

## Salisbury City Council

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# Minutes

**Meeting of** : Full Council  
**Date** : 10 November 2025  
**Meeting held in** : The Guildhall, Salisbury  
**Commencing at** : 6:30pm

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Present:

Chair: Cllr John Wells

Vice Chair: Cllr Alan Bayliss

Cllrs: P Beaven, J Bolwell, M Brown, S Charleston, V Charleston, C Corbin, B Dalton, S Foster, A Hoque, S Hocking, R Johnson, T Last, P Podger, A Riddle, E Rimmer, S Rideout, R Rogers, P Sample, A Suddards, and C Taylor

Officers: Asa Thorpe, Marc Read, Janine Whitty, Steve Bishop, Matthew Hine, Andrew Hunt and Penny Muxworthy

There was 30 members of the public and 1 press present.

6.45pm arrival – Cllr P Sample

7.00pm arrival – Cllr T Last

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## 1. Apologies:

Apologies were received from Cllr J Nettle

## 2. Public Questions/Statement Time:

There were no questions or statements submitted by members of the public.

## 3. Councillor Questions/Statement Time:

There were no questions or statements submitted by councillors.

## 4. Minutes of the Previous Meeting:

The minutes of the meeting of the Full Council held on 15 September 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 reported that the date marked six months since taking office, during which time he had attended over 70 official engagements, including civic, charitable, cultural, commercial and community-related events, as well as media interviews.

The Chair advised that a recent visit to Nivelles, Belgium had provided positive opportunities for future collaboration and that potential international funding streams may be available to support town twinning initiatives.

It was noted that fundraising for the Mayor's Charity currently stands at £2,000, and councillors had been provided with information on how to support ongoing efforts.

Members noted the Chair's announcements.

**8. Administration Leader Announcements:**

The Leader advised that a response had been received by Cllr Riddle from Wiltshire Council regarding the previously raised "killer kerb" concern. Wiltshire Council had confirmed that the matter is currently under review, and that no further action is proposed at this time on the basis that most drivers are able to negotiate it without incident.

The Leader also reported that National Highways had indicated an intention to remove the footbridge over the A36 and expressed concern that no consultation had been undertaken. It was noted that the Council would work with Wiltshire Council to review future options and that it is hoped that any formal objection to the removal may result in a requirement for mitigating proposals.

**9. Referral of Minutes:**

Minutes taken since the Full Council meeting on 14 July 2025 were considered:

|                                   |                   |
|-----------------------------------|-------------------|
| Planning Committee                | 22 September 2025 |
| Environment Committee             | 29 September 2025 |
| Communities Committee             | 6 October 2025    |
| Governance, Policy & HR Committee | 13 October 2025   |
| Planning Committee                | 20 October 2025   |

These were taken as read and **approved**.

**10. Committee Reports:**

The Council received a verbal update from the Chair of the Community Services committee, who are reviewing the grants policy and procedures, and invited all councillors to get involved.

**11. Nominations for Outside Representatives:**

The Council considered the appointment of a second Salisbury Conservation Panel representative for this municipal year.

**Nominations for the Salisbury Conservation Area Panel were made as follows:**

Cllr Brown was **proposed by** Cllr S Charleston and **seconded by** Cllr V Charleston

A vote was taken, and it was

**Resolved that:**

11.1 Cllr Brown be appointed as the Council's additional representative on the Salisbury Conservation Area Panel.

**12. Update from Outside Representatives:**

Cllr Rideout provided an update on the City's allotment provision. She reported that there are currently 19 vacant plots, with a further seven plots unavailable for use due to various issues including flooding. The waiting list presently includes 214 applicants. No further action was requested at this time.

**13. Splash Park Petition:**

A presentation was received from the Salisbury Splash Park Working Group regarding a proposal to develop a splash park facility in Salisbury. The group reported community interest in the proposal and confirmed that over 1,400 individuals had signed a petition in support of the initiative. Members noted the information provided, including outline cost projections and potential location suggestions.

During the discussion, it was acknowledged that the proposal would require further detailed assessment and alignment with financial planning processes. Members also recognised that any development would be subject to current budget constraints and appropriate prioritisation. It was agreed that consideration should be given to multiple potential funding sources as part of the wider evaluation.

**Resolved that:**

13.1 The proposal be referred to the Communities Committee for further assessment, including advice on costing, potential locations and project feasibility.

13.2 This project be explored by multiple funding options including consideration in the CIL process.

**14. Broken Bridges Update:**

A presentation was received regarding progress on the Broken Bridges Nature Reserve project, following the allocation of £50,000 of CIL funding in November 2024. The presenter confirmed the establishment of the organisation as a charity, successful land acquisition and ongoing conservation work. Future priorities include habitat management, access improvements and community engagement.

**Resolved that:**

14.1 The Council noted the update.

**15. Asset Transfer Update:**

Marc Read, Head of Environmental Services provided a verbal update on ongoing discussions with Wiltshire Council regarding the potential transfer of various assets to Salisbury City Council. It was reported that the freeholds of the Central Car Park public conveniences, Millstream toilets, the Friary Centre and the Maplin Road play area have been offered, and negotiations are currently in progress. Further, the Gainsborough Court facility and Arts Centre are undergoing transformation processes and may be considered for future transfer.

Members were advised that any proposed transfer would be subject to financial assessment, and further information, including cost implications, will be presented to a future meeting, anticipated in early 2026. It was noted that transfers may not proceed simultaneously and that timescales would be determined by the City Council.

Clarification was given that negotiations to transfer the Central Car Park toilets are ongoing, and reopening will be pursued once legal formalities have been completed.

**Resolved that:**

15.1 The verbal update be noted.

**16. Market Toilets Working Group Update:**

Marc Read, Head of Environmental Services, presented the report outlining the Working Group's recommendations for the short-term reopening and medium-term refurbishment of the Market Square public toilets, following stakeholder engagement and in line with the Terms of Reference approved by Council on 15 September 2025.

Councillors welcomed the report and noted the collaborative approach and indicative timescales. The Head of Environmental Services advised that the estimated £72,000 cleaning cost was based on a single contractor and that other procurement options would be explored to ensure value, alongside considerations of safety and cleanliness. It was further noted that CIL funding may be a potential source, but no funding decision

can be taken until the CIL Working Group has established due process. The proposed works include underground remedial measures, with full costings and a business case to be brought to Full Council ahead of March 2026. It was noted that overground works would be subject to planning permission, while underground works would not.

**Proposed by:** Cllr S Charleston

**Seconded by:** Cllr Hoque

A vote was taken, and it was

**Resolved that:**

16.1 Council agrees to the short term and medium-term solutions as presented in this paper, for Officers to take into detailed design, full costing, and business case development.

**17. Internal Auditors Interim Report:**

Steve Bishop, the Responsible Financial Officer (RFO), presented the Internal Auditors Interim Report. This was carried out in accordance with good practice, Accounts and Audit Regulations and the Council's own financial regulations, for the 2025/26 year. The Council has an arrangement for an independent internal auditor to annually review its internal control activities. The report, together with a detailed officer commentary which addresses the audit findings will also be presented to the Finance Committee at its next meeting later this month.

**Proposed by:** Cllr V Charleston

**Seconded by:** Cllr S Charleston

A vote was taken, and it was

**Resolved that:**

17.1 The Council noted the completion of the interim audit and referred the matter to the Finance Committee for detailed consideration.

17.2 The Council agreed that all future audit reports continue to be formally received by Full Council, with any observations to be referred to the Finance Committee.

**18. Budget Monitoring Report for 2025/26 Month 6:**

Steve Bishop, RFO, presented the Month 6 Budget Monitoring Report, which sets out income and expenditure against the approved budget for April to September 2025. Variances over £50,000 were explained within the report.

The RFO noted that further budget profiling work is required before year-end and that dilapidations are accounted for to avoid duplication. He advised that an overall balanced position is anticipated by the year end.

In response to a query regarding Rowbarrow Section 106 funds, the RFO confirmed that all information held has been reviewed and no previous records relating to The Bunker spend could be located. All monies are managed under the Council's Treasury Management approach to maximise interest.

**Resolved that:**

18.1 The Council noted the financial position at the end of September 2025 and the officers' explanations for variances exceeding £50,000.

**A recess was called 8.23 – 8.40pm.**

**19. SCC Cyber Security and IT Systems Update:**

Janine Whitty, Head of Corporate Services, presented an update on the cyber security measures and related IT improvement works carried out during the current financial year. The update included details of system upgrades completed, planned improvements to support data protection, business continuity and system performance, and outlined the financial savings achieved as a result of the works. Thanks were recorded to Jeremy Cotton, IT Support Officer, and Andrew Hunt, Senior Corporate Support Officer, for their contribution to the project.

Members noted the update and suggested that self-service password reset functionality be explored as part of ongoing system development.

**Resolved that:**

19.1 Council note the cyber security and IT systems update from the IT Support Officer.

**20. Permission to Spend:**

Marc Read, Head of Environmental Services presented a report seeking approval to commence procurement of a Professional Services Contract to cover architectural design, structural surveying and quantity surveying functions. The contract is estimated at up to £400,000 over a potential five-year period (initial three-year term with an option to extend for two years).

Members were advised that this would replace existing ad-hoc arrangements to improve specification and performance monitoring. Hampshire County Council's procurement service is supporting the process.

It was suggested that the Leader nominate a councillor to act as liaison on procurement matters.

**Proposed by:** Cllr Rogers

**Seconded by:** Cllr Suddards

**Resolved that:**

20.1 The Leader nominates a lead councillor for procurement and advises at a later date.

**Proposed by:** Cllr Foster

**Seconded by:** Cllr Corbin

A vote was taken, and it was

**Resolved that:**

20.2 Approves the commencement of procurement for a Professional Services Contract valued at up to £400,000 over 3 years, with an option to extend for up to 2 years.

20.3 Notes that these new arrangements will replace existing ad hoc arrangements.

20.4 Endorses the approach of refining contract specifications and performance monitoring to improve service delivery and deliver better value for money.

## **21. Motion - Community Toilet Scheme:**

Councillors Corbin and Bayliss presented Motion NM60 proposing the development of a sustainable community toilet scheme to complement existing council-operated facilities. The proposal would operate on an opt-in basis for participating businesses.

Members noted that the scheme is intended as an interim measure pending wider toilet provision improvements and that further discussion with stakeholders, including Salisbury BID and the Chamber of Commerce, would be required to assess feasibility.

**Proposed by:** Cllr Bayliss

**Seconded by:** Cllr Corbin

A vote was taken, and it was

**Resolved that:**

21.1 Officers discuss with the Chamber of Commerce and Salisbury BID to determine interest from local businesses in participating in a community toilet scheme.

21.2 Up to £5,000 be allocated to assist with this pilot scheme, funded from the CEO's contingency.

21.3 Officers report developments to Full Council and share information with strategic partners.

## **22. Motion - Poultry Cross (PC):**

Cllr Suddards tabled Motion NM62 proposing the establishment of a cross-party Working Group to work with council staff to determine optimum short- and medium-term solutions for Poultry Cross. The CEO reminded members that Full Council must set Terms of Reference for Working Groups unless delegated.

22.1 Amendment proposed by Cllr Corbin, seconded by Cllr Dalton, to rename the Working Group “Monuments Working Group.”

The proposer of the original motion did not accept this amendment.

A vote was taken, and the amendment was defeated by majority.

22.2 Cllr Foster proposed, and Cllr Dalton seconded, that the original motion be Amended such that Full Council agree this Working Group report to the Environmental Services committee, who will set the Working Group’s Terms of Reference.

Cllr Suddards accepted the amendment to the motion.

**Proposed by:** Cllr Foster

**Seconded by:** Cllr Dalton

A vote was taken, and it was

**Resolved that:**

22.3 Full Council delegates to the Environmental Services Committee the authority to agree and establish a cross-party Working Group, including setting the Terms of Reference, to work with council staff to determine the optimum short- and medium-term solutions for Poultry Cross.

## **23. Motion - Coldharbour Lane**

Councillor Taylor spoke to Motion NM63, following the resolution of Full Council on 15 September 2025 which agreed the principle of a new footpath along Coldharbour Lane and requested detailed costings. A contractor quotation of £32,966.03 was reported. Cllr Taylors provided an updated version of his motion.

**It was Resolved, in accordance with Standing Order 3(x), to extend the meeting beyond three hours.**

An amendment was proposed by Cllr Brown, seconded by Cllr Riddle, to remove reference to specific funding sources. This amendment was defeated.

**Following a short recess (9:53–9:57pm),** a revised amendment was proposed by Cllr Brown, seconded by Cllr Riddle. This amendment was defeated.

The substantive updated motion that had been presented by Cllr Taylor was then put to the vote.



**Proposed by:** Cllr Taylor  
**Seconded by:** Cllr Podger

A vote was taken, and it was

**Resolved that:**

23.1 The Council approves the initiative of providing a footpath along Coldharbour Lane suitable for use by those with disabilities and mobility issues, and schoolchildren and infants in prams and buggies. The Council further agrees that provision of this footpath be assessed as an 'Indicative Project' against the Community Infrastructure Levy (CIL) fund allocation matrix.

**24. Exclusion of Press and Public:**

It was **Resolved** that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of Agenda Item 25, on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (information relating to the financial or business affairs of any particular person, including the authority holding that information).

The resolution was approved unanimously.

**26. Urgent Matters (if any) which by reason of special circumstances the Chair, decides should be considered as a matter of urgency:**

**Point of Information**

*Cllr Sample reported that Wiltshire Council had written to National Highways expressing concern over the proposed removal of the footbridge over the A36 without replacement. He suggested that Salisbury City Council may wish to consider the matter at a future meeting. The update was noted.*

There were no matters considered under this item.

The meeting closed at 10.15pm.