

HOLME-NEXT-THE-SEA PARISHCOUNCIL

Minutes of the Meeting of the Parish Council held online Tuesday 8 December 2020 at 7pm

Present: Councillors Lynn Devereux (Chair), Martin Crown (Vice-Chair), Wendy Norman, Robert Burton, Ermine Amies, Stefan Seare

In Attendance: Dave Watkins (Parish Clerk), Councillor Andrew Jamieson (NCC), Councillor Bob Lawton (KLWNBC) and 6 members of the public

1. Apologies for Absence and approval of reasons:

Councillor Kevin Felgate (dispensation given from attending meetings until December 2020)

2. Declarations of Interest

Councillor Devereux declared a non-pecuniary interest as a near neighbour in item 6.6.1.

3. Minutes of the Parish Council Meeting held on Tuesday 10 November 2020

3.1. Approval

These had been pre-circulated with no comments arising. It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 10 November 2020 be confirmed as a true record and be signed by the Chair.

3.2. Matters arising from the minutes (non-agenda items)

(3.2) Defibrillator – Clerk reported that installation had taken place on 7 December and now requires registration with East of England Ambulance Service.

(5.2.) Norfolk Coast Partnership (NCP) Small Grant Fund – following last month's meeting the Clerk had revised the bid and circulated it to councillors. Bid is for a project to install interpretation boards and cycle racks at two locations (Orchard Land and Village Hall) at a cost of £4000. If successful, NCP will contribute £3000 in funding, the remainder being offered in kind through volunteer input.

AGREED unanimously to submit a bid to the NCP

4. Reports

4.1. County Councillor and Borough Councillor reports

Councillor Jamieson informed the meeting that the County Council will know on the 17 December what money it is to receive from central government for 2021/2022 and find out what Tier it will be in following the review of Covid restrictions. He also reported that there are a large number of grant / funding opportunities becoming available and asked the Parish Council to provide a "wish-list for public realm items".

Signed Chair

LS Devereux

Date 12/1/21

4.2. The Wash and North Norfolk Marine Partnership – North Norfolk Advisory Group – 17 November (Councillor Amies)

A report had been circulated to Parish Council members prior to the meeting. Key discussions were related to managing visitor numbers and dealing with dog disturbance.

4.3. The Wash and North Norfolk Marine Partnership – Stakeholder Group – 19 November (Councillor Crown)

A report had been circulated to Parish Council members prior to the meeting. Much of the information reported at the Advisory Group is a digest of that discussed at the Stakeholder Group and Councillor Crown felt it was unnecessary for the Parish Council to be represented at both. Main item of local interest was the Holkham Estate's policy of dog zoning with some areas where dogs have to be kept on leads and others where they can run free. Introduced in response to problems encountered during recent summer and the increased number of visitors. The work of a European funded organisation (PROWAT), looking at sustainable tourism in Norfolk was discussed. Workshops for small business owners had been delivered and they are working with Norfolk CC to integrate existing plans. Councillor Jamieson offered to organise a presentation for the Parish Council from Dr. Katy Owen of the County Council who is working on the project.

Chair and Clerk to liaise with Councillor Jamieson for a presentation to be delivered January or February 2021

4.4. Saxon Shore Parish Forum – 3 December – (Councillors Devereux, Crown, and Norman)

Hosted by Thornham Parish Council an announcement was made that the SSPF was established for support and information sharing and not as a decision-making forum. Visitor management was once again a key discussion item with thoughts on how to avoid a repeat of the problems faced last summer. Continued support from the Borough Council's Parking Enforcement section, social media and signage were seen as being effective. There was a mixed response to the idea of providing more car parking space with Holme and Old Hunstanton Parish Councils believing this would attract even more vehicles with associated problems. Several villages are considering moves towards introducing 20mph speed limits – some on the A149 and others just on smaller side roads. Thornham PC had reported on discussions with County engineers which indicate that in cases where 20mph is not feasible and/or, where costs of implementation may be high, there could be options for softer traffic control measures. There was a discussion on the issue of Second Homes being declared as Holiday Lets and thus avoiding Council Tax and obtaining Business Rate relief. These properties had also benefitted from Covid-related business relief. It had been suggested at the meeting that a letter highlighting the issue be written to James Wild MP but post-meeting discussions suggested that a clearer understanding of the situation should first be obtained.

4.5. Responses to consultation - Draft Visitor Management Plan for Holme Dunes

The Parish Council felt there were positive proposals for improved signage (seasonal and dynamic), an advance car booking system, suggestions for better engagement with visitors, both face-to-face and online, and for action on disturbances caused by dogs.

However, there were concerns expressed. The Draft Plan is based on estimated visitor numbers for 2019 of 40,000. This is a 60% reduction on what was estimated by NWT for Holme Dunes in 2010 and also used as the basis for the SADMP HRA. The Parish Council is therefore concerned about the accuracy of the new estimates. . The Parish Council has been making its own vehicle counts on Beach Road and, even allowing for Covid-19, estimates that there on Beach Road alone there has been around 150,000 visitors in just 8 months of 2020. The Parish Council has questioned whether solutions based on 40,000 visitors are suitable for 150,000. Other concerns relate to restrictions for residents imposed by cordons and the absence of any recognition of how proposals impact on Holme's sea defences.

4.6. Water Management Alliance - NDP Monitoring Meeting (Councillor Devereux)

WMA are now engaged in commenting on local planning applications. Councillor Devereux reported on a site meeting with members of their Sustainable Development Team. This included discussion of the impacts of some recent planning applications within Holme and where the WMA can provide expert help and support in the future on drainage issues. Having their input will, it is hoped, provide more weight to comments regarding drainage impacts made by the Parish Council on planning applications. WMA currently has limited responsibility for drains in Holme but may consider adopting some if they are accessible and presented in a good condition as was the case earlier this year with the Parish Drain. Current problems adjacent to 27 Beach Road were discussed and a WMA engineer has agreed to liaise with the County Council when they visit to undertake a survey of highway drainage.

5. Public Participation

It was **RESOLVED** (unanimously) to adjourn the meeting for up to fifteen minutes for Public Participation

Member of the public commented that they found the reports given to be highly informative and provided evidence for some consultation feedback they were compiling in response to the recently published Draft Visitor Management Plan for Holme Dunes. They also commented on the recent flailing of the hedge adjacent to the caravan site and 27 Beach Road which they felt had been done in a "crude" way. Clerk informed the meeting that the work had been undertaken, without prior consultation, by the caravan park.

Another member of the public also expressed their dissatisfaction with the work that had been carried out on the hedge. Concern was also expressed about part of the hedge on the opposite side of the road which protrudes creating a blind corner for traffic and pedestrians.

Comment was made on the sea defences which are composed of the raised dunes west of Holme towards Old Hunstanton. These had now been designated as part of a national trail which would attract more visitors. Councillors Devereux and Jamieson acknowledged that poor coordination between agencies can sometimes create these anomalies.

The administrator of the Village Information Network (VIN) reported that it currently has 172 subscribers.

6. Planning Matters

6.1. Applications received subsequent to this agenda

The Parish Council had been made aware just prior to this meeting of Applications to fell some trees which are subject to Tree Preservation Orders. Given the shortage of time to consider these and the expected interest amongst parishioners it was decided that an Extraordinary Parish Council meeting would be convened.

Clerk to arrange a date for an EGM and circulate details to councillors and the public

6.2. Applications for comment

6.2.1. **20/01622/F** - Demolition of existing bungalow, construction of detached two-storey dwelling with garage and garden room at Westfield, 27 Peddars Way, PE36 6LE – Deadline: 14 December

Proposal involves a property increasing in size by 150% over the existing. The Parish Council's NDP recommends 40% as the maximum increase. Concern was thus expressed over the potential loss of another small dwelling and the impact this would have on the rural character of the village plus the loss of mature vegetation. Note was made of the large amount of glazing proposed which would impact on the Dark Night Skies guidance. Despite a detailed design plan the Council could see no evidence of its impact on the AONB. The use of local materials appeared to be minimal.

Application not supported – unanimous decision

6.2.2. **20/01744/F** - Proposed pool, plant room and decking at The Bungalow, 7 Beach Road, PE36 6LG - Deadline: 16 December

The Parish Council was concerned by the absence of a Design and Access Statement which would cover things such as water composition and chemical treatments. Similarly, no drainage plans were supplied and no details of any lighting proposed. WMA have been asked to look at the application and comment. Additional concerns were expressed that a percolation test has not been seen, particularly important given experience from work undertaken on nearby sites.

No objections – however Council felt they had not been provided with sufficient information to enable them to assess the impact of the development. Unanimous decision.

Chair to contact Councillor Bob Lawton with regard to the Parish Council's concerns over how applications that involve drainage are being handled.

6.2.3. **20/01865/F** - Variation/Removal of Condition 3 of planning permission 19/00723/F at Visitor Centre, The Firs, Broadwater Road, PE36 6LQ – Deadline: 17 December

Councillor Amies requested that Parish Council gets to see written permission for the dates to be extended.

No objections – but Parish Council would like to see Natural England's response posted on NWT's website. Unanimous decision.

6.3. Other Applications for information

None

6.4. Comments made on applications

6.4.1. **20/01317/F** – (Revised plans) Extensions and alterations to dwelling, and cart shed at Thurlow Cottage 16 Eastgate, PE36 6LL

The Parish Council had no objections following the production of revised drawings.

6.5. Decisions Reported

6.5.1. **20/00176/TREECA** - Little Meadow 11 Kirkgate, PE36 6LH - Fell trees in area outlined in green on sketch map. Approx. 15 multi-stem conifer trees and 8 small trees in the identified area to be removed. One small lime tree at the bottom of the garden to be pruned. Tree Application - No objection - *Delegated Decision*

6.5.2. **20/00198/TREECA** - 22 Westgate, PE36 6LF - Tree in a Conservation Area: Ash (T1)- Fell - tree is in decline (becoming unsafe) with a lot of dead wood in the crown and many fungus brackets. Replant with either Holm Oak or Field Maple. Front hedge - removal of ivy-covered hedge, replant with hornbeam. Tree Application - No objection - *Delegated Decision*

6.5.3 **20/00857/F** - Drove Orchards, Thornham Road - Change of Use of part of a mixed-use former grain store from agriculture / mixed-use to uses that relate to agriculture and / or tourism only and comprise: retail, financial services, professional services (other than health or medical services), estate agents, employment agencies, and research and development of products that relate specifically to agricultural or tourism. Application Permitted - *Delegated Decision*

6.6. Appeals and Enforcement

6.6.1. Update from Planning Inspectorate meeting 2 December (Councillor Devereux)
Inspector appointed to hear the Poplars Appeal convened a meeting with parties concerned about the way forward. Parish and Borough Council expressed their desire to conclude the Appeal through written representations and an end to any further presentation of evidence. Some of the submissions from the Appellant had undergone 3 or 4 revisions and the Parish Council is concerned over how this complies with the process established by the Planning Inspectorate. The Appellant wishes to submit additional selected evidence. Comment was made of the fairness of the Inspector in ensuring all parties were heard at the meeting. Inspector has since written stating he wants to proceed with written representations and a two-session virtual meeting but has not ruled out accepting further evidence. Tight deadline will be set for mid – January and the Inspector wishes to make a site visit. Any neighbours of the site will be able to invite the Inspector to their properties but he will have to be accompanied by a representative of the Appellant. Virtual meeting planned for February.

Councillor Amies asked the Parish Council to give consideration as to whether legal advice be sought at this stage and to contact the Borough Council on how they plan to proceed. Councillors felt that this was the time to make enquiries about the cost and extent of legal advice.

Chair and Clerk to make enquiries regarding legal advice and costs

7. Village matters

None

8. Monthly Report from RFO

8.1. Report

The Parish Council has now received a reply from PKF Littlejohn (external auditors) in regard to its Annual Governance and Accountability Return (AGAR). A certificate has been issued confirming that the Parish Council's practices are compliant with the law and regulatory requirements. Copies of the certificate and accounts have been posted on noticeboards around the village. These and fuller details of the Council's submission can be found on the "Parish Council" section of the village website. This now concludes the AGAR for 2019/2020.

8.2. Draft Budget for 2021/2022

The RFO had circulated a copy of the Draft Budget for 2021/2022 to all councillors prior to this meeting. No additional income is expected in the new financial year. Bank of England estimate for inflation is 2% which is useful for most items but utility bills can often exceed this prediction. Having reviewed expenditure for the last 3 years it was noted that some items had been regularly over-estimated and the RFO has suggested a revision of these for 2021/2022. An additional sum has been put in to cover renewal of the Council's Zoom subscription as it is expected that online meeting will continue for some time to come. An extra sum has been allocated to Staff Salaries to take account of a national pay award of 3.75%. RFO asked councillors to consider any capital expenditure they anticipate so that appropriate sums can be allocated. Additionally, it was noted that pending a final decision on proceeding with the introduction of 20mph speed limits there could be expenditure incurred through paying for a Speed Assessment Survey and Traffic Regulation Orders. Councillor Devereux proposed that £10k be set aside for this and Councillor Jamieson confirmed this should cover the anticipated costs. Councillor Devereux pointed out that the donation received to support biodiversity on Park Piece has not yet been spent. Following, the WMA's recent visit to the village they gave a very rough estimate of £5k for a contractor to undertake clearing of the ditches adjacent to 27 Beach Road and Councillor Crown suggested that this sum should be set aside should the Council decide to proceed with this work.

RFO to add provisional sum of £10k for Speed Assessment Survey and Traffic Regulation Orders and £5k for drainage works.

Continued on following page.....

PAYEE	REASON	AMOUNT	PAYMENT METHOD
Lawnright	Grass cutting	£40.00	Bank Transfer – Paid 26/11
D. Watkins	Clerk's salary	£ 499.32	Bank Transfer
HMRC	PAYE - Clerk's salary	£124.80	Bank Transfer
Marianne Charles	Village flower beds	£23.20	Cheque
PKF-Littlejohn	AGAR fee	£240.00	Bank Transfer
BT plc	Office broadband and telephone (November)	£53.54	Direct Debit
Parish Online	Annual subscription	£36.00	Bank Transfer
TOTAL		£1016.86	

8.3. Payments for authorisation

Agreed unanimously

9. Correspondence

9.1. Any correspondence not otherwise on the Agenda

- **Anglian (Eastern) Regional Flood and Coastal Committee (RFCC) survey on flood risk and emergency planning**
- **Superintendents District Briefing – 17 December** – Councillor Amies to represent the Parish Council
- **Census 2021** – Parish Council has been contacted in regard to how it can assist at a local level and also advertise temporary part-time jobs.
- **Training request from the Clerk to attend a NALC training course (19 January 2021) on Preparing for an AGAR - £30**
Agreed unanimously

10. Date of next meeting of the Parish Council: Tuesday 12 January 2021 (arrangements to be confirmed)

Meeting finished at 9.00pm

Signed Chair

LS Devereux

Date 12/1/21