

A meeting of Holt Parish Council was held on Thursday, 28<sup>th</sup> June 2012 at the URC Hall.

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

**Apologies:** The Clerk.

**In Attendance:** Cllr. Trevor Carbin, PCSO Vicky Huntley.

In the absence of the Clerk, Cllr. Jane Grant took notes of the meeting.

**Open Meeting:** The Chairman thanked PCSO Vicky Huntley for attending the meeting, even though she had nothing to report! Cllr. John Fletcher drew her attention to vandalism of the shelter on Ham Green and asked that the Police keep an eye on it; early evening seems to be the problem time.

Miss Rita Clayton (6 Lions Orchard) reported that parking at Lions Orchard by visitors to the Glove Factory Studios and the Courts continues to cause a problem. To be followed up by the Traffic Committee.

Cllr. Martin Moyes arrived at the meeting.

Cllr. Martin Moyes suggested that it would be advantageous to the residents of Lions Orchard to form a residents association.

Cllr. Trevor Carbin reported that BANES is reconsidering closure of Cleveland Bridge as the Highways Agency has intervened.

Speed limits on the B3105 and B3107 should be implemented in September.

Cllr. Carbin has received a complaint that Footpath 16 north of Summer Lane is overgrown by oilseed rape.

Cllr. Martin Moyes asked if Cllr. Carbin was able to give an update on misleading signage at Holt Manor and the wooden posts in the verge on the road approaching the Manor. Cllr. Becky Stevens reported that advice at the CATG meeting on 25<sup>th</sup> June was that the issue is still with the Legal Department. Cllr. Trevor Carbin was asked follow this up on the Council's behalf and to keep the pressure on.

The Elms – Cllr. Carbin reported that he has spoken to Enara who say they will be producing a newsletter for distribution to tenants in July. They hope this will clarify the complex relationship between Wiltshire Council, landlords and themselves.

**Minutes of the Meeting held on Thursday, 24<sup>th</sup> May 2012:** The minutes of this meeting were approved and signed.

**Matters Arising:** The Clerk has followed up with PC Martin Barrett the importance the Council places on Police representation at Council meetings.

The Elms – Cllr. Basil Ash expressed concern that residents have been asked to sign deference forms to say they do not require a daily warden service. The Chairman referred the matter to Cllr. Trevor Carbin and asked that he follow up:

- Who is approaching individual residents and asking them to sign something to agree to remove visiting wardens, if this is in fact the case?
- Ask for answers to the direct questions which Cllr. Basil Ash has asked.
- Request a report from Wiltshire Council on the service that residents of The Elms should be receiving (under their statutory duty to secure the services provided) and to what extent they believe the services have been provided (under their statutory duty to monitor).

19 The Elms, Rubbish – still to be cleared. The Clerk to follow up.

Pietra – Mr. Faint has been asked to make good the verge adjacent to his business premises on Ham Green. When contacted, as the work hasn't been done, Mr. Faint said that Mr. Mark Jones is going to carry out the work; unfortunately Mr. Jones' father died suddenly recently and Mr. Faint is reluctant to chase him at the moment. The Village Facilities Committee to follow up.

Village Greens – an article has been submitted to the Magazine.

Accounts – Cllr. Martin Moyes explained why reserves are higher than in the previous year; the PC is holding £1000 for the Community Orchard, £1000 for the pedestrian crossing, £5347 in the pavilion account and a £2000 grant for the design workshop. There were also some underspends during the year.

Water bill – BWBSL is not willing to look at the meter; it is not spinning and therefore there is not a problem. The excessive water consumption remains a mystery.

A letter of thanks has been sent to Marsha Nicholson for her reporting of Council meetings over the past 8 years and, in true Marsha style, an amusing note of thanks has been received from her. (Circulated at the meeting).

Aerial photograph of Holt – The Clerk to obtain.

Wiltshire Concrete has been approached re speeding vehicles; they took the matter seriously and said they will not tolerate speeding by their drivers.

WALC AGM – Cllr. Jane Grant reported as follows:

Fly posting – WALC to investigate and report back.

Neighbourhood Plan - implementation and amount of influence the Parish Council will have – WALC to refer to NALC.

The Chairman reported that the Council received helpful legal advice from WALC re the second sports court and the Council's legal position re a notice on HSRA notice board.

**Planning:**

i) **General Report:** Enforcement – white sign on Holt Manor Gate – Cllr. Steve Siddall has raised an objection. This is being stalled by lawyers.

Village Green Garage – the Parish Council asked to be consulted on finishing materials before the work was done. The job is complete and the Council has not been consulted.

Copse Farm – objection raised to extension to barn. A planning application has to be submitted. This has not yet been done.

Planning Application W/12/00848/FUL, Land East of Leigh Road - Mr. Nick Kirkham, Glove Factory Studios, has submitted a planning application to put a new field gate in a safer position in Leigh Road, the current opening is un gated, to create safe access for cattle carrying vehicles and to put a style in for the footpath. The Planning Committee has asked that a kissing gate, rather than a style should be installed. This has been agreed.

Electric fencing in field to the rear of the Glove Factory – several complaints have been received that the fencing is too tight to the edge of the field. Mr, Kirkham has agreed to move the fencing and has given assurance that all his fields will be properly fenced and remain open to walkers.

Affordable housing – 12 new houses in Station Road; there are currently 22 names on the housing register. This means that up to 10 names with Holt connections remain on the housing register.

Planning Application W12/00810/FUL - 200 The Common – PERMISSION.

Planning application W12/-1-13/FUL - Bridge House - bridge over brook. The planning Committee recommended that objections should be raised to this planning application. It was proposed, seconded and agreed, two abstentions, that this application should be objected to on C18 and C19 policies and because it is out of keeping with its sensitive surroundings. If the application goes forward, then the Council would want to seek conditions on changes to improve the fencing which has recently been erected and have details of what will be done to the ancient railings before the work commences.

Planning Application W12/01013/FUL - Glove Factory Studios – retrospective application for change of use of land from agricultural to business (B1). Creation of hard standing for turning/access. Erection of 6m high pole for mounting a security camera and screening of electricity sub station facility.

Before discussion on this application took place, the Council's attitude towards development outside the planning envelope was considered. After discussion, it was proposed, seconded and unanimously agreed that the following policy should be adopted. 'This Council would expect all developments to fall within the Village envelope. However, where it is in the interest of the community, the Council would consider extensions to that planning envelope.'

It was agreed that objections to this planning application should be raised, in line with the policy just adopted, to the land being reclassified as B1 use as it falls outside the planning envelope. The Council did not see the merit in this being redesignated as B1 use. No objections to hard standing, the 6m pole or and what it presently there.

**ii Holt Tannery Project Master Plan** – Cllr. Steve Siddall reported that a meeting has been held with HVR Ltd. at which Mr. Chris Beaver drew attention to an item 'new homes bonus', a central government incentive to councils to have new homes built. Wiltshire Council should get between one and two million pounds from this scheme if new homes are part of the new development; Holt Parish Council should indent for a share of this. The recent presentation by HVR Ltd. at the Village Hall set out their proposals.

The Chairman summarised as follows:

To date the Council has engaged with developers to set up a system of appropriate consultation so that there is a genuinely consultative process. Under their own direct instigation they have established and kept at arm's length a group of people setting up a neighbourhood plan. Clear proposals are now coming out and the next few months will be crucial in influencing what goes forward as a formal planning application in the Spring. Therefore the Council needs to position itself differently and do something which is both public and unambiguous to draw together village opinion, so that the response put forward by the Council is seen to have been informed by the Council responding to and listening to the wider concerns and aspirations of the community. An extraordinary meeting of Parish Council during July would be the best way to achieve this. Flyers to be distributed throughout the Village advertising the meeting and encouraging people to visit the HVR Ltd. website prior to the meeting so they are well informed of proposed developments on the site.

Cllr. Martin Moyes expressed the view that now the consultation process has been launched, meetings between the Planning Committee and HVR Ltd. should not continue. He also considered that people should be given the opportunity to give their opinions in writing.

Cllr. Steve Siddall said it is not viable for HVR Ltd. to attend Council meetings as it would result in a battle and questioned how the Council should communicate with the developer if meetings are not held. Cllr. Martin Moyes said the developers should be invited to attend the open meeting of the Parish Council. The Chairman said it would be too time consuming to discuss the

issue at Council meetings and meetings between HVR Ltd. and the Planning Committee should continue. Cllr. Becky Stevens suggested that representatives of members of the public should be invited to attend the meetings to ensure that people can see that all interaction between the Council and HVR Ltd is transparent. This was agreed.

The chairman made the following proposal, which was seconded and unanimously agreed:

Prepare a flyer to be sent to every household and business in the Village inviting residents and business owners to a meeting in mid July at the Village Hall. The flyer to explain the purpose of the meeting, the position of the Parish Council and what it is trying to achieve and tell people where they can obtain more information about the project so they can come to the meeting well informed.

The meeting itself to include a brief introduction, from the chairman, explaining that the project is moving into another phase with the Parish Council advocating the interests of the village as a reaction to the increasingly firm proposals coming forward from the developers. He will explain that this public meeting is part of this process, set out the timescale and how the Parish Council proposes to lead the way through a formal group that will sit down with the developers. This group will not only include councillors but also representatives from the Community Plan Group, which in turn should include members of the general public. Assuming that the meeting is well attended, discussion will be facilitated through a number of smaller groups.

Cllr. Steve Siddall noted that HVR Ltd.'s current plan to get consent to develop outside the boundary is to get an alteration to the Wiltshire Council Core Plan. A proposal to change the boundaries of the Area of Opportunity to include the car park by the Glove Factory, the pits and the orchard has been submitted to Wiltshire Council. Cllr. Steve Siddall to investigate further.

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

**i) General Report:** The Clerk to ask the Village Hall Committee to arrange for the Playing Fields to be made good following the Music Festival as the ground is churned on the approach to the gate.

Cherry tree – Cllr. John Fletcher has a price for removal or tree surgery; the tree has come to the end of its natural life and VFC recommend that the Council apply to remove the tree. Cllrs. Mizen and Siddall will carry out the work.

Swing – removed.

An inventory to be carried out of everything owned by the Council together with a list of recurring maintenance costs. This will help with budgeting.

A wish list of things which will improve the Village to be compiled.

Ham Green Shelter, graffiti – VFC suggest publishing photographs in the magazine asking for help to identify the culprits.

Ham Green/Narrow Green – VFC recommended installing wooden posts and kerbing to stop vehicles damaging the greens. A post to be installed outside Pietra. Cllrs. Mizen and Siddall are willing to carry out the work. Estimated cost of work £100. This was agreed.

Kerbing around Ham Green would be a major project. This is on the work schedule.

Posts Ham Green – to be power washed as and when by Cllr. Steve Siddall.

Pavilion sign – a new sign to be obtained.

- ii) **Street Naming** – the Clerk has been approached by the developers of the affordable housing development in Station Road re street naming. It was generally agreed that streets should not be named after a living person and should have some historical connection. Cllrs. Siddall and Mizen to consult with Mr. David Crees and Mr. Rodney Moody.

#### **Traffic Committee:**

- i) **General Report:** Traffic Workshop – a 32 page report from Mr. Colin Buchanan, the independent contractor who ran the workshop, has been circulated to councillors. The recommendations from the workshop seem to be that the Parish Council and Wiltshire Council should consider preparation of a Holt Village Traffic Management and Streetscape master plan, which ties in with the Neighbourhood Plan. The Traffic Committee will consider and bring recommendations to the next meeting. The focus of the master plan should be to improve the junction of The Street and The Midlands, to look at The Midlands as a whole and consider whether it should be one way, more pedestrianised, or have increased off-street parking.

Temporary parking at Beavens – signage issue. It is not clear to visitors that the entrance is 300 metres along the Midlands. Cllr. Becky Stevens will follow up with Miss Rita Clayton and Mr. Nick Kirkham.

Double yellow lines, The Midlands - the Traffic Committee has been putting out cones everyday and it is resolving the problem with parking in the area. Double yellow lines are the permanent solution to the problem. It is on the CATG's agenda for work to be done, but funding is limited. Projected costs are between £4,500 and £9000, depending on which option is chosen. Option 1 is to raise the kerb and paint double yellow lines on the bend, Option B is to raise the kerb and paint double yellow lines on the bend and up to the entrance to the Village Hall. The Traffic Committee to consider possible ways to support the funding of this project. It was suggested that another option may be to install double yellow lines on the bend only and not raise the kerb.

Traffic survey - the first survey on 31<sup>st</sup> May recorded 8301 vehicles in total, of which 132 were HGVs. The second survey on 12<sup>th</sup> June only recorded HGVs and 225 vehicles were counted. The Tannery Project did their own survey in September 2011 and recorded 8122 vehicles in total of which 3.9% were HGVs.

B3106 40mph signs – the number of signs to be erected is a legal requirement by the Department of Transport. A date for the work has yet to be set.

Cleveland Bridge – Highways Authority has objected to the proposed weight limit and, as previously reported, there is a question as to whether the limit will now go ahead.

Bradford-on-Avon, bridge weight limit signage –Cllr. Andrew Pearce reported that the major difference between what exists and the new signs is that they will all have the red roundel with the 18T limit on. Suggest there should be signage in Melksham. Cllr. Andrew Pearce to follow up.

**ii) Holt Manor & Road Signage:** There are several issues awaiting a response from Wiltshire Council:

- Redirection and extension of Footpath 16
- Holt Manor Road – proposed signage alterations and changes to Summer Lane
- Bollards, brown signs and signs on the gates.

Wiltshire Council has had ample opportunity to respond on these things. At the CATG meeting Cllr. Becky Stevens was informed that some of these items are still with the legal team. It was suggested that if no response received by the August meeting, then the Council request a senior Wiltshire Council representative to attend the open meeting in September to justify the lack of action.

Cllr. Martin Moyes considers that Wiltshire Council is guilty of abuse of process in applying to the Bradford-on-Avon Community Board for change to roads at Holt Manor. The Clerk to liaise with Cllr. Martin Moyes to write to Bradford-on-Avon Community Area Board asking that the application be deferred. Cllr. Steve Siddall and Cllr. Becky Stevens to represent the Council at the next BoA Community Area Board meeting on 18<sup>th</sup> July to object to the process and to the proposals put forward, in line with our detailed objections put forward.

**Footpaths & Greens:** No response to date from an article in the Magazine re designating village greens.

Cllr. Martin Moyes reported that there has been a significant response from residents indicating routes that they have walked consistently for many years without obstructive signage saying that they shouldn't. Cllr. Martin Moyes and Cllr. Bob Mizen have analysed the responses and find there are two existing rights of way; they are liaising with Barbara Burke, Senior Definitive

Mapping Officer, Wiltshire Council, who, it is hoped, will soon respond advising how to make an application.

**New Pavilion Project Committee Report:** Nothing to report.

**Bradford-on-Avon Community Area Board:** Cllr. Steve Siddall and Cllr. Becky Stevens to attend the next meeting on 18<sup>th</sup> July. Cllr. Martin Moyes wishes to stand down, preferably by the end of August, as the Council representative on this Board. A volunteer is sought.

**Neighbourhood Plan and Localism Bill:** Cllr. Andrew Pearce reported that a meeting of the steering group has been held and there is now a list of people who are willing to contribute to the Neighbourhood Plan on behalf of their area. It is now intended to set up about ten meetings, each of which will be attended by at least one member of the steering group. A first draft of the neighbourhood plan has been circulated for comment. The next meeting to be held on 2<sup>nd</sup> July to reflect on the tannery consultation. No response from Wiltshire Council to a letter sent two months ago asking for support and permission to produce a plan. Mr. Peter Dunford to be contacted initially, after which a letter may be sent Cllr. Trevor Carbin stating that we have not received a response.

Localism Bill – Cllr. Jane Grant has not responded to the letter from Mr. Ian Gibbons regarding new Wiltshire Council standards framework; she will check to see what has been approved.

**Parish Council Communications:** The handling arrangements for the public consultation (agreed earlier in the meeting) obviated the need for further discussion.

**Code of Conduct – For Adoption:** The Council is required by law to adopt a Code of Conduct by 1<sup>st</sup> July and to register interests as demanded by the Code. It was proposed, seconded and unanimously agreed that the Wiltshire Council Draft Code of Conduct be adopted. The Clerk to inform councillors of what action they are required to take.

**Correspondence:** All dealt with under other agenda items.

**Caretaker's Report:** Cllr. Steve Siddall carried out the Village Inspection. Most of what was listed last month has not been done. The Village Hall verge is in need of attention. Cllr. Jane Grant to carry out next inspection.

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

EON	£ 18.47	
WALC/Training Course/ Cllr. Andrew Pearce	£102.00	(VAT £17.00)
G. Aland/Ground Maintenance	£461.08	
G.Aland/Caretaking	£312.55	
JM Beale	£406.26	
Remuneration:	£344.62	
Fixed Expenses	£ 34.26	
Photocopying/Stationery	£ 12.38	(VAT £2.47)
Telephone Call & Line		
Rental	£ 15.00	

Cllr. Martin Moyes queried the Community Projects budget and will resolve the matter with the Clerk.

**Any Other Business:** Cllr. John Fletcher, in his capacity as Tree Warden, has been invited to meet with Mr. Nick Kirkham to discuss and look at the trees adjacent to the Glove Factory Studios to see which ones are most suitable to retain/fell in order to “improve the view”.