

**MINUTES of a meeting of the AMENITIES & PLANNING COMMITTEE held in the Council Chamber WILTON on Tuesday 17th July 2018 at 7.00pm**

**Present**

Cllr P Edge (Mayor of Wilton)  
Cllr P Church  
Cllr L Glyde  
Cllr P Johnston  
Cllr R Lyons  
Cllr P Matthews  
Cllr T Taylor

**In Attendance**

Mrs C Purves, Town Clerk; Mr M. Bastick, Assistant to the Town Clerk  
Mr H Abel, Minute Secretary;

**Also Present** 3 members of the public

**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 Lee Glyde
Cllr Paula Johnston	Cllr Rebecca Lyons
Cllr Phil Matthews	Cllr Teresa Taylor

**Questions from the public**

Concerns were raised about the retrospective planning application for Monty and Mabels 18/05289/FUL retrospective change of use from Hairdressing (A1) to A3 (café) & A4 (wine bar).

Mark Bastick, Assistant to the Town Clerk was welcomed to the meeting.

**A G E N D A**

*Cllr Johnston in the chair*

**114.18 Apologies for absence and to consider whether to approve reasons given**

Cllr Blackman sent her apologies for her absence because she is away on holiday.

**Resolved:** to accept this apology and the reason for it.

**115.18 Chairman's Report** – Cllr Johnston reported that

- *A36 roundabout* - Highways England has started clearing this area.
- *Play area on Wilton Hill* – this has now been strimmed and is in use. Redrow has agreed to be responsible for the site's management.
- *Hollows footpath* – Wiltshire Council has accepted its responsibility for maintaining the path and a management plan will be set up.

**116.18 Town Clerk's Report** – Nothing to report

**117.18 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 Glyde declared a personal, non pecuniary interest in planning item 18/05670/FUL

**Resolved:** To note.

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

**Resolved:** To note none received.

**118.18 Amenities & Planning Committee –**

To confirm and sign the minutes of the Amenities & Planning Committee meeting held on 19th June 2018

**Resolved** – that the minutes of the Amenities and Planning Committee held on 19th June 2018 be signed as a correct record of the meeting without amendment.

**119.18 To note any matters raised in the public session**

No matters raised that were not included on the agenda

**120.18 To consider any matters referred from July Full Council Meeting**

*None noted.*

**121.18 To consider a response to the following planning applications received**

a. **18/05289/FUL** – retrospective change of use from Hairdressing (A1) to A3 (cafe) & A4 (wine bar) at Monty & Mabel's, 9 North St, Wilton.

**Resolved:** to support change from A1 to A3 but not A4

b. **18/05670/FUL** – garden room extension at Corner Cottage, 1 Russell St, Wilton.

**Resolved:** to support

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

a. **18/02240/FUL** – installation of modular ramp for wheelchair access at 84 Randalls Croft Road, Wilton. **Approved 20th June 2018.**

b. **18/03919/FUL** – proposed annexe at 38 Water Ditchampton, Wilton. **Approved 28th June 2018**

c. **18/04367/TCA** – pollard 2 x yew by upto 20% at 29 South St, Wilton. **Approved 14th June 2018**

d. **18/04720/TCA** – prune 1 x yew tree by 20% at The Courtyard, Wilton Shopping Village, King St, Wilton. **Approved 21st June 2018.**

e. **18/04852/TCA** – canopy raise and reshape 1 x yew at the Michael Herbert Hall, South St, Wilton. **Approved 14th June 2018**

**Resolved:** to note

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

Stones washed down along the Hollows during recent heavy rain were liable to cause problems in Water Ditchampton.

**123.18 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 post* - to be done first week in August - confirmed

ii. *Installation of second concrete pad* - to be done first week in August - confirmed

iii. *Roof vents and water ingress* - to be done first week in August - confirmed

iv. *Repair of shutter handles* - to be chased

v. *Replacement of changing room door* - to be done first week in August - confirmed

vi. *Notice board* - suggestion that existing old wooden board is removed and a new one sited either to the right or left of the Castle Lane entrance gates. It was agreed to seek costings for two or three different styles. **Action:** The Clerk

vii. *Additional lighting* – the meeting agreed that there should be additional PIR controlled lighting in the disabled toilet and also above the players door. It was also agreed that a time controlled flood light be installed. Cllr Edge agreed to investigate costs. He would also look at the hand drier in the middle toilet. **Action:** The Clerk & Cllr Edge

viii. *Removal of burnt tree stump* - done

ix. *Water heater operation* – it was agreed that the cupboard housing the water heaters should be labeled as such. It was noted that usage instructions were displayed inside. It was also suggested that an operating manual for the Sports Pavilion be prepared.

*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 first week in August – confirmed.
- ii. Paving slabs – work will begin first week in August – confirmed.
- iii Tree work – quotes awaited.

*f. Actions required for cemetery*

- i. Repair of path - work will begin first week in August – confirmed.
- ii. Scalpings for lower paths – it was agreed to ask the groundsman to carry this out.
- iii War Grave Commission Plaque – Permission has been granted, now ready to install
- iv tree stumps – these are scheduled for replacement.
- v Garden of Remembrance – the mother of a girl at St Edmunds school is keen to undertake this work with her daughter, her daughter's friends and herself. They plan to remove weeds, plant additional flowers and greenery, clean the bird bath and the benches. Longer term plans are to add a facility for candles to be lit, write memories on pebbles for display in a water feature, add wind chimes and encourage wild life by making and installing bird nesting boxes and feeders as well as bug houses. Cllr Matthews will ensure that the toilets are open. It was thought that a letter from the parent would be necessary saying that she was prepared to take responsibility for the girls. **Action:** The Clerk

*g. Actions/updates for Minster St*

- i. *Electricity supply* – the Clerk has chased SSE hard on this
- ii. *Disabled ramp* - work will begin first week in August – confirmed
- iii *Long term access arrangement* the Clerk has researched membership of the Lawn Tennis Association which could be achieved by registering the courts. Each court would cost £110 to register for the first time, and there is a £200 discount for first time registration, so the cost would be just £20. The courts can only be registered between 1st October and 30th November. The Town Council would need to demonstrate how the venue is managed, and provide details of the following:-
  - The facilities available
  - The workforce at the venue
  - The members and players at the venue
  - The coaching programme
  - The competition programme and outreach promotion

Additionally:-

- evidence and display of safeguarding, whistle blowing and diversity inclusion policies
- a Welfare Officer with satisfactory criminal record check
- an annual risk assessment check to LTA standards

There are no records of how many people use the courts nor at which time of year they are most in demand. The Wilton Tennis Club has declined to take on the job of managing the court hire. Cllr Johnston agreed to talk to the local LTA officer and report back to the next F&GPC meeting. **Action:** The Clerk & Cllr Johnston

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

v. *CCTV installation* - quotes awaited.

vi *Swing seat parts* – crotch dividers to be installed.

vii *Replacement shelter panel* – has been installed

viii *Additional picnic tables* – quotes have been sought from three suppliers – all products are environmentally friendly

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

Additional "No Dogs" signs are needed

**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. Cllr Edge is following this up **Action:** The Clerk & Cllr Edge

*k. R2 funding projects*

The installation date for the trampoline and see saw is awaited. There is £148,000 available in the R2 funding "pot". Expiry dates range from 3rd March 2020 to 21st June 2021. Funds can be committed and ringfenced for expenditure after these dates

*l. Replacement road signs* – Approval for the installation of the Water Ditchampton sign to Mr Game's wall has not yet been received. Cllr Church agreed to follow this up. The Parish Steward can install the Hollows sign and it was agreed that this should be put on the list of jobs to be carried out. **Action:** The Clerk & Cllr Church

*m. Inspection checklist for each Town Council area* – in progress.

*n. Prevention of dog fouling initiatives* - dog bag dispensers and bags ordered, plus fixing brackets and 6 x 400mm square poles for them to be attached to. Grounds maintenance have agreed to install them. Monty & Mabel are happy to run the "Pick Up After Your Pooch" pledge.

**124.18 To receive and note monthly reports from Grounds Maintenance contractor.**

No concerns to report.

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

*a. Sports Pavilion* – siting of a store cupboard was raised. It was agreed to put this item on the agenda for the next A&P meeting.

*b. Council Offices* – the move to the new office downstairs is almost been complete. The computers will be installed on 18th July. Cllr Matthews thanked Cllr Edge for his donation of equipment and for his undertaking to fit and install the fire and intruder alarms by the end of the month.

*c. Bulbridge* – no concerns raised

*d. Cemetery* – nothing further to report.

*e. Minster St* – no concerns raised

*f. Old St Mary's Churchyard* – Cllr Lyons reported that there were a lot of cigarette butts littering the ground around the late Cllr Hinnis' memorial bench. It was agreed to replace the existing bin with one with a pad on top to stub out cigarettes. **Action:** The Clerk.

*g. South Street and Market Place car parks.* Cllr Lyons advised the map dispenser in the Market Place needed to be serviced. She also reported that the grit bin in South Street car park was broken. Thanks were expressed to Linda Martin for preparing the flower displays in the Market Square.

*h. Flouse hole* – Cllr Blackman reported seeing a surveyor in Flouse Hole. No one had any knowledge of why he was there or who he represented.

*i. Old Wishford Road and The Hollows* – no concerns raised

*j. Youth Centre* – the Clerk reported that she had moved the rubbish bags so that they were easier to collect and now collection is being regularly done.

*k. Public toilets* – the men's urinal had been reported as blocked, a local plumbing firm had been contacted to undertake remedial work

**Resolved:** to note these updates

**126.18 To confirm the date and venue of the next meeting**

Tuesday 18th September 2018 at 7.00pm in the Sports Pavilion.

**127.18 To close the meeting**

There being no further business, the Chairman closed the meeting at 8.27pm

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.