

Holt Town Council

The minutes of the Holt Town Council Meeting on Monday 12th June 2023 at the Meeting Room at the Playing Fields Association, Woodfield Road, Holt.

Attendees: Cllr Sarah Tribe (Mayor), Cllr Phil Wright (Deputy Mayor), Cllr Martin Batey, Cllr Ray Moore, Cllr Sue Barham, Cllr Chris Bishop, Cllr Bryan Payne, Cllr Maggie Prior, Cllr Sandy Roper, Cllr Anita Jones and Town Clerk Gemma Harrison.

1 member of the public present

1. Welcome

1.1 Cllr Tribe welcomed everyone to the meeting and asked for a minute's silence in memory of John Blyth who had previously served on the Town Council.

2. Apologies for absence.

2.1 Apologies received by Cllr Smith, Cllr Williams and Cllr Doran.

2.2 Apologies were also received from County Cllr Eric Vardy.

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 is a District Cllr and as such will be abstaining from the discussion on planning matters at item

4. Police Matters.

4.1 PC Graham Gower-Smith gave his report. The focal of vandalism taking place is at the Albert Street Toilets. The Police have detained 4 youths who have been interviewed on the vandalism and the work is ongoing with other agencies to help alleviate the problems. Graham stated that CCTV would be helpful and that Crimestoppers works really well.

5. Announcements by Mayor.

5.1 Cllr Tribe thanked the Clerk for arranging really interesting Cllr Training. Cllr Tribe stated that she met with Love Holt as part of introducing the new Council, Love Holt

are still putting their committees together and will let us know who is on each committee by the end of June.

5.2 No events have been attended by the Mayor this month.

5.3 The Mayor Chain dates back to 1943, the present chain was given in 1968. It was noted that in 2012 HTC voted to reinstate the title of Mayor. Some of the links are blank and everyone AGREED to update the chain with past Mayors. Cllr Tribe to get quotes for the engraving. **ST**

5.4 Cllr Tribe stated that the aims and achievements for HTC in the next 12 months are;

- To Complete the MTI works on Fish Hill
- To deliver the first segment of the Green Wheel
- To hold a Referendum for the Neighbourhood Plan
- To adopt and consult on the Holt Vision 2023 amended document

6. Agree the Minutes of:

- **Town Council Meeting dated Monday 15th May**

The minutes were circulated prior to the meeting, they were PROPOSED by Cllr Wright and SECONDED by Cllr Batey and AGREED by all.

- **To note the Minutes of Holt youth Council dated 23rd May 2023.**

The minutes were circulated prior to the meeting and noted by all present.

7. Matters Arising (for information and not included on the main Agenda).

7.1 Telegraph Pole Station Road – Clerk to contact Openreach for a quote for removal and to look at dropped kerb options.

7.2 Employment Land – On main agenda.

7.3 Peacock Lane – Obstructing Vehicles, there are still 4-5 vehicles parked here every day. The enforcement officer has been present. Clerk to report back to Kings Lynn that the problem still exists. **GH**

7.4 Defib – The new defib for the Playing Fields has now been ordered.

7.5 CCTV – A meeting was held with Cromer Town Cllrs Tim Adams and Richard Leeds to understand how Cromer have achieved the recent installation of CCTV in their town.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

- A member of the public attended the meeting but did not have any questions for the Council.
- Holt Hopper – Clerk updated the council on the Hopper Bus Service, NCC are looking at the future of the Hopper Bus and analysing other options which may be a more viable available.

8. Reports; To be Circulated in advance of the meeting

- **Norfolk County Council** - Circulated prior to the meeting.
- **North Norfolk District Council** – Circulated prior to the meeting. Cllr Batey added that the Bacton Gas site will continue to extract gas for the foreseeable future. Hornsea No.3 and No.4 and Dudgeon all coming in at Weybourne.
- **Love Holt** – Circulated prior to the meeting.
- **Greening Holt** – Circulated prior to the meeting.
- **Holt Youth Council** – Circulated prior to the meeting.

9. Streetlighting

9.1 The quote for a further 5 column replacements was presented to the council, the column replacements were PROPOSED by Cllr Wright and SECONDED by Cllr Jones and AGREED by all. Clerk to contact Cozens with the update. GH

9.2 The installation of an additional light on Letheringsett Hill was discussed, Clerk to approach NCC, a further two may be needed the otherside of the road. Clerk to request the lighting installations and respond to resident who had made the original request.
GH

9.3 The streetlighting on Thornage Road was discussed. Clerk to contact Cllr Vardy to discuss an additional light on Thornage Road. Cllrs were keen to move the 30 mph zone further down Thornage Road. Clerk suggested moving the SAM2 to Thornage

Road to record Speed. It was also suggested by Cllrs to ask residents their opinion of traffic flow and speeding on Thornage Road. GH

9.3 The S38 streetlighting agreement for Cley Road was PROPOSED by Cllr Wright and SECONDED by Cllr Moore and AGREED by all. It was AGREED that original LED lighting would be preferred. Clerk to report back. GH

9.4 It was noted that a new light needs to be installed on Fish Hill using MTI funds. Clerk to arrange direct with Cozens. GH

9.5 It was noted that No.13 streetlight is always on, clerk to report. GH

10. Highways and Footpaths

10.1 The proposed feasibility study for a roundabout on Edinburgh Road was discussed, it was AGREED to put the Feasibility Study on hold until the new school is up and running.

10.2 A trod on Thornage Road was discussed, Clerk to request NCC survey the route to see if a Trod could be achieved. GH

11. Committees (Lists circulated ahead of the meeting for comment)

11.1 A discussion took place on the Committee's for the next year and the following was AGREED, the full list of Committees can be found at Appendix A.

11.2 The engagement and communication which was AGREED.

11.3 It was AGREED to name the Neighbourhood Plan Finishing Group just the Neighbourhood Plan.

11.4 Personnel Committee – This was AGREED at May's meeting.

11.5 Spout Hills Committee was AGREED by all.

11.6 Municipal Priorities Committee – AGREED by all.

11.7 Holt Vision Committee –Clerk to arrange an update for all Cllrs. The Committee was AGREED as previously circulated.

11.8 Industrial Land – Remove Cllr Wright and replace with Cllr Prior, this was AGREED by all.

11.9 Planning Committee – AGREED by all.

11.10 Recreation and Access for All – AGREED by all, it was noted that involvement was needed from the Youth Council.

11.11 Finance – AGREED by all.

11.11 Allotments – AGREED by all.

11.12 Grants, fundraising and awards – amend to remove Cllr Tribe and add Cllr Prior. The amendment was AGREED by all.

11.13 Holt Playing Fields –It was AGREED Cllr Barham will be the HTC representative.

11.14 Clerk to check to see if Andy is happy to continue as Flag Officer. GH

11.15 The above amendments were PROPOSED by Cllr Wright and SECONDED by Cllr Prior and AGREED by all.

12. Planning (Report circulated prior to the meeting)

12.1 Cllr Batey left the meeting. Cllr Moore PROPOSED the planning report for June, and this was SECONDED by Cllr Wright and AGREED by all. Clerk to respond to applications online. GH

12.3 Cllrs to feed any comments on Land West of Pound Close to Cllr Prior who will be representing Holt Town Council at the Development Committee.

12.4 Cllr Batey returned to the meeting.

13.Finance (circulated prior to the meeting)

13.1 The payments (£26,687) and receipts (£2620) for the month of May were PROPOSED by Cllr Roper and SECONDED by Cllr Payne and AGREED by all.

13.2 No further action is needed for the installation of a bin south of the bypass at this time as one is being ordered by a third party.

13.3 A budget of £500 for the Holt Youth Council was PROPOSED by Cllr Batey and SECONDED by Cllr Prior and AGREED by all.

14. Correspondence

14.1 HTC have been consulted on further closure on Bull Street for Anglian Water to undertake connection works, it was AGREED to close the access with emphasis if possible being given to works only taking place Monday – Wednesday. Pedestrian access and access to Lee's Yard must remain open and unaffected. Clerk to report back to Highways. GH

14.2 Holt Playing Fields wrote to HTC, the letter was noted and HTC stated their support for the Playing Fields, HTC are unable to offer any financial support in addition to the annual grants at this time.

14.3 Cycling and Walking Strategy – Note the consultation deadline is 13th July, all comments to be fed back to the Clerk. GH

15. Skate Park

15.1 Cllrs received an update on the skate park proposal. It was noted that Anglian Water and Hornsea offered possible funding possibilities. The skate park should be made out of concrete for minimum future maintenance.

15.2 The skate park terms of reference was discussed, and it was AGREED a separate committee should be set up with a separate bank account, HTC are able to give some financial support towards the project. It was AGREED that Cllr Roper should be the HTC representative on the committee.

It was PROPOSED by Cllr Prior and SECONDED by Cllr Roper and AGREED by all to extend the meeting past 2 hours, (as agreed in the Standing Orders).

16. Holt Lights

16.1 The Holt Lights Committee was discussed; it was AGREED by all that HTC will support the Holt Lights Committee. Such support would include offering a Cllr to sit as a representative of HTC on the committee, the Maintenance Team will provide support leading up to the Lights Switch On event with distributing signage, and HTC would help promote the Switch On event through the Tourist Information Centre.

16.2 Cllrs were keen to see the committee remain separate to HTC and raised concerns on the late planning for the event this year.

17. Heath Farm Allotments

17.1 The delays for the transfer of the Heath Farm Allotments was discussed. It was noted that Lovells had not delivered the transfer since the occupation of the 200th dwelling as per the S106 agreement. Clerk to raise with NNDC and seek legal advice.

GH

18. Industrial/ Employment Land

18.1 Clerk to ask for an update from Rob Young at NNDC.

18.2 Cllr Tribe to sit down with Cllr Moore to be briefed on the situation.

19. Neighbourhood Plan

19.1 To note the date of the Neighbourhood Plan Referendum on Thursday 29th June 2023 at the Holt Methodist Church. Documents can be viewed on the HTC website, NNDC website, in person at Nelson House and in the Holt Library.

20. Agree items for the next Agenda.

20.1 Neighbourhood Plan, Jubilee Slate, Heath Farm Allotments.

21. Agree date and time of next meeting.

21.1 The next Town Council Meeting will be held on Monday 10th July at 7pm at Holt Playing Fields.

The meeting ended at 9.30pm

Appendix A

Committees (Adopted June 2023)

Engagement, Communication (including Holt Honors Award)	
2 HTC Member	Cllr Doran
	Cllr Bishop
	Town Clerk

Neighbourhood Plan	
3 HTC Members	Cllr Moore
	Cllr Payne
	Cllr Prior
Holt Town Clerk	Secretary

Personnel Committee - AGREED	
Mayor	Cllr Tribe
Deputy Mayor	Cllr Wright
HTC Member	Cllr Smith

Spout Hills Committee	
Vice Mayor	Cllr Wright
HTC Members	Cllr Payne
	Cllr Jones
Secretary	Town clerk
4 EX-Officio members	Dr. Tony Leech
	Mrs Fiona Jolliffe
	Ben Philo
	Vacancy Member of the Public

Municipal Priorities Committee (Highways, streetlights, bins, benches, speed limits, footpaths, verges)	
Mayor	Cllr Tribe
	Cllr Williams
HTC Members x4	Cllr Bishop
	Cllr Moore
	Cllr Barham
Secretary	Holt Town Clerk
Holt Vision Committee	
HTC Cllrs	Mayor Sarah Tribe
	Cllr Smith

	Cllr Payne
	Cllr Moore
	Charles Sanders
	Iain Wilson
	Phil Reily / Kevin Townly (NCC)
	Martyn Fulcher (NNDC)
	Nigel Hadlow (Love Holt)
	Keith Gosden (Holt Society)
	Nick Baker/ Carl Milton (B&L)
Secretary	Town clerk

Industrial / Employment Land	
	Cllr Prior
5 HTC Members	Cllr Moore
	Cllr Payne
	Cllr Batey
	Cllr Williams
Secretary	Town Clerk

Planning	
Deputy Mayor	Cllr Wright
Plus 4 HTC Members	Cllr Prior
	Cllr Moore
	Cllr Payne
	Cllr Jones
Secretary	Town Clerk

Recreation and Access for All	
	Cllr Bishop
	Cllr Prior
	Cllr Roper
	Town Clerk (Secretary)

Finance	
3 HTC Cllrs	Cllr Tribe
	Cllr Payne
	Cllr Moore
Secretary	Town Clerk

Allotments	
3 HTC Cllrs	Cllr Tribe
	Cllr Jones
	Cllr Barham

Secretary	Town Clerk
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Grants, Fundraising and Awards	
3 HTC Cllrs	Cllr Prior
	Cllr Smith
	Cllr Roper
Secretary	Town Clerk
Other Council Appointments	
Internal Control Officer	Cllr Smith
Data Protection Officer	Town Clerk
Holt Playing Fields	Cllr Sue Barham
SNAP Representative	Town Clerk
Love Holt	Cllr Smith
Flag Officer	Andy Turner