

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 10th NOVEMBER 2015 AT 7:10PM

Present:	The Mayor	Cllr J K Fox
	The Deputy Mayor	Cllr F E Daymond
	Councillors	M Brown
		J W Doyle
		K Everitt
		B Hobbs
		R L Judge
		Mrs K A Mellish
		R A Pegg
		J J Reed
		M Ross
		P R Sayers
		D J Sharman
		M D Starreveld
		Mrs Y A Thompson
		R Turner
	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.

2995. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllrs' Groom (family), Pyatt (family) and Stacey (unwell). The apologies were accepted.

Cllr Lawson did not attend the meeting.

2996. To receive Members' Declarations of Interest

There were no such declarations of interest.

Adjourn meeting for public participation and reports

The Mayor, Cllr J Fox, adjourned the meeting.

Police Representative

Police Sergeant D Green introduced himself as a new member of the supervisory team for Downham Market Sector. He reported that Anti-Social Behaviour and minor criminal damage were the main current trends.

County Councillor report

There was no County Councillor report.

Borough Councillor report

There was no Borough Councillor report.

Public Participation

Mr P Martin addressed the meeting regarding the current car parking situation. He explained he was receiving complaints on a daily basis and was concerned about the ongoing viability for many of the independent traders. He noted a councillor had asked for more monitoring at a recent meeting before Council made a decision but stated that retailers could ill afford to lose any more time until a decision is reached. He expressed concerns about engaging a private contractor believing that BCKLWN operators would have the town's interests at heart. He accepted the case to charge and hoped that a scheme could be established for retailers to refund parking costs subject to a minimum spend, making the town busier and more prosperous. In conclusion, he urged councillors to act quickly.

Following this address the Mayor Cllr Fox resumed the meeting.

2997. To approve the minutes of the Town Council meeting held on Tuesday 13th October, 2015 (pages 5166 - 5171)

The minutes of the Town Council meeting held on Tuesday 13th October, 2015 (pages 5166 - 5171) were approved.

2998. To receive correspondence

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

2999. To receive Councillors' Questions

Cllr Hobbs queried whether an order had yet been generated for new councillor name badges. He was advised that a much better unit rate was possible for an order of ten items which required only one further name to be needed before the order can be placed.

3000. To adopt the Standing Committee Minutes of:

Property Committee

Proposed – Cllr Pegg

Seconded – Cllr Sharman

‘That the minutes of the Property Committee meeting of Tuesday 15th September, 2015 (pages 5142 – 5145) – approved are adopted’

All in favour

Finance Committee

Proposed – Cllr Sayers

Seconded – Cllr Judge

‘That the minutes of the Finance Committee meeting of Tuesday 22nd September, 2015 (pages 5149 - 5151) – approved are adopted’

All in favour

Planning & Environmental Committee

Proposed – The Deputy Mayor Cllr Daymond

Seconded – Cllr Mrs Thompson

‘That the minutes of the Planning & Environment Committee meetings of Wednesday 16th September (pages 5146 – 5148) and Tuesday 06th October, 2015 (pages 5156 – 5161) – approved are adopted’

All in favour

Community Development Committee

Proposed – Cllr Ross

Seconded – Cllr Brown

‘That the minutes of the Community Development Committee meeting of Wednesday 07th October, 2015 (pages 5162 – 5165) – approved are adopted’

All in favour

Town Hall Committee

Proposed – Cllr Sharman

Seconded – Cllr Pegg

‘That the minutes of the Town Hall meetings of Wednesday 26th August (pages 5122 – 5125) and Wednesday 23rd September, 2015 (pages 5152 – 5155) – approved are adopted’

All in favour

3001. To receive the Clerk’s report

With the agreement of members this item was deferred for discussion under confidentiality later in the meeting.

3002. Payment of Bills

There were no bills for payment.

3003. To receive proposal from Community Development Committee

‘That this Committee (Community Development) makes a recommendation to Full Council for approval to replace 5A Annex E of Standing Orders with the wording agreed’

It explained that Annex E is currently being reviewed by a group of councillors and each committee should be reviewing their roles and responsibilities at their next meeting. It was agreed therefore that Standing Orders will only be amended when all of the committees have considered their responses.

In respect of the specific Community Development proposal; Members agreed to the proposal subject to inserting the words in italics in sentence 5.a. iii. Representatives from the organisations and groups in 5.a. ii. should *be encouraged to* attend Community Development Committee meetings and Community Development Committee Members may be represented at meetings of the organisations and groups.

Proposed – Cllr Ross

Seconded – Cllr Hobbs

‘That Council agrees the replacement wording of 5A Annex E of Standing Orders’

All in favour

3004. To receive proposal from Property Committee

‘That this Committee (Property) propose that Alpha Parking be commissioned to proceed with Phase 2 of the Car Park Management Strategy Parts 1 - 3’

Cllr Starreveld introduced the item explaining the proposal commissioned the public consultation processes. Cllr Judge explained that the proposed course of action still did not commit the Council to any particular course of action and that the process could be stopped at any time.

Proposal – Cllr Starreveld

Seconded – Cllr Judge

‘That Council agrees that Alpha Parking be commissioned to proceed with Phase 2 of the Car Park Management Strategy Parts 1 – 3’

All in favour

3005. To discuss the Local Council Award Scheme

The Mayor Cllr Fox confirmed the Town Council is making progress with its application.

3006. To receive report from the Town Council Policy Documents Working Party

The Interim Chairman Cllr Judge advised the working party should have met the previous evening but had not done so. She further reported the Asset Register Working Party had met on 2nd November and due to the high level of audit/scrutiny required explained that tasks will be disseminated to the relevant committees.

3007. To receive update on the Neighbourhood Plan

Cllr Pegg advised he would welcome further councillor representation on the group. Councillors Doyle and Ross volunteered.

3008. To receive report on the Downham Market Festival

Cllr Ross reported the Festival Committee was having a fund raising stall at the Christmas Lights Switch On event. Parade arrangements are progressing well and the committee was determined to increase the amount of child orientated acts and events.

3009. To receive report on the Joint Burial Board

The Mayor Cllr Fox explained the Kings Walk Cemetery gates had been removed, renovated and replaced.

3010. To receive report on the Twinning Club

Cllr Ross advised members of future arranged meetings. The Annual Dinner will be held at the Castle Hotel on 23rd January and arrangements were in hand for the French Café event at Festival launch.

3011. To receive report on the Jubilee Community Centre

Cllr Sharman advised that he was still awaiting the meeting between the football club and the architects. Currently the JCC Management Committee are investigating upgrading the CCTV cameras.

3012. To receive report on Town events

Cllr Turner advised members of:

i) Past Events

Despite some atrocious weather in the morning the children's Halloween activities had been most successful and thoroughly enjoyed by all the participants.

ii) Future Events

The next event is the Christmas Lights Switch On event to be held on Sunday 29th November complemented by the two day Craft Fair. Events being considered for 2016 include:

- Celebrating the Chinese Autumn Moon anniversary – being investigated with the Chinese Association
- A commemorative event to celebrate HM Queen's 90th birthday

3013. To receive verbal report from the Human Resources Committee

There was no verbal report.

3014. To discuss any urgent items as agreed by the Mayor.

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

3015. Mayor's Announcements

A list of the past month's mayoral engagements was circulated (Appendix 2).

The Mayor wished to thank the Remembrance Day Committee for all their excellent arrangements over the past week and particularly highlighted the excellent direction Peter Mouncer had provided. He also acknowledged the support of the police for facilitating the road closures enabling the events to be held in the appropriate manner.

3016. To receive confidential Human Resources Report and Clerk's Report

Proposed – The Mayor, Cllr Fox

Seconded – Cllr Pegg

'To invoke Standing Order 6a, that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the public and/or the press be temporarily excluded and they are instructed to withdraw'.

All in favour

See confidential report.

The Mayor resumed the meeting.

Proposed – Cllr Judge

Seconded – Cllr Lawson

'That the Town Clerk investigates appointing a temporary Minute Secretary'

All in favour

The Mayor thanked everyone for attending and closed the meeting at 8.15pm.

Chairman

Date