



Holt Town Council

Minutes of the Holt Town Council Meeting held on Monday 11th November 2019 at 7pm in the Community Centre

Attending: Cllr Rodney Smith (Mayor), Cllr Phil Wright, Cllr Duncan Baker, Cllr Martin Batey, Cllr Ray Moore, Cllr Bryan Payne, Cllr Ben Philo, Cllr Maggie Prior, Cllr Liz Traynier, Cllr Melandra Curley, Cllr Sarah Tribe, Cllr Simon Williams and Town Clerk Gemma Harrison.

Welcome

- 1.1 Cllr Smith welcomed everyone to the meeting and everyone stood for a two minutes silence for Remembrance Day.
- 1.2 Cllr Smith sadly announced the recent passing of Bob Cooper, a previous Town Councillor who worked hard on many projects in the town including Anglia in Bloom. The Town Council passed on their condolences to his family and friends.

2. Apologies for absence

- 2.1 Apologies were received from District Cllr Georgie Perry Warnes due to work commitments.

3. To consider requests for dispensations from the restriction of operating in the discussion or voting on a matter in which a member has a disclosable pecuniary interest.

- 3.1 Cllr Baker declared an interest in item 16 (financial matters) and item 17 (planning)
- 3.2 Simon Williams declared an interest in item 16 (financial matters).

4. Police Matters

- 4.1 PC Gower-Smith stated that he believed the Remembrance Day went well. Cllr Smith highlighted that there were cars entering the street once the procession had started, Graham stated that he will feed this back and ensure it won't happen again next year.
- 4.2 The Holt Christmas Lights will have the same police presence. The ongoing rogue trader problems was highlighted but there is limited control in keeping the rogue traders out if they are operating with a street license.
- 4.3 There have been a number of recent thefts from shops, reported over the weekend. PC Gower-Smith was keen to remind traders to ensure their CCTV is working with correct dates and time programmed in.
- 4.4 There was also an attempted break in Holt, please report anything suspicious to the Police.
- 4.5 PC Gower-Smith also asked for everyone to be vigilant as there have been a number of attempted thefts of trailers, the police suspect it is people visiting North Norfolk from outside the County with the intention to commit crime.
- 4.6 The Toilets in Church Street are still a SNAP priority. Since patrolling the toilets incidents have decreased. A few ideas going forward would be to install some corporate signage. Regular checks would also help identify the times the vandalism

is taking place. PC Gower-Smith suggested putting the Clerk in touch with the Architectural liaison officer who may be able to give some advice on how the toilets could be altered to deter vandalism.

4.7 PC Gower- Smith also suggested putting the Clerk in contact with the governing body for CCTV for advice.

4.8 There was concern raised regarding the number of fireworks let off this year and the effect this has had on small animals, there is nothing the police can do to restrict the sale of fireworks.

5. Announcements by Mayor

5.1 The Mayor lay a wreath at the Remembrance Parade on behalf of the Town Council.

6. Agree minutes of Town Council Meeting 14th October 2019

6.1 On a PROPOSAL by Cllr Payne the minutes were accepted as accurate and correct, this was SECONDED by Cllr Batey and everyone AGREED.

7. Matters Arising if any (for information and not included on the main council agenda)

- **Neighbourhood Plan** – Cllr Prior confirmed that Holt Town Council have all the documents which are needed for the document to be submitted to NNDC. Cllr Prior detailed the process to Cllrs and agreed to clarify her explanation in writing to the Clerk which will be circulated to Cllrs. The Clerk noted that the funding set aside for the Neighbourhood Plan had now run out, and a new proposal for further funding needs to be agreed by Full Council.
- **Re appointment of Cllrs to sub committees.** The committee list was circulated prior to the meeting, it was suggested that Cllr Payne should be added to the Holt Honours Award and Polly Barrett and Len Casey to the Holt Owl Trail Committee. The missing committee was MTI which consists of Cllr Wilson, Cllr Smith and Cllr Traynier. The Committees will be reviewed again early in 2020 once the budget has been decided and projects and initiatives for 20/21 agreed. The amended list can be viewed at Appendix A.

8. Reports

8.1 County Cllr Sarah Butikofer gave her report.

Norse have now taken over the majority of work from Highways, unfortunately the roundabout on A148 was forgotten about and was not adopted. The work has now been agreed and will be taking place shortly. The footway along Cromer Road is still awaiting repair. The rough layby has been looked at but Cllrs felt the work carried out was not satisfactory and further work was needed. The Norfolk County Council budget is now at consultation, everyone is encouraged to log onto the County website and submit their thoughts. Heath Farm relief road is due to be completed next autumn. Cllr Butikofer has asked for it to be completed earlier. When the road is open a new hopper bus service will run. Although Norfolk will

be getting some more police officers North Norfolk are unlikely to get any as the crime rate is one of the lowest in the country. PC Gower-Smith is the only officer for the area and is stretched. The underpass is in a poor state of repair, this was reported to Cllr Butikofer for her to take back to NCC.

8.2 District Cllr Georgie Perry-Warnes sent her report which was circulated prior to the meeting.

8.3 District Cllr Duncan Baker reported that NNDC Holt Country Park Calendar was now available to purchase. The Graham Allan Design Award went to the new visitor centre at Holkham called The Lookout, The Little Regents Hall in Sheringham won the people's choice award. Cllr Baker was very sad to report that Cllr Hannah has stood down due to ill health. Cllr Baker and Cllr Perry-Warnes have been sharing ideas in the very early stages of designing a care home on the new Kelling Hospital site. The pavement is still closed outside the Holt Carpet shop, NNDC are dealing with it. Cllr Baker will e-mail enforcement and keep the pressure on. The building is in a poor old state, the pavement has been closed for the best part of 3 years.

8.4 Cllr Tribe presented the latest report from Love Holt. At the last meeting 40 people attended, the team handed out Love Holt Packs. It was decided to split the town up into areas with a representative for each area. Love Holt now have a group of 20-25 ambassadors who will meet 8 times a year, with the full Love Holt meetings taking place 4 times a year. Funding is now up to £1700 a month. Cllr tribe mentioned the press page on the website and the latest press releases in Norfolk Cottages, Norfolk Magazine, North Norfolk living about new shops in Holt. The Love Holt Brand has been overviewed with strict guidelines on colours, logos and font. It is a brand that everyone can embrace. Cllr Wilson updated everyone on empty shops in Holt, the recent pop up scheme was a great success. By Christmas the town will have only 3 empty shops from 17 earlier in the year. The perks page is currently being reviewed. Love Holt have gained 3000 people via the Gresham's database. Love Holt will be putting their adverts on the back of buses.

8.5 Cllr Smith updated everyone on the Holt Lights Committee. Roads will be closed on Wednesday from 4pm – 9pm. Parade from Methodist church at 6pm. Town closed at 4pm.

Public Question Time – 9 members of the public present

- Phil Barrett gave some feedback from the UCAN Town Fair, there was 40 stalls, 2-300 people through the door. The date has been set for 10th October next year then bi-annually. There is going to be a mini film festival held in the community centre. A festival of local music, organize small and local events to build an audience throughout the year.
- Michael Hill - Sign on corner of Church Street is pointing in the wrong direction.
- Michael Hill – Request to put receipts and payments on the website under finance.
- Phil Barrett – Is in the process of putting together a town diary which has received lots of support.

9. Public Question Time – Feedback

9.1 Cllr Smith shared with everyone the questions and answers to many of the questions previously raised at Town Council meetings in the last six months. These can be viewed at Appendix B.

10. Land at Hempstead Road

10.1 Cllr Curley PROPOSED that the clerk should have further discussions with NCC and report back her findings to Full Council, this was SECONDED by Cllr Wilson and AGREED by everyone.

10.2 It was AGREED by everyone that the Clerk will put an article in the Holt Chronicle to update residents with regard the outcome of the consultation and the Council's planned next steps.

11 Church Street Toilets

11.1 Clerk to increase spot checks along with PC Gower-Smith's regular checks. It was PROPOSED by Cllr Prior to look at available funding streams for improvements to the toilets, this was SECONDED by Cllr Wright and AGREED by everyone.

11.2 It was AGREED that the Clerk will look into CCTV solutions across the town and to get in contact with PC Gower-Smith to get advice regarding the legal aspect of installing CCTV.

12 Cemetery

12.1 It was PROPOSED by Cllr Smith and SECONDED by Cllr Baker and AGREED by everyone, to update the Scribe Cemetery Software in order to ensure a fast and efficient service when replying to cemetery queries.

12.2 A fire-resistant cabinet is needed to ensure ultimate protection for the cemetery documents, Cllr Batey PROPOSED to spend a maximum of £662 on a two-drawer fire resistant cabinet, this was SECONDED by Cllr Baker and AGREED by everyone.

13 Owl Trail Update

13.1 Cllr Baker gave an update on the Owl Trail ,20000 guides have been produced to date. Four Owl boards have gone up around the town. The Town council currently insure the owl plaques in the pavements, Cllr Baker PROPOSED that the maintenance of the plaques and the regular checks is taken over by the Town Council this was Seconded by Cllr Batey and AGREED by everyone.

14 Correspondence

14.1 A request was read out regarding naming a short section of road adjacent to No.22 Cromer Road after Dr. Slator, the suggestion was Slator Close. This was PROPOSED by Cllr Prior and SECONDED by Cllr Traynier and AGREED by everyone. Clerk to update Mrs Slator and discuss the naming with NNDC.

15 Holt Community Bake Off

15.1 This item was deferred to next month.

16 Financial Matters

16.1 The proposed financial payments were circulated prior to the meeting.

16.2 Cllr Batey PROPOSED that all payments are made, this was SECONDED BY Cllr Moore.

17 Planning Matters

17.1 The following planning applications were circulated prior to the meeting and were AGREED to have a no objection stance.

- PF/19/1755 16 Town Close, NR25 6JN. Single Storey rear extension.
- LA/19/1711 29 and PF/19/1710 Cromer Road, NR25 6EU. Demolition of existing outbuilding and single storey rear extension, internal and external alterations to Grade II listed building.
- PF/19/1397 Spring Cottage, 13 Letheringsett Hill, NR25 6RY. First floor rear extension and enlargement of window on front elevation.
- LA/19/1768 14 Albert Street, NR25 6HX. Internal and external works including replacement windows and external doors and internal wall alterations.
- PF/19/1032 Middle Field, 2 Woodlands Close, NR25 6DU. Demolition of existing car port and erection of one and a half storey detached dwelling.
- LA/19/1671 39B Bull Street, NR25 6HP. Internal and external alterations to existing house including canopy porch.

17.2 PF/19/1066 – Heath Farm. There was concern over the extent of industrial land showing at the Heath Farm site. Clerk to clarify with the planning officer.

17.3 The above planning applications were PROPOSED as no objection apart from PF/19/1066 Heath Farm whereby the Clerk will ask for further clarification, this was SECONDED by Cllr Batey.

18. Date and Time of next meeting

18.1 The next meeting is on Monday 9th December 2019 at 7pm at the Community Centre.

The meeting closed at 21.07 with 6 members of the public present.

Signed by Cllr Rodney Smith
(Mayor).....

Dated: Monday 9th December 2019

Appendix A – Committee List

| Car Park Working Committee | |
|-----------------------------------|------------------|
| 3 HTC members | Cllr Batey |
| | Cllr Payne |
| | Cllr Prior |
| 2 Love Holt Trade Members | Ian Cook |
| | Hennia Gilham |
| NNDC | Duncan Baker |
| NCC | Cllr S Butikofer |

| Holt Owl Trail Committee | |
|---------------------------------|---------------|
| 2 HTC members | Cllr Baker |
| | Cllr Batey |
| 2 Holt Society | Steve Benson |
| | Polly Barratt |
| 2 Love Holt | Michael Hill |
| | Len Casey |
| | |

| Holt Honours Award | |
|---------------------------|---------------|
| 2 HTC Member | Cllr Traynier |
| | Cllr Payne |
| | Town Clerk |

| Neighbourhood Plan Steering Group | |
|--|----------------------------|
| Mayor | Cllr Smith |
| 3 HTC Members | Cllr Moore |
| | Cllr Payne |
| | Cllr Prior |
| Holt Society Member | Vacant |
| Community Members | Kate and David Gardner |
| | Stephen and Catherine Hume |

| Personnel Committee | |
|----------------------------|---------------|
| Mayor | Cllr Smith |
| Deputy Mayor | Cllr Wright |
| HTC Member | Cllr Traynier |

| Spout Hills Committee | |
|------------------------------|--------------------|
| Mayor | Cllr Smith |
| Vice Mayor | Cllr Wright |
| HTC Members x2 | Cllr Payne |
| | Cllr Philo |
| 4 EX-Officio members | Dr. Tony Leech |
| | John Allison |
| | Mrs Fiona Jolliffe |
| | Mr G Rudd |

| Vision Strategy Committee | |
|----------------------------------|----------------|
| Mayor | Cllr Smith |
| Deputy Mayor | Cllr Wright |
| 4 HTC Members | Cllr Batey |
| | Cllr Payne |
| | Cllr Wilson |
| | Cllr Prior |
| 4 EX-Officio members as follows | |
| 2 Love Holt | |
| | |
| 1 Holt Society | |
| 1 Gresham's member | |
| NNDC | Cllr Baker |
| NCC | Cllr Butikofer |

| MTI Committee | |
|----------------------|-------------------|
| 3 HTC Cllrs | Mayor |
| | Cllr Iain Wilson |
| | Cllr Liz Traynier |

| Industrial Land Steering Group | |
|---------------------------------------|---------------|
| Mayor | Cllr Smith |
| 6 HTC Members | Cllr Moore |
| | Cllr Payne |
| | Cllr Batey |
| | Cllr Prior |
| | Cllr Wright |
| | Cllr Williams |

| Other Council Appointments | |
|-----------------------------------|---------------|
| Internal Control Officer | Cllr Moore |
| Data Protection Officer | Town Clerk |
| | |
| Holt Playing Fields | Cllr Wright |
| Holt and District Caring Society | Cllr Traynier |
| SNAP Representative | Cllr Baker |
| Love Holt | Cllr Wilson |
| Holt Dementia Friendly | Cllr Prior |
| Flag Officer | Andy Turner |

Appendix B – Questions from members of the public

Questions from Public Question Time

May – October 2019

May 2019

Q1. A local resident requested microphones in order to be able to hear what is going on.

We will make sure there is a mic available at all future meetings, as we recognise it is important for all to hear what is being discussed.

Q2. A local resident requested that a dog bin is installed on Spout Hills.

This was installed in the summer.

Q3. A local resident asked why the public toilets were closed on Bank Holiday Monday.

This was unfortunately due to vandalism.

Q4. The archery site was raised by the owner who was concerned about possible enforcement action from NNDC.

This matter is being dealt with by NNDC.

June 2019

Q1. A local resident raised concerns that the message regarding problems wheelchair users faced in the town had not got through to Cllrs at the previous Annual Town Meeting.

The Mayor went around the town and this is being followed up with Highways. Good progress has been made.

Q2. Is it possible to have a link on the HTC website to the Owl Trail.

This has been done and is available under *Useful Links*.

July 2019

Q1. A local resident (representing a younger resident and his friends) asked about the chance of having a skateboard park in the town.

Was raised and is something we should look at possibly on the sports field.

Q2. A local resident asked whether the land at the bottom of Thomson Ave be used as a wildlife area in memory of P High.

Pending Review.

Q3. A local resident raised concerns that communication hasn't been very good regarding the development of new play areas. A discussion took place on the type of play area and the suitability of the area.

In progress. HTC about to submit letter to NNDC asking for the land to be transferred to them ASAP.

Q4. A local resident stated they were concerned by a lack of police presence in the town.

Agreed but lack of funding means resources are stretched. We are lucky that the SNAP priority for the next couple of months is Church Street so there has been an increased police presence in this area of town.

August 2019

Q1. A local resident welcomed the improvements to the website and suggestion putting links on to the Holt Society and Love Holt.

Done. Under Useful Links.

Q2. A local resident introduced a new group to the HTC called UCAN. (United Community Arts Network). This new group will be bringing Holt Organisations together and they will be holding a Fayre on Saturday 12th October which will be a one stop shop for what goes on in Holt. The Town Council were invited to attend.

The HTC did attend this very successful event.

September 2019

Q1. A local resident asked whether they get to see the Draft Neighbourhood Plan prior to it being sent to NNDC.

The latest version and associated documents are now available on the website.

Q2. A local resident asked to have the rubbish bin reinstated on Spout Hills by the entrance to the car park.

Done.

Q3. A local resident requested to have council minutes uploaded to the website.

Now they are much quicker than previously and have been updated so they are easier to find with Agenda and Minutes next to each other.

Q4. A local resident welcomed Cllr Tribes initiative for planting up the town.

Pending result of the application.

Q5. A local resident asked about the First Responders and Ambulance response times in the area.

Currently being looked at by a campaign being led by DR. Holliday and supported by Holt TC.

Q6. A local resident reported some vandalism that had taken place at Spout Hills.

Reported and under review.

Q7. A local resident raised concerns about the pavement outside Thurlow Nunn Garage and requested a speed restriction or speed bumps. Speed bumps not safe for ambulances but other options may be considered.

It is a Highways matter and Holt Town Council keep raising this with our NCC Cllr Sarah Butikofer.

October 2019

Q1. A local resident asked whether Holt Town Council would be interested in being the local lead on climate change.

Yes. Cllr Curley and the Clerk have sat down to discuss ideas and there will be a report produced in the New Year which will discuss ideas for a Greener Holt.

Q2. A local resident asked for Holt Town Council to update everyone on the four outstanding MTI projects. The resident felt there needed to be better communication on this.

1. MTI – Fish Hill area and interactive map, updated quotes from suppliers now confirmed by the Clerk.
2. MTI – Park and Walk, currently in discussion with NNDC.
3. MTI Wheelchair Friendly. This is being taken up with Highways who are providing us with quotes and advice.
4. MTI - Road Closure Signs, awaiting outcome.
5. MTI – Planting up Holt, awaiting outcome

6. Q3. A local resident asked for clarification on where the funding would be coming from for the potential bidding on the land at Hempstead Road. Results now confirmed from the public consultation. NCC are delaying the disposal and maybe willing to discuss.