

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 8th September 2025 at the Meeting Room of The Holt Playing Fields Association, Woodfield Road, Holt.

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

1 Member of the public were present.

1. Welcome

1.1 Cllr Tribe welcomed everyone to the meeting.

2. Apologies for absence.

2.1 Apologies received from District Cllr Connor Rouse.

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 Sarah Tribe declared an interest on item 13 (HTC Grants – Cllr Tribe is an allotment tenant), Cllr Batey declared an interest on item 10 (Planning – Cllr Batey sits on the NNDC Development Control Committee), Cllr Roper stated she is a member of the Owl Skate Park Committee.

4. Police Matters

4.1 The ongoing graffiti on the underpass has been reported to the Police and both underpasses are now being monitored. Speeding is likely to be the next SNAP priority, this will be confirmed in due course.

5. Announcements by Mayor.

5.1 The Mayor Report can be seen in full at Appendix A.

6. Agree the Minutes of:

- The Town Council Meeting dated Monday 14th July 2025

The minutes were circulated prior to the meeting and were PROPOSED as accurate and correct by Cllr Prior and SECONDED by Cllr Smith and AGREED by all.

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

- Heath Farm Allotments – Lovells have submitted an amendment to the planning permission granted, to reflect the allotments as they have been built on the ground. We are waiting for NNDC to approve this to enable the transfer between Lovells and HTC to take place.
- Old Carpet Shop – No update.
- Holt Fire Sign – The artwork has been completed and it is with the carpenter for the frame to be made. We hope to have the sign in place on Shirehall by the end of the year.
- Local Plan Consultation – the latest changes made to the Local Plan do not address the concerns of HTC which were raised at the Public Hearings. Clerk to respond to the consultation. **GH**
- Cllr Payne asked whether real time information would be installed on the bus stop outside EACH, the Clerk confirmed that it would be in due course.
- Post Box – It was noted that the new post box on Shirehall Plain was now live and being used.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

- **None.**

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

- Norfolk County Council – Circulated prior to the meeting can be seen at Appendix B.
- North Norfolk District Council – Clerk circulated Connor Rouse's report prior to the meeting and District Cllr Martin Batey gave an update. LGR proposals have now been released and further consultation will take place.
- Skate Park Committee – The report can be found at Appendix C.

9. Proposed Closure to Norwich Road

9.1 The proposed road Closure to Norwich Road was discussed and the impact it would have for residents. NCC have suggested it would have less impact in January. Cllrs have stated they object to the road being closed as this will cause too much of an impact for residents, as such they will only support a partial closure with traffic lights. Clerk to report back to both Anglian Water and Highways. **GH**

10. Planning (Report circulated prior to the meeting)

10.1 The planning report was circulated prior to the meeting. It was noted that the new Bank Hub site does not have a cash machine. Cllrs are keen to see another cash point in the centre of town. Clerk to approach Cash Access UK to see if this can be accommodated. GH

10.2 The Cllrs discussed the Lidl planning application for both advertising consent and consent for a supermarket at the Heath Farm roundabout. Cllrs asked for the following to be incorporated into the HTC planning response;

- A newbus shelter on Nightjar Road
- Lighting to be switched off at night, when the store is closed to reduce the impact on dark skies.
- Timed deliveries to reduce the impact on nearby residents, no deliveries after 9pm.
- Advertising on every other board surrounding the site.
- Pedestrian access was raised as a concern and a pedestrian refuge was requested.
- Improved lighting of the Heath Farm roundabout.
- Increase from on free bays in the town from 30 minutes to 1 hour to help ensure local independent businesses are supported.
- Speed review of the A148

Cllr Williams raised concerns that there had not been an impact report conducted to enable local businesses to understand the likely impact to their businesses. Job security was highlighted as a concern for some small businesses in the town. Cllr Tribe encouraged Cllr Williams to liaise with traders to ensure they submit their views to HTC or direct to NNDC to ensure they are being represented.

10.3 A vote was held (by a show of hands) 10 Cllrs voted to support both planning applications taking into consideration the above comments, 3 Cllrs voted against the planning proposals. On a majority vote the vote of SUPPORT was carried.

10.4 The planning report (with the additional comment as included in 10.1) was PROPOSED by Cllr Prior, SECONDED by Cllr Roper and AGREED by all. Clerk to submit planning responses to NNDC. GH

11. Finance (circulated prior to the meeting)

11.1 The payments of £50, 776.19 for both July and August, the receipts of £10,820.39 for both July and August and the Bank Reconciliation for July and August (Appendix D) were PROPOSED by Cllr Batey and SECONDED by Cllr Wright and AGREED by all.

11.2 The quote (as circulated prior to the meeting) for the new doors at the Cemetery was PROPOSED by Cllr Payne, SECONDED by Cllr Prior and AGREED by all, with the exception of Cllr Wright who abstained. The work was awarded to Woodrow builders.

11.3 No further quotes have been received for the repair of the front door surround to Nelson House. Cllrs to send suggested suppliers to the Clerk . **ALL**

11.4 A budget meeting is being held on Monday 29th September and will be added to the October agenda for discussion.

11.5 An increase to the annual car parking charge at Letheringsett Car Park was discussed. It was PROPOSED by Cllr Barham to increase the annual charge from £265 to £275 this was SECONDED by Cllr Roper and AGREED by all with the exception of Cllr Wright who abstained.

11.6 The Clerk read aloud the update from the external audit. It was noted that the accounts will now need to be prepared in Income/expenditure instead of Receipts/Payments due to the £200,000 threshold being reached. It was also noted the the risk management policy required reviewing, this was completed in July 2025. Cllrs noted that HTC now look after the Charity Accounts for the Holt Playing Fields and as such these accounts will require a separate audit to the HTC accounts.

12. Correspondence

12.1 Clerk reported any correspondence received since the last meeting to the meeting namely;

- Local Plan reconsultation (see above in matters arising)
- Anglian Water planned works to Norwich Road (see above item 9)

13. HTC Grants

13.1. It was suggested amending the grant application for 2026 to encourage smaller projects to be applied for which could be completed using the whole grant awarded rather than a contribution towards a much larger project.

The applications were discussed and grants were awarded to the following organisations;

- Holt Playing Fields Association - £300 towards CCTV
- Holt Community Centre - £250 towards entertainment lighting
- Glaven Valley Caring Society - £200 towards new chess club
- Tree House Café - £300 towards the new Treehouse Sewing Bee
- Holt Bowls Club - £250 towards kitchen improvements
- Owl Skate Park - £250 towards the new skate park
- Holt Allotment Society - £250 towards a community orchard
- Holt Brownies - £250 towards running costs
- Holt Rainbows - £250 towards running costs

Clerk to arrange for the award to be distributed. GH

14. Wildlife Garden Awards

14.1 A discussion took place on the Wildlife Garden Awards in 2026. It was AGREED to use some of the left over money from the HTC Grants scheme to fund the project. Exact costs to be established and agreed at a future meeting. Cllr Tribe to lead on the project. ST

15. HTC Maintenance Team Responsibilities (Toilets and Memorial Gardens) – Review

15.1 There was little uptake on creating a Community Group to close the Memorial Gardens with only one volunteer coming forward. It was AGREED to renew the campaign ahead of the reopening next Spring.

15.2 The Clerk shared two quotes received for the cleaning of Church Street Toilets. It was AGREED that the existing structure offered the best value for money. It was suggested by the Clerk that an additional caretaker sharing the role may make cover easier as it had been noted that Cllrs had recently helped out with the opening and closing due to staff shortages.

16. Chapel Yard – Public Realm Space Proposal (Grant Funded)

16.1 The Clerk confirmed that Chapel Yard has been successful in securing £9400 TAP grant funding for new planters and a bench. The Love Your Market Town Grant

which is 100% grant funded has been submitted, if successful a pop up tent and feather flags and signage will be funded. The Rural Prosperity grant bid has been drafted but not yet submitted, this grant if successful will cover resurfacing costs of the yard. Clerk to keep Cllrs updated on the grants via email. GH

17. Holt Leaflet

17.1 Cllrs discussed creating a new Holt Leaflet for the town, advertising HTC assets. The idea was not supported by Cllrs, it was suggested that the Owl Trail needs a reprint and should be a priority.

18. To consider a resolution (Under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public to discuss confidential matters; namely -

- Cllrs AGREED the above resolution to remove members of the public from the meeting to discuss;
- Holt Primary School – a separate meeting is being held on 19th September for Cllrs to discuss the data (due to be shared by NCC) on available pupil capacity in the area. GH

Cllrs all AGREED to sit longer than the 2 hours as specified in the Standing Orders.

- Jubilee Slates – No update has been received. It was AGREED to proceed with reclaiming the debt owed through the small claims court.
- NNDC Land Transfer (Verge at Holt Playing Fields and others). Deferred.

19. Agree items for the next Agenda.

19.1 Jubilee Slates, Lidl , Heath Farm allotments, Holt Primary School.

20. Agree date and time of next meeting.

20.1 Town Council Meeting Monday 13th October 2025 at 7pm at St.Andrew's Church Meeting Room.

Meeting ended 21.20

Appendix A – Mayors Report

21st July

Gemma and I held a meeting at Nelson House with Alan Collett from Glaven Caring based in Blakeney. We found out about the facilities offered there and how vital it was to some to have the chance to be social, attending coffee mornings, or lunch. The option of having a shower and help with washing and dressing means that it remains viable for some people to remain in their homes and come to Blakeney regularly. Alan wanted to share the facilities offering with us and see how we can help raise their user numbers whilst helping to promote awareness through our own socials and networks.

23rd July

Councillor Roper and myself accepted the invitation to attend a snooker event at King's Court care home. World-class players Denis Taylor and Ken Doherty played an exhibition frame then shared anecdotes and stories from their career playing days and answered questions. Many people from Holt and nearby towns were present, a buffet spread was provided, it was a super event and Councillor Roper was especially excited to attend.

11th August

Myself and my 12 year old friend Maya attended the International Scout Jamboree at the Norwich Showground. We were looked after on arrival and transported around the vast site by golf cart. It was amazing to see so many sub-camps, all with their own identity, national flags flying. There was a range of activities for all ages from mini tank driving to crafts, knot know-how, survival skills, canoeing and a climbing wall. Over lunch we got to sit with and talk to the deputy chief guide for the UK - Sally Kettle. Once home we looked her up and found, to our awe, that she's a double record holder for rowing the Atlantic, and has given inspirational TED talks. A super day out indeed.

Appendix B – NCC Report

Trading Standards inspections reveal safety issues at motoring businesses

Norfolk Trading Standards are asking motorists to remain vigilant around vehicle purchasing, after recent inspections found that one in three part-worn tyres checked were found to be dangerous and 50% of second-hand cars inspected when offered for sale were found to be unroadworthy.

The results came from visits from Norfolk County Council's Trading Standards officers and the Norfolk & Suffolk Constabulary's Roads Armed Policing Team (RAPT) to businesses across the county in two separate operations in the last few weeks.

Safety should be the number one priority for all of us when buying a vehicle or car parts and operations like these are a reminder to all motorists in our county to check what you're buying before you pay for it.

NCC Trading Standards teams are doing great work alongside our colleagues in the police to visit businesses and make sure they are taking responsibility for what they are selling, NCC hope that this prompts motoring dealers in the county to check their vehicles and vehicle parts to ensure they are safe and legal.

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The first operation inspected two second-hand car businesses on the safety and roadworthiness of their vehicles, with checks on areas such as accuracy of mileage and MOT validity.

Trading standards officers and RAPT vehicle examiners checked ten vehicles, with just five of them judged to be roadworthy. Some of the areas identified included corrosion to the body work, loose body work, unsecured batteries, no valid MOT certificate, and windows tinted beyond the legal limit. Officers also visited seven businesses alongside police vehicle examiners to assess 191 part-worn tyres being offered for sale, checking that they met required safety standards and that businesses had taken necessary steps to ensure compliance.

Part-worn tyres are used tyres that have been removed from a vehicle and are being resold for further use on another vehicle. It is illegal to sell part-worn tyres that do not meet specific legal requirements relating to their markings and physical condition.

Only one tyre out of the 191 checked met the legal requirements as to safety and markings, with 69 deemed to be in a dangerous condition. Dangerous faults identified included nails protruding through to the inside of the tyre, cuts exposing the cord, compromised structural rigidity and inadequate repairs.

Trading Standards officers are continuing to work with all the businesses where issues were found during both operations, to ensure they are compliant with the law after ensuring all identified dangerous cars and tyres had been removed from sale.

Tyres are one of the key safety critical components on vehicles. They are the only part of a vehicle in contact with the road. Any fault that compromises their safety is of immediate concern

Sophie Leney, Head of Norfolk Trading Standards, said: "As a consumer, you have the right to carry out your own checks on a vehicle before you purchase it, and for a small fee you can always ask a third party, like the AA or RAC, to carry out an inspection to ensure that what you're buying is safe. You can use the [MOT search function on the Government website](#) to check the mileage advertised by traders against when MOT assessments have taken place. If you're purchasing tyres then you should also [visit TyreSafe](#), a charity raising awareness of the importance of correct tyre maintenance, for the safety issues with buying them part-worn and the danger signs to look out for.

Part-worn tyres may seem like a cost-saving option, but they can carry serious safety risks if not properly inspected, tested and clearly marked in line with the law. We fully support this market surveillance initiative, which helps protect consumers by ensuring part-worn tyres being sold in Norfolk meet the required safety standards."

Repton Property delivers £1 million dividend

Repton Property Developments, Norfolk County Council's wholly-owned property development company, has announced a £1 million dividend to the county council after a successful 2024/25 financial year.

This follows a £735,000 dividend paid out last year, bringing the total returned to the authority to over £1.7 million in just two years.

NCC are proud of what we've achieved in a relatively short time. Our lean operating model has allowed us to focus on quality, sustainability, and financial returns. This success has come in the face of significant economic turbulence including the COVID-19 pandemic, inflationary pressures, and the significant disruption to supply chains. We look forward to building on this success as we continue to develop sites across the county.

Established in July 2017, Repton was created with the aim of unlocking the value of underutilised council-owned land and buildings, while generating financial returns to ease the pressure on the public purse. The £1 million dividend is a testament to the professionalism and prudence with which Repton has been managed. Councils must be especially careful when setting up property

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development companies, as they are working with public assets and taxpayer money. Repton's success shows that, with the right governance and expertise, such ventures can deliver real value for local communities.

Since its inception, Repton has focused on building high-quality and environmentally conscious housing developments across Norfolk.

Their 'Bowlers Green' development in Hopton was crowned 'Residential Project of the Year' at the Norfolk Constructing Excellence awards.

Meanwhile, the company are seeking to install over 100 car chargers and fit 171 of their properties with solar panels.

Repton schemes to-date:

- St Edmund's Park in Acle: Recently completed scheme features 137 homes including 68 affordable rent and shared ownership properties.
- 'The Old School Yard' in Hunstanton: Work to restore this historic building will create 11 new homes. This will bring the building back into use while respecting and enhancing the character of the historic school site.
- 'Burton Cove' in Caister-on-Sea': Construction began August 2023 with properties currently on sale.
- 'Bowlers Green' in Hopton-on-Sea: The first tenants moved into the 200-home development at the end of last 2023. Flagship Homes have purchased 60 of the 200 homes for rent or shared ownership. Winner of the Residential Project of the Year at Norfolk Constructing Excellence 2024 awards.
- 'Saxon Heath' in Attleborough: 48 homes which are all now occupied through the Orbit Homes Shared scheme

Norfolk County Council welcomes national streetworks reform

Norfolk County Council has welcomed the recent recommendations from the Parliamentary Transport Select Committee (TSC) aimed at improving how streetworks are managed across the country.

The enquiry was established in December 2024 to investigate the growing impact and volume of streetworks across the country, and how highway authorities are managing these challenges.

The resulting recommendations, published in July, include:

- Extending the reinstatement guarantee to five years
- Fines for misuse of the "Immediate (urgent)" works category
- Devolving Lane Rental Scheme approvals to highway authorities
- Mandatory Forward Planning Information
- Incremental fines for delayed remedial works
- Requiring developers to share utility work plans and timelines

These reforms come at a time when Norfolk County Council continues to manage a high volume of streetworks. In 2024/25, the council issued over 44,000 streetworks permits, with 75% of works carried out by utility companies and developers and 7000 were for emergency unplanned works. The council also

rejected 5,400 proposals and issued £685,000 in fines for non-compliance and overruns.

NCC know how disruptive roadworks can be for residents and road users across Norfolk. These recommendations are a positive step forward in making streetworks more efficient and accountable. The Department for Transport is due to respond back to the Transport Select Committee in September 2025 and we look forward to working with national and local partners to implement any changes they may make to maximise the benefit for our communities.

Appendix C – Skate Park Report

HOS update to Holt Town Council
September 2025

The lease. Good news at last! FIT have agreed a 30 year lease, with a few amendments which have been agreed and signed. HOS thanks Gemma for all her efforts on our behalf, we really appreciate it.

Fundraising: Our disco at the end of August raised an amazing £604.77p SugaBeat provided the disco with back up from two amazing lads who brought a large following with them, and didn't charge HOS anything.

Halloween disco: This is being held again at St. Andrews Church Hall, who have again given us the hall free of charge and is much appreciated. The disco is free to enter because the HOS ethos is that no child will be unable to attend through financial family constraints. They will be able to make lanterns and we have been donated a box of battery t lights. Last year it raised around £350 through a cake stall and tombola, lucky dips etc.

The Crowdfunder is slowly gaining support with a generous anonymous donation of £500. Please feel free to top it up to £250k whenever you wish!

Christmas: There will be a Christmas fun and craft day session nearing December, free to enter but again money will be made from various stalls etc.

Skatepark design and planning: Now we have the lease I will contact Gravity who build skateparks and ask them for ideas of what will be the best layout and features are suitable for for HOS on our specific site. They do a complete package that can include fencing, signage, skatepark features themselves and will also advise on planning permission, consultations, fundraising etc. We have looked at other skatepark companies but some only do wooden and metal ones, and one, Maverick, which has built skateparks in Norfolk has now so much business down South that they are unable to give us a quote. However, Gravity have been building skateparks since £2002 and have built 200 skateparks so are a proven company.

Sandy Roper
HOS Secretary

Appendix D – Bank Reconciliation

Holt Town Council

5 September 2025 (2025-2026)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/08/2025

Cash in Hand 01/04/2025 99,032.30

ADD

Receipts 01/04/2025 - 31/08/2025 121,012.75

220,045.05

SUBTRACT

Payments 01/04/2025 - 31/08/2025 125,886.43

A Cash in Hand 31/08/2025 94,158.62

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/08/2025 0.00

Barclays Community Account 31/08/2025 82,822.46

Barclays Business Tracker Account 31/07/2025 100.00

Barclays Business Saver Account 31/07/2025 13,865.80

96,788.26

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 94,158.62

94,158.62

2,629.64

A = B Checks out OK