

**MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE MEETING
HELD IN THE WILTON COUNCIL CHAMBER ON TUESDAY 18th June 2024 AT 7.00PM**

Present Councillor Alexandra Boyd – *outgoing Chair*
Councillor Gail Moore – *new Chair*
Councillor Charlotte Blackman
Councillor Alan Crossley
Councillor Teresa Taylor
Councillor Mick Whillock

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

Also Present 4 members of the public, and 4 members of the public via ZOOM.

EA/051/24 To elect a Chairman of the Environment and Amenities Committee
Councillor Boyd opening the meeting and nominated Councillor Moore as the Chairman for the civic year 2024-2025
Proposed: Cllr Boyd Secoded: Cllr Taylor All in favour

EA/052/24 To elect a Vice Chairman of the Environment and Amenities Committee
Having signed her papers Councillor Moore, as the new Chair, nominated Councillor Blackman as the Vice Chairman for the civic year 2024-2025
Proposed: Cllr Moore Secoded: Cllr Crossley All in favour

EA/053/24 Apologies
To note apologies from Councillor Hilliard who has a clashing prior engagement. No apologies from Councillor Cllr Page.

EA/054/24 Minutes
Resolved: To approve the minutes of the meeting held on 16th April 2024.
Proposed: Cllr Whillock Secoded: Councillor Cllr Crossley
Cllrs Cllrs Moore, Taylor and Blackman abstained Rest in favour

EA/055/24 To suspend Standing Orders at 7:05pm

Community engagement

15 minutes is set aside to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes. Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.

Councillor Crossley made a statement to make a correction to a reply he gave during Community Engagement at the Full Council meeting on the 4th June: "I believe I responded along the lines that 3,000 copies of the Wilton Town Council Heritage Trail Map by Cityscape had been purchased. This was not the case, on checking the Town Team Minutes again they said, 'The Town Team approved the brochure and will ask the Business Chamber to pay for the printing of 5,000 copies'. This was the Heritage Trail brochure, which is separate to the Wilton Town Council Heritage Trail Map by Cityscape. I have yet to establish how many Cityscape maps were ordered and delivered to Wilton Town Council back in 2017."

Councillor Blackman asked that in future where an Agenda item is about ongoing work the latest agenda item must refer back to the original Agenda item on that work.

Councillor Blackman asked that in the Minutes all items show after the Resolution an Action (whether Clerk or Councillor) and deadline date.

Members of the public then made the following points:

1. What was the cost of cancelling the cemetery sign?

2. When were the heritage trail map dispensers last emptied?
3. Where is the income shown in the accounts?
4. How much does the Heritage Trail bring in each year?
5. Councillor Moore asked that in future Agenda Items must have enough information available with the agenda for the committee to study and take a decision.
6. Councillor Moore asked that when the Committee took decisions both the expected delivery date and lead Councillor must be recorded.
7. Councillor Whillock asked the Committee to express it's thanks to Councillor Boyd for all her work as the outgoing Chair.

EA/056/24 To reinstate Standing Orders at 7:11pm

EA/057/24 Community Engagement

To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided. The Chair, supported by the Town Clerk and other Councillors provided the following responses:

1. There was no cost, this'll be looked at under EA/062/24.
2. Last emptied by Councillor Crossley about two weeks ago. He collected £118. Before then the Assistant Clerk did it November 2021 and February 2022 collecting a total of £56.
3. The income is shown under 'Sundry Income'
4. See Response 2 for details of funds raised.
5. Noted.
6. Noted.
7. The Committee expressed their thanks.

EA/058/24 Declarations of Interest

- (i) Declarations of Interest were made by:
 - a. Councillor Crossley for EA/069/24, as he knows the Applicant
 - b. Councillor Blackman for EA/065/24, as she is a Trustee of Michael Herbert Hall.
- (ii) No dispensation requests were received by the Town Clerk.

EA/059/24 Exclusion of the Public and Press

To agree any items, if required, to be dealt with after the public, including the press, have been excluded under Public Bodies (Admissions to Meetings) Act 1960.

Resolved: Propose that Agenda item EA/066/24 should be moved to the end of the meeting to discuss potentially sensitive matters after the exclusion of the Public and Press

Proposed: Cllr Moore Seconded: Cllr Crossley Cllr Blackman abstained rest *in favour*

EA/060/24 Highway issues

- (i) Noted that the following projects are all in progress and waiting for the Contractor to complete the work. Work issued by Wiltshire Council Highways.
 - a Coloured surfacing at the Crow Lane / North Street junction.
 - b Keep Clear by the Kingsbury Square pinch point
 - c Pavement marking (including image of a pedestrian) outside the built out pavement outside the Council Office
 - d Coloured surfacing on the Minster Street informal crossing
 - e Installation of a bollard outside 2 West Street.
- (ii) The Committee noted that the following project is in progress:
Design work for a crossing point in South Street, with further details expected in August 2024.

- (iii) 20mph Speed Limit Request
 The results of the traffic surveys have been received. The Town Clerk advised that to be clear everything is subject to agreement with Wiltshire Council. If the scheme is supported by Wiltshire Council and once the exact locations have been agreed then a formal consultation would be undertaken by Wiltshire Council – in the form of a Traffic Regulation Order (TRO). To qualify for Local Highways and Footpath Improvement Group (LHFIG) funding the scheme would need to be categorised as small-scale. Wiltshire Council can provide a large scale map to show the proposed sign locations.
- a To agree to an informal consultation on sign locations with the community prior to a formal request on sign locations at the Local Highways and Footpath Improvement Group, LHFIG, meeting on 28th August 2024.
- b To confirm the preferred method of an Informal Consultation.
- Resolved:** To prepare a submission to the November LHFIG meeting on the small scale proposal, to hold an exhibition in the Pavilion, with Councillor Crossley as the lead Councillor.
- Proposed: Cllr Moore Seconded: Cllr Blackman All in favour**
- (iv) Request to reinstate a pavement bollard outside 25 West Street.
 A request has been received to reinstate the bollard that was in place in 2016 but has since been removed following damage (date unknown). The request also includes raising the existing dropped kerb at the location to deter illegal parking.
- a To agree to request the bollard is re-instated.
- b To agree to request the relevant section of the dropped kerb is raised.
- Resolved:** For the Town Clerk to ask Wiltshire Council Highways for historical details of when and why were these items added and when and why were these items removed.
- Proposed: Cllr Moore Seconded: Cllr Blackman All in favour**
- (v) Additional crossing on The Avenue
 A request for another pedestrian crossing to be placed further up by the roundabout, leading to the long stay bus stop and top part of the estate. The exact position was clarified by a member of the public as being adjacent to the North-bound bus-stop on the western side and between Hart Close and Bailey Lane on the eastern side.
- Resolved:** To support the request for another crossing
- Proposed: Cllr Whillock Seconded: Cllr Taylor All in favour**
- (vi) To consider a Cycle Route from Kingsway to the Market Square. The Town Clerk advised that this was requested via Councillor Whillock's street surgery on 17th April. There was a CLP meeting scheduled on 12th June (online) but it was postponed. It was agreed that either Councillor Boyd or Blackman would attend the next Cycling meeting and report back. Councillor Blackman is on the distribution list.

EA/061/24

Noticeboards

- (i) Minster Street.
Resolved: After some debate the exact location was confirmed as being outside the railings, to the left of the gate into the play area so as to not obscure the view of the play area from the shelter.
- Proposed: Cllr Moore Seconded: Cllr Taylor All in favour**
- (ii) Churchyard of Old St Mary's
 A request to site the replacement three legged sign within the Churchyard (replacing the existing sign) has been submitted to the Diocese. The Arch-deacon will consider it; there has been no response so far. A separate request to site this on the pavement adjacent to the Churchyard Wall has been submitted and is acceptable to WC Highways.
- Resolved:** The pavement siting was rejected as it could impact accessibility and the exact location was confirmed as being in the same location but closer to the boundary wall (so the sign can be read from the pavement) with the additional leg on the Greyhound side.
- Proposed: Cllr Moore Seconded: Cllr Whillock All in favour**

- (iii) Castle Meadow Pavilion
Resolved: To replace the current noticeboard (damaged) with a printed sign stating who to contact for hiring the Pavilion.
Proposed: Cllr Crossley Secoded: Cllr Taylor All in favour

EA/062/24

Signage

- (i) Cemetery Sign
 In November 2022 it was agreed to erect a sign with the current Cemetery Regulations (in full) at the Cemetery. After a delay in getting the proof correct it has been questioned about the practicality of such a sign which would need replacing each time the Regulations changed.
- (a) **Resolved:** To confirm the cancellation of the agreed sign.
Proposed: Cllr Moore Secoded: Cllr Crossley All in favour
- (b) **Resolved:** To place the refurbished noticeboard on the wall in which the Regulations can be printed and displayed and changed when required.
Proposed: Cllr Boyd Secoded: Cllr Taylor All in favour
- (ii) Castle Meadow Car Park Sign
 The proof has been received and was not as expected in design. The overlap with the existing signs for Castle Meadow needs to be resolved.
Resolved: For the Town Clerk and Councillor Blackman to update the proposed design such that it can be taken to the Full Council.
Proposed: Cllr Moore Secoded: Cllr Crossley All in favour

EA/063/24

Play Areas

- (i) The recent annual play inspections reports totalled 150 pages (5 play areas in total). It was agreed that the Councillor responsible for each area study that report and report back to this Committee (August Meeting) on any actions.
 Minster Street (2 reports) – Councillors Boyd and Moore
 Wishford Road – Councillor Taylor.
 Bulbridge Play Area – Councillor Blackman.
 Castle Meadow – Councillor Whillock (note that Outdoor Gym will be having a full service see (ix below).
- (ii) To note the weekly play inspection reports. Not circulated as Annual Play Inspections covered and no new issues.
- (iii) Update on the Minster Street Play Area - Councillor Boyd reported that the interior gates to the play area needed replacing and that quotes have been asked for. The toddler swing has been installed. The trampoline repair has been completed.
- (iv) The Town Clerk is chasing quotes to undertake repairs to the inside of the Tennis Court shelter.
- (v) Update on the Wishford Road Play area – Councillor Taylor highlighted that Wishford needed a permanent No Dog sign.
- (vi) Update on the Bulbridge Play Area – Councillor Boyd had nothing to report.
- (vii) To consider comments made at the recent Annual Town Meeting – that the Bulbridge Play Area appears neglected – this was apparently referring to the Randall’s Croft Play Area which is the responsibility of Wiltshire Council. Wiltshire Council have no plans to enhance it.
- (viii) Update on Castle Meadow – Councillor Whillock reported that the Wild Flower fence has been done and hopefully the pontoon repair work will start week commencing 24th June.
- (ix) To note that a maintenance inspection has been booked for the Castle Meadow Outdoor Gym Equipment, date to be confirmed at a cost of £450 plus VAT.
- (x) **Resolved:** That the Wilton Town Councillor taking on a monitoring role for each area, who’ll monitor and report matters to Wilton Town Council Office and this Committee is as follows:
- a Minster Street Recreation Ground (inc play park) – Councillor Boyd
 b Wishford Road – Councillor Taylor.

c Bulbridge Play Area – Councillor Boyd with Councillor Blackman examining the Annual Report.

d Castle Meadow – Councillor Whillock

Proposed: Cllr Moore

Seconded: Cllr Boyd

All in favour

EA/064/24 Shaftesbury Road Cemetery

- (i) Councillor Crossley reported that a second quote is awaited for the removal of the various random bits of stone lying about near the Cemetery hedges. He is working with Councillor Blackman to produce a report on any Grounds Maintenance issues that are already in or need to be part of the Contract.
- (ii) Town Clerk reported that it had been busy on Burials and Interments and expressed their thanks to the Councillors who represent the Town Council at them.
- (iii) Councillor Crossley highlighted that the Report from the recent Structural Survey indicates a number of defects that will need addressing. Quotes are needed from two roofers for the Chimney re-build, Lead Flashing, Tiles and Gutter works and two reliable builders should be approached to quote for the tie bar, plaster and entrance roadway works.
- (iv) Councillor Crossley reported that the Friends of Shaftesbury Road Cemetery Group has yet to be defined and formally meet. It is anticipated that the Group will assist in keeping the Cemetery in good order both internally and externally
- (v) To confirm that Councillor Crossley will be the link Councillor for Shaftesbury Road Cemetery.

EA/065/24 South Street Car Park

This car park is leased from Wilton Estate.

Resolved: To agree to the request to permit two car park spaces to be used by Wilton Estate to allow for the installation of a new oil tank for the Michael Herbert Hall.

Proposed: Cllr Moore

Seconded: Cllr Whillock

Cllr Blackman abstained, Rest in favour

EA/066/24 The Council Offices item was moved to the Exempt Session – see End

EA/067/24 Wilton Town Trail

Councillor Crossley provided a short update on the vision going forward for the Heritage Trail. Past decisions and project management over the last ten years have resulted in a situation where the Wilton Town Trail has stalled. Two Trail Descriptions had been created and marketed without a common theme. Errors and inevitable name and landscape changes are affecting both these Trail Descriptions. Wilton Town Council and Wilton and District Business Chamber have invested in the Heritage Map/Trail description and the Heritage Trail description brochure respectively. It is proposed that as much of the remaining stock of these is used up whilst the Trail Marker plan is resurrected to align with future updated reprints of one or both of the Trail descriptions.

EA/068/24 Managing the Council's money

- (i) **Resolved:** To approve payments as specified in the schedule of payments.
Proposed: Cllr Blackman Seconded: Cllr Crossley All in favour
- (ii) Councillor Blackman informed the Town Council that the street signs use a variety of different poles. This impacts on the fitting required for each sign. Councillor Blackman had paused the signs order until the exact fittings had been determined.
- (ii) The electricity for the Minster St Fountain is powered from Wilton Bowls Club who charge Wilton Town Council. The Bowls Club would like to formalise the agreement and have bought a meter so that Wilton Town Council only pay for the electric used rather than it being estimated each year. Wilton Bowls Club wish to be reimbursed for electric used and have requested a partial payment of £450.00. Councillor Moore will email Peter Edge to remind them of the Town Council's Financial Regulations. The Town Clerk will ask for a breakdown of the Bowls Club proposed charges.
- (iv) **Resolved:** To reject the quote for the repair of the two damaged posts at the Adventure Trail, Minster St.

THE MEETING WAS EXTENDED BY 20 MINUTES.**EA/069/24 Planning**

To respond to Wiltshire Council on the following Planning Application PL/2024/05101. 23 St John's Square - Construction of outbuilding for home gym and erection of summer house in rear garden. Installation of 12 PV panels on existing garage roof.
Resolved: To comment as follows: there was no mention of the impact on the drainage culvert from Shaftesbury Road that runs under the property, the query over the flood risk level discrepancy and that more information was required on drainage.

Proposed: Cllr Blackman**Seconded: Cllr Boyd****Cllrs Crossley abstained, rest in favour****EA/070/24 Location for the Planters**

(i) **Resolved:** to position one either side of the Cemetery entrance at the top of Shaftesbury Road.

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

(ii) **Resolved:** to position one either side of the entrance to Wilton Community Centre with the Centre taking on planting and ongoing maintenance.

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

The Town Clerk said that there are two planters left.

EA/071/24 To note the Report of the recent meeting with the Grounds Maintenance Contractor

On 10th June Cllr Blackman had circulated to all councillors notes of the meeting held on 4th June.

The next meeting is on the 6th August.

EA/072/24 Working Groups Terms of Reference

Following approval at Full Council (118/24 (h)) to confirm that each of the Working Groups that sits under the Environment and Amenities Committee will meet before the next meeting of this Committee and set their terms of reference

Resolved: Confirmed**Proposed: Cllr Moore****Seconded: Cllr Crossley****All in favour****EA/073/24 To receive a Report from the Castle Meadow Car Park Working Group**

There has been no Car Park Working Group meeting to date, having concentrated on the pothole filling and Wildflower Meadow Fence, ahead of the Carnival.

EA/074/24 To receive a Report from the Heritage Working Group

(i) Wilton Heritage Maps and Markers

Councillor Crossley reported as follows: "Looking into the history of the Heritage Trail shows it to be long and complicated. Conceived in 2013 by David von Zeffman under the Town Team it was initially designed to link Wilton Town Centre with the Wilton Shopping Village. By October 2016 there were two versions of the Heritage Trail:

1. A combination of Map Lecterns and Map/Trail Dispensers, from Cityscape. The revenue from the map dispenser sales appears to have been collected by Wilton Town Council.
2. A Brochure trail produced by John Goddard and David Parker. The revenue from the Brochure trail (sold from Old Saint Marys and the Valley News) goes toward supporting charities, especially Old Saint Mary's.

Note: Both the dispensed map and the Brochure cost £1.00.

Following the example of the Cackle Trail in Poole (suggested by John Goddard), brass marker plaques were to be set into the ground to guide visitors, in conjunction with the map and guide, around the Town Trail. As of today, New Valley News have indicated there are approximately 250 copies of the brochure left in stock. Wilton Town Council now have approximately 1,000 copies of the Cityscape Map/Trail leaflets

in store for the dispensers. It is noted that Salisbury City Council provide a free map at various locations.

- (ii) Wilton Heritage App – to include an update on feedback to Wiltshire Council and plans for the official launch.

Councillor Crossley reported as follows: “At its initial informal meeting, the Heritage Working Group reviewed some of the details of the App and need to respond to Wiltshire Council with some text corrections and extra trail location suggestions (there are currently 12 in the App). The links from the App to the Wilton Town Council website are very helpful in providing further detailed information, if required. The digital media interface is so much easier to update compared with maps and brochures but we acknowledge that some users just prefer hard copy.

EA/075/24 To receive a Report from the Toilet Working Group

This has yet to meet, data is awaited from Land Registry.

EA/076/24 To receive a Report from the Speed Indicator Device (SID) Working Group

Councillor Crossley reported as follows: “The SID currently operating in Burcombe Lane will shortly be transferred to Wishford Road. The SID on The Avenue is still having to operate in Condensed Data mode as the software problem still has not been rectified by the manufacturers. Speed Enforcement activity has continued on a regular basis. He would like to record his thanks to the Parish Steward and Milestone for a very quick response to a request to cut back the verge vegetation growth on The Avenue to allow the SID and Speed Enforcement Officers to operate efficiently.”

EA/077/24 To receive a Report from the Events Working Group

This will meet on 24th June 2024.

EA/078/24 To receive a Report from the Newsletter Working Group

Meeting yet to be agreed.

EA/079/24 To receive a Report from the Wilton Flood Group

Councillor Crossley reported as follows: “The Crow Lane Flood Barrier was dismantled on the 10th June and transferred to the Pavilion Compound Lean-to for covered draining and then checking over before storing in the Container. We have continued to push for Gully cleaning through the Parish Steward and Discretionary Gully Services. We are still awaiting the promised Large-Scale Plans of the Wiltshire Highways Drainage system layout in Wilton. Two of the Group met with Wilton Estate for further discussion and engagement in a number of areas, especially Water Ditchampton and The Hollows.”

EA/080/24 Update of Actions from the last meeting

- (i) (EA/024/24.1) The Grant Application for a Defibrillator was withdrawn.
- (ii) (EA/025/24) The toilet seat has been replaced.
- (iii) (EA/025/24.7) Military planes over Bulbridge was been previously discussed
- (iv) (EA/025/24.10) Town Trail maps. The Dispensers income until May 2024 was £118.00. This has been banked. An additional £15.50 was paid in from map sales not using the dispensers.
- (v) Councillor Whillock’s Street Surgery items – Wiltshire Councillor Pauline Church has addressed some issues that are Wiltshire Council, some items were answered at the meeting.

EA/081/24 To make a representation to the Old Orchard Surgery regarding the issue of residents living on the north side of the A36 having to register with a surgery outside of Wilton.

On 12th June Cllr Blackman had circulated to all councillors the response to this enquiry that she had received from the Old Orchard Surgery.

It has been ascertained that Wilton Town Council cannot progress this issue as it is outside it’s remit.

EA/082/24 To make a formal representation regarding the low flying aircraft over the Bulbridge area

It was suggested that members of the public use existing reporting methods eg - <https://www.caa.co.uk/our-work/make-a-report-or-complaint/report-something/report-a-potential-breach-of-aviation-law/> . It is believed that the flights involve Southampton University Air Cadets.

EA/083/24 Officer report
Councillors noted the updates in the Officer report.

EA/084/24 Date of next meeting
The date of the next meeting will be on Tuesday 20th August at 7.00pm in the Council Chamber.

EXEMPT SESSION – MEMBERS OF THE PUBLIC AND PRESS WERE ASKED TO LEAVE

EA/066/24 The Council Offices
Work is required to the roof and gutters of the Council building. A quote was accepted in December 2023. It has now been requested that the work is not undertaken until mid-September or later. It has been stated by Contractors that the damp in the Council building is probably caused by the guttering being insufficient. To confirm that Wilton Town Council is prepared to wait until mid-September for this work to be started. The Contractor has recently confirmed that he has new equipment enabling the work to be done without requiring access to the Neighbouring property.
Resolved: To proceed with the Contractor using new equipment, Councillor Moore will inform the Neighbours of the date.
If the work can not be completed without access to the Neighbouring property then a date in September will be agreed.
Proposed: Cllr Moore **Seconded: Cllr Crossley** *All in favour*

EA/085/24 To close the meeting at 9:23pm