

**MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE MEETING
HELD IN THE WILTON PAVILION ON TUESDAY 15th APRIL 2025 AT 7.00PM**

- Present** Councillor Charlotte Blackman
Councillor Alan Crossley
Councillor Marti Hilliard
Councillor Mick Whillock
- In Attendance** Mrs C Churchill, *Town Clerk* and
Mr Steve Willis, *Deputy Town Clerk*
Mr P Cornish, *Minutes Secretary*.
- Also Present** 6 members of the public, and 4 members of the public online.

Councillor Blackman opened the meeting.

- EA/031/25 Apologies**
Apologies were received from Councillors Moore, Page and Flanagan.
- EA/032/25 Minutes**
Resolved: To approve the minutes of the meeting held on 18th February 2025.
Proposed: Councillor Blackman Seconded: Councillor Whillock All in favour
- EA/033/25 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 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 When will the white line outline of a person outside of the Town Hall be painted?
 - 2 Provided some history for EA/042/25 (v)
 - 3 When will new benches with backs be installed in Castle Meadow?
 - 4 Regarding EA/042/25 (xiv) the river is a SSSI; what is a splash down event?
 - 5 Will a fence be installed at Castle Meadow alongside Naish Felts / the new houses?
 - 6 Councillor Hilliard gave a vote of thanks to the Mayor, Mayoress, the Town Clerk and her fellow councillors.
- EA/034/25 To reinstate Standing Orders at 7.06pm**
- EA/035/25 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 The Town Clerk will chase Wiltshire Council and provide an update to the member of the public. The Clerk recalled this was raised at the last Full Council meeting and thought Unitary Cllr Church stated that road markings tend to be completed very early / overnight when there is less traffic and that the locations in Kingsbury Sq were probably inaccessible due to parking.
- Action: Town Clerk**
- 2 Thank you for the background.
 - 3 They will be installed shortly
 - 4 See EA/042/25 (xiv)
 - 5 Cllr Crossley said options for a fence are being explored, including consulting with the football club.
 - 6 Noted.
- EA/036/25 Declarations of Interest**
- (i) No Declarations of Interest.
 - (ii) No dispensation requests received by the Town Clerk.

- EA/037/25 Exclusion of the Public and Press.**
No items.
- EA/038/25 Public Toilets**
Councillor Blackman moved this item to later so it was with other reports from Working Groups.
- EA/039/25 Highway issues**
Resolved: To support a request made by a resident to Wiltshire Council for additional litter bins on The Avenue (north of the railway bridge).
Proposed: Councillor Blackman; Seconded: Councillor Hilliard; All in favour
Action: Town Clerk
- EA/040/25 Planning**
To respond to the following planning application.
- (i) Planning Application: PL/2025/02320. 1 Victoria Road - Demolition of existing garage and erection of new extended garage. Note Councillor Blackman declared an interest as they knew the applicant.
Resolved: No objection.
Proposed: Councillor Crossley; Seconded: Councillor Whillock; Councillor Blackman abstained; majority in favour
- (ii) Planning Application: PL/2025/02789. 26 Dimmer Drive - Conversion of garage to habitable rooms
Resolved: No objection.
Proposed: Councillor Blackman; Seconded: Councillor Hilliard; All in Favour.
- (iii) Planning Application: PL/2025/03404. Wilton Shopping Village. - T1 - Common Ash - Advanced symptoms of Ash die back disease. Section fell to ground level.
Resolved: Support.
Proposed: Councillor Crossley; Seconded: Councillor Whillock; All in Favour.
- EA/041/25 To consider suitable locations for EV Charging points within the Town.**
Resolved: For the Town Clerk or Deputy Town Clerk to contact Wilton Estate, The Guild, Park and Ride, Wilton Garden Centre, Pembroke Arms and Wilton Community Centre to see if EV charging points could be located on their grounds.
Proposed: Councillor Blackman; Seconded: Councillor Hilliard; All in Favour.
Action: Town Clerk / Deputy Town Clerk
- EA/042/25. Request from a resident.**
Please see Officer report for more information.
- (i) To investigate the provision of a new bus service from Wilton Town to Harnham
Resolved: Wait for Salisbury Reds response to the new housing development.
Proposed: Councillor Hilliard; Seconded: Councillor Blackman; Majority passed.
- (ii) To resurrect Wilton in Bloom
Resolved: On hold until a volunteer co-ordinator steps forward.
Proposed: Councillor Blackman; Seconded: Councillor Crossley; All in favour.
- (iii) To hold a Christmas Windows competition.
Resolved: No action – to be led by business group.
Proposed: Councillor Blackman; Seconded: Councillor Whillock; All in favour.
- (iv) To resurrect the community stall on Wilton Market
Resolved: No action – direct queries to Wiltshire Council which runs the market.
Proposed: Councillor Blackman; Seconded: Councillor Hilliard; All in favour.
- (v) To resurrect the Town Team
Resolved: Defer to new council to consider at or after June meeting.

Proposed: Councillor Whillock; Seconded: Councillor Blackman; All in favour.

- (vi) To hold a business exhibition.
Resolved: Defer to new council to consider at or after June meeting.
Proposed: Councillor Blackman; Seconded: Councillor Whillock; All in favour.
- (vii) To organize a fancy dress football match.
Resolved: Refer to football club.
Proposed: Councillor Blackman; Seconded: Councillor Whillock; All in favour.
- (viii) To organize a celebrity cricket match.
Resolved: Refer to cricket club.
Proposed: Councillor Blackman; Seconded: Councillor Hilliard; All in favour.
- (ix) To hold a children's competition.
Resolved: Refer to school(s).
Proposed: Councillor Blackman; Seconded: Councillor Hilliard; All in favour.
- (x) To resurrect making the most of Wilton's Waterways.
Not enough information provided to progress.
- (xi) To assist the St Mary's Church group carry on its work and use the building for events. The trustees are welcome to apply for grants from the Town Council.
Resolved: No further action.
Proposed: Councillor Crossley; Seconded: Councillor Blackman; All in favour
- (xii) To make more use of the Council Chamber for community group meetings.
Resolved: Due to security / insurance issues and no fully accessible toilets, the chamber is unlikely to be unavailable for use.
Proposed: Councillor Hilliard; Seconded: Councillor Blackman; All in favour
- (xiii) To help groups with publicity of themselves and their events.
Not enough information provided to progress.
- (xiv) To organize splashdown water sports in the river by the Guild car park.
Not enough information provided to progress.

EA/043/25 Weekly Play Inspection Reports

The 2025 Weekly Safety Inspection Analysis was noted. Thanks to the Officer, some items are no longer listed and only the Minster St carousel remains a red item (work in progress).

EA/044/25 Bulbridge Recreation Area

- (i) Cllr Moore had sent their apologies; her report was noted.
(ii) To note any work where quotes are required and agree to seek quotes. None.

EA/045/25 Castle Meadow Recreation Area

- (i) Cllr Whillock briefed the committee
(ii) To note issues raised in the recent General Risk Assessment:

Deep water signs – installed
Dipping platform sign – installed
Fence repairs required by industrial estate; see EA/035/25.5 above
Fence repairs required adjacent to the river; Officer reported this is in progress.

Consideration of installing high netting behind football pitch

Resolved: To not provide the high fencing at the river end of the football pitch.
Proposed: Councillor Blackman; Seconded: Councillor Whillock; Councillor Hilliard abstained due to her own Health & Safety concerns; majority in favour.

Consideration of the provision of lifebelts at the dipping platform.

Resolved: Deputy Town Clerk to see what other Councils provide and determine the costs.

Proposed: Councillor Blackman; Seconded: Councillor Whillock; All in favour

- (iii) No work with quotes required.

EA/046/25 Minster Street Recreation Area.

- (i) Cllr Moore had emailed stating not a lot to report other than the usual wear and tear.
(ii) To consider quotes for a new roundabout – flush and standard.

Resolved: Defer to next E&A committee.

Proposed: Councillor Blackman Seconded: Councillor Whillock All in Favour.

- (iii) No work with quotes required.

EA/047/25 Wishford Rd Play area.

- (i) Cllr Blackman had nothing to report
(ii) To agree to replace the missing goal post.

Resolved: To provide socketed junior goal posts for both ends.

Proposed: Councillor Crossley Seconded: Councillor Whillock Majority passed.

- (iii) To receive an update on the no dogs sign.
This has purchased and also been put up. A spare has also been purchased.
(iv) No work with quotes required.

EA/048/25 Shaftesbury Road Cemetery.

- (i) Cllr Crossley said that the Officer had completed a number of Cemetery assessments, as detailed in earlier reports and also later items in this section.

- (ii) To receive a report from the Town Clerk on Burials and Interments – 3 Interments

- (i) To establish a Cemetery Working Group to prepare for:

- Mapping of the Cemetery. This is not the mapping of named headstones that is being planned by the Friends of Shaftesbury Road Cemetery. It is a specialist technical mapping of the entire cemetery including vacant and plots without headstones to correct long standing historical inaccuracies in the Town Council's records.

Resolved: to obtain quotes for the technical survey of the cemetery.

Proposed: Councillor Blackman Seconded: Councillor Whillock

All in Favour.

- Preparing a specification for the Cemetery Buildings following the structural survey (completed May 2024). The Deputy Town Clerk would progress this task.
- Preparing a specification for the Chapel ceiling repairs. The Deputy Town Clerk would progress this task.

- (iii) To receive an update on the removal of the unwanted stone at the Cemetery. The Officer had included this within the work to remove unwanted items from the Cemetery Store at a cheaper rate although they were unaware of the locations of the stone. The Town Clerk will cancel the booked contractor and liaise with the Officer.

- (iv) To receive an update on the removal of unwanted items at the Cemetery Store. This will be done later in April 2025 at the same time as the stone is removed.

- (iv) To receive an update regarding the Friends of Shaftesbury Road Cemetery (EA/010/24/iii February). The Friends have continued to maintain the two Town Planters outside the Cemetery and these will be stocked with summer plants over the coming weeks. The u3a are still keen to help maintain the Garden of Remembrance but the issue of the sinkhole needs to be addressed.

EA/049/25 Managing the Council's money

- (i) To agree to purchase a second Solar Speed Indicator Device (SID).

Resolved: To purchase a second Solar Speed Indicator Device (SID) with the same specification as the SID on The Avenue to be installed in Shaftesbury Road at an approx. cost of £3,500 including installation.

Proposed: Councillor Crossley Seconded: Councillor Blackman All in Favour.

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

| Date | Centre Code | Payee | Description | Exc VAT | VAT | Total |
|---------------|-------------|----------------------------|---------------------------------------|------------------|-----------------|------------------|
| 15/04/2025 | 100 4075 | WALC * | Annual subs | 998.83 | 199.77 | 1,198.60 |
| 15/04/2025 | 200 4075 | ICCM * | Annual membership | 105.00 | 0.00 | 105.00 |
| 15/04/2025 | 350 4220 | Wilton Hardware * | Kettle - Pavilion | 31.66 | 6.33 | 37.99 |
| 15/04/2025 | 200 4220 | Wilton Hardware * | Padlocks x 2 | 40.43 | 8.09 | 48.52 |
| 15/04/2025 | 200 4220 | Wilton Hardware * | Padlock | 20.22 | 4.04 | 24.26 |
| 15/04/2025 | 200 4220 | Wilton Hardware * | Various items | 18.28 | 3.66 | 21.94 |
| 15/04/2025 | 350 4220 | Wilton Hardware * | Key cutting - Pavilion | 18.33 | 3.67 | 22.00 |
| 15/04/2025 | 400 4220 | Amazon | 2 x dog signs - play area | 18.37 | 3.68 | 22.05 |
| 15/04/2025 | 140 4120 | Wilton Carnival * | Grant - auth 4/3/25 | 500.00 | 0.00 | 500.00 |
| 15/04/2025 | 120 4200 | Wiltshire Council * | NNDR - Offices | 2,145.40 | 0.00 | 2,145.40 |
| 15/04/2025 | 200 4200 | Wiltshire Council * | NNDR - Cemetery | 684.82 | 0.00 | 684.82 |
| 15/04/2025 | 300 4200 | Wiltshire Council * | NNDR - Sth St car park | 1,729.07 | 0.00 | 1,729.07 |
| 15/04/2025 | 400 4220 | Redlynch Leisure * | Maintenance - roundabout | 300.00 | 60.00 | 360.00 |
| 15/04/2025 | 100 4155 | Worknest * | Support | 2,397.50 | 479.50 | 2,877.00 |
| 15/04/2025 | 100 4100 | Rialtas * | Making Tax Digital | 116.00 | 23.20 | 139.20 |
| 15/04/2025 | 100 4100 | Rialtas * | Annual subs and cloud access | 1,397.00 | 279.40 | 1,676.40 |
| 15/04/2025 | 400 4220 | Slatter Cricket and Play * | cricket wicket | 11,391.00 | 2,278.20 | 13,669.20 |
| 15/04/2025 | 300 4220 | ID Verde * | Road sweeping in and around Market Sq | 312.00 | 62.40 | 374.40 |
| 15/04/2025 | 400 4220 | Signs in motion Ltd * | 8 signs | 431.00 | 86.20 | 517.20 |
| 15/04/2025 | 100 4100 | Cloudy Group Ltd * | Deputy Clerk MS 365 | 7.90 | 1.58 | 9.48 |
| 15/04/2025 | 300 4400 | Barford Settled Estate * | Rent - car park South St | 1,950.00 | 0.00 | 1,950.00 |
| 15/04/2025 | 400 4220 | Turnstone Renovations * | Bulbridge park repairs - | 277.50 | 0.00 | 277.50 |
| 15/04/2025 | 400 4220 | Turnstone Renovations * | Bulbridge park repairs - | 808.00 | 0.00 | 808.00 |
| 15/04/2025 | 400 4220 | Colin Avery Stonemasons * | Fountain cleaning | 2,265.00 | 453.00 | 2,718.00 |
| 15/04/2025 | 100 4100 | Cloudy IT * | New laptop - Deputy | 878.50 | 175.70 | 1,054.20 |
| 15/04/2025 | 400 4220 | Turnstone Renovations * | Castle Meadow repairs & maint | 582.50 | 0.00 | 582.50 |
| 12/04/2025 | 100 4063 | Lloyds | Account charges | 8.50 | 0.00 | 8.50 |
| 15/04/2025 | 100 4063 | Lloyds | Account charges | 8.50 | 0.00 | 8.50 |
| 18/04/2025 | 100 4080 | Mainstream | Office - Broadband | 34.50 | 6.90 | 41.40 |
| 18/04/2025 | 100 4080 | Mainstream | Office - phone | 26.50 | 5.30 | 31.80 |
| 18/04/2025 | 350 4080 | Mainstream | Pavilion - Broadband | 34.50 | 6.90 | 41.40 |
| 10/04/2025 | | Newton Newton | VE 80 Flag | 65.00 | 13.00 | 78.00 |
| TOTALS | | | | 29,601.81 | 4,160.52 | 33,762.33 |

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

Proposed: Councillor Crossley Seconded: Councillor Whillock All in Favour.

- (iii) R2 / \$106 money
- To review current available funds.
 - To allocate funds to projects.
- Deferred to Full Council in or after May

EA/050/25 Health and Safety
The Asbestos Survey had been postponed and will be rearranged.

EA/051/25 To receive an update of the recent meeting with the Grounds Maintenance Contractor
Councillor Blackman referred Councillors to the report in the SharePoint folder.

EA/052/25 To receive a Report from the Castle Meadow Car Park Working Group
Councillor Crossley reported that the Group met on the 26th February and agreed their terms of reference. Options for the car park were discussed and it was agreed that Wiltshire Council Planning should be contacted to determine if the gravelled car park condition, as part of the flood risk assessment, imposed when the Pavilion was built in 2011, will still apply.
Reconfiguring the Compound area needed to start with a survey and sketch plan to determine the existing services across the site and the potential to add a further two containers for Community storage and Men's Shed storage. It was felt that the reconfiguration project costs should be split: - with Wilton Town Council purchasing the Storage Containers and the Community organisations covering the installation requirements.

EA/053/25 To receive a Report from the Speed Indicator Device (SID) Working Group
Councillor Crossley reported that he had circulated to all Councillors the latest data reports for The Avenue and Burcombe Lane. Incoming speeds are consistently lower than outgoing

and this appears to be reflecting the effect of having the vehicle speed displayed to the driver.

Average speeds at both locations are below the enforceable level (which is 35mph) but the important 85th percentile figures for The Avenue were: - Incoming 34mph and Outgoing 37mph and for Burcombe Lane were: - Incoming 33mph and Outgoing 35mph.

The highest speeds recorded at The Avenue were: - Incoming 78mph and Outgoing 77mph and for Burcombe Lane are: - Incoming 83mph and Outgoing 70mph.

Speed enforcement by Wiltshire Police is regularly present on The Avenue due to the sheer number of speeding vehicles recorded at that location by the SID unit.

Resolved: To extend the meeting by thirty minutes.

Proposed: Councillor Blackman Secoded: Councillor Whillock All in Favour.

EA/054/25 To receive a Report from the Events Working Group.

Councillor Crossley reported that it is believed that there will be a VE80 service on Sunday the 4th May at Saint Mary and Saint Nicholas Church organized by reverend Mark Wood. On VE80 day itself the 8th May a special flag will be flown from the Town Flagpole.

EA/055/25 To receive a Report from the Wilton Flood Group.

Councillor Crossley reported that the flood barrier in Crow Lane has been dismantled and stacked in the drying area at the Pavilion Compound, prior to being stored back in container one.

The threat of flooding from the Wylde and the Nadder has very much reduced after the period of dry weather but the ongoing issues of gulley and pipe cleaning must be addressed by Wiltshire Council as part of a continuous year round cycle of maintenance. The final completion of the works in Churchill Court has been promised by Atkins, but not signed off yet.

EA/038/25 Public Toilets

Councillor Blackman had moved this item to nearer the other Working Group reports.

(i) **Resolved: To agree the Terms of Reference with a membership of up to 9 people, of which 2 must be councillors and a quorum of 3 people**

Proposed: Councillor Whillock Secoded: Councillor Crossley All in Favour.

(ii) To receive a report from the Toilet Working Group

The Town Clerk is to ask Wiltshire Council for any drawings including those for the buried services eg drains, water etc.

EA/056/25 To note work completed.

Installation of the new cricket wicket (04/04/2025)

Cleaning of the Minster Street Fountain (01/04/2025)

Repair to the bench at the Churchyard of Old St Mary's (03/2025)

Installation of Street Signs (03/2025)

Cleaning of solar panels – Pavilion

Repairs to bench at Tennis Court shelter

Repairs to bench in Gordon Hall Memorial shelter

Drain cover repaired at Minster St

EA/057/25 To note the Update of Actions from the last meeting.

(i) (EA/005/25.2) The new benches for the Cemetery have been ordered.

(ii) (EA/005/25.3) The Clerk met with the Resident.

(iii) (EA/011/25.ii) The mobile cricket wicket covers have been ordered.

(iv) (EA/012/25.ii) The fountain cleaning has been completed.

(v) (EA/015/25.ii) The Town Clerk has yet to provide details of the sunken graves.

(vi) (EA/016/25) The street name plates have been installed.

(v) (EA/017/25.ii) The Architect is working on the planning consent applications..

EA/058/25 Officer report

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

Hygiene bins

Some issues were raised at the Full Council meeting on 11th February, the larger sanitary bins in the two toilets at the Pavilion have been changed for a smaller version.

Public Toilets

The Toilet WG met on 25th February 2025.

Request for a memorial bench.

No response from the family

Working Groups Terms of Reference

All the Working Groups listed below were asked to meet and confirm their objectives and Terms of Reference by 7th October and for these to be sent to the Clerk by 8th October. As yet none have been received.

Castle Meadow Car Park Working Group Cllrs: Crossley, Harrison and Whillock.

This group has met but no Terms of Reference have been received.

Heritage Working Group

Cllrs; Crossley, Hilliard and Whillock.

Speed Indicator Device Working Group

Cllr Crossley and Members of the Public who

have completed the WC online training.

EA/059/25

Date of next meeting

To confirm the date of the next meeting on Tuesday 17th June 2025 at 7.00pm at the Sports Pavilion, Castle Meadow.

EA/060/25

To close the meeting at 9.08pm

DRAFT