

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

**Present** Councillor Gail Moore – *Chair*  
Councillor Charlotte Blackman  
Councillor Alan Crossley  
Councillor Marti Hilliard  
Councillor John Page  
Councillor Mick Whillock

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

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

**EA/086/24 Apologies**

Apologies were received from Councillors Boyd and Taylor

**Resolved:** To receive apologies from Councillors Boyd and Taylor.

**Proposed: Councillor Moore**

**Seconded: Councillor Blackman**

**All in favour**

**EA/087/24 Minutes**

Please note that the Minutes state under item EA/063/24.(x).c that Councillor Boyd will take on the role, this was changed after the meeting to Councillor Moore.

**Resolved:** To approve the Minutes of the Meeting held on 18th June 2024.

**Proposed: Councillor Crossley**

**Seconded: Councillor Hilliard**

**All in favour**

**EA/088/24 To suspend Standing Orders at 7:03pm**

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 an appropriate committee meeting.

Members of the public then made the following points:

1. What price was quoted for the Castle Meadow Regulation Sign in 2023?
2. Why is the location back on the agenda?
3. Which Councillor put in a proposal form for the regulation sign to be attached to the leg of the noticeboard?
4. Why is it being re-worded a 3<sup>rd</sup> time?
5. How big is the regulation sign? Have you considered making it bigger than A3?
6. How big is the print going to be? Is this going to be on the next E&A agenda in two months' time?
7. On LHFIG and highways matters please will the Town Council work collaboratively with the Unitary Councillor to get their support and ensure funding approval by Wiltshire Council. If the Chair wouldn't mind asking the Clerk to copy the Unitary Councillor in on any emails related to Highways matters?

**EA/089/24 To reinstate Standing Orders at 7:08pm**

**EA/090/24 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. No price was quoted despite repeated chasing by the Town Clerk.
2. Councillor Blackman said the location and wording has been reviewed because it was felt it could be improved.
3. No one specifically, it arose in the discussion amongst Councillors.
4. As per answer 2 above.

5. A3 could be too small for drivers to read from their cars as they drive into the car park. This will be considered in the agenda item EA/094/24
6. This will be considered in the agenda item EA/094/24.
7. Agreed, the Chair will make sure that the Unitary Councillor is copied in.

**EA/091/24      Declarations of Interest**

- (i)      No Declarations of Interest.
- (ii)     No dispensation requests were received by the Town Clerk.

**EA/092/24      Exclusion of the Public and Press**

No items.

**EA/093/24      Highway issues**

- (i)      20mph Speed Limit Request (FC/110/23/a July)
  - a      To receive an update on the planned community consultation. No progress has been made since the last meeting.
  - b      To consider whether to incorporate a consultation about Residents Parking in North Street.  
**Resolved:** To not add Residents Parking in North Street to the 20mph consultation.  
**Proposed: Councillor Moore    Seconded: Councillor Blackman    All in favour**
  - c      To agree the date and details for the Consultation. This would be held after the Summer Holidays but before the next Environment and Amenities Committee meeting in October. It will be a drop-in session at the Pavilion with maps provided by Wiltshire Council Highways. Hopefully the Wiltshire Council Highways Officer Paul Shaddock can attend. Councillors Moore and Crossley, Town Clerk and the Unitary Councillor are to progress the arrangements.
- (ii)     Request to reinstate a pavement bollard and raise the kerb outside 25 West Street (EA/060/24.iv June).  
 The replacement of the bollard fell within Highway Maintenance and so the request for it to be replaced has been submitted by the Town Clerk. There is no cost to Wilton Town Council for the replacement bollard.
  - a      To agree to request the relevant section of the dropped kerb is raised. The Town Clerk has investigated and no one knows why it was raised in 2014 and then lowered a year later. Should Wilton Town Council wish for the kerb to be raised the issue will need to have the support of the Local Highways and Footpath Improvement Group (LHFIG) and Wilton Town Council would be expected to make a financial contribution.  
**Resolved:** To take no further action regarding raising the kerb.  
**Proposed: Councillor Moore    Seconded: Councillor Crossley    All in favour**

**EA/094/24      Noticeboards (EA/052/22.v May)**

- (i)      Castle Meadow  
 The location of this general noticeboard was agreed at a Full Council Meeting held 4th June 2024. Please note this is a community noticeboard, part will have information on the history of the location (to comply with the terms of the R2 Funding) which will be in the locked bay and the other two bays will be open and available for public use.
  - a      To consider the agreed location for this noticeboard.  
 Discussed as part of agenda item EA/094/24 (i) b.
  - b      To confirm the location for this noticeboard. The Town Clerk is contact the Carnival committee regarding the four picnic benches left near the Pavilion.  
**Resolved:** To move the Castle Meadow noticeboard closer to the Pavilion with the exact location being determined by Councillor Moore in time for the drafting of the next Full Council agenda.  
**Proposed: Councillor Moore    Seconded: Councillor Blackman    All in favour**

- c To consider whether the Castle Meadow Regulation sign should be: EA/061/23 June

- Attached to the leg of the noticeboard
- Displayed on the noticeboard – please be aware this could be covered up by other notices so would require regular checking.

**Proposal:** To display Castle Meadow Regulation sign in A3 landscape and displayed below the historical information panel in the locked cabinet.

**Proposed: Councillor Blackman Seconded: Councillor Page;**

**Four against, not passed**

**Resolved:** To display Castle Meadow Regulation sign in A2 on its own legs, with the exact location being determined by Councillor Moore in time for the drafting of the next Full Council agenda.

**Proposed: Councillor Moore Seconded: Councillor Crossley**

**Councillor Blackman voted against, rest in favour Passed.**

- (ii) Churchyard of Old St Mary's

A request to site this noticeboard within the Churchyard (replacing the existing one) has been submitted. The preferred location is closer to the wall but the current location is also an option. The Diocese has replied requiring more information eg schematic of the proposed Noticeboard showing location, measurements, design, wording and font. Councillor Crossley will provide the schematic. They also require Advertising consent as the Noticeboard has an area of more than 1.2m<sup>2</sup>. The Town Clerk will contact the Diocese about their additional requirements.

- (iii) Minster Street

This location has been agreed and it will be installed shortly.

#### EA/095/24

#### Signage

- (i) Castle Meadow Regulations Sign (EA/061/23 June)

This is a pre-printed composite sign. The wording has been agreed but new suggestions were then suggested. Please note this is the Castle Meadow Regulations Sign that is located near the car park.

- (i) To confirm the wording for this sign

The following changes were made:

Point 1 – change “hirers” to “users” and remove “and sports field”

Add “When spaces are available, they may be used by members of Wilton Men’s Shed.”

Add “or fires” after No barbeques

Change to Please keep control of your dog, not all humans or other dogs will want to make friends with him – and please pick up after him to “Please be considerate to others, not everyone loves dogs” and keep ‘Please pick up after your dog’

- (ii) To confirm the orientation of this sign – portrait or landscape. The sign will be landscape.

- (iii) To confirm the location for this sign. The exact location will be determined by an onsite visit in time for the drafting of the next Full Council agenda.

- (ii) Information sign regarding hiring of the Castle Meadow Pavilion. (EA/64/24/iii June)

This sign was agreed at a previous meeting. This was to be a pre-printed composite sign but now proposed to be a notice printed by the Office and inserted in a frame.

- (i) To confirm the format of the sign (a purpose made sign or inserted into a frame). It will be in an A3 frame with a printed notice inserted into it.

- (ii) To confirm the text of the sign including the email for contact. The contact email be admin@wiltontowncouncil.gov.uk.

- (iii) To confirm that the sign will be displayed by the front door. Agreed.

**Resolved:** To confirm the details as above.

**Proposed: Councillor Moore Seconded: Councillor Crossley All in favour**

## EA/096/24 Play Areas

To note issues in the following Play and Recreation areas.

- (i) To note the recent annual play inspections and agree actions required.
  - (a) Bulbridge – (Councillor Blackman).  
**Resolved:** The Town Clerk to contact Sutcliffe and Kompan to quote to address the red and orange issues identified at Bulbridge and Minster Street.  
**Proposed: Councillor Blackman Seconded: Councillor Moore All in favour**
  - (b) Castle Meadow Outdoor Gym (Councillor Whillock). Councillor Blackman informed the committee that the previously agreed maintenance inspection is expected during week commencing 26<sup>th</sup> August 2024. EA/063/24/ix June.
  - (c) Minster Street Play Area – see Resolution under EA/096/24 (i) (a) above.
  - (d) Minster Street Adventure Trail (Councillor Boyd) – no report provided. See EA/096/24/iii below.
  - (e) Wishford Road (Councillor Taylor) area – Councillor Taylor had sent her apologies and the only issue is the need for a no dog sign (ordered).
- (ii) The Town Clerk has reviewed the weekly play inspection reports and there's nothing additional for this Committee to consider.
- (iii) To consider quotes for the Adventure Trail repair (vandalism reported by a member of the public to a Councillor at Annual Town Meeting 11/3/24, who verbally passed on to Clerk on same day).  
**Resolved:** To replace the items at a cost of £3,903.51 + VAT  
**Proposed: Councillor Blackman Seconded: Councillor Hilliard All in favour**

### Councillor Page left the committee meeting at 8:33pm.

- (iv) Report on the Minster Street Play Area - Councillor Moore highlighted that the tennis shelter was full of rubbish and has a broken seat (first reported via email to Clerk 5/2/24). The Town Clerk will examine the broken seat and consider its replacement (as per EA/032/24/vi April and EA/063/24/iv June). If required, the electrical sockets need to be moved to a new secure cabinet – Councillor Crossley will examine them (as per EA/032/24/vi). It was proposed to add notices and an additional bin. The Town Clerk will raise, again, the lack of rubbish removal with the contractor's Contract Manager.
- (v) Report on the Wishford Rd Play area – Councillor Taylor had sent her apologies. There is a suggestion for the entrance to be gated off - this will be considered by a future Environment & Amenities committee.
- (vi) Report on the Bulbridge Play Area – Councillor Moore will defer the request for a noticeboard to a future meeting.
- (vii) Report on Castle Meadow – Councillor Whillock reported that the play areas looked very nice.
- (viii) To note that the booked maintenance inspection for the Outdoor Gym Equipment, date is being chased by the Town Clerk. See EA/096/24 (i) (b).

### EA/097/24 Shaftesbury Road Cemetery.

- (i) Councillor Crossley reported that the Town Council could need to examine the sinking ground below the archway; he suggested that this be added to the work for the structural engineer. Work on the edging boards would need to be looked at in the future.
- (ii) The Town Clerk reported on Burials and Interments – there had been 1 burial and 2 interments of ashes since the last meeting. She expressed her thanks to Councillors Blackman, Crossley, Kinsey and Moore for representing Wilton Town Council. It is estimated that two working days are required to bring the Records up to date.
- (iii) Councillors Crossley and Whillock will, in October, work on the specification for the structural engineer in order to request quotes for the work to the buildings. (EA/33/24/vi April)

- (iv) Councillor Crossley reported that the planters have been planted up by him and the Mayoress. The Friends of the Shaftesbury Road Cemetery are developing plans to display the layout of the main areas of the Cemetery. It was agreed to publicise the Friends of Shaftesbury Road Cemetery on social media.

#### **EA/098/24 The Council Offices**

The work to the roof and guttering has been completed. The contractor reported damp on the end wall of the building.

- (i) **Resolved:** To agree to undertake a full inspection of the exterior of the building. This will require access via neighbouring properties.

**Proposed: Councillor Blackman    Seconded: Councillor Moore    All in favour**

- (ii) To agree to draft a specification for the painting of the Council Chamber, Stairs, Lobby and doors of the building in order to obtain quotes.

- (iii) To agree to draft a specification for the replacement carpet and curtains in the Council Chamber.

- (iv) To agree to defer the decorating of the Council Office until the issue with damp has been resolved.

**Resolved:** To postpone other works, (ii) to (iv) above, until the Inspection report has been provided and the Town Clerk has the capacity to take on the work.

**Proposed: Councillor Moore    Seconded: Councillor Whillock    All in favour**

- (v) **Resolved:** To note that Wiltshire Police Neighbourhood Policing Team now have access to the Mayor's Parlour as agreed by Wilton Town Council.

**Proposed: Councillor Moore    Seconded: Councillor Crossley    All in favour**

#### **EA/099/24 Managing the Council's money**

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

**Proposed: Councillor Crossley    Seconded: Councillor Moore    All in favour**

- (ii) To consider a quote for waste bins at Wilton Town Council toilets: EA/040/24/ii April

- Public toilets, Greyhound Lane (6 bins)
- Castle Meadow Pavilion (6 bins)
- Council Offices (2 bins)

The Town Clerk explained that they had received a verbal quote. This had two options with varying frequencies of emptying. The costs for a three year contract being from £1037 to £3147. The contractor said it would be easier to increase the frequency of emptying than to decrease it. The options to secure the bins would need to be considered. The Town Clerk hoped that the contractor would provide a formal quote for the Full Council.

**Resolved: To extend the meeting by 25 minutes**

**Proposed: Councillor Moore    Seconded: Councillor Blackman    All in favour**

#### **EA/100/24 Planning**

To respond to Wiltshire Council on the following Application for Tree Works in a Conservation Area.

Planning Application: PL/2024/07561 (wiltshire.gov.uk) 31 St John's Square

Willow tree – remove to ground level.

**Resolved: To support the application.**

**Proposed: Councillor Crossley    Seconded: Councillor Blackman    All in favour**

#### **EA/101/24 Budget Setting**

Councillor Moore will represent this Committee on the Budget Working Group.

#### **EA/102/24 Wilton Town Council Planters**

To note that three planters have been put in place and planted (2 at the Cemetery entrance and 1 at Castle Meadow) and a further 2 will be located at the entrance to Wilton Community Centre. This leaves 1 planter. EA/070/24 June

Councillor Moore to ask Councillor Boyd for her to ask the school if they would like to maintain a planter outside the school. Councillor Blackman expressed her thanks to Councillor Crossley and his wife for installing and maintaining the planters.

**EA/103/24 To note that the recent meeting with the Grounds Maintenance Contractor has been rescheduled**

It was noted that this meeting will take place on 28th August and Wilton Town Council will be represented by Councillors Blackman and Crossley and the Town Clerk.

**EA/104/24 Lease for South Street Car Park**

**Resolved:** To agree to extend the current Lease which expires September 2024 for three years.

**Proposed: Councillor Crossley    Seconded: Councillor Blackman    All in favour**

**EA/105/24 To receive a Report from the Castle Meadow Car Park Working Group**

Councillor Crossley informed the Committee that there had been no meeting.

**EA/106/24 To receive a Report from the Heritage Working Group**

Councillor Crossley informed the Committee that there had been limited progress to date on the Wilton Heritage App including arranging a formal launch and the need to correct a few minor mistakes.

**EA/107/24 To receive a Report from the Toilet Working Group**

Councillor Blackman informed the Committee that there had been no meeting.

**EA/108/24 To receive a Report from the Speed Indicator Device (SID) Working Group**

Councillor Crossley informed the Committee that there are two SIDs in use – one in a fixed location and another one rotated between three locations. The technical fault with the solar powered SID continues, however it can still provide the standardised data in the format required by Wiltshire Police.

In addition to note the following reports:

- (i) Report dated 15/03/24 – 7/07/24. The Avenue.
  - (ii) Report dated 12/02/24 – 21/04/24 South Street, Oak Ash Green.
  - (iii) Report dated 21/04/24 – 11/07/24 Burcombe Lane (opposite the school)
- All data has been uploaded to the PCC website to inform their speed enforcement team.

**EA/109/24 To receive a Report from the Events Working Group**

Councillor Crossley informed the committee of the events being planned until the 2025 Annual Town Meeting.

15<sup>th</sup> September Civic Service

11<sup>th</sup> September Heritage talk in the Church of Old St Mary's

14<sup>th</sup> September Heritage open day – Council Chamber

10<sup>th</sup> November Remembrance Day with Parade starting in the Market Square.

29<sup>th</sup> November Switching on of the Christmas lights

10<sup>th</sup> March 2025 Annual Town Meeting

Councillor Crossley was asked to provide the risk assessment and road closure details for the Remembrance Day parade to the Town Clerk so they can request the road closure. The Town Clerk is to arrange for an assessment for the possibly dying tree in the Churchyard of Old St Mary.

Councillor Blackman is to confirm that the third room has been booked for the annual meeting at the Wilton Community Centre.

**EA/110/24 To receive a Report from the Newsletter Working Group**

The Working Group had not met.

The Working Group had agreed to pause the production of a Newsletter.

**EA/111/24 To receive a Report from the Wilton Flood Group**

Councillor Crossley informed the Committee that the Flood Group will be doing an audit of Container 1 to identify what items need to be re-ordered before the Winter.

**EA/112/24 Update of Actions from the last meeting.**

- (i) (EA/060/24.i) Highway Works. Completion of these (see Officer Report) is still outstanding.
- (ii) (EA/060/24.v). New crossing point on The Avenue. Submitted to LHFIG. (EA/060/24/v June)
- (iii) (EA/062/24.i) Noticeboard for the Cemetery. This has been taken to Wilton Men's Shed for refurbishment. This is currently being stored in the Town Council's container. Wilton Mens' Shed will retrieve it when they can start work on it.
- (iv) (EA/063/24.iv) Tennis Court Shelter internal repairs. Clerk is still chasing quotes. (EA/032/24/vi April)
- (v) (EA/063/24.v) No Dog sign for Wishford Rd play area. Ordered.
- (vi) (EA/064/24.i) Removal of unwanted stone at the Cemetery. Clerk is chasing a second quote.
- (vii) (EA/065/24) To allow two spaces at South St car park to be used for a new oil tank. Wilton Estate has been informed that the request was agreed.
- (viii) (EA/066/24) Work to Roof and Gutter. The work was completed in July.
- (ix) (EA/068/24.ii) Street signs. The order has been confirmed and delivery is 8-10 weeks. (EA/058/23 June)
- (x) (EA/068/24.iii) Electric for the Fountain. The total payment of £450.00 for the electric consumption up to the recent installation of a new meter has been accepted by Wilton Bowls Club and has been paid.

**EA/113/24 Officer report**

Councillors noted the updates in the Officer report.

**EA/114/24 Date of next meeting**

The date of the next meeting will be on Tuesday 15th October at 7.00pm in the Council Chamber.

**EA/115/24 To close the meeting at 9:27pm.**