

**MINUTES of a meeting of the AMENITIES & PLANNING COMMITTEE held in the Pavilion, Castle Meadow, WILTON on Tuesday 18th September 2018 at 7.00pm**

**Present** Cllr C Blackman  
Cllr P Church  
Cllr P Edge  
Cllr L Glyde  
Cllr P Johnston  
Cllr P Matthews

**In Attendance** Mr H Abel, Minute Secretary;

**Also Present** Brenda Martin & Anne Read

**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**

*Brenda Martin* – asked the Town Council about the possibility of getting street lighting in Castle Lane.

**A G E N D A**

*Cllr Johnston in the chair*

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

Cllr Lyons sent her apologies for absence because of a prior engagement.

Cllr Taylor sent her apologies for absence because of a prior engagement.

**Resolved:** to accept these apologies and the reasons for them.

**129.18 Chairman's Report** – Cllr Johnston had nothing to report.

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

**131.18 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.

**132.18 Amenities & Planning Committee –**

To confirm and sign the minutes of the Amenities & Planning Committee meeting held on 17th July 2018. It was noted that these minutes had been approved at the Full Council meeting held on 4th September as there had been no A&P meeting held in August.

**Resolved** – to note.

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

*Lighting in Castle Lane* – it was not clear whether or not Castle Lane was an adopted highway. It was agreed that its status should be checked before any further action was taken.

**134.18 To consider any matters referred from September Full Council Meeting**

- a. *Wilton in Bloom* – it was agreed that this project would be better dealt with by the Town Team but that it should become an item on the A&P agenda for the time being.

*b. Risk Assessment for Wilton Fountain in Minster Street -*

Cllr Matthews told the meeting that the fountain had been built 117 years ago in 1901 by the then Earl of Pembroke, "for the comfort of passers-by and for animals to drink." He also gave thanks to Cllr Edge for effecting repairs to the fountain after it had been in-operative for several years. It was noted that many children have been enjoying playing around the fountain during the summer holidays.

After discussion it was agreed that a risk assessment be carried out. Cllr Glyde undertook to carry out the assessment in his professional capacity as a risk assessor.

**Resolved:** to instruct Cllr Glyde to carry out a risk assessment on the Minster Street fountain.

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

a. **18/07553/FUL** – Demolition of two existing buildings and replace with a two-storey teaching block and new playground area at Wilton ADL Learning Centre, The Hollows, Wilton..

**Resolved:** to support

b. **18/08075/TCA** – T1 To reduce Yew tree by 30% T2 and T3 which are in 9 Kings Gate, Wilton reduce by 30%

**Resolved:** to support

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

a **18/05670/FUL** – Garden room extension, 1 Russell Terrace, Russell Street, Wilton.

*Approved with conditions - 31st August 2018.*

b **18/07305/FUL** – T1 - T12 – Yew hedge – reduce by 2.4m The Manor House, 27 South Street, Wilton.

*No objection 28th August 2018*

**Resolved:** to note

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

The meeting was advised that Cllr Glyde has taken over as the Town Council's contact with the Parish Steward.

It was agreed that a list of the activities carried out by the Parish Steward in Wilton be put on line on the Council's website.

**138.18 To Review and note other on going matters**

a. *Play area signs* – ongoing.

b. *Community asset transfers* – three notices have been erected at the entrances to the Sheep Fair Field. – "No access for motorised vehicles Pedestrian access by permission of Wiltshire Council." There was concern expressed that the gates to the field had also been locked.

Cllr Matthews told the meeting that there had been sheep fairs held in that field since 1750.

Cllr Edge reported that when Wilton Borough Council was dissolved, unfettered ownership of the field had been passed to Salisbury District Council. Then, when Salisbury District Council had been dissolved, unfettered ownership of the field had been passed to the newly formed Wiltshire Council. Now, Wiltshire Council is unwilling to return it to Wilton. He recommended that the Town Council at the next A&P Committee consider registering the Sheep Fair Field as a public open space.

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

i. *Removal of concrete post* – done.

ii. *Installation of second concrete pad* – done

iii. *Roof vents and water ingress* – done

iv. *Repair of shutter handles* – done

v. *Replacement of changing room door* – need to get a re-quote.

vi. *Notice board* – still to be done.

vii. *Additional lighting* – still to be done.

viii. *Removal of burnt tree stump* - done

d. *Actions required for Council offices*

i. Repair of attic floor – the contractor has estimated and work can begin.

e. *Actions required for Bulbridge*

i. Brickwork – done.

- ii. Paving slabs – done.
- iii Tree work – done. Letter of thanks received from local resident.

*f. Actions required for cemetery*

- i. Repair of path - still to be done.
- ii. Scalpings for lower paths – estimate has yet to be confirmed.
- iii War Grave Commission Plaque – Cllr Matthews will check to see if permission has been granted.
- iv tree stumps – done.
- v Garden of Remembrance – this was done during the school holidays and the Mayor will send a letter of thanks to the St Edmunds girls who carried out the work

*g. Actions/updates for Minster St*

- i. *Electricity supply* – SSE have quoted £1,291 to bring a connection to the perimeter of the property. The Town Council would need to provide additional wiring.
- ii. *Disabled ramp* – a quote of £2,620 has been received. It was noted that Court Serve would have done the work for £500.
- iii *Long term access arrangement* Cllr Johnston will have a report on the available options to bring to the next meeting. Meanwhile a code of conduct for using the courts needs to be drawn up and displayed. **Action:** Cllr Johnston
- iv *Replacement trees* – a tree surgeon has been instructed
- v. *CCTV installation* – now up and running. The operational equipment is in the former Clerk's office and Cllr Edge has given training to the police on its use.
- vi *Swing seat parts* – crotch dividers to be installed.
- vii *Replacement shelter panel* – done.
- viii Additional picnic tables – it was agreed to put this item on hold.

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

Additional "No Dogs" signs are needed.

*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 are awaited.

*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:** Cllr Edge

*k. R2 funding projects* – no further news.

*l. Replacement road signs* – 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:** 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. Council needs to buy 6 x 400mm square poles for them to be attached to. Six dog bag dispensers have arrived and various dog bins are to be re-sited in the Town. It was agreed to ask Mark Bastick to take pictures of the bins which can then be put on the Council's web-site to publicise the Council's actions. **Action:** Mark Bastick

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

No concerns to report.

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

*a Sports Pavilion* – It was noted that there is a space of about 1 metre between the two storage containers. It was suggested that the EA flood defence units be taken out of a container and stored in the gap. This would allow tables and chairs to be moved into the vacant space.

*b. Council Offices* – updates to the Council's IT system will be brought to the F&GPC

c. *Bulbridge* – no concerns raised

d. *Cemetery* – nothing further to report.

e. *Minster St* – no concerns raised

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

g. *South Street and Market Place car parks*. Cllr Matthews will ask the Health Centre if signs identifying the disabled parking spaces can be fixed to the health centre wall. **Action:** Cllr Matthews

h. *Flouse hole* – the EA are installing a weed catcher on the river. The digger being used has churned up the surface and Wilton Estate needs to be asked if scalplings can be put down to make the path passable. It was believed that the work will take two to three weeks to complete.

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

j. *Youth Centre* – the lock was vandalised and Tim has replaced it with a coded padlock.

k. *Public toilets* – a soap dispenser is needed for the ladies toilet..

**Resolved:** to note these updates

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

Tuesday 16th October 2018 at 7.00pm in the Council Chamber.

**142.18 To close the meeting**

There being no further business, the Chairman closed the meeting at 8.29pm

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.