

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 8th June 2026 at Holt Playing Fields Clubroom, Woodfield Road, Holt.

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

2 Members of the public present.

District Cllr Connor Rouse and County Cllr Andrew Brown were also present.

1.Welcome

1.1 Cllr Tribe welcomed everyone to the meeting and extended a warm welcome to Cllr Andrew Brown who is attending the meeting for the first time in his new capacity as County Cllr.

2.Apologies for absence

2.1 Cllr Martin Batey and Cllr Anita Jones sent their apologies. Apologies were accepted by all.

3. Requests for Dispensations or to Register an Interest

3.1 There were no 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 – Cllrs were disappointed with the response they have received from Inspector Reavey from the North Norfolk Community Policing Team. Cllrs firmly believe there should always be a permanent police presence in the area. In instances where the Beat Officer is on rest days or called away elsewhere the role should be covered by another Officer. Cllrs requested the Clerk to draft a response lobbying for a permanent presence. It was also noted that anti-social behaviour was reported again over the weekend.

5. Announcements by Mayor

5.1 The Mayor and the Clerk attended the 125-year celebration on Cromer Pier.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

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Signed

- A resident thanked the Clerk and Mayor for meeting with him and sharing the Holt Vision 2012 and 2022 workshop notes. The resident stated their objections on the proposed development on Cley Road, the Clerk will circulate the residents notes to Cllrs. GH

6. Agree the Minutes of The Annual Town Council Meeting dated Monday 11th May 2026.

6.1 The minutes were circulated prior to the meeting and PROPOSED as accurate and correct by Cllr Bryan Payne and SECONDED by Cllr Phil Wright and AGREED by all.

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

- NNDC Dog Fouling Signage – HTC have approached Cheverton's to print the new dog fouling signs.
- Electronic Information Point – It was noted that the new sign will be installed by NNDC in the Albert Street Car Park on land they own.
- New Directional Signage on Hempstead Road – Clerk will double check with the NCC engineer that the work has been programmed in. GH
- Kelling Road – Parked Roads on Cromer Road and the poor visibility at the junction with Cromer Road was discussed. Cllrs are keen for a roundabout to be installed and asked the Clerk to raise this again with NCC Highways. It was noted that once Holt Hall is operational the additional traffic with further exacerbate the situation.
- It was noted the new pricing structure in the Budgens Car Park has caused confusion for many residents with the app difficult to use. There was plenty of available parking on market day. Clerk to feedback to B&L. GH
- Peacock Lane – A Cllr reported that trees/branches are hanging low over the pavement on Peacock Lane. Clerk to contact the flats and ask for them to be cut. GH
- Lodge Close – Play Area – the equipment has been painted, the grass needs reseeding or a different surface type installed. Clerk to chase Flagship for the ground level trampoline which was promised last year. GH

- Clerk to enquire with NCC Highways when the underpass is due to be repainted. NCC have stated previously that they would review the work this financial year.

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

8.1 Norfolk County Council - Cllr Andrew Brown's report was circulated ahead of the meeting. Cllr Brown requested a meeting/online call to bring him up to date with the delays to the Holt Primary School. GH

Parking was also discussed; the Clerk will readvertise the parking at Holt Playing Fields. GH

Cllr Ray Moore stated he welcomed more development in the town with more affordable housing and employment land. Holt has a fantastic bus service, the doctors has been recently extended, the sewage network has double the capacity, Holt does not suffer from flooding as it is on a hill and does not suffer from the nutrient neutrality complications. The town is also well connected as it is dissected by the A148 spine road. It is hoped the NNDC recent call for sites will receive some interest from Holt landowners.

8.2 North Norfolk District Council – Cllr Connor Rouse gave his report. Cllr Brown and Cllr Rouse are hoping to submit a motion to NCC to vote for the Holt Primary school to go ahead. Cllr Rouse stated he has reached out to Cash Access UK for a second bank machine for the town it was noted the current machine at Budgens regularly runs out of cash.

The Clerk was asked to organise a meeting with Tim Adams and NNDC Officers to try and get the Holt Vision moving again, it was noted the original 2012 Vision was adopted by NNDC. Clerk to also send Cllr Brown a copy of the Vision and send the 2024 meeting notes around to Cllrs as a refresher. GH

8.3 Skate Park Committee – The report was circulated prior to the meeting. Cllr Sandy Roper extended her thanks to District Cllr Connor Rouse for his fundraising efforts. Connor agreed to get the latest child poverty statistics.

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. The report was PROPOSED by Cllr Maggie Prior and SECONDED by Cllr Sandy Roper and AGREED by all. The report is available on the HTC website.

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Signed

9.2 The application for Castle Close was discussed, Cllrs had no comments to make.

9.3 The Aldi and Lidl Planning Applications will be going in front of the July Development Control Meeting.

9.4 The Clerk has not received an update on the Pound Close Development. Clerk to chase the developers for an update. **GH**

10. Finance (circulated prior to the meeting)

10.1 The payments (£20,244.96), receipts (£1920) and bank reconciliation (Appendix A) for May were circulated prior to the meeting. The finance was PROPOSED by Cllr Ray Moore and SECONDED Cllr Phil Wright and AGREED by all.

10.2 The quotes received for sign writing on Nelson House were circulated prior to the meeting. Cllrs approved the spend of £360 for the work.

10.3 The quote received for ventilation works at Church Street Toilets was circulated prior to the meeting. Further quotes are needed, the expenditure up to £1000 for ventilation works was AGREED.

10.4 The revised AGAR Statement (Section 2) was circulated prior to the meeting and read aloud by the Clerk. The previous year dated 24/25 needed reinstating to reflect the change from receipt and payments to income and expenditure. The statement was PROPOSED by Cllr Phil Wright and SECONDED by Cllr Sue Barham and AGREED by all.

10.5 The Public Rights Notice was amended to reflect new dates from 10th June – 21st July.

10.6 The advertising on the Owl Trail Website was discussed. It was AGREED that the Clerk will explore sponsoring the plaques using the existing site and get a quote from the existing web host to make the amendments. Businesses will be asked to sponsor a plaque. Sponsorship will be added to next month's agenda for further discussion.

11. Correspondence

11.1 A request has been received for more dog bins in the town centre. Clerk to request more dog bin stickers from NNDC for the existing bins so people are aware they can be used for dog waste.

11.2 The path between Woodrow Ave to Coronation Road requires a litter pick, Town Ranger to do.

11.3 Brand Holt – the next meeting is on 17th June 2026.

11.4 NNDC Local Plan Review is underway. Clerk to arrange a meeting of the Planning Committee to draft a response to the statement of intent which has been published. GH

11.5 Cllr Tribe met with a resident and provided feedback to Cllrs regarding their comments which included concerns about speeding in the middle of town, the need for more affordable housing and the suggestion of pedestrianisation of parts of town.

12. Holt Primary School

12.1 Pollution is still being monitored at the school. HTC are keen to work with the MP to push for NCC to start the planning process for the new school and the Clerk will arrange a meeting with Cllr Andrew Brown to update him on what HTC have done to date. GH

13. Heath Farm Allotments

13.1 The allotment transfer is still in process but now at the final hurdle and it is hoped will be approved shortly. Clerk to keep chasing Lovells for an update. GH

14. Holt Market Charter

14.1 Research is being undertaken at The National Archives to find the Holt Market Charter.

15. Community Grants

15.1 All the applications received for the HTC Annual Community Grant Fund were considered by the Council and the following grants were awarded;

- Treehouse Café awarded - £500 for messy play activities and workshops.
- Holt Primary School - £500 School Trips
- Brand Holt - £200 for a Community Calendar
- Holt Football Club – £250 for topsoil for the goals
- Brownies / Rainbows - £250 each for activities.
- Guides - £250 for activities
- Bowls Club - £200 towards the kitchen refurbishment

15.2 Clerk to reach out to Holt Playing Fields and Norfolk Knitters for more information on their projects.

15.3 The above payments were AGREED by all.

16. Policies

16.1 To review and adopt the following amended HTC policies

- Standing Orders

- Financial Regulations
- Financial Risk Management Policy

16.2 The above Policies were PROPOSED for adoption by Cllr Philip Wright and SECONDED by Cllr Ray Moore and AGREED by all. A copy of the policies will be available on the HTC website and paper copies available from the HTC office at Nelson House.

17. Mobile Connectivity / Digital Switchover

17.1 The poor mobile connectivity in the town was discussed and the impact on the programmed Digital Switchover. Clerk to upload information to the HTC website and Cllr Andrew Brown will provide posters for the Information Centre.

It was AGREED by all to sit longer than the two Hours as stated in the Standing Orders.

18. Bus Shelter Grant Scheme

18.1 The new NCC Bus Shelter Grant Scheme was discussed, and Cllrs were keen to explore installing a shelter in front of the North Norfolk Railway on Cromer Road. Clerk to forward some prices and designs to Cllrs for consideration.

19. HTC Committees 2026

19.1 The revised HTC Committees for 2026 (as circulated prior to the meeting) was PROPOSED to be adopted by Cllr Sandy Roper and SECONDED by Cllr Sue Barham and AGREED by all.

20. Agree items for the next Agenda

21. Matters Arising – School, Bus shelter, HTC Grants, painting the underpass, Lidl and Aldi planning applications.

21. Agree date and time of next meeting.

21.1 Holt Town Council Meeting Monday 13th July 2026 at Holt Playing Fields.

Meeting ended 21.07

Appendix A

Holt Town Council

1 June 2026 (2026-2027)

Prepared by:

Date: Approved by:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/05/2026

Cash in Hand 01/04/2026 69,584.20

ADD

Receipts 01/04/2026 - 31/05/2026 185,530.02

255,114.22

SUBTRACT

45,209.25 Payments 01/04/2026 - 31/05/2026

A Cash in Hand 31/05/2026 209,904.97

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 0.00 31/05/2026

Barclays Community Account 129,795.43 31/05/2026

Barclays Business Tracker Account 124.36 31/05/2026

Barclays Business Saver Account 86,987.73 31/05/2026

216,907.52

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance £209,904.97

A = B Checks out OK