

MINUTES of the ENVIRONMENT & AMENITIES COMMITTEE MEETING
held in the Wilton Council Chamber on TUESDAY 17th October 2023 at 7.00pm

Present Cllr Sarah Ackroyd
Cllr Alexandra Boyd - *Chair*
Cllr Alan Crossley
Cllr Mick Whillock

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

Also Present 9 members of the public and via ZOOM: 2 members of the public

EA/100/23 **Apologies**
Cllrs Kinsey and Page had provided their apologies which are due to illness and unavailability respectively.

Resolved: Approve the apologies for the reasons given.

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

EA/101/23 **Minutes**
To approve the minutes of the meeting held on 15th August 2023.

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

EA/102/23 **To suspend Standing Orders at 7:01pm**

Community engagement

Members of the public made the following points:

- A In order for the possible approval of the KEEP CLEAR road markings outside numbers 6a and 6 Kingsbury Square to not set a precedent thereby possibly limiting future parking throughout Wilton, the member of the public wished to have their objection to this current proposal recorded by the Town Council.
- B Please record my support for the 'KEEP CLEAR' road marking in Kingsbury Square.
- C Please clarify the source of funds for the Wishford noticeboard.
- D The agent for the planning application PL/2023/08503, 45 Russell Street gave an overview of the application.
- E In the cemetery the paths are becoming over grown with weeds. There will be a large funeral on the 18th October.
- F Regarding EA/114/23 has the Town Council undertaken a risk assessment?

Response to Community Engagement

- A The objection is noted and the member of the public was asked to email their statement to the Town Clerk.
- B Noted
- C Wiltshire Council have yet to send the authorisation reference for the R2 funds for the noticeboards, the Town Clerk is pursuing this with the Officer. The Wishford noticeboard is not being funded by R2 funds.
- D The statement was noted and the agent was asked to email their statement to the Town Clerk.

Resolved: To move the agenda item EA/120/23 to be after EA/105/23.

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

- E The Town Clerk had already chased idverde regarding the cemetery path weeds. The issue has now been escalated to iderde's Operations Manager (Wiltshire)
- F No risk assessment was undertaken; however, the incident was investigated.

EA/103/23 **To reinstate Standing Orders at 7.17pm**

EA/104/23 **Declarations of Interest**

- (i) Cllr Boyd declared an interest in items EA/107/23 (i) and (ii).

Resolved: For Cllr Crossley to chair EA/107/23.

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

- (ii) No dispensation requests were received by the Town Clerk.

EA/105/23

Exclusion of the Public and Press

Resolved: To exclude for item EA/125/23 due to the confidential nature of the item to be discussed.

Proposed: Cllr Boyd

Seconded: Cllr Crossley

All in favour

EA/120/23

Planning

To respond to Wiltshire Council on the following planning applications.

- (i) PL/2023/08367. Playground to west of 4 Maple Crescent. Installation of new playpark equipment and outdoor gym equipment.

Resolved: To support the application.

Proposed: Cllr Crossley Seconded: Cllr Boyd

All in favour

- (ii) PL/2023/08392. 74 Victoria Road. Proposed single storey rear extension and garden home office.

Resolved: To support the application.

Proposed: Cllr Crossley Seconded: Cllr Boyd

All in favour

- (iii) PL/2023/08433. 4 Loder Lane. Erect lean to conservatory to rear elevation.

Resolved: To support the application.

Proposed: Cllr Crossley Seconded: Cllr Boyd

All in favour

- (iv) PL/2023/08503. 45 Russell Street. Change of Use of former police station and residential accommodation to 2 dwelling houses.

Resolved: To support the application.

Proposed: Cllr Crossley Seconded: Cllr Boyd

All in favour

- (v) PL/2023/08598. 56 North Street. Many tree works.

Resolved: To support the application.

Proposed: Cllr Crossley Seconded: Cllr Whillock

All in favour

- (vi) PL/2023/05780. 47 Bulbridge Road. - Proposed loft conversion including construction of 3 dormers, and internal reconfiguration. These are amended plans from an application last reviewed in September with a 'No objection and two conditions – additional parking to be within the curtilage of the property and that the Planning Officer review the size of the dormers in comparison to those on neighbouring properties.

Resolved: No objection with two conditions:

Proposed: Cllr Crossley

Seconded: Cllr Ackroyd

All in favour

EA/106/23

Highway issues

To be or previously reported to South West Wiltshire Local Highways and Footpath Improvement Group (LHFIG).

- (i) 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 the 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 with reference 00116505. Response – already reported and under investigation. Further information received is that this needs to be submitted to LHFIG as it will not be funded from the general maintenance budget via MyWilts. A request to submit this to LHFIG has been made.

Resolved: To support the request to LHFIG.

Proposed: Cllr Boyd

Seconded: Cllr Crossley

All in favour

- (ii) South Street crossing point. At the recent LHFIG meeting it was agreed to proceed with an informal crossing.

Resolved: To support the informal crossing. It was noted that costs would be provided and considered at a future meeting.

Proposed: Cllr Boyd

Seconded: Cllr Crossley

All in favour

- (iii) Crow Lane / North Street crossing. Two options, one with and one without coloured tarmac, were discussed at the recent LHFIG meeting. It was agreed to proceed with using

coloured surfacing at a cost of £218.75 to Wilton Town Council with Wiltshire Council LHFIF contributing the remaining £656.25.

Resolved: To agree to the financial contribution of £218.75.

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

- (iv) The camber of the A30 particularly in the vicinity of St Mary and St Nicholas Church

Resolved: To ask the Town Clerk to forward the details to Wiltshire Council Highways.

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

- (v) Correspondence regarding various highway matters within Wilton including:

- Weeds and nettles growing along the roadsides and pavements.

- Mud along the North St pavement.

Resolved: For Town Clerk to ask (with Unitary Cllr support if required) Wiltshire Council Streetscene and Highways to do a combined road sweeping and drain emptying with a Parking Suspension.

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

- Overgrown Bund opposite Wiley Terrace. This is an Environment Agency matter. However, they are often impeded by parked cars on the road. Previous requests to leave a space have been ignored. An overgrown bund increases the risk of flooding to nearby properties.

Resolved: To speak to a Resident re access.

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

- Move the Co op to West Street so delivery lorries are not blocked or block the road. This is not a matter for Wilton Town Council.

- Street light in Wiley Terrace not working – this has been reported to Wiltshire Council. Cllr Crossley advised that the work is apparently scheduled for November but may require additional chasing by Unitary Cllr Church.

- (vi) To note the following updates on previous issues.

- (i) North St crossing by Castle Lane, on Parish Steward list.

- (ii) North St, crossing near One Stop, on Parish Steward list.

- (iii) The 20mph speed limit request has been submitted.

- (iv) Wishford Road street sign, matter closed.

- (v) Market Square parking bays. Work allocated to Traffic Signing Team.

- (vi) Installation of a traffic bollard outside 2 West St, support confirmed to LHFIF.

- (vii) Dropped kerb near the Baptist Church. No progress.

EA/107/23 **To support the following proposals following the meeting with Kingsbury Square residents.**

Cllr Crossley took the Chair.

- (i) To request a solid white line is painted on the build out, outside the Council Offices to clearly mark the space required for pedestrians, preferably with a painted person on the railings side of the white line.

Resolved: To support the request.

Proposed: Cllr Crossley **Seconded:** Cllr Whillock *All in favour, Cllr Boyd abstained*

Cllr Boyd resumed as Chair.

- (ii) To request a Keep Clear marking on the north side of Kingsbury Square, 2.5m either side of the pinch point (opposite St Edith's) to prevent vehicles stopping or parking and causing a highway obstruction.

Resolved: To support the request but to note the objection raised in the public session.

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

EA/108/23 **Play Areas**

- (i) Minster Street Play Area

- (a) New safety surfacing under the Basket Swing and Spinning Bowl.

- (b) Repairs to the safety surfacing at items in the play park.

The Town Clerk is chasing quotes.

- (ii) Bulbridge Play Area

- (a) Replacement of Hip Hop.

Resolved: To replace with a different piece of equipment.

Proposed: Cllr Crossley

Seconded: Cllr Boyd

All in favour

EA/109/23

Old St Mary's Churchyard

A meeting was held with Councillors and a representative from the Churches Conservation Trust (CCT) on 3rd October. The Churches Conservation Trust confirmed that they are not responsible for the land just the building. It has since been confirmed that the Churchyard remains under Faculty and the list has been forwarded to the Diocesan Office who will respond once they have looked at the list. There are different levels of Faculty.

- (i) To note the information regarding the improvements to the Churchyard. Noted.
- (ii) The CCT did raise an issue with the installation of electrical wires completed several years ago. Noted that this matter needs to be looked into.
- (iii) The CCT also discussed the current maintenance work, on the arches, that is being undertaken.
- (iv) Noted that there needs to be an Inspection of the Memorials in the Churchyard and that this needs to be investigated as to who is responsible.

Resolved: To establish a Working Group with the following members: Cllrs Blackman, Boyd, Whillock and Crossley.

Proposed: Cllr Boyd

Seconded: Cllr Ackroyd

All in favour

EA/110/23

Notice Boards

The Town Clerk clarified that the Wishford Road Noticeboard was not being funded with R2 funds which is why it required its own resolution.

Resolved: To contact Wiltshire Council to request a new noticeboard is located by the railway arch as per the second photo.

Proposed: Cllr Crossley

Seconded: Cllr Boyd

All in favour

EA/111/23

Request for a Memorial Bench

To consider the two locations proposed for the memorial bench, the Town Clerk is currently waiting for the family to respond.

Resolved: For the family to fund the purchase of the memorial bench (in the same Heritage style as other benches) and for the Town Council to fund the installation.

Proposed: Cllr Crossley

Seconded: Cllr Boyd

All in favour

EA/112/23

The Pontoon at Castle Meadow

To consider the response received from Wiltshire Wildlife Trust on the Pontoon regarding questions raised at the last meeting:

Unfortunately, I was not asked for drawings in the consultation phase and the quote does not cover the time for drawings. Their quotes to be adjusted to provide a handrail surrounding the structure. I do feel this will be a little overkill and take away some of the usability of the platform. If new structure is knocked into the riverbed or bankside, we will have to apply to the Environment Agency for a FRAP (Flood Risk Activity Permit). This can take up to 8 weeks for approval. If the contractor is attaching to an existing structure, we do not have to apply for one. It is seen as a renovation. The handrail supports will be attached under the deck through either the subframe or the decking legs. These will be coach bolted or coach screwed. This may have to be done under the water.

Resolved: To request that a double hand rail down beside the steps and a double safety rail around the pontoon is provided and that the Pontoon is attached to the existing structure.

Proposed: Cllr Boyd

Seconded: Cllr Whillock

All in favour

EA/113/23

Managing the Council's money

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

Proposed: Cllr Crossley

Seconded: Cllr Whillock

All in favour

EA/114/23

Wilton Bowls Club

Following a recent incident at the Bowls Club, the Club has asked Wilton Town Council to consider installing lighting on the footpath.

Resolved: To reject the request and to ask Wilton Bowls Club to consider providing lighting, under their control, from their side of the hedge. Wilton Bowls Club to be asked to update their risk assessment highlighting the risks of using the riverside footpath at night and to recommend that their visitors use the other path (tennis court side).

Proposed: Cllr Crossley

Seconded: Cllr Boyd

All in favour

EA/115/23

Heritage App

Wiltshire Council have created a Heritage App with sections in it for various towns within Wiltshire. The one for Wilton is planned to be launched late 2023 or early 2024.

(i) To establish a Working Group to assist with the content.

Resolved: To establish a Working Group.

Proposed: Cllr Boyd

Seconded: Cllr Ackroyd

All in favour

(ii) To agree who should be approached to be involved with this.

Resolved: That Cllrs Boyd, Crossley, Ackroyd, Whillock and Unitary Cllr Church will be members and to approach U3A Local History Group and the Wilton History Facebook group.

Proposed: Cllr Boyd

Seconded: Cllr Ackroyd

All in favour

(iii) To agree a Launch event for this App.

The Launch event would be in mid-January / February and could involve TV personalities, Leader of Wiltshire Council, press and TV. It would need planning in advance to schedule appearances.

EA/116/23

Castle Meadow Pavilion

Recent issues with the intruder alarm has led the Office to seek a solution. Neither of the fire or intruder alarms are fit for purpose.

Resolved: To select Quote 1 for the works.

Proposed: Cllr Boyd

Seconded: Cllr Whillock

All in favour

EA/117/23

Hire rates for Castle Meadow Pavilion for Football

Currently the Football club pay less than the cricket club although they use more of the facilities and they are charged less than half of what is charged by other comparable facilities.

Resolved: That the Terms & Conditions need to be reviewed so that reporting of issues, eg line marking/mowing, is done on the day of the fixture with supporting photographs and to clarify the cancellation notice period and associated charges/refunds. The Football Club charges will increase to £36 + VAT from 1st January 2023, in line with the Cricket Club charge.

Proposed: Cllr Boyd

Seconded: Cllr Whillock

All in favour

EA/118/23

To establish a Working Group for the Wiltshire Action for Market Towns

Resolved: To setup a Working Group with its membership, including non-Councillors, being decided at the next Full Council meeting.

Proposed: Cllr Boyd

Seconded: Cllr Crossley

All in favour

EA/119/23

Request to purchase a second Speed Indicator Device

The current Speed Indicator Device (SID) is being deployed at 4 locations in the Town, in rotation. The data indicates that speeding is evident at all three locations that have been activated so far: The Avenue, South Street (Oak Ash Green) and Burcombe Lane. The Avenue is by far the worst location, both in terms of number of vehicles and percentage that are speeding. The collected data are being submitted to and have been approved by Wiltshire Police. This data is used to inform Police Force Deployment for speed enforcement activities. The current SID unit is powered by two Lead Acid batteries which, due to more traffic, only last about one week on The Avenue, just over two weeks at South Street (Oak Ash Green) and about three weeks at Burcombe Lane. The SID Volunteer Group would like to see a SID deployed on The Avenue for much longer periods than currently scheduled and this could be achieved by the purchase of a second SID unit.

Resolved: To agree to the purchase of a second Speed Indicator Device.

Proposed: Cllr Boyd

Seconded: Cllr Ackroyd

All in favour

EA/121/23

Consultations

- (i) Salisbury Public Spaces Protection Order (PSPo) – this is for Salisbury City and the surrounding Parishes, including Wilton. It will ban the carry and use of catapults and open air drinking.

Resolved: To support the creation of a PSPo

Proposed: Cllr Boyd

Seconded: Cllr Whillock

All in favour

- (ii) Local Plan Consultation.

The four checks that form the basis of Wiltshire Council's consultation can only be considered by Wilton Town Council as impacting on the Wilton parish. The impact on Wiltshire is outside their remit. The responses are needed by 22nd November and the next Full Council is on the 7th November.

Resolved: That Cllr Crossley draft a response that will be considered by the Full Council.

Proposed: Cllr Boyd

Seconded: Cllr Ackroyd

All in favour

- (iii) Polling Districts and Polling Places - Polling District and Polling Places review 2023.

Resolved: That the Community Centre remains the sole polling place.

Proposed: Cllr Boyd

Seconded: Cllr Whillock

All in favour

Resolved: to support the merging of polling districts DP and DQ so that the two resultant districts are of similar size.

Proposed: Cllr Boyd

Seconded: Cllr Ackroyd

All in favour

- (iv) Public Transport Policy – This is a wider consultation with Wiltshire Council now asking public transport users, residents, businesses, and visitors in the county to have their say on the future of bus services and other public transport options.

<https://wiltshirebusreview.commonplace.is/en-GB/proposals/have-your-say-on-wiltshires-public-transport-policy/step1>

Wilton Town Council completed this in July 2023.

Resolved: To extend the meeting to 9.30pm.

Proposed: Cllr Boyd

Seconded: Cllr Whillock

All in favour

EA/122/23

Budget Setting

- (i) To confirm that for additional items to be included in the 2024/25 Budget the committee members may submit any suggestion to Cllr Boyd who, as Chair of the Committee will take them to the Budget Working Group meeting.

- (ii) Confirmed that Cllr Boyd as Chair of this Committee will sit on the Budget Working Group.

EA/123/23

Officer report

Councillors noted the updates in the Officer report that were provided for information only.

EA/124/23

Date of next meeting

The date of the next meeting will be on Tuesday 19th December at 7.00pm in the Council Chamber.

Members of the Press and Public were excluded at this point

EA/125/23

Shaftesbury Road Cemetery

- (i) General report regarding maintenance.

This had been covered in the public session earlier.

- (ii) Representation of Wilton Town Council at Interments.

It was confirmed that the role does not require any prior contact with the Gravedigger or Undertaker. The role includes unlocking, putting out cones, checking the name is the same as that on the paperwork and locking up.

The Town Clerk will explore the use of a combination padlock.

All Interment communications must go through the Wilton Town Council Office.

Resolved: Town Clerk to write to the current Volunteer and local Undertakers.

Proposed: Cllr Boyd

Seconded: Cllr Crossley

All in favour

EA/126/23

To close the meeting at 9:26pm