

# Mere Town Council

TOWN CLERK - MRS. L. C. WOOD

Minutes of a meeting of the Town Council held on Monday, 9<sup>th</sup> April 2018 at 7.30 p.m. in The Andy Young Pavilion, Springfield Road, Mere, BA12 6EW

**Present:** Councillors J. Jordan (Chairman), Mrs. K. Symonds (Vice-Chair), A. Colman, R. Coward, C. Hazzard, Mrs. J. Hurd, G. Ings, G. Jeans, A. Mead, E. Mitchell, B. Norris, R. Sims, & Mrs. L. Traves

**Also:** Mr. Michael Streeter (Gillingham & Shaftesbury News), G. Avory, Dick Morris. Spence Gunn & Clare Shaddick, Marilyn Johnson, D. Stone & R. Stone

## Public Session

*The Chairman will convene the Town Council meeting after the public session (please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman).*

Marilyn Johnson from Angel Corner Tea Rooms said that at the last meeting she asked about the brown tourist signs for the Hill Brush Factory. She pointed out that she was still concerned that the 9 signs would take tourist trade away from Mere Town Centre and direct to the Hillbrush Visitor Centre. She also pointed out that the Cancer Research Classic Car Show was now being held at the new brush factory and the Mere May Fayre had been scaled down – both these attractions would have brought business into the town. She also pointed out that the café had been asked to help with sponsorship of the car parks but they were not in a position to commit to sponsoring the free car parking as they did not get enough trade in the café. Cllr. Roy Sims explained that the reason that the classic car show has been moved to the Hillbrush Visitor Centre is due to the problems experienced with getting temporary road closures which were necessary to hold it in the town centre. The Mere Cancer Research team took the decision to scale down the Mere May Fayre because of the other events taking place on the same day i.e. Royal Wedding and FA cup final. Cllr. Jeans said that he had been made aware that it is becoming more difficult to get temporary road closures for events because the police wanted more safety measures put in place and Cllr. Jordan confirmed that this job had become more onerous for the carnival too. It was agreed that the Town Council would discuss the impact and costs of the requirements to get a temporary road closure at a future meeting.

Cllr. Ings said that he had been asked to pass on a message from Kevin Hooper of Chetcombe Farm who lost a large number of fence posts along Warminster Hollow during the snowy weather recently. Whoever cleared the snow along Warminster Hollow with a telehandler, dumped the snow with the bucket on top of their fence and damaged a lot of fence posts. On the second occasion when the snow was cleared it was cleared with a snow blower and there was not so much damage caused.

Cllr. Mead reported that he had received a very positive email from resident to say what a wonderful job that Mr. Stafford (Mere Town Council's street orderly) had done in improving the entrance to the Recreation Ground and Queens Road.

**Apologies for absence** received from Cllrs. P. Coward & R. Hill

## 126. To receive declarations of interest from members and to consider requests for new DPI dispensations.

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Mere Town Council Code of Conduct for Members and by the Localism Act 2011.*

- Cllr. Mrs. Traves declared a personal interest in Planning Application 18/01077/FUL
- Cllr. Jeans declared a pecuniary interest in planning applications 18/00657/ADV + 18/00372/FUL & in Minute No. 133a) Payments & 133b)
- Cllr. John Jordan declared a personal interest in Planning Application 18/01754/FUL
- Cllr.

**127. Minutes** – RESOLVED to approve Minutes of Town Council meeting held on Monday, 5<sup>th</sup> March 2018 subject to an amendment to Minute No. 119d) [.....**d**] **Report on Neighbourhood Plan meeting held on 27.2.18** – Cllr. Norris reported that the Neighbourhood Plan Steering Group had held a productive meeting.

Terms of Reference had been **nearly** agreed and .....] on proposal made by Cllr. Sims, seconded by Cllr. Symonds and carried with a unanimous vote of those present on 5.3.18

RESOLVED to approve Minutes of Annual Meeting to assess effectiveness of internal control measures held on 14.3.18 on proposal made by Cllr. Mrs. Traves, seconded by Cllr. Mrs. Symonds and carried with a unanimous vote of the working group members present at the meeting.

## 128. Matters Arising

**a) Residents traffic proposals for The Lynch/Water Street (as brought up in last month's public session)** – The Chairman reported that the Town Council had been advised to log this as an Area Board issue and that has been done and he presumed that this would now be taken to CATG. Cllr. Jeans said that CATG can only put forward 5 priorities for funding and there were already 2 priorities identified in his area (one in Stourton and the other one on the Gillingham Corner junction) so he was concerned that it may be a struggle to get this project put forward. Cllr. Mead said that a couple of hundred pounds for a couple of signs would be a good start and Cllr. Jeans agreed to send an email to push this matter forward. Cllr. Sims pointed out that the next CATG meeting would be held this Wednesday (7<sup>th</sup> March).

**b) Centenary of the end of the First World War (Battle's Over – a Nation's Tribute) - Poppies for lampposts & Silhouettes for Castle Hill & War Memorial** – The Chairman thanked Cllr. Ings who had created a splendid cut-out silhouette of a soldier and rifle, as displayed in the meeting room.

Cllr. Hazzard explained that Angela McDonald had researched and written a wonderful book 'The Proudest Uniform' on the stories of the WW1 servicemen immortalised on the war memorial in Mere. The book was being sold by Mere Museum. The Chairman felt that the silhouettes could go in the planters around the town and we could place one by the commemorative oak tree that had recently been planted in the cemetery. Cllr. Sims said that Hillbrush & Yapp Brothers were going to deck their premises in poppies. Cllr. Mead felt that the silhouettes should be placed on top of Castle Hill with the poppies going down the hill towards Jubilee Gardens. The Clerk informed members that the War memorial is being refurbished in November but that the contractors had given an assurance that scaffolding will be removed for Remembrance Day. Cllr. Jeans felt concerned about this and said that the scaffolding needed to be removed a good number of days before Remembrance Day. RESOLVED on proposal made by Cllr Mead, seconded by Cllr. Norris and carried with a vote of 9 for, 1 against and 1 abstention to form a working group who will have Castle Hill as a priority feature. Cllrs. On the working group: G. Ings, J. Jordan, A. Mead, R. Sims & Mrs. Traves.

**c) 150<sup>th</sup> Anniversary of Mere Clock Tower – to discuss arrangements for road closures, events & sponsorship** – The Chairman thanked Cllr. Mrs. Hurd for hosting the working group meeting. The group wanted to make certain that it was a cost-free day. The Lord Lieutenant of Wiltshire has confirmed that she will be joining us and our MP, Dr. Andrew Murrison also hopes to be present. It will be an invitation event but part of the event at the clock tower will be open to the public and it may require a small road closure. Cllr. Hazzard said that each class in the school will prepare some art work and he was hoping to get sponsorship to provide prizes and rosettes. Cllr. Mrs. Hurd said that there would be a choral rendition where 5 or 6 people would sing but they would provide song sheets for others to join in. The group had produced a flyer with some of the ideas that came forward.

- 150<sup>th</sup> Anniversary Celebration to be held at 1pm on Thursday, 19<sup>th</sup> July with Lord Lieutenant of Wiltshire and guests, some in period costume. A brief public ceremony at the Clock Tower and then the celebrants will move to the Library and then Grove Building for a choral rendition of songs and a 'toast challenge' between local speakers.
- A Mere Museum display of photographs and memorabilia will be in the Clock Tower. Open from 1<sup>st</sup> July to 31<sup>st</sup> July during the daytime.
- An art competition for all pupils at Mere School with artwork exhibited at the Library from the 10<sup>th</sup> to 20<sup>th</sup> July, where it will be judged by a panel of local artists. Winning pieces will then go on display in the Clock Tower and prizes presented at Mere School Celebration of Achievement on 23<sup>rd</sup> July.
- A photography competition with winning entries exhibited on display at The Grove building on the day, and in the Clock Tower afterwards.

## 129. Reports & Consultations

**a) Neighbourhood Policing Report** – It was reported that an ambulance could not get to Walnut Road via the emergency entrance when someone was ill recently. Cllr. Jeans said that the emergency services are supposed

to have keys to all the bollards but communication on this seems to have gone amiss. Cllr. Jeans confirmed that he had now arranged for someone who lives on the estate to have a key. The Chairman said that he was disappointed that the police were not present at the last SWW Area Board meeting as he wanted to ask for an update on the parking issues.

**b) County Councillor's report** – Cllr. Jeans reported on the two new bungalows at Bramley Hill and said that he was in correspondence with Wiltshire Council at the moment because he had spent a long time arranging for some parking spaces for members of the public to be included within this development and he wants signage to identify these parking spaces as unallocated and available for public use. There are six parking spaces altogether, 2 for the residents of the new bungalows and 4 for members of the public. Cllr. Jeans also reported that Wiltshire Council were consulting on the closure of two Outdoor Education Centres, Braeside and Oxenwood. There are currently 14000 signatures against the closure and Jaki Farrel from Seeds4Success was campaigning against the closure. It was agreed that the Town Council should find out more about this and support Seeds4Success. The Chairman said he would be happy to meet with Jaki and verbally support their case. Cllr. Jeans also said that the Olive Bowl in Gillingham had replaced their projector and had donated their old one to Mere for community use. He also reported that Wiltshire Council had warned of a reduction in grass cutting services by 2020. Cllr. Jeans also reported that Wiltshire Council had made a recommendation to the Boundary Committee for more councillors as part of the electoral boundary review consultation.

### 130. Planning

**a) Applications:** (All applications can be viewed on Wiltshire Council's website

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx> – and type in the relevant application number)

Application Ref: 18/01554/FUL  
Application for: Full Planning  
Proposal: Alteration and conversion of two dwellings into single house.  
Demolition of kitchen extension and two porches. Internal alterations. Construction of new porch.  
At: Wet Lane Farm, Wet Lane, Mere. BA12 6BA

Cllr. Mitchell pointed out that this property was originally a single dwelling and said it is not overlooked. **RESOLVED** to recommend approval of the above application on proposal made by Cllr. Colman, seconded by Cllr. Ings and carried with a majority vote. (In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting on this application)

Application Ref: 18/01077/FUL  
Application for: Full Planning  
Proposal: Single Storey Extension  
At: 10 Southbrook Gardens, Mere. BA12 6BE

Cllr. Norris said that he felt this was a fairly modest extension. **RESOLVED** to recommend approval of the above application on proposal made by Cllr. Norris, seconded by Cllr. Colman and carried with a majority vote. Having declared a personal interest, Cllr. Mrs. Traves abstained from voting. (In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting on this application).

Application Ref: 18/00657/ADV + 18/00372/FUL  
Application for: Advertisement Consent + Full Planning  
Proposal: The installation of a Free Standing Automated Teller Machine and non-illuminated sign  
At: The Post Office, 3 Boar Street, Mere. BA12 6DD

Having declared a pecuniary interest in the above planning application, Cllr. Jeans left the room whilst the application was considered and took no part in discussion or voting on this item.

The Chairman said that this application was for a freestanding ATM machine which looks like a large pillar box. The application says that the existing post-box is going to be re-sited but it does not say by whom or where it is going to be re-sited. Cllr. Hazzard said that this might look like a bit of an eyesore but he felt it would be a useful facility to a lot of residents and will provide somewhere after hours to use as a cashpoint locally. Cllr. R.

Coward said he felt that this facility had now become a necessity. RESOLVED to recommend approval of the above application on proposal made by Cllr. Mrs. Traves, seconded by Cllr. Mrs. Symonds and carried with a unanimous vote of those present.

Application Ref: 18/01754/FUL  
Application for: Full Planning  
Proposal: Single storey rear extension  
At: 14 Oak Lane, Mere. BA12 6FJ

The Chairman declared a personal interest in the above planning application.

Cllr. Mrs. Kate Symonds in The Chair

Cllr. Norris said that he felt this was a modest extension and could not see why it should not be approved. RESOLVED to recommend approval of the above application on proposal made by Cllr. R. Coward, seconded by Cllr. Ings and carried with a vote of 10 in favour. Having declared a personal interest, Cllr. Jordan abstained from discussion or voting. (In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting on this application).

Cllr. John Jordan in The Chair

Application Ref: 18/02802/FUL  
Application for: Full Planning  
Proposal: Rear single storey extension and widen existing vehicular access  
At: 1 Church Street, Mere. BA12 6DS

RESOLVED to recommend approval of the above application on proposal made by Cllr. r. Coward, seconded by Cllr. Mrs. Hurd and carried with a majority vote. (In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting on this application).

Application Ref: 18/0238/TCA  
Application for: Work to Trees in a Cons. Area  
Proposal: Fell 2 Cypress Trees and 1 Fig Tree  
At: The Chantry, Church Street, Mere. BA12 6DS

RESOLVED to recommend approval of the above application on proposal made by Cllr. Mrs. Traves, seconded by Cllr. Sims and carried with a unanimous vote.

***b) Ref: Planning Application 16/12217/OUT - Next steps in appeal process for Appeal by Richborough Estates for Outline Planning to develop land at Castle Street, Mere***

The Chairman confirmed that he would be attending the first meeting of the Appeal which starts on 15<sup>th</sup> May. The Clerk confirmed that she had received a copy of the notice of the Public Inquiry which had been produced by the Planning Inspectorate and 10 copies had been displayed by Wiltshire Council around the appeal site and in the town centre. The Clerk was also arranging for the notice to go on social media and published in Mere Matters as she had been advised that a good public turnout would be helpful. The Clerk and Chairman had also been in communication with the planning office regarding representations that the Town Council should make at the public inquiry.

***c) Update on new bungalows being built at Bramley Hill*** – Cllr. Jeans reported that the bungalows were now completed and had been allocated. Both bungalows had been allocated to people with local connections and one is releasing a 3-bed property in Mere. Cllr. R. Sims wanted to take the opportunity to congratulate the builders for keeping the site clean throughout the construction.

***d) Neighbourhood Plan update*** – Cllr. Norris reported that there had been no Neighbourhood Plan meeting since the last Town Council meeting although both he and Cllr. Colman had attended a briefing session convened by Wiltshire Council. The next Neighbourhood Plan meeting is scheduled to take place this week.

**131. Highways, Rivers, Footpaths, Traffic & Transport**

***a) Highway & footpath issues for Parish Steward, Wiltshire online reporting & street lighting faults*** – the Clerk informed members that the Parish Steward service had been suspended until June to enable the stewards

to attend to emergency pothole repairs following the bad weather last month. All defects were currently being reported on the MyWiltshire App. The Clerk was asked to report the very deep pothole along Ivymead.

**b) Recommendations regarding parking & parking restrictions** – The Chairman reported that he had hoped to have some time with the Senior Police Inspector at the last Area Board meeting but he was not present which is not surprising considering the recent activities and necessity for police presence in Salisbury at the present time.

**\*c) Highways Newsletter April 2018** - noted

**d) Responsibility for footpath between Pettridge Lane & Angel Lane, Mere** – Mr. Vernon Philips had asked for this to be raised but was not present. The Clerk confirmed that she had established that Wiltshire Council was responsible for the complete footpath, the verge and hedges on the right hand side leading from Pettridge Lane to Angel Lane and on the left hand side up as far as the cemetery. The cemetery wall, being the boundary, was obviously the responsibility of the Town Council.

### **132. Buildings, Open Spaces, Play Areas, Sports Grounds, Allotments & Cemeteries**

**a) Report on allotment rent audit** – the Clerk reported that she had collected £1639.18 in allotment rents this year £1288 of which was paid at the allotment rent audit held in March. There is currently a waiting list of 1 for an allotment at Wellhead where there are no vacancies although there is one tenant who has not yet paid their allotment rent. There are 3 vacant allotments at Southbrook and three or 4 non-payers and 2 vacant allotments at Jack Paul Close and 1 non-payer. Non-payers have been sent reminder letters. When vacancies are more certain the Clerk said that she would put a notice in Mere Matters and on social media to see if there was interest in the vacant allotments.

**b) Dog fouling & dog warden** – The Chairman reported that a productive meeting had been held with the Wiltshire Dog Warden who appreciated our problems and said that we are not alone. We initially asked the warden to make high visibility visits to Mere and then after a time to come in plain clothes. It was agreed that we should inform residents of this plan and possible fines. Timings & frequency of visits will be left to warden's discretion. She wants to be informed of persistent offenders and said she would go and visit them if we know who these people are. Cllr. Mead said that he felt confident it would be possible to identify some of these offenders as the dog walkers get to know who picks up and who doesn't.

### **133 Finance, Policy & Resources**

**\*a) Payments** – RESOLVED to approve payments as set out in the payment schedule for the meeting on proposal made by Cllr. Mrs. Symonds, seconded by Cllr. Mrs. Traves and carried with a unanimous vote of those in the room. Cllr. Jeans having declared a pecuniary interest, left the meeting whilst this item was considered and took no part in discussion or voting.

#### **b) Car Parks & Public Toilets**

- I. **Lease renewals & drainage repairs + boiler repairs for public toilets** – The Chairman reported that the Town Council had been told that there would be new leases made. Salisbury Street Car Park and the public toilets would be amalgamated under one lease. Unfortunately, Wiltshire Council have informed us that we are responsible for all conduits under the conditions of the existing lease so that means that the Town Council will need to pay for the necessary drainage repairs for the toilets and so it is a good thing that the budget committee had the foresight to set aside funding for this. Unfortunately, the hot water boiler that provides the hot water for cleaning the public toilets needs replacing and the Town Council has received one quotation for its replacement – the cost being £630. Members agreed to replace the hot water boiler at the cost quoted. Cllr. Jeans having declared a pecuniary interest, left the meeting whilst this item was considered and took no part in discussion or voting.
- II. **Sponsorship pledges by local businesses:** The Clerk reported: 'Over the last 7 years we have received £4000 per year in sponsorship spread between 7 different businesses. As you are aware, after the extra meeting on 23<sup>rd</sup> October last year, when we discussed the renewal of the leases of the car parks & public toilets and whether or not they should be free, it was agreed to write to the local businesses to see if they would be prepared to provide sponsorship in order to keep them free. 6 of the 7 original businesses have agreed to continue their sponsorship. The one that hasn't was not sent a letter as his business is out of town and could not be perceived as gaining from the use of free parking in town. Unfortunately, another one of these 6 (the Mere Surgery) has agreed to a pledge that is 50% less than they were sponsoring before and this is a significant blow to our finances. Of the sixteen other

businesses that we have written to in the town we have received responses from only 8. This is slightly disappointing but it does mean that our annual sponsorship will go up from £4000 to £4700 but this will not even cover the rates on the two car parks.

**c) To adopt recommendations made by working group at annual meeting to assess effectiveness of internal control measures** (see Minutes of meeting 14.3.18) – with reference to the notes relating to the Health & Safety Policy and Risk Management Policy, the Chairman said that he was reviewing the paperwork and the process was ongoing. Once he had reviewed the policies he would be passing them on to the Vice-Chairman for comment. RESOLVED to adopt the recommendations made by the working group on proposal made by Cllr. Norris, seconded by Cllr. Hazzard and carried with a vote of 11 for and 1 abstention.

**d) Financial support for Mere Museum Scrapbook Project (South West Wiltshire Area Board Grant Application)** – Cllr. Hazzard reported that the Mere Museum had been in possession of the Rutter Scrapbooks for a number of years but they had only been on loan. Now the Rutter family had donated the scrapbooks to the museum. The scrapbooks contain a number of documents and press cuttings relating to life in Mere during the 19<sup>th</sup> Century. The museum had obtained a quotation from a professional conservator to preserve these documents and the total cost of the project was £6768. The Lecture Hall Trust had agreed to donate £2700 towards this project, the SWW Area Board has agreed to a donation of £2000 and the Museum was paying £1500, leaving a shortfall of £568. Cllr. R. Coward said that as Chairman of the Mere Forest Charity, he could not say whether it would be within their remit but if museum made an application they would certainly consider it. RESOLVED to make a donation of £284 (being half of the remaining money required) to the Mere Museum to be spent towards this project on proposal made by Cllr. Mead, seconded by Cllrs. Mrs. Traves and carried with a majority vote. Cllrs. C. Hazzard, Mrs. J. Hurd & Mrs. K. Symonds, as Mere Museum Committee members, abstained from voting.

**e) Submission to South West Wiltshire Area Board for grant towards Speed Indicator Device** – the Clerk confirmed that she had submitted a grant application to the SWW Area Board for a Speed Indicator Device (SID) and was pleased to report that a grant of £1500 had been received. The Clerk had received one quotation for a solar powered SID from Pandora Technologies at a total price of £2900 which would mean a significant contribution from the Town Council. Cllr. Jeans felt that there was a cheaper model available from a company in Fordingbridge and the Clerk agreed to investigate.

**f) Traffic signs & Street Works training (NRRWSA Card)** – The Clerk informed members that Tisbury Parish Council had applied for a SWW Area Board grant for traffic signs and for training to enable parish representatives to be more self-sufficient with regard to temporary road closures i.e. having a stock of relevant signs and having people that could put the signs out and actually control traffic by virtue of holding a NRRWSA card. Tisbury had asked for sufficient funds for 4 people to be trained with the Area Board providing 50% of the cost. Tisbury was enquiring whether Mere Town Council wanted to take part in the training programme as they did not have 4 participants. The current cost being £175 + VAT for a 1-day course. The Clerk confirmed that if there were 2 places still available, the grounds staff would be willing to attend but the Town Council would need to fund 50%. RESOLVED that the grounds staff should attend the courses if places/funding still available.

#### **134. General Items & Consultations**

#### **135. Forthcoming meetings/events**

- a) Annual Town Meeting – Wednesday, 25<sup>th</sup> April at 7.00 p.m. Grove Building, Church Street, Mere.
- b) Wiltshire Rural Music – Music on your Doorstep in Mere – Mere School & Children’s Centre, Saturday, 28<sup>th</sup> April 10 a.m. – 4 p.m.
- c) Great British Spring Clean – Sunday, 15<sup>th</sup> April at 12.00 noon, Mere Clock Tower
- d) Healthy Mere Walking – Great Bottom Walk – Sunday, 10<sup>th</sup> June – The Chairman said that this walk had been arranged – and wanted to Minute his thanks to David Coward of Manor Farm and Kevin Hooper of Chetcombe Farm for their co-operation.

#### **136. Future agenda items**

- Report from Working Group on Remembrance Day events

*Note: Members are reminded that the Town Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.*

\*Further information on these items enclosed/attached

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## **MERE PEACE MEMORIAL SPORTS AND RECREATION GROUND**

Registered Charity No. 1093497

a) ***Repair or replacement of Tractor storage shed*** – Cllr. Mitchell said that it had been brought to his attention that the tractor shed in the Recreation Ground was deteriorating and indeed safety fencing had been erected around the shed because there was some rusting galvanise with sharp edges protruding. The Clerk had looked into replacing this shed with some kind of storage container but these were rather expensive. Cllr. Mitchell had looked inside the shed and the timberwork actually seemed to be in good condition and he was therefore of the opinion that the tin could be re-clad with box profile sheeting. He had managed to get some prices and estimated that the cost of materials would be somewhere around £600 and that the work could be done by the grounds staff. Cllr. Mitchell said that he would be happy to help the grounds staff do the work in the summer months. Cllr. Mead said that the shed was an integral part of the Recreation Ground, ever since he had been here it was a tin shed and had been painted green. RESOLVED to re-clad shed on proposal made by Cllr. Colman, seconded by Cllr. Mead and carried with a unanimous vote.

**b) Payment:**

Water2Business – Water supply to old cricket field (standing charge only) 19.9.17 – 26.3.18      £12.42

RESOLVED to approve payment