



HOLT TOWN COUNCIL

Councillors,

You are summoned to the Meeting of Holt Town Council on **Monday 8th September 2025** at 7pm at Holt Playing Fields Club House, Woodfield Road, Holt, NR25 6TX

Gemma Harrison

Town Clerk

2nd September 2025

AGENDA

1.	Welcome
2.	Apologies for absence.
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.
4.	Police Matters.
5.	Announcements by Mayor.
6.	Agree the Minutes of: • The Town Council Meeting dated Monday 14th July 2025
7.	Matters Arising (for information and not included on the main Agenda). • Heath Farm Allotments • Old Carpet Shop • Holt Fire Sign
	PUBLIC QUESTION TIME Limited to 15 Mins (3 Minutes per person)
8.	Reports; To be Circulated in advance of the meeting. • Norfolk County Council • North Norfolk District Council • Skate Park Committee
9.	Proposed Closure to Norwich Road 9.1 To discuss the proposed road Closure to Norwich Road and the impact it would have for residents.
10.	Planning (Report circulated prior to the meeting) 10.1 To agree the planning report for applications received since the last meeting.
11.	Finance (circulated prior to the meeting) 11.1 To approve the payments, receipts, and Bank Reconciliation for July and August. 11.2 To approve the quote (as circulated prior to the meeting) for the new doors at the Cemetery. 11.3 To discuss the quotes received for the repair of the front door surround.

	11.4 Clerk to share the updated budget. 11.5 To agree an increase to the annual car parking charge at Letheringsett Car Park. 11.6 To receive an update on the HTC Annual Audit.
12.	Correspondence 12.1 Clerk to report any correspondence received since the last meeting to the meeting.
13.	HTC Grants 13.1 To award the annual HTC Community Grants.
14.	Wildlife Garden Awards 14.1 To discuss holding Wildlife Garden Awards in 2026.
15.	HTC Maintenance Team Responsibilities (Toilets and Memorial Gardens) – Review 15.1 To receive an update on the proposal to create a Community Group to open and close the Memorial Gardens. 15.2 To receive an update on quotes received for cleaning the Church Street Toilets.
16.	Chapel Yard – Public Realm Space Proposal (Grant Funded) 16.1 To receive an update on the proposed project (put forward by businesses) to improve the Chapel Yard public realm space.
17.	Holt Leaflet 17.1 To discuss creating a Holt Leaflet for the town, advertising HTC assets.
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 - • Holt Primary School • Jubilee Slates • NNDC Land Transfer (Verge at Holt Playing Fields and others)
19.	Agree items for the next Agenda.
20.	Agree date and time of next meeting. 20.1 Town Council Meeting Monday 13th October 2025 at 7pm at The Holt Playing Fields, Club House.