

MINUTES of a meeting of the AMENITIES & PLANNING COMMITTEE held in the Pavilion, Castle Meadow, WILTON on Tuesday 19th June 2018 at 7.00pm

Present Cllr C Blackman
Cllr P Church
Cllr P Johnston
Cllr R Lyons
Cllr P Matthews
Cllr T Taylor

In Attendance Mrs C Purves, Town Clerk; Mrs C Matthews, Locum 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 R Lyons
Cllr Phil Matthews	

A G E N D A

Cllr Blackman in the chair

94.18 To elect a Chairman

Cllr Johnston – nominated by Cllr Taylor, seconded by Cllr Church
No other nominations were submitted. Cllr Johnston elected.

Cllr Johnston in the chair

95.18 To elect a Vice Chairman

Cllr Blackman – nominated by Cllr Taylor, seconded by Cllr Church
Cllr Matthews – nominated by Cllr Blackman. No seconder.
The Chairman declared Cllr Blackman duly appointed.
Cllr Matthews thanked Cllr Blackman for her previous work as Chair of the committee.

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

Cllr Edge sent his apologies for his absence because he is away on holiday.
Resolved: to accept this apology and the reason for it.

97.18 Chairman's Report – nothing to report.

98.18 Town Clerk's Report

The Clerk reported on the following:-

- *Memorial Bench in Minster Street* The bench nearest the river, opposite Wilton House, is to be replaced. The family have been contacted and they are happy to be invoiced for the replacement and installation costs **Action:** The Clerk
- *The Maces* The 2018 edition of the Sarum Chronicle contains an article about the Wilton Maces. An electronic copy may be obtained by application to the Clerk.

99.18 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).*
Resolved: To note none received
- b. To consider any **Dispensation Requests** received by the Town Clerk and not previously considered.
Resolved: To note none received.

100.18 Amenities & Planning Committee –

To confirm and sign the minutes of the Amenities & Planning Committee meeting held on 15th May 2018

Resolved – that the minutes of the Amenities and Planning Committee held on 15th May 2018 be signed as a correct record of the meeting as held. However, it was recognised that part of the record was factually incorrect, and members noted that the committee membership had been revisited by Full Council, and the election of the chairman had been revisited.

101.18 To note any matters raised in the public session

None had been raised

102.18 To consider any matters referred from June Annual Town Meeting

None noted.

103.18 To consider a response to the following planning applications received

18/03578/LBC 18/03925/FUL - proposed extensions, alterations and refurbishment works at St Mary Magdalene Hospital, 22-32 King St, Wilton

The Clerk alerted the Committee to the fact that this is the second of two applications, this one referring to work behind the present almshouse buildings.

As with the previous application (discussed at the last meeting) Councillors agreed this development was an improvement, but had concerns about access for contractors' vehicles.

The plans refer to pedestrian access only. It was confirmed that there is only one Resident there at present and that all development would have to be mindful of the almshouse's Grade II listed status.

Resolved: to support, but with the proviso that a method statement about vehicular access be obtained.

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

a **18/00842/FUL & 18/00652/LBC** – conversion of part of ground floor Hair & Beauty to 1x 2-bed flat and assoc. internal works at Lavinia's, 2 South Street, Wilton. This development was approved on 1st June 2018 after an earlier application for full conversion was declined.

b **18/10863/FUL** – proposed works at 54 Bulbridge Road, Wilton. Approved on 30th May 2018

c **18/02994/FUL** – proposed loft conversion at 2 St Nicholas Close, Wilton. Approved 18th May 2018

d. **18/03227/LBC** - creation of two new openings within internal walls at Wilton Place, 27 West St, Wilton. Approved 30th May 2018.

e. **18/03630/TCA** - works to various trees at 81A North St, Wilton. Approved 6th June 2018

Resolved: to note

105.18 Cemetery – to consider an offer from Year 10s at St Edmunds School to help tidy up and plant flowers and seeds.

Local pupils would like to undertake this as part of their Voluntary Work scheme. The area in question is adjacent to the main cemetery, and is known and used as The Garden of Remembrance. and is rented from Wilton Estate for the peppercorn rent of 50p per year. Several years ago the Wilton Mothers' Union planted spring bulbs in the rockery area (to remain undisturbed in situ) and these still flower well, and there would be no problem for small annuals or seeds being planted above. The borders and the lower flower bed are in need of attention.

Resolved: - to agree in principle, subject to clarification concerning the insurance and supervision of the pupils, and the proposed date(s) when the work would take place.

Action: The Clerk & Cllr Matthews

106.18 Minster Street – to consider installing two further picnic tables on the site of the former toilet block

Following a recent Teddy Bears' Picnic held at Minster St, parents have made the above request.

Resolved: to research details and obtain quotes of a range of tables from various suppliers, taking into account durability, anti-graffiti surfaces, use of recycled materials, integrated games boards etc.

Action: The Clerk

107.18 Dog fouling – to consider introducing the following initiatives to help prevent dog fouling.

a. *To provide dispensers for bags suitable for dog excrement disposal.*

The Clerk proposed these be purchased to be placed on the Sheep Fair Field, Castle Meadow and at Bulbridge, where there are existing dog waste or general purpose bins. The guidance costs are £85 per dispenser plus VAT. The dispensers would be refilled by the new handyman. A scheme

exists in Staffordshire where used bags have provided the fuel for a bio-waste digester which fuels lights.

Resolved: to agree in principle, subject to further research about sourcing bio-degradable bags to mitigate plastic pollution.

Action: The Clerk & Cllr P Johnston

b To have a 'Green Ribbon' initiative.

The Clerk has circulated a draft leaflet explaining the scheme, which involves dog owners pledging to always pick up after their dogs, and to carry bags at all times. In return, their dog can wear a green ribbon, signifying compliance with the scheme. It was thought the scheme could be run in co-operation with the 'Monty and Mabel's' dog-friendly café.

Resolved: to research the cost of green ribbon, and approach the manager of 'Monty and Mabel's'

Action: The Clerk & Cllr Matthews

Cllr P Church is to enquire if a similar scheme is in place under the Wiltshire Councils' "Street Scene" initiative.

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

A complaint about very tall weeds along the pavement outside the churchyard wall at St Peter's had been made by the senior Churchwarden. It was noted that the pavement was the responsibility of Highways England, and that these weeds have recently been uprooted. However, they have been left strewn across the pavement.

109.18 To Review and note other on going matters

a. Play area signs – The Clerk is still chasing this issue.

b. Community asset transfers – no further news

c. Actions required for Sports Pavilion/Castle Meadow

i. *Removal of concrete pad* – work scheduled to begin in July

ii. *Installation of second concrete pad* - work scheduled to begin in July

iii. *Roof vents and water ingress* – work scheduled to begin in July.

iv. *Repair of shutter handles* – The Clerk will chase this. There also seems to be a problem with some of the locks.

v. *Replacement of changing room door* – work scheduled to begin in July

vi. *Notice board* – this has been bought and installed

vii. *Additional lighting* – the discussion on the proposal by Cllr P Edge is to be deferred until the next A & P meeting.

viii. *Removal of burnt tree stump* - work requested for this and other tree work to begin before the Carnival (7th – 8th July) for safety reasons.

d. Actions required for Council offices

i. *Repair of attic floor* – the contractor has estimated the work can begin in 3-6 weeks' time.

e. Actions required for Bulbridge

i. *Brickwork* – work will begin in July

ii. *Paving slabs* - work will begin in July

iii. *Tree work* – quotes will be obtained regarding trees that overhang neighbouring properties only.

f. Actions required for cemetery

i. *Repair of path* - work will begin in July

ii. *Scalping on lower path* – to be actioned

iii. *Commonwealth War Graves Commission plaque*. This will be on the Agenda for the next Full Council

iv. *Tree stump removal*. Cllr Matthews reported that most of the stumps have been removed with the exception of two at the far end. **Action:** The Clerk will enquire when the job will be completed.

g. Actions/updates for Minster St

i. *Electricity supply* – the Clerk has chased SSE hard on this

ii. *Disabled ramp* - work scheduled to begin in July

iii. *Long term access arrangement* Cllr C Blackman, Cllr P Edge and Cllr P Johnstone (Tennis Court Liaison Group) have met with the Wilton Community Tennis Club. They

reported that the club is presently dormant and awaiting committee restructuring so is not planning either club nights or coaching sessions at present. Were Wilton Council to become members of the Lawn Tennis Association, they could access an online booking system.

Action The Clerk is to investigate the cost of joining the LTA and this would be referred to the F & G P Committee. It will be on the next Agenda for further discussion.

iv *Replacement trees* – a tree surgeon has been instructed

v. *CCTV installation* - quotes awaited.

vi *Swing seat parts* - ordered.

vii *Replacement riverside seats* – ordered and installed.

viii *Replacement shelter panel* – ordered and received, but yet to be installed.

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

"No Dogs" sign needs to be installed

Action: The Clerk

i. Car parks

i. *Stump removal* - awaiting quote

ii. *Market Place* – white lining. One quote received, a second contractor declined to quote. It was noted parking would need to be suspended to allow the work to be done. Further quotes to be obtained.

Action: The Clerk

j. Town Trail markers – the company has been asked for their advice on how to fix the markers to avoid their being a trip hazard. They will then be installed

Action: The Clerk

k. R2 funding projects

i. *Minster St - trampoline surround and see-saw*. Funding has been approved, and the order placed. The Committee asked for details about the amount of R2 funding remaining.

Action: The Clerk & Cllr Church

l. Replacement road signs – Approval for the installation of the Waterditchampton sign to Mr Game's wall has not yet been received. There will be a contractor (or someone from the depot) needed to install the Hollows sign and for Burcombe Lane (which will also need new posts)

Action: The Clerk & Cllr Church

m. Inspection checklist for each Town Council area – in progress. Cllr P Edge to report at next meeting. Cllr R Lyons agreed to check the car parks and Old St Mary's Churchyard.

110.18 To receive and note monthly reports from Grounds Maintenance contractor.

No concerns to report.

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

a Sports Pavilion – Cllr P Johnston requested that Tim adds lubrication of the outdoor gym equipment to his list. Ed Badham should be asked to PAT test all the electrical items as this has not been done for some years. Regular testing for the Legionella bacterium is now taking place.

Action: The Clerk

b. Council offices The partitions have arrived. This work, along with the electrics and moving of computers and other equipment, needs completion before the new Assistant Clerk arrives.

c. Bulbridge – Dog fouling remains a problem

d. Cemetery – the grass is getting very high at one end and the hedge is getting overgrown. It was noted that the hedge may be cut by Tim before September as long as a flail device is not

Action The Clerk & Cllr P Matthews

A system for Funeral Directors to make arrangements for burials and interment of ashes during August is being arranged between the Clerk and Cllr Matthews.

e. Minster St – The surface of the new tennis court is being marked by balls and is starting to wear at one corner. The surface was covered by a five year guarantee so the supplier should be contacted. A memorial tree that stood near the Bowling Club building has been moved and subsequently died.

It is thought this may have been done prior to the redevelopment of the clubhouse. The Club should be asked to verify that this was done under their instruction and if so they should be asked to replace the tree for the family. **Action:** The Clerk

f. Old St Mary's Churchyard – no concerns raised. A theatre group is using the churchyard this week for an outdoor performance of 'A Midsummer Night's Dream'.

g. South Street and Market Place car parks. The flower troughs have been planted and the Town Council has been asked to donate £20.00 towards one of the hanging baskets. The Town Trail dispensers need refilling. **Action:** The Clerk

h. Flouse hole – no concerns raised.

i. Old Wishford Road and The Hollows - There is no agreement as to the ownership of the heavily overgrown and virtually impassable footpath between the track behind the houses and The Hollows. Further investigation is needed as to whose responsibility this is.

Action: The Clerk & Cllr Church

Residents parking is still a problem. Cllr Church has asked Wilton Estate to consider providing visitors parking for Grovely Woods to help ease the situation.

j. Youth Centre – the Clerk will obtain a quote for a 2 year contract for broadband for the Centre. Concern was expressed about the rubbish bag collection, and whether this was being done. A large backlog had recently been removed. It is not certain that these bags have been left correctly by the kerb. **Action:** The Clerk & Cllr Church

k. Public toilets – The condition of the toilets is clean.

Resolved: to note these updates

112.18 To confirm the date and venue of the next meeting

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

113.18 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.