



Wilton Town Council

Policy & Resources Committee

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To all members of the Policy and Resources Committee ([membership 2019/20](#))

You are requested to attend a meeting of the **POLICY AND RESOURCES COMMITTEE** to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 21st May 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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| 41/19 | <u>Apologies</u> | 7.00pm |
| | To receive any apologies and to note the reasons provided. | |
| 42/19 | <u>Election of Chair</u> | 7.05pm |
| | To elect a Chair for the 2019/20 municipal year | |
| 43/19 | <u>Election of Vice Chair</u> | |
| | To elect a Vice Chair for the 2019/20 municipal year | |
| 44/19 | <u>Declarations of Interest</u> | 7.10pm |
| | (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. | |
| 45/19 | <u>Minutes</u> | 7.10pm |
| | To approve the minutes of the meeting held on 26 March 2019. | |

- 46/19 **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.
- 47/19 **Matters referred from the Full Council** 7.20pm
The Council has asked the Committee to review the Council's policies and procedures over the coming year. The following policies were prioritised for review by the Council:
- [Financial Regulations](#)
 - [Procurement Policy](#)
 - [Risk Management Policy](#)
 - [Grievance Procedure](#)
- The Committee is asked to consider these policies and to make any recommendations to the Council on 4 June, 2019.
- 48/19 **End of Year: Closure of Accounts and Annual Return 2018/19** 7.40pm
To consider the, following:
- [Budget Outturn 2018/19](#)
 - [End of year reconciliation 2018/19](#)
 - [Annual Return 2018/19](#)
 - [Asset Register and Insurance Valuations](#)
- The Committee is asked to recommend approval of these documents by the Full Council on 4 June 2019
- 49/19 **Wilton Neighbourhood Plan** 7.55pm
Work on the Neighbourhood Plan is progressing well. [The project plan](#) has been updated and new members have been recruited. There are several matters that now need to be progressed.
- (a) **Wilton Neighbourhood Planning Group (WNPG)**
It is important that Wilton Town Council, while supporting and facilitating the development of the neighbourhood plan, is not taking the lead role. In line with statutory guidance, the plan should be developed independently by the community with the support of interested organisations. Therefore, it is now time for the Council to step back slightly and allow WNPG to take the lead. The Council will continue to play an active role and will be represented on the group and it will be a key consultee as the plan develops. To facilitate this change of emphasis, it is recommended that the Committee recommends the following to Full Council:
- (i) That WNPG is formally recognised as the lead body for the preparation of the NP
 - (ii) That, subject to the establishment of WNPG as a community organisation with its own bank account, constitution and website, the Council agrees to the phased release of its earmarked NP funds (£25k) to WNPG as required, subject to the approval of the Chair of the Committee and the Clerk upon applications made by the group.

- (iii) That the Council supports the procurement of planning consultants to assist with the work of WNPG
- (iv) That the Town Clerk allocates 3 hours per week to support the NPWG and to maintain effective collaboration between the Group and the Council.
- (v) That progress reports are submitted by WNPG to each future meeting of the P&R Committee, attending to provide updates as required.
- (vi) That a press release be issued by the Council explaining the change of emphasis.

(b) **‘We Love Wilton’**

In order to encourage community engagement, it has been decided to use ‘we love Wilton’ as the umbrella brand for the Neighbourhood Plan work. This will work as a web domain (www.welovewilton.com) social media tags (@welovewilton and #welovewilton) and as a brand with artwork commissioned to raise awareness around the Town. A similar campaign proved effective locally in Poole.

50/19

Wilton Town Team

8.05pm

The Council is encouraging the re-establishment of the Wilton Town Team. The Town Team is a partnership body bringing together key groups within the Town to coordinate activities and to share resources. The Clerk has written to local groups seeking to arrange a meeting. Further reports will be submitted to the Committee as this progresses.

51/19

Planning applications received

8.15pm

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

- (a) 19/04083/TCA: Work to Trees in a Cons Area: 50% Height Reduction to 2 Apple Trees, 25% Height Reduction and up to 30% Thin to Holly Tree - 3 Silver Street, Wilton ([details](#))
- (b) 19/02857/FUL: Alterations to an existing barn/car barn to create 1 No. three bedroom dwelling - Warren Down, Burcombe Lane, Wilton ([details](#))
- (c) 19/03619/FUL: Proposed mezzanine floor for additional office space - Wilton Carpet Factory, Minster Street, Wilton ([details](#))
- (d) 19/03765/FUL: Conversion and change of use of remaining ground floor shop/salon into residential accommodation - 2 South Street, Wilton ([details](#))

52/19

Planning decisions notified

8.35pm

The Council is notified of all planning applications received and of all planning decisions made by Wiltshire Council within the Wilton Parish boundary. In future, it is proposed to circulate the planning decisions to members as they are received rather than adding them to the agenda to note. Should members be concerned about any planning decisions they can of course request their addition to the agendas for the P&R or E&A Committees.

53/19

Correspondence received

8.40pm

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

54/19

Date of next meeting

To confirm the [date of the next meeting](#) on Tuesday 23rd July at 7.00pm in the Council Chamber.

8.45pm

55/19

To close the meeting.

8.45pm

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 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](#)