



# Wilton Town Council

## Environment & Amenities Committee

### AGENDA



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To all members of the Environment & Amenities Committee ([membership 2019/20](#))

You are requested to attend a meeting of the **ENVIRONMENT & AMENITIES COMMITTEE** to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 19<sup>th</sup> June 2019 at 7.00pm** for the purpose of transacting the following business.

#### **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 will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.

Yours faithfully

**Town Clerk**

16 May 2019

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75/19	<b><u>Apologies</u></b> To receive any apologies and to note the reasons provided.	7.00pm
76/19	<b><u>Election of Chair</u></b> To elect a Chair for the 2019/20 municipal year	7.05pm
77/19	<b><u>Election of Vice Chair</u></b> To elect a Vice Chair for the 2019/20 municipal year	
78/19	<b><u>Declarations of Interest</u></b>  (a) To receive Declarations of Interest in matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members.  (b) To consider any dispensation requests received by the Town Clerk.	7.10pm
79/19	<b><u>Minutes</u></b> To approve the <a href="#">minutes</a> of the meeting held on 16 April, 2019.	7.10pm

- 80/19 **Community Engagement** 7.15pm  
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.
- 81/19 **Lease of Playing Field at Wishford Road** 7.20pm  
At the request of the Council, Wilton Estate has agreed in principle to a 25 year lease of the playing field at Wishford Road. The lease was requested to enable the Council to seek Section 106 (planning gain) funding to provide play equipment. [The draft heads of terms](#) are submitted for comment and approval.
- 82/19 **Removal of double yellow lines in Philip Road** 7.25pm  
The Council has received a request from a local resident for the removal of double yellow lines along Philip Road. The lines were originally introduced to enable buses to pass along the road, but as the bus route no longer includes this area, the double yellow lines are no longer required for road safety reasons and are inconvenient for residents.
- Should the Council wish to request the removal of the lines it may have to contribute to the costs. Before detailed costing are obtained, the Committee is asked to consider whether the South West Wiltshire Area Board's Community Area Transport Group should be asked to remove the yellow lines. As the lines remain the responsibility of Wiltshire Council, it cannot be guaranteed that this will be a priority.
- 83/19 **South Street Car Park** 7.35pm
- (a) Salvation Army Clothing Bank :** The Council has received a request from the Salvation Army for permission to site a clothes recycling bank in the Town. Following consultation with councillors, South Street Car Park has been identified as a possible location.
- The clothes bank promotes recycling and raises funds for the charity and for the landowner. The Council will bear no costs and the Salvation Army has offered 50% of the funds raised to the Council. The Salvation Army retains the remaining amount to fund the work that they do - support for the homeless, substance and alcohol addiction, human trafficking and family tracing.
- Once the clothes bank is in place, a regular collection schedule will be established, usually starting at once a week. All collections are recorded and the Council will receive data to indicate the yield from the bank. They have also offered the Council Salvation Army textile bags to help promote the Clothing Bank. All banks have the Charity's Helpline telephone number to avoid queries being raised with the Council.
- The proposal supports the 'We LOVE Wilton' green initiative and therefore the Committee is asked to consider approving the location of the clothes bank in South Street Car Park. The Committee is also asked to consider whether, in view of the community work undertaken by the Salvation Army, it would wish to waive the Council's share of the proceeds.
- (b) Kerb repairs :** The Council leases the South Street Car Park from Wilton Estate. The Resident Agent has written to the Council regarding kerbing that surrounded a tree that was removed many years ago. The Agent has observed that the kerbing is causing a trip hazard and has asked if the Council can consider removing the old kerb stones and make the area level.

- (c) **Organic Milk Dispenser:** The Council has granted permission to Nunton Farm to site an organic milk dispenser in the South Street Car Park.

Following a site visit, the area agreed is at the front of the car park adjacent to the Town map. There is an electricity supply adjacent to the site. Nunton Farm are liaising with Wiltshire Council planning and building control teams and will bear all costs associated with the installation, insurance and maintenance of the facility.

The Committee is asked to note progress.

- 84/19 **Town Notice Board at Wilton Hill** 7.45pm  
The Town Council has been working to integrate the new residents of Wilton Hill into the civic and social life of the Town. As part of this work, Councillor Johnston has requested that the Committee considers installing a public noticeboard on the estate. The Council's main supplier – Sign of the Times – has quoted £1,607 for a freestanding notice board with civic crest. The Committee is asked to consider this further.
- 85/19 **We LOVE Wilton – Green Initiatives – Wildflower Areas** 7.50pm  
The Town Council is supporting a range of initiatives to reduce carbon emissions and promote biodiversity in the Town. One of these initiatives involves the creation of wildflower areas. A trial area was created at Minster Street, using wildflower turf. The test is proving successful so far and the Committee may wish to consider whether budget provision should be made to increase the wildflower areas in 2020/21.  
  
In January 2020, the Council begins negotiations with Wiltshire about the transfer of assets and services. This could see responsibility for all open space maintenance pass to Wilton Town Council and this may provide an opportunity to revise the grass cutting contract to encourage more wildflower areas.
- 86/19 **Wilton Street Cleaning and Maintenance** 8.00pm  
The asset and service transfer negotiations with Wiltshire Council are scheduled to start in January. This may provide an opportunity to consider the contract standards on gully clearance, weeding and litter picking. At the beginning of July, Wiltshire Council is sending its 'Sparkle' team to Wilton, this team will be in the Town for four days working solely on street scene improvements. The Council has submitted a schedule of areas that it wishes to see improved.
- 87/19 **Cemetery Memorial Garden** 8.10pm  
The Council has created a contemplative nature area on the south side of the Cemetery. This was created with the help of pupils from South Wilts Grammar School. The school is returning to do some more works in the near future. Members may wish to consider developing a longer term plan for this area of land and this may sit alongside the Wiltshire Council asset transfer negotiations that begin in January.
- 88/19 **Wilton Market – Survey Results** 8.15pm  
To consider the [results of the recent market survey](#). Wilton Market is currently managed by Wiltshire Council, but as with other items on this agenda, it will be subject to negotiation in January 2020 as part of the asset and service transfer process.

89/19

### **St Mary's Churchyard**

8.20pm

The U3A has approached the Council with an offer of volunteers to maintain the flower beds in Old St Mary's Churchyard. Water will be supplied by Monty & Mabel's Café and the group have asked if the Council will provide a small startup grant to buy some tools, a water butt and plants.

The proposal fits within the Council's 'We LOVE Wilton' green campaign and may be the start of a community gardening project that might take in other areas of the Town – such as Minster Street and the Cemetery Memorial Garden.

The Committee is asked to allocate a grant of £250 to support the U3A Community Garden Volunteers.

90/20

### **Council Offices**

8.25pm

(a) **Toilet Improvements**

As approved in the Budget 2019/20, a tender specification will be prepared for the improvement of the toilets on the ground floor. This specification will include DDA compliance. A new cleaning schedule for the toilets has also been adopted.

(b) **Harvey & Snowdon Lease**

Solicitors acting for the Council have redrafted the lease following comments received from the tenants. The Clerk is satisfied with the amendments and is now awaiting the energy performance certificate (EPC) before finalising and signing the documents on behalf of the Council (the EPC inspection was carried out on 31<sup>st</sup> May).

(c) **Town Charters**

Arrangements are in hand for the transfer of the Council's Town Charters to Salisbury Museum. Prior to transfer the documents will be photographed so that facsimiles are available in the Town. Photography is scheduled for 25<sup>th</sup> June. The Council has agreed to meet any additional insurance costs incurred by Salisbury Museum.

91/19

### **Castle Meadow : Japanese Knotweed**

8.35pm

The Council has previously had to deal with Japanese Knotweed at Castle Meadow. Wiltshire Wildlife Trust has assisted with its removal in the past. Routine inspection has found that the plant is growing again. Arrangements are in hand to treat the plants, but to facilitate this the area needs to be fenced off (herbicides are required). The Committee is asked to authorise the Clerk to agree terms and costs with Wiltshire Wildlife Trust to undertake the works.

92/19

### **Wilton in Bloom**

8.40pm

The Council's hanging promotion generated a good level of interest, with 48 baskets purchased by businesses and local organisations. The first baskets are now up and a 'mop-up' order has been placed for the remainder. The Council's own baskets are also now in place – thanks to Councillor Blackman. With the Sparkle Days booked for the beginning of July, the Town should really be looking at its best for the summer season. To further enhance the vibrancy of the Town it is suggested that bunting could be hung around the Market Square area and shopping streets. Quotations will be sought, but the costs are likely to be in the region of £500. This cost can be met by the underspend on the hanging basket promotion and contingencies within the budget.

The Committee is requested to authorise the erection of bunting at a cost not exceeding £500.

93/19

**Planning applications received**

8.45pm

To consider the following planning applications and to make representations to Wiltshire Council as appropriate:

- (a) 19/04502/FUL: Erection of detached 2 bedroom dwelling - Rear Of 62 Shaftesbury Road, Wilton ([details](#))
- (b) 19/04643/FUL: Change of use from A1 to B1 for units 8A & 9A - Wilton Shopping Village King Street Wilton ([details](#))
- (c) 19/04719/FUL: Alterations and extensions to form new school entrance, reception, school office, first aid room and catering kitchen with servery to the assembly hall. - Oneschool Globle UK, Salisbury Campus, The Hollows, Wilton ([details](#))
- (d) 19/05301/TPO: Horse Chestnut tree - reduce by 20% - Wilton Shopping Village (2nd Car Park), Wilton ([details](#))

94/19

**Correspondence received**

8.55pm

The Clerk will report any correspondence received since the publication of the agenda.

95/19

**Date of next meeting**

9.00pm

To confirm the [date of the next meeting](#) on Tuesday 17 September at 7.00pm in the Council Chamber.

96/19

**To close the meeting.**

9.00pm

**Wilton Town Council is committed to equality:**

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection
- Health & Safety
- Human Rights.



Anyone who may have difficulty with access to these papers or with access to the meeting is asked to contact the Clerk (01722 742093 or [clerk@wiltontowncouncil.gov.uk](mailto:clerk@wiltontowncouncil.gov.uk) at least 24 hours before the meeting so that help may be provided.

**Reference documents:**

- [Terms of reference and delegated powers of the Committee](#)
- [Rules \(Standing Orders\) to be followed by the Committee](#)