

**MINUTES of a meeting of the AMENITIES & PLANNING COMMITTEE held in the Council Chamber, Kingsbury Square, WILTON on Tuesday 16th January 2018 at 7.00pm**

**Present** Cllr C Blackman  
Cllr P Church  
Cllr P Edge  
Cllr P Matthews  
Cllr I Seviour  
Cllr T Taylor

**In Attendance** Mrs C Purves, Town Clerk; Mr H Abel, Minute Secretary

**Composition of the Amenities and Planning Committee for the Mayoral year 2017-2018**

Cllr Peter Edge, Mayor of Wilton	Cllr Charlotte Blackman
Cllr Pauline Church	Cllr Paula Johnston
Cllr Becky Perry	Cllr Teresa Taylor
Cllr Phil Matthews	Cllr Ivan Seviour

**A G E N D A**

*Cllr Blackman in the chair*

**01.18 Apologies for absence and to consider whether to approve reasons given**

Cllr P Johnston apologised for her absence because she was indisposed

Cllr Perry apologised for her absence owing to work commitments

**Resolved:** to note.

**02.18 Chairman's Report** – Cllr Blackman said that the attic clearing party had worked well but another date was needed to continue the work. It was agreed to meet on Sunday 28th January from 10.00am. The Clerk was asked to investigate archiving criteria and arrangements. **Action:** The Clerk

**03.18 Town Clerk's Report**

*Sports Pavilion* - The art teacher has offered to lend three or four of her paintings to hang in the Sports Pavilion and help brighten the room up. This was gratefully accepted.

*Christmas Lights* - these will be removed on 21st January

**04.18 Declarations of Interest**

- a. Members to declare any interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members. *(NB This does not preclude any later declarations).*

Cllr Mathews declared a personal interest in Planning application 17/11011/FUL

Cllr Seviour declared a personal interest in Planning application 17/11011/FUL

**Resolved:** to note

- b. To consider any **Dispensation Requests** received by the Town Clerk and not previously considered.

**Resolved:** To note none received.

**05.18 Amenities & Planning Committee –**

To confirm and sign the minutes of the Amenities & Planning Committee meeting held on 12th December 2017

**Resolved** – that the minutes of the Amenities and Planning Committee held on 12th December 2017 be signed as a correct record without amendment

**06.18 To note any matters raised in the public session**

No matters raised.

**07.18 To consider any matters referred from the recent Full Council Meetings**

None noted

**08.18 To consider a response to the following planning applications received**

a. **17/11602/ADV** - 2 x illuminated halo logo fascia, 1 x externally illuminated projector and 1 x non-illuminated projector at Wilton Post Office (The Co-Op) 19 - 21 North St, Wilton

**Resolved:** to support

b. **18/00179/TCA** - pollard 1 x ash & 1 x sycamore at 71 North St, Wilton. **Resolved:** to support.

c. **17/00256/TCA** - various trees - crown balancing & dead-wooding to various trees east of A30 & Wilton House

**Resolved:** to support

**09.18 To note any planning decisions made and notified by Wiltshire Council since the last meeting**

a. **17/05578/FUL & 17/06125/LBC** - proposed alterations, replacement ground floor and new 1st floor rear extensions at 3 Silver St, Wilton. **Approved and Consent given 14th December 2017**

b. **17/09062/FUL** - proposed two storey side extension and alterations at 2 St Peters Close, Wilton. **Approved 14th December 2017**

c. **17/11305/TCA** - 2 x birch trees - remove limbs overhanging 9 Florence Court. **Approved 19th December 2017**

**Resolved:** to note

**10.18 To consider the access to and future management of the tennis courts**

It was suggested that a similar pattern of use, similar to that of recent years, be adopted. It was noted that original arrangement was for the public to have access during weekdays, paying £2.50 per hour for the use of a court, and collecting the key from a local business. The Tennis Club had sole access during evenings and at weekends, paying the Town Council £500 per year, charged in arrears. These fees were meant to contribute towards the long term resurfacing of the courts. It was agreed that further discussion was required, taking into account the views of the Tennis Club and Town Team

**Resolved:** to meet on Tuesday 30th January at 6.00pm

**11.18 To consider the designs of and contribution towards the proposed new cemetery at The Avenue grant planning permission**

The Town Council has added another £2,500 in 2018/19 to its earmarked contribution towards the development of the proposed new cemetery at the top of The Avenue

The total available will be £12,500. The question was posed, "Is this a good use of Wilton taxpayers' money?" After discussion, it was concluded that it was not.

**Resolved:** To recommend to Full Council that Wilton Town Council does not contribute to The Avenue cemetery. **Action:** The Clerk

**12.18 To consider the state of the River Wylde signs, and any remedial action that might be required**

It was agreed to ask the Parish Steward to clean the signs and report on any further action that might be required. **Action:** The Clerk

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

Members would pass on details of jobs that needed the Parish Steward's attention to Cllr Johnston.

**Resolved:** to note

**14.18 To Review and note other on going matters**

a. *Play area signs* - to be installed – these are included on the winter works schedule

b. *Community asset transfers* – Full Council has resolved not to take on the Maple Crescent play area, and the Clerk has advised Wiltshire Council of this. Full Council also asked Cllr Church, as a Wiltshire Councillor, to press for a response about the Town Council's application for the Sheep Fair Field. Cllr Church told members she would be meeting with Wiltshire Council officers to try and ascertain where matters lay and the best course of action for Wilton Council to take matters forward.

c. *Actions required for Sports Pavilion/Castle Meadow*

i. Legionella risk assessment - this has been done, a report is awaited.

ii. Removal of concrete post - contractor instructed, awaiting date for work to be done.

iii. Burnt out stump - tree surgeon to visit and provide quote for removal.

iv. Installation of concrete pad - the grounds maintenance team have removed the rubble and levelled the ground. The Clerk has advised the building contractor.

- v. New litter bin - should be installed by week ending 19th January, weather permitting.
- vi Replacement notice board – It was agreed that quotes should be obtained for an A1 sized notice board, wall mounted on the Pavilion, in an aluminium frame, powder coated in blue with a steel back to allow the use of magnetic fixers for display items. The Town crest should be incorporated, if possible. **Action:** The Clerk
- vii. Roof vents and water ingress - see 13.18 ii above.
- viii. Shutter handles - still to be done.
- ix Replacement changing room door - still to be done. It was agreed to authorise the Clerk to proceed with both the shutter handles and replacing the door.
- x. Softer chairs - quotes to be obtained.
- xi. Air pumps/sceptic tank - An estimate for annual service of the sceptic tanks was obtained and factored into the 2018/19 budget. This will no longer be an agenda item.

*d. Actions required for Council offices*

- i. Blocked gutters - the contractor has been in touch with the neighbour, and the work is to be carried out by the end of January.
- ii. Repair of attic floor – Once the attic has been cleared, quotes will be obtained.

*e. Actions required for Bulbridge*

- i. Brickwork - see 13.18ii above.
- ii Paving slabs - see 13.18ii above.
- iii. Replacement bench - should be installed by week ending 19th January, weather permitting.

*f. Actions required for cemetery*

- i. Repair of path - see 13.18ii above.
- ii. Proposed new cemetery - nothing further to report. At the time of writing, the planning application has not been submitted.
- iii. Tree work - work to copper beech and the wiring in of the yew trees is yet to be done.

*g. Actions/updates for Minster St*

- i. Installation of new tennis courts - these should be finished by week ending 19th January, with the lines painted. The colouring will be done later in the spring.
- ii. Replacement trees - quotes awaited.
- iii. CCTV installation - Cllr Edge advised he had still to contact Indigo.
- iv Swing seats - photos have been sent to the manufacturers

*h. Actions/updates for Old St Mary's Church*

- i. Proposed meeting with Churches Conservation Trust (CCT) - no further news. It has been a year since the CCT raised this matter, but no action has been taken. It was agreed that this item removed from the agenda for the time being.

*i. Actions/updates for car parks.*

- i. South St car park - removal of concrete - to be done.
- ii. White lining in Market Square - this has finally been done, and is complete. It was agreed that the Clerk obtain quotes for white lining in South Street car park and the Health Centre/Market Cross area. **Action:** The Clerk

*j. Town Trail ground markers – on order.*

*k. R2 funding projects*

- i. Bulbridge - the replacement roundabout has been ordered, and a new quote requested for the replacement of the slide safety surface requested.*
- ii. Minster St - trampoline surround - further research being undertaken.*

*l. Replacement road signs - in production.*

*m. Inspection checklist - in production*

**15.18 Monthly reports from Grounds Maintenance contractor.**

No concerns raised. The groundsman is concentrating on removing ivy from trees, and digging over the Minster St bed, and splitting plants where necessary.

**16.18 To receive and note monthly verbal reports from councillors and Town Clerk on the following:**

a. *Sports Pavilion and Castle Meadow* – councillors considered various housekeeping concerns raised by Cllr Johnston by way of email. **Action:** The Clerk & Cllr Edge

b. *Council Offices* – the attic floor is a risk and care needs to be taken when going up there.

c. *Bulbridge* – No concerns raised

d. *Cemetery* – concerns have been raised about the large amount of wood chippings from the trees felled last year and then deposited at the bottom of the cemetery on the left hand side, where there is a sign stating that spoil may be placed in that area. The Clerk has spoken to the contractor, who advised it constitutes about half of the chippings generated, which the contractors were not able to take away, due to the difficulty of access for his vehicles. The contractor said he spoke to the groundsman who told him that they could be placed there, perhaps not realising the quantity involved. It is a large pile, but it will rot down. It was suggested that Wilton residents be invited to help themselves from the pile if the chippings could be of use, say, for chicken runs or as mulch. Perhaps an article in the next Wilton Newsletter might advertise this opportunity.

Cllr Matthews reported that he had cleared out the gullies again as they had become clogged up with leaves.

e. *Minster Street* – The Clerk reported that some panels on the Glasdon Shelter had been broken. It was agreed that the Clerk should go ahead and order new panels as the cost was within her expenditure budget. **Action:** The Clerk

f. *Old St Mary's Churchyard* – Cllr Edge advised the meeting that BBC West would be filming the taking down of the Christmas lights from the tree.

g. *South Street & Market Square car parks* – it was noted that the Union flag was still flying.

h. *Flouse Hole* – no concerns raised..

i. *Old Wishford Road* – it was reported that the fence panel was still missing.

j. *Youth Centre at the Hollows* – the fire alarm panel has been replaced.

k. *Public Toilets* – the light bulbs in the entrance light and in the Gents' lights have all been replaced. Cllr Edge has installed the usage counter.

**Resolved:** to note these updates

**17.18 To confirm the date and venue of the next meeting**

Tuesday 20th February 2018 at 7.00pm in the Council Chamber.

**18.18 To close the meeting**

There being no further business, the Chairman closed the meeting at 8.54pm

Members of the Council considered the foregoing matters in consideration of their duties: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder; Health and Safety, and Human Rights.