

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 12th January 2026 at Holt Playing Fields Clubroom, Woodfield Road, Holt.

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

District Cllr Connor Rouse was also present.

2 Members of the public were present.

1. Welcome

1.1 Cllr Wright welcomed everyone to the meeting.

2. Apologies for absence.

2.1 Apologies received from Cllr Sarah Tribe, and 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 9 (Planning) as he is a member of the NNDC Development Control Committee.

3.2 Cllr Tony Pointer stated he had an interest in item 13 (appointment of the new Town Ranger).

4. Police Matters.

4.1 A number of traders in town have been experiencing problems with youths causing a nuisance. Some shop owners are finding their behaviour intimidating. PC Graham Gower-Smith has been informed. Graham is holding a Police surgery at Nelson House on Tuesday 20th January 10am -11am.

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 asked a question about speeding on Kelling Road. The parked cars act as a chicane and often vehicles speed around them to avoid waiting.

Cllrs suggested putting the SAM2 on the road for a more prolonged period and reporting the concern to NCC. It was also suggested that the Clerk look at creating a

Community Speed Watch Group again. GH

The Clerk was asked by Cllrs to clarify how Anglian Water are upgrading the Holt sewage network, as per the recent press reports. GH

6. Agree the Minutes of the Town Council Meeting dated Monday 8th December 2025.

6.1 The minutes were PROPOSED as accurate and correct by Cllr Simon Williams and SECONDED by Cllr Ray Moore and AGREED by all.

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

- It was noted that where Heath Drive meets Hempstead Rd there are a lot of pot holes at the junction. Clerk to enquire with NCC Highways whether this area is due to be resurfaced. GH
- Carpet Shop – There is no update.
- Owl Trail – advertising on the Owl Trail website to be pursued. GH/AJ

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

- Norfolk County Council Report – Circulated prior to the meeting.
- North Norfolk District Council – Cllrs were informed that the Valley Lane planning application has been pushed back to February's Development Control meeting.
- Skate Park Committee – Thanks were extended from the committee to Connor Rouse for his fundraising efforts.

9. Planning (Report circulated prior to the meeting).

9.1 The planning report for applications received since the last meeting was circulated prior to the meeting and available on the HTC website. Cllr Maggie Prior PROPOSED the report which was SECONDED by Cllr Ray Moore and AGREED by all.

9.2 Cllrs asked whether the name of the new Mill Road development has been decided by NNDC. Clerk to chase. GH

9.3 No further applications have been received since the planning report was published.

10. Finance (circulated prior to the meeting)

10.1 The payments of £20,098.09 and receipts of £45,435.37 and bank reconciliation (Appendix B) for December were circulated prior to the meeting and read aloud by the Clerk. Cllr Martin Batey PROPOSED the finance and Cllr Bryan Payne SECONDED the finance which was AGREED by all.

11. Correspondence

11.1 Bayfield Homes – the land due to be transferred to HTC will come with a management plan and access will be via a stile. It is suggested there will be no dogs on the land. Cllrs were keen to help write the Management Plan and suggested dogs with leads and a kissing gate as an alternative to the stile. It was AGREED to arrange a separate meeting with Bayfield Homes to discuss further. GH

11.2 The request from the Treehouse Café for a grit bin was discussed, it was PROPOSED by Cllr Ray Moore and SECONDED by Cllr Martin Batey and AGREED by all for a grit bin to be ordered and delivered to the Treehouse Café. GH

11.3 Cllrs were made aware of a letter received regarding a poor experience a gentleman and his wife received whilst visiting Holt. This letter is due to be printed in the Holt Chronicle. The Mayor has spoken to the gentleman direct.

11.4 No further correspondence has been received since the last meeting.

12. Cromer Road Bus Shelter Replacements

12.1 NCC have been in touch and offered to install a new bus shelter on Cromer Road in Holt. HTC have previously spoken to NCC about replacing the shelter outside the North Norfolk Railway on Cromer Road as it has limited capacity. In peak season each steam train can bring up to 300 people into Holt, however very few choose to come into the town centre as it is considered too far to walk. An extra large bus shelter with lighting and real time information would encourage more visitors into the town. As such the proposal was welcomed by Cllrs. The new bus shelter would be installed partly on land owned by The Melton Constable Trust, as such a legal agreement would need to be drafted and signed by all parties. The new bus shelter would be installed at no cost to HTC, once installed HTC will insure the shelter and add it to the Town Council's asset register.

12.2 The bus shelter being offered is redundant from a previous NCC project, it has been designed with the North Norfolk Railway heritage in mind and is currently awaiting installation. Cllr Phil Wright PROPOSED to support the bus shelter replacement, Cllr Simon Williams SECONDED the motion which was AGREED by all.

12.3 It was noted that it is NCC's intention to install a shelter (at a later date) on the Sheringham bound side of Cromer Road, this would benefit those going to Holt Surgery or Kelling Hospital.

13. Sub-Committee Updates

13.1 The Clerk read aloud the current sub-committees and some actions for each committee. It was AGREED for the Clerk to circulate both via email for Cllrs to comment on. GH

13.2 The land transfer from NNDC was raised by Cllr Ray Moore and the Clerk agreed to chase a response from the questions asked about the Neil Ave Play Area. Cllrs are keen to see accurate plans showing each of the proposed transferred areas and a note of any restrictions. GH

13.3 Cllrs raised concerns about people parking on the yellow lines outside the pet shop on New Street and outside Budgens on Kerridge Way. Clerk to inform planning enforcement. GH

14. 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 latest correspondence was circulated from the Holt Society. Cllrs to send the Clerk any emails they have received on the Jubilee Slates for her to collate. It was AGREED for the Clerk to pursue legal advice. GH
- **Holt Primary School** –
 - The Clerk is working on the consultation document to better understand the reasons for parents choosing to send their children to school where they do. GH
 - The Clerk will get a valuation of the existing school site to better understand what the value of the land is worth. GH

➤ Clerk to chase the MP for more information on the Government Rebuild Scheme. **GH**

- **Staffing** –12 applicants applied for the role of Town Ranger, the 4 strongest candidates were interviewed and the Personnel Committee recommended offering the role to candidate 1, (subject to references) on payscale SCP 22. The job offer was PROPOSED by Cllr Martin Batey and SECONDED By Cllr Sue Barham and AGREED by all.

15. Agree items for the next Agenda

15.1 Allotments, Update on planning meetings, The Holt Vision.

16. Agree date and time of next meeting.

16.1 Town Council Meeting Monday 9th February 2026 at 7pm at The Holt Playing Fields (Football Club) Woodfield Road.

The meeting ended at 20.29pm

Appendix A

A busy end to a busy year!

On 17th December I attended the annual St Andrew's Nine Lessons and Carol service, undertaking a reading, representing the Town Council. As always, it was well attended and a lovely service full of traditions and history. The nine readers came from varied walks of Holt society, a chance to celebrate the strong community links that are prevalent throughout our town.

On 19th December town clerk Gemma and I took part in a zoom meet with the Norfolk Magazine who are to feature Holt in their February edition. The content we supplied outlined our past year of community and council projects and our aims for the year ahead. We requested sight of the article before publication so it can be verified as being correct in its accuracy. A great and opportune chance to showcase ongoing activity around town and kick-start positivity going into spring.

Myself and Gemma our clerk received an unexpected hand-written note from Lady Dannatt, the King's representative who often attends our civic town events, thanking us for our service to our town and community. Whilst it is true we give our time

Draft January 2026 Minutes - 5 pages - 2 appendices

Signed

enthusiastically (and in my and all Councillors cases freely) we represent full council and so may other clubs, societies and groups in the town too. So a personal thank you to all who have engaged with the Council last year and tackled some of our town business together.

Early January

May I take this opportunity to wish Holt, my fellow Councillors, the town clerk and all our council team and Tourist Information volunteers the very best for the coming year.

We start with refining and interviewing applications for a new Town Ranger to take over post. We have had a healthy response of high caliber. We take this opportunity to also thank Ben Philo as our first Town Ranger, defining and refining the role that we can now offer going forward. And his contribution as a previous town Councillor too. We wish him all the best in his new venture. A mark of our standing in North Norfolk that our town is held in high esteem as a place to live, work and play.

Appendix B

Holt Town Council

6 January 2026 (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 31/12/2025

Cash in Hand 01/04/2025 99,032.30

ADD

Receipts 01/04/2025 - 31/12/2025 323,040.14

422,072.44

SUBTRACT

Payments 01/04/2025 - 31/12/2025 212,945.83

A Cash in Hand 31/12/2025 209,126.61

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/12/2025 0.00

Barclays Community Account 31/12/2025 172,646.68

Barclays Business Tracker Account 31/12/2025 123.18

Barclays Business Saver Account 31/12/2025 13,952.41

186,722.27

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 209,126.61

24,843.00

184,283.61

2,438.66

A = B Checks out OK

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Signed