

A meeting of Holt Parish Council was held on Thursday, 26<sup>th</sup> January 2012 at the URC Hall.

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

**Apologies:** Cllr. Jane Grant.

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

Cllr. Trevor Carbin reported as follows:

Wiltshire Core Strategy Document – consultation will take place shortly.

Bradley Road Council Offices will be closing and moving to County Hall.

Cleveland Bridge Bath – the temporary closure may be delayed as Highways has now objected to the proposal.

PC Martin Barrett reported a burglary from 216B The Common; a shed was broken into and a ride-on mower and other equipment stolen. In a separate incident, a car tyre was been slashed.

Ham Green Burglary – this case remains unsolved.

Parking, The Midlands – double yellow lines are the only long term solution. PC Barrett will issue tickets to people parking on the pavement. Members of the public should report obstructions directly to the Police. Photographic evidence is admissible.

Cllr. Becky Stevens reported that 16 parking spaces are now available on Beaven's site for Glove Factory employees, subject to lines being painted to define the spaces. This will be done as soon as weather permits.

**Minutes of the Meeting held on 1<sup>st</sup> December 2011** The minutes of this meeting were approved and signed.

**Matters Arising:** Cllr. John Palmer reported on a meeting with Cllr. Trevor Carbin, Cllr. Basil Ash and Nicola Gregson to discuss warden care at The Elms. The meeting was successful and informative and Cllr. Basil Ash has been invited to join a focus group to consider ways of improving the service provided by wardens. The Chairman thanked Cllr. Carbin for his quick and positive response to the issue and Cllr. Basil Ash thanked both Cllrs. Palmer and Cllr. Carbin for arranging the meeting. Cllr. Basil Ash will report back to the Council in due course.

Accounts have been emailed to councillors. In future to be emailed a few days prior to the meeting.

Overgrown hedge The Midlands – the Clerk has asked Wiltshire Council to follow up and either cut back the hedge or ask the owners of the hedge to do so. The Clerk to follow up.

Pedestrian crossing – an article was sent to the Magazine urging people to respond to the consultation regarding the proposed pedestrian crossing; unfortunately, this was not published in the Magazine.

Jacob's Ladder – the Clerk to inform Mr. Harris that the Council intends to request that this becomes a listed structure.

Dog Control Order – Cllr. Bob Mizen has considered this; a response is not necessary as all relevant areas are already covered by the existing Order.

Leaves opposite Ham Tree- Garry Aland has removed them.

### Planning:

#### i) General Report:

<u>APPLICATIONS</u>	By	For	Planning Cttee Decision	Clerk Action
W/11/03093/LBC Parish: Holt Ward: Holt And Staverton 22.11.11 Listed building	Mr R Scott Pickwick Cottage 272 The Gravel Holt Trowbridge Wiltshire	Insert 4 conservation lights in rear roof elevation, and create one off road parking space at front of property	No comment on roof lights. Comment on parking space. 12/12/11	14/12/11
W/11/03079/FUL Parish: Holt Ward: Holt And Staverton 28.11.11 Full Plan Case Officer: Mr Kenny Green	The Barn Beckerley Farm Beckerley Lane Holt Trowbridge Mr Danny Greatwood	Change of use of redundant farm building to form bed and breakfast accommodation (material revisions to approved application W/09/02178/FUL)	No comment 12/12/11	14/12/11
W/11/03133/FUL Parish: Holt Ward: Holt And Staverton 29.11.11 Full Plan Case Officer: Miss Jennifer Fivash	124 The Midlands Holt Wiltshire BA14 6RG Mr And Mrs C Seller	Removal of an existing rear extension and construction of a new rear extension	No comment 12/12/11	14/12/11

W/11/03159/FUL Parish: Holt Ward: Holt And Staverton 02.12.11 Full Plan Case Officer: Mr Russell Brown	Leigh Grange Leigh Road Holt Trowbridge Wiltshire Mr Kevin Gover	Proposed conversion of pig pens to form storage shed	No comment 12/12/11	14/12/11
W/11/03160/LBC Parish: Holt Ward: Holt And Staverton 02.12.11 Listed building Case Officer: Mr Russell Brown	Leigh Grange Leigh Road Holt Trowbridge Wiltshire Mr K Gover	Proposed conversion of pig pens to form storage shed	No comment 12/12/11	14/12/11
W/11/03181/FUL Parish: Holt Ward: Holt And Staverton 02.12.11 Full Plan Case Officer: Miss Jennifer Fivash	98 The Street Holt Wiltshire BA14 6QH Mr T Watson	Demolition of existing rear extension and detached double garage and erection of new lean-to extension and double garage	No comment 12/12/11	14/12/11
W/11/03225/FUL Parish: Holt Ward: Holt And Staverton 08.12.11 Full Plan Case Officer: Mr Kenny Green	Holt Joinery The Midlands Holt Wiltshire BA14 6RG Holt Joinery	Demolition of existing building and erection of new dwelling	Object and call in 9/1/12	11/1/12
W/11/03226/CAC Parish: Holt Ward: Holt And Staverton 08.12.11 Conservation Area Consent Case Officer: Mr Kenny Green	Holt Joinery The Midlands Holt Wiltshire BA14 6RG Holt Joinery	Demolition of existing building and erection of new dwelling	Object and call in 9/1/12	11/1/12

W/12/00012/TPO Parish: Holt Ward: Holt And Staverton 04.01.12 Tree(s) in Tree Preservation Order Case Officer: Mr Chris Kirk	Bridge House 351 The Street Holt Wiltshire Mrs Abby Burgess	Reduce Yew Tree (T1) to balanced column shape	No comment	11/1/12
W/12/00013/TCA Parish: Holt Ward: Holt And Staverton 04.01.12 Tree(s) in Conservation Area Case Officer: Mr Chris Kirk	Bridge House 351 The Street Holt Wiltshire Mrs Abby Burgess	Remove Sycamore Tree (T2) to ground level, light trim and rebalance of Yew Tree (T3) by 15% and remove Sycamore Tree to ground level (T4)	No comment	11/1/12
W/12/00016/FUL Parish: Holt Ward: Holt And Staverton 05.01.12 Full Plan Case Officer: Mr Philip Baker	18 Little Parks Holt Wiltshire BA14 6QR Mr Richard Chruzcz	Single storey rear extension, front infill extension and side extension	No comment	16/1/12
W/12/00066/TCA Parish: Holt Ward: Holt And Staverton 12.01.12 Tree(s) in Conservation Area Case Officer: Mr Chris Kirk	Land Rear Of 97A The Street Holt Wiltshire Mr Tim Watson	Fell Cherry Tree (T1)	No comment	23/1/2012
<b><u>DECISIONS</u></b>				
W/11/03035/AGD Case Officer: Mr David Cox	Copse Farm Great Chalfield Holt Trowbridge Wiltshire BA14 6FW Cooper And Tanner LLP	Steel portal framed agricultural building with a concrete sheet roof, partially enclosed over a hardcore floor	Full planning application required	

W/11/02868/TCA	363 The Walk Holt Wiltshire BA14 6RR	Pollard Ash Tree (Fig A) at approx 8-10ft	No Tree Preservation Order be made	
W/11/03093/LBC  Pickwick Cottage 272 The Gravel Holt Trowbridge Wiltshire BA14 6RA	Pickwick Cottage 272 The Gravel Holt Trowbridge Wiltshire BA14 6RA	Insert conservation lights in rear roof elevation	Consent - application for parking in the front garden withdrawn	
W/11/03133/FUL	124 The Midlands Holt Wiltshire BA14 6RG	Removal of an existing rear extension and construction of a new rear extension	Permission	

Cllr. Steve Siddall reported as follows:

- There is now a new system for recording planning applications and decisions; actions and decisions are now shown on the planning list.
- Proposed Barn conversion opposite St. Katharine's Church - Cllr. Steve Siddall and neighbours met with the landowner and he has agreed to do something more sympathetic to the area than originally proposed.
- Solar panels – proposed application pending consideration.
- W11/03093/LBC -Pickwick Cottage, The Gravel – application to create rooms within the roof and remove garden wall and pave over for parking. Planning Committee objected to paving over of garden and creation of parking space. The application has been modified and the request for paving over the garden and parking space withdrawn.
- W11/03225 /FUL Holt Joinery – the Planning Committee has objected on several grounds and has asked for the application to be called in. A plan to put a very narrow house on a narrow plot on what is, effectively, an industrial site. The side door opens straight on to the busy lane which leads to the garage.
- W12/00016/FUL 18 Little Parks – the Planning Committee had no objections and informed Wiltshire Council accordingly. Since then several objections have been received from residents of Little Parks. Subsequently, another Planning Committee meeting was called to consider the application. This Council does not have a policy in place regarding(amended to read DENSITY OF) infill and, therefore, should not object. Such a policy should be included in the Neighbourhood Plan. A letter to be sent to those who objected suggesting they take the matter up with Wiltshire Council.

- W11/03035/AGD Copse Farm, (AGD Agricultural Determination – which determines whether or not planning permission is required for an agricultural development) - planning permission is required for this application as the barn is within 350 meters of other housing. Cllr. Steve Siddall queried why permission was not required for development of the barn opposite St. Katharine's Church as it is within 10 meters of other housing. The Planning Officer was unable to give an explanation.

Affordable Housing – Cllr. Steve Siddall has been advised that the 2008 survey is no longer valid and that a new survey should be done. The survey will be carried out in February with a return date of 5<sup>th</sup> March. There will be no cost to this Council, but the Council is required to distribute the forms. Unless otherwise stated, all councillors will be expected to participate in distribution of the forms. Development at Station Road is about to start and the houses will be ready for occupation in October/November of this year. It is the law that those who have a connection with this Village and a need for housing will be at the top of the list for these properties, which cannot be sold. Cllr. Steve Siddall has drafted a magazine article regarding the survey.

Cllr. John Palmer said he was aware that there is strong feeling on the issue, however, a decision regarding the survey had to be made prior to this meeting. This will also add weight to the Neighbourhood Plan. Cllr. Martin Moyes expressed the view that councillors could have been informed by email. The Chairman clarified that the decision was made by the Chairman of the Planning Committee and endorsed by him.

- ii) **Holt Tannery Project Report:** Cllr. Steve Siddall reported that two meetings of HVR have been held. Minutes of the first meeting have been circulated. Minutes of the second meeting awaited.

There is a need, because of rumour, to clarify the position on Mr. Nick Kirkham and the fields he now owns at the back of the Glove Factory. This is a difficult issue as people see it as part of the Tannery project, which it is not. Cllr. Steve Siddall has met with Mr. Nick Kirkham and his plans are to farm the land as parkland, graze heritage breeds of cattle, plant trees and maybe place some sculpture. Mr. Kirkham is adamant that he has no intention to build houses on the land or to create parking spaces. The Council needs to draw up a list of general ideas to see if there could be any planning gain from the HVR programme; if there is a surplus of money, then there will benefit to the Village. Conceptual ideas needed – ie. Cycle routes, etc. Ideas required by end March. Cllr. John Fletcher expressed concern that demolition of the Village Hall may be part of the plan. Cllr. Martin Moyes said he has been given assurance from Mr. James Child that this is no longer an option being put forward.

It was felt that a response by March does not give sufficient time for a considered response and, after discussion, it was agreed that the results from the recent survey carried out for the Tannery Development should be used.

The HVR master plan draft is programmed to be produced by end March and precedes the next consultation event in May. Cllr. Steve Siddall to put an article re the project in the next edition of the Magazine.

There is a proposal for an event(amended to read TRANSPORT & TRAFFIC WORKSHOP) with professional support with a wide range of consultees in the Village week commencing 16<sup>th</sup> April, probably an afternoon event in the Village Hall. It will be similar to the process of the enquiry by design which the Council was going to do. There will be a cost of between £2000 and £3000. The Planning Committee feel to make this credible the PC should pay part of the cost; to do so, funds from the grant from the Area Board will need to be drawn down. To be discussed at the next meeting.

**Village Facilities Committee:**

- i) **General Report:** Cllr. Steve Siddall will (amended to read WILL EXPLORE FURTHER EFFICIENT MEANS OF CLEANING) clean the posts around Ham Green when weather permits.

Four benches will be restored by the end of this financial year. Donations for two of the seats have been received from members of the public.

Dawes' Pond Clean up – this was done by Cllrs. Siddall and Mizen with support from Terry Brake, John Green, Dave Webb and Nick Oakley.

The Clerk to write to Mr. Stuart Faint at Pietra asking him to repair and reinstate the Narrow Green where vehicles visiting his business have broken up the grass. He will also be asked to ensure that vehicles do not park on the Narrow Green in future. Consideration to be given to placing a large wooden post on the Green to prevent vehicles from parking on the grass.

Cllr. Basil Ash expressed concern that Cllr. Steve Siddall intends to drain the Pond to identify the cause of the leak. Cllr. Basil Ash to work with the VFC to resolve the issue.

Cllr. Bob Mizen apologised to Cllr. Basil Ash over a misunderstanding regarding the date of the last VFC meeting.

- ii) **Children's Play Area and Annual Safety Inspection:**  
Digley Associates have submitted a comprehensive inspection report. All risks identified are either low risk or very low risk.

Locks in place on gates.

Fencing around play area – repairs ongoing.

- i) **Pavilion Store/Garage:** Carried over to the next meeting.

**Traffic Committee:**

i) **General Report:** Cllr. Martin Moyes has prepared a signage policy:

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- Advertising by fly posting, in accordance with legislation, (Town & Country Planning Act 1990, Highways Act 1980, Anti-Social Behaviour Act 2003), should be illegal in Holt. Notice boards to be provided for general notices. To be discussed at the next meeting.
- The Parish Council should be consistent, whenever necessary to ensure that:
  - Signage is uncluttered, to avoid being either confusing or an eyesore .
  - Signage is to provide directions, not advertising.

It was proposed, seconded and agreed, one abstention, that this policy should be adopted.

Parking at the Tannery – Mr. Gerald Milward-Oliver has advised that temporary planning permission is required for public parking on the site. This will take 6 to 8 weeks to obtain.

Tollgate Roundabout – Mr. Stephen Pike, Wiltshire Council, has looked at the signing and lining at the roundabout and confirmed that it is correct. No further action will be taken.

The Midlands, parking on the bend by Brook Lane – the Traffic Committee consider that double yellows should be put there. Mr. Graham Heard, National Trust, has confirmed that he would support this course of action.

It was proposed, seconded and agreed, all in favour, that double yellow lines should be put on the bend, and at the same time the Council to investigate where else in the Village double yellow lines would be beneficial.

School Crossing – public consultation extended to 30<sup>th</sup> January.

Cllr. Martin Moyes attended a CATG (Community Area Transport Group) meeting and was advised that there is £25000 in the fund to be spent before the end of this financial year. Consequently, consideration is being given to raising the kerbs on the bend in The Midlands to prevent vehicles from parking on the pavement. A site meeting with Mr. David Thomas, Wiltshire Council, has been arranged for 27<sup>th</sup> January.

The Gravel – Cllrs. Stevens and Moyes attended a site meeting with Cllr. Trevor Carbin, Kirsty Wilson, Wiltshire Council, and residents of The Gravel, to discussed traffic problems being encountered at the beginning and end of the school day. Kirsty Wilson suggested wigwag lines outside the school gates and a one way system for the short stretch between The Common and the School entrance. A report is expected in early 2012.



Cllr. Becky Stevens advised that **wigwag** lines are advisory and it is not illegal to park on them.

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Cllr. Martin Moyes has approached Wiltshire Council regarding the white line in Station Road – Wiltshire Council is unaware of the line and is investigating the matter.

Cllr. Andrew Pearce to ascertain if temporary flashing lights, which show a vehicle's speed, can be put up in the Village.

C Roads, speed review – Wiltshire Council to consider in 2012.

Cllr. Martin Moyes said redevelopment in the Village will have an impact on traffic and HVR intends to invite a wide selection of Village organisations, businesses and councillors to a workshop. It is proposed that the Village should be divided into 6 geographical areas and representatives from each area to send a representative to the workshop. To be advertised through the Magazine. The Chairman thanked Cllr. Martin Moyes for taking this forward.

**Holt Manor:** Wiltshire Council has responded to Duncan Hames' letter regarding wooden posts on the verge approaching Holt Manor and brown signage, copy to Cllr. John Palmer. Wiltshire Council has established that the wooden posts are on the public highway and will be seeking their removal. The brown signs are on private land and come within the remit of the Planning Act.

Footpaths – Cllr. John Palmer has approached Mr. Harris and asked him to install a kissing gate at the northern end of Footpath 16; we would then not object to the re-routing of Footpath 16. This was agreed and the kissing gate has now been installed.

Mr. Harris has since spoken to the Chairman informing him that he has proposed to Wiltshire Council that Footpath 8 is unadopted in exchange for which he will create a new footpath which would join the top of Footpath 16 and transverse what was the cricket pitch to join up with the footpath network. It was agreed that a representative from the VFC, Planning and Traffic Committees should meet to consider the matter and bring recommendations to the next meeting. Cllr. Becky Stevens to chair this working group initially.

**New Pavilion Committee Project Report:** Nothing to report. Cllr. Barbara Tucker is chasing Mr. Mike Kilmister regarding the planning application.

**Bradford-on-Avon Community Area Board:** The Area Board is the main sponsor of the proposed pedestrian crossing. The consultation period has been extended to 30<sup>th</sup> January as responses are still coming in. There are a number of substantive objections and the matter will be determined by the cabinet member, Mr. Dick Tonge, on advice from his officers when the consultation is complete.

Wiltshire Core Strategy, meeting on 31<sup>st</sup> January – a network of campaigners is opposing Wiltshire Council's Core Strategy objecting to green field expansion and

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lack of promotion of brown field sites. It was considered beneficial for this Council to be represented at the meeting and Cllr. Jane Grant to be asked to attend.

**Website:** Cllr. John Fletcher reported on progress and the decision to develop one part at a time. Things are moving more slowly than expected and he asked councillors to let him have their biographies for the site as soon as possible.

Minutes and agendas to be placed on the website before the next meeting.

Cllr. Andrew Pearce presented a policy for moderating comments submitted to the Village website:

- 1 The Parish Council will appoint two councillors to consider submissions made to the website by registered users.
- 2 Either one will consider all submissions.
- 3 If, in their opinion, any submission is offensive, improper or illegal, they will refuse publication of the entire item.
- 4 The author will be informed of the reasons for the decision and invited to resubmit the item in a modified form.

It was proposed, seconded and agreed, all in favour, that the policy should be adopted.

The Chairman thanked Cllrs. Pearce and Fletcher for their work in setting up the website.

**Neighbourhood Plan & Localism Bill:** It was agreed that these issues should be taken as a single issue.

In her absence, Cllr. Jane Grant has submitted a brief summary of the New Standards Regime. Tina Davies has agreed to continue to chair the Neighbourhood Plan. Cllr. Jane Grant has now joined the group. The Parish Council needs to be clear about what is expected from the Neighbourhood Plan and the timescale and requires the group to engage with HVR and the developers to produce an interim report to guide them in March on what the priorities should be, particularly those which directly effect the Tannery site and to move forward to a draft Neighbourhood Plan by the beginning June for adoption and consultation with the Village. Tina Davies considers the Group could now come up with a good idea of what the Neighbourhood Plan would look like.

Tina Davies to be asked that the Neighbourhood Plan Group write to HVR laying out their timetable.

- To set out a timescale – a draft plan by the beginning of June for adoption and consultation with the Village.
- To complete necessary work against this timescale.

The Clerk to inform Mrs. Davies.

**Establishment of Community Orchard:** A report has been circulated. Cllr. John Fletcher said since this was dealt with, a member of the Committee has approached residents who overlook the part of the Playing Fields where the trees will be planted,

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including the Hanhams, the Fosters and the Stephens, all of whom are generally happy with the proposal. Four promises have already been received for donations for trees. An article to appear in the Magazine and on the website to promote the scheme. Cllr. John Fletcher confirmed that the trees would all be old varieties.

**War Memorial:** The bronze plaques have been valued at between £7,500 and £8,500. Insurance cost would be £36.04 p.a. for cover of £8,500 or £34.19 p.a. for cover of £7,500. The cost of cover to 30<sup>th</sup> September 2012, renewal date for the policy, would be £25.00. It was proposed, seconded and unanimously agreed, that cover for the higher figure should be obtained.

**Standing Orders – Adoption of NALC Revised Standing Order 2011:** Model Standing Orders have been circulated for comment. The Chairman drew attention to Page 89 SO2 Ordinary Council Meetings 2a to read ‘ **within a month**’ and Page 94 SO4 Motions Requiring Written Notice, to read ‘ **in accordance with Standing Order 3b above no motion may be moved at a meeting unless it is relevant to a specific agenda item not including Any Other Business**’. Delete remainder of Standing Order.

The Chairman clarified that it is proposed that all text in red in the Standing Orders which have been circulated should be deleted. All text in black to be adopted. The Clerk to circulate a revised edition of the Orders.

Carried over to the next meeting.

Cllr. Steve Siddall left the meeting.

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

**Caretaker’s Report:** Cllr. Bob Mizen carried out the Village Inspection and reported as follows:.

- Large hole in Bowls Club hedge. The Clerk to follow up.
- Wessex Water Board have dug up green in Leigh Road and not reinstated it well. The Clerk to follow up.
- Path along new Sports Court uneven and muddy – placing bark on the path is considered a possibility.
- Brook alongside new sports court full of rubbish. Mr. Kirkham, the riparian owner, to be asked to tidy it up.
- Verge by Village Hall entrance damaged by vehicles and gully blocked. Cllr. Martin Moyes to point this out to Mr. David Thomas at their meeting on 27<sup>th</sup> January.
- Pavilion sign stating £5 reward for any information leading to apprehension of person/persons causing damage to pavilion – propose raise to £50 and extend to the whole area. Cllr. Bob Mizen to get a quote for new sign.

- Cllr. Becky Stevens reported numerous empty bottles and cans on the steps leading from Avonfield to The Star. Garry to be asked to clear.

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**Accounts:** The Chairman asked that the accounts should be circulated in a format that allows them to be printed on one page. Cllr. Martin Moyes follow up.

Cllr. Martin Moyes, as treasurer, confirmed that funds allocated for restoration of the benches do not necessarily have to be spent in this financial year, but to comply with regulations, an order for the work should be placed in this financial year.

Cllr. Martin Moyes advised that the Village Development Fund is largely unspent; these funds could be used for notice boards. To be progressed by VFC. Cllr. Martin Moyes to brief Cllr. Bob Mizen.

The following accounts were approved for payment:

EON/Dec	£ 160.90
Garry Aland/Caretaking/Dec	£ 108.57
Garry Aland/Ground Maintenance/Dec	£ 394.43
Garry Aland/Caretaking/Jan	£ 180.45
SLCC/Annual Sub	£ 97.00
Digley Associates Ltd/ Playground Inspection	£ 54.00 (VAT £9.00)
Village Hall/Donation	£ 200.00
EON/Jan	£ 19.12
JM Beale	£ 855.88
Remuneration	£689.24
Fixed Expenses	£ 68.52
Photocopying	£ 17.04 (VAT £3.40)
Key – Pavilion	£ 5.00
Padlocks x 2/Playing Fields	£ 40.56 (VAT £6.76)
Telephone Calls & Line Rental	£ 30.00
Postage	£ 5.52

**Any Other Business:**

Cllr. Martin Moyes asked that consideration be given to reducing the tarmac area on the Narrow Green and reinstating it as grass. To be considered by the Planning Committee.

Cllr. John Fletcher, as Tree Warden, has informed the School of a project involving schools to plant a large woodland at Caen Hill, Devizes. Cllr. John Fletcher confirmed that the tree will be deciduous.

HSRC have asked that Courtstall have access to the pavilion for cleaning the sports court. This was agreed.

Parish Council meeting 15<sup>th</sup> November – the URC Hall is not available on that date.  
The Clerk to find an alternative venue