



Minutes of the Virtual Holt Town Council Meeting held on Monday 8th February 2021 at 7pm via the platform Zoom.

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

County Cllr Steffan Aquarone and District Cllr Georgie Perry-Warnes were present.

3 members of the public were present.

1. Welcome

1.1 Cllr Smith welcomed everyone to the meeting and reminded everyone the meeting is being recorded.

1.2 A minute's silence was held in memory of the late John Allison. John was a Town Cllr for 18 years, he dedicated much of his time to the Town and was a member of many of the town's committees. The Town Council wishes to extend their thoughts to all of John's family and friends during this difficult time.

2. Apologies

2.1 Apologies were received by Cllr Butikofer. Cllr Aquarone is attending in Cllr Butikofer's place.

3. Dispensations

3.1 Cllr Philo stated he has an interest in item 13.1 as he is part of the maintenance team and will not be able to vote on the proposal.

4. Mayors Announcements

4.1 There were no announcements.

5. Police Matters

5.1 No report received.

6. Agree the Town Council Minutes of 11th January 2021

6.1 The minutes were circulated prior to the meeting. Cllr Prior asked that the minutes were amended to state that she abstained from the MTI vote to appoint an architect. Cllr Payne PROPOSED the minutes (with the above amendment) were accurate and correct, this was SECONDED by Cllr Batey and AGREED by all.

7. Matters Arising

7.1 FTTP – BT are awaiting confirmation that the scheme will be covered entirely by Government Funding. The scheme proposes to install fibre broadband to 2488 properties in the town.

7.2 Hempstead Road works – Highways have confirmed that there are further works planned as a result of the stage 3 safety audit. This will include changing the bollards on the build outs and an additional sign showing the Industrial estate with an arrow pointing down the by-pass. These are on order, but no time scales have been given.

7.3 Lovells Roundabout – No update. Cllr Batey stated he was very concerned regards to the health and safety aspect of the roundabout. Cllr Philo agreed with Cllr Batey and asked that given the length of time Cllrs have been complaining about the roundabout, something should have been done. Cllr Philo and Cllr Batey stated they believed the roundabout is dangerous and asked Cllr Aquarone to push for the improvement works to take place ASAP.

8. Reports

8.1 Cllr Aquarone read his report which can be seen at Appendix A.

8.2 The NNDC Report was circulated prior to the meeting and can be seen at Appendix B. Cllr Payne asked Cllr Perry-Warnes if she had an update on the Kingsley Care home Planning Application. Cllr Perry-Warnes confirmed that the application was progressing with lots of discussions and negotiations still taking place.

8.3 Love Holt. Cllr Wilson gave an update from Love Holt and shared an information pack with the Cllrs which explores the role of Love Holt. The Love Holt Strategy accompanies the pack and Cllr Wilson asked the Clerk to distribute both the strategy and the information pack to Cllrs for their feedback. Cllr Wilson stated that the

topography survey for the MTI Fish Hill/Star Plain bid is now underway, the third and final day of the survey was due to take place this week which has been delayed due to the snow. Cllr Wilson confirmed that the Holt Makers Market is proposed to go ahead in May and meetings would be taking place shortly to discuss the markets in more detail.

8.4 Greening Holt. Cllr Tribe gave the report on Greening Holt. The planters for the MTI planning up the town bid have arrived and are awaiting installation when the better weather comes along. There has been a successful Zoom meeting on the Holt re-useable cup, and an Instagram and Facebook account have been created. Next meeting Cllr Tribe will come along with more information and images of the Holt Cup. It is hoped the initiative will be rolled out after lockdown.

Members of the Public

There were no questions from the public.

9. Beresford Road Play Area

9.1 The Clerk reported that Cllr Traynier and Cllr Philo had met to discuss the quotes received for play and exercise equipment in more detail. The Clerk reported that the exercise equipment was being prioritised, as gyms are currently closed, and this type of equipment would attract use from all ages. The Clerk has spoken to the Kelling Estate who may be looking to find a new home for their exercise equipment and will be in touch in the coming days with more information. The Clerk has also spoken to Playdale and asked them to revise their plans to incorporate a trim trail to be installed alongside the proposed exercise equipment.

9.2 Cllrs are still in discussion with regards to what play equipment should be used on the other Beresford Road site. Further thought and discussion is needed, unfortunately Cllrs will have to be guided by what funds are available, Cllrs will have a better idea of funding in the next few weeks once the Playdale quote has been received and Kelling Estate been in touch.

9.3 There has been no further update on the transfer of land over to NNDC, the Clerk has chased the transfer and is waiting for a response back from the NNDC officer. It is disappointing that there has been a delay and Cllrs hope to receive some positive news shortly. Cllrs suggested linking up with the Love Holt grant funder to see if there

is any additional funding available for play equipment aswell as exploring grants available under Health and Wellbeing.

10. Finance

10.1 The Payments and Receipts for January were circulated prior to the meeting. The Clerk notified Cllrs of two additional payments, clerk expenses totalling £130.06 (£60 phone top up, £38.97 putty glue for Spout Hills Pond, £15.99 folders, £15.10 stamps purchased). The Clerk also informed Cllrs of the new Defibrillator which has been ordered at a cost of £1495 this cost is due to be reimbursed by a local donation. HTC will be responsible for purchasing the cabinet and installation which costs £200.

All payments were PROPOSED by Cllr Payne and SECONDED by Cllr Traynier and AGREED by all.

10.2 Quotes have been received for two Memorial Benches priced at £275 each, the benches can be delivered in April and altogether have a £50 saving off retail price. Cllr Philo PROPOSED the purchase of the benches and this was SECONDED by Cllr Williams and AGREED by all.

10.3 It has been suggested that a letter and certificate should be delivered to all businesses which have been open throughout the pandemic, to say thank you. Costs for the certificates are £84 plus VAT this includes design and foiled printing. The Holt Heroes certificates were PROPOSED by Cllr Smith and SECONDED by Cllr Wright and AGREED by all.

10.4 The amended Financial Regulations were circulated prior to the meeting. On a PROPOSAL from Cllr Batey and SECONDED by Cllr Moore and AGREED by all the Financial Regulations were adopted. The Financial Regulations will be available for all to see on the Councils website.

11. Planning

11.1 The planning report was circulated prior to the meeting. In addition to those comments included in the report the following planning applications have been received ;

- **RV/20/2662 Land East OF 42 Cley Road** – Cllrs asked that the road from Cley Road to Woodfield Road which is currently proposed as a no through road could

be adapted to allow for the Hopper Bus to pass through. This would enhance the bus route allowing it to follow a circular route around the town. Cllrs AGREED to support the planning application with this amendment. Cllr Prior asked for an update on what affordable homes are to be delivered, Clerk to provide Cllrs with an update.

- **PF/20/2675 – 4 Kenwyn Close** – No comments were made.
- **PF/20/2674 – The Castle, 1 The Grove** – The application has been amended to a pitched roof as previously suggested by the Town Council, therefore Cllrs had no comments to make.
- **PM/20/2643 Care Home** – A discussion took place regarding the traffic free walkway to the underpass and this was clarified as the existing pathway to Hempstead Road. Cllr Payne asked for s106 contributions for the Hopper Bus and Cllrs AGREED to support the application.

11.2 All comments on planning applications above and the February Planning Report were PROPOSED BY Cllr Wright and SECONDED Cllr Payne and AGREED by all. It was noted that Cllr Philo supported the Gresham's planning application included in the monthly planning report.

12. Industrial Land

12.1 Cllr Moore raised concerns regarding the new employment site which has been proposed in the Local Plan off Hempstead Road with an entrance off Nightjar Road. Cllr Moore felt that developing this site would be a mistake as traffic would need to pass through a residential area. Land located off the A148 would be much more attractive for industrial land.

12.2 It was AGREED to defer this item to the March meeting as Cllr Butikofer was not present.

13. To exclude members of the public under the Public Bodies (Admissions to Meetings) Act 2011 to discuss a personnel, contractual and financial matter.

13.1 A personnel matter – the recruitment of a new Maintenance person on 20 hours per week and paid £8.75 per hour, along with a small pay increase for the existing maintenance staff was PROPOSED by Cllr Payne and SECONDED by Cllr Wright and AGREED by all.

13.2 A contractual matter – to agree a new Payroll Provider. Three quotes were circulated prior to the meeting, Cllr Smith PROPOSED the Council go with MW Bookkeeping this was SECONDED by Cllr Curley and AGREED by all.

13.3 Holt Hall – The Clerk circulated a Vision Statement from the Friends of Holt Hall prior to the meeting for Cllr information. Cllrs discussed trying to secure land in the town for further allotments, since the demand for the Lovells site has been so high. Holt Hall was mentioned along with a number of other suggestions which the Clerk will investigate further.

14. Members Mardles

14.1 Industrial land, feedback from the letter submitted to the Planning Working Party and review of the Standing Orders are all to be added to next months Agenda.

15. Date and time of next meeting is 8th March 2021 at 7pm via the platform Zoom.

Meeting Ended at 8.40pm

Appendix A

Report from your County Councillor, Cllr Steffan Aquarone

Local elections

Despite the pandemic, local elections have been confirmed as going ahead in May this year - under 100 days from now.

I strongly recommend people register for a postal vote - contact me on steffan.aquarone.cllr@norfolk.gov.uk and I can send you the forms, or visit <https://www.north-norfolk.gov.uk/tasks/electoral-services/apply-for-a-postal-vote/>

An additional Council meeting has been arranged for Monday 22 March 2021 as the April 19 Council meeting will be during the purdah period for the May elections.

Flooding

My thanks to the emergency staff and county council staff for all their work in helping people who have been affected by the recent flooding. For those people who have been affected it can be devastating.

Within the County Council administration this issue seems to have been a low priority for a long time. We're likely to see more flooding as climate change fundamentally alters the way macro weather cycles work. Just repairing and protecting certain areas is not a long-term solution.

We need a joined-up strategy: investing in environmentally sustainable flood prevention work whilst recognising that biodiversity, rewilding and sustainable land management are powerful ways of reducing flood risk as well as repairing the damage done to our environment.

Covid

Although the vaccination programme is catching up with the rest of the country (and because we have a higher proportion of older people, is now ahead of some areas in % terms), care home deaths in Norfolk are now the highest in England and almost 550 Covid-19 patients died in Norfolk's hospitals in January.

The rate of new confirmed infections on January 30 was 272 cases per 100k down from 377 per 100k and the verified weekly infections was 2,466 down 968.

<https://www.norfolkinsight.org.uk/coronavirus> provides some more detailed data.

Email: steffan.aquarone.cllr@norfolk.gov.uk **Tel:** 01603 327827

Appendix B

North Norfolk District Council Report February 2021

Cllr. Georgina Perry-Warnes

- As you know, Duncan Baker MP has stepped down as District Councillor for Holt, and I would like to express my appreciation for all he has done in this role, and thank him. We worked together very well, and I will miss him, but I wish him all the best in his role as Business Ambassador for the region, and as the Member of Parliament representing North Norfolk. A Notice of Vacancy for the ward seat will be displayed shortly, and the formal Notice of Election inviting nominations will be published towards the end of March.

- North Norfolk District Council is inviting residents in 5 Conservation Areas to let them know what they find special about the historic settlements of Baconsthorpe, Glandford, Hempstead, Holt and Leatheringsett. The public consultation will directly inform the Council how the Conservation Areas can be best managed in the future and what residents consider to be most important about their village or town. The five Glaven Valley settlements are undergoing a Conservation Area Appraisal, which will review the conservation area designation and protect their character through the planning process. The Council's appointed heritage consultants, Purcell, have drafted appraisals for each of the five settlements, defining their special qualities and identifying the issues which threaten them. The documents aim to provide guidelines for the public, developers and planners for future proposals in these areas and retain the character of the area. With the Council unable to hold public meetings and exhibitions on the reviews,, the public are invited to submit feedback, questions or identify what they love most about the area they live in through our online consultation arrangements with the draft appraisal review documents. The consultation period is now open.

<https://www.north-norfolk.gov.uk/tasks/conservation/glaven-valley-conservation-areas-review/>

- Census day is Sunday 21 March 2021. Everyone needs to complete the census. The census is a unique survey that happens every 10 years, run by the Office for National Statistics (ONS). It gives us a snapshot of all the people and households in England and Wales – the most detailed information we have about our society. It's important that you fill in your census questionnaire. Without the information you share, it would be more difficult to understand our community's needs and to plan and fund public services. The ONS is independent from government. Your details are protected by law and information published is always anonymous. You can fill it in online as soon as you get your access code in the post. If your household circumstances change before Census Day, you can let the ONS know. If you, or anyone you know, needs help, there's a wide range of support

services available. These include a contact centre that can give you help over the phone and guidance in a range of languages and accessible formats, including paper questionnaires and large print. If you need help or have any questions, visit www.census.gov.uk

- The latest 7 day rolling average for the number of Covid19 infections in North Norfolk has fallen significantly since the beginning of lockdown, with NN showing the fastest rate of fall in Norfolk. The vaccination rollout has put us in the top 6 of CCG areas nationally, with 91% of over 80s having taken up the offer of a vaccine. We have moved on to the over 70s, and more national level delivery centres are planned to open soon, alongside the CCG venues.

- There is a food bank operating at Holt Youth Centre on Fridays 1.30 - 3pm, with a collection box for donations there and in St. Andrews Church. In addition, The Treehouse operates a community fridge and provides children's packed lunches on Charles Road. Please check on their Facebook page for opening hours and to let them know requirements.

- On Thursday 6 May 2021 elections will be taking place in North Norfolk with electors voting in the Norfolk County Council elections and the Norfolk Police and Crime Commissioner Election. Given the ongoing situation with the Covid-19 pandemic we want to give electors as much time as possible to change voting arrangements if voting in a Polling Station during the pandemic is not desired. An application form can be accessed on the NNDC website. Alternatively, email: postalvotes@north-norfolk.gov.uk or phone: 01263 516046 to be sent a form. (Please note that any application for a postal vote must be completed by hand using 'wet ink' - digitally signed applications cannot be accepted. The cut-off for postal votes is Tuesday 20th April at 5pm.) Completed applications can either be returned by email to postalvotes@north-norfolk.gov.uk or posted to Electoral Services, North Norfolk District Council, Holt Road, Cromer, NR27 9EN

In order to apply for a postal vote you must be a registered elector within North Norfolk. If you need to register, the easiest way is online at www.gov.uk/register-to-vote but again alternatively you can phone 01263 516046. Given the anticipated high volume of applications for postal votes we advise you to make your applications as soon as possible.

- The Council regrets that the rescheduled Mammoth Marathon event due to take place on May 16 has been postponed until a date to be confirmed in May 2022 due to Covid safety concerns. With around 1,000 runners expected to take part and projected crowds of 2,000-plus spectators at points along the route from Sea Palling to Sheringham, the decision to postpone the event again has been taken due to the current UK lockdown and uncertainty as to what anti-Covid regulations might be in place this May.

- Due to the overnight snow it has been decided that it is not safe to undertake bin collections today (Monday). It is hoped that collections can be resumed tomorrow, subject to conditions being safe. Collections will run a day late for all rounds, catching up by working an extra day on Saturday. Please leave your bin out on your normal collection day and we will collect it as soon as we are able to.

Under the national lockdown restrictions, you must stay at home and can only leave home for limited reasons, including to:

- Shop for basic necessities, for you or a vulnerable person
- Go to work, or provide voluntary or charitable services, if you cannot reasonably do so from home.
- Exercise with your household (or support bubble) or one other person, this should be limited to once per day, and you should not travel outside your local area.
- Meet your support bubble or childcare bubble where necessary, but only if you are legally permitted to form one.
- Seek medical assistance or avoid injury, illness or risk of harm (including domestic abuse).

The NNDC customer services reception is closed for walk in face-to-face enquiries, but staff are available to help you and can be contacted through the NNDC website, by phone or email.

Face-to-face appointments are only available for genuine emergency situations, vulnerable residents or complex cases which cannot be dealt with via other means.

For up-to-date information about NNDC services and links to useful advice, see our Coronavirus page.

If you are a resident and need support relating to COVID-19 please email us at NNDCCovid19@north-norfolk.gov.uk or phone the helpline 01263 516000.

North Norfolk District Council has information about the support we offer residents and businesses during this time on its website, on: www.north-norfolk.gov.uk/tasks/projects/coronavirus The page will be updated as and when grants become available or are amended by Government so please keep an eye on developments.

