



Holt Town Council

Minutes of the Holt Town Council Meeting held on Monday 24th February at 7pm at The Hub on Charles Road, Holt.

Attending: Cllr Rodney Smith (Mayor), Cllr Phil Wright, Cllr Martin Batey, Cllr Ray Moore, Cllr Bryan Payne, Cllr Melandra Curley, Cllr Sarah Tribe, Cllr Philo and Town Clerk Gemma Harrison.

2 members of the public were present.

1. Welcome

1.1 Cllr Smith welcomed everyone to the meeting and the Clerk advised that the meeting was being recorded.

2. Apologies for absence

2.1 Apologies were received from Cllr Baker, Cllr Williams, Cllr Wilson and Cllr Traynier due to work and family commitments. Apologies were accepted.

2.2 No apologies were received by Cllr Prior.

2.3 Apologies were received from PC Graham Gower Smith and District Councillor Georgie Perry- Warnes.

2.4 Cllrs raised their concern that District Cllr Georgie Perry-Warnes was not present at the meeting and they had not seen her since September. Cllr Butikofer advised that Cllr Perry-Warnes had a long-standing prior engagement and could not make this meeting which was re-arranged from earlier in the month.

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 Batey stated he had been involved with the costing of the IT equipment which was being considered under item 13.3.

3.2 No other declarations were received.

4. Police Matters

4.1 The Police have sent their apologies, no formal report was submitted.

4.2 Cllr Philo stated he had visited Dereham Town Council meeting and welcomed the police presence at that meeting and whilst he appreciated the police are

particularly stretched in this area, a police presence at meetings would be welcomed.

5. Announcements by Mayor

5.1 The Mayor announced that Harry Passmore Eddison sadly passed away on 14th January. Harry used to be on the Town Council and had previously owned the Lawns the town council wishes to extend their condolences to Harry's family and friends.

5.2 The Mayor and Cllr Wright attended the opening of the new children's play area at Holt Country Park. The play area was opened by Cllr Butikofer.

5.3 The Mayor has accepted the position of trustee of the Holt Youth Project.

5.4 The Mayor read Cllr Bakers letter which can be viewed in full at Appendix A. Cllr Baker stated that since being elected MP at the end of the last year his ever-increasing work commitments had meant that he was unable to continue as a town Cllr, a role he had loved and enjoyed. Cllr Baker will continue to represent the town at North Norfolk District Council as a district Cllr.

5.5 The Mayor on behalf of Holt Town Council extended his thanks for all the hard work Cllr Baker had put into the town council in the 10 years he had been Cllr. His hard work, dedication and enthusiasm will be missed.

6. Agree minutes of Town Council Meeting

6.1 The minutes of the budget meeting and full town council meeting held on Monday 13th January 2020 were circulated prior to the meeting.

6.2 On a PROPOSAL by Cllr Batey both minutes were accepted as accurate and correct, this was SECONDED by Cllr Payne and AGREED by everyone. The minutes were signed by the Mayor.

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

- Highway Issues to be addressed by Cllr Butikofer in her report.
- A meeting will be taking place at NNDC to discuss the Beresford Road Play Area sites.
- Cllr Moore was unaware of the Holt Country Park opening ceremony. Cllr Moore stated Norwich Road is dangerous for pedestrians and a footway is

required, the town council have been campaigning for this to be looked at for some time.

- Industrial meeting – a meeting recently took place with a local landowner to better understand why employment land in the town had not been occupied. The Holt Town Council have offered their support to the landowner to try and encourage new businesses to the town.

Cllr Moore stated his frustration that Holt Town Council over the years have received a number of promises regarding employment land in Holt and as yet nothing has changed, with many young people being forced to move away. Holt Town Council need to be proactive in tackling the issue.

8. Reports

8.1 County Cllr Sarah Butikofer gave her report. Cllr Butikofer stated that she would support the setting up of a meeting with the business development officer at NNDC to try and tackle the issue of employment land in Holt. This was welcomed by Cllrs. Cllr Butikofer reassured all Cllrs that Cllr Perry-Warnes will be attending future meetings.

8.2 County Cllr Sarah Butikofer gave an update on a number of outstanding highway issues in the town;

- Heath Farm roundabout – the lights will be fixed but no date agreed.
- Unofficial layby – repaired programmed in and should be in done 2-4 weeks.
- Official layby – the repairs have been programmed in and should be done within 2-4 weeks.
- The re-surfacing of part of Cromer Road – the contractor has been contacted and the work will be carried out in the Spring.
- The pavement outside Thurlow Nunn has been done, however the drain outside Thurlow Nunn has still not been done. Cllr Butikofer to chase with Highways.
- The vegetation in the central reservation of the A148 will be sprayed in the Spring by a Highways contractor.
- The wobbly bollards reported outside the Owl Tearooms and Wheatleys have now been done.

- The issues with access at Valley Lane will be addressed at a site meeting being held on 3rd March. Cllr Butikofer to report back at the next meeting.
- A pinch point will be installed along Hempstead Road in April, it has been designed to still allow buses through. Cllr Butikofer reported that the situation regarding the parking along Hempstead Road was getting worse and residents had been concerned about safety here.

8.3 Cllr Butikofer continued to give her report stating that the budget at County Hall had been agreed but there were huge cuts, including cuts to MIG funding.

8.4 Cllr Moore asked Cllr Butikofer if she can find out why listed commercial buildings do not pay rent and report back at our next meeting.

8.5 District Cllr Georgie Perry-Warnes sent her report, this can be seen at Appendix B.

8.6 District Cllr Duncan Baker report was sent and can be seen at Appendix C.

8.7 Cllr Tribe updated everyone on Love Holt. The town diary is now live and so is the jobs page. Date for diary for the Holt Street Feast is 26th July 12-5pm. Love Holt are looking to put together a fold out map for the town showing, arts, antiques and galleries. The next full Love Holt meeting is 19th May 5.30pm in the Venue, everyone is welcome to attend.

Public Question Time – 2 members of the public present

- Owl Trail two noticeboards have been erected, one at the end of the Old Star and one on the back of Feeneys.
- Neighbourhood Plan. A local resident felt it did not serve any purpose, the resident mentioned the 7th objective of the plan which was to involve local people which the resident felt it hadn't achieved. The resident asked for it to be abandoned.

9. Land at Hempstead Road

9.1 A discussion took place regarding the options regarding the small piece of NCC owned land at Hempstead Road. It was AGREED that the town council should not enter a bid for the land. Instead there was a discussion about requesting that NCC should gift the land to the town council as it's location could provide access to the town from the Heath Farm development. The town council could use funding streams which are available to plant up the land and maintain it as an area of open space for the town. The town council could also look into S106

contributions for future management of the site. The proposal was not supported by some Cllrs as there was concern the land may be contaminated and would prove costly for the town council to manage.

9.2 Cllr Smith PROPOSED an extension of time to allow the clerk to explore the issue of the contaminated land further, this was SECONDED by Cllr Curley and a vote was carried out with 4 Cllrs supporting the proposal for an extension and 3 voting against. The motion was carried.

10. MTI Update

10.1 The yellow brick road accessibility scheme was discussed. The works to carry out the dropped kerbs will be done by Highways in June/July this year.

10.2 The park and walk scheme was discussed. The town council are looking at the Fields in Trust Lease which is preventing the scheme from taking place at the moment. Time is tight and if the issues cannot be resolved then the £12,400 awarded will have to be returned to NNDC.

10.3 PUTT – Also known as Greening Holt. Cllr Tribe updated everyone on her proposal to plant up from Obelisk Plain along the High Street to the bus shelter. The old planters will be repositioned to elsewhere in the town, the new planters will be planted up differently with the idea that the majority of plants stay in the planters all year round. It was decided that there should be a colour scheme and those with private planters will be invited to join in the colour scheme. Cllr Tribe is still looking for a sponsor for the planters. It was suggested that the MTI money awarded could be used for the planters and the town council has already budgeted some money for planting which could be used towards the project.

10.4 Fish Hill and Star Plain. There are gas works currently on Fish Hill and therefore the MTI project cannot move forward until all utility works in the area have been completed. The Clerk has circulated the MTI Terms of Reference prior to the meeting which was AGREED by all and can be seen at Appendix D.

11. Signage for the TIC

11.1 It was AGREED that the TIC requires a sign on the front of the building in order to ensure visitors can easily find the building. As the building is listed it will require planning consent. The Clerk will liaise with the Holt Society over design. Cllr Smith PROPOSED the motion that the town council apply for planning consent to erect

a sign on the front of Nelson House, this was SECONDED by Cllr Payne and AGREED by all.

11.2 The recent e-mail regarding the refurbishment of the Milestone sign was discussed and Clerk to go back and identify the location with the visitor that reported it.

12. Correspondence

12.1 Hempstead Road Parking. – This has been addressed earlier under Cllr Butikofers Report.

12.2 Neighbourhood Plan – sub-committee to respond in due course.

13. Finance

13.1 The payments were PROPOSED by Cllr Wright and SECONDED by Cllr Moore and AGREED by all.

13.2 The receipts were noted.

13.3 The purchasing of new IT equipment was discussed. The list of items to be purchased have been circulated prior to the meeting and include a new laptop for the clerk and a new desktop for the Admin Assistant. Cllr Curley PROPOSED the new IT equipment costs up to £1500 and this was SECONDED by Cllr Smith and AGREED by all.

14. Planning

14.1 All planning applications have been circulated for comment prior to the meeting.

14.2 The clerk read the comments of the planning applications which had been responded to.

- The Fairstead PF/19/2145 had been objected to as the proposal was not in character with the area.
- Cromer Road PF/20/0037 the town council were concerned about access to the site due to the restricted sight lines of oncoming traffic.

14.3 The following planning applications were discussed in the meeting.

- Santander Building PF/19/2169 – the town council noticeboard is now unnecessary. Clerk to contact agent and ask for it to be taken down. There was also a request to install a street light and defibrillator on the building as it is not listed. It was also suggested the applicant may want to take advantage of owning the brick weave to the front of the building by putting tables and chairs there.
- PF/17/1803 67 Hempstead Road. The Hopkins site which has been previously objected to by the town council on access grounds. Cllrs raised concern once again over the access to the site, the proposed 52 houses will create much traffic on Hempstead Road which is already suffering from traffic and parking issues. Everyone AGREED to object on highway grounds.
- PA/20/0175 Clerk to seek clarification that Holt will be getting 5G for the town from the proposed mast site.

15. North Norfolk Parish and Town Forum.

15.1 The clerk informed everyone that she had been invited to join the North Norfolk Parish and Town Forum Executive Committee. The role of the forum is to channel communications between the district and parishes and identify common areas of concern. Everyone AGREED that the clerk should accept the invitation to join the Executive Committee.

16. Part 2 A resolution was passed (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public to discuss a personnel matter.

16.1 It was AGREED by all that short-term sickness cover should be sought to ensure a continuity of service from the maintenance team.

16. 2 It was AGREED by all that the Clerk and Finance Manager should look into employing an Apprentice and arranging short term cleaning of Nelson House from a cleaning agency.

16.3 It was AGREED by all that the salary of the Admin Assistant and Maintenance staff should be reviewed as per the e-mail sent ahead of the meeting by the Finance Manager.

16.4 The above points 16.1- 16.3 were PROPOSED by Cllr Batey and SECONDED by Cllr Wright and AGREED by all.

16.5 Clerk to arrange a meeting with Cllr Smith, Cllr Philo, Cllr Wright and Cllr Moore to look at how we can make use of the space on offer in Nelson House.

The meeting closed at 9.06 pm

Signed:

Cllr Rodney Smith (Mayor)

Monday 9th March 2020

Appendix A – Cllr Baker's Resignation Letter

Holt Town Council Meeting, 10.02.20

Dear Cllrs,

My apologies for not being with you this evening, but I am in Westminster. I have asked that our Mayor reads this out to you.

I have made the decision to carry on as a District Councillor and as such will continue to represent you. This I feel is an excellent idea, and not that unusual as Members of Parliament do not always immediately resign their County or District Council role on election and actually, it is quite useful for you and I.

It means I can keep fully abreast of local matters by retaining my seat. That is my number one priority to be aware of local matters. There is no better way of doing that than by being a District Councillor.

I am back in the constituency virtually every Friday if not Thursday, and we have significant amounts of the year on recess where I will be focusing my time locally. Not only do I intend to attend NNDC Full Council meetings once a month, but when possible I will be delighted to be at HTC meetings in my District capacity, however Georgie and I work very well together and needless to say will be attending when I am not.

I regularly keep in touch with our excellent clerk Gemma, as and when necessary.

Now to sadder news, which setting all politics aside is I hope respected. I am a Holt boy at heart, I grew up in the town, went to school in the town and worked for many years here. In 2009 I became a Town Councillor and have spent over a decade on the council, winning a few elections in that time!

I was proud to be your Mayor in 2015 - 2017 and proud of my record. As Mayor we delivered the Owl Trail, restored the town sign, started the maintenance team, won awards for Holt in Bloom, continued the NHP and kick started the project to find a new building for us, which was Nelson House. I was disappointed not to deliver the Cley Rd car park but that was out of my hands. Nevertheless, there were some good achievements which I am proud of.

As you know, I did it because I care enormously about my roots and wanted to make a difference in the town. I have loved helping countless individuals and I got involved in many

many community projects, serving on the Holt Youth Centre and latterly raised thousands for charity as the Chairman of the 1940s group, as just two recent examples. It was never done for any recompense and it was never done with any eye on becoming your Member of Parliament. Some things emerge in life which you never expect, but that passion to do more on a wider stage and shape the Country we live in came from the acorn of sitting around the table at Holt Town Council.

Many have said how proud they are that a Holt boy did become your Member of Parliament, and I pay tribute to that in my Maiden speech, as did I pay tribute to my step father and Dad who never got to see me achieve this but inspired me to help others by getting involved in local politics.

I have made many friends, indeed some of you are close personal friends of Dad and have known me a long long time. It has been a privilege to have sat around the table with many people who have done so much for this town. It has also been an out and out privilege to get to know you all. Clearly with my new role, that of being a town councillor must now end. It is therefore with huge sadness that I must resign but thank you for all the great friendships. I've loved the 'cut and thrust of making things happen' and will see you all soon again.

Fond regards

Duncan or the Hon Duncan Baker MP as I am getting to terms with!

Appendix B – Cllr Perry-Warnes Report

NNDC report February 2020

Cllr. Georgina Perry-Warnes

- With regard to the Neighbourhood Plan, NNDC officer Iain Withington has offered to make himself available to you to help Holt achieve a successful outcome. The criteria are set at Government level, not by NNDC. The way the Neighbourhood Plan complies with those criteria, particularly in relation to the Development Plan, is assessed by an independent inspector (again, not NNDC), and the inspector's findings are binding. For that reason, Iain is keen to share his professional expertise with you and your consultant as much as possible before submission.
- Gemma and Duncan will attend a meeting with relevant portfolio holder Cllr. Greg Hayman on 27th February regarding the community area on the south side of the bypass.
- At NNDC, we are supportive of initiatives which contribute to community mental health wellbeing, and are delighted that The Treehouse will be opening on Charles Road on 24th February. There will be a focus on climate change reduction and inclusivity. As well as providing a place for people to meet and chat in the cafe, there will be a community fridge, and various activities for all ages, including gardening. I hope you will visit and give Lorna and Rachel lots of support.
- The decision to refuse permission to the Heath Farm Care Home application is being appealed by the developer. There is no timetable for the process yet, but there will be an opportunity to submit your opinions.
- As part of our Climate, Coast and Environment initiative, NNDC is intending to install 34 EVCPs in six car parks in towns across the district, including Albert Street carpark in Holt. The installation work will typically take around seven working days, split into two parts, across the groundworks and electrical works and, as would be expected, the areas around the works will be fenced or provided with barriers. The EVCPs will be largely installed by 31 March, although we anticipate there will be a slight delay on the sites in Holt and North Walsham, as there is more significant preparatory work to undertake. residents only. The Council believes the EVCPs will support additional visitors to the district and especially into town centres. The machines will be accessible and easy to operate, offering an online/mobile phone provision in order to pay for the charging.

Appendix C – Cllr Baker's District Report

1. Care Home Appeal.

Appealed to planning inspector, with likely written representations. Appeal will be on the same application, with no amendments. Unknown when the appeal is but 6+ months away.

2. Gladman site.

Not a single committee support for the application. Turned down on policy, and lacking in community benefits. Contravened policy SS2.

3. Old Carpet Shop.

Kevin Peacock asked for an update on 28th January but have had no update.

4. Community areas - South side of bypass.

I have requested an update from Greg Hayman on 28th January but have had no update.

5. Kelling Hospital site.

No further information to report - Mark Page from Norfolk Community Health and Care still progressing plans.

6. NHP progress.

I have rung Iain Withington. There are 5 points to get finished. NNDC will help as much as they can if requested and complete parts that they can help with. Mainly areas around legislation which they can't sign off. The 'habitat regulations assessment screening' and 'scientific environmental assessment' needs completing.

They also still require a version of the document in Word.

7. Holt Country Park.

Delighted to have visited Holt Country Park's new play area under construction - it looks magnificent. NNDC are planting 110,000 trees over the next four years and the next tree planting event will be taking place at Holt Country Park on 12th February between 10am-2pm. Their rangers will be on-site to show attendees how to find their own seeds, how to plant them and then how to continue looking after them at home.

I wonder if anyone has a view on a replacement watch tower looking over the Holt Lowes? Perhaps Sarah Butikofer could inform us of any viability of a new one being built.

DCB

Appendix D – MTI Terms of Reference

M.T.I. Fish Hill and Star Plain Committee TERMS OF REFERENCE

(Note that the standing orders of the Town Council govern procedures in respect of committees.)

COMMITTEE OBJECTIVES

The committee has the responsibility to oversee the management of the MTI project at Fish Hill, Star Plain and Bull Alley.

FUNCTIONS OF THE COMMITTEE

2.1 Management

- To ensure the project is well managed and run within the agreed timeframe.
- To keep NNDC, HTC and neighbouring properties fully updated with any progress made.
- To gain three quotes (wherever possible) for all work proposals.
- To project manage and make recommendations to Full Town Council.

2.2 Meetings -

- To meet as and when necessary throughout the duration of the project, a minimum of at least four meetings per year.

2.3 Financial –

- The committee will have no delegated powers to spend money. The committee must submit quotes as per the financial regulations for approval by Full Council. All invoices to be paid through Holt Town Council.

COMMITTEE MEMBERSHIP

- Membership includes the Town Council Mayor and at least 3 other appointed members from the Town Council. Membership also includes two ex-officio members (who are able to nominate a named substitute who are able to attend in their absence) who are representatives from the community and have an interest in the site. All members of the committee will have voting rights.
- The Town Clerk (or representative) will attend and minute all meetings.

February 2020

Agreed by HTC on 24th February 2020

DRAFT February Minutes, 8 pages, 4 appendices