

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 12th February 2024 at the Meeting Room of The Holt Playing Fields Association, Woodfield Road, Holt.

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

Four Members of the public present.

1.Welcome

1.1 Cllr Tribe welcomed everyone to the meeting.

2.Apologies for absence.

2.1 Cllr Williams and Cllr Barham gave their apologies.

2.2 Apologies were accepted.

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 Moore stated an interest in Item 11, Holt Playing Field.

3.2 Cllr Batey stated an interest in Item 13, Planning.

3.3 Cllr Roper stated an interest in the Owl Skate Park.

4.Police Matters.

4.1 PC Graham Gower-Smith gave his report. There have been 10 crimes reported in recent weeks, 2 people have been arrested, bail conditions mean that the two arrested are not allowed in town after 7pm.

4.2 There was a report of a missing person that has been found.

4.3 It was noted that PC Graham Gower-Smith is working with a support group who are reaching out to troubled families, specifically to do with young people.

4.4 The lights on the pedestrian crossing in Holt has been reported as dangerous with lots of near misses being recorded. The markings need to be re-done. Clerk to raise the markings with NCC Highways. PC Graham Gower-Smith to speak to County Cllr Eric Vardy about what can be done. GH

5. Announcements by Mayor.

5.1 A meeting took place on Heath Farm roundabout, organised by MP Duncan Baker and attended by Cllr Tribe, Cllr Moore and Cllr Batey. Cllr Vardy stated that Steve White has stated that the proposed action has been agreed as advanced signage *slow down*, *slow* markings on the road, road markings refreshed, near side reflector posts on the approach, speed limit to be reviewed, NCC will provide timber bollards for Lovells to install between the hedge and fencing.

5.2 Cllrs were keen to impress that overhead lighting was needed, low level uplighters were deemed not sufficient from Cllrs. Clerk to report back to NCC Highways. GH

6. Guest Speakers Anglian Water: Proposed additional foul discharge in Holt.

6.1 Four representatives from Anglian Water attended the meeting to give an update on the proposed additional foul discharge into the Holt sewage network. It was noted that Anglian Water are decommissioning the water recycling centre in Edgefield, which is located along Turkey Lane. The sewage currently processed there will have to be pumped elsewhere. The nearest foul catchment is Holt. The proposal is to build a new rising main, from Edgefield to Holt to accommodate the 22 houses, The Pigs and any future growth.

6.2 The proposed timeline for the works to take place is Summer 2025. There are several restrictions due to Orsted, school holidays, the shooting season and when the pigs will be out of the fields.

6.3 Cllr Bishop asked why the proposal is not to discharge into the Briston Works. Anglian Water to report back on why Holt is the preferred route over Briston.

6.4 Cllr Batey and Cllr Payne asked about whether future growth in Holt would be affected. It was confirmed that the pipe system would have enough capacity for additional sewage.

7. To Agree the Minutes of The Holt Town Council Meeting dated Monday 8th January 2024

7.1 The minutes were circulated prior to the meeting. They were PROPOSED by Cllr Smith and SECONDED by Cllr Roper and AGREED by all. The minutes were signed by the Mayor.

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

- Employment Land – A meeting will be held on 1st March at NNDC to discuss available employment land options.

- Post Box – Cllr Moore updated everyone on the ongoing contact with Royal Mail to install a new post box. A further request for re-opening the old post box on or near to the sorting office has been made. **RM/CB**
- Star Plain – Old Carpet Shop Works. Clerk updated everyone on the proposed works which still have no new start date. Clerk to try to establish what the problem is between the applicant and NNDC and in the meantime to ask the landowner to tidy up the site. Clerk to keep District Cllrs updated on any progress made. **GH**
- To note the recent Cllr Vacancy. Cllr Doran has resigned, the resignation was noted and accepted by the council. Clerk to add co-option/Cllr Vacancy to the next agenda provided an election is not called. **GH**
- Cemetery Extension – Clerk to speak to the landowner of the field adjacent to the cemetery to see what options are available to HTC. **GH**

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

- A member of the public asked for an update on the proposed trees to be planted along Nightjar Road. Cllr Tribe confirmed a meeting had taken place with Lovells and that they had gone away to check services and agree tree types.
- A member of the public complained about buses being stationery outside houses and concerns about the speeding. It was suggested a resident's group should be set up for the estate, Cllr Barham is a Town Cllr who lives on the estate, and as such the idea will be discussed with her on her return.

GH/SB

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

9.1 Norfolk County Council – Report circulated prior to the meeting and can be seen at Appendix A.

9.2 North Norfolk District Council – Cllr Batey stated that it is very quiet due to the Local Plan Hearings taken place.

9.3 Love Holt Report– Circulated prior to the meeting and available at Appendix B. Cllr Prior stated that Holt is desperately short of a good chemist, and appropriate children's clothing and shoe shops. Cllr Payne suggested the shops attracted to Holt were due to the current market forces. Everyone AGREED that Holt Town Council does support the Holt Lights.

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Signed Sarah Tribe (Holt Mayor)Dated 12th February 2024

9.4 Greening Holt – Circulated prior to the meeting and can be seen at Appendix C.

9.5 Skate Park Committee –it was AGREED that Holt Town Council will keep up to £1000 in the bank account on behalf of the Owl Skate Committee until they are able to open their own bank account.

10. Heath Farm Allotments

10.1 The Clerk gave an update on the registration process for an allotment at Heath Farm. Residents living in Holt can register by contacting the HTC office and allocation will be via a ballot at the March HTC meeting. The Allotment Working Group have met to discuss and agree the draft policies listed below.

10.2 The Terms of Reference for the Allotment Working Party was circulated prior to the meeting and AGREED by all. The document is available on the HTC website.

10.3 The allotment tenancy agreement was circulated prior to the meeting. An amendment was suggested for an annual rent of £25 per year. The allotment tenancy was AGREED (with amendment) by a majority vote and is available on the HTC website.

10.4 The allotment rules and regulations were circulated prior to the meeting and AGREED by all. They are available on the HTC website.

10.5 The car park license issued by Lovells was circulated prior to the meeting. It was PROPOSED by Cllr Jones and SECONDED Cllr Wright and AGREED by all. Everyone AGREED to sign the license. GH

11. Playing Fields

11.1 The Clerk to report back to FIT on the unsatisfactory clauses included in the Deed of Dedication agreement which refer to future control by FIT. Item deferred to the next meeting. GH

12. Beresford Road Street Lighting Plan

12.1 The latest street lighting plan for the Beresford Road site was circulated prior to the meeting. Cllrs all voted to AGREE the plan including the lighting on the lower road adjacent to the Country Park.

13. Planning (Report circulated prior to the meeting)

13.1 Cllr Prior PROPOSED the planning report and Cllr Moore SECONDED the report which was AGREED by all. The Planning Report is available on the HTC website.

13.2 Cllr Payne and Cllr Prior stated that the Local Hearings are going well. Employment land was discussed along with affordable housing problems in Holt. Both Cllr Payne and Cllr Prior have been representing HTC at the Hearings.

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14. Finance (circulated prior to the meeting)

14.1 Cllr Payne stated that the Owl Trail website domain cost needed to be shared with the 3 partners. Clerk already aware and will invoice shortly. The payments, receipts and bank reconciliation (Appendix D) were circulated prior to the meeting and PROPOSED by Cllr Batey and SECONDED by Cllr Roper and AGREED by all.

14.2 The proposed new cemetery fees from 1st April 2024 were circulated prior to the meeting. They were PROPOSED by Cllr Wright and SECONDED by Cllr Batey and AGREED by all. Clerk to circulate to local undertakers. GH

15. Correspondence

15.1 Food Waste Composting – will be rolled out by NNDC by 31st March 2026.

15.2 Streetlights on Station Way – Further requests have been received for lights to be installed on Station Way. Lighting may be looked at under planning for when the new car park is being considered.

15.3 Reports were noted from concerned residents regarding the recent accident at Heath Farm roundabout. The item was discussed earlier in the meeting.

15.4 Fire breaks for residents living adjacent to the Country Park have been discussed with District Cllr Martin Batey.

16. Council Policies

16.1 The Draft Biodiversity Policy for the Council was circulated prior to the meeting, it was PROPOSED by Cllr Wright and SECONDED by Cllr Batey and AGREED by all.

16.2 The HTC Grievance and Disciplinary Policy was circulated prior to the meeting; it was PROPOSED by Cllr Prior and SECONDED by Cllr Smith and AGREED by all.

17. Council Priorities

17.1 Item deferred to the next meeting.

18. Town Map

18.1 The final revisions to the Holt Town Map were discussed, it was AGREED to add the Petrol Station onto the map. The map was AGREED (with noted amendment) by all.

19. Public Toilets

19.1 The Clerk gave a progress report for the Church Street Toilets and confirmed they will be re-opened in time for Easter.

19.2 The tender is out for the refurb of the NNDC owned Albert Street Toilets. No date has yet been agreed for the work to take place.

20. Agree items for the next Agenda.

20.1 Council Priorities, FIT/Playing Fields transfer, Cemetery Extension, heath Farm Roundabout.

21. Agree date and time of next meeting.

21.1 Town Council Meeting Monday 11th March 2024 at 7pm at Holt Playing Fields.

Meeting finished 20.58

Appendix A - NCC Report

More than ten thousand Norfolk children benefit from mental health programme in first year

A children's mental health and wellbeing programme, funded by Norfolk County Council, has supported more than 10,000 in its first year.

The Rise Up programme gives children and young people valuable knowledge and strategies to support their mental health and is being delivered in secondary and special schools across the county. 93% of young people said that their ability to manage their wellbeing improved after completing the programme.

Created and delivered by Future Action, in partnership with Norfolk County Council's Virtual School for Children in Care, Previously in Care and Children with a Social Worker, the course aims to help children build confidence, reduce their anxiety, and create a sustainable wellbeing programme within 90 days.

More than 350 teachers across 62 secondary and special schools in Norfolk have taken part in the online training programme, which delivers a nine-step programme to help support the mental wellbeing of children and young people.

The RISE Up toolbox of strategies, physical activities and comprehensive set of resources allows teachers to deliver classroom and small group-based work which helps young people improve their wellbeing, understanding the challenges facing their mental wellbeing and approaches to overcoming them.

NCC said "Tackling the growing concerns around the mental health and wellbeing of children and young people is vitally important and the RISE Up programme is a brilliant tool to help us do that." "Teachers are perfectly placed to play a part in supporting young people to understand stress and anxiety, the impact it can have and how we can look after ourselves and those around us."

Rob Connelly, Executive Headteacher at Harleston Sancroft Academy said: "As a community, we have benefitted greatly from the ongoing work and support offered by Norfolk County Council's Rise Up programme. It has played a crucial role in developing our curriculum, aligned to our vision where all members of the community are supported to experience 'Life in All Its Fullness'.

"We are acutely aware of the ongoing and ever-changing pressures and challenges faced by children and the wider community, and we have a shared responsibility to provide support, both within, and beyond the classroom because people matter."

Neil Moggan, Founding Director of Future Action, said: "We are delighted to continue our collaboration with Norfolk County Council, our partner schools and brilliant teachers across the county who give so much to our young people. It is vital that our teachers are equipped with the skills to support young people in a post lockdown education world so our children can thrive."

"We have been delighted with the take up from colleagues, their reviews of the course and the impact it is having in the classroom. We love showcasing their stories and highlighting the brilliant work they are doing on a daily basis. Norfolk County Council is leading the way on a national level with more and more areas of the country following their lead. We encourage any teachers and schools in Norfolk who want to be part of programme to reach out to us."

Following the successful partnership between Future Action and the Virtual School for Children in Care, Previously in Care and Children with a Social Worker, Norfolk County Council has commissioned the programme for a second year.

In its second year, the programme aims to embed the programme across more schools and staff to enable teachers:

- To identify individual young people struggling with their mental health and direct them to the specialist support they need as early as possible

- To provide more young people with a range of self-care strategies to protect and build their mental wellbeing to transform their life chances and reduce the pressure on upstream services
- To teach the link between physical activity and mental wellbeing

In addition, the council has commissioned a 'Trauma Informed PE' programme, also delivered by Future Action. The aim of the programme is to:

- Educate PE teachers about the impact of childhood trauma and the eight protective factors
- How colleagues can create psychological safety to transform outcomes in the short and long term
- The link between physical activity, play and mental wellbeing

Secondary and special school teachers or teaching assistants within Norfolk can contact futureaction.co.uk to access the courses.

Further information about the Virtual School and the offer to Children in Care, Previously in Care and Children with a Social Worker can be found by emailing Virtual.SchoolsCwSW@norfolk.gov.uk

Focus on prevention and supporting people to live independently as council refreshes strategy for Adult Social Care

Supporting people to live independently is at the heart of Norfolk County Council's proposed five-year strategy for Adult Social Care, as the council reshapes its approach based on feedback from residents and service users.

Members of the People and Communities Select Committee met on 19th January and heard about how the council proposes to respond to the challenges facing adult social care and how it has used people's views to inform its proposed strategy.

Councillors were asked to endorse the strategy, which focuses on three key areas – prevention and early help, supporting people to live independently, and ensuring there is the right support for people with multiple and complex needs.

Over the summer, the council held focus groups, ran a survey and worked with partners to facilitate a range of conversations about adult social care.

The responses have been grouped into six themes, which have helped to shape the strategy.

People told the council:

- They would like to understand more about the services we provide
- The council should ensure information is easy to find
- The council should be consistent in the way it communicates with people
- Some carers would like more support in certain areas
- People with sensory support sometimes feel they would like more support accessing information
- Co-production and engagement should be a priority

The strategy will need to be considered by the council's Cabinet and Full Council before it can be fully adopted.

Appendix B – Love Holt Report

LOVE HOLT REPORT TO HTC 12 FEBRUARY 2024

Love Holt continues to play a crucial role in representing, supporting, and connecting local businesses, especially during these challenging times. The back-to-back crises of Covid-19, the war in Ukraine, and economic uncertainties have indeed posed unprecedented challenges for businesses in the town.

The fact that Love Holt has been able to help businesses thrive and survive during such difficult times is a testament to its dedication and effectiveness. Providing support and connection is vital in fostering a resilient local business community. The mixed outcomes of Christmas trade in 2023, despite notable Royal visits and good visitor footfall, highlight the complexities businesses face in the current economic climate. It's unfortunate that spend fell short for some, but it's important to acknowledge the efforts made and lessons learned during these times. Moving forward, Love Holt will collaborate with businesses to strategise and find innovative solutions to address the economic challenges. Whether through targeted marketing initiatives, community events, or support programmes, a collaborative approach can help boost the local economy and enhance the overall business environment in Holt.

Retail Landscape:

There are several developments and changes happening in Holt:

1. New Retailer - The Feel Good Space in Feathers Yard:

- A positive development with a new retailer occupying a space in a difficult-to-let area.

2. Retailers Departing from Appleyard - Norfolking Around and Pied

Wagtail:

- Despite the reopening of Budgens car park, Appleyard retailers are struggling to attract sufficient footfall.
- There is a suggestion to position the new Holt Bank Hub at the Norfolking Around premises, which could potentially help the situation.

3. Love Holt's Involvement:

- Love Holt has directed interested individuals to take on the lease of the Coco shop on Market Place.

4. Disappointment with Progress on Star Plain Development:

- Expressing disappointment that there has been no progress on completing the development on Star Plain.

5. Anticipated Movement of Retailers:

- Love Holt anticipates that there will be a movement of retailers in the town to more favourable locations within Holt in the next few months.

It appears that the retail landscape in Holt is dynamic, with some challenges in certain areas but also positive developments in others. The involvement of Love Holt suggests a community-driven effort to support and guide the changes in the town.

Christmas Lights:

Organising the Christmas Lights and Switch-On Event has been a significant undertaking for Love Holt and its predecessor, the Chamber of Trade. The strain on limited resources, both financially and in terms of human resources, is a common challenge faced by many community organisations.

The fact that the Holt Sunday Market contributed to the funding shortfall for

replacement tree lights in 2023 is commendable. However, the uncertainty of continued favourable NNDC Market Trading License Fees in 2024 emphasises the need for a sustainable and diversified funding strategy for future Christmas Lights and Switch-On Events.

Exploring opportunities for sponsorship and grant funding are crucial steps in securing the necessary financial support. Collaborating with local businesses, community members, and potential sponsors can help identify new avenues for funding.

It's essential and vital to have the support of HTC for the success and continuity of the Christmas Lights and Switch-On Event.

Overall, a thoughtful and collaborative approach to funding and organising the Christmas Lights and Switch-On Event will contribute to its long-term success and ensure that the festive activities remain an important and cherished tradition for the town of Holt.

Appendix C – Greening Holt Report

Sarah and Gemma met with Lovells in order to confirm green agenda for new mixed estate houses and school. This should include creative planting (fruiting trees etc) and areas of unmowed yet managed wild status. All homeowners to be given something in their welcome packs to kick start their gardens (hoping to get Bird Ventures involved). Nest box to each house and hedgehog holes in all garden fences (so that they don't end up corralled in one place :)

Trish has invented and put on a series of winter talks in collaboration with Eco Church - hurrah!

approx 50 at the first talk, perfect for the venue size, Gemma and Sarah to do the March one!

She is looking to extend past March....

Sarah has answered Stephen's questions re getting the bank account open.

Sarah has contacted Helen (One Agency) asking for website help to update and to help clean up the email account which is attracting lots of spam. Helen has also agreed to help us with graphics should we need to use them for Green Wheel or on any merchandise planned.

Green Wheel - also spoken about with Gemma at the Lovells meet. Lovells have agreed to help draw up plans for all sections of the route, not just theirs. Gemma and Sarah to meet up and walk the route, noting key areas that need to be included on the map. Vanessa looking at improving the green wheel logo, currently owl and wheel and/or compass/tree design.

Trish has adapted the original ATS tyre document that could be used by any business. Basically stating how to tidy up and make green/er any site.

Trish is to finish off a general letter to local builders asking them to think green.

Sarah to email both care homes suggesting green things they can do.

Trish used her bird app and identified 14 species of birds on her estate. Suggesting a mini article for Chronicle, I think a good idea - Trish to supply?

Trish asking Gemma and Sarah to look into current planting on site. Allotment area could take x 5 fruiting trees. Social Housing area (Pheasant Close) has no trees at all, looks bare and forgotten.

Bees - both church hives need resupplying, Sarah has a contact but so does Stephen/Father Howard. Can we investigate costs and availability please. My contact is £150 per nuclei. I personally would like one and I think Norman one, or possibly two. Mid spring is a good time to get going on this - end March onwards?

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Signed Sarah Tribe (Holt Mayor)Dated 12th February 2024

Appendix D

Holt Town Council

3 February 2024 (2023-2024)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 29/01/2024

Cash in Hand 01/04/2023 195,662.55

ADD

Receipts 01/04/2023 - 29/01/2024 217,008.28

412,670.83

SUBTRACT

Payments 01/04/2023 - 29/01/2024 274,072.55

A Cash in Hand 29/01/2024 138,598.28

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/11/2023 0.00

Barclays Community Account 29/01/2024 93,356.36

Barclays Business Tracker Account 30/11/2023 34,595.19

Barclays Business Saver Account 30/11/2023 13,520.00

141,471.55

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 138,598.28

212.55

138,385.73

3,085.82

A = B Checks out OK