

WILTON TOWN COUNCIL
Ancient Capital of Wessex

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ALL COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS

To: All Members of the Amenities & Planning Committee

Dear Councillor,

Your attendance is requested at a meeting of the **AMENITIES & PLANNING COMMITTEE** to be held in the **COUNCIL CHAMBER at KINGSBURY SQUARE** to transact the following business on **TUESDAY 19th FEBRUARY 2019 at 7.00pm**

Yours faithfully,

Town Clerk

There will be a short public session to enable members of the public to ask questions of, and make comment to, the Committee. Questions not answered at this meeting will be answered in writing to the person asking the question, or the issue may appear as an agenda item for the next committee meeting. Members of the public are asked to restrict their comments and/or questions to 3 minutes. Please note that the meeting may be recorded.

AGENDA

17.19 To receive any apologies for absence

18.19 Chair's update

19.19 Declarations of Interest

- a) To receive **Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 and the Localism Act 2011.
- b) To consider any **Dispensation Requests** received by the Town Clerk and not previously considered.

20.19 Approval of minutes – to approve and sign as a correct record the minutes of the Amenities & Planning Committee meeting 15th January 2019.

21.19 To consider any matter raised in the public session (for discussion only)

22.19 To consider any matters referred from the February Full Council Meeting.

23.19 Planning applications

No planning applications have been received or determined since the Full Council meeting on 5th February

24.19 Forward work programme 2019/20

The Council approved the budget for 2019/20 at its meeting on 5th February. It also approved the delegation of budgets and powers to the Committee and to reduce the frequency of meetings.

The following items were included in the budget for implementation by the Amenities and Planning Committee:

Project	Budget	Notes	Lead councillor
Cemetery chapel improvements	£1,250	Minor repairs & internal decoration	Cllr Matthews
Wilton History Festival	£500	Funding bid to WC (£5,000)	Cllr Lyons
Wilton in Bloom	£750	Additional baskets	TBC
Land purchase	R2	Allotments/community farm	Cllr Edge
Wishford Road Play Area	R2	Improvements/equipment	Cllr Taylor
Tennis courts access system	£2,500	Automated access system	Cllr Johnston
Cycle parking	£1,000	New parking frames	Cllr Glyde
Electric car charging points	£3,500	South Street	Cllr Church
WTC branded h-viz wear	£1,000	For volunteers, councillors & staff	Cllr Blackman

Some projects will require more detailed planning than others, therefore it is suggested that each lead councillor meets with the Clerk and Deputy Clerk to agree how each project is taken forward.

The draft budget for the Amenities and Planning Committee for 2019/20 is attached and the Committee is asked to make any observations to Full Council. The new scheme of delegation will be agreed in March. Members are asked to note that from 1st April the Committee will meet every two months.

25.19 Service delegations and asset transfers

The Localism Act 2011 introduced the concept of local communities taking more control of assets in their area.

Wiltshire Council is promoting the devolution of appropriate services and transfer of associated assets (by way of freehold or leasehold) to town and parish councils and it has requested that the Council considers whether it wishes to enter into negotiations. Wiltshire Council's service delegation and asset transfer (SDAT) policy is attached to this agenda.

In effect this would see services currently delivered by Wiltshire Council being delivered and funded by this council in the future. It would also see assets and facilities owned by Wiltshire Council transferred to this council. While there are advantages of assets and services being managed at the most local level there are also significant financial and legal implications.

Following correspondence with the Clerk, the following information has been supplied by Wiltshire Council setting out what may be, and what may not be, within the scope of negotiations (this is set out more fully in the appendices attached to Wiltshire Council's SDAT policy).

Asset or service	WC position
Library	This is currently not in scope for the programme (subject to discussion with the relevant service area)
Market Place Car Park (already under lease)	As a general rule, WC is not transferring car parks except in cases where the Town Council has a long lease
Public conveniences (already under lease)	This would be included as part of negotiations.
Sheep Field	This would be included as part of negotiations and has been approved by South West Wiltshire Area Board..
Randalls Croft	This would be included as part of negotiations.
Disused allotment site	This would be included as part of negotiations. (Ownership of this site to be clarified)
Street cleaning	All Streetscene services currently delivered by IdVerde may be transferred.
Parking enforcement	This will not be transferred
Refuse collection and recycling	No household waste and recycling will be transferred. Litter bin emptying within the parish and any litter picking would be transferred
Street lighting	Street lighting would not be transferred but amenity lighting would

The Committee is now asked to consider this matter and to express a view on whether the Council should enter into further negotiations.

26.19 Youth services in Wilton

The Focus School has served notice upon the Council terminating the lease of the building used by the youth club. This will mean that the club will have to vacate the premises in April and the Council will need to remove its items of equipment – table tennis table, pool table and table football machine.

Discussions have taken place with Seeds4Success (existing provider) about the possibility of finding a new home for the club. This is not straightforward because youth clubs require dedicated space for equipment. The club is considering hiring the Sports Pavilion on a short term basis if alternative accommodation cannot be found. This is not an ideal solution because the pavilion is used extensively by community groups and cannot be altered to accommodate permanent items of equipment. Secure storage is also limited.

The Council's budget for 2019/20 includes provision of £1,500 for the costs associated with the youth club building – lease and utility costs. In the event that suitable alternative accommodation cannot be found this budget could be redirected to support a programme of youth activities in the Town. For example, it could be used to procure summer activity weeks - sports, environment, wildlife, arts, etc. It could also be used to provide grants to support existing youth activities in the Town.

27.19 Play Area Wishford Road

The Council has agreed to assess the need for new play equipment at the Wishford Road open space.

The open space at Wishford Road extends to 0.162 hectares (0.4 acres), is mainly grass with a goal post at one end. The grass in the goalmouth is badly worn away. The land belongs to Wilton Estate and there is an annual tenancy agreement in place – the last review was in January, 2012 when the rent was £75pa. The terms of the agreement state

that the land must be maintained (including the fence and hedges) and insured; it cannot be sub-let and it may only be used for the purpose of a playground. The agreement may be terminated with 12 months' notice.

Given the nature of the tenancy agreement, it is unlikely that the Council would be able to access capital planning funds (R2) to provide new play equipment on the site. This normally requires a longer term lease to be in place. Therefore, the Council would have to meet the cost of any new equipment installed, for which there is no provision in the 2019/20 budget.

This matter is brought before the Committee for further consideration.

28.19 Tennis Courts

The Council has included £2,500 in its budget for 2019/20 for the provision of a new access system for the tennis courts at Minster Street. Electricity supply will be installed from the 2018/19 budget (this is currently in hand).

At present, access is provided freely using a combination padlock. The access code is published on the Council's website and it is changed each month during the playing season. The Council has indicated its willingness to introduce modest charges for use of the courts but this requires a more sophisticated access system.

The Clerk has researched several options that may facilitate new access arrangements and charging.

Option	Summary	Cost
Free access	No change to present arrangements.	£Nil
Community club	The Council would install a basic card access system and members would buy an annual membership card or a pay-and-play card.	£2,000
Online access	A smart entry system linked to the Council's website. Users would pay for a booking online and be provided with a unique access code for the period booked via a smart card.	£2,500

There are certain issues with each option. Free access generates no income towards the maintenance of the courts. Access systems may be open to abuse – for example a user could register and book one court, but allow free access to the other court. Access systems may require additional administration.

Members are asked to consider this matter further.

29.19 To review and note other ongoing matters:

Facility	Clerk's update
a. Sports Pavilion/Castle Meadow	Lighting of the outdoor gym is in hand
b. Bulbridge play area	Insurance inspection recommended works
c. Cemetery	Path resurfacing underway
d. Minster Street play area	Enhancement of flowerbeds in hand
e. Tennis courts	See item 28 above
f. Old St Mary's Churchyard	Insurers have agreed wall repair costs
g. Car parks	Electric charging points in South St agreed
h. Flouse Hole	No update
i. Old Wishford Road	See item 27 above
j. Youth centre at The Hollows	See item 26 above
k. Public toilets in the Market Place	Electronic closures agreed
l. Replacement road signs	The Hollows sign has been replaced
l. Wilton in Bloom	Additional budget approved.

30.19 Correspondence

The Town Clerk will report any correspondence received

31.19 To receive any report received from Grounds Maintenance Contractor

32.19 To advise of any tasks/jobs for the Parish Steward to undertake

33.19 To confirm the date and venue of the next meeting – Tuesday 19th March 2019 at 7.00pm in the Council Chamber, Kingsbury Square.

34.19 To close the meeting.