Wiltshire Wildlife Trust. The responses to the clarifications and final prices to then go direct to the Full Council for approval.

Proposed: Cllr Kinsey

Seconded: Cllr Boyd

All in favour

EA/096/23

Cemetery request

Resolved: To create a new right titled 'Right to Renovate an Existing Memorial' with a charge of £50 and these conditions:

(i) The holder may only renovate an existing memorial or grass over the grave in the case of damaged kerbstones

(ii) No additional inscriptions.

(iii) No right to open the grave.

(iv) The applicant must provide a duly signed and witnessed Statutory Declaration

Proposed: Cllr Kinsey

Seconded: Cllr Crossley

All in favour

EA/098/23

Date of next meeting

To confirm the date of the next meeting on Tuesday 17th October at 7.00pm in the Council Chamber.

DRAFT