



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 23rd July 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

17 July 2019

56/19	<u>Apologies</u> To receive any apologies and to note the reasons provided.	7.00pm
57/19	<u>Declarations of Interest</u> (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
58/19	<u>Minutes</u> To approve the minutes of the meeting held on 21 May 2019 .	7.10pm
59/19	<u>Community Engagement</u> 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.	7.15pm
60/19	<u>Wilton Neighbourhood Plan</u> To receive an update on progress from representatives of the Working Group and to approve transfer of funds to Wilton Neighbourhood Planning Group.	7.20pm

Wilton Men's Shed

The Council has agreed to allow Wilton Men's Shed to site its workshop in the compound at the rear of the Sports Pavilion in Castle Meadow. The Charity has carried out preliminary works – clearing scrub and consolidating a base. At its meeting on 2nd July, the Council considered draft heads of terms for the lease of the land. However, there were some concerns about the terms proposed – particularly the rent and the relationship with the Charity through the proposed 'handyman' service. The Council asked the Clerk to report further to this Committee with clarification and amendments to the proposed agreement.

The Clerk has now prepared a draft '[licence to occupy land](#)' for consideration by the Council. It is considered that a licence rather than a lease may be a better approach in the first instance - a longer term lease may be agreed thereafter if necessary. This covers only the use of the land and not any voluntary service arrangement between the charity and the Council.

A licence is a contractual agreement between the Council and the Men's Shed that binds both parties to the terms of the agreement. A licence does not confer any proprietary or tenancy rights, it cannot be assigned, and it does not survive any change in the ownership of the freehold interest. The suggested licence fee is £100 pa – comparable to the Bowls Club and Wishford Road leases.

In order to avoid unnecessary legal costs, the Committee is asked to consider this matter further and to make recommendations to the Council before the matter is placed in the hands of the Council's Solicitors.

Background papers**Electoral Review – Polling Stations**

The Acting Returning Officer (ARO) has conducted a review of polling places in Wiltshire to ensure that they are accessible and convenient for voters – [further details](#). Wilton has three polling stations - all three are located in the Community Centre. The ARO is recommending no change to this arrangement. However, with the growth of the Town to the North on Wilton Hill, the Community Centre is not ideally situated for all voters. The combination of polling stations into one building also gives rise to some additional complexity for voters. The Council may wish to send in observations along the following lines:

Wilton Town Council welcomes the review and supports its aims to improve accessibility and convenience for voters.

Wilton Community Centre is currently a combined polling station serving the whole town and this is far from ideal. With over 3,155 registered voters, parking is very congested on polling days and this creates some problems with vehicles trying to access and egress the parking spaces from and onto the very busy A30.

Wilton has three distinct areas of settlement – the old Town, Bulbridge to the South and the new development of 400 homes to the North at Wilton Hill. The Town Council would prefer polling arrangements that better reflects this geography and would like to see a polling station at Bulbridge (the school was previously used) and at Wilton Hill (the new Veterans Unit may have suitable space).

We hope you can give consideration to our suggestion which we feel will improve access

63/19

(particularly for older residents) and better serve the geographic communities in the Town.

Wilton Town Council Policy Review

750pm

(a) The Council has asked the Committee to review the following policies:

- [Statement of Internal Control](#)
- [Data Protection Policy](#)
- [Press and Media Policy](#)
- [Community Grants Policy](#)
- [Complaints Procedure](#)

The Committee is asked to consider these policies and to make any recommendations to the Council on 4 June, 2019.

(b) Biodiversity Strategy

At the Council meeting in July, members supported a submission from Maria La Femina for a biodiversity action plan for Wilton. The Committee is asked to agree to the preparation of a document (in consultation with Maria) for consideration by the Council.

64/19

Wilton Town Team

8.00pm

Wilton Town Team met informally on Thursday 11th July at the Council Offices. A range of organisations were represented and a very constructive discussion took place. The representatives present reached agreement on how they wish to proceed – [see the presentation](#) which was endorsed by those present.

A further meeting will be held to follow up on the matters agreed in September.

65/19

Town Map Dispenser

8.10pm

Works to provide a cycle path at Wilton Hill have necessitated the relocation of the existing Town Map dispenser at the entrance to the former Erskine Barracks. The machine is very poorly used and members are asked to consider whether a more highly frequented location may be preferred.

66/19

Sheep Fair Field

8.15pm

Wiltshire Council has turned down an application submitted by Wilton Community Land Trust to list the Sheep Fair Field as an asset of community value. The reason for the refusal is set out in full below:

“This decision has been taken because the Wilton Sheep Field is used by both buyers and sellers who travel from a wide area for a self-contained sale. Any use by the public for dog walking etc. is on a permissive basis only and appropriate signage to that effect has been erected. Such permission could be revoked at any time. There is no evidence of social events taking place on this land.

It is therefore not considered that the current use of the land (or use of the land in the recent past), that is not an ancillary use, furthers the social wellbeing or social interests of the local community and it is not realistic to think that now or in the next 5 years there could continue to be non-ancillary use of the land which will further (whether or not in the same way as before) the social wellbeing or social interests of the local community.”

This is a matter that has been under consideration by the Council for many years and it may be now timely to agree a formal position and strategy. The Sheep Fairs have enormous cultural

significance for the Town - it is the biggest sheep fair in the South of England and dates to 1440 (at least) – and it was an important factor of the development of Wilton as the ancient capital of Wessex. It is a unique spectacle but it is not marketed or promoted as a public event. Downton Cuckoo Fair attracts thousands of people every year, but Wilton's Fair remains largely an agricultural sale.

In correspondence with Wiltshire Council it has been suggested that the Sheep Fair Field will not be available for possible asset transfer when negotiations begin next January. The Council states that it is an asset of strategic value and therefore outside of the scope of the negotiations.

The Committee is asked to consider this matter and make a recommendation to the Council.

67/19 **Managing the Council's Money** 8.30pm

- (a) To confirm and authorise the [schedule of payments](#)
- (b) To receive the [bank reconciliation report for 30 June, 2019](#)
- (c) To receive the [Bank Statement for June 2019](#) the balance on the savings account at 30 June was £167,433.69
- (d) To receive the [budget monitoring report for 29 February, 2019](#)

68/19 **Planning applications received** 8.40pm

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

- (a) [19/04245/LBC](#): Replacement Front Door - 69 North Street, Wilton
- (b) [19/05855/FUL](#): Creation of a Small Garden Swimming Pond with Associated Pump House Within Hedged Formal Garden - Old Rectory, 1 Market Place, Wilton
- (c) [19/06324/TCA](#): Bay Laurel tree - remove 5 low overhanging branches; 1 x Bay Laurel tree & 1 x Cotoneaster tree - reduce height; Common Yew tree - remove basal growth & remove 9 overhanging branches - 3 Kingsbury Square, Wilton
- (d) [19/06024/VAR](#): Variation of condition 1 (approved plans) on 17/05181/REM to allow for changes to approved plans - Former Erskine Barracks The Avenue, Wilton
- (e) [19/06516/FUL](#): Erection of a single garage - 16 Maple Crescent, Wilton
- (f) [19/05824/OUT](#): Mixed use development comprising of residential (Class C3) up to 640 dwellings, local centre (Class A1), primary school (1.8 ha), employment (2 ha) public open space including country park (10 ha), landscaping, 2 vehicular accesses, estate roads and associated infrastructure and landscaping - Land south of Netherhampton Road Salisbury

69/19 **Correspondence received** 8.50pm

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

70/19 **Date of next meeting** 8.55pm

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

71/19 **To close the meeting.** 8.55pm

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](#)