

**MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE MEETING
HELD IN THE WILTON COMMUNITY CENTRE ON TUESDAY 18th FEBRUARY 2025 AT 7.00PM**

Present Councillor Gail Moore – *Chair*
Councillor Charlotte Blackman
Councillor Alan Crossley
Councillor Amy Flanagan
Councillor Marti Hilliard
Councillor Mick Whillock

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

Also Present 3 members of the public, and 7 members of the public via TEAMS.

The Chair, Councillor Moore, opened the meeting.

EA/001/25 Apologies
No apologies had been received. Councillor Page did not attend.

EA/002/25 Minutes
The Chair apologised for the delay in publishing the Minutes.
Resolved: To approve the minutes of the meeting held on 17th December 2024.
Proposed: Councillor Whillock Seconded: Councillor Hilliard All in favour

EA/003/25 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 could be answered in writing or may appear as an agenda item for a future appropriate committee meeting. Members of the public made the following points:

1. Could the meeting start with an announcement that it is being recorded?
2. Could some of the benches in the cemetery be replaced? (Preferably a recycled plastic style of bench)
3. They offered to show a possible new path at the cemetery and its potential 50 additional burial plots
4. Councillor Whillock highlighted that there's a brand new double-cross style clearway sign on South Street opposite the entrance to the South Street car park.
5. Councillor Blackman asked will the Town Clerk commit to pay the locksmith tomorrow?
6. Councillor Blackman asked will the Town Clerk order the tennis nets tomorrow?
7. Councillor Blackman asked for the agenda to include a standing item on 'Grounds Maintenance Update'?
8. The Minster Street roundabout is broken.
9. Is the Town Council planning to use readily available equipment as part of its accessibility improvements?
10. Are Town Council employees trained to assist disabled people?
11. Recommend that the Town Council involve disabled people in the discussions about accessibility.

EA/004/25 To reinstate Standing Orders at 7:18pm

EA/005/25 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. Yes, it'll be added to the agenda
Action: Town Clerk
2. This is on the Officer's to do list.

3. Agreed to meet up with the resident.
Action: Town Clerk
4. Councillor Whillock will contact the Unitary Councillor to clarify the situation. The new sign is different from the previous sign which was a single bar – urban clearway sign.
Action: Cllr Whillock
5. **Action: Town Clerk**
6. **Action: Town Clerk**
7. **Action: Town Clerk**
8. **Action: Officer**
9. The recent Health & Safety audit indicated that the stair lift had a green status, ie no action was required, but expressed concerns over the toilet which will become a future project.
Action: Town Clerk
10. This question was not clearly answered.
11. The Town Council would welcome a conversation with any resident. The Town Council would consider what reasonable adjustments it could do and that it'd need to look at the through floor lift.

EA/006/25 Declarations of Interest

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

EA/007/25 Exclusion of the Public and Press.

No items were identified.

EA/008/25 Highway issues

South Street Crossing

To consider the costs for the two options of a crossing in South Street:

Option 1b - The indicative costs for Option 1b are £2,000 for a crossing near old Orchard Surgery, meaning that the Town Council contribution would be £500.

Option 2 - The indicative costs for Option 2 are £7,000 for a crossing near South Street car park, meaning that the Town Council contribution would be £1,750. This is better for bus passengers as level access will be provided on both sides of the road.

Councillor Hilliard highlighted that for Option 2 pedestrians on the crossing could be hidden behind the bus. Councillor Crossley highlighted that LHFIF funds were restricted and he proposed asking the Highways Engineer for a drawing indicating the necessary sightlines and how many on street parking spaces could be lost with each option.

Resolved: To select Option 2.

**Proposed: Councillor Blackman Seconded: Councillor Crossley Majority decision in favour
Action: Town Clerk**

EA/009/25 Weekly Play Inspection Reports

Councillor Blackman briefed the Committee on the spreadsheet that summarises the weekly inspection reports. Several items are being progressed

EA/010/25 Bulbridge Recreation Area

- (i) Councillor Moore said there was nothing significant to report.
- (ii) Councillor Blackman added that the area was looking a bit tired as expected in the Winter months. Councillor Blackman highlighted a series of items, quick hits, to be looked at in the future however no quotes were currently required.
- (iii) Councillor Blackman reported the new safety gates were fitted on 17th February 2025.

EA/011/25 Castle Meadow Recreation Area

- (i) Councillor Whillock said that area was pleasing to look at, all major facilities were working however some of the equipment was looking a bit tired, however, there was nothing significant to report. The Officer highlighted that the Men's Shed did not know where to put the new signs and that in future the Town Council should use MOT Type 1 to repair the car park pot holes.

- (ii) To resolve to purchase a mobile cricket wicket cover.
Resolved: To select option B, point 3 at a cost of £5,600 net and to recommend it to full council.
Proposed: Councillor Moore Seconded: Councillor Blackman All in Favour
Action: Officer
- (iii) No quotes were required.

EA/012/25 Minster Street Recreation Area.

- (i) Councillor Moore said that a lot of work had recently been done, the equipment was looking a bit tired, however, there was nothing significant to report.
- (ii) To accept a quote for the specialist cleaning of the stone fountain in Minster Street Recreation Ground.
 Councillor Crossley raised concerns about chemicals entering the river, a recommendation a few years ago to prune nearby trees and that a lichen covered fountain was appropriate for its age (1901). Suggestions were made to contact the environment Agency and English Heritage; the Officer had already taken advice from The Conservation Officer. It was felt the Stone Mason would do a suitable and professional job.

Resolved: Accept the quote with the Officer being satisfied with the Risk Assessment and the mitigations are in place.
Proposed: Councillor Blackman Seconded: Councillor Whillock 4 for, 2 against including Councillor Crossley whose reasons for opposing are listed above. Passed by Majority vote.
Action: Officer

EA/013/25 Tennis Courts

Councillor Crossley highlighted that the total cost for this operating schedule was not known as the contractor has asked for a reliable source of water for pressure washing. This is not present at the Minster Street Tennis Courts. Councillor Blackman indicated that the contractor had been asked and is aware.

Resolved: To agree in principle to a specialist maintenance schedule for the tennis courts, final quote to be sought.
Proposed: Councillor Blackman Seconded: Councillor Moore Agreed by a majority
Action; Officer

EA/014/25 Wishford Rd Play area

- (i) Councillor Blackman will oversee this area.
- (ii) No works identified

EA/015/25 Shaftesbury Road Cemetery

- (i) Councillor Crossley reported that there was nothing to report as the Officer is now looking into the issues and putting forward proposals for this Committee to consider.
- (ii) The Town Clerk said there had been two full burials since the last meeting with three interments of ashes in next few weeks. The Town Clerk is to provide details of sunken graves to the Officer.
Action: Town Clerk
- (iii) It was agreed to undertake a full review of the current Cemetery mapping
Action: Town Clerk
- (iv) EA/33/21 Sep: The Town Clerk and not the Officer is to progress the removal of the unwanted stone at the Cemetery (*EA/161/24/iii Dec states: the order has been placed for removal*)
Action: Town Clerk
- (iv) The tasks to clear the store are starting on the 20th February. Councillor Crossley asked if inventory of the items would be produced so the Committee could agree to their retention or disposal. Councillor Blackman and the Officer felt this exercise wouldn't provide value for money.
 The structural survey is to be uploaded into SharePoint.

Action: Town Clerk

- (v) To receive an update regarding the Friends of Shaftesbury Road Cemetery (EA/010/24/iii February). The planters have been sown with Tulips and further planting for the summer will be added in the spring. Any future works will depend on the composition and availability of the group. In response to Councillor Blackman's question, Councillor Crossley said that no future members of this group had been appointed.

EA/016/25**To appoint a Contractor to install the street name plates**

Councillor Blackman asked that it be put on record her thanks to the Officer for their detailed report.

Resolved: To accept quote 2 for the installation of the new street name plates at a cost of £1,800 net.

Proposed: Councillor Moore Seconded: Councillor Hilliard

All in Favour

Action: Officer

EA/017/25**Managing the Council's money**

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

Date	Centre	Code	Payee	Description	Exc VAT	VAT	Total
To be authorised.							
18/02/2025	110	4082	Wilton Community Centre	Room hire 3 x 3hrs	72.00	0.00	72.00
18/02/2025	500	4600	Salisbury Window Cleaning, Sean Brocksom Ltd	Bus shelter cleaning	55.00	0.00	55.00
Direct Debits							
18/02/2025	100	4080	Mainstream	Office - Broadband	34.50	6.90	41.40
18/02/2025	100	4080	Mainstream	Office - phone	26.50	5.30	31.80
18/02/2025	350	4080	Mainstream	Pavilion - Broadband	34.50	6.90	41.40
04/03/2025	100	4110	PWLB	Loan repayment - Pavilion	1,625.50	0.00	1,625.50
Debit Card							
13/02/2025	350	4605	Booker Limited	Cleaning materials / loo rolls	34.06	6.81	40.87
					1,882.06	25.91	1,907.97

Proposed: Councillor Crossley Seconded: Councillor Hilliard

All in Favour

- (ii) To accept the quote for the Architect to complete and submit the planning application (advertising consent) for the replacement noticeboard at the grounds of the Church of Old St Mary in the Market Square. Councillor Blackman highlighted that there would be other fees associated with the use of the Planning Portal. The Architect is clarifying the fees.

Resolved: To accept the quote for the Architect to complete and submit the planning application at a cost of £320.

Proposed: Councillor Moore

Seconded: Councillor Crossley

All in Favour

Action: Town Clerk

- (iii) To accept the quote for the Architect to complete and submit the retrospective planning application (advertising consent) for the noticeboards at Castle Meadow and Minster Street.

Resolved: To accept the quote for the Architect to complete and submit the planning application at a cost of £320.

Proposed: Councillor Moore

Seconded: Councillor Crossley

All in Favour

Action: Town Clerk

EA/018/25**Planning**

To respond to the following planning applications:

- (i) PL/2025/01029. Wilton Estate - Tree works as specified in application.

Resolved: To support.

Proposed: Councillor Crossley

Seconded: Councillor Whillock

All in Favour

- (ii) PL/2025/00687. The Council Offices, Kingsbury Square - Replacement of 15no. windows installed within existing openings, and notice board to front (west) elevation

Resolved: To support.

Proposed: Councillor Blackman Seconded: Councillor Whillock All in Favour

- (iii) PL/2025/01230 St Mary and St Nicholas Church, West Street - T1 Yew, crown reduction: reduce the height of the tree by 1 metre and the lateral growth by up to 2-3 metres. Remove major deadwood from adjacent taller Yew. T2 2x Yew, reduce external lateral growth by up to 2-3 metres. T3 2x Yew, reduce lateral growth over the Churchyard and drive to the Rectory by up to 1-2 metres.

Resolved: To support.

Proposed: Councillor Crossley Seconded: Councillor Blackman All in Favour

- EA/019/25 To receive an update of the recent meeting with the Grounds Maintenance Contractor**
Cllr Blackman and the Officer met with them on 21st January and a report was circulated to Councillors.
- EA/020/25 To receive a Report from the Castle Meadow Car Park Working Group**
Councillor Crossley reported that the first meeting is scheduled for the 26th February in the Pavilion at 18:30 with Councillors, Men's Shed and Carnival representatives attending.
- EA/021/25 To receive a Report from the Heritage Working Group**
Councillor Crossley reported that there was nothing to report
- EA/022/25 To receive a Report from the Toilet Working Group**
Councillor Moore reported that there was an on-site meeting on the 25th February at 4:30pm.
- EA/023/25 To receive a Report from the Speed Indicator Device (SID) Working Group**
Councillor Crossley reported that on the 8th February the Mobile SID was transferred from South Street (Oak Ash Green) to Burcombe Lane (close to the school) and will be operating at that location for the next three to four months. Police speed enforcement can only operate in locations where there is recent PCC approved speed data, such as from a SID or a Traffic Census.
- EA/024/25 To receive a Report from the Events Working Group**
Councillor Crossley reported that at their last meeting on the 10th February they saw photos of the top of the Christmas Tree when the lights were being taken down and it does not look good. A report will be put together for the Town Council to consider, in conjunction with the contractor, as what the future Christmas lighting arrangements could be.
Invitations have been sent out to Local Groups for presentations or table displays at the Annual Town meeting on the 10th March.
The Town Council will need to decide what it might be arranging for the VE80 celebration day on the 8th May 2025. The Church will be considering a special service on the 4th May.
The committee recommend that the Full Council approve the purchase of a VE80 flag.
- EA/025/25 To confirm that the Newsletter Working Group has been disbanded as reported at Full Council on 4th February 2025**
Confirmed
- EA/026/25 To receive a Report from the Wilton Flood Group**
Councillor Crossley reported that River and Groundwater levels continue to be monitored and although levels are raised, they are not causing flooding concerns at the moment. Earlier flooding at the Crow Lane -North Street junction will be further investigated by Highways Drainage after a number of MyWilts reports were logged. The Operational Flood Working Group South will be meeting tomorrow in Warminster and a member of the group will be attending. Ongoing issues in Wilton will be raised at the meeting and will continue to be followed up by the Group.
- EA/027/25 To note the Update of Actions from the last meeting**
- (i) (EA/147/24.12) Pot holes at Castle Meadow Car park, these were filled in on 2nd February 2025.

- (ii) (EA/152/24c) 20 mph. The preferred start and end of the 20mph have been submitted to the Local Highways and Footpath Improvement Group.
- (iii) (EA/153/24.ii) Assessment reports. Wilton Town Council met on 11th February to consider the reports.
- (iv) (EA/153/24.iii) Alternative meeting venues. As the Wilton Community Centre has been available for the first few months of 2025, meetings have been held there but other venues will be trialed from April 2025.
- (v) (EA/157/24.iv) Deep Water signs have been printed and will be displayed on posts (inc a backing board) provided by Wilton Men's Shed.
- (vi) (EA/157/24.vii) Request for a third container at the Compound. Nothing has been received regarding this from the Castle Meadow car park working group.
- (v) (EA/157/24.viii) Car Park regulation sign. Complete.
- (vi) (EA/162/24.iii) Asbestos survey. The preferred Contractor has been contacted a date for the surveys is being arranged.
- (vii) (EA/EA/162/24.iv) Planning application. The Architect has submitted an application for the retrospective permission for the new windows at the Council Offices and the noticeboard at the Council Offices.
The three remaining noticeboards are on this agenda – EA/017/25
- viii (EA/163/24) Premises Application. The Town Clerk contacted the Licensing Officer who questioned why Wilton Town Council would wish to hold the Designated Premises Licence. Due to the application having been submitted it could not be changed and therefore there has been no further action.
- ix (EA/164/24) Emergency Hub. There has been no progress on this and so will be on the April agenda for this Committee.

Noted.

EA/028/25 Officer report
Councillors had no questions on the report.

EA/029/25 Date of next meeting
The date of the next meeting will be on Tuesday 15th April 2025 at 7.00pm.
Venue to be confirmed.

EA/030/25 To close the meeting at 8:50pm