

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 13th July 2026 at Holt Playing Fields Clubroom, Woodfield Road, Holt.

Attendees: Cllr Sarah Tribe (Mayor), Cllr Ray Moore, Cllr Sue Barham, Cllr Maggie Prior, Cllr Bryan Payne, Cllr Martin Batey, Cllr Anita Jones, Cllr Tony Pointer, Cllr Chris Bishop, Cllr Simon Williams and Town Clerk Gemma Harrison.

3 Members of the public present.

District Cllrs Martin Batey and Connor Rouse were present.

County Cllr Andrew Brown was also present.

1.Welcome

1.1 Cllr Tribe welcomed everyone to the meeting.

2.Apologies for absence

2.1 Cllr Phil Wright, Cllr Rodney Smith and Cllr Sandy Roper sent their apologies. Apologies were accepted by all.

2.2 Cllr Andrew Brown will be joining the meeting later after first attending the Briston PC meeting.

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. Cllr Martin Batey stated he has an interest in item number 9 (planning).

4. Police Matters

4.1 The Clerk was asked to arrange a meeting with Inspector Reavey for an update on the anti-social behaviour currently occurring in town. GH

5. Announcements by Mayor

5.1 The Mayor's report was circulated prior to the meeting and can be seen in full at Appendix A.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

- A member of the public attended the meeting to express his concerns about the proposed new development off Cley Road. The member of the public asked why any further dwellings should be considered when previously the Norfolk Homes estate was restricted in only allowing a handful of houses

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Signed

access onto Cley Road. The Clerk advised that HTC are only a consultee, the planning application will be determined by NNDC.

- A member of the public stated that they were concerned about the amount of development occurring in Holt. The resident asked whether we considered purchasing the land for the cemetery prior to the current development proposals. The Clerk confirmed that the council have been interested in the land for many years and had discussions with the original landowner some time ago. Furthermore HTC have looked across Holt for other suitable opportunities.
- A member of the public asked whether the council has looked at purchasing 3 parcels of land below The Holt Lowes. HTC confirmed that the land parcels referred to are not in Holt but instead located in the parish of Edgefield.

6. Agree the Minutes of The Town Council Meeting dated Monday 8th June 2026.

6.1 The minutes were circulated prior to the meeting, they were PROPOSED by Cllr Maggie Prior and SECONDED by Cllr Chris Bishop and AGREED by all. The minutes were signed by the Mayor.

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

- Holt Market Charter and the Market Survey – It was noted that the recent market survey showed that 75% of businesses that responded supported the Holt Sunday Market. Cllrs are keen to get the market charter interpreted. GH
- Holt Primary School – Cllr Maggie Prior stated the Primary School Head teacher will soon be retiring, Cllrs wished Simon Waters all the best for the future. A meeting will be arranged with Cllr Brown and NCC to receive an update on where we are with the build of the new Primary School.
- Heath Farm Allotments – Notes on the Draft Transfer have been circulated to Cllrs.
- The new directional signage on Hempstead Road has been reported to the NCC Engineer and is in the work programme.

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

- Norfolk County Council – Cllr Brown to report later in the meeting.
- North Norfolk District Council – Cllr Connor Rouse is delighted to confirm that NNDC Cllr funding has come into effect. Each District Cllr has a small budget to award grants from £250 - £1000 for a suitable community project.
- Skate Park Committee – Report circulated prior to the meeting.

9. Planning (Report circulated prior to the meeting)

9.1 The planning report for applications received since the last meeting was discussed.

Cllr Martin Batey and Cllr Connor Rouse left the meeting (19.44pm) and did not take part in the discussion.

The planning report was circulated prior to the meeting. Cllr Bryan Payne asked the Clerk to arrange a site visit to discuss the position of the electronic information point in Albert Street Car Park. Cllrs asked whether there was a time constraint on NNDC spending the money and getting the point installed.

GH

Cllrs discussed the land off Cley Road planning proposal. Cllr Williams sought reassurance that the affordable housing which has been promised may not be delivered due to viability arguments. Cllr Andrew Brown offered some reassurance that NNDC do what they can in the S106 to ensure affordable housing is delivered, however developers do have the legal right to make viability claims once the development has started.

Cllr Maggie Prior encouraged members of the public to read the online planning reports and information and to submit their responses direct to NNDC. HTC have an opinion on planning issues, but no authority to make decisions.

Cllr Pointer stated that he believed there was a no loading zone in force at the bottom of New Street and on the High Street. Clerk to enquire with Highways as what the area the loading bay covers and how it is being monitored. The lines could be remarked on the kerbs to make the loading bay area more obvious. **GH**

The planning report was AGREED on a majority vote. Cllr Simon Williams and Cllr Sarah Tribe abstained.

- 9.2 The Heath Farm planning application has only just been circulated to Cllrs and as such comments will be agreed via email and ratified at the next Full Council meeting. **GH**

Cllrs Martin Batey and Connor Rouse returned to the meeting.

- 9.3 The Aldi and Lidl Planning Applications were discussed. The applications should be heard by NNDC's Development Control Committee in August. NCC are undertaking a road safety audit report which has caused delays for the applications to be heard. Cllr Simon Williams noted that the Nexus retail analysis report (which is available online) assesses the impact on other nearby supermarkets but does not assess the impact to retail in the town centre. Cllr Brown agreed to take this point away and discuss it with the NNDC planners.

- 9.4 The land off Pound Close Development is due to start in Winter 2026.

- 9.5 The Clerk stated the planning committee have met and submitted six site allocations to NNDC as part of the Local Plan Review.

10. Finance (circulated prior to the meeting)

- 10.1 The payments (£31,843), receipts (£2305) and bank reconciliation (Appendix B) for June were circulated before the meeting. It was noted the insurance for the Kubota has increased significantly due to the replacement cost increasing. Cllr Martin Batey PROPOSED the finance and Cllr Anita Jones SECONDED the motion which was AGREED by all.

- 10.2 The quote received to make the disabled toilet electronic was circulated and deemed too expensive to pursue. Clerk to look at suitable grant funding opportunities. **GH**

- 10.3 The ventilation works at Church Street Toilets was AGREED and as such Orange Fox Electricals have been appointed.

- 10.4 The price and allocation procedure for owl plaque sponsorship was discussed. The Clerk will chase the website host for a quote. It was AGREED to

continue the discussion via email. Cllr Sarah Tribe to get quotes from alternative website providers. GH/ST

11. Correspondence

11.1 The request to install a dog bin on Kelling Road was declined due to cost.

Clerk to send map to the resident of where the bins are located in town.

11.2 The parking on Kerridge Way was discussed. It was noted that the Budgens new charging regime has exasperated the problem.

11.3 SERCO were not in the town on Saturday 4th July due to the Holt operative covering holiday elsewhere. Clerk reported to NNDC and asked that holiday cover for other towns is sourced elsewhere. It was noted that the bins were overflowing on the Saturday and complaints received.

11.4 Holt Cemetery – the wildlife areas at the cemetery were discussed along with future maintenance. It was AGREED for the Clerk and Town Ranger to draft a Cemetery management plan alongside the Cemetery Committee. GH

11.5 It was noted that light No.50 is still on and No.8 is flickering again. Clerk to report. GH

Cllr Ray Moore PROPOSED to extend the meeting past the two hours as agreed in the Standing Orders, this was SECONDED by Cllr Chris Bishop and AGREED by all.

11.6 The Holt Vision meeting is taking place next week. A Position statement and Draft Agenda will be sent to NNDC in advance of the meeting. ST/GH

12. New Bus Shelter Cromer Road

12.1 The new bus shelter and associated legal fees for the site on Cromer Road was discussed. The Clerk reported that HTC have S106 money (£9162) for a contribution towards the new bus shelter. Everyone AGREED to work with NCC to install a bespoke bus shelter, matching the one opposite with HTC's contribution being the S106 monies. All other costs will be met by NCC through their bus grant scheme. The project will be managed by NCC.

13. HTC Grants

13.1 Further submissions for the HTC Grant Scheme were considered. It was AGREED to donate £500 to the Holt Community Centre as per their recent fundraising request. GH

14. Underpass

14.1 There is no update on the painting of the underpasses. Clerk to chase NCC Highways Structure Team. **GH**

14.2 Clerk to investigate further the possibility of installing a CCTV camera under the Hempstead Road Underpass.

15. Policies

15.1 To review and adopt the following HTC policies which were circulated prior to the meeting.

- Fire Protection Policy
- Health and Safety Policy

Both policies were PROPOSED by Cllr Martin Batey and SECONDED by Cllr Ray Moore and AGREED by all. Clerk to put copies on the HTC website. **GH**

16. Asset Register

16.1 The updated Holt Asset Register was circulated prior to the meeting.

It was PROPOSED by Cllr Martin Batey and SECONDED by Cllr Maggie Prior and AGREED by all. Clerk to add to the website. **GH**

17. Nelson House

17.1 The pest control quote received was circulated prior to the meeting. Cllr Chris Bishop PROPOSED signing up for the annual contract with Millenium Pest Control, this SECONDED by Cllr Simon Williams and AGREED BY ALL. **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 - Personnel Matters (to approve the annual Personnel Report outlining annual appraisals).

It was AGREED to exclude members of the public from the meeting to discuss a personnel matter.

The personnel report was PROPOSED by Cllr Chris Bishop and SECONDED by Cllr Martin Batey and AGREED by all.

19. Agree date and time of next meeting.

19.1 Holt Town Council Meeting Monday 14th September 2026 at Holt Playing Fields.

Meeting ended 21.26.

Appendix A – Mayors Report

A varied and busy month here at Holt Town Council.....

On 8th town clerk Gemma and I attended the Cromer pier 125th birthday celebrations, amidst lowering skies, thunder storms and torrential downpours! Traditional pier entertainment was provided plus a historical pictorial run-through and speech event in the end of the pier theatre itself. It was lovely to attend on behalf of Holt town and sing happy birthday to this iconic structure we share in North Norfolk. We then hot-footed it back to Holt in time for our monthly council meeting - a long but very worthwhile day.

On 13th fellow Councillor Anita Jones and I attended an Open Garden event at The Bishop's Garden Norwich. Never having been there, we were treated to an aspect of city life and city scape not usually seen. Greenery and mature hedging and trees framed rooftop views including the cathedral spire and all the way across to the ex Norwich jail building with its distinctive roof chimneys. As for the garden itself, takeaway features for us included the Long Walk with its herbaceous borders, an avenue of hostas, a tropical fern and banana area and a productive kitchen garden complete with fruit cage and enviable greenhouse. We enjoyed paella, fizz, and mingling amongst the guests and planting.

On 17th I attended a Brand Holt meeting held at the Community Centre as Mayor and also as a business owner. A new initiative set up as a catch-all for all the town.

The 19th saw town clerk Gemma and I attend a fundraiser for Ukraine at St Andrew's church, meeting and listening to the Kryla Ukrainian choir. A packed church enjoyed music, readings, poetry and culture, and a chance to meet the choir members and hear their personal stories. Raising money for good causes, they have recently purchased and donated an ambulance for the front line. A very special evening indeed.

Appendix B – Bank Reconciliation

Holt Town Council

2 July 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 30/06/2026

Cash in Hand 01/04/2026 69,584.20

ADD

Receipts 01/04/2026 - 30/06/2026 187,835.02

257,419.22

SUBTRACT

78,067.29 Payments 01/04/2026 - 30/06/2026

A Cash in Hand 30/06/2026 179,351.93

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 0.00 31/05/2026

Barclays Community Account 95,522.29 30/06/2026

Barclays Business Tracker Account 124.36 31/05/2026

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

182,634.38

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 179,351.93

179,351.93

3,282.45

A = B Checks out OK

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Signed