

MINUTES of a meeting of the AMENITIES & PLANNING COMMITTEE held in the Council Chamber, Kingsbury Square, WILTON on Tuesday 20th March 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 Mrs Mel Latham, T Batchelder, Mr Keith Crockett

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	

Keith Crockett – expressed grave misgivings about the content of the Planning Inspector's report about the Naish appeals, that the appeal had been upheld and that consequently planning permission had been given. One continuing, overriding problem with the site is access for vehicles. Crow Lane and Castle Lane are clearly not suitable for large vehicles and any building project would require transport of heavy equipment plus enormous amounts of material.

Trevor Batchelder – raised the following concerns:-

- access issues to the site are not discussed.
- Neither Crow Lane nor Castle Lane are suitable for high vehicles.
- The number of affordable homes to be built is not mentioned
- The traffic survey upon which the data is based is an historic one taken from the Wilton Hill development
- Wiltshire Council's Core Strategy does not adequately consider the needs of the people of Wilton.

A G E N D A

Cllr Blackman in the chair

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

None were offered.

Resolved: to note.

39.18 Chairman's Report – nothing to report.

40.18 Town Clerk's Report

The Clerk reported on the following:-

- *Bus shelter panels* – these had been fitted today at the Bulbridge shelter
- *Shelter at Minster Street* – these replacement panels were also fitted today.
- *This Is My Theatre* – The touring group, This Is My Theatre have requested permission to stage a performance of Midsummer Night's Dream in Old St Mary's Churchyard on June 20th. Members agreed with this request.

41.18 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*).

None were declared.

Resolved: To note

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

Resolved: To note none received.

42.18 Amenities & Planning Committee –

To confirm and sign the minutes of the Amenities & Planning Committee meeting held on 20th February 2018

Resolved – that the minutes of the Amenities and Planning Committee held on 20th February 2018 be signed as a correct record with the following two amendments:

to 34.18 *g Actions for Minster Street* - include the saplings by the river bank

to 34.18 *h Actions/updates for Old St Mary's Church* – add that there is a combination lock on the electricity meter box.

43.18 To note any matters raised in the public session

Naish Site Planning Application

Cllr Johnston – suggested that there be an item on the agenda of the Wilton Town Meeting to allow local people to discuss this matter.

Cllr Edge – advised that there had been a public meeting about the planning application in May 2016 which had taken all evening. Therefore the Town Meeting would not be a suitable forum for such a discussion.

Cllr Matthews – suggested that the Town Council ought to find out what its options were before holding a public meeting.

Cllr Church – offered to contact the planning officers of Wiltshire Council to give the Town Council an outline as to what options were available.

Town Clerk – told the meeting that both the Your Valley News and the Salisbury Journal newspapers have asked for comments and statements from the Town Council.

Resolved: to summon a public meeting once the outcome of Cllr Church's enquiries are known.

Resolved: to suspend Standing Orders

The Chairman asked Mrs Mel Latham about the Minster Street Tennis Courts.

Mel Latham – told the meeting that Wilton Tennis Club had renamed itself "Wilton Community Tennis". It would continue to maintain its own membership and would hope to arrange block bookings for the use of the courts, but it was clearly understood that the tennis courts had always been and would remain as public courts

She told the meeting that she had been constructing the Wilton Community Tennis and offered to incorporate the booking of the courts into this new website.

After wide ranging discussion the following were agreed:-

- To open the courts over Easter – they will be free to play on as other access arrangements have yet to be discussed and confirmed..
- That it would be inappropriate for revenue derived from use of the courts to go to the tennis club. Therefore some means of charging for the courts' use and paying the money directly into the Town Council's account needs to be worked out.
- Ultimately there would need to be some form of electronic gate control, and so a power supply to the courts would need to be installed.
- To set up a Committee working group to formulate the ways in which Wilton Community Tennis can be run and managed. The working group will make its recommendations to the April A&P meeting for implementation.

Resolved: to re-impose Standing Orders.

44.18 To consider any matters referred from March Full Council Meeting

None noted.

45.18 To consider a response to the following planning applications received

a. **18/01484/LBC** - replacement of existing signage with 2 x lit signs & 2 x non-lit projecting signs at Wilton PO(Co-OP) 19-21 North St, Wilton **Resolved:** to support

b. **18/01863/FUL** - proposed first floor, ground floors & porch extension and alterations at 54 Bulbridge Road, Wilton **Resolved:** to support

- 46.18 To note any planning decisions made and notified by Wiltshire Council since the last meeting**
- a. **17/04814/FUL** - demolition of store building & construction of two dwellings at rear of 36 North St (Webbs of Wilton) Refused 15th February 2018
 - b. **17/04815/FUL** - change of ground floor use from A1 (shop) to C3(dwelling) with external alterations at rear of 36 North St (Webbs of Wilton) Refused 15th February 2018
 - c. **17/11305/TCA - 17/10594/FUL** - installation of balcony on existing flat roof at 6 Shaftesbury Road Withdrawn.
 - d. **17/11457/TCA - 17/10706/HRN** - removal of 38m of hedgerow at Wishford Rd Wilton Approved 20th February 2018
 - e. **17/11602/ADV** - 2 x illuminated halo logo fascia, 1 x external lit projector & 1 x non-lit projector at Wilton PO (CoOp) 19-21 North St Wilton Approved 23rd February 2018
 - f. **18/00998/TCA** - fell 4 x pine & pollard 2 x willow at St John's House, St John's Square, Wilton Approved 28th February 2018

Resolved: to note

47.18 To consider the Risk Assessment report for Legionella and actions to be taken

The report had been circulated to Members, and it was noted that the company can provide quotes to rectify the remedial works identified in section 3.2, and/or ongoing water hygiene monitoring. Members felt that as it will be some months before the assistant clerk is in place, it would be wise to explore the options of using a contractor.

Resolved: to instruct the Clerk to seek quotes for remedial works outlined in the report. **Action:** The Clerk

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

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

Resolved: to note

49.18 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 – Awaiting the Atkins report on Wilton Parkway.
- ii. Toilets - the amended lease has been received for the public toilets, and will be considered by F&GP, with a view to signing at April's FC meeting.

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

- i. Removal of concrete post – the Clerk has pressed the contractor for some indication of a start date. Members felt that if a date couldn't be provided, the Council should seek an alternative contractor.
- ii. Removal of burnt tree stump - quote provided by G. Gent previously had already been accepted.
- iii. Installation of second concrete pad - see 49.18ci above
- iv. Replacement noticeboards - third quote requested
- v. Roof vents and water ingress - see 49.18ci above
- vi. Repair of shutter handles - nothing further to report at present
- vii. Replacement changing room door - nothing further to report at present

d. *Actions required for Council offices*

- i. Blocked gutters - Scaffolding re the neighbours roof should be removed by week ending Friday 23rd March, and the contractor will arrange access for as soon as possible afterwards, so hopefully early April. The recent bad weather won't have helped.
- ii. Repair of attic floor – Cllr Edge has given the Clerk a second contact, who has been contacted for a quote.

e. *Actions required for Bulbridge*

- i. Brickwork - see 49.18ci above

- ii. Paving slabs - see 49.18ci above
- iii. Installation of replacement bench - done. this will no longer be an agenda item

f. Actions required for cemetery

- i. Repair of path - see 49.18ci above
- ii. Hedge cutting - done. Tree work - copper beech and trimming of Irish Yew trees on the cremation plot - done. This will no longer be an agenda item.
- iii. Trees - the copper beech and yew trees at the entrance to cemetery have been attended to and the chippings removed.

g. Actions/updates for Minster St

- i. New tennis courts -
 - Surface colouring - this is scheduled for mid April, exact date to be advised, weather dependent.
 - Installation of nets - the holes are there, and the posts and nets are at the cemetery, and are easily installed. It was agreed the post and nets should be installed for the Easter holidays. **Action:** The Clerk
 - Purchases of various types of padlock - to be confirmed at the meeting.
 - Advertising of access - to be on the Town Council website, once decided upon.
 - Mechanism of charging fees - to be discussed/decided.
 - Disabled ramp - Courtstall can build this, spec sent, quote awaited.
 - Maintenance spec - Courtstall have confirmed the existing spec is fine.
 - Application for quote for specialist access software - sent
 - Request for quote for installation of electricity supply - submitted
- ii. Replacement trees - no further news. Awaiting quote for works to saplings in the river.
- iii. CCTV installation - Cllr Edge reported that he had provisionally obtained permission from the Carpet Factory for a supply.
- iv. Swing seats - written advice requested.

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

- i. The Electricity cupboard has a combination lock. The code has been passed to the Clerk.
- ii. *Additional "No Dogs" sign* - awaiting installation.

i. Car parks

- i. Stump removal - quote awaited from contractor.
- ii. White Lining of parking bays - the Town Council is responsible for remarking the parking bays in the Market Square, but permission would be required to enlarge them. It was agreed that the Clerk should seek quotes as well for re-marking the "T"s in the Market Square.
Action: The Clerk

j. Town Trail markers - received, requiring installation. It was noted that they will need to be recessed

k. R2 funding projects

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

l. Replacement road signs - the groundsman will install the Wishford Rd sign, one sign, Cllr Blackman has persuaded the house owner to install the Water Ditchampton sign, Wilton Estate is refurbishing the Kingsbury Square sign.

ACTION: The Clerk as necessary

m. Inspection checklist for each Town Council area – Cllr Seviour reported that these were in production

n. Edith Olivier grave marker – The Rector will take this matter to the next PCC meeting

o. Formal Opening of Tennis Courts, gym equipment and playground – this was scheduled for Saturday 5th May

50.18 Monthly reports from Grounds Maintenance contractor.

Grass cutting will begin in mid-April, once the ground temperature rises.

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

- a. *Sports Pavilion* - guttering brackets have been replaced at the front. Art work has been displayed.
- b. *Council offices* - nothing to report
- c. *Bulbridge* - nothing to report.
- d. *Cemetery* - nothing to report that isn't covered elsewhere.
- e. *Minster St* - the ground staff will install the replacement panels. A further panel has been damaged, removed, and a replacement ordered. The groundsman has also reported an increase in dog fouling in the area. The Clerk has asked for one of the dog bins to be re-sited in a much more prominent place and has put a notice in the newsletter reminding owners about the need to clear up after their pets.
- f. *Old St Mary's Churchyard* - nothing to report.
- g. *Flouse hole* - nothing to report.
- h. *Old Wishford Road* - nothing to report.
- i. *Youth Centre* - the backlog of rubbish has been cleared, and the Youth Group advised of the need to put the bag for collection outside the gate. A toilet seat needs replacing, and one of the handwash basins has come away from the wall slightly. It was agreed that the Clerk should visit to assess the need for repairs. **Action:** the Clerk
- j. *Public toilets* - the back panels have been removed in the ladies cubicles thanks to Cllrs Edge and Matthews. the plumber was due to undertake the remedial work as soon as possible.

Resolved: to note these updates

52.18 To confirm the date and venue of the next meeting

Tuesday 17th April 2018 at 7.00pm in the Council Chamber.

53.18 To close the meeting

There being no further business, the Chairman closed the meeting at 9.10pm

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.