

MINUTES of a meeting of the AMENITIES & PLANNING COMMITTEE held in the Council Chamber, Kingsbury Square, WILTON on Tuesday 15th May 2018 at 7.00pm

Present
Cllr P Church
Cllr P Edge
Cllr P Johnston
Cllr A Kinsey
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 2018-2019

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

A G E N D A

Cllr Edge in the chair

73.18 To elect a Chairman

Cllr Blackman - nominated by Cllr Matthews, seconded by Cllr Seviour
Cllr Johnston – nominated by Cllr Church, seconded by Cllr Taylor
Three votes were cast for Cllr Blackman and four for Cllr Johnston.
The Chairman declared Cllr Johnston elected Chairman.

Cllr Johnston in the chair

74.18 To elect a Vice Chairman

Cllr Matthews – nominated by Cllr Seviour, seconded by Cllr Taylor
There being no other nominations, the Chairman declared Cllr Matthews duly appointed.

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

Cllr Blackman apologised for her absence because she was away on holiday.
Resolved: to accept her apology and the reason for it.

76.18 Chairman's Report – nothing to report.

77.18 Town Clerk's Report

The Clerk reported on the following:-

- *UKLF Gates* - Planning/Highways are planning to remove the former UKLF gates to make way for a cycle/footpath. It appears that only the left hand gate will be relocated (the one further up the hill). It will mean that the gates will no longer be functional as gates but will be left open all the time.
- *Dog bin on Wilton Hill* – the Clerk has received a request for a dog bin to be installed at Wilton Hill. Members agreed that an all-purpose bin would be preferable, but that the resident should approach Redrow with the request.
Action: The Clerk
- *Old St Mary's Churchyard wall* – this has been damaged, possibly by a lorry. It has been examined and declared safe but is still in need of attention. It was agreed to seek an estimate for repairs.
Action: The Clerk

78.18 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 Church declared a personal interest in planning application 18/03828/FUL

Cllr Kinsey declared a personal interest in planning applications 18/03577/LBC & 18/03576/FUL.

Resolved: To note

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

Resolved: To note none received.

79.18 Amenities & Planning Committee –

To confirm and sign the minutes of the Amenities & Planning Committee meeting held on 17th April 2018

Resolved – that the minutes of the Amenities and Planning Committee held on 17th April 2018 be signed as a correct record without amendment.

80.18 To note any matters raised in the public session

None had been raised

81.18 To consider any matters referred from May Annual Town Meeting

None noted.

82.18 To consider a response to the following planning applications received

a. **18/03227/LBC** - creation of two new openings within internal walls at Wilton Place, 27 West St, Wilton **Resolved:** to support

b. **18/03577/LBC 18/03576/FUL** - proposed development of 5 new almshouses at St Mary Magdalene Hospital, 22-32 King St, Wilton

Resolved: to support but with serious concerns about access

c. **18/03630/TCA** - works to various trees at 81A North St, Wilton **Resolved:** to support

d. **18/03828/FUL** - retrospective application for the rendering of the lower section of the external facade at 1 North St, Wilton **Resolved:** to support

e. **18/03919/FUL** - proposed annexe at 38 Water Ditchampton, Wilton **Resolved:** to support

f. **18/04367/TCA** - Full Planning - pollard 2 x yew trees by 30% at 29 South St, Wilton **Resolved:** to support

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

a. **18/00239/FUL** - proposed new cemetery at the top of The Avenue, Wilton

Approved 19th April 2018

b. **18/02703/TCA** - works to various trees at Wilton Community Centre, West St, Wilton

Approved 3rd May 2018

c. **18/02836/TCA** - fell 1 x western red cedar at 9 South St, Wilton

Approved 17th April 2018

Resolved: to note

84.18 To consider the War Graves Commission's proposal for a plaque to be displayed at the cemetery at its expense

Cllr Matthews told the meeting that there were eight graves of men dating from the First World War and five dating from the Second World War. The War Graves Commission wants to display a notice highlighting the fact that the cemetery contains the graves of war dead.

Resolved: to agree to the War Graves Commission's proposal.

85.18 Quotes for replacement see saw and trampoline surround

Quotes have been received from two companies, a third had not submitted its quote. It was agreed to accept the Mant Leisure quote for £9,150.00 + VAT

Resolved: to accept the Mant Leisure quote for £9,150.00 plus VAT

86.18 Quotes for wall mounted noticeboard at Castle Meadow

Quotes had been received from Arien Design, Noticeboard Company and Greenbarns.

Resolved: to accept the Arien Design Quote for Supply & delivery of 1 off double door tradition noticeboard at a cost of £630.00 plus VAT

87.18 To consider quotes for work to trees at Bulbridge and elsewhere

Various quotes from the Council's tree surgeon were considered for works to the trees at the Cemetery, Wilton Shopping Village, Bulbridge and Castle Meadow.

Resolved: to recommend to F&GP that work to grind out the stumps at Cemetery, two specific trees at Bulbridge affecting a neighbour's property and all works at Castle Meadow on safety grounds be carried out.

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

Members passed on tasks they had identified to Cllr Johnston.

89.18 To Review and note other on going matters

a. *Play area signs* - nothing further to report

b. *Community asset transfers* – no further news

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

i. *Concrete post, second concrete pad* – work scheduled to begin in July

ii *Roof vents* – work to begin as soon as possible

iii *Burnt tree stump* – a quote was accepted in 2016. As the current Castle Meadow quote has been accepted, it was agreed to include this stump.

iv *Repair of shutter handles* – the Clerk has sent photos of the handles in an attempt to source replacements

vi *Replacement door* – the Clerk will confirm that this work needs to proceed

vii *Additional lighting* – Cllr Edge explained that the exiting LED flood light was obscured by the shutters when they were raised. He therefore recommended that it be moved. He also suggested that the CCTV camera be updated and upgraded to a higher resolution model.

viii *Internal storage* – It was agreed that a review of storage be conducted and therefore the next A&P meeting would take place at the Sports Pavilion.

d. *Actions required for Council offices*

i. Repair of attic floor – the second quote is awaited. However, If the quote isn't received by Friday 18th May, it was agreed that the Clerk commission the original contractor.

e. *Actions required for Bulbridge*

i. Brickwork – work will begin in July

ii. Paving slabs - work will begin in July

f. *Actions required for cemetery*

i. Repair of path - work will begin in July

ii Scalpings on lower path – the groundsman will action

g. *Actions/updates for Minster St*

i. *Electricity supply* – the Clerk has chased SSE – and also completed an application form.

ii. *Disabled ramp* - Courtstall to do, date awaited.

iii. *Short term access arrangement* - a coded padlock is now in place with instructions displayed by the gate and on the website about the contacts to ring for the code, which will be changed at the end of each month.

iv *Replacement trees* - see item 87.18 above

v. *CCTV installation* - amended quote awaited.

vi *Swing seat parts* - ordered.

vii *Replacement riverside seats* - ordered.

viii *Replacement shelter panel* - ordered.

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

"No Dogs sign" yet to be installed.

ACTION: the Clerk

i. *Car parks*

i. *Stump removal* - awaiting quote

ii. *Market Place* - awaiting quote.

j. Town Trail markers – the company has been contacted to advise on appropriate fixing technique.

ACTION The Clerk

k. R2 funding projects

i. Minster St - trampoline surround – see 85.18 above

l. Replacement road signs - the groundsman will install the Wishford Rd sign, Wilton Estate to be asked about a new backboard for the Hollows sign.

m. Gateway signs – Highways England have been contacted for permission to erect the signs. The company which supplied the signs has been contacted and asked to supply appropriate fixings.

n. Beware horses signs – David Button (WC) needs a map showing where the signs are to be placed

ACTION: The Clerk

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

90.18 To note monthly reports from Grounds Maintenance contractor.

No concerns to report. It was suggested that the crowns of trees in the Market Place be pruned in order to make the hanging baskets visible.

ACTION: The Clerk

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

a. Sports Pavilion – It was noted that PAT testing needs to be done. It was also reported that the septic tank alarm was sounding.

b. Council offices – quotes have been received for an intruder alarm. The move is planned for mid June. The partition needs to be ordered and a further working party is needed to sift through the documents presently at the foot of the stairs.

c. Bulbridge – the skip has been moved.

d. Cemetery – no concerns raised

e. Minster St – Cllr Edge told the meeting that one of the bins still needs to be moved so that there was a bin near to each exit from the area.

f. Old St Mary's Churchyard – no concerns raised.

g. Flouse hole – no concerns raised.

h. Old Wishford Road - nothing to report.

i. Youth Centre – the Clerk has inspected the centre and found one toilet set to be loose. It was agreed that she obtain a quote for the installation of broadband for the Centre.

j. Public toilets – data of toilet usage needs to be collated.

Resolved: to note these updates

92.18 To confirm the date and venue of the next meeting

Tuesday 19th June 2018 at 7.00pm in the Sports Pavilion.

93.18 To close the meeting

There being no further business, the Chairman closed the meeting at 8.45pm

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.