Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 8th December 2025 at Holt Playing Fields Clubroom, 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 Tony Pointer, Cllr Martin Batey, Cllr Chris Bishop, Cllr Simon Williams, Cllr Anita Jones, Cllr Rodney Smith and Town Clerk Gemma Harrison.

1 Member of the public was present.

1. **Welcome**
   1.1 Cllr Tribe welcomed everyone to the meeting.
2. **Apologies for absence.**
   2.1 Apologies received from Cllr Sandy Roper. 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 stated that he has an interest in item 10 - Planning.
   3.2 Cllr Tony Pointer stated he had an interest in item 18 - Town Ranger post.
   3.3 Cllr Tribe stated she had an interest in item 9 Affordable Homes and item 16 Pigeons.
4. **Police Matters.**
   4.1 The Clerk read the Police report. Cllrs welcomed the news that the youths who were causing a nuisance on White Lion Street have been dealt with by the Police and have apologiesed to those involved.
5. **Announcements by Mayor.**
   5.1 The full report can be seen at Appendix A.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

- A member of the public attended the meeting to add their support to the yellow line TRO proposal for Cley Road, outlining the problems with parking on the junction.

Signed ……

6. **Cley Road Yellow Lines.**

   6.1 Cllrs discussed the TRO proposal and AGREED to support the amended plans for yellow lines on Cley Road as per the plan circulated prior to the meeting. Clerk to respond to NCC. GH

7. **Agree the Minutes of:**

   - The Town Council Meeting dated Monday 10th November 2025. The minutes were PROPOSED as accurate and correct by Cllr Martin Batey and SECONDED by Cllr Philip Wright and AGREED by all. The minutes were signed by the Mayor.

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

- Heath Farm Allotments – Planning amendments have been granted for the contamination monitoring, HTC are still awaiting for planning amendments to be made relating to the landscaping of the site. Lovells continue to keep HTC updated on any progress made.
- **Owl Trail –** Cllr Sarah Tribe attended a meeting to discuss The Owl Trail. A summary of the meeting has been sent to Cllrs. It was AGREED to go ahead with a limited print of the leaflet to ensure copies are available ahead of the tourist season next year. Clerk to request the PDF to get quotes for printing to compare to quotes already supplied. It was noted the project was initially run by HTC, The Holt Society and The Chambr of Trade. Cllrs stated that in lieu of the Chamber and given the recent communication problems with The Holt Society, that HTC look to continue with the trail. It was noted that HTC already fund all costs associated with the Owl Trail. Cllr Ray Moore suggested looking at advertising on the website to generate revenue which could be used for printing costs. Cllr Anita Jones volunteered to help co-ordinate the reprint. AJ/GH
- Carpet Shop – The highways report has been received and circulated to Cllrs, it was noted that a hoarding license is now required due to the blocked off footway.

9. **Reports; To be Circulated in advance of the meeting.**

   - Norfolk County Council – Circulated prior to the meeting and can be seen at Appendix B.
   - North Norfolk District Council – It was confirmd that Lidl is not going to December's Development Planning Committee meeting.

Signed ……

- Skate Park Committee – Report circulated prior to the meeting and can be seen at Appendix C.

9. Affordable Homes Holt

9.1 The recent email from NNDC on affordable housing in Holt was discussed and noted. Cllrs fully support Officers at NNDC in trying to find more areas for affordable housing in Holt but noted that there was currently no suitable available land. Cllrs will continue to discuss possible solutions with landowners.

9.2 Cllrs would like to see a review of business rates for holiday rate accommodation to ensure holiday homes contribute to the town they are in. It was also suggested that income tax should be looked at for holiday home income with a proportion made available for local government spending pending.

9.3 Cllrs extended their thanks to Holt and Neighbourhood Housing Society for their work in providing many local families with affordable accommodation.

10. Planning (Report circulated prior to the meeting)

10.1 The planning report for applications received since the last meeting was circulated prior to the meeting and is available on the HTC website. The report was PROPOSED by Cllr Philip Wright and SECONDED by Cllr Ray Moore and AGREED by all.

10.2 The proposed new Aldi was discussed. Cllrs stated they would prefer the main entrance to be located off Old Station Way rather than onto the A148. Cllrs noted the location of the entrance had changed from the original application submitted several years ago. It was noted that a roundabout may solve the problem.

10.3 Cllrs AGREED that the speed limit would need to be reduced on this section of the A148.

10.4 Cllr Simon Williams asked for an impact survey for the busineses in Holt. Cllr Williams raised concerns that the new supermarket may impact jobs in the town.

10.5 Clerk to submit the above comments as part of the informal consultation stage.

11. Finance (circulated prior to the meeting)

11.1 The payments (£29,965.65), receipts (£50,934), and Bank Reconciliation (Appendix D) for November were circulated prior to the meeting. The finance was PROPOSED by Cllr Philip Wright and SECONDED by Cllr Rodney Smith and AGREED by all.

11.2 The quote for tree works (as part of the tree survey carried out earlier in the year) on Spout Hills was discussed and AGREED by all. It was noted that the wood cut should be put on the common wood pile. Chips to put in the same pile. GH

12. Budget 25/26

12.1 The draft Budget for 25/26 was discussed. It was PROPOSED by Cllr Bryan Payne and SECONDED by Cllr Philip Wright to request a Precept of £250,776 which is an increase of £5.97 per year per Band D property which is 49p per month. The Budget was AGREED by all on a show of hands.

13. Correspondence

13.1 The ongoing nuisance of pigeons in the town was discussed. Cllrs stated the pigeons make the town look messy and lends itself to a Public Health situation. A letter was receivd from Cllr Tribe outlining the problems pigeons were causing them in their home and their ongoing private dispute with the freeholder. The matter of pigeons needs to be addressed. It was AGREED for the Clerk to obtain quotes for a hawk or other suitable deterrents. GH

13.2 The letter from a local resident about the traditional act of Old Father Valentine was discussed. It was AGREED to support the request to register the Old father Valentine as a tradition on the UK register of Living Heritage. GH

13.3 A request has been received to install a litter bin in the layby on the A148, Cllrs approved the request. The request was AGREED, the Town Ranger will install the bin.

14. NNDC Land Transfer

14.1 The proposed land transfer request from NNDC was discussed. It was AGREED that the Clerk enquire about the Play Area at Neil Avenue and ask whether any restrictions would be included. Cllrs requested more information and more accurate plans for their consideration.

15. Chapel Yard

15.1 The Clerk gave an update on the REPF grant for the Chapel Yard project. The Clerk informed Cllrs of the terms and conditions. It was noted that the 25% contribution from businesses has already been received and NCC will be transferring 50% of the grant in advance of the works taking place.

15.2 HTC have been asked to sign a legal agreement (which was circulated to all Cllrs prior to the meeting). The agreement states that 75% of the work has to be completed by 31st March 2026. It was noted the contractor will carry out the work between 10th January-28th February 2026. Cllrs raised concerns on who would be responsible for

any unforeseen deficit, it was noted that HTC will not be contributing financially to the project. Time has been given for admin support. Cllrs asked that there was a future guarantee on the work being delivered.

15.3 Cllr Philip Wright PROPOSED to go ahead with the project and sign the legal agreement this was SECONDED by Cllr Ray Moore, a vote took place by a show of hands and there were 9 Cllrs in support and 3 Cllrs who abstained. The motion was carried. The Mayor signed the legal agreement. Clerk to update the affected businesses.

16. Pigeons

16.1 Dicussed under Correspondence at item 13.

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

- Jubilee Slates – The Holt Society have a meeting on 9th December to discuss the outstanding debt with HTC. The item was deferred to Januarys meeting.
  Cllrs AGREED to sit longer than 2 hours as stated in the Council's Standing Orders.
- Cemetery Extension –the proposed development off Cley Road was discussed and it was AGREED HTC should have a presence at the developers future consultation events, to engage with members of the public on the proposed cemetery extension. It was noted that any advertising needs to be clear to ensure HTC are attending to undertake their own consultation and not in collaboration with the developer. Clerk to inform the developer. GH
- Staffing – The Town Ranger job vacancy is now live and will shortly be advertised in the Holt Chronicle.
- Holt Primary School - An update was given from the recent meeting with NCC about pupil numbers. Clerk to get a quote for valuation and to undertake the consultation with parents in the New Year about what infleunces their choice of school.

18. Agree items for the next Agenda.

18.1 Primary School, Jubilee slates, Carpet Shop, staffing Town Ranger, update from sub-committees.

19. Agree date and time of next meeting.

19.1 Town Council Meeting Monday 12th January 2026 at 7pm at The Holt Playing Fields, Woodfield Road.

The meeting ended at 9.20pm

Appendix A – Mayor Report

On Sunday 9th I was honoured once again to represent all Councillors and our town and wider community in welcoming the King's representative, our local MP, District and County Councillors to the annual Remembrance Day service at our war memorial here in Holt. Conflict continues, and it is both the names on our memorial and current times that occupy thoughts as we stand together in reflective personal, and communal, silence. Thank you to the Royal British Legion branch who organise this event, alongside Gresham's School, and both St Andrew's and the Methodist Church in town. I would also like to extend my thanks to our Town Clerk who organised wreaths, wooden crosses, orders of service, Nelson House as our meeting and welcome point and road closure barriers on the day.

13th November saw our annual gathering of those volunteers who run our Tourist Information Office. We met in The Feathers for coffee and cake, a chance to say thank you to those who give their time, expertise, and enthusiasm for this town and also to run through some stats collected throughout the year. The TIC served over 4000 visitors this year with some travelling as far as New Zealand and Canada. The TIC will be looking to recruit more volunteers ahead of the 2026 season if anyone is interested in fulfilling this role please contact the Town Clerk.

The Personnel Sub Committee met on 20th November to discuss the position of Town Ranger of which we are seeking a replacement in the new year as our current ranger Ben is moving on to complete on a long-term personal project elsewhere. The job will be advertised in the December edition of the Holt Chronicle and on the HTC website.

On 24th November the Municipal sub committee met to discuss a number of issues and ideas for the town including sufficient bins and the distribution of their location, street lighting small hours, encroachment of boundaries/hedges over pavements, speed limits (Cromer Road and Heath Farm roundabout). A number of areas were identified to take forward.

Daily now till twelfth night, Holt welcomes residents and visitors for an evening stroll around our town to see both the lights and the window displays. We would like to extend

Signed ……

our thanks to all those who make light up possible, their actions this year, as last, has resulted in a town tradition continuing and vital fundraising for many local groups and charities is also achieved too. The Town Council continues to provide ancillary support as it has always done each year.

Appendix B – NCC Report

New Norfolk-wide highways contract awarded with strong focus on boosting local skills and employment

Norfolk County Council has appointed Kier as its new long-term contractor responsible for the maintenance and construction of the county's highway network.

Kier will deliver a comprehensive programme of highways maintenance and improvement, including road resurfacing and surface dressing, bridge works, drainage and the delivery of new transport infrastructure.

As part of the contract, Kier will invest significantly in its existing site in Wymondham, upgrading facilities to reduce energy consumption and support the latest in sustainable construction and materials innovation, which will benefit the wider Norfolk economy.

A key feature of Kier's approach to the contract will be its commitment to local skills and employment. At any given time, Kier will employ at least 15 apprentices, providing structured training, professional qualifications, and career pathways for young people across Norfolk.

The company will also run an annual 10-week programme for young people in care and care leavers, offering taster sessions, work experience, and employability skills, with support from supply chain partners.

Give Norfolk County Council your views on fire and rescue priorities

A public consultation on Norfolk Fire & Rescue Service's safety and risk plans for the next five years has gone live.

Residents, businesses and organisations now have an opportunity to feedback on areas the service has identified as priorities for 2026-2031, to mitigate risk and keep our county as safe as possible.

Eight proposals have been put out for the public to comment on, around the areas of:

- Road safety
- Prevention activity
- Building safety
- Preparing for and responding to emergencies
- Responding to climate change (specifically extreme weather risks such as flooding and wildfire)
- Supporting our people
- Fire station improvements
- Responding to medical emergencies

Details of the eight proposals are below. The public can fill in an online survey via **www.norfolk.gov.uk/crmp** to respond.

CRMP Proposal 1

Working to Improve Road safety: We will play a more active role in Norfolk's Road Safety Partnerships to analyse data and coordinate action to reduce the occurrence and impact of collisions on our county's roads.

CRMP Proposal 2

Focussing on prevention: We will work within Community Safety Partnerships to further focus on vulnerable groups, including children and young people. We will increase our early intervention activities, developing resilience in our communities and improving outcomes.

CRMP Proposal 3

Ensuring better Building Safety: We will prioritise inspection and engagement activity for the highest risk buildings in Norfolk, effectively applying legislation across relevant residential and commercial buildings to keep people safe in their homes, at work and during their leisure activities.

Signed ……

CRMP Proposal 4
Enhancing our Response: We will review how we locate and deploy our assets and resources to optimise how we train for, and respond to, emergencies.
CRMP Proposal 5
Responding to Climate Change: We will review our extreme weather response, specifically water and wildfire capability, to mitigate the impact of these incidents. We will continue to lobby government to make water and flood response a statutory duty for all Fire and Rescue Services in England.
CRMP Proposal 6
Supporting our People: We will continue to further develop our high performing and inclusive culture; supporting our staff to be skilled, healthy and engaged, and empowering them to uphold the highest professional standards that our communities expect.
CRMP Proposal 7
Providing Fit for Purpose Fire Stations: We will secure long term investment in our fire stations, so firefighters are protected from contaminants and facilities are fit for a modern workforce.
CRMP Proposal 8
Responding to Life Threatening Medical Emergencies: We will continue to develop our work with East of England Ambulance Service Trust around Emergency Medical Response to improve outcomes for our communities.

Norfolk's budget consultation - Have your say
As the county council's annual budget consultation haslaunched, people are being urged to take a look at the proposals and have their say.
The county council is working to set a balanced budget, despite the need to save £41.6m in 2026-27. This year there are 50 budget saving proposals, and proposals to increase council tax, which provides a large part of the funding the county council needs.
These proposed savings add up to £35.7m - which would make a big contribution to the overall amount that needs to be saved.
To help deal with cost pressures and invest in vital services, the current budget planning for 2026-27 is based on an assumption to increase council tax.
Three options are being considered:
• An increase of 3%
• An increase of up to 5%
• An increase of more than 5%
People can find out more and have their say at **www.norfolk.gov.uk/budget**.
The consultation opens on Monday 27 October and closes on Monday 15 December 2025.

'It's never too late': Norfolk County Council is supporting healthy ageing
Looking after your health as you get older is not just a recommendation - it's a vital investment in your future quality of life. Evidence shows that staying physically active, keeping up with recommended vaccinations and screenings, and maintaining social connections are among the strongest predictors of how well you age. These actions play a direct role in preventing illnesses, reducing the risk of falls and long-term conditions, and supporting mental wellbeing.
Norfolk is home to one of the highest ageing populations in the UK. Now, the county council's Public Health department has launched a new campaign to encourage residents aged 50 and over to prioritise their health so they can live healthier, more connected lives as they age.
The campaign is centred around a brand **new Healthy Ageing subsite**, called 'It's never too late', which highlights resources, guidance and opportunities to help residents make positive changes to their health and wellbeing.
This includes:
• Protecting your health: information on vaccination eligibility and booking, NHS screening appointments, and NHS health checks.

• Being active: information on moving more, strength and balance, falls prevention, and finding local groups.
• Feeling connected: finding clubs, groups and one-to-one support, building new connections, and practical guidance on transport and digital skills.
To explore the new webpage and find out more, visit **www.norfolk.gov.uk/healthyageing**.

Norfolk bucking national trend for recruiting adoptive parents

Norfolk is bucking the national trend for recruiting adopters, with the numbers of adopters increasing in the county.
Across the country, there are 12% fewer families considering adoption this year compared to last, whereas in the year 24/25, Norfolk County Council's Adoption Service recruited 43 adoptive households - a 53% increase on the number of adopters who were approved in 23/24.
Of these 43 households, 37 were couples and six were single adopters. The council has also seen an increase in adopters from global majority backgrounds and from the LGBTQ+ community.
The news comes as the county marks National Adoption Week, with this year's focus being on busting the misconceptions about who can adopt.
People considering whether adoption is right for them are invited to contact Norfolk Adoption Services on **01603 638343** for a friendly chat and invitation to an information event where they

Appendix C – Skate Park Report

Report to Holt Town Council
December 2025

Very quiet since the Halloween Disco. HOS was going to hold a Christmas Craft afternoon on the 6th December but since I wasn't available to help and some other committee members were also working, it was felt that after the antisocial behaviour in the Disco, it was not really safe to run a session with limited supervision. A shame, however we will start again after Christmas.
We intend to apply to the Charity Commission for registration early in the new year, the constitution has now been amended and once the account books have been looked over then we are ready to go.
The clothing recycling bin has now got its logo and has been emptied once already. Good for HOS and the HPFA.
HOS thanks Holt Town Council for their continued support and from our Committee to all Cllrs, Gemma, and all staff and volunteers, we wish you all a very Merry Christmas and a Happy, healthy New Year.

Best wishes all
Sandy
HOS Secretary.

Appendix D – Bank Reconciliation

Holt Town Council

2 December 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 01/12/2025

Cash in Hand 01/04/2025 99,032.30
ADD

Signed ……

Receipts 01/04/2025 - 01/12/2025 292,704.77
391,737.07
SUBTRACT
Payments 01/04/2025 - 01/12/2025 191,520.81
A Cash in Hand 01/12/2025 200,216.26
(per Cash Book)
Cash in hand per Bank Statements
Petty Cash 01/12/2025 0.00
Barclays Community Account 01/12/2025 186,609.08
Barclays Business Tracker Account 01/12/2025 122.28
Barclays Business Saver Account 01/12/2025 13,911.82
200,643.18
B
Less unpresented payments
Plus unpresented receipts
Adjusted Bank Balance 200,216.26
200,216.26
426.92

A = B Checks out OK

Signed ……