

**MINUTES of a meeting of the POLICY & RESOURCES COMMITTEE held in the
The Council Chamber, Kingsbury Square, WILTON on Tuesday 23rd July 2019 at 7.30pm**

Present	Cllr Kinsey – Vice Chair Cllr Lyons Cllr Seviour
In Attendance	Mr S Milton, Town Clerk; Mr H Abel, Minute Secretary
Also Present	Cllr Edge, Cllr Matthews and Daniel Kelley

MINUTES

Vice-Chair, Cllr Kinsey in the Chair

56/19 Apologies for absence

Apologies for absence were received from the Chair, Cllr Batchelder and Cllrs Blackman and Church.

57/19 Declarations of Interest

Cllr Lyons declared a personal and non-prejudicial interest in the Wilton History Festival (minute 67.19 below). In accordance with the National Code of Conduct, she remained in the meeting and spoke on the matter in question.

58/19 Minutes of the Last Meeting

Resolved: that the Minutes of the Finance & General Purposes Committee meeting held on 21st May 2019 be approved and signed by the Chairman as a correct record without amendment.

59/19 Community engagement

No items were raised

60/19 Wilton Neighbourhood Plan

Cllr Seviour reported that a meeting of the Working Group had taken place on 2nd July. A representative from the planning consultancy, Lemon Gazelle had introduced the company and offered to help progress the development of the Neighbourhood Plan. Lemon Gazelle has helped other communities take forward their Neighbourhood Plans and had been recommended by a number of local parish and town councils.

Members noted that the planning process was likely to take between 18 months to 2 years, with the bulk of the work being necessary in the research and consultation phases. Essentially, the work is about translating the community's views into a plan which is also in conformity with other plans for the area.

Cllr Seviour indicated that Lemon Gazelle had made a good impression on the Working Group. Other consultants will also be considered.

Resolved:

- (a) That the Neighbourhood Planning Group be thanked for the hard work completed since its formation; and
- (b) to approve the transfer of 50% (£12,000) of the allocated funds to the Wilton Neighbourhood Planning Group.

61/19 Wilton Men's Shed

The Council has agreed to allow Wilton Men's Shed to site its workshop in the compound at the rear of the Sports Pavilion in Castle Meadow. The Charity has carried out preliminary works – clearing scrub and consolidating a base.

At its meeting on 2nd July, the Council considered draft heads of terms for the lease of the land. However, there were some concerns about the terms proposed – particularly the rent and the relationship with the Charity through the proposed 'handyman' service. The Council asked the Clerk to report further to this Committee with clarification and amendments to the proposed agreement. The Clerk had prepared a draft 'licence to occupy land' for consideration by the Council. It is considered that a licence rather than a lease may be a better approach in the first instance - a longer term lease may be agreed thereafter if necessary. This covers only the use of the land and not any voluntary service arrangement between the charity and the Council.

A licence is a contractual agreement between the Council and the Men's Shed that binds both parties to the terms of the agreement. A licence does not confer any proprietary or tenancy rights, it cannot be assigned, and it does not survive any change in the ownership of the freehold interest.

The suggested licence fee is £100 pa – comparable to the Bowls Club and Wishford Road leases. In order to avoid unnecessary legal costs, the Committee is asked to consider this matter further and to make recommendations to the Council before the matter is placed in the hands of the Council's Solicitors.

The Committee supported the Clerk's proposals and:

Recommended to the Full Council: that the licence agreement (with modifications as requested) and annual licence fee of £100 pa be approved and the matter be now placed in the hands of the Council's Solicitors for conclusion.

62/19 Electoral Review – Polling Stations

The Acting Returning Officer (ARO) had conducted a review of polling places in Wiltshire to ensure that they are accessible and convenient for voters. Wilton has three polling stations - all three are located in the Community Centre. The ARO is recommending no change to this arrangement. However, with the growth of the Town to the North on Wilton Hill, the Community Centre is not ideally situated for all voters. The combination of polling stations into one building also gives rise to some additional complexity for voters.

Resolved: that the following observations and recommendations be forwarded to the Acting Returning Officer at Wiltshire Council:

Wilton Town Council welcomes the review and supports its aims to improve accessibility and convenience for voters.

Wilton Community Centre is currently a combined polling station serving the whole town and this is far from ideal. With over 3,155 registered voters, parking is very congested on polling days and this creates some problems with vehicles trying to access and egress the parking spaces from and onto the very busy A30.

Wilton has three distinct areas of settlement –

- the old Town,*
- Bulbridge to the South*
- the new development of 400 homes to the North at Wilton Hill (including Army veterans and elderly extra care units).*

The Town Council would prefer polling arrangements that better reflects this geography and would like to see a polling station at Bulbridge (the school was previously used) and at Wilton Hill (the new Veterans Unit may have suitable space). We hope you can give consideration to our suggestion which we feel will improve access, particularly for the older members of our community.

63/19 Wilton Town Council Policy Review

(a) The Council had asked the Committee to review the following policies:

- Statement of Internal Control
- Data Protection Policy
- Press and Media Policy
- Community Grants Policy
- Complaints procedure

Members considered the documents now submitted, and:

Recommended to the Full Council: that the policies be adopted.

(b) Biodiversity Strategy

At the Council meeting in July, members supported a submission from Maria La Femina for a biodiversity action plan for Wilton. The Committee is asked to agree to the preparation of a document (in consultation with Maria) for consideration by the Council.

Resolved: that the Clerk and Cllr Lyons work with Maria La Femina to put together a biodiversity strategy for consideration by the Council.

64/19 Wilton Town Team

The Committee noted that an informal meeting of the Town Team was held on Thursday 11th July at the Council Offices. It was attended by representatives from local businesses, local churches, the Shopping Village, Burnbake Trust, The Scouts and Wiltshire Council. A presentation was considered that set out new aims and objectives and ways of working. This was endorsed by the those present and there will be a further meeting in September.

65/19 Town Map Dispenser

Works to provide a cycle path at Wilton Hill have necessitated the relocation of the existing Town Map dispenser from the entrance to the former Erskine Barracks.

Resolved: to request that Redrow Homes Ltd be requested to relocated the Town Map dispenser to the other side of the road.

66/19 Sheep Fair Field

The Committee noted that Wiltshire Council had turned down an application submitted by Wilton Community Land Trust to list the Sheep Fair Field as an asset of community value. The reason for the refusal is set out below:

"This decision has been taken because the Wilton Sheep Field is used by both buyers and sellers who travel from a wide area for a self-contained sale. Any use by the public for dog walking etc. is on a permissive basis only and appropriate signage to that effect has been erected. Such permission could be revoked at any time. There is no evidence of social events taking place on this land.

It is therefore not considered that the current use of the land (or use of the land in the recent past), that is not an ancillary use, furthers the social wellbeing or social interests of the local community and it is not realistic to think that now or in the next 5 years there could continue to be non-ancillary use of the land which will further (whether or not in the same way as before) the social wellbeing or social interests of the local community."

The Sheep Fairs have enormous cultural significance for the Town - it is the biggest sheep fair in the South of England and dates from 1440. It was an important factor of the development of Wilton as the ancient capital of Wessex. The Fairs are a unique spectacle but are not marketed or promoted as a public event. By contrast, Downton Cuckoo Fair attracts thousands of people every year, while Wilton's ancient Sheep Fair remains largely an agricultural sale.

After discussion it was agreed to invite members of the community to sign affidavits attesting that established rights of way have existed across the Sheep Fair Field for many years.

Resolved: that the Wilton Neighbourhood Plan Group, as a priority, explore the field's uses and benefits to the community in the context of the future development of the Town.

67/19 Managing the Council's Money

The Committee considered the report of the Clerk and Responsible Financial Officer. In connection with this matter, the Committee considered requests from the Neighbourhood Planning Group and the Wilton History Festival for the release of approved funding - £12,000 and £500 respectively.

Resolved:

- a. Subject to the approval of the release of £12,000 to the Wilton Neighbourhood Planning Group (see minute 60/19 above) and £500 to the History Festival organisers, to confirm and authorise the schedule of payments dated 23rd July 2019 (the schedule was signed by the Chair);
- b. To receive the bank reconciliation report for 30th June 2019;
- c. To receive the Bank Statement for June 2019; and
- d. To receive the budget monitoring report dated 17th July 2019

68/19 Planning applications received

The Committee considered the following planning applications and to make representations to Wiltshire Council as appropriate:

- (a) **19/04245/LBC:** Replacement Front Door - 69 North Street, Wilton

Resolved: to support

- (b) **19/05855/FUL:** Creation of a Small Garden Swimming Pond with Associated Pump House Within Hedged Formal Garden - Old Rectory, 1 Market Place, Wilton

Resolved: to support

- (c) **19/06324/TCA:** Bay Laurel tree -remove 5 low overhanging branches; 1 x Bay Laurel tree & 1 x Cotoneaster tree - reduce height; Common Yew tree - remove basal growth & remove 9 overhanging branches-3 Kingsbury Square, Wilton.

Resolved: to support

- (d) **19/06024/VAR:** Variation of condition 1 (approved plans) on 17/05181/REM to allow for changes to approved plans-Former Erskine Barracks, The Avenue, Wilton

Resolved: to support

- (e) **19/06516/FUL:** Erection of a single garage -16 Maple Crescent, Wilton

Resolved: to support

- (f) **19/05824/OUT:** Mixed use development comprising of residential (Class C3) up to 640 dwellings, local centre (Class A1), primary school (1.8 ha), employment (2 ha) public open space including country park (10 ha), landscaping, 2 vehicular accesses, estate roads and associated infrastructure and landscaping - Land south of Netherhampton Road Salisbury.

Resolved: to raise no objections subject to the inclusion of improved cycle and pedestrian links between the proposed development and the settlements of Quidhampton, Netherhampton and Wilton.

69/19 Correspondence received

The Clerk reported a letter received from Angus Macpherson, Wiltshire's Police & Crime Commissioner, informing the Town Council that the former Wilton police station building will be disposed of in the coming months.

70/19 Date of next meeting

The Committee noted the next meeting on Tuesday 22nd October 2019 at 7.00pm in the Council Chamber.

71/19 To close the meeting

There being no further business, the Chair closed the meeting at 7.55pm.

Equality Statement

In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the [Code of Conduct](#)¹ and to have full regard of the following in decision making:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection (GDPR)
- Health & Safety
- Human Rights.

¹ LGA 2000 ss 52-52 – duty to comply