

Minutes of the Holt Town Council Meeting on
Monday 10th June 2024 at 7pm
at the Holt Playing Fields, Kelling Road.

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

14 members of the public present

1. Welcome

1.1 Cllr Tribe welcomed everyone to the meeting, special thanks was extended to the members of the public sat in the public gallery.

2. Apologies for absence.

2.1 Apologies have been received from Cllr Rodney Smith (family commitment), Cllr Tony Pointer (illness) and Cllr Martin Batey (illness).

2.2 All 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 declared an interest in the Holt Playing Fields as he is a committee member.

3.2 Cllr Williams stated an interest in the finance, as he had an invoice in for payment.

3.3 Cllr Roper stated an interest in the Skate Park as she is a committee member.

4. Police Matters.

4.1 No report received. Cllrs asked for more information regarding the recent assault in town.

5. Announcements by Mayor.

5.1 The announcements by the Mayor can be seen at Appendix A.

6. Agree the Minutes of the Annual Town Council Meeting dated Monday 13th May 2024 and the Annual Town Meeting dated Monday 20th May 2024.

6.1 The minutes to both meetings were circulated prior to the meeting, they were PROPOSED as accurate and correct by Cllr Roper and SECONDED by Cllr Jones and AGREED by all. Clerk to place a copy of the signed minutes in the library. GH

7. Guest Speaker – Anglian Water

7.1 This item has been deferred until next month's meeting.

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

- **Heath Farm Roundabout** – An update has been placed on the website. Clerk to ask whether a speed limit review has been completed. GH
- **Heath Farm Allotments** – Cllr Moore, Cllr Barham and the Clerk met with Lovells. A water connection will be completed on site in the next few days and contractors are on site clearing the site ahead of any handover. Clerk to request a copy of the legal agreement. GH
- **Albert Street Toilets** – Cllrs keep pushing for alternative toilet provision for during the planned works. Clerk to keep pushing for an update in writing which can be shared with Cllrs, Clerk to ask Cllr Vardy for support. GH
- **Church Street Toilets** – The toilets are open, lots of positive comments have been received about the refurbishment.
- **Old Carpet Shop** – Planning Enforcement have been in touch and confirmed there is nothing they can do. Clerk request permission to put some hoarding up and arrange for a local art group to paint it. GH
- **War Memorial** – It is now likely the cleaning works will not take place until September.
- **Bypass Reservation – The weeds will be** sprayed off this week. Planters being placed on the reservation have been refused. Cllr Tribe stated we should continue the dialogue on what could be done on the reservation. GH
- **Bank Hub** – a suitable premise has been located and an offer made to locate a Bank Hub.

- **Post Box** – The site on Fish Hill has been assessed, Clerk to ask for feedback on a possible installation date. GH
- **Playing Fields** – No update. Clerk to liaise with FIT regarding the quarterly payment owed for the Playing Fields. GH
- **Cemetery Consultation** – The revised questionnaire will be going out in the Holt Chronicle this week.
- **Proposed Car Park on the Old Thaxter's Site** – this is progressing well. Clerk to email Cllr Vardy for an update. GH
- **Cromer Road Pavement** – Highways need to be contacted regarding a possible extension of pavement along Cromer Road. GH

9. BID Workshops

9.1 The Clerk gave an update on the BID workshops which Town Cllrs were encouraged to attend. The workshops were held to share information with traders, about the proposal from Love Holt, to create a Business Improvement District (BID) in Holt. Most of the Cllrs have now attended a workshop and are familiar with the proposals. It was noted that poor communication has been a disappointing factor, with some traders still unaware of the proposals. Cllr Tribe made it clear that BID is a Love Holt project, not HTC, however HTC will continue to watch with interest as to what projects will be put forward to be included in the Business Plan.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

14 members of the public attended the meeting to ask questions relating to the proposed BID. Due to the extent of the questions and information asked these have been made available to read in a separate document at Appendix B.

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

- **Norfolk County Council** – Full report can be seen at Appendix C.
- **North Norfolk District Council** – No report.
- **Love Holt** – No report was received; a newsletter has been published for traders on the BID and this was handed out to all Cllrs and members of the public present.

- **Greening Holt** – Full report available at Appendix D.
- **Skate Park Committee** – Full report available at Appendix E.

11. Holt Vision

11.1 The Holt Vision has been delayed due to manpower. The traffic survey data is being analysed by Allies and Morrison, the consultant undertaking the work on behalf of the Town Council. The report will be amended to include the traffic data and then circulated to Cllrs. It was AGREED that a separate meeting should be held in September to discuss the document in more depth. Clerk to re-send the latest version around to Cllrs to refresh their minds on the proposals. It was noted newly elected Cllrs may not be familiar with the document. GH

12. Pond at Spout Hills

12.1 The retaining wall on the pond at Spout Hill has cracked and is going to need repairing soon. In the first instance it was AGREED to get the Town Ranger to have a look at it, a further assessment may be required from a structural engineer. Clerk to add to next months agenda for further discussion and to approve any quotes received for repair. GH

13. Planning (Report circulated prior to the meeting)

13.1 The planning Report was circulated prior to the meeting. Cllr Moore PROPOSED the report and Cllr Willaims SECONDED the report which was AGREED by all. A copy of the report can be seen at Appendix F.

13.2 It was noted that the Development Control Committee approved the Garden House (Peacock Lane) planning application.

14. Finance (circulated prior to the meeting)

14.1 The payments of £24,385.77, receipts of £680.92, and Bank Reconciliation for the total in the bank of £134,426.72 (Appendix G) was shared with Cllrs.

14.2 Cllr Payne asked whether the insurance payment was inclusive of everything including staff legal costs if required and the Clerk confirmed it was. The Clerk noted that the insurance for the Kubota was listed by mistake, and this should instead read

Group Personal Accident Insurance. Clerk has amended Scribe accordingly. The Kubota quote will be shared with Cllrs for approval next month.

14.3 The finance was PROPOSED by Cllr Roper and SECONDED by Cllr Wright and AGREED by all.

15. Correspondence

15.1 The Clerk shared with Cllrs the letter received from a member of the public raising concerns about parking on Kerridge Way. Cllrs agreed that the cash point was causing a problem as people are parking on the road to avoid the car park charges. Cllrs asked again for the Clerk to write to Budgens to ask if they would consider re-introducing 30-minute free parking in all their bays. GH

16. Agree items for the next Agenda.

16.1 Spout Hills Pond, Anglian Water, Playing Fields, Old Carpet Shop and Albert Street Toilets.

17. Agree date and time of next meeting.

17.1 Town Council Meeting Monday 8th July 2024 at 7pm at Holt Playing Fields.

Meeting ended 20.49

Appendix A

Mayor's Report

On 10th May approx half of the town council attended the official opening of the new care home at King's Court. A beautiful evening allowed us to spill out into the newly laid out gardens and grounds, mini tours were available, we got to meet the care home team and congratulate them for bringing the new facility to our town. It was also a great chance for us to meet socially as a group and it was a most enjoyable evening.

We were all present at the annual town meeting, which is hosted by us, for the town to hear our achievements during the past year and our projects and plans for the next. Our guest speaker was Douglas Rob, headmaster at Gresham's, who talked us through the process of acquiring Holt Hall and imminent plans of action.

Many Councillors have taken part in the series of workshops and presentations put on by Love Holt throughout the month regarding suggestions of possibly adopting a BID for Holt (Business Improvement District). A great chance for many aspects of the town to come together and debate whether it is something we wish to adopt - or not. We thank Love Holt for considerable work undertaken so far on this. We await the next steps.

Appendix B

Public Question Time Q&A's

Questions and Answers Holt BID

Public Question Time

The below questions were asked by members of the public attending the Holt Town Council meeting on Monday 10th June. The answers have been written up by the Town Clerk after liaising with Love Holt.

Holt Town Council is currently neutral on Holt BID, it cannot form a stance until the Business Plan has been written and Cllrs can understand clearly what projects are being proposed for Holt. The Town Council will continue to watch the process with interest.

As ever, the Town Council strives to help and support residents and businesses and so will endeavour to help anyone, with any questions about the process, to the best of our knowledge.

A brief outline of what a BID is can be found on the HTC website –

[Holt BID - Holt Town Council](#)

1. Why is workshop 4 restricted and why do you have to register your interest to attend?

When booking a venue for an event you need to be able to state the number of people you expect to attend for insurance purposes. Workshop 3 exceeded its capacity, meaning there were more people present than allowed to be, to comply with the rental terms and conditions. For everyone's safety it is important to ensure capacity is not exceeded. A larger venue has been found to accommodate up to 100 people and booked for the next meeting on 4th July 2024. Currently whilst writing, only 12 registrations have been received by Love Holt, therefore it is hoped that everyone wishing to attend the next meeting will be able to do so. Registrations are still compulsory for the event to ensure the capacity is not exceeded.

2. What are the admin costs of running a BID and what are the associated software costs?

Traders will get to decide what projects they would like to be delivered by the BID, it is likely that traders will want to employ someone experienced to deliver the projects. What skill set that person will need will depend on what they are being asked to deliver, so costs are difficult to establish at this stage. Once the Business Plan has been drafted it will be easier to write a job description and know how many hours and what qualifications will be needed for the new role. As was discussed in the HTC meeting it is also possible that traders choose to undertake the work themselves. The costs involved will be published as part of the Business Plan, which will be voted on.

INNDC would need to purchase new IT software in order to collect the additional levy. Kings Lynn West Norfolk already have this software. Love Holt are confident there is a way round the software costs which are estimated at around £30,000. There are now precedents for internal billing under an “agency” agreement for NNDC, which would mean this would not be needed. Discussions are taking place.

3. How is the process democratic?

Traders have been approached to see if they would like to contribute to the Business Plan which will be written over the coming months. The Business Plan will be made up of the projects that traders would like to see delivered in the town in the next 5 years. The plan once written will be voted on by traders, if the majority of traders vote for the plan, then a BID is formed.

If you don't vote to support the plan but the majority do, and your business is eligible for the increase in rates, then you will have to pay the additional levy. In just the same way if the political party you vote for next month doesn't get elected you will still have to adhere to their legislation.

4. Can you vote if you do not pay into the BID? If you choose to donate to the BID does this give you the right to vote?

Not all businesses are affected by the levy, small businesses typically fall under the proposed rates threshold so will not have to pay anything. Only those businesses that will have to pay into the BID will have the right to vote for it or not. Those businesses that don't automatically contribute can choose to pay a voluntary donation, but this does not give them the right to vote. Each business which falls above the threshold will only have one vote.

5. How was the Steering Group formed? Is it a Love Holt Steering Group or the Steering Group for the BID?

The steering group which has been referred to in workshop sessions is the steering group for the BID. It was initially set up after a request for volunteers went out via the weekly email newsletter which is distributed by Love Holt. There were still some spaces available, which have been subsequently filled, by some of the attendees of the recent workshops. Crucially the Business Plan needs everyone's input, it needs to reflect the needs of the businesses and achieve their goals, otherwise it will not be supported. This is probably the biggest challenge that the BID Group have to face.

6. Is the Holt Vision separate to the Holt BID?

Yes. The Holt Vision is a document which was adopted in 2012 and can be seen in full here; [Policies - Holt Town Council](#) . This document is being updated by HTC, it is a HTC project and separate from Love Holt. The Vision is not progressing quickly, mainly due to lack of manpower to take the project forward. Some of the ideas in the Vision have now been completed (Fish Hill) and others which have recently been explored are deemed too aspirational. Therefore, a review is under way to create an up-to-date document that will then be shared with everyone via a public consultation.

7. Who pays for the Project Manager for the BID?

If a project manager is employed it would be paid for from out of the BID money collected.

8. Who set the £7500 threshold and suggested the 2.5% rise in Council Tax?

A consultant has undertaken a study of Holt for the purpose of creating a BID and has recommended the figures of 2.5 % increase in rates, this is to create a big enough fund to achieve projects in the Business Plan. The rate of £7500 was chosen as the threshold rate, because the cost of collecting the levy for businesses below this was not worth doing so, as the costs of collection were either the same or more than the fee collected.

The fee collected is also capped at £7500, this is because some large businesses would end up contributing much larger amounts to the scheme compared to everyone else.

However there has been some feedback to Love Holt that it would be fairer if all businesses contributed the same. This is being fed back to the consultant and forms part of the consultation process with traders.

9. What would happen if a business decided not to pay the rise?

As with all missed council tax payments, by not paying could result in being taken to court.

10. Why was HTC invited to go along to the workshops?

The Holt BID is a new idea in the town and the Town Council have an interest in what is being proposed. HTC's precept comes from residents' council tax, whereas business rates go straight to central government with no investment in the town. This is a way traders can (if supported by a majority vote) choose to invest in the town, providing they agree on a project that would be beneficial to everyone. The Town Council has an interest in how the town may evolve, in what might be proposed and how it might be achieved.

11. Can the proposed levy be voluntary?

No. Under the BID model you can only offer a voluntary donation if your tax is below the £7500 threshold.

12. Is there a financial incentive for HTC if the BID were to go ahead?

No. The BID is not allowed to carry out work which should be carried out by NCC, NNDC or HTC. There is no financial benefit to HTC. HTC do not get a vote as the rates paid all sit below the threshold.

13. Will all businesses, even those below the tax threshold who will not pay anything, be able to attend the next workshop?

Yes, they must still register beforehand.

14. Will the BID include the Industrial Estate?

Yes. A separate workshop is planned for the businesses on the Industrial Estate. Their needs may be different to those businesses in the centre of town and therefore the Business Plan will have to reflect these as well as common problems experienced by traders in town.

15. Will Love Holt include a Question-and-Answer section on their website?

Yes. This has now been added to the new BID website and is the best way to communicate with them and get any questions you have answered.

16. Why do HTC not benefit directly from the Holt Market?

The Holt Market is a voluntary group that run's the Market on 9 Sundays in the town, anyone can apply to Norfolk County Council to close the roads and host an event in the town it doesn't need permission from Holt Town Council. The Town Council is not involved in the Markets so doesn't get any financial reward. We understand that the market has donated £17,000 to Love Holt so far and aside from running costs is committed to contributing all proceeds to the town. Last year the money was used to put on the Holt Lights event and pay for some of the additional Christmas lights used in town.

17. Do Love Holt admit that they have got the consultation wrong?

Yes, they accept that they need to work on their communication. When contacted, Love Holt have advised HTC of all the ways they attempted to get the message of the workshops across but accept that some businesses have not got the message and have taken that on board.

18. Why did they not attend the HTC meeting?

It was not appropriate for them to attend, whilst HTC recognise that traders would have welcomed another opportunity to speak to Love Holt it would have not been the appropriate forum to do so. HTC meet for transparency reasons in public with a 15-minute slot for public questions. Whilst Cllrs allowed the public question time to overrun it was only one small part of the HTC meeting, whereby HTC had its own business to conduct. It is important for traders and Love Holt to discuss the BID in a meeting set up specifically for this purpose and in a scenario where there is no time constraint.

Appendix C

NCC Report

Hello all,

A little stop press

The proposed much improved Sheringham Recycling Centre planning application has been approved by the committee. I will update you in due course as to when work will start.

Council's performance and priorities highlighted

Norfolk County Council's cabinet agreed the council's annual review report and a delivery plan for 2024-25, showing its priorities for this year.

Highlights of the council's performance over the last year include:

- Agreeing a £600 million-plus devolution deal to bring powers and funding from Westminster to Norfolk
- Spending £1.5 million per day on adult social care, including help for 11,000 people to return home from hospital.
- Securing £49.5 million of Government funding to improve bus services, with an 18 per cent rise in passenger numbers.
- Delivering ultra-fast broadband to more than 6,900 premises, with superfast broadband now covering 97.3 per cent of properties.
- Serving more than 1.8 million library customers.

Key priorities for this year include:

- Delivering the devolution deal and an economic strategy for Norfolk, to boost jobs and skills
- Delivering better quality, local and affordable care for children, including more foster carers
- Continuing to deliver supported living housing programmes for adults
- Delivering library hubs, including a range of services, in King's Lynn and Great Yarmouth
- Completing the roll-out of LED streetlighting, to cut costs and carbon emissions

New grants to help Norfolk residents open for

Voluntary organisations who support people struggling with the cost of living in Norfolk can now apply for two new grants from Norfolk's Household Support Fund.

£2.15m of funding, from a combination of UK Government and Norfolk County Council sources, is being made available to Voluntary, Charity and Social Enterprises in Norfolk that are supporting those struggling with the cost of living.

Of this, £1.35m is available as part of a one-off grant funding pot that will enable community groups and social enterprises to meet the emergency needs of residents, particularly those at the highest risk of living in poverty and those who have higher than average costs due to specific needs such as care costs. Application for this Community Based Hardship Support Fund must be made by 31 May, with grants of £10,000 - £50,000 available.

Applications can be made online at: norfolkfoundation.com/funding-support/grants/groups/community-based-hardship-support-fund

In addition, £800,000 is being made available to organisations that are already supporting people in Norfolk, to help meet any emerging needs these individuals may have, such as help with the cost of food and energy. An applicant organisation can receive up to £20,000 to distribute to individuals in grants of up to £100 to help meet these costs. Applications for this funding, via the Norfolk Household Support Fund, are open until 30th September.

Applications can be made online at: norfolkfoundation.com/funding-support/grants/groups/norfolk-household-support-fund-5

Both schemes are being administered on behalf of Norfolk County Council by the Norfolk Community Foundation. Any voluntary, community or social enterprise which works to support Norfolk residents can now apply to either fund online.

The funding for these schemes comes from Norfolk's £7.135m Household Support Fund for April to September 2024, comprising £6.7m allocated by central government topped up with a further £435,000 from Norfolk County Council.

Between 2021 and September this year, a total of £43.485m will have been allocated to the Household Support Fund in Norfolk, comprising £40.2m from central government and £3.285m funded by Norfolk County Council.

Anyone in Norfolk struggling with living costs can also request support or advice via norfolk.gov.uk/costofliving or by calling [0344 800 8020](tel:03448008020).

Appendix D

Greening Holt Report

Good news on our quest to site a large multi-pair swift nest tower in town!

Tom, our liaison from the new Lovells estate, has agreed we can place one there and Paul from Bird Ventures, who has kindly built and put up all our Holt Habitats to date, is willing to co-ordinate with Tom to get the tower in place.

I recently was invited to visit Natural Surroundings and talk through their Really Wild Flowershow, planned for 29th/30th June. A horticultural show with a twist - the focus is on our wild flowers with classes and entries along these lines. See the poster up in the council offices window for further details. I have forwarded the programme to various clubs and groups within the town that I think would be interested - we wish them well!

Holt Bookshop also have been in touch regarding a traditional horticultural show for Holt on Sat 21st September during the 1940's weekend. I have put them in touch with the allotment committee and various other groups around town.

GH is supporting Eco-Church's Count On Nature 8th - 16th June.

GH working alongside Eco-Church to successfully advance to a Silver Award for eco activities.

Sarah recently surveyed her allotment plots with the help of Tony Leech. We identified 60 species that were not planted by Sarah!

Appendix E

Skate Park

HOS update to Holt Town Council

June 2024

CONSTITUTION: HOS has now adopted its Constitution setting out the ethos behind the Skatepark build initiative which, at its simplest, is to provide a free sporting facility for all who enjoy using skateparks.

FUNDRAISING: We have applied for a Small Society Lottery Licence from NNDC so hopefully the lovely owl sculpture will be up for raffling very soon. The licence means we will be able to hold an extended raffle rather than just on one event. The fundraising team are putting together a calendar of events one of which is that HOS will be at the Primary School Fair in July with crafts for sale and I will also be creating pompom critters with the youngsters. We feel that involving the community is extremely important. It may not raise mega bucks but shows how, by working together, our community can achieve things that are important to them.

SECOND HAND SKATEPARK EQUIPMENT: We have a storage facility for any donated skateboards, bmx bikes, rollerblades, scooters suitable for skateparks, safety clothing etc. They will be very much appreciated, so if anyone knows of a child, grandchild or if any Cllrs have now given up rollerblading or skateboarding around Holt and has this kind of equipment which is no longer used, please contact me with any details. Thank you. HOS will then be a facility that anyone can use regardless of financial constraints.

Duncan Baker came to our last meeting and offered some good advice which we will be taking up in the very near future.

So we're busy as usual and things are progressing well.

Sandy

Appendix F**Planning Report****HTC Planning Report for Approval****on Monday 10th June 2024**Dated 4th June 2024**1. Current Planning Applications**

1.1 Cllrs have all been consulted on the following planning applications.

- None

2. Planning Decisions Issued

- PF/24/0246 Land on the east side of Garden House - APPROVED
- PF/24/0663 6 Woodlands Close – APPROVED
- PF/24/0559 26 Norwich Road, Holt, Norfolk, NR25 6SQ – WITHDRAWN

Appendix G

Bank Reconciliation

Holt Town Council

4 June 2024 (2024-2025)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/05/2024

Cash in Hand 01/04/2024 90,814.37

ADD

Receipts 01/04/2024 - 31/05/2024 86,913.32

177,727.69

SUBTRACT

Payments 01/04/2024 - 31/05/2024 43,300.97

A Cash in Hand 31/05/2024 134,426.72

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/05/2024 0.00

Barclays Community Account 31/05/2024 120,895.11

Barclays Business Tracker Account 31/05/2024 4,845.49

Barclays Business Saver Account 31/05/2024 13,617.82

139,358.42

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 134,426.72

45.00

134,381.72

4,976.70

A = B Checks out OK