

ADOPTED 27 September 2018

Minutes Holt Parish Council (PC) Meeting held at the Holt Village Hall on Thursday 26th July 2018.

Present: Cllr. Becky Stevens (Chair) Cllr. Marsha Nicholson, Cllr. Richard Goodman, Cllr Dee Rickard, Cllr Bob Mizen, Cllr Andrew Pearce. Cllr Philip Game, Cllr S Siddall, Mr Neil Baker (Clerk)

In Attendance: Cllr. Trevor Carbin.

1. Apologies: None

2. Open Meeting: Cllr. Trevor Carbin reported as follows:

- The process to declare clear air zones is driven by the Government and is likely to be declared in Bath by 2021. A decision is due to be made in December 2018 after a period of consultation. Cllr Carbin to keep the PC informed.

The meeting was attended by residents who were observing the workings of the Parish Council.

The meeting was attended by Mr Chris Hogg who briefed the meeting on his involvement in the Community Right to Bid for the part of Widbrook Wood that is currently privately owned and offered for sale. The land borders an area currently looked after by Wiltshire Wildlife Trust for which Mr Hogg is a volunteer warden. Holt Parish extends almost to Trowbridge Road in Bradford on Avon and the portion of land in question lies in this area and he seeks the Council's support in his application to obtain a pause on the sale, obtain a right to bid and ultimately have the area declared an area of Community Asset. There are no financial implications or responsibility for the Parish Council in either the process or long-term management. If Mr Hogg's application to Wiltshire Council is accepted there is a period of 6 months allowed for due process to declare the land a Community Asset before the land can be sold on the open market. The longer-term aim is to combine this area of land to the current area managed by the Trust. Questions regarding access, current ownership and process were raised by Councillors, the answers to which raised no concerns. The Chair advised that the matter would be discussed by Councillors under Agenda item 12 which if agreed by councillors would be elevated to item 6.

Cllr Carbin then briefed the meeting on the Results of a traffic survey for the area of Melksham Road which was carried out between 10/07/2018 and 23/07/2018 (6/2/2014 and 19/2/2014). A total of 67218 (42680 The common North of Gypsy lane, 48509 near The Green, 48610 west of The Elms,) vehicles were checked. The average speed was 28.7mph and the 85th percentile was 33.6 mph (34.4,28.6, 32.7 respectively) **(figures in brackets represent the 2014 survey results)**

Community Speed Watch does not operate in any speed limit above 40mph.

In a 30mph speed limit the following criteria will be applied:

30 to 35mph 85th percentile = No Further Action (NFA) and this applies to Holt give the current survey results. However a further more detailed survey has been requested

35.1 to 42 mph 85th percentile = eligible for Community Speed Watch and/or Speed Indicator Devices.

Over 42 mph 85th percentile = Subject to Police enforcement

(The 85th percentile is the speed at which 85% of the traffic is travelling at or below).

3. Declarations of Interest: None

4. Minutes of the Meeting held on 31st May 2018: Cllr Mizen proposed an amendment to paragraph 4 item 7 to reflect the quotation was to cover removing gravel from the bottom of the slope and replace with top soil and grass over. Cllr Nicholson proposed the removal of reference to overhanging vegetation in paragraph 5 item 7 and replace with plant tubs. Subject to these amendments it was proposed by Cllr Mizen, seconded Cllr Goodman that the minutes be accepted as a true record, accepted unanimously.

5. Matters Arising:

- The Clerk has written to the local MP, Wessex Water and Wiltshire Council regarding the flooding issues. No reply received to date. **Clerk to hasten**
- It has been confirmed through a Freedom of Information request that no properties in Star Ground have been sold to residents. Clerk to write to Wiltshire Council legal to seek confirmation that none can be sold. **Clerk to action**
- Holt PCSO has been contacted and he will attend future meetings when on duty, otherwise he will provide a written crime report. Clerk to provide agenda to assist timescales for report to be made. **Clerk to action**
- No progress on obtaining an estimate for cleaning the bus shelter as company have failed to provide despite repeated hastening. Clerk to seek alternative contractor. **Clerk to action**
- To date payment of S106 funds identified under agreement for Lions Orchard Development has not been traced. It is believed the funds may have been paid direct to Wiltshire Council. Cllr Mizen to provide Clerk with details of a contact to progress further **Cllr Mizen to action**
- Plant tubs outside The Courts removed. No further action
- No contact made with Cllr Game regarding vehicle count of the Glove Factory Car Park. Cllr Stevens to speak with Nick Kirkham. **Cllr Stevens to action**

- Terms of Reference for both Planning and VFC received by Clerk, TOR's for Highways and Streetscene to be provided. **Cllr Game to action**

6. Community Right to Bid Widbrook Woods

No further discussion took place, Cllr Siddall proposed the PC should support the application discussed at the Open part of the meeting as it was important to try and keep the area open for public use. Seconded by Cllr Mizen and carried unanimously. PC to write to WC in support of the application and Mr Hogg to provide Clerk with contact details. **Clerk to action**

7. Planning Committee Report:

Cllr Siddall briefed the PC on the following:

- A new planning application has been made in respect of the Tannery. This should not be confused with the main development proposal which is still being considered. The new proposal may be viewed at [18/06211/FUL](#). The application is for refurbishment of the Leather Factory Building including replacement of roof, creation of window and door openings, unblocking historic doorway and internal alterations. The Leather Factory is the zig zag roof area opposite the Glove Factory. The main part of the proposal is to replace the 20th century roof which is rotten and leaking and to open up and glaze the bricked-up openings in the wall alongside Brook Lane. This will allow the continued use of the building for Beaven's business and later to temporarily rehouse some of the businesses displaced by the Phase 1 demolition. This will be altered in Phase 3 of the main development should it go ahead (currently scheduled for 2023). The Planning Committee are of the view that we should support this proposal as it provides commercial workspace in the village. Proposed response:

Support - careful consideration should be given to the colour and nature of the roofing material.

Proposed by Cllr Siddall, seconded Cllr Rickard Carried unanimously

Clerk to action reply to WC

- A revised set of plans and documents has been issued for the Tannery Development. This may be viewed at [18/02408/FUL](#). The changes as relevant to Highway proposals are as follows:
- 001E – A reduction in length of the previously proposed footway link to the existing informal pedestrian cut through at the back of the Village Hall car park. The Highway Authority had concerns regarding the steps that were proposed. Removing this footway link means that the existing tree beside The Midlands can remain.
- 002D – the Highway Authority were not keen on the previously proposed bollards as they represent a significant long-term maintenance liability when they inevitably get hit. They were also not keen on cobbles or setts within the

highway as again these can become loose and require regular maintenance. The bollards and cobbles / setts have therefore been removed from the proposals. With no bollards to physically prevent parking on the extended footway areas it is considered necessary to propose additional double yellow line parking restrictions near the junction. These restrictions mean that it is then illegal to park on the footway behind. A stamped red concrete road surface has also been shown to give the junction area a greater sense of place which should also help reduce the speed of passing traffic thereby improving road safety. There are examples of stamped concrete on Devizes Road in Hilperton. The principle of short stay parking outside the shop has been accepted. All other elements remain as per the original plans.

The Planning Committee have reviewed this and propose the following response:

No Objection. We remain concerned that proposals to improve the junction of the B3107 and The Midlands are not being supported by the Highways Department. There is an apparent failure to understand that 10000 vehicles per day pass through the junction. 45000 visitors a year cross on foot to The Courts and a large number visit the village shop, all of which will be exacerbated by increased domestic and commercial traffic to the proposed development. These issues are clearly identified in the Holt Neighbourhood Plan which calls for a solution. We again request that we be represented at the s278 meeting to ensure a satisfactory solution.

Cllrs raised several concerns including the lack of bollards, the lack of a clear indication of where pedestrians cross and the type of road surfacing to be used at the junction near the shop. The location of the bus stop and the parking outside the village shop were discussed. However, no changes were made to the proposal and it went forward as proposed by Cllr Siddall, Seconded Cllr Goodman, carried unanimously. However, it was further agreed that Chair of both planning and Highways would meet and discuss further.

Clerk to action reply to WC

8. Village Facilities Committee:

- The removal of Brambles along the Bowls Club fence has been completed
- Clerk now in contact with Wiltshire Council concerning taking back control of cutting of some Greens within village. Action continues. **Clerk to action**
- The scramble nets have been repaired.
- Cllr Mizen briefed on the costs of providing new surfaces in the play area and one estimate had been received at £7187.50. Other estimates being sought

9. Highways and Streetscene Committee Report:

The report had been circulated to Councillors prior to the meeting:

- An application for a new metro count has been submitted to provide evidence for either Speed Indicator devices and/or Community Speed watch. (See Cllr Carbin's comments at Open Meeting)
- The School Governor responsible for the school travel plan has been contacted by Cllr Rickard but now with school holidays no progress likely until at least September.

Cllr Game provided the notes of the virtual HPC HSSC held in July by e mail to Councillors on 23rd July. At the meeting Cllr Game expanded on Village Gateways with action continuing, Mini Roundabout at the junction of The Tollgate where an amendment to WC design to include raising of "the hump", lowering of signage and new white lines (at no cost to PC) is being requested. Aim is to reduce traffic speed.

HSSC proposed that up to £1500.00 is spent on initial designs and approximate costs for three projects along the B3107 included within the Neighbourhood Plan, thereby enabling the PC to consider the outline proposals and prioritisation within a budget. The projects are for two parking refuges and the Midlands (East) junction. Proposed by Cllr Game, seconded Cllr Siddall and carried unanimously.

10. Flood Issues

The village temporary flood relief store to be replenished and once undertaken notice to be placed on website and PC Notice Board **Clerk to action**

Discussions took place to consider the need for a Flood warden and it was agreed to seek a volunteer from the village. **Cllr Stevens to provide draft for publication then Clerk to action**

11 GDPR

Cllr Pearce had now been provided with the recent documents and would report at the September meeting.

12 Parish Steward Tasking

The hedge by the finger post at the end of the lane from the glove Factory is owned by the Glove Factory, Cllr Nicholson has contacted the owner who will arrange for it to be cut.

Cllr Goodman asked about the window sills on the pavilion, this is a matter for the VFC. **Cllr Mizen to action**

Work for Parish Steward in September

- Brambles overhanging the verge to be cut back at the top end of The Midlands
- Attend to area under the bench on The Midlands
- Bushes to be cut opposite Ground Corner

- Grips in the Star to be attended to

13. Correspondence

The Chair reported she had spoken to ex Cllr Ian Bolden and had thanked him for his contribution to Holt Parish Council.

The Clerk reported the following correspondence:

- Cllr Siddall reported on an e mail received from a resident concerning the tannery. As the e mail was addressed to Cllr Carbin it is felt he should reply.
Action Cllr Carbin
- The clerk had received a request from Wiltshire Council to post a notice seeking volunteers on the Independent Visitor Scheme. PC agreed and **Clerk to action**

The Chair briefed the meeting that a resident has put her name forward to be a councillor and she would attend the September meeting to be considered for co-option.

A discussion ensued on the composition of the PC in terms of numbers. Parish Councils comprise of between 6 – 12 councillors, with a minimum of 5. Clerk to write to WC to establish how the numbers are determined. **Clerk to action**

14. Accounts

The following invoices were approved for payment Proposed Cllr Goodman
Seconded Cllr Rickard Approved unanimously

C N Baker	Clerk Wages(Net)	£296.10
HMRC	Tax Wages	£74.00
R Prior	Flagstones and labour, play area	£148.59
R Prior	Caretaking	£73.24
G Aland	Grass cutting	£255.00
Cllr Mizen	Purchase of Padlock	£30.00

In addition, due to no meeting being held in August the following payments were approved

C N Baker	Clerk Wages(Net)	£296.10
HMRC	Tax Wages	£74.00

15 Website

Local Council Powers and Duties have been published by Cllr Nicholson. It was also agreed than once approved all Terms of reference would also be published

16 Footpaths

The Chair reminded Councillors to try and complete the annual survey by September.

17. Facebook Policy

Cllr Siddall had prior to the meeting circulated a copy of a proposed policy which he proposed be adopted, seconded Cllr Rickard and carried unanimously. It was confirmed that only information should be published and in this regard the Clerk, whose responsibility it is to publish, would have delegated authority.

18. WW1 Commemoration

Cllr Mizen sought approval that the PC would meet the cost for hiring of the village hall for an event being organised by a mix of villagers and other organisations with the support of the Dramatic Society to commemorate the end of WW1. This element being the PC contribution towards the overall cost. This was agreed unanimously. No formal vote required as cost less than £100.

19 Any other Business

Cllr Nicholson asked about progress on Standing Orders and was advised by the Chair that she and the Clerk were progressing in August/September and it would be an agenda item in October.

Cllr Siddall asked about the environmental agency visit to the Brook re Cattle Poaching. **Clerk to action**

The Clerk reported that 1 crime had been reported in Holt in June, that of petrol Syphoning in Avonfield.

The next meeting of Holt Parish Council is Thursday 27 September 2018.

