



HOLT TOWN COUNCIL

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(Office hours: 9.00 – 12.00 Monday / Wednesday/ Friday)

Minutes of the Annual Town Council Meeting held on Monday 9th May 2016 at Holt Community Centre.

PRESENT: Cllrs Payne, J Allison, D Baker, Batey, Chapman, Hill, Hipperson, Moore, Percival, Prior, Reed, Smith and Traynier.

Elaine Oliver Town Clerk
PCSO Keith Clarke Norfolk Constabulary
7 members of the public

1. TO RECEIVE PROPOSALS FOR ELECTION OF MAYOR

On a **PROPOSAL** by Cllr Traynier **SECONDED** by Cllr Smith, Cllr Baker was elected Mayor for the forthcoming year.

2. RECEIVE THE MAYOR'S DECLARATION OF OFFICE

Cllr Baker duly signed the declaration of acceptance of office.

3. TO RECEIVE PROPOSALS FOR THE ELECTION OF VICE-CHAIRMAN

On a **PROPOSAL** by Cllr Chapman **SECONDED** by Cllr Hipperson, Cllr Hill was proposed as Vice-Chairman

On a **PROPOSAL** by Cllr Prior, **SECONDED** by Cllr Moore, Cllr Batey was also proposed as Vice Chairman. Cllr Allison **PROPOSED** a paper ballot for this election, this was **SECONDED** by Cllr Payne

The result of the paper ballot vote was confirmed by the Clerk as
7 in favour of Cllr Hill
6 in favour of Cllr Batey
Cllr Hill duly elected as Vice Chair

Cllr Hill on accepting the position thanked Cllr Payne for his exemplary service to the council. Cllr High joined in thanking Cllrs Payne and Allison for all their hard work and there was a round of applause.

4. APOLOGIES FOR ABSENCE

Cllr M Baker

5. REQUESTS FOR DISPENSATIONS and ITEMS TO DECLARE

None received

6. TO RECEIVE A REPORT FROM THE SAFER NEIGHBOURHOOD TEAM MEMBER

PCSO Clarke was present and gave a report, the main points were as follows:-

- 62 calls were received by the Police, which is more than average.
- 8 crimes have been recorded
- There has been a campaign about leaving valuable in vehicles.
- This is not a major problem in Holt.
- Parking near Sponge has been a problem and this issue is now a priority
- ASBO on Spouts Hill will be made a priority and there will be an increase of patrols in the area.

Cllr High thanked the Police for their input in parking issues for Queen Adelaide Yard. Cllr Chapman thanked them for moving the blue van from Shirehall Plain

The meeting agreed to discuss agenda item 20 next, so there could be some Police input

7 TO CONSIDER IDEAS FOR A SKATEBOARD PARK

PCSO Clarke reported the following

- He has initiated a scheme for some skate ramps to be put on the play field in Neil Avenue.
- This is for small scooters and skateboards and will not attract long term attention of older children.
- He hopes it will break the cycle of children being around the Town Centre.
- Neil Ave play area seems a suitable site and NNDC has the funds for it.
- PCSO Clarke is totally aware he will be involved with any issues but strongly believes some form of entertainment for the young children is necessary.
- He feels that this will take away some dangers of children being hurt by traffic.
- This is not going to be a full scale skatepark.
- He has visited 4 houses and they don't have objections.
- A resident has approached him who strongly opposed the skate park.

Cllrs Allison and Baker reported that after a flurry of emails they approached the HYP about a skate board site on their land. The Committee didn't think it was the right place for it, but do understand there is a vital need for a facility such as this. There would be some issues with siting a park here and some of these issues are confidential as there are negotiations taking place with Ormiston.

Cllr Hipperson congratulated PCSO Clarke on the idea but was concerned that children may come off the park and stray onto the bypass. He felt that H09 would be a better option for this. .

Cllr Percival felt that the little ramps wouldn't attract the older youths who are around Holt in the evening.

Cllr Payne reminded the meeting that Holt did have a skateboard park but it was wrecked and that Cromer have to spend £30 a day on clearing their park.

Cllr Moore reported he doesn't recommend of skateparks as teenagers use them and it denies them the opportunity of playing team sports, this can then be regretted when they are in their mid twenties when they can no longer use the skatepark.

Cllr High was concerned there have been problems but understood where the PCSO was coming from. He reported he had received four complaints about it. He felt the Town Council should make a decision on this and confirmed no planning permission was necessary.

Cllr Prior agreed with Cllr Moore's comments and felt a concrete park would cost a lot of money. She felt that other sports facilities should be considered and the Council should discuss what Holt's sports aims are.

Cllr Moore had no objection to this being for the 9/11 year olds.

Cllr Allison reported a lot of debris at the Sheringham skate park.

Cllr Baker was interested how this area would be policed.

On a **PROPOSAL** by Cllr Traynier **SECONDED** by Cllr Smith, unanimously agreed for the scheme to go ahead with a review after a year.

8. ANNOUNCEMENTS BY THE MAYOR

The Mayor made the following announcements

- Thanked everyone for their help in the Beacon lighting night
- He attended the Spouts committee meeting along with Cllrs Payne, Hipperson and Allison
- Attended the opening of the Holt Rugby Club, which was well attended and is a credit to the town.
- Attended meetings to discuss the town sign with the WI
- Attended the dementia friendly community launch
- Met with a consultant, along with the Clerk and Cllrs Payne and Prior, to discuss the progress of the NP.
- Holt Carnival organiser will attend the June meeting and give us all an update.
- Pleased to hear the sports club are helping with the proposed carnival.
- 1.6.16 will see Joe Henry owner of the Krusty Loaf returning from around the world cycle trip, rode in aid of Nelsons journey. The Council will arrange for a certificate and come councillors will clap him back into Holt.
- Encouraged people to attend the LDF workshop on 23.5.16.

9 AGREE THE MINUTES OF

9.1 THE TOWN COUNCIL MEETING HELD ON 11TH APRIL 2016

On a **PROPOSAL** by Cllr Hipperson and **SECONDED** by Cllr Payne minutes were **AGREED** and signed by the Chair.

9.2 ANNUAL TOWNS MEETING HELD ON 6TH APRIL 2016

On a **PROPOSAL** by Cllr Hipperson and **SECONDED** by Cllr Payner the minutes were **AGREED** and signed by the Chair

9.3 MATTERS ARISING

No matters arising.

Cllr Moore reminded the meeting that his plan, regarding parking in Kerridge Way, was an idea and not a proposal.

10 APPOINTMENT OF MEMBERS TO SERVE AS TOWN COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS AND COMMITTEES

The appointments, as attached, were **PROPOSED** by Cllr Percival and **SECONDED** by Cllr Hipperson.

Cllr Reed stood down as playing field representative and no one was willing to take his place.

Cllr Baker reported the committees are flexible and relevant experience from Councillors will be brought in as and when. On employing maintenance personnel it was agreed that Cllrs Allison and Payne will be present along with the Clerk who will be their line manager.

11. REVIEW OF TERMS OF REFERENCE FOR

11.1 NEIGHBOURHOOD PLAN STEERING COMMITTEE

On a **PROPOSAL** by Cllr Hipperson and **SECONDED** by Cllr Traynier the terms of reference for the Neighbourhood Plan steering committee were agreed.

11.2 SPOUTS COMMON.

On a **PROPOSAL** by Cllr Hipperson and **SECONDED** by Cllr Traynier the terms of reference for the Spouts Common Committee were agreed.

11.3 CAR PARK WORKING COMMITTEE

On a **PROPOSAL** by Cllr Hipperson, **SECONDED** by Cllr Traynier the terms of reference for the car park working committee were agreed.

12 REPORTS

12.1 Norfolk County Council

Cllr Baker not present

12.2 North Norfolk District Council

Cllr High reported the following:-

- Been in discussion with a resident about a bird scarer. This has now been resolved and is being used properly.
- The clothes bin at Albert St car park is due to be relocated from the wall as part of a planning application.
- Had a meeting with officers to see where to reposition this bin. It was decided to place it on the piece backing onto Mill St and see if it works. This will happen some time this week.
- The Aldi application for the minor amendment is now in NNDC
- This will be actioned as soon as it is approved

Cllr Prior reported the following

- Discussions about devolution, shared services and boundary reviews are ongoing.
- Following on from Cllr High's comments about Aldi, Cllr Prior stated 4G will give a better service and will not be long through planning.

Cllr Payne asked why NNDC refused to lend £30,000 after they agreed the need of a car park in Holt. He felt that this money is guaranteed and there would be no risk and NNDC have some £14,000,000 in reserve.

Cllr Prior reported she had spoken to Karen Sly and they are not minded to lend it and they are not required to supply car parking.

Cllr High agreed with Cllr Prior they are not duty bound to supply car park

Cllr Baker replied the Town Council was just looking for a short time loan not for a car park.

Cllr Payne felt it was a poor show.

Cllr High felt NNDC's was a political decision and as the opposition is very small Cllr Prior could press her cabinet colleagues.

Cllr Prior said it hasn't come up as an issue in any meetings and is certainly not a political issue.

Cllr Moore felt it displayed how toothless we are and so we get nothing for Holt.

Cllr Smith felt that this issue should be in the press, Cllr Smith proposed that we do go back and say we are disgusted, Cllr Moore felt we should be issuing our own press releases

There was some debate about how we could further all the issues with NNDC.

Cllr Baker felt that baiting NNDC wouldn't be advisable for future decision and felt nothing would be

achieved.

Cllr Prior agreed to ask why they will not loan the £30,000 but agreed it was ill advised to start a campaign of criticism.

Cllr High stated that there is still a problem with the water course on H01 and as soon as that is solved permission will be given which would negate the need for the £30,000 loan.

Cllr Hipperson felt NNDC don't give two hoots about Holt.

Cllr Baker agreed that the elected District Councillors would go back robustly and come back with reasons why they are not willing to lend the money and if we are still unsatisfied we will go back and write a letter.

Cllr Prior agreed to ask a general question but wouldn't be going down a political line.

Cllr Moore disappointed that we are saying we don't want to antagonise NNDC.

Cllr Batey felt we seem to be banging our heads against the wall and although he doesn't blame the District Councillors he thinks we are just being ignored.

It was agreed to put this on the agenda for next month.

12.3 Holt Chamber of Trade

Cllr Smith reported the following

- A presentation from Phil Barratt who is working with the Festival to bring street entertainment back into town, was made to the Chamber.
- Residents are unhappy with the loss of street entertainment, the Festival said it was due to loss of funding.
- The box office being in theatre royal did not appear to affect ticket sales.
- Much of the festival has moved to Gresham
- Events in the pipeline for the Festival include a battle of bands with auditions in the playing fields with the finals to be held in the Community Centre
- There will be a number of events in The Community Centre.
- An art exhibition in the church and library
- Buskers in and around town at specific places and times.
- Phil would be pleased with any suggestions.
- Everything is progressing well with the Norfolk Show preparations.
- Len has asked for volunteers to put up the marquee on the Monday
- The Chamber conveyed their thanks to Len for help and support in the RNS and the council recorded a vote of thanks as well.
- Preparation for the 40s weekend is going well.
- The Committee is going for maximum publicity and will include a pigeon race, tug of war between Holt and Sheringham town councillors, variety show at Gresham's tug of war Town Cllrs of Holt and Sheringham
- Queen's birthday celebrations were discussed.
- Every trader is behind Holt in Bloom.
- The Norfolk Hospice is planning a Christmas late night shopping from 5.30 – 9.30. £40.00 per business with £20.00 to the Hospice and £20 to the business.
- This was felt to be a good idea.
- Looking for other ideas to ease congestion
- Cllr Prior asked if the art competition for children could be advertised more robustly
- Cllr Smith will take the point back but did point out it was being promoted on the website and programme

PUBLIC QUESTION TIME – Limited to 15 minutes

(Three minutes per person)

Parishioner comments as follows:-

- If H01 goes ahead will the yellow lining go down regardless of whether the car park is in place or not?
 - Cllr Baker replied it would
- The residents are investigating with NCC if they can get yellow lines on the back of Cley Road.
- Has the Town Council thought of crowd funding for the Cley Road car park?

Concerns about the skate ramps suggested by the PSCOS

- Felt that every door in Neil Avenue should be knocked on for opinions on this.
- Concerned that they never see the police
- Concerned they will be a constant stream of children entering from Woodrow Avenue and it won't be restricted to that age group.
 - They were advised to write to NNDC and speak to the District Councillors

about their concerns

- The residents reminded the meeting that this area was a resource for all of Holt
- The PCSO gave the impression the four houses were in favour but 2 of the 4 got the impression it was for five year olds not for teenagers.
 - It was confirmed that this was younger children and it is a preventative action.

13 CORRESPONDENCE

13.1 NNDC FOI details emailed

Cllr Smith was concerned that the FOI information had been doctored. Information was removed from the email to the District Councillors.

13.2 NN Town and Parish Forum emailed

Late Correspondence

13.3 W Masters emailed

13.4 Ian Furniss emailed

13.5 NNDC Local plan workshops

14 ITEMS FOR INFORMATION

14.1 NNDC CAB emailed

14.2 Resident Re reports in Holt Chronicle

14.3 N C C Electronic consultation for planning applications Will need to discuss this at a later date

14.4 Resident Re the state of the town, paint waste, Praze cottage, cigarette stubbs, cables by Kings head, but pleased about the plans for Holt in Bloom

Discussion was had about how to further this issue, it was felt progress would be made by enquiries to NNDC who in the past were going to insist on improvements and private conversations with owners of the buildings, if known. The Old Star public house and Praze Cottage are in a bad state and the DC have in the past taken this up via the conservation officer.

Cllr Prior felt that the NNDC are more pro active over these issues now.

Cllr Prior will take this forward and discuss with NNDC.

A boards are still an issue.

14.5 NNDC Christmas parking

An answer is needed to this from the Chamber

14.6 Col Jackson Various

14.7 Resident Thanking the council for last meeting re FP Peacock lane to Heather Drive

A pot hole was reported near Jenis barn in Thornage Road.

15. TO CONSIDER HOLT IN BLOOM COMPETITION

15.1 Presentation on past Holt in Bloom

Cllr Hill gave a presentation on the original Holt in Bloom entry some twenty years ago. Full transcript on file.

15.2 Presentation on this year's Holt in Bloom

The Clerk and Cllr Prior gave a presentation on the plans for the forthcoming Holt in Bloom.

Cllr Baker agreed to contact Barclays to see if they will help and Morton's conservatories to see what could be done about the roundabout.

On a **PROPOSAL** it was agreed unanimously to spend around £3500-£4,000, which is still under the budget agreed costs, on some new planters, plants, compost and Brad to do some heavy lifting work. It was agreed to investigate obtaining compost from the NNDC.

It was agreed to ask the Chamber to take care of the yard's plantings.

Individual shops are being asked to participate as well.

The community planting evening is planned for 10.6.16, 3.30 onwards.

16. TO CONSIDER ARRANGEMENTS FOR THE FOLLOWING

16.1 QUEENS BIRTHDAY CELEBRATIONS AND CONSIDERATION OF PLANTING A COMMEMORATION TREE

On a **PROPOSAL** by Cllr Moore **SECONDED** by Cllr Prior it was agreed to pay for a children's entertainer doing balloon modelling for £60 an hour and a few prizes for the afternoon of 12.6.16. Cllrs Allison, Hipperson and Chapman will deal with the beacon.

On a **PROPOSAL** by Cllr Prior **SECONDED** by Cllr Hipperson, it was agreed to purchase a

commemoration willow tree for Spouts Common. The Spouts committee will organise this.

16.2 ROYAL NORFOLK SHOW

Cllr Percival has been working on a flyer for the RNS, Cllr Hill will help with the printing. It was agreed that Cllrs Baker, Smith, Hill, Percival and Allison will help cover the stall.

16.3 1940S WEEKEND

The 1940s weekend was discussed and the Town Council event. A large number of volunteers are needed, particularly man power, people who are committed to all three days.

We also need races organised. A team is needed of at least seven people, the date is 17.9.16. A list of jobs will be written and allocated at a later meeting.

Cllr Prior was concerned about the cost of the proposed fish and chips. Cllr Traynier volunteered to contact Victory Housing to see if they would donate to this.

Cllr Reed thought that the carnival committee, who is struggling, could team up and do this instead of the carnival and make it a joint effort.

This can be discussed at the next meeting when the Carnival committee representations are going to present their plans.

There was also talk about a tug of war between Holt Town Councillors and Sheringham Town Councillors

17 UPDATE ON CLEY ROAD CAR PARK

Nothing to report

18 UPDATE ON NEIGHBOURHOOD PLAN AND CONSIDERATION OF CONSULTANTS PROPSAL

It was reported that a meeting had been held with Abzag Consultants. Cllr Baker suggested the use of front runner grant money to pay a consultant to help shape the plan and get it on track so that it would get through the next hurdles.

On a **PROPOSAL** by Cllr Traynier, **SECONDED** by Cllr Moore it was agreed to move forward in employing a consultant and keep the council fully informed.

Cllr Prior felt with his expertise we would hopefully get through the Inspectors first time which would eliminate costs of re-entry.

19. TO CONFIRM GENERAL POWER OF COMPETENCE

On a **PROPOSAL** by Cllr Prior, **SECONDED** by Cllr Moore this was adopted.

20 TO CONSIDER IDEAS FOR A SKATEBOARD PARK

Already discussed see item 7

21 TO CONSIDER PURCHASE OF VEHICLES FOR MAINTENANCE PERSONNEL

This was deferred to the next meeting.

22 TO CONSIDER STONE SCULPTURE TO BE PLACED IN MEMORIAL GARDEN

The council agreed this was a good idea and welcomed it being placed in the Methodist Memorial garden.

23 TO CONSIDER REFURBISHMENT/REPLACEMENT OF VILLAGE SIGN

It was agreed to defer this to the next meeting

24 TO CONSIDER PROPOSALS & RESPONSE ON SITE ALLOCATION FOR LDF

It was reported the deadline is end of May and individuals can respond to this consultation.

Cllr Prior reported that there is a form that needs going through and she has put in a personal response about the school and housing on the original school site.

The form can be downloaded. Cllrs did not have any sites to allocate.

Cllr Payne felt the other thing that should be thought about is about moving the garage onto the bypass and then the garage site is for housing. Cllr Prior agreed that she had already responded.

Cllr Prior could update the additional comments page.

All allocated sites will be looked at by the NNDC.

25. REVIEW OF

25.1 STANDING ORDERS

25.2 FINANCIAL REGULATIONS

On a **PROPOSAL** by Cllr Traynier, **SECONDED** by Cllr Smith these were both agreed.

26 REVIEW OF

26.1 Complaints Procedure**26.2 Pres & Media Policy****26.3 FOI & Data Protection**

On a **PROPOSAL** by Cllr Traynier, **SECONDED** by Cllr Hipperson, all the above were agreed by the council.

27. APPOINTMENT OF INTERNAL AUDITOR

On a **PROPOSAL** by Cllr Batey, **SECONDED** by Cllr Allison it was agreed Douglas Harrow would be the Internal Auditor for the year.

28. REVIEW OF ASSET REGISTER

Deferred to the next meeting when the end of year figures would have been looked at by the Internal Auditor

29. FINANCIAL MATTERS**29.1 APPROVE PAYMENT OF INVOICES AS ATTACHED**

On a **PROPOSAL** by Cllr Traynier **SECONDED** by Cllr Moore, these were approved.

29.2 APPROVE ACCOUNTS & ANNUAL RETURN FOR 2015/16

This was deferred to the next meeting

29.3 ANNUAL GOVERNANCE STATEMENT

This was deferred to the next meeting.

30. TO CONSIDER INSURANCE COVER

The Clerk reported that she had spoken to the Insurance Company and cover had been reviewed. We are still under the three year agreement period.

30. PLANNING MATTERS**31.1 To consider planning matters – applications and decisions and receive correspondence.**

PF/16/0311 Change of use of retail/shop (A1) to chiropractic practice (D1) at 4b Albert Street, Holt. NO OBJECTIONS

PF/16/0519 Raise the level of embankment to facilitate the laying of demonstration track and installation of 1.3m gate at Land opposite N.N Railway Terminus, High Kelling.

NO OBJECTIONS *

PF/16/0493 Erection of single storey rear extension at 2 Burrell Close, Holt. NO OBJECTIONS

PF/16/0488 Erection of two rear and single storey side lean-to extensions at 8 Kenwyn Close, Holt. NO OBJECTIONS

There were further discussions about application number PF/16/0519, and it was agreed on a **PROPOSAL** by Cllr Smith, **SECONDED** by Cllr Moore that we clarify the situation of the railway particularly in terms of future intentions.

32.. MEETING DATES FOR THE FORTHCOMING YEAR

The next Town Council Meeting is, Monday 13th June 2015

33. TO CONSIDER A RESOLUTION (UNDER THE PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC.

This was not required

Meeting closed at 22.37

.....Mayor.....Date

