

**MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE MEETING  
HELD IN THE WILTON COUNCIL CHAMBER ON TUESDAY 16<sup>th</sup> APRIL 2024 AT 7.00PM**

**Present** Councillor Alexandra Boyd - *Chair*  
Councillor Alan Crossley  
Councillor Chris Harrison  
Councillor Marti Hilliard  
Councillor Mick Whillock

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

**Also Present** 6 members of the public, Unitary Councillor Pauline Church and 5 members of the public via ZOOM.

**EA/023/24 Apologies**

To note apologies from Councillor Page who is indisposed.

**Proposed: Cllr Boyd**

**Seconded: Cllr Whillock**

**All in favour**

**EA/024/24 Minutes**

To approve the minutes of the meeting held on 20<sup>th</sup> February 2024.

**Proposed: Cllr Boyd**

**Seconded: Cllr Whillock**

**All in favour**

**EA/025/24 To suspend Standing Orders at 7:02pm**

Community engagement

Members of the public made the following points:

1. Will the Town Council support and provide funding, approx. £750, for a defibrillator at Bulbridge estate? Wiltshire Council have already agreed to it being fixed to their building with power provided free of charge.
2. Note that funding has been secured for defibrillator and CPR training and that Wilton Rotary would be happy to support one for Bulbridge
3. If the Town Council decide to support the dog walker's code of conduct then there must be adequate consultation and communication with residents.
4. There is no toilet seat in a gents cubicle.
5. Mr Matthews would be happy to provide access to the cemetery for stone masons etc. However, he would need the code of the new padlock.
6. Please note that the Rotary Club event is a bike ride and not a race.
7. What can be done about the military planes over Bulbridge?
8. Are the Town Trail maps available in the dispensers?
9. Will the Town Team be resurrected?
10. How much income was raised from the maps last year?
11. Who refills the map dispensers?
12. Cllr Whillock has held a street surgery and briefed the Committee on the issues raised by residents that including speeding, dogs not on leads, Kingsbury Square grass cutting, public toilets need to be revamped and the possibility of a safe cycle route from Kingsway to Market Square.

Response Community Engagement

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

1. The resident was asked to send the Grant application and details to the Town Clerk.
2. Noted
3. Will be considered under the agenda item, EA/030/24.
4. The toilet seat will be ordered shortly.
5. Noted.
6. Will be considered under the agenda item, see EA/041/24.

7. It is recognised that Wilton is on the training route for many years and has been discussed at a previous Town Council meetings.
8. There are two Town Trails that use slightly different numbering schemes, the Wilton Town Council fold out map available from the dispensers and the Business Chamber booklet – both were produced in 2017. There is also the new Wiltshire Council smartphone ‘Explore Wiltshire’ App and its section on ‘Explore Wilton’.
9. The Unitary Councillor Church recommended that a Working Group be formed to look at business, heritage and tourism strategically. It was agreed to recommend to Full Council that the scope of the Working Group for the ‘Explore Wilton’ be expanded to look at all the issues raised. Councillor Harrison highlighted that the availability of Councillors for Working Groups etc needs to be considered.
10. The Town Clerk will check the income raised.
11. This was done by the Assistant Clerk.
12. Unitary Councillor Church said that 60% of the points fell within the remit of Wiltshire Council. The Town Clerk will review the list with Unitary Councillor Church to agree who’ll progress what item.

**EA/026/24 To reinstate Standing Orders at 7:40pm**

To note apologies from Councillor Kinsey due to work commitments.

**Proposed: Cllr Boyd**

**Seconded: Cllr Hilliard**

***All in favour***

**EA/027/24 Declarations of Interest**

- (i) Councillor Harrison declared an interest in item EA/038/24 as he had expenses.
- (ii) No dispensation requests were received by the Town Clerk.

**EA/028/24 Exclusion of the Public and Press**

None identified.

**EA/029/24 Highway issues**

- (i) Unitary Councillor Church said that the issue with the timing of the Four Corners Traffic Lights had been raised within Wiltshire Council – the timing is currently set to favour A36 traffic. There is an option of moving the traffic light into Kingsbury Square ie before the pinch point.

**EA/030/24 To agree to adopt a Dog Walkers Code of Conduct for the following Council controlled facilities**

The proposed areas would be Minster Street Recreation Ground, Castle Meadow, and Bulbridge Play Area.

Councillor Boyd proposed that the Code of Conduct was not adopted, that Wilton Town Council will take steps to ensure that dogs are kept out of play areas, that residents would be encouraged to report issues and that the situation would be monitored.

**Proposed: Cllr Boyd**

**Seconded: Cllr Crossley**

***All in favour***

**EA/031/24 To consider the future provision of dog bags and the dog bag dispensers from the following locations**

The dispensers are located in St Peter’s Close (Bulbridge), Castle Meadow (Flousehole end), Castle Meadow (Castle Lane end), Minster St (near Fountain), Minster St (near play area), Top of the Hollows, and St Andrew’s Close (Bulbridge). The issue was raised at the Annual Town meeting as the Town Council had spent £5,000 on the free bags and people had been seen taking handfuls of bags.

Councillor Boyd proposed that the current stock of bags be run-down and when exhausted no more bags to be bought. At that point the dispensers to be covered with a notice and that the situation would be monitored for three months.

**Proposed: Cllr Boyd**

**Seconded: Cllr Harrison**

***Cllr Crossley against, rest in favour***

**EA/032/24 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.  
It was agreed to accept quote 1 for Minster Street trampoline.  
**Proposed: Cllr Crossley      Seconded: Cllr Boyd      All in favour**  
It was agreed to accept the quote for £1,645 for the trampoline tiles at Bulbridge.  
**Proposed: Cllr Boyd      Seconded: Cllr Hilliard      All in favour**  
The cradle swing has been ordered and the pontoon will be repaired when it is safe to do so.  
It was agreed to repair the hip hop at a cost of £2,156.  
**Proposed: Cllr Boyd      Seconded: Cllr Harrison      All in favour**
- (ii) To consider quotes for the Annual Play Inspection  
It was agreed to accept the PlaySafe quote and for the Town Clerk to book the inspection as soon as possible after the meeting.  
**Proposed: Cllr Boyd      Seconded: Cllr Crossley      All in favour**
- (iii) Update on the Minster Street Play Area - Councillor Boyd said there was nothing to report.
- (iv) To accept the quote for additional items of the Glasdon Shelter at Minster Street  
It was agreed to accept the quote for £531.  
**Proposed: Cllr Boyd      Seconded: Cllr Whillock      All in favour**
- (v) To accept quotes for the safety surfacing. This was deferred to the next Environment and Amenities meeting.
- (vi) To consider quotes to undertake repairs to the Tennis Court shelter.  
Councillor Crossley proposed that the outside electrical box be replaced with a stainless steel version which would be big enough to also hold the consumer unit (moved from inside the shelter.)  
**Proposed: Cllr Crossley      Seconded: Cllr Boyd      All in favour**
- (vii) To consider comments made at the recent Annual Town Meeting - The decision of Wilton Town Council to allow use of the Tennis Courts without charge and the misuse of the Tennis Courts – professional coaching and football.  
It was agreed to continue with free use and to monitor its use including holding a survey.  
**Proposed: Cllr Crossley      Seconded: Cllr Boyd      All in favour**
- (viii) Update on the Wishford Rd Play area – Councillor Hilliard reported that the water levels need to drop and that the football posts need fixing.
- (ix) Update on the Bulbridge Play Area – Councillor Kinsey was not present to provide a report.
- (x) To consider comments made at the recent Annual Town Meeting - The Bulbridge Play Area appears neglected – this was apparently referring to the Randall’s Croft Play Area which is the responsibility of Wiltshire Council. As it is unclear what play area is being referred to, Councillors Boyd and Harrison will review the Bulbridge and Randall’s Croft Play Areas.
- (xi) Update on Castle Meadow – Councillor Whillock reported that the metal fencing around the Pontoon area is damaged and is a hazard if it falls over. There may be an issue with the gym equipment due to vandalism. For additional update see EA/047/24.
- (xii) Castle Meadow pedestrian entrance – Councillor Whillock reported that the pothole in the pedestrian entrance needs to be filled. It was agreed to add this to the work on the main car park. The Town Clerk is to ask the Wild Flower contractor for a target completion date.
- (xiii) To consider comments made at the recent Annual Town Meeting regarding the Car Park at Castle Meadow - The status of the resurfacing of the car park. Applying to change the Planning condition. Consider mixed surfacing of tarmac and gravel. To look at the lighting in the car park. It was agreed to form a Working Group with members to include Councillors Crossley, Harrison and Hilliard.

It was agreed to extend the meeting by 45 minutes.

EA/033/24

**Shaftesbury Road Cemetery**

- (i) To receive a report from Councillor Crossley regarding the Cemetery – there are several issues that will require specialist professional services, for more information please see sub item (vi) below.
- (ii) To receive a report from the Town Clerk on Burials and Interments – No current issues.
- (iii) To receive a report from the Town Clerk regarding the recent ICCM courses attended. The Exhumation course was very informative and highlighted that screens and a drone exclusion could be required as well as other factors already listed. The Memorial Stone safety testing course highlighted that Wilton Town Council required an associated policy. This would be addressed by the Policy and Resources Committee.
- (iv) To consider quotes for the removal of unwanted stone left at the Cemetery. The Town Clerk would address using their delegated powers.
- (v) To consider quotes for the removal of the spoil heap. The Town Clerk is chasing quotes.
- (vi) To agree to obtain a Structural survey for the Cemetery buildings. It was agreed to obtain a Structural survey for all of the Cemetery buildings and the connecting arch.

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

- (vii) To receive an update regarding the Friends of Shaftesbury Road Cemetery – No progress had been made. Councillor Hilliard is monitoring the Cemetery.

EA/034/24

**To consider options for the Planters purchased in 2020**

This will be considered by a future Environment and Amenities committee.

EA/035/24

**To consider options for the planting and watering of the Hanging Baskets at Wilton Market Square**

This will be considered by a future Environment and Amenities committee.

EA/036/24

**Wilton Town Trail**

This will be progressed by the Working Group that now has a wider remit.

EA/037/24

**To consider Purchasing and Flying the official DDay 80 flag on Thursday 6th June**

It was agreed to obtain a 2 ½ yard official D-Day 80 Flag of Peace

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

EA/038/24

**Managing the Council's money**

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

**Proposed: Cllr Boyd    Seconded: Cllr Crossley    Cllr Harrison abstained, rest in favour**

EA/039/24

**Bus Shelters**

- (i) Noted the report on the five Bus Shelters maintained by Wilton Town Council.
- (ii) Noted the recent work undertaken to repair the shelter on Wishford Road.
- (iii) To consider adopting the King Street shelter – the Town Clerk is checking liability on the Town Council arising from an apparently 'unowned' asset.

EA/040/24

**Public Toilets at Greyhound Lane**

- (i) The vandalism has continued, in addition the timer to lock the toilets has been an issue in both the Ladies and the Gents Toilets which has required new toilet roll holders, an Electrician to check and reattach the hand dryer and some Plumber visits. There is also an ongoing issue with doors jamming in their frames which prevents them being locked.
- (ii) To consider the costs for waste bins and the emptying of. The Town Clerk has asked for revised quotes that'll cater for the possible enhancement of the toilets.

EA/041/24

**Request for Permission to use South Street Car Park for an Annual Cycle Ride.**

Wilton Rotary Club highlighted that they are holding a ride and not a race.

Wilton Rotary Club has requested that the South Street car park is used to start a race on Sunday 19th May at 9.30am. The race starts at 9.30am. This is for the start of the race but

there would also be car parking for the duration of the race. There is an event on at the Michael Herbert Hall that day – the Model Railway exhibition.

It was decided to refuse the request for the use of South Street car park but to highlight that there were other venues in or near to Wilton.

**Proposed: Cllr Boyd**

**Seconded: Cllr Harrison**

***All in favour***

**EA/042/24 To consider relocating the bin by the South Street / Burcombe Lane junction to be near the bench on the opposite side of the road (South Street)**

The Town Clerk advised the committee to monitor both sites (bench and bin) for a period before making any decision. There had been no reports of littering at either location in recent years.

**EA/043/24 To receive a Report from the Speed Indicator Device (SID) Working Group**

The original SID will shortly be moved to Burcombe Lane. The new SID has a fault which is being resolved. However, it can still detect and log data suitable for Wiltshire Police.

**EA/044/24 To receive a Report from the Wilton Flood Group**

After a long period of high water levels, the levels have started dropping. It is hoped that the Environment Agency will soon approve the removal of the Crow Lane Flood Barrier. The Group continues to work with Wiltshire Council and its Parish Steward to improve surface water drainage systems.

**EA/045/24 To receive a Report from the Newsletter Working Group**

No report was provided.

**EA/046/24 To receive a Report from the Events Working Group**

Councillor Crossley said that the programme for D Day 80<sup>th</sup> had been agreed.

**EA/047/24 To note the Report of the recent meeting with the Grounds Maintenance Contractor**

The football pitch is not being spiked and the Town Clerk will ask for a refund. The football pitch marking out issue will be discussed in August with idverde, the football club and an expert from Westbury BEFORE the start of the next football season.

**EA/048/24 Officer report**

Councillors are requested to note the updates in the Officer report for information only.

**EA/049/24 Date of next meeting**

The date of the next meeting will be on Tuesday 18th June at 7.00pm in the Council Chamber.

**EA/050/24 To close the meeting at 9:49pm**