

MINUTES of a meeting of the AMENITIES & PLANNING COMMITTEE held in the Council Chamber, Kingsbury Square, WILTON on Tuesday 20th February 2018 at 7.00pm

- Present** Cllr C Blackman
Cllr P Church
Cllr P Edge
Cllr P Johnston
Cllr P Matthews
Cllr I Seviour
Cllr Taylor
- In Attendance** Mrs C Purves, Town Clerk; Mr H Abel, Minute Secretary
- Also Present** Mr Simon Whewhell

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 Teresa Taylor | Cllr Phil Matthews |
| Cllr Ivan Seviour | |

Simon Whewhall told the meeting about plans for the Wilton's Shopping Village to develop a more up-market identity. He outlined proposals for improvements to the village's road side appearance beside the A36 to raise the site's profile in an attempt to attract visitors to the village. He said that the plans for roadside advertising had been submitted to Wiltshire Council but could be modified if they did not meet with approval.

A G E N D A

Cllr Blackman in the chair

19.18 Apologies for absence and to consider whether to approve reasons given

None were offered.

Resolved: to note.

20.18 Chairman's Report – Cllr Blackman noted that a bench had been installed in St John's Square.

21.18 Town Clerk's Report

The Clerk reported that Full Council agreed to the re-designation of the Neighbourhood Plan boundary to include Wilton Hill and Erskine Park, and the application form plus supporting documents for this to be implemented have been sent to Wiltshire Council

22.18 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 Blackman declared a personal interest in Planning application 18/00998/TCA

Resolved: To note

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

Resolved: To note none received.

23.18 Amenities & Planning Committee –

To confirm and sign the minutes of the Amenities & Planning Committee meeting held on 16th January 2018

Resolved – that the minutes of the Amenities and Planning Committee held on 16th January 2018 be signed as a correct record without amendment

24.18 To note any matters raised in the public session

No matters raised.

25.18 To consider any matters referred from February Full Council Meeting

a. *Cemetery vandalism* - see item 30.18

b. *Old St Mary's Churchyard lights*. Cllr Blackman had reported to Full Council that these were working at odd times, and it was thought the recent power cuts had affected the timer. Cllr Edge had agreed to look at the lights and report to the committee, and he confirmed that the timing problem had been corrected.

26.18 To consider any matters raised by the January Town Team meeting

a. *Wilton Litter Pick* – the Town Team had discussed this in connection with Wiltshire Council's ongoing Clean Up Wilts campaign, particularly with regard to the nationwide Spring Clean weekend on 2nd/3rd/4th March. The Town Council can provide litter pickers and black plastic bags, and some fluorescent waistcoats. The Town Council's insurance will cover the volunteers, but a simple risk assessment will need to be done by the volunteers. The Town Council can also arrange for the bags to be collected, provided an agreed collection point is identified.

Cllr Johnston agreed to try and find out if any community groups might be interested in taking part in a litter pick in Wilton.

27.18 To consider a response to the following planning applications received

a. **18/00428/LBC** - demolition of car port and log store, and construction of new garden room at Mill House, South St, Wilton
Resolved: to support

b. **18/00652/LBC & 18/00842/FUL** - conversion of part of ground floor Hair & Beauty salon into 1 x 2-bed flat, internal & external works including alteration to shop front and changing rear window to a pair of doors at Lavinias, 2 South St, Wilton
Resolved: to object because this development would contribute towards a loss of retail provision in the town..

c. **18/00998/TCA** - fell 4 x pine trees, pollard 2 x willow trees at St John's House, 23 St John's Square, Wilton
Resolved: to support

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

a. **17/10338/REM** - housing units and Enterprise Hub at Erskine Barracks, The Avenue, Wilton
Approved 19th January 2018

b. **17/11011/FUL** - various works & associated internal alterations at Fairfield House, King St, Wilton
Approved 19th January 2018

c. **17/11305/TCA** - 2 x birch trees remove all limbs overhanging 9 Florence Court at Netherwells House, West St, Wilton
Approved 19th December 2018.

d. **17/11457/TCA** - fell 1 x tree, reduce branches of 5 others at 1 - 8 Florence Mews
Approved 2nd January 2018

e. **17/11729/FUL** - erection of security fence at The Focus School, The Hollows, Wilton.
Approved 24th January 2018

f. **18/00179/TCA** - pollard 1 x ash & 1 x sycamore at 71 North St, Wilton
Approved 8th February 2018

g. **17/00256/TCA** - various trees - crown balancing & deadwooding to various trees east of A30 & Wilton House
Approved 8th February 2018

Resolved: to note

29.18 To consider the access to and future management of the tennis courts

Cllrs Blackman, Edge and Johnston had met informally with Mel Latham from the Wilton Tennis Club, Ian Gerard who manages the Tennis courts at Victoria Park, and a representative from the Lawn Tennis Association. The purpose of the meeting had been to explore the way forward for managing access to the newly re-surfaced courts, and members considered the possibility of using LTA booking software costing approx. £5000 . After discussion it was agreed as an interim measure to purchase two combination padlocks for the courts, to advertise access to the courts on the Town Council's web site and to make a charge of £5 per court per hour, (payable to the Town Council) for all players.

Concern was expressed that, because the courts had been funded by S106 money, it might be unlawful to sanction exclusive access to the Wilton Tennis Club. It was noted that the Club would change its name to Wilton Community Tennis

Resolved: to purchase two combination padlocks for the courts (combination to be changed monthly), to advertise access to the courts on the Town Council's web site, to make a charge of £5 per court per hour, (payable to the Town Council) for all players, and to refer the cost of the LTA software to the Finance & General Purposes Committee

30.18 To consider the need for CCTV and/or locking the gates at The Cemetery, Shaftesbury Road

Following the recent damage to monuments in the cemetery, it had been suggested that CCTV cameras be installed at the cemetery and/or the gates locked either all day or just at night. Doubt was expressed that vandalism had been the cause of the damage and the need for CCTV was not considered pressing.

Resolved: That the present system be maintained as it is.

31.18 To consider undertaking repair work to the grave and wooden memorial cross of Edith Olivier, former Mayor of Wilton

Edith Olivier (first Lady Mayor of Wilton) is buried in the churchyard of St Mary & St Nicholas and it has been reported by a member of the public that the wooden memorial cross is in a state of disrepair, as is the rest of the grave. The deceased's family is normally responsible for the upkeep of the grave but it is thought that there isn't anyone left who can take this on, and the Town Council has been asked if it consider undertaking this repair as a one off on the strict understanding that it should not be seen to be setting a precedent. The Town Council has the General Power of Competence, and so would be able to commission and pay for the work if it wished.

Cllr Johnston suggested that the Town Council could undertake the work as this was the one hundredth anniversary of the granting of women's suffrage.

Resolved: to instruct the Town Clerk to speak to the Revd Mark Wood and find out the Parish Church's position on the matter. **Action:** The Clerk

32.18 To consider arrangements for the formal opening of the Adventure Playground in Minster St, and the Adult Gym equipment in Castle Meadow

Resolved: to schedule the formal opening in May or earlier if possible, in the meantime it should remain an agenda item.

33.18 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

34.18 To Review and note other on going matters

a. Play area signs - to be installed – Tennis Court sign to be made once access arrangements are agreed

b. Community asset transfers –

i. Sheep Fair Field - Cllr Church has confirmed that the Field is not included in Wiltshire Council's Housing Allocation, but it is now considered a Strategic Asset. Cllr Church is trying to find out why this is, but it seems the Field is not eligible to be transferred.

ii. CCTV - the Wilton system, although working, has still not been formally handed over from Indigo Vision, as engineers are still working on some technical problems in Salisbury.

c. Actions required for Sports Pavilion/Castle Meadow

i. Legionella risk assessment - this has been done. The report should be available between 3 to 6 weeks after the assessment.

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

iii. Burnt out stump – a quote has been obtained and will be considered by F&GP together with quotes for other tree work required.

iv. Installation of concrete pad – this has been done as has the pad and bench in St John's Square.

v. New litter bin – the pad had been done

vi Replacement notice board – two more quotes are awaited.

vii. Roof vents and water ingress – no further news.

viii. Shutter handles – no further news.

- ix Replacement changing room door - It was agreed to authorise the Clerk to proceed with both the shutter handles and replacing the door.
- x. Softer chairs - quotes still to be obtained. It is suggested this is deferred until the second container is installed, and the existing plastic chairs have been removed from the Pavilion.

d. Actions required for Council offices

- i. Blocked gutters – this will be done as soon as the neighbouring scaffolding is removed.
- ii. Repair of attic floor – the attic has now been cleared. One quote for the repair of the floor has been received, a second is awaited. It was agreed that the Clerk should progress the work if the quote is within her spending limit.

e. Actions required for Bulbridge

- i. Brickwork - no further news – this is weather dependent
- ii Paving slabs no further news – this is weather dependent.
- iii. Replacement bench - no further news – this is weather dependent

f. Actions required for cemetery

- i. Repair of path – no further news – this is weather dependent.
- ii. Tree work - work to the copper beech and yew trees is scheduled for Wednesday 7th March. The contractor has applied for the necessary permits for traffic control etc.

g. Actions/updates for Minster St

- i. Installation of new tennis courts - awaiting lining and colouring of the courts, both activities are weather dependent. Maintenance spec is being checked, and quotes being obtained for the disabled access ramp.
- ii. Replacement trees - quotes obtained which will be considered by F&GP
- iii. CCTV installation – work in progress.
- iv Swing seats - the manufacturer advises that the splits are not dangerous, but it is difficult to replace them without affecting the integrity of the whole swing unit. This will mean the seats would need to be replaced, and the Clerk is obtaining an estimate for this. It was suggested that advice about the swing seat's safety be sought in writing.

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

- i. the SSE Meter Reader advised that he could not take a formal reading of the meter as the box has been padlocked. The Town Council doesn't have a key.
- ii. *Additional "No Dogs" sign* - awaiting installation. The Clerk will also ask for the existing sign to be cleaned and re-set as well.

i. Actions/updates for car parks.

- i. *South St car park - stump removal* - it seems this was removed some years ago, and all that is required is for the concrete surround to be removed, the ground prepared and tarmacked. The Clerk has asked the building contractor for an estimate for the work..
- ii. White lining in Market Square - this has finally been done, and is complete. Does the committee now want to request quotes for marking the parking bays within the Market Square (the Town Council's responsibility), and South St car parks. It was agreed that the Clerk check the legal status of the Market Square to see whether it would be possible to repaint the parking bays and make them wider. This would reduce the number of bays available. **Action:** The Clerk

j. Town Trail ground markers – on order and will be delivered at the end of February.

k. R2 funding projects

- i. *Minster St - trampoline surround* - Quotes have been requested.

l. Replacement road signs - these have been received, and the Clerk has asked Grounds Maintenance if they are able to install them. It was noted that a sign at Churchill Court was missing. The Wilton Gateway signs seem to have disappeared. They were all received and signed for at the Wiltshire Council Highways depot. However, those that have yet to be erected are no longer there. The Clerk was asked to investigate. **ACTION:** The Clerk

m. Inspection checklist - in production

35.18 Monthly reports from Grounds Maintenance contractor.

No issues raised. The groundsman is doing his winter works, including digging the beds at Minster St, and ivy removal from trees.

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

- a. *Sports Pavilion and Castle Meadow* – hanging of pictures - in hand.
- b. *Council Offices* – the cause of the low pressure in the central heating system has been discovered - a leak in one of the Chamber radiator valves. This has now been repaired.
- c. *Bulbridge* – No concerns raised
- d. *Cemetery* – No concerns raised
- e. *Minster Street* – Panels for the Glasdon shelter and the bus shelter have been received and are yet to be fitted..
- f. *Old St Mary's Churchyard* – No concerns raised.
- g. *South Street & Market Square car parks* – No concerns raised
- h. *Flouse Hole* – no concerns raised apart from it being very muddy.
- i. *Old Wishford Road* – very muddy.
- j. *Youth Centre at the Hollows* – It was reported that one sink was coming away from the wall and that a toilet seat needs replacing.
- k. *Public Toilets* – the lock on the disabled toilet door has broken, and has been replaced. The taps were leaking in the disabled toilets, resulting in a flood into the Ladies toilets, and have been replaced.

Resolved: to note these updates

37.18 To confirm the date and venue of the next meeting

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

38.18 To close the meeting

There being no further business, the Chairman closed the meeting at 9.15pm

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.