

**UNADOPTED MINUTES** A meeting of Holt Parish Council was held on Thursday 26th April, 2012 at the URC Hall.

**Present:** Cllr. John Palmer, Cllr. Becky Stevens, Cllr. Barbara Tucker, Cllr. Helen Quilliam, Cllr. Jane Grant, Cllr. Bob Mizen, Cllr. Basil Ash, Cllr. Andrew Pearce, Cllr. John Fletcher, Cllr. Steve Siddall.

**Apologies:** Cllr. Martin Moyes, PC Martin Barrett.

**In Attendance:** Cllr. Trevor Carbin.

**Open Meeting:** The Chairman welcomed members of the public to the meeting and explained procedure.

Mr. Gerald Milward-Oliver congratulated the Council on the new website and asked that the agenda should be displayed on the site. Cllr. John Fletcher explained that there have been teething problems; the agenda will be displayed in future.

Concern was expressed regarding work to clear a path to land near the pit site in Hawcroft. Is work being carried out at the pits? Mr. Frank Holmes, General Manager, J & T Beaven's, said that permission has been given for a nearby resident to access the field adjacent to the pit site. The pit site is locked and no work is taking place there.

The issue of traffic problems caused by indiscriminate parking in The Midlands near the Glove Factory was raised by a member of the public. Mr. Holmes clarified that since March of this year J & T Beaven's site now provides 16 parking spaces for the Glove Factory, 15 for their employees and 30/35 spaces for the National Trust. It is not National Trust policy to mark out parking spaces. Proper signage for the parking will be in place soon. He asked that a polite notice to deter parking on the corner be provided whilst a more permanent solution is being sought. Mr. Nick Kirkham to liaise with Cllr. Becky Stevens to establish whether it is permissible to place a notice on the bend.

Mrs. Joanna Eccleston, Neighbourhood Co-ordinator reported on her work in Holt and Broughton Gifford, which is going well. She now covers Box and Rudloe as well. She had four clients in Holt in March and is able to advise people on issues ranging from finance to acquisition of blue badges for disabled parking, delivery of prescriptions, dealing with unwanted telephone calls, etc. Twenty five areas in Wiltshire are now covered by the scheme. On behalf of a client, she raised the issue of HGVs travelling through the Village at night; the noise disturbs the client's sleep and is affecting her health. Details to be passed to the Clerk so that the complaint to be fed back to Highways.

Mr. Frank Holmes, General Manager, J & T Beaven Ltd, spoke about planning applications W/12/00547LBC and W/12/00548FUL – 117 The Midlands. Build

Consultants Ltd., on behalf of J & T Beaven Ltd., seek to regularise the use and format of the existing caretaker's flat and to form new office space.

Surplus office space of 300sqm to be made available for short term/flexible letting by office occupiers while the wide regeneration proposals are being developed. The new office space to be managed by J & T Beaven Ltd.

Under the agreement with HVR Ltd. the principal listed building, Number 117, will be retained by J & T Beaven Ltd, who, if the redevelopment goes ahead, will be contracting their operations on the site to a primary administrative function. This is being explicitly recognised in the emerging master planning work that is being carried out by HVR Ltd.

J & T Beaven Ltd is working in partnership with HVR Ltd. And are committed to delivering comprehensive regeneration of the whole tannery site.

Cllr. Bob Mizen stressed the importance of referring to Holt Village Regeneration as Holt Village Regeneration **Ltd**; this will make it clear that HVR Ltd is a limited company and not a Village initiative.

Mr. Holmes said that proper signage for the National Trust car parking on J & T Beaven's site will be in place soon.

Mrs. Heather Morris, Chairman of the Neighbourhood Plan Group, gave a report on progress. There are three priorities:

- To increase membership of the Steering Committee - some volunteers have been recruited, but more are needed.
- To work on outline structure of the Plan.
- To work towards a public meeting on 22<sup>nd</sup> May in the Village Hall.

The Chairman said it is important to have some interim guidance to inform the process of consultation with HVR Ltd.

Mr. Gerald Milward-Oliver said that the HVR Ltd. is very supportive of the Neighbourhood Plan and stressed that nothing that HVR Ltd. is doing is being rushed through because of the Plan.

Glove Factory Studios – positioning of refuse bins and planning permission for the café; this has been followed up with Wiltshire Council.

In the absence of PC Barrett, PCSO Vicky Huntley sent a written report: There was a break in at the Glove Factory on 28<sup>th</sup> March when a computer was stolen. At the same time the tennis court fencing was damaged, probably to create an escape route from the Glove Factory. On 10<sup>th</sup> April an entire exhaust system was taken from a van at the top of the Village and on 20<sup>th</sup> April an angle grinder and circular saw were stolen from an insecure garage on Ham Green. Cllr. Steve Siddall reported that a box of treacle puddings and a grass strimmer had been stolen from the Old Ham Tree. Also a handbag stolen during daylight hours from a house in Ground Corner. The

Clerk to inform the Police that their monthly engagement with Council is considered to be important.

**Minutes of the Meeting held on Thursday 22<sup>nd</sup> March 2012:** The minutes of this meeting were approved and signed.

**Matters Arising:** Wessex Water has now reinstated the green in Leigh Road satisfactorily.

Mr. Andy Slade has been informed of the concrete post dumped at the back of the sports court.

Cllr. Basil Ash has not heard from Nicola Gleeson, Contracts Manager, Department of Adult and Community Service, since 12<sup>th</sup> March. He is unhappy with the warden service being provided at The Elms. He will contact Nicola Gleeson again; if he is unhappy with the response then Duncan Hames, MP and Age Concern to be informed of the situation. Wrist alarms are now available free of charge.

Holt FC – full payment for hire of the pitch for 2011/12 has been made. £36.97 has been deducted for the purchase of cleaning equipment for the pavilion.

Emergency traffic measures – PC Barrett has responded saying that in an emergency action taken is at the discretion of the Police at the scene. Longer term traffic measures are dealt with by Highways.

19 The Elms, overgrowth and rubbish – this has been reported to CLARENCE.

**Planning Committee:**

- i) **General Report:** Planning applications W/00547LBC and W/00548/FUL, 117 The Midlands. It was proposed, seconded and agreed, three abstentions, that these applications should be objected to and called in because of the undesirability of piecemeal development and the imminent production of the consultation masterplan.

Holt Joinery planning application for a three storey property – to be heard by the Planning Committee meeting on 9<sup>th</sup> May. This Council has previously objected to the application and will be represented at the meeting. It is anticipated that the application will be approved.

Housing Needs Survey the final report has been issued and it identifies a need for 10/15 affordable houses; it is unclear whether these are as well as or in addition to the Jephson Housing Development. Cllrs. Siddall and Grant to clarify. A maximum of 12 houses can be built on an exception site.

- ii) **Holt Tannery Project:**

Meeting with HVR Ltd. held on 2<sup>nd</sup> April: Key points:

Chris Beaver, Planning Consultant, HVR Ltd., briefed the meeting on comments provided by G.L. Hearn on behalf of HVR Ltd. relating to Wiltshire Council Core Strategy Pre-submission document. As per the last round of consultation, the comments were mainly on the methodology in establishing the 37000 new homes figure for the County which they believe to be too low. They had submitted a proposal to extend the Area of Opportunity to allow flexibility to create a viable solution. They would like to include the Waste Pits area, the field adjacent to the Glove Factory and some small areas adjacent to the factory site. It was thought that a response from Wiltshire Council would take a couple of months. The proposals would then go through the 'inspection' process.

It was generally agreed that the Council should hold their view on the proposals until the broader intentions for the site as a whole are known. It may or may not be in this community's interest for a wider view to be taken what constitutes the Area of Opportunity.

Glove Factory – Mr. Kirkham intends to submit a planning application for safety alterations to the field access from Leigh Road and the installation of a gate. This is in response to sheep rustling threats. Work has progressed well on preparing and seeding the pasture in the two large fields. The intention for the thirty acres once the grass is established, is to graze livestock, initially via a local farmer for 2012. For 2013 they would like to find a young farm graduate, maybe from Lackham College, who wishes to gain experience on a small mixed livestock venture and get them involved as part-time stockmen. This should prove cost effective for them to manage rare breed stock and create maximum benefit to a young graduate.

Planning enforcement – a letter has been sent to Mr Tyrrell at Wiltshire Council expressing a view held by a parishioner that asking the Glove Factory to count footfall in the café themselves was unacceptable and asking, on behalf of another parishioner, why nothing had been done re the siting of bins in a small enclosure adjacent to the Glove Factory. Mr. Tyrrell has sent a lengthy response which does not fully address the first issue and which stated that the second issue would be addressed after the first was concluded. He said that the owner had undertaken to provide evidence of usage patterns for the café over two months. It also went into considerable detail on the issues and policy in general and the desirability or not of draconian measures being applied to small enterprises. It also explained that planning matters were rarely straight forward and also that case law existed showing that usage of the café by persons unconnected to the use of the remainder of the site may still be regarded as ancillary i.e. within the current permissions for the site. The outcome is awaited.

#### **Village Facilities Committee:**

##### **i) General Report:**

Pietra – Cllr. Bob Mizen has met with Mr. Stuart Faint and his partner. The Parish Council want to discuss the possibility of regrassing the tarmac

area by their premises. They would like a slightly better splay into their premises. The PC will go back to them for a more formal meeting.

Pavilion Signage re damage and prosecution. The fine to be raised to £50. The cheapest sign available is £126. Proposals to be brought to the next meeting.

Tipping at Dawes Pond from an adjacent garden – carried over.

Roundabout – paint colours agreed and work will be done in the near future.

Fly Posting – The Street Scene Department at Wiltshire Council is aware of this Council's wish to draw up a fly posting policy. A Case number has been issued and a meeting with them will be arranged.

### **Traffic Committee:**

#### **i) General Report:**

The pedestrian crossing – work has commenced and now stopped. There was concern that the way in which the crossing has been left could present a safety issue. Cllr. Becky Stevens to follow up with Wiltshire Council.

National Trust parking at J & T Beaven's. It was queried whether 60 parking places were originally promised, rather than the 30/35 now provided. Cllr. Becky Stevens to check.

Double yellow lines, The Midlands – the procedure is ongoing.

Raised kerbs, The Midlands – the PIGS scheme may provide funding for raised funds. Traffic Committee to progress.

Lorry count – Cllr. Becky Stevens has met with Mr. Alan Creedy and Mr. Spencer Drinkwater, Wiltshire Council, regarding the traffic workshop. They will back the lorry count and provide necessary equipment. Wiltshire Council has installed some vehicle counting equipment across the County already, prior to the closure of Cleveland Bridge. Plans of where the devices are to be sent to Cllr. Becky Stevens. Once this information is received the lorry count will be arranged.

Wigwag lines have been painted outside the school.

Bradford-on-Avon Area Board to be asked to provide temporary speed devices which flash up the speed of a vehicle for either end of the Village.

Traffic Workshop to be held on the afternoon of 24<sup>th</sup> May. This will be by invitation only and Wiltshire Council will attend. Information collated by HVR Ltd regarding traffic issues will be available at the meeting.

#### **ii) Holt Manor:**

The existing signage erected by Mr. Harris at Holt Manor is misleading and incorrect and should be removed. The posts on the grass verge adjacent to the road leading to Holt Manor are on land owned by Wiltshire Council and should be removed. Pressure to put on Wiltshire Council to remove the misleading signage. The Clerk to liaise with Cllrs. Stevens and Moyes

A formal proposal has been received from the representatives of the owners of Holt Manor to Wiltshire Council to set up signs to divert traffic around Holt Manor, without closing the road. This was received today. The proposal is to direct traffic to Summer Lane when travelling towards Great Chalfield. At present they are not seeking to close the road to traffic.

Wiltshire Council to be asked if a response can be deferred until after the May meeting.

The Traffic Committee to bring recommendations to the May meeting.

Should Wiltshire Council not be happy for a response to be deferred until May, then the Traffic Committee to make a decision on the Council's behalf. All councillors to be invited to the Traffic Committee meeting at which the matter is discussed.

Cllr. Steve Siddall expressed concern that the Parish Council lacks professional/legal advice on such matters. Both WALC and NALC can offer legal advice.

Cllr. Steve Siddall asked for clarification that the matter is in the public domain. This was agreed. To be published on the website.

**Holt Manor Footpaths:** The minutes of the public meeting held on 26<sup>th</sup> March covers all that was discussed regarding the footpath issue and the road issue.

Cllr. Martin Moyes, in his own right, and not as a councillor, has taken this matter up and in his absence Cllr. Bob Mizen spoke on his behalf.

A right of way automatically becomes a right of way if the following criteria are met:

- Six or more people use the route regularly.
- The route is used regularly for more than twenty years.
- Use has taken place without permission and without obstruction. i.e. people did not trespass or ask to use the route or cause damage to use the route.
- The route has to be defined by a grid reference.
- If the route is recently obstructed, the application must be made within two years of it being obstructed.
- No requirement for evidence to be sworn.

Cllr. Martin Moyes has approached long standing residents who may have used these paths. Twenty four responses have been received. He considers we have a case to ask for a right of way to be enshrined across the field that Footpath 8 currently exists on. If a route is gated or fenced in it must be at least 2 meters in width.

Cllrs. Moyes and Mizen would like the Parish Council to take this matter forward.

Village Greens – similar conditions to those relating to rights of way apply, but proof has to be much more substantive and affidavits have to be signed

- Usage for leisure use, rather than just walking.
- A sufficient number of people must have been involved and must be local
- The application has to be attested in front of a JP or equivalent as true.

Does the Council wish to take a lead in this, first of all identifying areas which could be classed as village greens, including our own village greens and, for instance, areas of open space by the School, fields around the Village that on occasion have been used for recreational purposes, this without prejudice to the landowners or users. There is an application process which can be applied for through Wiltshire Council. Cllr. Martin Moyes has suggested that rather than the Parish Council identifying potential sites, he would place an article in the Magazine explaining this and asking for suggestions from the Village. Cllr. Martin Moyes has contacted the Open Spaces Society on the matter and they have been extremely helpful. Annual membership is £40.

It was proposed, seconded and agreed, all in favour, that the Council should become a member of the Open Spaces Society.

Footpaths – It was proposed, seconded and agreed, all in favour, that Cllr. Martin Moyes should write an article for the Village Magazine in which he outlines the ways forward the Parish Council is looking to take in terms of seeking the adoption of new footpaths and introducing the concept of village greens and that the Council is looking actively at seeing whether any areas of green space in and around the Village should be designated as village greens. Does the public have a view of areas which the Council should be considering.

It was proposed, seconded and agreed, all in favour, that formal objections should be made to proposals to re-route Footpaths 8 and 16. The new route from Footpath 16 to Summer Lane is accepted. The Clerk to liaise with Cllr. Martin Moyes regarding the objection.

**New Pavilion Project Committee Report:** Cllr. Barbara Tucker reported that the Pavilion Committee recommends that Scheme B, to refurbish the pavilion entirely, should be adopted. More funding is available for refurbishment than

rebuilding. The cost will be approximately £81,000. A vote was taken and all present were in favour.

**Bradford-on-Avon Community Area Board:** Nothing to report.

**Website:** Cllr. John Fletcher reported a flurry of applications from people wishing to be authorised users on the site. He asked that chairmen of the various committees post information on the site; if PDF format, then he will have to do the posting.

**Neighbourhood Plan and Localism Bill:** Public meeting on 22<sup>nd</sup> May. There are some workshops being held by WALC and Cllr. Jane Grant asked for the Council's approval for members of the Neighbourhood Plan Steering Group to attend. The Chairman said that at least one Parish Councillor should also attend.

Cllr. Jane Grant attended a meeting re the Localism Bill and learned that Wiltshire Council is finalising its localism programme and it will be going to Cabinet to be signed off shortly. Wiltshire Council is devising its own programme to respond to the Localism Bill. The Chairman expressed dismay that Wiltshire Council has not consulted with local councils prior to responding to the Government. Cllr. Trevor Carbin was asked to let the Council have sight of Wiltshire Council's response.

**Standing Orders: Adoption of NALC Revised Standing Orders 2011:** Carried over to the next meeting.

**Correspondence:** None.

**Caretaker's Report:** Cllr. John Palmer carried out the inspection and has circulated his report. All issues from the previous report dealt with. The Village looking very tidy. The Clerk to contact the Bowls Club again regarding the hole in the hedge.

**Accounts:** The following accounts were approved for payment:

EON	£ 20.34
Sheen Botanicals/Orchard Labelling	£170.40 (VAT £28.40)
J. Fletcher/Trees	£360.24 (VAT £29.13)
Holt Village Hall/ Hire Charge	£37.00
G. Aland/Ground Maintenance	£272.70
G.Aland/Caretaking	£259.91
JM Beale	£454.54
Remuneration:	£344.62
Fixed Expenses	£ 34.26
Photocopying/Stationery	£ 60.66 (VAT £12.13)
Telephone Call & Line	
Rental	£ 15.00

**Queen's Diamond Jubilee:** Mrs. Jilly Heath is organising a Jubilee Picnic Lunch in the Village Hall Car Park on 3<sup>rd</sup> June and has requested a £100 start

up fund from the Parish Council. Entrance will be free of charge and refreshments will be on sale on the day. It is hoped that the Parish Council will be reimbursed. Any funds in excess of £100 will be given to the Parish Council. It was proposed, seconded and agreed, three abstentions, that £100 should be donated to the cause. The Chairman clarified that he abstained from the vote because his wife is a member of the organising group.

**Any Other Business:** Cllr. Helen Quilliam asked that the Council request an update on the second sports court from HSRC.

She reported that a metal bench has been placed on the small sports court and it being used in a dangerous way by children with skateboards. VFC to remove the seat from the court and secure elsewhere.

Cllr. John Fletcher reported that two more trees have been promised for the community orchard for autumn planting.

The Parish Steward to be asked to clear overgrowth and rubbish on land adjacent to 19 The Elms.