

MINUTES of a meeting of the ENVIRONMENT & AMMENITIES COMMITTEE held in the COUNCIL CHAMBERS, KINGSBURY SQUARE, WILTON on TUESDAY 21st January 2020 at 7.00pm

**Present** Cllr Ivan Seviour – Mayor of Wilton  
Cllr Peter Edge  
Cllr Paula Johnston  
Cllr Phil Matthews  
Cllr Teresa Taylor

**In Attendance:** Mr Steve Milton, *Town Clerk*, Mr Hugh Abel, *Minute Secretary*.

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

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

**Community Engagement session**

*Cllr Johnston* – told the meeting that the metro count in the Avenue was in the wrong place and needed to be re-sited.

*Cllr Edge* – said that the SID system was not working and was not satisfactory

*Town Clerk* – told the meeting that when the existing SID system had been purchased a local company had been used which had not had much experience in the manufacture of these items. It was agreed to refer this matter to Full Council for discussion.

**AGENDA**

*Cllr Edge in the chair*

**01/20 Apologies**

Cllr Glyde offered his apology because of a previous engagement.

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

**02/20 Declarations of Interest**

a. Cllr Edge declared a personal interest in matters relating to the Men's Shed

b. Dispensation requests – none had been submitted

**Resolved:** to note

**03/20 Minutes**

To approve the minutes of the Environment and Amenities Committee held on 19th November.

The minutes were approved without amendment:-

*(prop Cllr Matthews, sec Cllr Taylor – unanimous)*

**04/20 Community Engagement**

Nothing further to discuss

**05/20 Wilton Tennis Courts**

The Council has approved the introduction of a new tennis court access system. The Clerk subsequently agreed a revised specification for the system to provide online bookings, keypad entry with automatically generated passcodes and a facility for online payments. Hardware and one-off costs have been revised down to £1,450 with annual costs reduced to £835.

Charges would not be applied initially, but proposals will be included in the fees and charges report to be considered by the Council for implementation from 1st April.

Once a booking system is installed, courts could be reserved for coaching sessions and regular sessions could be provided. It would be necessary to enter into an agreement with any coach wishing to secure block bookings.

It was agreed that coaching sessions were a good idea. However it was suggested that there should be an opportunity for competitive quotes from potential coaches. The key thing would be to accept that a coach needed to be able to make the sessions worth his or her while and that some degree of exclusivity might be wanted.

It was suggested that the scales of charges levied by other local tennis clubs should be looked at to arrive at a reasonable tariff for Wilton.

It was agreed to go ahead and get the necessary equipment as soon as possible and also get the fuse board and meter installed.

#### **06/20 Pavilion Access**

Members will be aware that the access to the Pavilion is very heavily rutted and large puddles have formed. The Clerk is seeking quotes for the repair of the access and parking area. It was suggested that the entrance way, well as being given a hard surface, could also be grassed up with provision for vehicles to run across the grassed area. This will be funded from the parks and open spaces repairs and maintenance budget.

Also, a key safe has been purchased. This will be mounted outside the pavilion with keys for access to the pavilion and storage units.

#### **07/20 Wildflower Planting**

At its last meeting the Council approved the provision of new wildflower areas at Minster Street and Castle Meadow.

##### *Minster Street:*

The Clerk is seeking quotes for the installation of wildflower turf at Minster Street – this will extend the existing trial area to the parcel of land extending from Minster Street to the Bowls Club - an area of 500m<sup>2</sup>. The scheme will include paths, new seats, picnic bench and an interpretation board. An initial application for R2 funding has been submitted for the scheme. Once the Council has received confirmation that this is acceptable in principle a design will be commissioned for the paths and seating area –It is not considered wise to commit to these costs before the Council knows whether or not this can be funded from R2.

It was suggested that a landscape design competition be run for students and others with a prize for the one selected to be carried out.

Members agreed to proceed with this scheme, subject to consultation over the final design.

##### *Castle Meadow:*

Wiltshire Wildlife Group has offered to provide a wildflower embankment around the car park area at Castle Meadow. The Committee is asked to support this project and allocate £750 from the 2020/21 budget to fund the costs involved. It was agreed to proceed subject to those involved having the appropriate insurance cover. The Town Clerk would be meeting with the Council's Insurance agents and would make enquiries.

#### **08/20 Flooding**

Members were asked to consider and adopt the draft Flood Plan. In connection with this matter, the Committee will note that the flood barrier was deployed successfully on 15th January following

a request from the Environment Agency. The barrier will remain in position until groundwater levels are back to normal. A meeting of the Wilton Flood Group is to be held on Thursday 23rd January at 10.30am in the Council Chamber

It was suggested that there be an Impact Assessment on page 3 of the Flood Plan and that the document be entitled 'Flood Action Plan'.

It was noted that Bradford on Avon has a team of Community and Emergency Volunteers and it was suggested that Wilton might explore the possibility of recruiting and training such a team.

Cllr Taylor expressed thanks for the work that Rachael Ashton Brown had done over the years as Flood Warden for the Water Ditchampton area and Wilton itself. It was agreed to present her with a token of the Town Council's appreciation of her work.

**Resolved:** to adopt the Flood Plan

#### **09/20 Updates**

- **Cemetery:** The memorial cherry trees have been planted at the cemetery. The groundsman is regularly inspecting grave stones and any problems are being reported to Cllr Matthews.
- **Pavilion:** The guttering has been repaired and the changing room lights have been replaced.
- **South Street Car Park:** the removal of curb stones is complete and an extra space has been created.
- **Minster Street:** The Minster Street shelter is scheduled for repair (glass has been delivered) and a new bench has been delivered for installation near the Fountain. A broken gate is also scheduled for repair.
- **Public Toilets:** A faulty door closure has been fixed and quotes sought to repair a blockage in the ladies WC. Following concerns, a deep clean of the gents has been carried out. It was suggested that a means of ventilation be installed as the door is now always shut.
- **Christmas Lights:** The small lights around the Market Square will be left up until Easter
- **Other Matters:** the planters for the Town gateway signs will be delivered soon. Jaz Hair have asked for a refund. It was noted that the hanging baskets are still up. The Clerk would ask Idverde to take them down.

#### **10/20 Budget Monitoring Report**

To note the budget monitoring report.

It was agreed to monitor the usage and costs of the public toilets.

**Resolved: to note**

#### **11/20 Planning applications received**

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

- (a) **19/11383/FUL:** Retrospective application for the erection of men's shed (community facility) – land to the rear of the Pavilion, Castle Lane, North Street, Wilton

**Resolved:** to support (Cllr Edge abstained)

#### **12/20 Correspondence received**

The Clerk reported that 16 requests had been received for an election to fill the vacancy on the Town Council before the 23rd January deadline. If there is to be an election, the Clerk will ask the Town Council to authorise the printing of Poll cards. This will cost £2,500.

Car park at Wilton Shopping Village – problems have been noted in that the car park is often full but very few people are actually visiting the Shopping Village itself.

**13/20 Date of Next Meeting**

To confirm the date of the next Environment & Amenities Committee Meeting as Tuesday 17 March 2020 at 7.00pm in the Council Chamber.

**14/20 To close the meeting**

There being no further business, the Chairman closed the meeting at 8.28pm

**Equality Statement**

In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the Code of Conduct 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.