



Minutes of an Ordinary Meeting of the Parish Council held on Monday 8th August 2016 at the Band Hall, Gravel Close, Downton at 7.30 pm.

Present: Cllr Mace (Chairman) and Cllrs Brentor, Chandler, Cordell, Ford, Pearce, Saxby, Sutcliffe, Whitmarsh, Watts and Yeates.

In attendance: Mrs Bev Cornish, Parish Clerk.

Also present: Five members of the public.

Public Question Time:

Mrs Chris Parry raised the following issues:

1. The overflowing bins outside the Co-op.
2. The Parish Council should keep in mind that, when considering the lease of part of the Memorial Gardens to the School, it is acting on behalf of the whole community.
3. The overgrown brambles along the footpath in The Borough which are coming from the boundary with the former cricket pitch.
4. The next Parish Council Surgery is to be held on the 2nd Saturday in September due to the unavailability of the Memorial Hall on the 1st Saturday.
5. The need for bollards to prevent cars from mounting the pavement when parking cars outside the Co-op.
6. The parking of motorbikes for the White Horse's 'Bike Night' on the pedestrian area in front of The Borough Cross.
7. The number of A-boards outside the White Horse, the hairdressers and the flag outside the café - requesting clarification on the legality of businesses displaying A-boards in the conservation area.
8. The Memorial Hall extension - asking members to be aware of the area of damp in the corner of the ceiling in the main hall which would require some work to be carried out.

Mrs Parry also advised, in the absence and on behalf of Mrs Georgia Beardsall, the planning applicant for 16/06106/FUL for 59 The Borough, that the two cottages 59 and 61 had been delisted and no longer required Listed Building Consent.

Mr Brian Morris requested information on the progress of the lease with Downton Primary School.

Mr Rick Ladds asked if the Biffa waste bins positioned at the entrance to the Primary School's car park could be relocated and be of a less impactful colour than red so that they did not impact on the conservation area.

Mrs Nikki Wilson, speaking on behalf of the Downton Society, said that she hoped that the Parish Council would give members sufficient time at its September meeting to enable the Council to form a considered response to the proposed revised designs for Downton Primary School. She also said that the Society was concerned about the

impact of the proposed designs on The Borough and on the Downton Conservation area and about the inconsistent approach by the Planning Department of Wiltshire Council. She said individual residents were being put through numerous hoops to gain conservation approval whereas the architects for the School did not appear to have to consider the Conservation Area when creating their designs.

Mrs Wilson also advised the Council on the potential issue of the lack of parking at the White Horse for pick up and drop off of students at the Primary School when the new term starts in September. She asked that the Parish Council investigate additional parking behind the Co-op if it was not doing so already.

Part 1

71.16 To receive apologies from Councillors: Downton Parish Council RESOLVED to note the apologies received as follows:

Cllrs Dean, Dickinson, Hayward and Quarmby due to holiday commitments and Unitary Cllr Julian Johnson due to illness.

72.16 To consider and resolve to approve the Minutes of the meeting held on 11th July 2016: Downton Parish Council RESOLVED to approve the Minutes of the meeting held on 11th July 2016 as a true record and they were signed by the Chairman.

73.16 To receive Declarations of Interest in respect of matters contained in this agenda in accordance with the Localism Act 2011: Cllr Saxby declared a personal and pecuniary interest in Minute 91.16 and did not speak or vote when the item was discussed.

74.16 To resolve to refer any business raised by the public in public discussion, and any other matters or items of information from councillors, to the appropriate committee or to resolve to agree on any other action: With regard to the issues raised which were not to be discussed as part of the Agenda, Cllr Mace proposed from the Chair and it was RESOLVED that:

- Residents should report any overflowing Wiltshire Council bins outside the Co-op through the My Wiltshire App.
- The Clerk would check with Wiltshire Highways with regard to its policy on the displaying of A-boards in a conservation area.
- The Amenities Committee was to consider the issue of the Primary School's bins.
- Cllr Brentor would be setting up a working party to cut back brambles in the public areas around Downton but the Clerk would also contact Mr Greville-Heygate.

Cllr Sutcliffe commented that the Parish Council was aware of work needing to be done about the area of damp in the Memorial Hall at the time of the construction of the extension.

Cllr Brentor commented that she had written to Enterprise Inns already to ask whether they would consider selling part of the field which backed onto the Co-op in order to provide additional parking.

75.16 Planning and Tree Works Applications:

16/06065/FUL Barford Cliff Cottage, Barford Lane, Downton - Erect an oak framed balcony to rear gable end to replace the existing bedroom window and install set of folding sliding doors: Following a report from Cllr Ford, Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to raise no objection to this application.

16/06599/PNEX 4 West Wick, Downton - Prior Notification (larger home extension scheme) - Rear family room extension with rear projection of 6 metres and rear utility extension with ridge height of 4 metres and eaves height of 2.85 metres: Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to note this application.

16/06117/FUL 49 Catherine Crescent, Downton - Single storey side extension and conversion of garage: Following a report from Cllr Cordell, Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to raise no objection to this application.

16/06547/FUL 9 Clearbury View, Downton - Proposed raising of roof of existing garage to create first floor, with insertion of dormer window and rooflights (Resubmission of 16/02026/FUL):

16/06548/FUL 7 Clearbury View, Downton - Proposed raising of roof of existing garage to create first floor, with insertion of dormer window and rooflights (Resubmission of 16/02029/FUL):

Following a detailed report from Cllr Mace, Downton Parish Council RESOLVED, with 2 abstentions from Cllrs Brentor and Watts, to submit the following response on the joint applications:

Downton Parish Council wishes to maintain its objection to these applications. Following further investigation with regard to the Decision Notice and Officer's report for the Reserved Matters application S/2008/748/RM, it is clear that the orientation and height of the dwellings and garages on the eastern boundary of the Redrow development were approved at the time because their designs minimised, as far as possible, the recognised impact on the residential amenity of the houses in Greenacres, as set out in the officer's report, due to the proximity to their boundaries.

Whilst the Parish Council appreciated that the applicants have gone to some lengths to try to address the concerns raised previously, it further considers that:

1. The continued raising in height of the garage and the insertion of dormer windows within the northern roofslope will cause further impact on and harm to the residential amenity of the houses in Greenacres which is contrary to the intention of the original conditions set out in the Decision Notice.
2. The cumulative effect of the mass of this proposed development, in addition to the increased mass created by the development at 39 West Wick, would be unacceptably overbearing on the residents of Greenacres.

16/06106/FUL 59 The Borough, Downton - Replacement of thatch roof covering to existing rear lean to roof: Following a report from Cllr Yeates, Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to raise no objection to this application provided that confirmation was received on the recent de-listing of the cottage from Historic England's List of Buildings of Special Architectural or Historic Interest. Members

expressed disappointment that there was no reference to the replacement window to be installed in either the Application Form or the Design and Access Statement.

16/06876/VAR Land Adjacent to 16 Downlands Close, Downton - Variation of Condition 2 of Planning Application 14/03381/FUL relating to ridge height:

Following a report from Cllr Brentor, Downton Parish Council RESOLVED to leave the decision to the planning officer but members queried the work of the Building Control Inspector in enabling the house to be constructed to completion in a way which was contrary to the approved plans. Cllr Yeates reminded members that the Parish Council had objected to the original application.

76.16 To resolve to approve the revised Downton Neighbourhood Plan for re-submission to Wiltshire Council incorporating the recommended minor changes following the Independent Examiner's report: Cllr Brentor gave a brief report on a very unsatisfactory meeting she had had with Mrs Wilson and a member of the Neighbourhood Plan team at Wiltshire Council. She said the officer had a very languid demeanour and did not appear to take on board any of the issues raised by the representatives of the Steering Group about the suggested changes.

Cllr Brentor put forward a variation to the proposal as set out on the Agenda, which was seconded by Cllr Ford, consisting of the following wording:

'To resolve to approve the response made to Wiltshire Council regarding the revised Downton Neighbourhood Plan agreeing to incorporate the recommended minor changes following the Independent Examiner's report in all but three areas. These being regarding the housing allocation numbers, the school capacity and the site preference description': Downton Parish Council RESOLVED to approve the revised proposal.

77.16 To resolve to adopt revised Financial Regulations following guidance from the National Association of Local Council and recent legislative changes: Downton Parish Council RESOLVED to adopt the revised Financial Regulations.

78.16 To resolve to adopt revised Standing Orders following guidance from the National Association of Local Council and recent legislative changes with regard to the Council's Financial Regulations: Downton Parish Council RESOLVED to adopt the revised Standing Orders.

79.16 To consider a recommendation from the Amenities Committee that the Moot Lane Pavilion be demolished following confirmation from Mr Hamish Ross that the Moot Lane Sports Club withdraws its offer to set up a sports club: Following a report from Cllr Brentor, Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to approve the demolition of the Moot Lane Pavilion. However, through the Amenities Committee, it agreed to work with local organisations to formulate ideas and funding sources for a potential replacement community facility on the site.

80.16 To consider a proposal from the Memorial Hall Extension Working Group to allocate the sums from the Parish Council's reserves as follows:

- a. **£7,500 for the appointment of a Structural Engineer to provide the Parish Council's Architect with design details and structural calculations for the foundations, floor slab, roof structure and other structural openings;**

- b. **£8,250 for the appointment of an M & E consultancy to provide the Parish council's Architect with engineering designs for the mechanical (plumbing & heating), electrical and ancillary works;**
- c. **£1,200 for Building Control work to ensure that our extension is designed and constructed in accordance with building regulations and associated legislation;**
- d. **£744 for the calculation and submittal of an EPC (Energy Performance Certificate) in accordance with Building Regulations Part L.**
- e. **£500 allowance for a contractor to dig pilot holes to allow the structural engineers to inspect the present foundations and site conditions.**

And to resolve to confirm that the sums of £1,800 for the Principal Designer and £900 for the Quantity Surveyor, already approved, also be allocated from reserves: Following a detailed report from Cllr Sutcliffe and confirmation that 3 quotes had been sought by the architect where appropriate, Downton Parish Council RESOLVED to allocate the specified sums.

Cllr Ford commented that approving the sums would enable the Parish Council to be provided with clear costs for the construction of the extension and reduce the risk of later additional costs.

81.16 To resolve to approve the revised list of allocated reserves: Following an explanation from the Clerk, Downton Parish Council RESOLVED to approve the revised list of allocated reserves.

82.16 To receive a short verbal report from Cllr Sutcliffe on a recent meeting of the Design Working Group for the Primary School Extension and to:

- a. **Consider and resolve to approve in principle the proposal put forward by Cllr Quarmby in his paper for the demolition of the Parish Room and flood defence wall reconstruction; and**
- b. **Consider and resolve to approve that delegated authority be given to the Design Working Group to agree any changes to that proposal as required through negotiations with the Primary School:**

Cllr Sutcliffe acknowledged receipt of the comments from the neighbours to the Primary School on the proposed design changes which he said would be sent on to the Project Manager by the Clerk.

Following his subsequent brief report on the recent meeting, Downton Parish Council RESOLVED to approve Cllr Quarmby's proposal in principle and to delegate authority to the Design Working Group to agree any changes to that proposal as required through negotiations with the Primary School.

Cllr Saxby asked that the Parish Council consider the implications of there being no parking for staff in the rear car park for the duration of the construction work at the Primary School and to raise the matter with the governing body.

83.16 To consider whether to raise any objection to a request from Mrs Melanie Smith of 4 Wheelwrights Mews to acquire a small piece of highway land which is attached to the front garden of her property. This will require Wiltshire Council to go through a consultation process to obtain a 'stopping-up' order: Following a report from Cllr Mace, Downton Parish Council RESOLVED to raise no objection to the passing of that area of land into different ownership provided that the site was retained in the same manner as the other properties in Greenacres and in compliance with all existing covenants ie no fencing or hedging.

84.16 To consider a request from Mrs Caroline Musselwhite to install bollards on the footpath from The Sidings to Barford Lane in order to deter vehicles from mounting the pavement and to consider whether to submit an application to the Community Area Transport Group with a request to investigate the issue:

Following a brief report from Cllr Yeates and his proposal to submit an application to the Community Area Transport Group with a request to investigate the issue, Downton Parish Council RESOLVED to approve the submission.

85.16 To consider a resolve to approve a request from Downton Baptist Church to use the Moot Lane Recreation Ground again on Sunday 11th September 2016 for a Christian themed community family event entitled "Create" with the aim of being inclusive and providing family activities and music: Downton Parish Council RESOLVED to approve the request.

86.16 To consider and resolve to agree on a response to the Wiltshire Council consultation on the designation of Odstock Parish as a neighbourhood area:

Following a brief report from Cllr Brentor, Downton Parish Council RESOLVED to raise no objection to the designation.

87.16 Representative Reports:

Southern Wiltshire Area Board: Cllr Brentor gave a detailed report on a recent meeting at which there had been presentations from Pc Matt Holland on the changes to neighbourhood policing and from the Wiltshire Wildlife Trust on conservation and a satisfaction survey had been carried out amongst those present on the work of the Area Board.

At this time in the meeting, 10 pm, Cllr Mace suspended standing orders. Following a brief discussion, he proposed from the Chair and it was RESOLVED that the meeting continue until the completion of the Agenda.

Wiltshire Council Housing Panel: Cllr Brentor gave a brief report on a recent meeting, which, although poorly attended by residents, was attended by the Leisure Officer to provide information on activities and some progress was made in presenting a case to Wiltshire Council for creating more parking areas.

Downton Moot Preservation Trust: Cllr Ford gave a brief report on a recent meeting at which the Parish Council had been thanked for its contribution towards the cycle racks. He also said that the Trust had submitted a funding application to the Heritage Lottery Fund with a likely response in early September. Discussions were also held on a potential future funding stream as a wedding was held on the sunken lawn with another one to be held later in August.

88.16 Committee Reports:

Amenities Committee: Cllr Brentor gave a brief report on a lengthy meeting held in July which had been mostly taken up with considering the future of the Moot Lane Pavilion. She said that the Committee had also considered matters relating to the Footbridge project, the amenity elements of the Strategic Plan and proposals from the Downton Green Group which had asked that the Parish Council consider applying 'green'

principles to its decisions and work and in holding events such as a parish litter pick and a 'recycle, reuse, repair' event at the Memorial Hall.

89.16 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on 23rd May 2016.

Downton Parish Council RESOLVED that they be noted.

90.16 To resolve to approve the following payments:

- £76.60 - SLCC Enterprises – 10th Edition of Local Council Administration.
- £700.00 - Maranji Commercial & Domestic Cleaning - August.
- £55.10 - Bob Moody – For repairs to gates in Memorial Gardens.
- £57.12 - Greenflow – For annual maintenance at Public Toilets.
- £47.89 - Wessex Water – For Public Toilets

Cllr Ford proposed, Cllr Cordell seconded and it was RESOLVED that they be approved.

91.16 To resolve to approve the sum of £2,683.90 as the Accounts for payment for August and to record the bank balances:

	£
SLCC Enterprises – Local Council Administration	76.60
Maranji Commercial & Domestic Cleaning - August	700.00
Bob Moody – For repairs to gates in Memorial Gardens	55.10
Greenflow – For annual maintenance at Public Toilets	57.12
Wessex Water – For Public Toilets	47.89
Ms R Saxby – August Salary	151.20
Mr T Price – August Salary	151.20
Mrs B Cornish - August Salary	1444.79

Total	2683.90
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Balances to be Approved and Noted as at 08.08.16:

Current A/c: £1,509.95 Deposit A/c: £76,826.95

Cllr Ford proposed, Cllr Sutcliffe seconded, with 1 abstention from Cllr Saxby, and it was RESOLVED that they be approved.

92.16 To resolve to note the Clerk's report providing information on recent issues and work completed: Cllr Mace proposed from the Chair and it was RESOLVED that the Clerk's report be noted.

93.16 To resolve to note the Correspondence received: Downton Parish Council RESOLVED to note the following correspondence:

1. Ms Laura Wythes – An email requesting additional signage to enable the emergency services to locate her set of 4 houses within West Wick.
2. Mr Hamish Ross – An email advising that the Moot Lane Sports Club withdraws its offer to set up a sports club requiring use of the Moot Lane Pavilion.
3. Wiltshire Council – An email from Mr Adrian Hampton enclosing the August Local Highway Newsletter.

4. Wiltshire Council – An email from Mr Craig Campbell advising that the Council will not agree to empty additional litter bins on the highway installed by the Parish Council.
5. Mr Giles Hall – An email enclosing a letter from the residents of South Lane regarding the Footbridge project.
6. Wiltshire Council Weather Team – An email enclosing information and an application for a Parish Emergency Winter Weather Kit consisting of a 25kg bags of salt.
7. Mrs Melanie Smith – An email expressing an interest in acquiring a small piece of land which is already attached to and looks as though it is part of her front garden.
8. Wiltshire Council – An email from Mr John Cole advising of the closure of the A338 from Nunton to Church Lane, Charlton All Saints for resurfacing works from 8th to 16th September inclusive from the hours of 7 pm to 6 am.
9. Wiltshire Council – An email from Mr Andrew Guest advising and seeking guidance on the Scotts House s106 agreement.
10. Mr Robert Beasley – An email regarding planning application 16/06548/Full for 9 Clearbury View and stating his objections to it.
11. Mrs Jessica Sims – An email regarding the progress of the change of speed limit on the A338.
12. Wiltshire Highways – An email from Ms Julie Wharton regarding the works to the crossing point in the High Street, Downton.

94.16 Date of next meeting – Monday 5th September 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton.

Part 2 – CONFIDENTIAL INFORMATION ON TENDERS AND CONTRACTS

95.16 Cllr Mace to propose the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business about to be transacted’, seconded by Cllr Sutcliffe and RESOLVED by the Parish Council.

96.16 To receive a short verbal report from Cllr Sutcliffe on the progress of the plans for the Memorial Hall Extension and on the proposed process for the tendering of the contracts: Cllr Sutcliffe advised members on the progress of the plans being produced by Paul Stevens Architecture which he did not anticipate would be fully costed until October due to the work needing to be done by the appointed structural engineer to determine whether piling was required for the foundations. He also reported on the process for tendering the contracts for construction.

97.16 To receive a short verbal report from Cllr Mace on the progress of negotiations on the Lease with Downton Primary School: Cllr Mace reported that he and the Clerk had met recently with Mr David Bowen-Ashwin of Jacksons, the Parish Council’s solicitor, to respond to queries and provide plans. He said the Clerk was awaiting the first draft of the Lease and the wording for the School Car Park Agreement, on which the Lease for the land would be conditional, with the aim of considering a draft Lease at the next meeting of the New Housing Development Committee on Monday 5th September 2016.

With no further business, the meeting closed at 10.20 pm.