

**MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE MEETING  
HELD IN THE WILTON COUNCIL CHAMBER ON TUESDAY 20<sup>TH</sup> FEBRUARY 2024 AT 7.00PM**

**Present** Cllr Alexandra Boyd - *Chair*  
Cllr Alan Crossley  
Cllr Marti Hilliard  
Cllr Andy Kinsey  
Cllr Mick Whillock

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

**Also Present** 5 members of the public and: 4 members of the public via ZOOM.

**EA/001/24 Apologies**

To note apologies from Councillor Page for health reasons and Cllr Harrison for work commitments.

**Proposed: Cllr Boyd**

**Seconded: Cllr Crossley**

**All in favour**

**EA/002/24 Minutes**

To approve the minutes of the meeting held on 19th December 2023 with the notes for EA/129/23 16 and 17 swapped (as raised at Full Council).

**Proposed: Cllr Crossley**

**Seconded: Cllr Whillock**

**All in favour**

**EA/003/24 To suspend Standing Orders at 7:02pm**

Community engagement

Members of the public made the following points:

1. Does item EA/007/24 (iii) include the white-lining outside the Town Council's offices?
2. I suggest that EA/009/24 (v) is extended to be for all of Castle Meadow.
3. EA/014/24 – will the public be consulted on the toilet works?
4. Has the CAT scan for the wild flower fence been done?
5. Please pass on thanks for responding to comments made on social media.
6. Have the noticeboards been ordered?
7. Has the faculty been requested for the works on the noticeboard in Old St Marys?
8. They'd prefer it if Officers had responsibility for checking of the play areas as Members would probably have work commitments.
9. With the recent damage to equipment in Minster Street Recreation Ground visitors are concerned for their safety.
10. They wanted to inform the Town Council that they had attended an incident at the cemetery where the Police attended following a disturbance between members of the public.
11. The quote for item EA/013/24 (iii) is expected shortly and would recommend that it's deferred to a full council.

The Chair wished to express their thanks to Councillor Crossley, Councillor Blackman and Mr Blackman for all their hard work for the town. Also, their thanks to Mr Matthews for voluntarily attending the incident at the cemetery.

**EA/004/24 To reinstate Standing Orders at 7:13pm**

Community Engagement Response

The Chair, supported by the Town Clerk and other Councillors provided the following responses:

1. The Town Clerk had checked and item EA/007/24 (iii) does include the white lining outside the Town Council's offices.
2. This will be considered at item EA/009/24.
3. This will be considered at item EA/014/24 (iv) and highlighted that the Town Council will be obtaining guidance from the British Toilet Association.
4. The CAT scan for the wild flower fence will be done by the contractor when they install the wild flower fence.
5. Noted.

6. The noticeboards have been ordered.
7. The Town Council is in discussion about the faculty.
8. The Town Council is looking to include others in looking after the equipment to build a sense of ownership in the community. This suggestion came from Councillors and it was clarified that this is not the weekly safety inspection.
9. The works are still underway in Minster Street Recreation Ground and the Town Clerk will remind the contractors to make good any debris. The Officers will inspect at the end of the works. The Town Council has plans to replace the broken panels.
10. The Chair expressed their thanks to Mr Matthews for voluntarily attending the incident at the cemetery.
11. This is on the agenda.

**EA/005/24      Declarations of Interest**

- (i) No Declarations of Interest.
- (ii) No dispensation requests.

**EA/006/24      Exclusion of the Public and Press.**

No items were identified.

**EA/007/24      Highway issues**

The following updates on issues previously reported to South West Wiltshire Local Highways and Footpath Improvement Group (LHFIG):

- (i) Installation of a traffic bollard outside 2 West St, agreed at LHFIG. To agree to the financial contribution of £145.00 with Wiltshire Council LHFIG contributing the remaining £435.00.  
**Proposed: Cllr Boyd                      Secoded: Cllr Hilliard                      All in favour**
- (ii) South Street crossing point. At the recent LHFIG meeting it was agreed to proceed with an informal crossing. Design work to commence in March 2024
- (iii) Crow Lane / North St crossing. Works order to be issued to Milestone in February 2024.
- (iv) Request for a 20mph Speed Limit. Location of traffic surveys agreed and ordered, to be undertaken in February 2024.
- (vi) Request for coloured surfacing on the A30 Minster Street crossing. Works order to be issued to Milestone in February 2024.

To note the above updates (ii) – (vi).

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

**EA/008/24      Parish Steward**

To note the dates for scheduled Parish Steward Visits for 2024 and to note the tasks which may be undertaken by the Parish Steward.

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

To agree to a current Wilton Town Councillor taking on a liaising role between Wilton Town Council and the Wiltshire Council Parish Steward. The Town Clerk clarified that any Town Councillor could do this. It was resolved to defer this to a Full Council meeting.

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

**EA/009/24      Play Areas**

To note issues in the following Play and Recreation areas and to agree to a current Wilton Town Councillor taking on a monitoring role for each area, to report matters to Wilton Town Council Office and this Committee.

- (i) To note the recent play inspections and agree actions required. The Town Clerk had circulated a report to the councillors. They had differing assessments as the Assessor was not always the same person from the Grounds Maintenance Contractor. In addition two Play Contractors gave different opinions regarding the safety surfacing shrinkage.
- (ii) The Contractor has confirmed that work on the gates will start in Spring 2024. It was agreed to defer the safety surface item to the Full Council.

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

- (ii) Update on the Minster Street Play Area. Councillor Crossley to progress the issue over the fountain electricity charges with the Bowls Club.

It was agreed to ask for a quote for something similar to replace the trampoline.

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

- (iii) Update on the Wishford Rd Play area – noted.

- (iv) Update on the Bulbridge Play Area – noted.

- (v) Update on the Castle Meadow Outdoor Gym – noted.

The following councillors were nominated to undertake a weekly walk around, noting that idverde were contracted to undertake the formal safety inspections:

- A. Minster Street Play Area – Councillors Boyd and Moore.

- B. Wishford Rd Play area – Councillor Hilliard.

- C. Bulbridge Play Area – Councillor Kinsey.

- D. Castle Meadow (the whole area not just the gym) – Councillor Whillock.

**EA/010/24      Shaftesbury Road Cemetery.**

- (i) To note issues regarding general maintenance.

The issues listed following the site visit were noted.

Councillor Crossley reported that whilst U3A were tidying up the Garden of Remembrance they had discovered a large underground void. This they made safe.

The Chair thanked Councillor Crossley.

- (ii) To note concerns raised. Councillor Blackman is currently liaising with the Grounds Maintenance Contractor.

- (iii) To agree to set up a Friends of Shaftesbury Road Cemetery group. It was agreed to setup the group and to advertise it via the Town Council's Newsletter and social media page.

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

- (iv) To agree to Councillor Crossley taking on a monitoring role to report matters to Wilton Town Council Office and this Committee.

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

- (v) The Town Clerk reported that there had been further issues with Burials and Interments.

**EA/011/24      Report regarding the Christmas Lights 2023**

- (i) To note the report.

- (ii) Councillor Crossley informed the Committee that the issue regarding the occasional failure of the main Christmas Tree lights was mainly attributed to a fault in the power supply cable.

- (iii) To note that there will be a meeting on 27<sup>th</sup> February 2024 with members of this Committee, members of the Event Working Group and the contractor to discuss the issues raised.

**EA/012/24      Managing the Council's money**

- (i) The Town Clerk informed the Committee that Playforce had reduced their invoice from £1250 to £500 as they had re-used the tiles and there was no agreement to the charge prior to the work being completed. It was resolved to pay the reduced invoice.

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

- (ii) To approve payments as specified in the schedule of payments.

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

**EA/013/24      Bus Shelters**

- (i) To note the report on the five Bus Shelters maintained by Wilton Town Council, these are: Wishford Road, West Street, St Andrew's Close, Seagrim Road and Burcombe Lane.

- (ii) The recent work undertaken to repair the shelter on Wishford Road was noted.

- (iii) To consider repairing or replacing the shelter on West Street (outside the WMSET Centre). A quote with options to repair or replace was expected soon after the meeting. It was resolved to also explore options for 'perch' style seats and to confirm

that these'll leave enough room on the pavement for accessibility scooters to pass. The decision will be taken at a future Environment and Amenities Committee meeting.

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

- (iii) To note the issues regarding the Bus Shelter on King Street. The shelter needs cleaning and broken panel(s) replaced.

- (v) To consider adopting the King Street shelter. The shelter in King Street is believed to belong to Wiltshire Council or National Highways. However, both claim it is not theirs. Unitary Councillor Church had been contacted to help resolve the ownership question. Before the Committee makes a decision on adoption, it was advised that the full facts are obtained including whether the cleaning of this shelter can be added to the regular maintenance as the location is alongside a Trunk Road which comes under the control of National Highways. The Town Clerk is to check if additional Public Liability Insurance cover is required. It was resolved to clean and repair the shelter.

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

And to ask the Town Clerk to explore the option of formally adopting the shelter.

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

#### **EA/014/24      Public Toilets at Greyhound Lane**

- (i) To note that the Transfer has been signed and delivered to the Solicitor, it now needs to be signed by Wiltshire Council.

- (ii) To note there has been a spate of vandalism in both the Ladies and the Gents Toilets which has required new toilet roll holders, an Electrician to check, remove and reattach the hand dryer and some Plumber visits. The Town Clerk was asked to look at fixing the timed door locks. It was resolved to bring forward the closure of the toilets to 6pm. This would be trialled with a future Environment and Amenities Committee meeting reviewing whether to make the change permanent.

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

- (iii) To consider the costs for sanitary waste bins and the emptying of them. The Town Clerk was asked to look at options to secure the bins and also whether unisex ones could be provided eg for the Accessible Toilet.

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

- (iv) To agree that the Toilet Working Group should meet and look at options for the refurbishment of the facility. Wilton Town Council is a member of the British Toilet Association. The Town Clerk spoke with a supplier at Conference and they are happy to come and discuss options with the Working Group (or all the Councillors). There is an Ear Marked Reserve for the Public Toilets. It was resolved to defer the decision on the membership of the Toilet Working Group to a Full Council meeting and that there would be a maximum membership of 6.

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

#### **EA/015/24      Planning**

To respond to Wiltshire Council on the following planning applications.

- (i) PL/2024/00932. 1 Olivier Road, Wilton. Previously this was an application for one 4 bed property. It has been updated to be for two 3 bed semi-detached houses. Concern was expressed over loss of car parking on Olivier Street.

It was resolved to object on the basis of over-development, to ask Unitary Councillor Church to call in the application and that Councillor Kinsey would attend Wiltshire Council's Committee meeting.

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

- (ii) PL/2024/01248. 69 Shaftesbury Road, Wilton. Minor alterations to the ground floor layout including the addition of a new bay window to the north-east bedroom, new main entrance canopy, and an oriel window to the rear elevation. New roof over the rear portion of the building to introduce a second bedroom at first floor level. New timber gate and fencing to the main entrance side of the house. It was resolved to support the application.

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

- (iii) PL/2024/11221. 25 West Street, Wilton. Replacement of 2 Crittal kitchen windows with timber effect framed windows.

It was resolved to raise no objections to the application.

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

- EA/016/24      To note the report from the Speed Indicator Device (SID) Working Group**  
Councillor Crossley briefed the Committee as follows: The new SOLAR powered Speed Indicator Device (SID), that was proposed by this Environment & Amenities Committee in October 2023, has been installed on The Avenue on the 11th February 2024 by the volunteers of the SID Working Group. The original BATTERY powered SID has now begun its cycle of 8-week campaigns around the other 3 approved sites in Wilton, starting with South Street (Oak Ash Green), then moving on to Burcombe Lane and last but not least Wishford Road. The volunteers will change over batteries when needed and regularly download data for submission to the Police Crime Commissioner's Office. This data is used to determine where the Speed Enforcement Officers are deployed around Wiltshire
- EA/017/24      To receive a Report from the Wilton Flood Group**  
Councillor Crossley briefed the Committee as follows: At the request of the Flood Working Group, temporary preventative measures were put in place by Wiltshire Highways to reduce the risk of the river Wyle Channel overflowing into the Churchill Court area. These measures successfully reduced the volume of water that was evident at the height of the flooding.
- Early deployment of the scaffolding walkways to one block of flats greatly assisted the residents making safe access to and from their properties. Pumping in the Churchill Court area was still required to keep the level of flooding under control. Sandbags were made up and deployed by the Town Resilience Volunteers to protect properties in Riverside from potential water ingress through air bricks.
- Water Ditchampton saw significant roadway flooding either side of the railway arch. Wishford Road remained open, even though vehicle bow waves were causing problems for pedestrians and adjacent properties, especially from inconsiderate drivers passing through at speed. As in 2023, flooding followed by cold weather created an additional risk from ice. Pumping was used to try to remove persistent water from the roadway North of the Railway Arch. The Wylde channel rose above its banks at Crow Lane but was contained by the Flood Barrier that had been set-up in December 2023. The Crow Lane Flood Barrier will remain deployed until the Environment Agency determine it is safe to remove it. The Chair thanked the Flood Group for their work.
- EA/018/24      To receive a Report from the Newsletter Working Group**  
This is work in progress, the first issue will be online only.
- EA/019/24      Wilton Town Council Hanging Baskets and Planters**  
The use of hanging baskets could raise issues with installation and watering them and so the Town Clerk was asked to see if idverde could water them. The planters have, in recent years, been planted up by a member of the public. It was resolved that the Chair would write a letter thanking them and again offering funds for the purchase of plants and materials.  
**Proposed: Cllr Boyd                                  Seconded: Cllr Hilliard                                  All in favour**
- EA/020/24      Grounds Maintenance Contract**  
The Town Clerk reported that the supplier, idverde had been experiencing issues with staff turnover and absences. It was resolved that Councillor Blackman will liaise with idverde.  
**Proposed: Cllr Boyd                                  Seconded: Cllr Crossley                                  All in favour**
- EA/021/24      Officer report**  
The report was noted.  
A meeting has been offered to neighbours who had raised concerns regarding access but this offer has not been taken up. The Town Clerk highlighted that given the continuing poor weather the work on the Council Offices needed to be completed before more damage was done. The Chair will follow up on the previous email from the Town Clerk.

**EA/022/24**

**Date of next meeting**

To confirm the date of the next meeting as Tuesday 16th April at 7.00pm in the Council Chamber.

**EA/023/24**

**To close the meeting at 9:03pm.**

DRAFT