

DRAFT NOTES



Clerk/RFO: Jan Hearsey
Deputy Clerk: Becky Brothwell

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Minutes of the meeting of Holbeach Parish Council Planning, Properties, Emergency Planning & Speeding Committee on Wednesday 22nd October 2025 at 14:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr J Bennett-Collins

Councillors : Cllr S Ball, Cllr I Hutchinson, Cllr S McKendry

Officers : Mrs B Brothwell - Deputy Clerk

* Attended remotely

Open Meeting opened at:

14:00

PP25/6-054 Apologies

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting - None received.

PP25/6-055 Declarations of Interest

To receive the declarations of interest under the Localism Act 2011 - None received.

PP25/6-056 Minutes

To approve as a correct record the notes of the meeting of the PPES Committee held on 2nd October 2025.

It was proposed, seconded and

Resolved: This agenda item was deferred as the minutes had not yet been prepared.

PP25/6-057 Clerk's report

1. To receive a report from the Clerk.

Statement Regarding Fire Exit Security at Coubro Chambers

Following a reported incident in which the front door—also serving as a designated fire exit—was locked during an evening meeting to secure the building, a new lock and door closer have now been installed at Coubro Chambers.

As Deputy Clerk, I take full responsibility for the decision to secure the door. While the action was not intentional and two alternative fire exits remained accessible throughout, I acknowledge the seriousness of the matter and the need for improved safeguards.

In response to recommendations from the local fire service, the newly installed

lock ensures the front door remains secure against unauthorised entry during meetings, while still allowing safe and immediate egress in the event of an emergency.

I sincerely apologise for the incident and have formally reported it to the HR Committee for investigation and review.

PP25/6-058 Planning applications

1. To **resolve to agree** the planning responses:

Reference Number: H09-0917-25
Type: MODIFIED AGREEMENT
Proposal: Modification of 106 Agreement relating to affordable housing tenures to be changed to first homes (approved under H09-0784-21)
Location: Land off Fen Road Holbeach
Applicant: Ashwood Homes Ltd.
Support - No Comment

Reference Number: H23-0893-25
Type: Prior Approval App
Proposal: Change of Use of Agricultural Building to Dwelling including Rear Extension
Location: Hither Hold Farm Further Old Gate
Applicant: Mr & Mrs P Parnell
Comment - Factor of numerous agricultural buildings being converted against original use.

Reference Number: H09-0965-25
Type: FULL
Proposal: Erection of a single storey extension, and the internal reorganisation of existing toilet facilities, to provide improved sanitary provision
Location: Bakkavor Sluice Road
Applicant: Bakkavor Pizza
Support - No Comment

It was proposed, seconded and
Resolved: With comments as above.

PP25/6-059 Properties

1. To **resolve to agree** EICR quote received for Council properties.

It was proposed, seconded and

Resolved: The Council considered the Electrical Installation Condition Report (EICR) quote received.

- **Proposal:** To agree to proceed with EICR inspections for Council properties.
- **Properties included:** Band Hall, Cemetery Chapels, 2 High Street, and 4 High Street.
- **Quote received from JWK Electrical for £240.00 plus VAT each.**
- **Resolution:** Agreed to accept the quote and proceed with inspections.

2. To **resolve to agree** action plan for Park Bungalow.

It was proposed, seconded and

Resolved: The committee agreed the action plan, including tendering process, asbestos survey arrangements, and relocation of electricity supply.

PP25/6-060 Budgets

1. To **resolve to agree** to recommend to the Finance Committee the proposed PPES budgets for the financial year 2025/26, including associated project ideas and priorities.

It was proposed, seconded and

Resolved: The Committee resolved to recommend the proposed PPES budgets for 2025/26, including project ideas and priorities such as flat roof inspections, to the Finance Committee.

PP25/6-061 Meetings

1. The next meeting date for PPES Committee is Wednesday 26th November 2025 at 14:00.

Closed Session

It was resolved to agree to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the Business to be transacted.

PP25/6-062 Council Properties

1. To **resolve to agree** lease terms and receive an update on Council property leases.

It was proposed, seconded and

Resolved: The Council reviewed lease terms and received updates on Council properties.

- 2 High Street: Lease to continue at the same rent for 3 years, with rent review after one year.

- 4 High Street: Lease to continue at the same rent for 3 years, with rent review after one year.

- Room 5: Rent set at £175.00. Tenant to be asked if they wish to enter into a 3-year lease, with rent review after one year. Therapy dog provision noted.

- Bowls Club: To be asked if they wish to take a longer-term lease, with utilities included in the rental payment.

Resolution: The Council agreed the lease terms as outlined and confirmed actions to approach tenants regarding renewals and adjustments.

2. To **resolve to agree** quote for secondary glazing at 4a High Street.

It was proposed, seconded and

Resolved: The Council agreed to proceed with secondary glazing at 4a High Street, selecting AP Wilson Windows Doors & Conservatories at the cost of £2,700.00 inclusive of VAT.

Closed Meeting closed at:

15:29

Chair signature

Date