

**MINUTES of a meeting of the ENVIRONMENT & AMMENITIES COMMITTEE held in the
The Council Chamber, Kingsbury Square, WILTON on Tuesday 19th June 2019 at 7.00pm**

Present Cllr Church
Cllr Edge
Cllr Glyde
Cllr Johnston
Cllr Matthews
Cllr Seviour

In Attendance Mr S Milton, Town Clerk; Mr H Abel, Minute Secretary

Composition of the Environment & Amenities Committee for the Municipal year 2019-2020

Cllr Peter Edge, Mayor of Wilton	Cllr Pauline Church
Cllr Lee Glyde	Cllr Paula Johnston
Cllr Phil Matthews	Cllr Ivan Seviour
Cllr Teresa Taylor	

Community engagement

No matters were raised

A G E N D A

Cllr Seviour in the chair

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

Cllr Matthews apologised for his absence owing to a prior engagement

Resolved: to note.

76.19 Election of Chair

To elect a Chair for the 2019/2020 Municipal year.

Cllr Johnston proposed by Cllr Taylor, seconded by Cllr Church

Cllr Edge proposed by Cllr Glyde, seconded by Cllr Seviour

The candidates received two votes each and the Chair's casting vote was in favour of Cllr Edge.

Cllr Edge was declared Chair for the Municipal year.

Cllr Edge in the chair

77.19 Election of Vice Chair

To elect a Vice Chair for the 2019/2020 Municipal year

Cllr Johnston was proposed and there being no other nominees, was declared Vice Chair for the Municipal year.

78.19 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

79.19 Approval of minutes –

Resolved: that approval of the Minutes of the Amenities & Planning Committee meeting held on 16th April 2019 be deferred until the amended minutes are presented to the committee.

Cllr Glyde – raised the issue of proceeding with works in Old St Mary's Churchyard to improve the seating arrangements and make space for the proposed new cycle stands.

Cllr Edge – told the meeting that any works in the churchyard would require the sanction of the Churches Conservation Trust before they could be undertaken.

Cllr Johnston – asked about white lining in the Town.

Cllr Church – replied that white lining had been agreed and would be carried out in due course.

Cllr Edge – asked about progress with the cherry trees.

Town Clerk – told the meeting that the trees had been ordered and would be delivered in the early autumn.

Cllr Edge – asked about the contract for cleaning the toilets.

Town Clerk – said that the contract with *ide Verde* finished on the 1st June but the new contractor would not formally start until 26th June. However, the new contractor has agreed to clean the toilets twice a week in the interim period. Meanwhile, the electronic locking and unlocking system was being installed.

Cllr Taylor – asked if a grit bin could be installed on the Avenue by the old peoples bungalows.

Town Clerk – said there was a spare grit bin by the former Youth Centre and he would speak to *ide Verde* about it.

ACTION: the Clerk

80.19 Community engagement

No items had been raised

81.19 Lease of Playing Field at Wishford Road

At the request of the Council, Wilton Estate has agreed in principle to a 25 year lease of the playing field at Wishford Road. The lease was requested to enable the Council to seek Section 106 (planning gain) funding to provide play equipment. The draft heads of terms are submitted for comment and approval.

Cllr Johnston – asked about costs and what exactly the Council would be liable for. It was important to know what costs would be involved before proceeding.

ACTION: The Clerk

82.19 Removal of double yellow lines in Philip Road

The Council has received a request from a local resident for the removal of double yellow lines along Philip Road. The lines were originally introduced to enable buses to pass along the road, but as the bus route no longer includes this area, the double yellow lines are no longer required for road safety reasons and are inconvenient for residents.

It was suggested that buses never used Philip. The Clerk was instructed to get back to the complainant to say that the Council was looking into it. In the meantime attempt to find out why the lines were put there in the first place.

ACTION: The Clerk

83.19 South Street Car Park

(a) Salvation Army Clothing Bank: The Council has received a request from the Salvation Army for permission to site a clothes recycling bank in the Town. Following consultation with councillors, South Street Car Park has been identified as a possible location.

The clothes bank promotes recycling and raises funds for the charity and for the landowner. The Council will bear no costs and the Salvation Army has offered 50% of the funds raised to the Council. The Salvation Army retains the remaining amount to fund the work that they do - support for the homeless, substance and alcohol addiction, human trafficking and family tracing.

Once the clothes bank is in place, a regular collection schedule will be established, usually starting at once a week. All collections are recorded and the Council will receive data to indicate the yield from the bank. They have also offered the Council Salvation Army textile bags to help promote the Clothing Bank. All banks have the Charity's Helpline telephone number to avoid queries being raised with the Council.

The proposal supports the 'We LOVE Wilton' green initiative and therefore the Committee is asked to consider approving the location of the clothes bank in South Street Car Park. The Committee is also asked to consider whether, in view of the community work undertaken by the Salvation Army, it would wish to waive the Council's share of the proceeds.

Resolved: to approve this initiative.

(b) Kerb repairs: The Council leases the South Street Car Park from Wilton Estate. The Resident Agent has written to the Council regarding kerbing that surrounded a tree that was removed many

years ago. The Agent has observed that the kerbing is causing a trip hazard and has asked if the Council can consider removing the old kerb stones and make the area level.

Resolved: to instruct the Clerk to get quotes for the work.

ACTION: The Clerk

(c) Organic Milk Dispenser: The Council has granted permission to Nunton Farm to site an organic milk dispenser in the South Street Car Park. Following a site visit, the area agreed is at the front of the car park adjacent to the Town map. There is an electricity supply adjacent to the site. Nunton Farm are liaising with Wiltshire Council planning and building control teams and will bear all costs associated with the installation, insurance and maintenance of the facility

Resolved: to note

84.19 Town Notice Board at Wilton Hill

The Town Council has been working to integrate the new residents of Wilton Hill into the civic and social life of the Town. As part of this work, Councillor Johnston has requested that the Committee considers installing a public noticeboard on the estate. The Council's main supplier – Signs of the Times – has quoted £1,607 for a freestanding notice board with civic crest. The Committee is asked to consider this further.

After discussion it was agreed to instruct the Clerk to find out what unit costs would be if the Council ordered three or four boards at the same time.

ACTION: The Clerk

85.19 We LOVE Wilton – Green Initiatives – Wildflower Areas

The Town Council is supporting a range of initiatives to reduce carbon emissions and promote biodiversity in the Town. One of these initiatives involves the creation of wildflower areas. A trial area was created at Minster Street, using wildflower turf. The test is proving successful so far and the Committee may wish to consider whether budget provision should be made to increase the wildflower areas in 2020/21. In January 2020, the Council begins negotiations with Wiltshire about the transfer of assets and services. This could see responsibility for all open space maintenance pass to Wilton Town Council and this may provide an opportunity to revise the grass cutting contract to encourage more wildflower areas. It was agreed to find out the current costs of mowing/managing the areas under Town Council control.

ACTION: The Clerk

86.19 Wilton Street Cleaning and Maintenance

The asset and service transfer negotiations with Wiltshire Council are scheduled to start in January. This may provide an opportunity to consider the contract standards on gully clearance, weeding and litter picking. At the beginning of July, Wiltshire Council is sending its 'Sparkle' team to Wilton, this team will be in the Town for four days working solely on street scene improvements. The Council has submitted a schedule of areas that it wishes to see improved.

Members expressed their concerns which centred on gully clearance, drainage, gutters and weeds. It was felt important to try and get the townsfolk to take a degree of responsibility for maintaining their own frontages. To this end, it was agreed to explore ways of promoting such an initiative and to instruct the Admin Assistant to explore ways of such an exercise.

ACTION: Admin Assistant

87.19 Cemetery Memorial Garden

The Council has created a contemplative nature area on the south side of the Cemetery. This was created with the help of pupils from South Wilts Grammar School. The school is returning to do some more works in the near future. Members may wish to consider developing a longer term plan for this area of land and this may sit alongside the Wiltshire Council asset transfer negotiations that begin in January. It was agreed to contact U3A to see if there was any interest in becoming involved.

88.19 Wilton Market – Survey Results

Wilton Market is currently managed by Wiltshire Council, but as with other items on this agenda, it will be subject to negotiation in January 2020 as part of the asset and service transfer process. A survey has been conducted with 78 people responding. Of those, 38% said they used the market whilst 62% didn't. The responders who didn't use it were asked why not? To which the highest number (31%) said it was because of lack of choice.

Members suggested various ways of breathing more life into the market including offering free stalls for limited periods, changing the day, advertising, consulting Wiltshire Council's Market Liaison Officer, and specialising in local produce. It was agreed that a critical factor was footfall which is lacking and ways of increasing it need to be explored. It was agreed to task the Town Clerk to look at the various aspects raised during discussion.

ACTION: The Clerk

89.19 St Mary's Churchyard

The U3A has approached the Council with an offer of volunteers to maintain the flower beds in Old St Mary's Churchyard. Water will be supplied by Monty & Mabel's Café and the group have asked if the Council will provide a small start-up grant to buy some tools, a water butt and plants. The proposal fits within the Council's 'We LOVE Wilton' green campaign and may be the start of a community gardening project that might take in other areas of the Town – such as Minster Street and the Cemetery Memorial Garden.

It was agreed to ask U3A for more details of what the potential grant of £250 would be used for.

90.19 Council Offices

a) *Toilet Improvements* As approved in the Budget 2019/20, a tender specification will be prepared for the improvement of the toilets on the ground floor. This specification will include DDA compliance. A new cleaning schedule for the toilets has also been adopted.

(b) *Harvey & Snowdon Lease Solicitors* acting for the Council have redrafted the lease following comments received from the tenants. The Clerk is satisfied with the amendments and is now awaiting the energy performance certificate (EPC) before finalising and signing the documents on behalf of the Council (the EPC inspection was carried out on 31st May)

(c) *Town Charters Arrangements* are in hand for the transfer of the Council's Town Charters to Salisbury Museum. Prior to transfer the documents will be photographed so that facsimiles are available in the Town. Photography is scheduled for 25th June. The Council has agreed to meet any additional insurance costs incurred by Salisbury Museum.

Resolved: to note

91.19 Castle Meadow : Japanese Knotweed

The Council has previously had to deal with Japanese Knotweed at Castle Meadow. Wiltshire Wildlife Trust has assisted with its removal in the past. Routine inspection has found that the plant is growing again. Arrangements are in hand to treat the plants, but to facilitate this the area needs to be fenced off (herbicides are required). The Committee is asked to authorise the Clerk to agree terms and costs with Wiltshire Wildlife Trust to undertake the works

Resolved: to authorise the Clerk to carry out necessary actions.

92.19 Wilton in Bloom

The Council's hanging promotion generated a good level of interest, with 48 baskets purchased by businesses and local organisations. The first baskets are now up and a 'mop-up' order has been placed for the remainder. The Council's own baskets are also now in place – thanks to Councillor Blackman. With the Sparkle Days booked for the beginning of July, the Town should really be looking at its best for the summer season. To further enhance the vibrancy of the Town it is suggested that bunting could be hung around the Market Square area and shopping streets. Quotations will be sought, but the costs are likely to be in the region of £500. This cost can be met by the under-spend on the hanging basket promotion and contingencies within the budget. The Committee is requested to authorise the erection of bunting at a cost not exceeding £500.

After discussion it was agreed to task Cllr Edge with conducting a feasibility study into suitable places of hanging bunting in the town.

ACTION: Cllr Edge

93.19 Planning applications received

To consider the following planning applications and to make representations to Wiltshire Council as appropriate:

19/04502/FUL: Erection of detached 2 bedroom dwelling-Rear of 62 Shaftesbury Road, Wilton
Resolved: to oppose

19/04643/FUL: Change of use from A1 to B1 for units 8A & 9A-Wilton Shopping Village King Street Wilton
Resolved: to support

19/04719/FUL: Alterations and extensions to form new school entrance, reception, school office, first aid room and catering kitchen with servery to the assembly hall.- One school Globe UK, Salisbury Campus, The Hollows, Wilton
Resolved: to support

19/05301/TPO: Horse Chestnut tree -reduce by 20%-Wilton Shopping Village (2nd Car Park), Wilton
Resolved: to support

94.19 Correspondence received

Anti-Social Behaviour at Bulbridge Recreation Area -

Following an incident, local police have become involved and will visit properties in Priory Square. Public Protection has also been informed of the situation.

Youth Club

Cllr Taylor – asked if the Youth Club could be an agenda item for this committee. It was agreed that the Clerk would contact Jakki Farrell to ask how present arrangements were working out.

ACTION: The Clerk

Wishford Road Play Area

Cllr Taylor – wanted to know how best to proceed with selecting items for the play area at Wishford Road. In the meantime, she proposed to go door to door and consult with local residents about their feelings regarding play equipment.

ACTION: Cllr Taylor

95.19 Date of next meeting

To confirm the date of the next meeting as Tuesday 17th September at 7.00pm in the Council Chamber.

96.19 To close the meeting.

There being no further business, the Chair closed the meeting at 8.44pm.

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.