

UNADOPTED DRAFT MINUTES: A meeting of Holt Parish Council was held on Thursday, 23rd August 2012 at the URC Hall .

Present; Cllr. John Palmer, Cllr. Becky Stevens, Cllr. Barbara Tucker, Cllr. Jane Grant, Cllr. Bob Mizen, Cllr. Steve Siddall, Cllr. Basil Ash, Cllr. Martin Moyes, Cllr. John Fletcher.

Apologies: Cllr. Helen Quilliam (?), Cllr. Andrew Pearce.

In Attendance: Cllr. Trevor Carbin, PC Martin Barrett.

The Chairman thanked PC Martin Barrett on behalf of the Parish Council for his exceptional service to the community, the best Holt has received from the Police during the past twenty years, and wished him a happy retirement.

Open Meeting: PC Martin Barrett reported on a serious burglary at Kingston Farm House; jewellery and a firearm were stolen and to date the Police have no leads on the case.

The Chairman reported that the newly refurbished benches near the Sports Court have been vandalised and asked that the Police keep an eye on young people's behaviour in the vicinity of the Sports Court.

Ms Rita Clayton, Lions Orchard, reported that problems caused by parking in The Midlands by visitors to The Glove Factory Studios and the Courts has largely been resolved and the new signage is effective. As suggested by the Council, Lions Orchards has formed a residents' association, of which she is chairman.

Cllr. Trevor Carbin reported as follows:

- Cleveland Bridge closure. The appeal against BaNES' plans is with the government. Whilst we originally expected a quick decision there are indications it may take up to six months.
- Holt Manor. WC say they won't take any action about the sign on the gate pier at the lodge as it's within the planning rules. There is still uncertainty about three of the brown signs, however. WC has removed two of the signs positioned on the highway verge. There are three remaining – two on private land and the sign on the gate post. The status of the road to Holt Manor and of the wooden bollards is being contested by Mr Harris's solicitors and WC is looking into the records to clarify this before taking any further action.
- Cllr. Carbin has received a letter from Mr. Harris's solicitors regarding issues raised at the last Bradford-on-Avon Community Area Board Meeting.

Minutes of the Meeting held on Thursday 28th June 2012: The minutes of this meeting were approved and signed.

Approval of minutes of the Extraordinary Meeting held on 20th July 2012 held over until the next meeting.

Matters Arising: The Elms – the Chairman reported that he and Cllr. Trevor Carbin had met with representatives from ENARA, the contractor which provides warden services to The Elms, to check that residents are receiving entitlements as they should. This was a productive meeting. Concerns regarding reduction in warden services and concerns that the residents had been asked if they wanted to continue to receive existing services were discussed. ENARA has agreed to visit all residents who had signed away warden rights to check that they are happy with the situation and to give them the opportunity to opt back into the services. Of the three people seen to date, two have opted back in and one has asked for reduced service. The situation is being monitored on a weekly basis.

Cllr. Basil Ash thanked the Chairman and Cllr. Carbin for their help, but expressed concern that services have since deteriorated; fewer wardens are being provided than previously agreed and residents are receiving telephone calls to check on them during the evening, which is too late in the day. The Chairman asked Cllr. Basil Ash to monitor the situation for a month and report back to the Council.

Aerial photograph – a map was passed to Cllr. Bob Mizen.

WALC issues - Cllr. Jane Grant will report to the next meeting.

Affordable Housing – it has become apparent that bidding for affordable housing in Station Road is not in line with conditions imposed by Wiltshire Council when planning permission was given; it has transpired that the criteria by which Wiltshire Council allocates housing is different from that of Jephson Housing. The first round of bidding has been scrapped (5 of 12 houses). It seems that people who have applied for the housing will not have their names included in the next round of bidding unless they reapply. Cllr. Steve Siddall to publicise the situation at the Post Office and the Shop. Also to be posted on the website. Apparently there has been a low response from people within Holt. Some local applicants will be ruled out because their families are too large for a two bedroom property. Consultation is taking place between Wiltshire Council and Jephson Housing within the next week and Jephson have agreed to be more flexible with their criteria for allocation. Cllr. Barbara Tucker to follow up with Wiltshire Council as a matter of urgency.

The Village Hall Committee has been asked to make good damage to the Playing Fields done during the Music Festival.

Cllr. John Fletcher, in his capacity as Tree Warden, has met with Mr. Nick Kirkham and advised him to seek professional advice regarding trees and shrubs at the eastern edge of the lower field at the Glove Factory Studios,

Planning Committee:

- i) **General Report:** Planning Application W/12/01090/FUL – Bridge House. This application to be resubmitted as the land over which access is sought belongs to Phyllis Cottage, not Bridge House.

Planning Application W/11/03225/FUL, Holt Joinery – this has gone to appeal. The Planning Inspectorate to be informed of this Council's objection to the application in line with previous response; it is out of context with its surroundings in a conservation area and also would present a threat to the ongoing business in the motor workshop.

Village Green Garage, application for timber cladding – the Parish Council asked Wiltshire Council to consult with them on the proposed finish before the work was carried out; this did not happen. The condition of planning consent was that a sample should be submitted to Wiltshire Council for approval and this was done. There is no suggestion that the owner of the Village Green Garage did not follow the correct procedure.

- ii) **Holt Tannery Project Master Plan:** To be discussed under Item 12.

Village Facilities Committee:

- i) **General Report:** The minutes of the VFC meeting have been circulated.

Pietra – the damaged grassed area has been repaired and vehicles are not now driving over the green, so it may not be necessary to place a post on the Narrow Green adjacent to the business.

Sign re vandalism has been put up at the Pavilion.

Cllr. John Fletcher has applied for permission to remove a Cherry tree in the orchard. Once consent is received Cllrs. Mizen and Siddall will carry out the work.

Broken swing – a response is awaited re a replacement part. Cllr. Bob Mizen to follow up.

Roundabout has been painted – this was funded from last year's precept.

Benches - £400 donated by two members of the public for refurbishment of benches is unspent and additional funding is available. It was agreed that two more benches should be refurbished, one of which will be situated in the Playing Fields.

When the second sports court has been resurfaced HSRC to be asked to fulfil their commitment to repair the fencing around the new sports court and to reinstate the path which runs alongside the court.

Posts on the Narrow Green – to be done later in the year.

Holt FC – Cllr. Bob Mizen to speak with Stuart Faint about the demise of Holt FC.

Concerns were expressed about the quality of grass strimming on Ham Green and around the new trees in the Community Orchard. The Clerk to follow up with Garry Aland.

VFC wishes to discuss the possibility of installing security cameras in the Playing Fields on the posts surrounding the sports court; the cost would be shared with HSRC.

Dawes' Pond – Cllr. Steve Siddall will no longer be carrying out maintenance work to the Pond. As previously agreed, funding for work to the Pond will be precepted for over several years and no further work will be carried out until there is sufficient funding for significant work to be done.

- ii) **Street Naming:** Cllrs. Mizen and Cllr. Siddall have consulted with Mr. David Crees and Mr. Rodney Moody and the name Star Ground, the name by which the Crees family always referred to the site, has been chosen for the affordable housing development in Station Road. There was one application from a parishioner asking for the site to be named after her father, but this was considered to be inappropriate. The developers have been informed.

Traffic Committee Report:

- i) **General Report:** Lions Orchard – as previously reported, Cllr. Becky Stevens has met with Ms Rita Clayton and the situation re parking in The Midlands has improved. A meeting has been arranged with Wiltshire Council to discuss ways in which people can be discouraged from parking in the cul-de-sac.

Double Yellow Lines, The Midlands – going through due process. In the meantime, the Traffic Committee is continuing to put out cones every day and this is working well.

The Chairman, on behalf of the community, thanked the volunteer councilors who have committed to put out the cones on a daily basis.

Signage at Melksham roundabout re weight limit on Bradford-on-Avon town bridge – our request is being considered by Wiltshire Council.

Box Steam Brewery – a request has been received from Rachel Smith to place advertising boards on the main road to advertise the shop. Ms Smith to be advised that the matter should be referred to Wiltshire Council. It is the policy of the Parish Council to resist such advertising within the Village.

Mr. Gerald Milward-Oliver has advised that HVR Ltd will be conducting a traffic count in the Village on Thursday, 30th August.

Cllr. Martin Moyes asked for clarification regarding payment to Wiltshire Council for the pedestrian crossing. It was originally agreed that the Parish Council would contribute £6500 towards the crossing; only £5170 was raised. Mr. David Thomas, Wiltshire Council, agreed that an initial payment of £5170 would be acceptable and if the cost of installing the crossing comes in under budget, as anticipated, then no further payment will be required. This has yet to be confirmed by Wiltshire Council.

- ii) **Holt Manor & Road Signage:** The Chairman explained that events had been triggered by what happened at the Bradford-on-Avon Community Area Board meeting in July; Mr. Harris was not present at the meeting but had taken exception to what he asserts was said by Cllr. Trevor Carbin and was displeased that representatives of this Council had not challenged what he asserts was said. Subsequently the Chairman received an email from Mr. Harris complaining about Cllr. Carbin's remarks, to which he responded saying he should take up the matter with Cllr. Carbin. Following that, Mr. Harris placed an 'open letter' to all Councillors in the Village Magazine and instructed his solicitors, Clarke Willmott, to write to the Chairman, This letter has been circulated to Councillors. A holding reply has been sent to the solicitors and legal advice on how best to respond is being sought from WALC following which the Chairman will draft and circulate a draft response.
- The Chairman considered it necessary to respond to Mr. Harris's 'open letter' to the Magazine and presented his proposed response for comment. It was agreed that the Chairman should email his draft response to Councillors for their consideration and comment by 26th August before seeking WALC legal advice in time to meet the Magazine deadline. Cllr. Martin Moyes observed that as Councillors are not paid, time spent on resolving this issue is not a waste of ratepayers' money.

Footpaths & Green: Cllr. Martin Moyes reported residents had been asked whether they wished to take the opportunity to register any existing rights of way which are not properly defined on the definitive map. A good response has been received and two routes adjacent to Holt Manor, which have been walked regularly for more than 75 years, have been identified. Residents have completed forms and indicated the paths on a map. Wiltshire Council requires a different form from the one used to be submitted to them, so participants are to be asked to complete the appropriate form. Wiltshire Council will judge the quality of responses prior to approaching landowners re applications to register existing rights of way over their land.

New Pavilion Project: Nothing to report.

Bradford-on-Avon Community Area Board: Cllr. Steve Siddall noted that the annual allocation of grant money was spent within three months of the beginning of the financial year and advised that applications for grants from the Board should be submitted in April of each year. Cllr. Becky Stevens observed that all the grant money available this year has been spent in Bradford-on-Avon.

Councillors were reminded that Cllr. Martin Moyes wishes to step down as this Council's representative on the Board; it is not an onerous task and the Board meets every two months. Cllr. Martin Moyes is happy to work alongside his successor for the time being. Cllr. Andrew Pearce to be approached.

Neighbourhood Plan & Localism Bill: Cllr. Jane Grant reported that Cllr. Andrew Pearce has been successful in engaging the interest of Wiltshire Council and the Spatial Planning Manager, Mr. Geoff Winslow, has been in touch with him and offered to meet with him. Cllr. Andrew Pearce will report to the next meeting. Mr. Winslow to be invited to address the Parish Council.

The first working document has now been prepared and is being scrutinised by six area focus groups in the Village. This consultation will end on 16th September and the Steering Group will then meet to produce a second draft.

Cllr. Jane Grant asked if the Council would be prepared to make a small donation towards the cost of completing the Plan. It was agreed that £99 should be donated to cover expenses already incurred and that a more formal application for funding could then be made. The Group to explore with Wiltshire Council if funding is available.

Localism Bill – the planning system has been simplified and section 106 planning obligations renegotiated. A consultation document will be issued at the end of August.

All Councillors are now signed up to the new Code of Conduct.

Tannery Development – Report on Feedback from the Extraordinary Meeting held on 20th July 2012: The meeting was successful and attended by 122 people. Cllr. Becky Stevens presented a report of findings from the meeting, a copy of which is attached to these minutes. The feedback is that there is no significant opposition to development of the site itself and the master plan is welcome; the split of residential and business 50/50 was generally supported. The big issues were the impact of traffic, during and after development, the impact on Village amenities and the proposal to build a large car park in a green field site outside the area of opportunity. There was a big demand for a Doctors' surgery. Consideration needs to be given to what benefits for the Village can be derived from the development.

The Chairman said we have to decide the Council's point of view and whether that view is in line with public opinion. The Chairman asked Cllr. Becky Stevens, through the same people who met to decide on the content of the report, to state the Parish Council's position on key points already identified and to draft and circulate an accompanying letter to be sent to HVR Ltd. with the report.

Holt Community Plan Steering Group also to be consulted.

Action to be taken:

- Initial report to be published on the website
- Parish Council response to HVR Ltd. prepared
- Article prepared for the Magazine for the next issue

Cllr. Becky Stevens to liaise with Cllr. John Palmer.

Adoption of NALC Standing Orders – June 2011: Carried over to the next meeting.

Correspondence: Mr. & Mrs Hulbert, PJH Motor Service Ltd., have written to the Council clarifying that no formal discussions with regard to the sale or relocation of their business have taken place. Mr & Mrs Hulbert have been advised by the developers of the Tannery site that they may have proposals for the area of land on which their business stands. The Clerk to respond, acknowledging their difficult situation.

A letter has been received from Mr. Jimmy Gooding regarding Footpaths 8 & 16 at Holt Manor, the signs and bollards, upbraiding Wiltshire Council for the way in which they have dealt with these issues.

Mr. Tony Timbrell has approached the Council regarding parking of vehicles on pavements. The Clerk to advise him to contact the Police when he witnesses such parking – if manpower permits the Police will take action. The number to ring for such offences is 101.

A letter of thanks has been received from HSRC regarding the way in which the insurance claim for damaged sports court fencing was dealt with.

Mrs. Meg Slade, HSRC, has informed the Council that after mediation, Mr. Neill Newport has agreed to make good the second sports court. The necessary health and safety precautions will be in place while work is being carried out.

A Mrs. Hammond has written to the Council complaining about the old roundabouts and the uneven concrete surfaces surrounding them; Mrs. Hammond has not given her address, so it is not possible to respond to her letter.

Community First AGM will be held on 12th September. Cllr. Jane Grant to attend.

Best Kept Village Competition – Holt has come equal second with Bratton. Bowerhill and Hilperton were equal first.

Caretaker's Report: Cllr. Jane Grant carried out the inspection and her report has been circulated. Garry to be asked to carry out the necessary work.

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

Wiltshire Council/Pedestrian Crossing	£5170.00	
EON	£ 18.47	
Holt Village Hall/Hire of Hall	£ 37.00	
WALC/Training Course/ Cllr. Andrew Pearce	£ 102.00	(VAT £17.00)
P McNeil/Painting Play Equipment	£ 810.00	
G. Aland/Ground Maintenance/July	£ 376.00	
G.Aland/Caretaking/July	£ 250.04	
G. Aland/Ground Maintenance/August	£ 403.08	
G.Aland/Caretaking/August	£ 250.04	
Cllr. Jane Grant/photocopying EO Meeting	£ 19.50	(VAT £3.90)
JM Beale	£ 827.02	
Remuneration:	£689.24	
Fixed Expenses	£ 68.52	
Photocopying/Stationery	£ 46.16	(VAT £9.23)
Telephone Call & Line		
Rental	£ 15.00	
Postage	£ 8.10	
Rental	£ 15.00	
Citaglen/Vandalism Sign for Pavilion	£ 30.00	(VAT £5.00)

Cllr. Martin Moyes to work with the Clerk to extract from the accounts sums of money which the Council holds and which are not part of the Council's funds.

Any Other Business: Cllr. Jane Grant attended the Bradford-on-Avon Community Area Community Safety Partnership meeting. (Sergeant?) Jamie Darville is to take over from PC Martin Barrett.

Consideration is being given to painting white lines at the junction of Beckerley Lane with The Common to discourage parking close to the junction and improved visibility.

The next meeting of the Partnership will be held on 18th October.

Cllr. Basil Ash reported that the steps leading from Avonfield to The Star are overgrown. The Clerk to report to CLARENCE.