



HOLT TOWN COUNCIL

Town Council Office, Holt Community Centre, Kerridge Way, Holt
Norfolk, NR25 6DN
Tel 01263 712149

E mail: holttowncouncil@gmail.com www.holttowncouncil.org

Minutes of the Town Council meeting held on Monday 13th June 2016 at Holt Community Centre.

PRESENT: Cllrs Baker (Chair), Allison, Batey, Chapman, Hill, Hipperson, Moore, Prior, Reed, Smith, & Traynier

Elaine Oliver Town Clerk

7 members of the public

The public and town councillors were made aware that the meeting was being recorded.

1. APOLOGIES FOR ABSENCE

Cllr B Payne
Cllr R Percival

2. TO CONSIDER REQUESTS FOR DISPENSATIONS FROM THE RESTRICTION ON PARTICIPATING IN THE DISCUSSION OR VOTING ON A MATTER IN WHICH A MEMBER HAS A DISCLOSABLE PECUNIARY INTEREST

The following declarations were made:-

Agenda item 16 Cllr Hipperson – Trustee of the Friday club
Cllr Moore – on Holt Playing Fields committee
Agenda item 17.4 Cllr Allison mentioned in accounts.

3. POLICE MATTERS

PCSO Clarke sent in a report, attached. Main points as follows:-

4. ANNOUNCEMENTS BY THE MAYOR

Cllr Baker reported it had been a hectic month, in particular the last few days. The following activities have taken place:-

- Attended a musical concert at Fakenham church
- Attended the Community Café for a sausage launch. He saw at first hand what a fantastic project this is.
- Thanked everyone for their efforts in Holt in bloom, with particular reference to the community planting evening.
- Attended a bring and share street tea for the Queen's birthday.

5. AGREE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING 9th MAY 2016

On a **PROPOSAL** by Cllr Hipperson, **SECONDED** by Cllr Prior, the minutes were **AGREED**.

6. MATTERS ARISING if any (for information and not included on the main council agenda).

The Clerk reported that due to the change of Mayor and Deputy Mayor the committees needed to be looked at again.

The committee positions were agreed unanimously as attached

Cllr Smith asked if any further information had been received from NNDC about the future plans of the railway.

It was explained that NNDC are not involved in this at all, it is between NCC and the local railway company. Cllr Prior to report back at next meeting.

Cllr High to give contact details to the Clerk so the railway reps can be invited to a meeting, after the Summer, to present their future plans.

RNS cards have been produced and the details were distributed to the members.

Cllr Smith reported that he had requested that the Holt Festival promote the children's work.

Holt in Bloom traders to be aware of planters near their shop and tend to them.

7. PRESENTATION FROM THE CARNIVAL COMMITTEE

This was deferred to the next meeting

8. REPORTS

8.1 Norfolk County Council

Cllr Baker not present

A letter regarding the progress of H01 was read out

It was reported that it appeared two bus stops have been removed, one from opposite the sure start centre which was due to cars parking on opposite side of the road, and another from Charles Road opposite Elsdon Close. Cllrs Hipperson and Prior were concerned about this after being approached by residents. It was confirmed the Clerk would ask Cllr Baker about this

Cllr Chapman complained about the condition of the roundabout which needs tidying up.

Cllr Baker reported that Rotary will plant purple crocuses. Cllr Baker has contacted Morton

Conservatories and they are happy for this to be done.

N C C verge cutting is also a cause for concern.

8.2 North Norfolk District Council

Cllr Prior reported the following:-

- She met with reps from NCC on Friday, along with key people, to discuss the primary school project
- She had met them before as a school Governor
- But now they have a completely different opinion and have been out to see the school
- There will be a follow up meeting and other people are involved who are looking at the figures and the building
- It has been agreed for the school to be moved, and funding is also being looked at.
- Call for sites has gone out and the Primary school has a call for site on Gladman's site
- It has not been agreed whether it is a 1.1/2 or 2 form entry
- The timing is all important as Holt school is now full
- M Ashwell would prefer everything to go through new local plan but if decisions are made about the school going forward then this may have to be earlier.
- It is anticipated to be a four or five year project.
- Good progress has been made.
- Gladman's are discussing the possibility of some housing and then potentially giving the site for a school
- Gladman's and Browns land are potentially both good sights.
- Like to think later this year we will all have an idea what is wanted and then start to build

Cllr Baker asked what potential there is for the existing school site, if it moves.

- Cllr Prior thought it would probably be housing because NCC are obliged to get best value. The school buildings will also be looked at to see what possibilities there is in the actual buildings.

Cllr Baker asked why HTC wasn't invited or involved in the recent meetings.

- Cllr Prior didn't call the meeting, she felt that it would be a reasonable expectation for the District Councillors to feedback to HTC

Cllr Prior will put it forward for a rep from HTC to attend future meetings.

Cllr Prior continued her report with the following

- The boundary sub group is still waiting to hear from boundary authority after having put their thoughts to them, The decision is how many District Councillors will be able to run the council effectively
- When they come back the map can be looked at and decisions made where the boundaries can change.
- The number will be fewer councillors rather than more.
- Housing numbers will determine numbers of councillors.
- This should be finalised by the end of June.
- Cllr Prior is going to see somebody the week after next about the loan of the £30,000 S106 money from NNDC to enable work on the car park to begin.

Cllr High gave the following report

- He found the meeting about the school very informative
- £50,000 will fund a feasibility study which will come out in October.
- He felt that the reps from the HTC should come along to the next meeting in Sept.
- Both Gladman's site and H09 site are being considered and it will be down to NCC
- The Boundary Commission is talking about reducing members of NNDC to 40 from the current 48.
- This would possibly affect double and more member wards more.
- Houses that have already been built will be in the equation
- He has written to the BC to give his views
- Proposals for skate ramps in Neil Avenue has been stopped
- The Owl trail will be presented to HTC in July and Steve White will send a report
- Chris Young has also been asked to have a look at this.
- He will give the names and addresses of people involved in the orbital railway so they can attend a future HTC meeting.

Cllr Hipperson asked for clarification of grass cut by both Victory and NNDC.

Cllr Hill requested that the feasibility study on the school will they take in account pupil numbers That would be needed for the planned housing and housing that may, in the future, be built on the existing school sites.

Cllr High said this would be taken into consideration.

8.3 Holt Chamber of Trade

Cllr Smith reported the following:-

- In order to bring more entertainment to the streets for the Holt Festival, 12 buskers have been suggested.
- Certain areas will be designated for an hour performance and then they will move on.
- Preparations for the RNS are ongoing, with Structurflux preparing banners for either side of the Marquee that will represent the High Street
- The 1940s weekend will see a tug of war between HTC and Sheringham.
- PS Butchers are taking on Graves
- The Chamber will not be planting the Chapel yard planters as they felt it was unfair to do that and not the other yards.
- It was felt that the Landowner may be obliging if approached.
- A suggestion of free car parking offered if a customer spends £10 or more needs to be looked at.
- The free parking should be on Sundays near Christmas Sunday.
- Holt car parking prices are not going to be increased.

Crazy bananas was suggested as good children's entertainment.

PUBLIC QUESTION TIME – Limited to 15 minutes (Three minutes per person)

Questions as follows

Pleased to hear news of a maintenance man as the underpass and walkway along south side of the bypass has been restricted to less than 3 foot, and the trees outside old Thaxters formed a tunnel which could cut faces.

Cllr Baker thanked the resident for his comments and explained we were going to discuss the employment of a maintenance man later in the meeting. As we are not getting a good service from NNDC or NCC we need to see what HTC can do to make an improvement.

It was further explained that the condition of the underpass area will hopefully be approved as part of the S106 agreement with Aldi.

9. EMPLOYMENT OF MAINTENANCE PERSONNEL

9.1 To consider purchase of vehicle/s for above

9.2 To consider details of employment inc timescale and advertising

Cllr Baker felt both points should be discussed at the same time, he felt the Town Council should be brave and visionary in thinking about this new project as HTC could always go back to the status quo.

The figures presented were for 1.1/2 personnel to cover the 7 day toilet cleaning.

A debate was then had on the pros and cons of this project.

A lot of concern was expressed with the first impressions people make and Holt is not looking as good as it should.

It was discussed that there be a chance for an apprentice for the part time job.

Cllr Chapman felt three estimates should be obtained by HTC and compared with Norse.

Cllr Moore felt employing a person would give extra freedom and flexibility and no doubt we would get a better job

Cllr Hill was concerned if it didn't work out after six months a capital investment has been made He would like to see a revised quotation from Norse including extra areas and having a price and other contractors, he felt there was scope to look at self employed people with own equipment and Cllr Prior reported that at a recent NNDC meeting grass cutting was discussed and in general the grass cutting is not being done well and for whatever reason there is no chance of an improvement in this service.

On a **PROPOSAL** by Cllr Prior **SECONDED** by Cllr Traynier it was agreed to employ 1.1/2 maintenance personnel. A recorded vote was asked for, results as follows

For the proposal Cllrs Allison, Baker, Batey, Hipperson, Moore Prior, Reed, Smith, Traynier

Against the proposal Cllrs Chapman and Hill

On a **PROPOSAL** by Cllr Allison, **SECONDED** by Cllr Prior, it was agreed to purchase the Kybota as per Cllr Allison advice.

For the proposal Cllrs Allison, Baker, Batey, Hipperson, Moore, Prior, Reed, Smith, Traynier.

Against the proposal Cllrs Chapman and Hill

Both proposals were carried by 9 to 2

A discussion regarding the vehicles followed.

Cllr Baker suggested starting off with a lockable van and purchasing the Kabuto when we prove the project is working.

Cllr Allison stated the Kabuto is a multi-purpose vehicle that could carry a water container and would have a better residual value.

Cllr Moore felt it would be hard to assess the project with only half the equipment.

On a **PROPOSAL** by Cllr Allison, **SECONDED** by Cllr Prior it was agreed to purchase a Kabuto with doors and a tow bar etc.

10. **TO RECEIVE UPDATE ON CLEY ROAD CAR PARK AND CONSIDERATION OF LEGAL COSTS**

On a **PROPOSAL** by Cllr Prior, **SECONDED** by Cllr Hipperson it was agreed to pay £995 legal costs involved in setting up a lease agreement with the owners of the land for the Cley Road car park. It was also agreed we would have no objection to a second entrance but that this was not our remit and NNDC and NCC would need to be consulted.

11 **TO DISCUSS NNDC RESPONSE TO REQUEST OF LOAN OF H01 S106 MONIES**

As previously discussed Cllr Prior is going to discuss this further. However it was reported that Sheila Oxtoby, Steve Blatch and Karen Sly have said they don't loan money to any public authority.

12. **TO CONSIDER REPLACEMENT/REFURBISHMENT OF TOWN SIGN**

On a **PROPOSAL** by Cllr Reed, **SECONDED** by Cllr Hipperson it was agreed to go ahead with the refurbishment of the town sign for approx. £850.

The WI and the Holt Society will be approached for a contribution.

13. **TO CONFIRM NEXT THREE ITEMS FOR NEWSLETTER**

The following three items were agreed to be included in the following newsletter

- Queen's birthday celebrations
- Holt in bloom
- Royal Norfolk Show
- Town sign

14 CORRESPONDENCE

- | | | | |
|------|----------------------|------------|---------|
| 14.1 | W.Richley/Cllr Prior | Town Sign | Emailed |
| 14.2 | A Parnell | Owl window | Emailed |

It was agreed to accept the donation of the Owl window and agree where it should go at a later date.

15. ITEMS FOR INFORMATION

- | | | | |
|------|------------------------|---|---------|
| 15.1 | Holt Charities Account | End of year accounts | |
| 15.2 | N C C | Total Transport | |
| 15.3 | N C C | Parish Partnership scheme for 2017/18 | |
| 15.4 | Strutt & Parker | Re H01 | |
| | Late Correspondence | | |
| 15.5 | Carl Ingram | Car park | Emailed |
| 15.6 | Residents | Re state of property on White Line Street | |

It was reported by Cllr high that he has spoken to Nick Baker and enforcement proceedings are starting.

16. TO CONSIDER GRANT APPLICATION REQUESTS FOR 2016/7

It was agreed that we will hold some money back for another round of funding at Christmas.

The following grants were approved

- | | |
|-------|----------------------|
| £350 | Holt Citizens Advice |
| £300 | Holt Bowls Club |
| £350 | Holt Friday Club |
| £350 | Holt 1960s Club |
| £1000 | Holt Playing Fields |

17. FINANCIAL MATTERS**17.1 To review asset register**

On a **PROPOSAL** by Cllr Prior, **SECONDED** by Cllr Moore the asset register was agreed.

17.2 Approve accounts and annual return for 2015/16

The accounts, which each Councillor had a copy of, was **PROPOSED** for adoption by Cllr Prior and **SECONDED** by Cllr Traynier

17.3 To approve annual governance statement

The Clerk duly read out the annual governance statement and this was agreed by the Council

17.4 Approve payments of invoices as attached

On a **PROPOSAL** by Cllr Smith, **SECONDED** by Cllr Batey the payments were approved

18.1 PLANNING MATTERS

- | | | | |
|--------|------------|--|---------------------|
| 18.1.1 | AN/16/0534 | Installation of non illuminated signs at 1 White Lion Street, Holt. | No Objection |
| 18.1.2 | LA/16/0495 | Internal alterations to facilitate extension of retail to first floor & floor area to loft & redecoration of shop front at 23 High Street, Holt. | No Objection |
| 18.1.3 | PF/16/0682 | Erection of bunk house and provision of zip line tower with landing platform to the North East of the school at Gresham's School, Holt. | No Objection |
| 18.1.4 | PF/16/0681 | Conversion and extension to outbuilding to provide residential annexe (Revised scheme 14/0934 refers) at 65 Cromer Road, Holt. | No Objection |

18.2 DECISIONS RECEIVED SINCE LAST MEETING

- | | | | |
|--------|------------|---|----------------|
| 18.2.1 | PF/16/0168 | Change of use from offices and first floor extension to provide 3 residential units, and external alterations at Morston House, Jacobs Place, Holt. | PERMIT |
| 18.2.2 | PF/16/0314 | Erection of replacement dwelling and associated access at 6 Grove Lane Holt. | PERMIT |
| 18.2.3 | PF/16/0311 | Change of use of retail/shop (A1) to chiropractic practice (D1) at 4b Albert St Holt. | PERMIT |
| 18.2.4 | PM/15/1578 | Reserved matters of appearance, scale, layout and landscaping for the erection of 125 dwellings and associated infrastructure in respecting respect of outline planning permission PO/14/0238 at Land East of Grove Lane, Holt. | APPROVE |
| 18.2.5 | PF/16/0306 | Erection of roof extension and insertion of window to create first floor | |

- accommodation at 11 Town Close, Holt. **PERMIT**
- 18.2.6 LA/16/0268 Demolition, internal and external alterations to facilitate conversion of garage and erection of first floor extension to create ancillary accommodation and insertion of garden gate to wall at 11 New Street, Holt. **CONSENT**
- 18.2.7 PF/16/0267 First floor extension to existing outbuildings and alterations to garage to create ancillary accommodation and insertion of gate in garden wall at 11 New Street, Holt. **PERMIT**
- 18.2.8 PF/16/0493 Erection of single storey rear extension at 2 Burrell Close Holt. **PERMIT**
- 18.2.9 PF/15/1381 Demolition of existing central section of Oakley Boarding House and erection of two storey boarding house at Gresham's School. **PERMIT**
- 18.2.10 PF/16/0342 Conversion of garage to ancillary accommodation with extension link to join to dwelling at 2 Bryony Court. **PERMIT**

18.3. TPO's

- 18.3.1 TPO/16/0917 Land at High Kelling, Holt , NNDC TPO 2016 No.7

19. NEXT MEETING DATE

Town Council Meeting 11th July 2016

D Baker(Mayor).....Date