

**DOWNHAM MARKET TOWN COUNCIL MEETING**

**MINUTES OF MEETING HELD TUESDAY 19<sup>th</sup> MAY 2015 AT 7.00PM**

Present:	The Mayor	Cllr J K Fox
	The Deputy Mayor	Cllr F E Daymond
	Councillors	J W Doyle
		R L Judge
		D Lawson
		Mrs K A Mellish
		R A Pegg
		C Pyatt
		J J Reed
		M Ross
		P R Sayers
		D J Sharman
		A D Stacey
		M D Starreveld
		R Turner
	County Councillor	A White
	Members of the Public	2
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices.

Those in attendance at the meeting were notified that mobile telephones should be turned off or switched to silent mode for the duration of the meeting.

**2876. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllr J Groom (work commitment).  
The apology was accepted.

**2877. To receive Members' Declarations of Interest**

Cllr R Pegg declared an interest in Item 2884 - Payment of Bills.

**Adjourn meeting for public participation and reports**

The Mayor, Cllr J Fox, adjourned the meeting.

**Police Representative**

There was no Police representative at this meeting.

**County Councillor report**

County Cllr White had nothing to report.

### **Borough Councillor report**

Borough Councillor Mrs Mellish advised she had made enquiries as to the Information Boards located around the town. Unfortunately initial enquiries indicated there was no funding available for their replacement and the actual artwork was missing possibly due to a change of officers/staff since their inception. She would cause further enquiries to be made.

Due to the recent vandalism the Howdale toilets block would be out of operation for Carnival Day including unfortunately an electrical power supply.

Borough Cllr Mrs Mellish reported she was in dialogue regarding the unsatisfactory state of grass cutting throughout the town and seeking assurances over adverse implications for the 2015 Downham In Bloom application, this included the current condition of the Amiens Project landscape at Cannon Square.

In response to a councillor's query as to The Willows Nature Reserve she reminded members that this remained work in progress.

Finally in the interests of clarity and to draw a distinction between Town Council and Borough Council representation, Mrs Mellish explained she would only be taking Old Town Ward matters back to the BCKLWN.

### **Public Participation**

Mr R Ehlers addressed the meeting and urged councillors to continue and build upon the preparatory work associated with the Neighbourhood Plan.

The Mayor, Cllr Fox, resumed the meeting.

#### **2878. To elect members to the Human Resources Committee**

Four councillors had indicated an interest in standing for the Human Resources Committee.

**Proposed – The Mayor, Cllr Fox**

**Seconded – Cllr Stacey**

**‘That Councillors’ Judge, Lawson, Ross and Sharman are appointed to the Human Resources Committee with a future additional member to be added’.**

**All in favour.**

#### **2879. To approve the minutes of the Town Council meeting held on Tuesday 14<sup>th</sup> April, 2015 (pages 4987 - 4992).**

The minutes of the Town Council meeting held on Tuesday 14<sup>th</sup> April, 2015 (pages 4987 – 4992) were approved.

#### **2880. To receive correspondence**

A list of correspondence had been circulated (Appendix 1).

**2881. To receive Councillors' Questions**

Cllr Doyle explained that following the Annual Town Meeting, he was requesting a breakdown on the Special Expenses charge calculation and for an explanation on Section 106 monies spent in the town. In respect of both items he requested they remain on the agenda until an answer is provided.

**2882. To adopt the Standing Committee Minutes of:**

**Finance Committee**

**Proposed – Cllr C Pyatt**

**Seconded – Cllr P R Sayers**

**‘That the minutes of the Finance Committee meeting of Tuesday 24<sup>th</sup> March, 2015 (pages 4969 - 4971) – approved are adopted’**

**For 14 Against 0 Abstention 1**

**Town Hall Committee**

**Proposed – Cllr D J Sharman**

**Seconded – Cllr A D Stacey**

**‘That the minutes of the Town Hall Committee meeting of Wednesday 25<sup>th</sup> March, 2015 (pages 4972 - 4975) – approved are adopted’**

**For 14 Against 0 Abstention 1**

**Property Committee**

**Proposed – The Mayor Cllr J K Fox**

**Seconded – Cllr C Pyatt**

**‘That the minutes of the Property Committee meeting of Tuesday 17<sup>th</sup> March, 2015 (pages 4960 - 4965) – approved are adopted’**

**For 14 Against 0 Abstention 1**

**Planning & Environmental Committee**

**Proposed – Cllr M D Starreveld**

**Seconded – The Deputy Mayor Cllr F E Daymond**

**‘That the minutes of the Planning & Environment Committee meetings of Tuesday 7<sup>th</sup> April, 2015 (pages 4981 - 4986) – approved and Wednesday 22<sup>nd</sup> April, 2015 (pages 4999 - 5001) – approved are adopted’**

**For 14 Against 0 Abstention 1**

**Community Development Committee**

**Proposed – The Deputy Mayor Cllr F E Daymond**

**Seconded – Cllr M C Ross**

**‘That the minutes of the Community Development Committee meeting of Wednesday 1<sup>st</sup> April, 2015 (pages 4978 - 4980) – approved are adopted’**

**For 14 Against 0 Abstention 1**

**2883. To receive the Clerk's report**

There was a Clerk's report (Appendix 2). The Town Clerk highlighted the three Outside Bodies that still required representation:

- Downham Market & Villages in Transition – Mr Richard Ehlers is making enquiries as to whether the group is still in existence
- Downham Market Sports Federation/West Norfolk Sports Forum – it was suggested this be divided into two distinct roles. Cllr Pyatt thoroughly commended the Sports Forum and volunteered to be the representative.
- Norfolk Association of Local Councils – vacancy remains unfilled.

Each vacancy will continue to be on the agenda until filled.

**2884. Payment of Bills**

A list of bills for payment (Appendix 3) had been circulated. Cllr Pegg had previously declared an interest.

**Proposed – Cllr R Judge**

**Seconded – The Deputy Mayor Cllr F E Daymond**

**'That the Town Council bills be paid as per the attached schedule'**

**For 14 Against 0 Abstention 1**

**2885. To receive update on the Neighbourhood Plan**

It was explained that the idea for a Neighbourhood Plan had been instigated by the U3A group. Councillors' Lawson, Pegg, Ross and Starreveld all volunteered to form the Neighbourhood Plan sub-committee. A chairman will be elected at the sub-committee's first meeting.

**2886. To receive report on the Downham Market Festival**

Cllr Ross reported the preparations for the 2015 Festival continued to be going well. The Festival Committee gratefully acknowledged the £2000 Town Council grant. The Mayor Cllr Fox encouraged councillor participation at all Festival events and wished the Festival well.

**2887. To receive report on the Joint Burial Committee**

There was no report.

**2888. To receive report on the Twinning Club**

Cllr Ross advised members on the success of the 'Allo Allo' themed coffee morning held on Friday 8<sup>th</sup> May (VE Day). Future events included the Annual General Meeting to be held on 22<sup>nd</sup> May and the French Café Day to be held on 24<sup>th</sup> May. She reminded members of the annual Jazz picnic to be held on 21<sup>st</sup> June.

**2889. To receive report on the Jubilee Community Centre**

Cllr Pyatt reminded members of a recent spate of damage and advised that the possibility of upgrading the CCTV system was being investigated.

The appointed architects (Chaplin Farrant) for the re-development had produced a series of sketch drawings which were currently being reviewed by the JCC Management Committee.

He outlined the composition of the centre with the Town Council being the Sole Corporate Trustee but delegating the day to day running of the centre to the JCC Management Committee and advised a new committee would need to be formed at the July meeting of the Sole Corporate Trustee.

**2890. To receive report on Town events**

The Deputy Mayor Cllr Daymond advised members of:

i) Past Events

Successful events commemorating Chinese New Year with Dragon dancing on the Town Square, the St George's Day festivities, and the popular VE Day celebrations including the Hall of Stalls and excellent evening dance.

ii) Future Events

Forthcoming events included the Summer Craft Fair to be held on 4<sup>th</sup> July and the Water Festival on 9<sup>th</sup> August. He would welcome any assistance with decorating the Town Council float entered in the Festival Parade.

**2891. To discuss the Civic Regalia**

There was no update.

**2892. To receive verbal report from the Human Resources Committee**

There was no report.

**2893. To discuss any urgent items as agreed by the Mayor.**

There were no such urgent items as agreed by the Mayor.

**2894. Mayor's Announcements**

The Mayor reported that Ms N Hannan would be taking on the role of Point of Contact regarding media enquiries. He intended to continue with the bi-monthly Town Council update in the Downham Market Life magazine and reminded councillors of the end of month copy deadline. Lastly he advised that the Chairs meeting scheduled for 20<sup>th</sup> May was cancelled pending elections of Standing Committee Chairmen.

**2895. To receive confidential Human Resources Report**

There was no confidential report.

The Mayor thanked everyone for attending and closed the meeting at 7.51pm.

**Chairman**

**Date**