

MINUTES of a meeting of the AMENITIES & PLANNING COMMITTEE held in the Pavilion, Castle Meadow, WILTON on Tuesday 16th October 2018 at 7.00pm

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

In Attendance Mr S Milton, 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 Lee Glyde
Cllr Paula Johnston	Cllr Rebecca Lyons
Cllr Phil Matthews	Cllr Teresa Taylor

Questions from the public

Cllr Taylor – told the meeting that a family which had planted roses on a relative's grave had been shocked to find the plants mown flat.

Cllr Taylor – reported that hedges at Randalls Croft and Bulbridge Road have become overgrown.

A G E N D A

Cllr Johnston in the chair

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

Cllr Glyde sent his apologies for absence because he was indisposed.

Resolved: to accept his apology and the reason for it.

144.18 Chairman's Report – Cllr Johnston reported on the following:-

A&P agenda – told members that work was in progress to modernise the A&P Committee's agenda but there was still work to be done.

A&P Budget – she also was hoping to arrange an independent budget for the A&P Committee.

Housing Allocation – presently, Wiltshire Council is looking at potential sites for housing development. There is a public consultation element to the study. The deadline for this will be 9th November and Members were urged to take part before it closed. It was suggested that this could be also mentioned at the Neighbourhood Plan meeting on Thursday 18th October.

Cllr Edge – told the meeting that any proposal for the A&P Committee to have its own budget would need to be backed by the F&GP Committee and then agreed by Full Council.

145.18 Town Clerk's Report – Nothing to report

147.18 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 were declared.

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

Resolved: To note none received.

148.18 Amenities & Planning Committee –

To confirm and sign the minutes of the Amenities & Planning Committee meeting held on 18th September 2018.

Resolved – confirm and approve the minutes of the Amenities & Planning Committee meeting held on 18th September 2018 without amendment..

149.18 To note any matters raised in the public session

Mown flowers on grave plot – Cllr Matthews will make contact with the family concerned in an attempt to clarify matters. **Action:** Cllr Matthews

Overgrown hedges – Cllr Taylor agreed to contact Cllr Glyde as he is the contact point for the Parish Steward. **Action:** Cllr Taylor

150.18 To consider any matters referred from October Full Council Meeting

a. *Parking at Wilton Shopping Village* – Parking monitoring cameras have been installed at the Shopping Village car parks. Vehicles will be allowed three hours and then a fine would be imposed. Concern was expressed because of the severe parking problems in the town. It was agreed that the Mayor and Town Clerk write to the Village manager suggesting that overnight parking be permitted. **Action:** Cllr Edge & Town Clerk.

151.18 To consider a response to the following planning applications received

a. **18/09045/FUL & 18/09079LBC** – Templeton House, West Street, Wilton. Infill to existing courtyard and associated works. **Resolved:** to support

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

a. **18/07422/FUL** – 56 Victoria Road, Wilton – Extension at ground floor & conversion of roof space into additional accommodation. **Approved with conditions – 26th September 2018.**

Resolved: to note

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

Members would contact Cllr Glyde as the Town Council's contact with the Parish Steward.

154.18 To Review and note other on going matters

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

i. *Clear out of cricket and rugby kit* – It was agreed that the club's be contacted and asked to clear their kit

ii. *risk assessment* – check the due date for the risk assessment review. **Action:** Town Clerk

iii. *Sceptic tank maintenance schedule* – check that this in place. **Action:** Town Clerk

iv. *TV* – this was bought by the Carnival Committee and donated to the Town Council. It was agreed to find out what licensing was necessary when the set was used **Action:** Town Clerk

v. *Hand drier in middle toilet* – need to get a quote for repair. **Action:** Cllr Edge

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

vii. *Flood light in gym area* – quote to be sought. **Action:** Town Clerk

viii. *Dog bins* – it was reported that the post supporting the dog bin was showing signs of corrosion. An inspection needs to be carried out. **Action:** Town Clerk

ix. *willow limbs in Castle Meadow* – these still need to be cleared away **Action:** Town Clerk

x. *Street lights in Castle Lane* – Wiltshire Council has been approached and, whilst it acknowledges responsibility, declares there is no money in its budget to do anything about it. It was agreed to explore other avenues. **Action:** Town Clerk

b. *Actions required for Council offices*

i. *Council attic* – the floor is now repaired and items for retention by the Town Council need to be put back in the attic.

ii. *Archive documents* – all archive material will need to be despatched to the Wiltshire and Swindon History Centre in Chippenham.

iii. *Council toilets* – these are in need of refurbishment. It was agreed that this matter be brought to the precept meeting.

iv. *Council robes* – a thorough audit of the Councillor's robes needs to take place so that all necessary repairs can be carried out.

v. *Books and historic items in the Council Chamber* – it was agreed to get an expert appraisal of the volumes in the bookcases and other historic items in the Chamber.

Action: Cllr Lyons

c. *Actions required for Bulbridge*

No concerns raised.

- d. *Actions required for cemetery*
- i. *Repair of path* - still to be done.
 - ii. *Scalplings 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. It would be good to have the plaque in place before 11th November.
- e. *Actions/updates for Minster St*
- i. *Disabled ramp* – It was agreed that the specifications and contractors’ estimates be reviewed. **Action:** Cllr Johnston & Town Clerk
 - ii *Long term access arrangement* Cllr Johnston said she has to further explore the options available to the Council so that a system can be put in place by May 2019
Action: Cllr Johnston
 - iii *Code of conduct for court users* – this needs to be drawn up and displayed.
Action: Cllr Johnston
 - iv *Replacement trees* – a tree surgeon has been instructed
 - v. *Fountain* – this needs to be turned off for the winter **Action:** Cllr Edge
 - vi *Norway Spruce* – this tree is dead and needs to be removed.
- f. *Actions/updates for Old St Mary's Church*
- Additional "No Dogs" signs are needed. 'This Is My Theatre' have booked to come and perform *A Christmas Carol* on 11th December in Old St Mary's Church.
- g. *Car parks and Parking*
- i. *South Street grit bin* – this has lost its lid and is now being used as a rubbish bin.
 - ii. *Market Place* – white lining. Further quotes are awaited.
 - iii *Wilton Market* – the number of traders wanting to come and trade has diminished. Members were invited to consider how best to use the space and look at possible ways of improving the market's appeal.
 - iv. *No Parking signs on Health Clinic wall* – Cllr Matthews has sourced some Disabled bay No Parking signs. The Clinic has agreed to them being put on its wall and he and Cllr Edge will fix them. **Action:** Cllrs Edge & Matthews
 - v *Parking areas outside the Health Clinic and on South side of Old St Mary's Churchyard* – Affidavits are in process of being presented to the Land Registry to affirm the Town Council's ownership of this land.
 - vi. *Parking Review* – Wiltshire Council are happy to advise the Town Council on what it needs to do.
- h. *Flouse Hole* – the EA's weed catcher is now installed. It was reported that the ground has been churned up by the EA's equipment.
- i. *Old Wishford Road* – the kick wall basketball hoop has no solid base upon which to bounce balls and this area is prone to flooding.
- j. *Youth Centre at the Hollows* – the Town Council undertook to install broadband here and it has yet to be done. **Action:** Town Clerk
- k. *Public toilets at the Market Place* – a new soap dispenser is needed for the ladies. It was requested that there be an update on usage. **Action:** Cllr Edge
- l. *Replacement road signs*
- i. *Horse signs for Water Ditchampton* – CATG has agreed that Wiltshire Council will order two signs for Water Ditchampton and then send a bill to the riding stables for one of them.
 - ii *Gateway signs* – it was noted that the sign at Shaftesbury Road has been damaged.
 - iii *Speed Indicator Device* – this has been installed in Shaftesbury Road for testing. Initial problems with charging the batteries appear to have been resolved but there are still some minor issues to be addressed.
 - iv. *Audit of Wilton's road signs* – it was suggested that there be an audit of the Town's road signs although there was no suggestion as to how this was to be carried out.
 - v. *Burcombe Lane sign* – it was agreed that a new sign be purchased and installed.
- m. *Wilton Wombles* – it was noted that the Wombles will be in action on 20th October.

n. Wilton in Bloom – it was agreed that the first step would be to contact Linda Martin and find out if she wants to step back from the organisation of the floral arrangements.

o. R2 funding projects – it was noted that at 3rd July there had been £148,039 that remained available to the Town. Members were urged to think of suitable projects. The Clerk was asked to check if the disabled access for the tennis courts would qualify.

p. Responsible dog ownership scheme – It was reported that Wiltshire Council is keen to back a pilot project. It wants a local Councillor to be responsible for overseeing the project in the local area. Cllr Johnston offered to take this responsibility forward. **Action:** Cllr Johnston

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

No concerns to report.

156.18 To confirm the date and venue of the next meeting

Tuesday 20th November 2018 at 7.00pm in the Council Chamber.

157.18 To close the meeting

There being no further business, the Chairman closed the meeting at 8.56pm

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.