

**MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE MEETING  
HELD IN THE WILTON COUNCIL CHAMBER ON TUESDAY 15<sup>th</sup> OCTOBER 2024 AT 7.00PM**

**Present** Councillor Gail Moore – *Chair*  
Councillor Alexandra Boyd  
Councillor Alan Crossley  
Councillor Marti Hilliard  
Councillor Teresa Taylor  
Councillor Mick Whillock

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

**Also Present** 2 members of the public, and 6 members of the public via ZOOM.

The Chair, Councillor Moore, opened the meeting.

**EA/116/24** **Apologies**  
Apologies were received from Councillors Blackman and Page.

**EA/117/24** **Minutes**  
**Resolved: To approve the minutes of the meeting held on 20th August 2024.**  
**Proposed: Councillor Moore**                      **Seconded: Councillor Crossley**                      **All in favour**

**EA/118/24** **To suspend Standing Orders at 7:01pm**  
**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. Members of the public then made the following points:

1. What is the status of the works for the Castle Meadow car park?
2. Has there been any progress on the toilet modernisation?
3. There are two issues at the Cemetery – the drains at the front are blocked by leaves and there's moles at the bottom.
4. Will the Council publish a list of outstanding tasks with target dates?
5. When will Castle Meadow noticeboard be installed?
6. Why didn't the Council consult with Wiltshire Council Planning Department, the Conservation Officer or the diocese before buying the new noticeboard for Old St Mary's?
7. Why hasn't the Clerk applied for advertising consent?
8. Installing a like for like noticeboard would waste the newly purchased three bay noticeboard.
9. Why is there no meeting agenda on the Minster Street noticeboard?
10. The Minster Street Adventure Trail – has it been repaired?
11. The Minster Street climbing wall is broken and is not securely fenced off.
12. When will the moss be removed from the tennis courts?
13. When will the wild flower meadow / Bowling Green hedging be cut back?
14. Removal of cemetery stone – why hasn't this been sorted by the Clerk using their delegated powers?
15. Is the cemetery building safe?
16. Why wasn't the payment schedule included in the last Environment & Amenities Committee minutes?

**EA/090/24** **Community Engagement - Standing Orders Re-Instated**  
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. This will be progressed by the Working Group.

2. This will be progressed by the Working Group – the aim is for it to meet before Christmas.
3. Councillor Crossley said that the Town Council was aware of the issue with the drains and that it was waiting for end of the leaf fall to clear out the drains for winter. Councillor Taylor will give details of the Wilton Estate Pest Controller to the Town Clerk.
4. The list was created to be used by the Councillors and the Town Clerk, it was not intended to be made available to members of the public.
5. The contractor has scheduled the work for a couple of weeks' time, it was re-scheduled as the Town Council changed the location.
6. This will be considered as part of the agenda item – EA/124/24.
7. This will be considered as part of the agenda item – EA/124/24.
8. This will be considered as part of the agenda item – EA/124/24.
9. The Minster Street noticeboard was intended to be used primarily by members of the public. The Town Council has been short staffed for some time. Also, the length of the agendas would mean that a printed agenda would occupy all of one board.
10. The replacement items to fix the Minster Street Adventure Trail have been ordered.
11. The issue with the Minster Street climbing wall has been referred back to the supplier. If members of the public see any issues with Town Council assets then please let the Town Clerk know promptly so that safety related issues can be dealt with. See EA/127/24.
12. This will be considered as part of the agenda item – EA/128/24.
13. The Town Clerk has chased the grounds maintenance contractor about the Bowling Green hedge.
14. This will be considered as part of the agenda item – EA/130/24.
15. The cemetery building is not unsafe – the proposed North-South tie-rod in The Chapel is a precaution.
16. This was an oversight by the Town Clerk.

**EA/121/24      Declarations of Interest**

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

**EA/122/24      Exclusion of the Public and Press**

No items were identified.

**EA/123/24      Highway issues**

- (i) Design work for South Street Crossing  
The draft design work has been received. Councillor Crossley said there are three options to consider with varying features, costs and impacts on car parking spaces. Councillor Crossley also informed the committee that the Local Highways and Footpath Improvement Group, LHFIG, had no more funds available for 2024/25 and had already started allocating 2025/26 funding to proposed works.

**Resolved: For the Town Clerk to obtain costings for options 1b and 2.**

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

- (ii) 20mph Speed Limit Request (FC/110/23/a July)
  - a To receive a verbal update on the recent informal community consultation held on 9th October 2024. Councillor Moore said that about 25 members of the public attended with the majority in favour. There were four Councillors, a Wiltshire Council Highways representative and Wilton's Unitary Councillor present. The roads with an average speed below 24mph would be eligible for a 20mph speed limit.
  - b To consider whether any further informal consultations should be held. Note there will be a formal consultation run by Wiltshire Council before the proposed changes are signed off.

**Resolved: to hold another informal consultation before Christmas. At the same venue but possibly on a weekend with more advance advertising. The Town Clerk is to send the Pavilion calendar to Councillor Moore to inform the scheduling.**

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

- c The decision on the preferred start and end of 20mph limit within Wilton Town Centre was deferred.

**EA/124/24 Noticeboards (EA/052/22.v May)**

Churchyard of Old St Mary's

The new noticeboard will require advertising consent.

- (i) To consider replacing the existing wooden noticeboard with a new noticeboard of the same size in the same location. Councillor Crossley said that the new three bay noticeboard can be re-used as it has a modular design and the header panel can be replaced. The Wiltshire Council Conservation Officer said that the replacement must be wooden.

- (ii) To consider applying for advertising consent at a cost to Wilton Town Council.

**Resolved: to submit a planning application for the 3 bay noticeboard (which if approved will then need diocesan approval) and at the same time purchase a like-for-like wooden noticeboard (two bay open) fixed to the existing posts.**

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

**Play and Recreation Areas**

To receive an update on the following Play and Recreation areas.

**EA/125/24 Bulbridge Recreation Area**

- (i) The Town Clerk said that the weekly inspection report was the same as previous weeks.

- (ii) Councillor Moore reported that there was nothing of note.

- (iii) To consider quotes (if received) for an upgrade to the existing swing. As the quotes had combined the two locations the options and quotes for Minister Street, EA/127/24 (iii) were also consider under this item.

**Resolved: For Bulbridge to purchase a three bay upgrade and for Minister Street to purchase the upgrade for the flat swing only as per Quote 1 Option 1. Any future works on the Minster Street basket swing would be considered separately. This decision will go to Full Council.**

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

**EA/126/24 Castle Meadow Recreation Area**

- (i) To note the weekly inspection report. No new issues.

- (ii) Councillor Whillock provided a report on his inspection of the key facilities including the outdoor gym, car park, pontoon and pavilion. Overall, it looks really nice.

- (iii) The report from the inspection of the outdoor gym was noted and that there were no urgent matters requiring attention.

- (iv) The changes to the Football Pitch – re-marking and the new position for the pitch were noted.

**EA/127/24 Minster Street Recreation Area**

- (i) To note the weekly inspection report. No new issues.

- (ii) Councillor Boyd said she had last visited the recreation area a couple of weeks ago. She was unaware that the climbing wall had been damaged. The Town Clerk is to ask the grounds maintenance contractor to better secure the barriers around the climbing wall. The Town Clerk has a quote to repair the Climbing Wall. It was included in the Adventure Trail quote as an option. The equipment has only one supplier.

**Resolved: To repair the climbing wall at a cost of £1,300.**

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

- (iii) To consider quotes (if received) for an upgrade to the existing swings. This item was considered with item EA/125/24 (iii) above.

**EA/128/24 Tennis Courts**

- (i) To consider quotes for the repair of the bench. It was decided to install a solid concrete bench. The Town Clerk was asked to get revised quotes and designs for a

bench. Councillor Crossley will write a specification to replace the recently removed electrical box but it was confirmed the location has been de-energised.

- (ii) The grounds maintenance contractor has been asked to remove the weeds and moss.
- (iii) The Tennis Court sign needs to be updated by removing the words “by the shelter”.
- (iv) To consider whether the courts will be closed for the winter and if so to confirm the date.

**Resolved: To close the courts from 1<sup>st</sup> December to 1<sup>st</sup> March. The nets will be removed and the gate locked. A notice will be displayed by the courts and on the web site. The date of re-opening will be reviewed at the February E&A meeting.**

**EA/129/24 Wishford Rd Play area.**

- (i) To note the weekly inspection report. No new issues.
- (ii) Councillor Taylor highlighted that some of the joints on the flat swings appeared old and rusty and needed checking. The goal posts were a bit loose. As discussed before a gate across the entrance is needed along with the Town Council’s ‘No Dogs’ signs.

**EA/130/24 Shaftesbury Road Cemetery.**

- (i) Councillor Crossley said there had been no progress on the tie rod in the chapel. However, the dropping of the roadway under the arch was of a more immediate concern.
- (ii) The Town Clerk said there no burials or interments since the last meeting but there will be 1 burial, 1 interment with another funeral being scheduled.
- (iii) The two quotes to remove the unwanted stone at the Cemetery were considered.  
**Resolved: To ask for Quote 1 to be updated to reflect the specification of a stone bench in the tennis court.**

**Proposed: Councillor Moore      Seconded: Councillor Taylor      All in favour**  
As this is a long standing issue it is inappropriate to use the Town Clerk’s emergency delegated powers to authorise the spend.

- (iv) Councillor Crossley provided a brief update on the Friends of Shaftesbury Road Cemetery. The planters will be maintained over the winter. He would aim to outline the aims and objectives of the Friends so that a recruitment drive could occur at the start of the next season.

**EA/131/24 Managing the Council’s money**

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

Date	Centre	Code	Payee	Description	Exc VAT	VAT	Total
25/10/2024	100	4000	Employee Costs		3,570.25	0.00	3,570.25
<b>To Be Authorised</b>							
22/09/2024	110	4075	Microsoft	6 x MS365 accounts	61.80	12.36	74.16
08/10/2024	350	4605	Booker	Cleaning products - Pavilion	8.48	1.70	10.18
12/10/2024	100	4063	Lloyds Bank	Account charges	7.00	0.00	7.00
15/10/2024	400	4460	ID Verde	Grounds maintenance - Sept	3,603.96	720.79	4,324.75
15/10/2024	450	4600	ID Verde	Public Toilets - Sept	515.64	103.13	618.77
15/10/2024	100	4031	Sandra Silk	Monthly payroll	32.00	6.40	38.40
15/10/2024	100	4115	PKF Littlejohn LLP	External Audit	630.00	126.00	756.00
15/10/2024	100	4035	P Blackman	Reimbursement of LR fees	19.95	0.00	19.95
15/10/2024		4220	H J Property Services	Various maintenance	299.98	0.00	299.98
15/10/2024	450	4220	Greenflow Water Saving	Flush service - public toilets	53.49	0.00	53.49
15/10/2024	400	4220	ID Verde	Moving of football posts	393.57	78.71	472.28
15/10/2024	150	4300	Shipsey's	Marquee - Christmas Light event	346.50	63.90	415.80
15/10/2024	110	4075	Cloudy IT	MS365 x 7 plus IT support	134.10	26.82	160.92
15/10/2024	400	4220	Redlynch Leisure	Repairs and maintenance	6,834.00	1,366.80	8,200.80
15/10/2024	500	4600	Salisbury Window Cleaning	Bus shelter cleaning	55.00	0.00	55.00
15/10/2024	100	4100	Rialtas	Cloud based software	157.00	31.40	188.40
15/10/2024	100	4035	SLCC	Annual membership	257.84	0.00	257.84
15/10/2024	100	4080	Mainstream	Office - Broadband	54.05	10.81	64.86
15/10/2024	100	4080	Mainstream	Office - phone	29.16	5.83	34.99
15/10/2024	350	4080	Mainstream	Pavilion - Broadband	49.45	9.89	59.34
<b>To Be Authorised Totals</b>					<b>13,542.97</b>	<b>2,564.54</b>	<b>16,112.91</b>

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

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

- (ii) The supplier of the hygiene bins at Wilton Town Council Public toilets has said they cannot be secured to the floor to minimise vandalism. Despite the Town Council felt that the hygiene bins must be provided.

**Resolved: To place a 3 year contract for the hygiene bins.**

**Proposed: Councillor Taylor                      Seconded: Councillor Hilliard                      All in favour**

- (iii) To consider the option to have a side agreement with Wiltshire Council for the remaining R2 funds. The Town Clerk said there was about £45,000 available. Should Wilton Town Council agree to a side agreement the liability for legally spending the funds would fall solely to Wilton Town Council. The Town Clerk has asked Wiltshire Council to provide details on the proposed Side Agreement.

**Resolved: To apply for R2 funding to upgrade to the swings for Minister Street and Bulbridge.**

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

**EA/132/24                      Planning**

To respond to Wiltshire Council on the following Applications.

- (i) PL/2024/08769. 67 North Street. Pear tree - Fell. Leaving stump at 4m for habitat.

**Resolved: To Support.**

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

- (ii) PL/2024/09104. Ditchampton House, 29 Shaftesbury Road. T1 Yew tree - Reduce by up to 30%. To crown thin by 15% and remove the Ivy.

**Resolved: To Support.**

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

- (iii) PL/2024/09149. 23 St John's Square. T1 T2 T3 Ash trees suffering with Ash die back - Full removal.

**Resolved: To Support with a comment for the applicant to consider planting replacement trees.**

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

**EA/133/24                      To receive an update of the recent meeting with the Grounds Maintenance Contractor**

Councillor Blackman had filed an update after the meeting in the late Summer where a date for the annual tree inspection was sought and however no request was made to cut the second wildflower meadow at Castle Meadow. This flower meadow is not in the contract.

**It was agreed extend the meeting by 10 minutes.**

**EA/134/24                      To receive a Report from the Castle Meadow Car Park Working Group**

Councillor Crossley had nothing to report.

**EA/135/24                      To receive a Report from the Heritage Working Group**

Councillor Crossley had nothing to report.

**EA/136/24                      To receive a Report from the Toilet Working Group**

Nothing to report.

**EA/137/24                      To receive a Report from the Speed Indicator Device (SID) Working Group**

Councillor Crossley reported that the technical problem with the SID on The Avenue had been resolved and the new software was installed on the 19th September and has been verified as now recording in High Resolution mode.

The 'rotating' SID was moved from Wishford Road to South Street (Oak Ash Green) on the 30th September and will remain there for about 3 months.

Latest reports from both Wishford Road and The Avenue have been sent to Councillors.

**EA/138/24                      To receive a Report from the Events Working Group**

Councillor Crossley reported that the plans are progressing well for Remembrance Sunday on the 10th November and the Christmas lighting on the 29th November. An assessment of the procession route options, by Councillors Boyd, Crossley, Kinsey and also the Rector, identified a possible issue with the preferred West gate entrance to the Church and this has been flagged with Wiltshire Council Highways. Wiltshire Council Highways are assessing whether they will be able to address the issue before the event.

Councillors Crossley, Kinsey and the Mayoress visited the Icthus facility near Stockbridge to view the storage and condition of Wilton Town Council Christmas lights. The light strings that are used on the trees that surround the Market Square are failing and we would recommend that two replacement strings (2x100m Warm White) are purchased at a cost of £400 each for use this year. The Fixed Frame light displays (the Angel Wings and the West Street span) also need to be repaired, but we recommend the future of these displays is reviewed early next year.

**EA/139/24 To receive a Report from the Newsletter Working Group**

Councillor Moore said that this working group has been paused for six months.

**EA/140/24 To receive a Report from the Wilton Flood Group**

Councillor Crossley had nothing to report, their meeting is next week.

**EA/141/24 To note the following Update of Actions from the last meeting:**

- (i) (EA/093/24.11) The pavement bollard in West Street has been reinstated.
- (ii) (EA/094/24.i) The Castle Meadow notice board, location confirmed and will be installed as soon as possible.
- (iii) (EA/094/24.iii) The Minster St notice board has been installed.
- (iv) (EA/095/24.i) Clerk has requested costings and a pro forma for the Castle Meadow regulation sign.
- (v) (EA/095/24.ii) Clerk is in the process of ordering the frame for the Pavilion sign.
- (vi) (EA/098/24.i) Clerk has yet to arrange for the full external inspection of the building.
- (vii) (EA/102/24.ii) Delivery of the planter to Wilton Primary School has yet to be arranged.
- (viii) (EA/104/24) The extension for the Lease for South St car park has been signed and delivered to Wilton Estate.
- (ix) (EA/112/24.i) Highway Works. Completion of these (see Officer Report) is still outstanding.
- (x) (EA/112/24.ii) New crossing point on The Avenue. No update since the last meeting. (EA/060/24/v June)
- (xi) (EA/112/24.iii) Noticeboard for the Cemetery. This is still with Wilton Men's Shed for refurbishment.
- (xii) (EA/063/24.v) No Dog sign for Wishford Rd play area. Received.

**EA/142/24 Officer report**

Councillors noted the updates in the Officer report are information only.

**EA/143/24 Date of next meeting**

The date of the next meeting will be on Tuesday 17th December at 7.00pm in the Council Chamber.

**EA/144/24 To close the meeting 9:06pm**

**Wilton Town Council is committed to equality:**

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection
- Health & Safety
- Human Rights.

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