

MINUTES of a meeting of the AMENITIES & PLANNING COMMITTEE held in the Council Chamber, Kingsbury Square, WILTON on Tuesday 17th April 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

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	

A G E N D A

Cllr Blackman in the chair

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

None were offered.

Resolved: to note.

55.18 Chairman's Report – nothing to report.

56.18 Town Clerk's Report

The Clerk reported on the following:-

- *Wilton's Manorial Court records* - a representative from the Wiltshire Family History Society has photographed the maces and Wilton badge to be included in a forthcoming book about Wilton's records. The Town Council's permission will be acknowledged, and a copy of the book presented to the Mayor on behalf of the Town Council at the Society's event in the Community Centre on 12th May.
- *Memorial trees in the cemetery* - a resident has offered to pay for two of the replacement trees in the cemetery, and has asked that flowering cherry trees be considered

57.18 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.

58.18 Amenities & Planning Committee –

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

Resolved – that the minutes of the Amenities and Planning Committee held on 20th March 2018 be signed as a correct record without amendment.

59.18 To note any matters raised in the public session

None had been raised

60.18 To consider any matters referred from April Full Council Meeting

None noted.

61.18 To consider a response to the following planning applications received

a. **18/02240/FUL** - installation of modular ramp for wheelchair access at 84 Randalls Croft Road
Resolved: to support with a recommendation that the consent be attached to the occupant rather than the property.

b. **18/02994/FUL** - proposed loft conversion at 2 St Nicholas Close. **Resolved:** to support

c. **18/03120/FUL** - complete renovation works at 3 Crow Lane, Wilton **Resolved:** to support

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

a. **18/00255/FUL** - single storey side extension, new first floor window to west gable, decoration of front entrance door at 20 Wyvern House, Kingsbury Square, Wilton **Approved 15th March 2018**

b. **18/00518/FUL** - installation of velux skylight of front elevation to match existing at Bulbridge Barn, Bulbridge Farm, 17 Burcombe Lane **Approved 29th March 2018**

c. **18/00428/LBC** - demolition of car port & log store and construction of new garden room at Mill House, South St, Wilton **Approved 21st March 2018**

d. **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 **Approved 6th April 2018**

Resolved: to note

63.18 Naish Felt Factory planning appeal - to consider the next steps

After a short discussion, it was clear there was no support for applying for a judicial review, which would only review the planning process to ensure it had been carried out correctly, not the outcome itself. Councillors felt they had done all they could to involve the public in the matter..

Cllr Edge – told the meeting that he would be meeting Geoff Naish later in the week and would sound him out for his plans about the future, which he would share with the committee at the next meeting, having due regard to commercial sensitivities

Resolved: that the Town Council should not seek a judicial review.

64.18 To note the response from the Environment Agency regarding the Town Council's counter proposal for a bund a Castle Meadow

A letter from the Environment Agency had been circulated to Members, which the Committee noted with disappointment. The Council is not against the proposal of a bund in principle, but the EA's proposal - the least cost option - compromises the football and cricket playing areas of Castle Meadow, which was unacceptable to the Council. Councillors re-stated their support for Option 4, which was to run the bund behind the Sports Pavilion, and noted this had not been costed, as requested. It was also noted that Community Infrastructure Levy money might be available in the near future, both to construct the bund, and the wall at Crow Lane

Resolved: to refer this matter to Full Council. **Action:** The Clerk

65.18 Hire of carpet cleaner for use in the Pavilion

This is recommended as the carpet in the main room has not been deep cleaned since it was laid in 2012. This could be done after the last football match of the season is played at the end of April.

Resolved: to hire and use a carpet cleaner. **Action:** The Clerk

66.18 To consider the need for additional gravel/scalpings for the lower cemetery paths

The overhanging trees and general dampness of the site provide excellent moss growing conditions . As a result the path is badly smothered in moss, although the groundsman does attend to it in accordance with the grounds maintenance contract. The grounds contract manager has recommended raking the paths to break up the solidified surface, applying the herbicide and then adding more gravel/scalpings to improve drainage.

Resolved: to take the measurements in order to obtain seek costing for supply of sufficient gravel/scalpings. **Action:** the Clerk and Cllr Matthews

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

Members passed on tasks they had identified to Cllr Johnston.

68.18 To Review and note other on going matters

a. *Play area signs* - to be installed

b. *Community asset transfers* –

- i. Sheep Fair Field – Awaiting the Atkins report on Wilton Parkway.
- ii. CCTV - No further news.
- iii Randalls Croft Play Area - F&GP looked at the proposed lease for Randalls Croft Road play area, and have asked for clarification of the differences between a lease and a delegated service management agreement (ie the arrangements in place for the car parks).

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. It was agreed to instruct Greg Gent to proceed.
- iii. Installation of second concrete pad – see 68.18 c.i above
- iv. Replacement noticeboards - third quote requested. It was agreed to ask the groundsman to remove and dispose of the existing wooden noticeboard.
- v. Roof vents and water ingress - see 68.18 c.i 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 – Now unblocked and cleared..
- ii. Repair of attic floor – second contractor coming to inspect and quote on 18th April.

e. *Actions required for Bulbridge*

- i. Brickwork - see 68.18 c.i above
- ii. Paving slabs - see 68.18 c.i above

f. *Actions required for cemetery*

- i. Repair of path - see 68.18 c.i above

g. *Actions/updates for Minster St*

- i. New tennis courts –
Following receipt of a letter from the Tennis Club chair which indicates that the club is backing away from being involved in managing bookings, it was agreed to appoint the working group to liaise with the Club's officers and find a mutually acceptable way forward. The council's members of the group to be Cllrs Blackman, Edge and Johnston. In the meantime, it was agreed that notices be displayed at the courts stating that access to the courts could be made by contacting Cllr Edge or the Town Clerk.
- ii. Replacement trees – these will probably have to be planted in the autumn.
- iii. CCTV installation – a quote has been received, but Cllr Edge had requested an amendment to reflect an additional CCTV at Pound Meadow.
- iv. Swing seats - the seats are safe as the rubber frames have a steel core. The yellow crotch supports can be replaced at £47.00 per pair plus £15.00 delivery for the whole order. It was agreed to go ahead with this. **ACTION:** the Clerk

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

- i. *Additional "No Dogs" sign* - awaiting installation. It was agreed to invite the County's dog warden to advise on future action in view of numerous complaints being received about dog owners neglecting to clear up after their animals. **ACTION:** the Clerk

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. Quotes are awaited.

j. Town Trail markers - received, requiring installation. It was noted that they will need to be recessed. The company to be contacted to advise on appropriate fixing technique.

ACTION The Clerk

k. R2 funding projects

i. Minster St - trampoline surround - Mant Leisure and Sutcliffe Play are updating their previous quotes, and the Clerk is meeting the Kompan rep on site Wednesday 25th April

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 has refurbished the Kingsbury Square sign. **ACTION:** The Clerk as necessary

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

n. Edith Olivier grave marker – it is understood the Parochial Church Council is consider the matter.

o. Formal Opening of Tennis Courts, gym equipment and playground – this was scheduled for Saturday 5th May. It is planned that there will be tennis coaching and rugby demonstration.

69.18 Monthly reports from Grounds Maintenance contractor.

No concerns to report. The green area in front of the church, and Old St Mary's churchyard have been cut with a push along mower. Ground staff are waiting for drier weather before using the big grass cutters to save damaging the soggy ground.

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

- a. Sports Pavilion* – Cllr Church reported that complaints have been received about a lot of dog poo being left on the playing field.
- b. Council offices* - nothing further to report
- c. Bulbridge* – contractors have left a skip on the grass. They have been unable to move it because taking a heavy vehicle onto the wet ground would cause even more damage. They are aware of the situation and will make good when the skip is removed.
- d. Cemetery* – Cllr Matthews reported the war graves in the cemetery have been cleaned or replaced presumably by the Commonwealth War Graves Commission. However, there are two other war graves, in a different part of the cemetery that have not been attended to.
- e. Minster St* – Cllr Edge told the meeting that there were two further benches in need of replacement. It was agreed to recommend that they be replaced with Glasdon benches of the same pattern as the others recently replaced. He also reported that one of the bins should be moved so that there was a bin near to each exit from the area.
- f. Old St Mary's Churchyard* – the wall alongside North St had been damaged by a lorry. It was agreed that the Clerk should get a contractor to inspect the damage. **Action** the Clerk.
- g. Flouse hole* – wet and muddy but otherwise OK.
- h. Old Wishford Road* - nothing to report.
- i. Youth Centre* – no concerns raised.
- j. Public toilets* – no concerns raised.

Resolved: to note these updates

71.18 To confirm the date and venue of the next meeting

Tuesday 15th May 2018 at 7.00pm in the Council Chamber.

72.18 To close the meeting

There being no further business, the Chairman closed the meeting at 8.58pm

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.