

The Annual Meeting of Holt Parish Council was held at the Village Hall on Thursday, 24th March 2016.

Present: Cllr. Becky Stevens, Cllr. Andrew Pearce, Cllr. Marsha Nicholson, Cllr. Bob Mizen, Cllr. Steve Siddall, Cllr. Richard Goodman, Cllr. Philip Game, Cllr. Mervyn Osman.

In Attendance: Cllr. Trevor Carbin.

Apologies: Cllr. Robin Paice, Cllr. David Cullopp, Cllr Halma Hughes, PCSO Andrew MacLachlan.

Open Meeting: Mrs. Kris Campbell referred to St. Katharine Church's planning application to create a car park on land adjacent to Footpath 45, the path which leads to her property, Thurles. She said she has employed a solicitor and land agent to oppose the application as it is a criminal offence to drive over a public footpath without authority (this has been confirmed by Jane Hughes, Rights of Way Officer, Wiltshire Council). Mrs. Campbell has legal documents dated 4th August 1987 granting permission for vehicular access to Thurles.

Mr. Paul Hepworth spoke in opposition to St. Katharine Church's planning application; he considers it to be a business venture, and as such considers use could be greater than implied in the planning application. He expressed the view that access to the proposed car park is inadequate and that parking on Ham Green already presents a hazard for emergency vehicles and any increase in traffic in the area is undesirable. He also considered the Coach House could be put to better use as a home for refugee children. At present a great many pupils at Holt School do not live in the Village and this exacerbates parking problems at school drop off and pick up times. If more places could go to local children who could walk to school, fewer children from outside the Village would attend the school and hence the traffic problem would be reduced. Mr. John Price, St. Katharine's House, said he will be presenting deeds to the Coach House and St. Katharine's House showing what development is permissible.

The Chairman said that this Council has responded to Wiltshire Council opposing the planning application and that Cllr Trevor Carbin will represent the Parish Council at the planning meeting at which the application is discussed

Mr. Paul Hepworth referred to proposed works to Dawes' Pond and suggested a way in which the flow could be monitored. Cllr. Steve Siddall said this has been considered and an electric pump will be installed. Mr. Nick Kirkham, GFS, has agreed that the electric supply can come from the Glove Factory Studios.

Cllr. Trevor Carbin presented the following report:

- Gladman Developments have withdrawn their application to development land at Melksham Road and there is no further appeal route.
- The consultation period for the planning application for both the Coach House, Ham Green and the Tannery Development closes on 1st April. To date there

- are 170 items on the Wiltshire Council website for the Coach House application and 38 for the Tannery. He has called in the Tannery application due to the time constraints.
- Wiltshire Council has announced a further round of cuts to youth services and formal redundancy consultations with staff are now underway: at present the County employs 18 youth workers and this may be reduced to 7. Each youth worker will then cover more than one area.
- Community Governance Review – consultation on the Trowbridge items is scheduled for April/May and letters are being sent to affected residents. The Parish Council to reiterate its previous response to this consultation.

Wiltshire Council – five year land supply statement: Cllr. Carbin reported that a question had already been raised by Cllr. Ernie Clark re Wiltshire Council's failure to be able to demonstrate a five year housing land supply in the North and West Housing Market Area and a defensive response has been received from them.

Cllr. Andrew Pearce noted that property owners affected by the Tannery development have not been consulted. Cllr. Pearce to follow up.

PCSO Andrew MacLachlan submitted the following report:

Our Control Strategy has been created to describe the current and emerging threats that are of the greatest impact to our Communities. This is set annually following the analysis of threats, harms and risks. You will have seen that we have moved away from a statistics lead report as this doesn't always capture the true context of the threat, harm and risk but we will inform you of any key issues in your areas. We are still able and actively do review figures, trends and intelligence and should anything present itself as an emerging issues, we will endeavor to address it at the earliest opportunity.

Current Priorities We are continuing to develop the CPT pilot across your Policing area and are currently in a period of review and assessment. We are looking at ways to further develop our approach and continually look to improve on our performance. We are committed to delivering local Policing in your area that addresses the threats, harms and risks in your local community whilst working within the current austerity measures which are quite challenging. We are fluid in our approach and will look to evolve as demand and circumstances develop. It is important to hear your views in how we can find the balances and address the issues that affect your communities.

Please continue to leave your feedback at feedback@wiltshire.police.uk

I would like to introduce you all to the community messaging website; <https://www.wiltsmessaging.co.uk/>. This is a website open to everyone, that the Police and Crime Commissioner has introduced in order to provide local communities with information about what is affecting their area. The key highlights are:

- FREE messages from your local police officers about policing and crime matters in your area
- You can receive free messages by email, text or voicemail You can choose which organisations to receive messages from and the type of information you receive

- Currently messages are being sent by Wiltshire Police, Wiltshire and Swindon Neighbourhood Watch and Action Fraud. This will soon be extending to include other watch schemes, including Horse and Farm Watch, and potentially partner agencies in the future
- You can reply to messages from your local officers to help them better police your area, such as by responding to police appeals for information
- You can also join a neighbourhood Watch scheme in your area or request to start a new one

We currently want to enhance community messaging by ensuring suitable training is given to all the staff. The website itself is very simple and straight forward to navigate and I would encourage you to have a look and sign up.

Any Relevant Series for March 2016 The sector is suffering from a series of non-dwelling burglaries and cycle thefts. Could I remind everyone to ensure that they lock their sheds and garages and to not leave their cycles insecure and unattended?

Local Crimes - Crime statistics 22nd February – 22nd March 2016

There have been 39 reported incidents for the Bradford Rural beat of which 1 occurred in Holt. This compares with 43 reported incidents for the Bradford Rural beat of which 1 were relevant to Holt in the last report. These are broken down as follows (previous period in brackets):

Crime	Rural beat	Holt	Comments
Anti Social Behaviour (personal)	1 (3)	0 (0)	
Anti Social Behaviour (Nuisance)	1 (0)	0 (0)	
Burglary	2 (3)	0 (1)	
Fraud	1 (0)	1 (1)	10/03 – The Common – Male claiming to be from water board – see below
Drug Offences	0 (1)	0 (0)	
Criminal Damage	8 (3)	0 (0)	
Public Order Offences	0 (2)	0 (0)	
Theft and Handling	4 (6)	0 (0)	
Violence against the person	5 (6)	0 (0)	
Other	0 (0)	0 (0)	

Concern for Safety	0 (2)	0 (0)	92
Domestic related	5 (7)	0 (0)	
Suspicious circumstances	1 (1)	0 (0)	
Transport related	11 (9)	0 (0)	

Other incidents of interest There have been reports from around the beat area of a male or males knocking on doors pretending they are from the Water Board. They check the taps in the kitchen and then tell the resident they need new piping fitted and ask for various sums of money. These males are not genuine and must not be allowed in the house. Residents are urged to call 101.

3 males visited a house in town offering to jet clean their driveway and a sum of £200 was agreed. They then agreed to clean the patio for another £200. When the sub standard job was finished, they presented a bill for £1275. Fortunately, the resident did not have any cash and asked them to return. We were called and met the traders with Trading Standards also present who are now investigating the incident. The residents will not hand any money over until the investigation is complete.

2 burglaries this period: Both non dwelling burglaries in Limpley Stoke (1) and South Wraxall (1).

Success Stories A chain saw stolen from a farm in Winsley was immediately recovered by us after stopping the vehicle involved.

A laptop stolen from a house on Winsley Rd was immediately recovered by PCSO Mike Obern after he spotted a male matching the description given by the witness.

In closing Please feel free to give out my mobile number to anyone who would like to contact me: PCSO Andrew MacLachlan 0752 897 2236 "Like" our Facebook page – Bradford on Avon NPT. Sign up to Community Messaging at www.wiltsmessaging.co.uk

<https://www.police.uk/> This link will allow you to check stats in more detail for your area, and all surrounding areas. Community Coordinator Pc 1140 Mark Hough : mark.hough@wiltshire.pnn.police.uk. Deputy Sector Head Ps 1801 Louis McCoy : louis.mccoy@wiltshire.pnn.police.uk. Sector Head Insp 2517 Brain : james.brain@wiltshire.pnn.police.uk

Chairman's Report: I present my fourth annual Chairman's report for Holt Parish Council.

At the start of this year we had nine Councillors with two vacancies. We are now up to full complement having welcomed Philip Game and Halma Hughes onto the Council. In September 2015 Basil Ash a past Councillor passed away. At the September meeting we marked our respect by standing in silence. The current term concludes next year with local elections in May 2017 and I am hopeful that the May 2017 Parish Council meeting opens with a full complement of Councillors.1

I would like to thank our Wiltshire Councillor Trevor Carbin for attending our monthly meetings and for acting on our behalf with Wiltshire Council on matters that have raised concern.

As a Council we have continued to support the youth of the village. The Broughton Gifford and Holt Youthwork Project has secured funding from this Council and the Bradford Area Board to ensure that it remains open for the foreseeable future. This is due to the hard work of the Trustees and committee members of the youth club who will endeavour to ensure that it remains open by securing new revenue streams where possible. The Council is continuing to support the possibility of a skateboard park in the village and work is currently ongoing between the Council and interested parties to iron out the difficulties that exist when creating a new venture, including securing a suitable site.

The planning committee has continued to review all planning applications submitted to Wiltshire Council over the last year. As a Parish council we do not have the authority to grant or refuse an application but as a statutory consultee we do have the opportunity to express our views to Wiltshire Council. The committee is currently busy wading through a mountain of documents regarding the planning application for the Tannery site and will be bringing their full recommendations to this Council at the April meeting. The application for 98 houses at the East of the village was refused and the resulting appeal was subsequently withdrawn. A big thank you to Councillor Siddall for Chairing this committee over the last twelve months and to the committee members for ensuring that the full Council are kept informed of developments. We received the first of the annual payments for the solar panel farm at Cockhill which forms part of the village development fund and is to be used for future capital projects.

The Village Facilities committee has again been chaired by Councillor Mizen and the good work to keep Holt clean and tidy has continued. The way forward for Dawes Pond has been agreed and a new liner and pump will be installed in the Autumn. This will ensure that the pond does not leak. The cost of this is being met by The Glove Factory Studios and the Parish Council. I would like to take this opportunity to thank the Glove Factory for their support. I hope that by the end of the year we will have a pond to be proud of.

This committee has overseen the upgrading of the interior to the Pavilion, together with ensuring that the Council are compliant with health and safety regulations. The schedule to restore the benches in the village is continuing. All Councillors have completed a monthly village inspection report with their findings being reported back to the committee and the Clerk. The Bowls Club lease is currently under review and I hope that this will be resolved in the next few weeks. Following the recent flooding a flood warden has now been appointed, Councillor Osman, and a flood kit has been installed by the shop. Wessex Water and Wiltshire Council have updated us on a regular basis regarding the work they are undertaking to mitigate any future flooding. The orchard continues to thrive and it was agreed in principle to earmark space for a second orchard for cider apple trees. The schedule for the maintenance of trees for which this Council is responsible is ongoing. The annual safety inspection for the children's play area has been completed and the work to comply with its findings are under way. The work to replace kerbstones around Ham Green was completed during the year. The Parish Steward scheme which was withdrawn by Wiltshire Council is to be reinstated from April 2016. A full review of the caretaker's job description was completed to ensure that it

remains relevant. Thank you to everyone involved in the making and installation of the new bench by the pond.

Garry Aland has continued to work as a grass cutter contactor and village caretaker. I would like to thank Garry for his hard work over the last twelve months.

Councillor Pearce has continued to chair the Highways and Streetscene committee. Wiltshire Council has confirmed the installation of the long awaited double yellow lines and we look forward to these being implemented. The Hilperton gap relief road opened in June 2015 and this committee is due to conduct a traffic count in the near future to monitor the impact this new road has had on through traffic. Councillor Nicholson has reviewed the footpaths within the Parish and work is continuing on the re-routing of Footpath 31. The Ramblers have reinstated footpath 41. A new kissing gate has been installed on footpath 48 financed by the Path Improvement Scheme and by a donation from Dr. and Mrs Rowlands. The annual walk by Councillors on all footpaths within our Parish was completed and the report sent off to Wiltshire Council. Consideration had been given to the prospect of laying a footpath along the length of the playing field and a very generous financial offer was made by a parishioner to help with the project. However, the cost and maintenance of the scheme was prohibitive and unfortunately the decision was made not to go ahead. Thank you to Councillor Pearce and his committee members for their hard work.

Trowbridge Town Council requested a boundary review which included part of this Parish. We made representations at a Wiltshire Council meeting outlining our concerns and Councillor Carbin spoke on our behalf. The decision to redraw the boundaries was deferred and we will be keeping a careful eye on this over the next few months.

Over the last year work on the Neighbourhood Plan has continued and the steering group are now in a position to submit the final draft to the planning inspector. We await the Inspector's report and hope to be in a position to hold a referendum by the Autumn of this year. The final stage of this plan has proved to be difficult and I would like to thank Heather Morris and Councillor Pearce for their hard work and diligence. Without them Holt would not be in the position of having a Neighbourhood Plan and the benefits this will bring to the Parish Council and the village as a whole.

When setting the precept for 2016/17 we were advised by Wiltshire Council that the funds we receive from them would again be reduced. This Council carefully reviewed its expenditure and agreed to increase the precept by 5%. We minimised the increase by utilising a small proportion of our reserves. This equates to an additional £1.26 per annum on a band D property. This increase allows us to maintain the services that we provide for the village, thereby ensuring that the village amenities meet all legal requirements and the village as a whole is kept clean and tidy. The Finance committee reviewed and redrafted the Council's Financial Reserves Policy during the year. A big thank you to Councillor Goodman as Treasurer for keeping us all in check and to his committee members for their hard work over the last twelve months.

We have continued to receive monthly reports of crime statistics from Wiltshire police and PCSO MacLachlan has attended many of our monthly meetings. Thank you for your continued support. It is very much appreciated by all Councillors.

It was agreed to hold future Council meetings at the village hall following the installation of a lift from February 2016. I would like to thank the URC and the Church Elders for hosting us over the last few years.

Our website is working well and all agenda's and minutes of meetings are uploaded. There is also a lot of useful information about issues affecting the village and I would urge everyone with internet access to visit the website on a regular basis. Contact details for the Clerk and Councillors are also available.

Thank you to Councillor Andrew Pearce for holding the position of Vice Chair for the last twelve months and as our representative for the Bradford Area Board. Your support has been invaluable. Also, a thank you to our Clerk, Jennie Beale for her continuing commitment to the Council.

I would like to take this opportunity to record a vote of thanks for the huge contribution made by all members of this Council over the last twelve months, together with Parishioners involved in the Neighbourhood Plan and other projects which whilst not directly Council business enables everyone to have the opportunity to engage in sporting and social activities. It's this work which makes Holt a thriving and sociable place to live.

Declarations and Dispensation: Cllr. Bob Mizen declared an interest in planning application number 16/021246/FUL, The Coach House, Ham Green and did not take part in any discussion regarding the application.

Minutes of the Meeting held on 25th February 2016: These were approved and signed with one amendment: page 78 to read 'Cllr.Mizen to draft an article for the Magazine and this will be published in the Clerk's name.

Matters Arising: Trowbridge Metal Detecting Club was informed that there was no interest in their proposed scheme. Since then the GFS has expressed an interest and they have been informed.

Planning:

- i) **:Report:** Music Studio, Forewoods Common – the court case has now been heard and the owner has been instructed to demolish the building within a strict time frame and fined for the offence. He also has to pay costs.
The proposed skateboard park development is permitted development.
- ii) **Tannery Development:** The Planning Department has agreed that the Council should have extra time to consider this application and the consultation date for the PC has been extended to 28th April, but interim comments have been requested in the meantime. Cllr Siddall has circulated the following draft letter to councillors:

Holt Parish Council Preliminary Comments on 16/01306/OUT The Tannery Holt

You kindly agreed to allow Holt Parish Council to submit final comments on the Tannery proposal by 28 April but asked that we submit initial remarks following our council meeting on 24 March. These are as follows:

Holt's Neighbourhood Plan (HNP) is in Draft awaiting Planning Inspector approval. The Plan was written with a focus on the development of the Tannery site.

The Tannery sits within an Area of Opportunity (AoO) initially designated for mixed use development in the West Wiltshire District Plan. The Core Strategy para 5.36 retains this policy (*An 'area of opportunity' in Holt (designated in the West Wiltshire District Plan) will be retained as it continues to offer a suitable location for mixed use development in accordance with Core Policy 1. Development of this site should be delivered through a comprehensive master planning process, and should be focused on providing live/work or local employment opportunities to help reduce the need for commuting*). A large portion of the AoO was developed in the last decade as high density housing (The Spa) and Holt PC is keen to avoid a repeat of this on the Tannery site.

The application proposes an extension to the northern boundary of the AoO which effectively forms the Settlement Boundary in that area. Our policy is that the development will occupy the area within the AoO and not exceed the boundary unless there is demonstrable benefit to the village which is agreed by the Parish Council (Policy H1.1 HNP). We do not, as yet, see sufficient demonstrable benefit. The developer has proposed a presentation for us on the financial viability of the project. We are also identifying potential benefits from the HNP that could be delivered as part of this project.

As stated above, we remain concerned that the commercial development may be found to be not viable and revert to housing. We have seen this happen at The Spa in Holt and Kingston Mills in Bradford on Avon. There appears to be no viability study into the commercial proposals. We would like to see this carefully and tightly controlled through a phasing plan. The diagram of the phasing plan submitted is not explained or defined in the Planning Statement. We would not want Phase 2 to start until the Phase 1 commercial properties are occupied and demonstrated to be viable.

Traffic is a major issue in Holt with over 10000 vehicles per day passing the junction of The Midlands and the B3107 in the centre of the village. The application includes proposals for modification of this junction which we would like to see conditioned for completion before the site building commences. We would also like WC Highways to consider improvements to the eastern junction of the Midlands and the B3107.

We would request that a condition be applied that HPC will be consulted before the Construction Traffic Management Plan is approved.

There have been significant floods in Holt from the Brook. We note that the surface drainage for the site is to be held and then released into the Brook. We would like to confirm that this will not exceed the flow limits designed into the Glove Factory Flood Alleviation Scheme.

We are concerned that there is insufficient on-site commercial parking. We would also request that the “Canteen” site parking be delivered before the building work commences. The Midlands in this area is heavily congested now.

We understand that affordable housing has not been included in the application due to affordability/viability. Holt recently completed 12 new affordable homes and has an identified site already purchased by a housing association suitable for 12 more houses. The last housing needs survey was conducted in March 2012. We would like to see any affordable provision backed up by current established need.

It was proposed, seconded and unanimously agreed that this should be sent to the Planning Department with the following amendment:

Noting the very long list of neighbours to be consulted, we are concerned that the lack of comment from residents may be due to them not receiving their letters. Could this please be checked.

Village Facilities Committee:

i) Report:

- Dawes’ Pond – previously discussed.
- Trees – large Horse Chestnut on Ham Green, major work has been carried out and other work to be scheduled as funds available.
- The play area inspector has confirmed that it is only necessary to carry out repairs to items identified as ‘high risk’ in the annual safety report and it is sufficient to monitor items classed as ‘low and medium risk’. The only high risk item is the roundabout and it is estimated that repairs will cost about £200. There are sufficient funds in the VFC budget for this work to be done; £600 will then be underspent which will be moved into Reserves but noted that it will be available to spend 2016/17.

ii) Box Fest: Cllrs. Mizen and Siddall have met with members of Box Steam Brewery and it has been agreed that stallholders will pay Box Steam Brewery for their pitch and they in turn will make a donation to Dorothy House and a lesser sum to a village cause (the skate board facility has been suggested). Entrance will be free and numbers strictly limited to 500 to comply with insurance requirements. Mr. Paul Bloomfield and Mrs. Louise Evans have offered to help with the event. Box Steam Brewery will finance a security company to monitor numbers and arrange medical cover for the duration of the festival.

iii) **Annual Fire Safety Inspection – Pavilion:** It was agreed that there should be an agreement with Protect Fire Equipment Ltd. to hold the price for a three year period.

Highways & Streetscene Committee Report: Cllr. Andrew Pearce reported as follows:

- Traffic count – a twelve hour count of all vehicles to be held in April.
- Wiltshire road maintenance programme – nothing in Holt scheduled. Major work to the Forewoods Common junction has been deprogrammed. Cllr. Pearce to draft a letter to Highways.
- The Springfield T-junction in Bradford-on-Avon is to be replaced by a roundabout to create the main entrance to Kingston Farm development. Work will commence on 1st May and last for about twelve weeks.
- Cllr. Marsha Nicholson reported that there had been a misunderstanding regarding the cost of providing a gateway on Footpath 48 and the final cost is more than initially quoted. It was agreed that the Council should pay a further £47.93.
- Cllr. Siddall reported that he had followed two trucks through Holt to Cumberwell. The transport management plan for work on the site states that heavy goods vehicles will not travel through Holt and he has spoken to Cumberwell who has taken appropriate action with the contractors.

Bradford-on-Avon Community Area Board: Cllr. Pearce reported as follows:

- £5,500 has been awarded to the youth club and £2833 to the skate park facility.
- Bradford-on-Avon Walking Wheel are making improvements to footpath access in the area. Cllr. Pearce informed the Group that Holt would like a more direct footpath to Bradford-on-Avon and a cycle path.

.Holt Tannery Limited Liaison Committee Report: Previously discussed.

Neighbourhood Plan – Progress Report: Cllr. Pearce reported that the Plan is in its final stages and a planning inspector has been appointed. The review should take about a month after which the final version will be distributed to every household in the Village and a referendum held. If more than 50% of those voting on the Plan give their approval, then it will be ratified and becomes a legal document within Wiltshire Council's core strategy. Wiltshire Council to pay for the referendum.

Once the Plan is in place, 25% of the community infrastructure levy (CIL) from any development in the Village will be available for projects within Holt. It is hoped that the Plan will be in place in time to benefit from the Tannery development.

Cllr. Pearce to attend a course re the CIL in April.

Bowls Club Rent: A report has been received from Mr. Robert Quartley today. To be discussed at the next meeting once councillors have had time to consider the report.

Skateboard Park: To be discussed at the next meeting. Cllr. Nicholson asked that responses sent to Holt School should also be taken into consideration, along with comments sent direct to the Council.

Correspondence: Sky 1 will be holding a 'litter pick' on the Playing Fields on 3rd April and have asked for permission to leave rubbish bags behind the pavilion; these will be collected the following day. There was no objection to this request.

HSRC has requested use of the pavilion when work is being carried out to the sports court. This was agreed.

Dr. Steve Rowlands has requested use of the pavilion when tennis players from the Village take part in the Wiltshire mixed doubles league. There will be six or seven matches. This was agreed.

Holt Primary School once again wishes to use the Playing Fields on Tuesday afternoons for sport. There was no objection.

Village Inspection Report: This was carried out by Cllr. Becky Stevens and report submitted. The Clerk to follow up.

Yellow 'hippo' bag on the Playing Fields – the Clerk to arrange for this to be removed.

Dead tree on Playing Fields boundary – the Clerk to follow up.

A report has been received that the clasp on the red swing is defective. Cllrs. Mizen and Siddall have checked this and cannot find a fault with the clasp which recently passed the annual safety inspection. A letter to go to the Parents from the Council. The swing to be unchained.

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

Wiltshire Waste	£20.04 (VAT£3.34)
Groundwork UK/	
NHP unspent grant money	£3195.44
Crispin Keyzar	£635.00
Village Hall/Rental Charge	£38.00
SZ Electrical Ltd./	
EICR Test & PITS Test	£147.50
G..Aland/Caretaking	£144.76
JM Beale	£423.63 (VAT £2.43)
Remuneration	£355.71
Fixed Expenses	£ 34.62
Telephone	£ 18.50
Stationery	£ 14.06
Postage	£ 0.74

Any Other Business: There was none.