

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 13th October 2025 at the Meeting Room at St. Andrew's Church, Holt.

Attendees: 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.

11 Members of the public were present.

1. Welcome

1.1 Cllr Phil Wright welcomed everyone to the meeting.

2. Apologies for absence.

2.1 Cllr Sarah Tribe sent her apologies, the apologies were accepted.

2.2 County Cllr Eric Vardy also sent his apologies.

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 Martin Batey declared an interest in item numbers 6,7 and 12.

3.2 Cllr Simon Williams stated he had an interest in the finance as he had submitted an invoice to be paid.

3.3 Cllr Sandy Roper stated she is a member of the Owl Skate Park.

4. Police Matters.

4.1 PC Graham Gower-Smith – no report.

5. Announcements by Mayor.

5.1 The announcements by the Mayor were circulated prior to the meeting and can be seen at Appendix A.

6. Guest Speakers – Young speakers to address the Town Council on creating a new Pump Track in Holt.

6.1 Two young speakers gave a presentation on creating a pump track in Holt. It was noted the nearest pump track was in Blakeney, which meant any young people with this interest would have to travel to access it. Many young people in the town do not have access to a car and public transport is not an option. The young people explained there wasn't much to do in Holt for teenagers and this would be something which would

be enjoyed by many younger residents. HTC agreed to discuss their proposal at their next meeting in November.

7. Guest Speakers – Bayfield Homes to address the Town Council on their proposed new housing development (land off Pound Close).

7.1 A representative from Bayfield Homes gave a presentation on the development of 24 new dwellings off Pound Close, adjacent to Spout Hills.

7.2 A number of residents raised concerns about the development, including building on an open space, the impact on the wildlife and the impact the views of the development would have from their nearby properties.

7.3 Cllrs noted that access to Spout Hills would be restricted to residents.

7.4 Cllrs welcomed the possibility of the lower field being transferred over to HTC to manage as an extension to the Spout Hills site.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

- A member of the public asked the developer present whether they could be given a plan to show the location of their house to the nearest proposed dwelling.
- A member of the public raised concerns about the impact the proposed development (off pound Close) would have on the highway.

8. Agree the Minutes of:

- The Town Council Meeting dated Monday 8th September 2025

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

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

- Heath Farm Allotments – Ongoing.
- Chapel Yard Enhancement Project – Ongoing, the REPF grant fund for resurfacing the yard will be put in front of the deciding panel shortly.
- Anglian Water Road Closure Proposal – the closure has been confirmed as starting on 12th January 2026. There was some confusion as signage has been erected on Norwich Road indicating the works are due to take place earlier, on 27th October. Clerk to to speak to Highways. It was also noted

that residents have been concerned about the current water quality, Clerk to raise the issue with Anglian Water. GH

- Old Carpet Shop – deferred to the next meeting. Clerk to speak to Highways regarding the pavement which used to be available outside the Old Carpet Shop.
- The new post box on Shirehall Plain is now operational.

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

- **Norfolk County Council** – Report available at Appendix B.
- **North Norfolk District Council** - It was noted that the Local Plan should get adopted prior to Christmas.
- **Skate Park Committee** - Report circulated prior to the meeting.
- **Holt Youth Council** – The Youth Council have met and their minutes will be circulated shortly. It was noted that the Youth Council are looking to recruit new members.

11. Yellow Line Consultation – Cley Road

11.1 Cllrs raised concerns about the yellow line proposal of 30 metres around the new road junction of Cley Road, the proposal is not as comprehensive as the previous consultation received. Cllrs stated that without yellow lines being used on both side vehicles will just choose to park on the other side of the road. Furthermore Cllrs believe the proposal will exaserbate problems with the Cemetery access.

11.2 Cllrs agreed to OBJECT to the current proposal and request instead that double yellow lines are used on the east side of the road with alternate yellow lines / 2 or 3 parking spaces are used on the west side of the road to address the issue of inappropriate parking, to allow some car parking as a deterrent to speeding vehicles. The current proposal would cause problems for cemetery access and wouldn't achieve the goal of making the new junction safer. Clerk to respond. GH

12. Planning (Report circulated prior to the meeting)

12.1 The planning report for applications received since the last meeting was circulated prior to the meeting. Cllrs discussed two applications;

- PF/25/1920 1 Grove Close, Holt – Cllrs agreed a response of no comments.
- PF/24/2530 Field North of Valley Lane. Taking into consideration the recent presentation, the previous two meetings with the developer and the comments received from adjacent residents, Cllrs discussed the application. Cllrs stated

that they supported the application, due to the revised layout, the types of housing offered and affordable housing being offered. The intention of the landowner to open up the lower field as an extension to Spout Hills was welcomed.

The report was PROPOSED by Cllr Prior, (taking into consideration the above two applications and their comments), it was SECONDED by Cllr Roper and AGREED on a vote by a show of hands with 8 Cllrs voting in favour, 3 voting against. Cllr Batey abstained from the vote. Clerk to respond to NNDC. GH

12.2 There has been no further update on the Lidl planning application.

13. Finance (circulated prior to the meeting)

13.1 The payments (£17,182.75), receipts (£104,031.30 includes the second payment of the town precept), and Bank Reconciliation for September (Appendix C) were circulated prior to the meeting.

13.2 Cllr Payne commented on the water bill for the toilets and noted the increase which has occurred in the last year. The use of the toilets has increased since the refurbishment.

13.3 Cllr Payne asked for clarification for the Fields in Trust charge, this was reimbursed by the Owl Skate Park Committee, there was no cost to HTC.

13.3 The finance was PROPOSED by Cllr Moore and SECONDED by Cllr Jones and AGREED by all.

13.4 The quote for the painting and repairing the front door surround and the painting of the front of Nelson House was AGREED. It was suggested that Cllrs would be happy for the work to take place in the Spring if that is what best suits the contractor.

13.5 The quote for repairs at Geroge V (as per the latest annual inspection) was shared by the Clerk, the quote for £1612 was AGREED by all.

14. Correspondence

14.1 The 20 mph speed review correspondence which was emailed into the office by a resident was shared. Cllrs noted the correspondence which will be past onto Norfolk County Council for their consideration.

15. Business Recognition Awards

15.1 A letter received from a local business was considered. Cllrs agreed that there were several Holt businesses which deserve recognition. Cllrs stated that they felt this was the role of the Chamber of Commerce and HTC would be willing to support the

Chamber in the potential new project. It was suggested that HTC may donate some money towards a small award if the Chamber thought it was appropriate.

16. Donations

16.1 Cllrs discussed launching a new campaign to receive donations at Spout Hills and Church Street Toilets. Cllrs AGREED to install QR codes at the entrances to both sites to attract donations. GH

16.2 The funding for the improvements to the pond on Spout Hills was discussed and it was suggested that the Clerk look at funding opportunities including the wind farm grant funding scheme. GH

17. HTC IT Policy

17.1 The new IT Policy was circulated prior to the meeting and was AGREED by all. Clerk to place a copy on the HTC website. GH

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 -

18.1 The above resolution was AGREED by all.

18.2 Holt Primary School - Cllr Prior shared the school data for this year and stated she will circulate to the Clerk after the meeting. MP

18.3 A discussion took place on what efforts were being made to better understand the reasoning behind the decision for NCC to put the new school on hold.

18.4 Cllrs AGREED to sit longer than the 2 hours as stated in the HTC Standing Orders.

18.5 It was AGREED for the new school to be put on the agenda for next month. Clerk to look at getting a new valuation quote. GH

- Jubilee Slates – No update. Clerk to draft a statement of truth for the press, and to inform Holt Society of this action. GH

19. Agree items for the next Agenda.

19.1 Primary School, Slates, Lidl, Pump Track, old carpet shop, allotments.

20. Agree date and time of next meeting.

20.1 Town Council Meeting Monday 10th November 2025 at 7pm at The Holt Playing Fields, Woodfield Road.

Meeting ended 9.16pm

Draft October 2025 Minutes - 5 pages - 3 appendices

Signed

Appendix A

Mayors Report

On 17th September Paul from our admin team enjoyed a guest tour of USAF Lakenheath.

The finance subcommittee met on September 29th to agree next year's budget - how to spend our town precept. Full details will be published on our website. The full budget will be taken to November's HTC meeting for discussion and approval.

On 21st October we will welcome Sheringham's Mayor and the leader of the Wildlife Gardens Awards scheme for an informal meeting between myself and Gemma. We hope to discuss topics affecting our towns and the green agenda also.

Our Municipal sub committee will hold a meeting on Monday 24th November. Anyone with any questions or requests for us to include in our discussions any of the following criteria please email the town clerk or myself highways, streetlights, bins, benches, speed limits, footpaths, verges.

We are planning Holt's usual annual Remembrance service which this year will be 11am at and around the War Memorial on November 9th.

Appendix B – NCC Report

Over £34 Million secured to transform transport across Norfolk

Norfolk County Council has secured more than £34 million in new government funding to enhance local transport infrastructure and planning over the next four years.

The Department for Transport (DfT) has confirmed that Norfolk will receive £32.5 million in capital funding and an additional £2.1 million in resource funding through the Government's Local Transport Grant (LTG) programme.

This funding is a significant boost for Norfolk. It enables us to press ahead with vital improvements while also strengthening our in-house capacity to plan and deliver the projects that matter most to local communities that support our Local Transport Plan. From greener travel options to safer streets, this investment gives us the tools to build a transport network that's fit for the future.

The dual funding stream will support both the delivery of physical infrastructure and the capacity to plan, develop and manage projects, helping Norfolk address key priorities such as reducing congestion, improving accessibility, enhancing public transport, and promoting sustainable travel.

The capital funding provides the opportunity to deliver on-the-ground improvements such as:

- New and upgraded active travel infrastructure
- Enhancements to public transport services
- Improved accessibility for all users

Meanwhile, the resource funding will ensure the council has the expertise and capacity to deliver these projects efficiently and effectively, ensuring best value for residents.

Norwich Castle Keep reopens following £27m redevelopment

Norwich Castle Keep reopened to visitors following a comprehensive five-year redevelopment project that introduced new accessibility features alongside new galleries and interpretive displays. Funded by £12 million from Norfolk County Council and over £13 million from the National Lottery Heritage Fund, all five floors of the newly named People's Palace were opened to the public for the first time ever.

The Grade I listed castle, originally commissioned by William the Conqueror 900 years ago and completed by his son Henry I in 1121, retained its historic significance while embracing modern improvements.

A new light-filled atrium adjacent to the Keep was unveiled in the first phase of the redevelopment in July 2024. Visitors also benefited from a new café, gift shop, and additional toilet facilities to enhance the visitor experience.

Importantly, a lift was installed to provide full wheelchair accessibility throughout the Keep, allowing access from the basement all the way up to the battlements, where visitors could enjoy panoramic views

- **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.

- 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.

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

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- **Norfolk plan submitted to Government**

- The Government is being urged to back plans for better services, local decision making and bigger savings, by replacing Norfolk's eight councils with one.

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- Norfolk County Council's cabinet has agreed to submit a business case which details how a single council for Norfolk would save £39.8 million per year and deliver the biggest benefits. The decision came after the case was discussed by full council, earlier today (25 September).

- The Government wants to have fewer councils, known as unitary authorities, which run all services in their area. It has asked existing councils to submit detailed proposals by 26 September.

- County council leader, Councillor Kay Mason Billig said: "You've told us you want value for money and the best council services for all our communities.

- "Having one council for all of Norfolk - instead of splitting things up, two or three ways - is the best way of achieving that.

- "One council would make your money go further, which means more to support services. Only by having one council would enough savings be delivered to give future councillors choices on where to set the level of Council Tax. Having more than one council would cost significantly more and make this virtually impossible.

- "Under one council, it doesn't matter whether you live in Norwich or in a rural area or in a town, there is no postcode lottery - everyone is treated equally. I believe one council would be strong where it counts and local where it matters."

- Norfolk currently has a county council and seven district councils. This means that, wherever you live, you will have some services provided by the county council (such as social care and highways) and some by a district council (such as waste collection and planning).

- Norfolk County Council has proposed one new council, South Norfolk District Council proposed two and the remaining six district councils proposed three.

- The county council's business case highlights a range of key benefits of having one council, including:

- Saving £39.8 million per year, compared to the current eight councils - money that can be invested in improving services
- Removing duplication and joining up services that are currently divided between councils, such as adult social services and housing
- A focus on meeting local needs, by setting priorities at neighbourhood area committees, closer working with town and parish councils and voluntary groups and delivering services through integrated neighbourhood teams

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Signed

- Avoiding the risk of splitting up crucial, county-wide services such as adult social care, children's services and highways
- Being in a strong position to boost Norfolk's economy, by having a plan for the whole county
- The report says: "The outcome of our comprehensive options appraisal is clear that the best option for Norfolk is a single unitary council. A single unitary council for the whole of Norfolk is the only option that fully meets the Government's criteria, ensures a robust, forward-looking model for Norfolk's future, generates the most savings, has the lowest transition costs and will deliver better outcomes for communities."
- The Government is due to consult the public on different council options this autumn, before making a final decision, expected in spring next year.

Appendix C

Bank Reconciliation

Holt Town Council

7 October 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 30/09/2025

Cash in Hand 01/04/2025 99,032.30

ADD

Receipts 01/04/2025 - 30/09/2025 224,973.25

324,005.55

SUBTRACT

Payments 01/04/2025 - 30/09/2025 143,777.40

A Cash in Hand 30/09/2025 180,228.15

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/09/2025 0.00

Barclays Community Account 30/09/2025 168,352.02

Barclays Business Tracker Account 30/09/2025 122.28

Barclays Business Saver Account 30/09/2025 13,911.82

182,386.12

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 180,228.15

180,228.15

2,157.97

A = B Checks out OK