

Salisbury City Council

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Minutes

Meeting of : The Environment Committee
Date : 13 April 2026
Meeting held in : The Guildhall, Salisbury
Commencing at : 1830 hours

Present:

Chair: Cllr A Riddle

Cllrs: V Charleston, S Foster, S Hocking, S Rideout, R Rogers, C Taylor, and V Milos

Officers: Marc Read, Penny Muxworthy, Sean Saunders, Mostyn Coombes, Neil Lucas, Keith Jackson, Graham Sellwood and Becky Twinn.

There were 0 members of the public and 0 members of the press present.

1. Apologies:

Cllr Rogers substituted for Cllr Bolwell.

Cllr Hocking substituted for Cllr Nettle.

Cllr Johnson not present.

2. Public Questions/Statement Time:

There were no questions or statements submitted by the public.

3. Councillor Questions/Statement Time:

There were no questions or statements submitted by councillors.

4. Minutes of Previous Meeting:

The minutes of the last meeting of The Environment Committee, held on 8 December 2025, were approved as a correct record and signed by the Chair.

5. Declarations of Interest:

No declarations of interest were received.

6. Dispensations:

No dispensations were requested or granted.

7. Chair's Announcements:

The Chair encouraged all councillors to respond as individuals to the Wiltshire Council car parking and waste bins consultations.

Councillors agreed to bring Item 14 forward on the agenda.

14. Environment Team Update:

The Environmental Team Managers presented their respective team updates.

Resolved to:

14.1 Note the presentation and updates.

8. Budget Monitoring Report for 2025/26 to the end of Month 10:

The Committee received the Budget Monitoring Report for 2025/26 to the end of January 2026.

Resolved to:

8.1 Note the financial position at the end of January and officers' explanations for the variances.

9. Policies Review:

The Head of Environment and Deputy CEO presented the Vehicle & Driving and Unauthorised Encampments Policies.

Amendment 9.1:

Proposed by: Cllr S Foster

Seconded by: Cllr C Taylor

A vote was taken and it was:

Resolved that:

9.1 References within both policies to 'Head of Environment and Deputy CEO' be amended to 'Head of Environment'.

The Policies were:

Proposed by: Cllr A Riddle

Seconded by: Cllr C Taylor

A vote was taken and it was:

Resolved to:

- 9.2 Approve the new Vehicle & Driving Policy and updated Unauthorised Encampments Policy.
- 9.3 Authorise the Head of Environment & Deputy CEO to make final formatting and non-material wording amendments prior to publication, subject to 9.1 above.
- 9.4 Note that all documents will next be scheduled for review in accordance with their respective review cycles.

10. Review of the Cemetery Regulations:

The Head of Environment and Deputy CEO presented the Cemetery Regulations updated following public consultation.

Amendment 10.1 proposed:

Proposed by: Cllr S Foster
Seconded by: Cllr C Taylor

A vote was taken and it was:

Resolved that:

- 10.1 A provision should be included within the regulations stating that this applies only to adult graves, and that an audit of children's graves is to be undertaken by the Crematorium & Cemeteries Manager, with findings presented to Committee within 12 months.

The tabled Cemetery Regulations were:

Proposed by: Cllr S Foster
Seconded by: Cllr V Charleston

A vote was taken and it was

Resolved that:

- 10.2 Approves the revised 2026 Cemetery Regulations as set out in Appendix A.
- 10.3 Approves a phased, compassionate enforcement approach for non-compliant items, prioritising safety-related issues.
- 10.4 Approves the establishment of a formal Appeals & Review Procedure (Appendix B), addressing the recurring public request for clearer escalation routes.
- 10.5 Notes that improvements to maintenance standards will be achieved through revised contract management, tighter performance standards, and more frequent monitoring rather than additional staffing.

10.6 Approves the implementation of enhanced communication measures (signage, noticeboards, QR codes, online updates), reflecting strong public feedback.

11. Flood Plan Policy:

The Head of Environment and Deputy CEO presented the updated Flood Plan Policy.

Proposed by: Cllr S Hocking

Seconded by: Cllr S Foster

A vote was taken and it was

Resolved to:

11.1 Note that the Flood Plan sets out voluntary and supportive actions only and does not confer statutory flood response responsibilities on Salisbury City Council.

11.2 Approve the updated Flood Plan policy.

12. Future Options for Devizes Road Chapel:

The Head of Environment and Deputy CEO presented the report with proposed options for the future of the Devizes Road Cemetery Chapel.

Councillors recommended that further investigation be undertaken for 'third-party' use before considering disposal of the building.

Proposed by: Cllr S Foster

Seconded by: Cllr S Hocking

A vote was taken and it was

Resolved to:

12.1 Support further investigation into the retention of the building for third party use, subject to a viable management and funding proposal.

13. Market Square Toilets:

The Head of Environment and Deputy CEO gave a verbal update in relation to the Market Square underground toilets noting that:

The drawings have been completed, as agreed, and a quote has been received for £274k, including a £16k contingency sum – this aligns with the £270k set aside in the Budget.

This will be an 8-10 week programme of works, hopefully completed before 2026 Fayre on the Square, or immediately after. The start date is dependent on availability of materials. Until work starts the current arrangements will continue.

The above-ground disabled toilets still need progressing, and planning permission will be required (it is not required for the underground toilets). It is anticipated that these will be more contentious – hence why two separate projects.

Councillors urged that officers consider communications and wording very carefully.

Resolved to:

13.1 Note the update.

15 Matters, if any, which by reason of special circumstances the Chair, decides should be considered as a matter of urgency:

There were none.

Councillors expressed their gratitude to Marc Read, Head of Environment and Deputy CEO, for his service to the council, noting that he will be missed and thanking him for making issues clear to councillors and residents. They also extended their congratulations to him on his new appointment at Bournemouth and wished him well.

The meeting closed at 2053 hours.