

**DOWNHAM MARKET TOWN COUNCIL MEETING**  
**MINUTES OF MEETING HELD TUESDAY 09<sup>th</sup> FEBRUARY 2016 AT 7:00PM**

Present:	The Mayor	Cllr J K Fox
	The Deputy Mayor	Cllr F E Daymond
	Councillors	J W Doyle
		K Everitt
		J Groom
		B Hobbs
		D Lawson
		Mrs K A Mellish
		R A Pegg
		C Pyatt
		M Ross
		D J Sharman
		A D Stacey
		Mrs Y A Thompson
	Borough Cllr	J Westrop
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Members of the Public	0
	Press representative	1

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.

**3042. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllrs' Brown (unwell), Judge (work), Reed (business), Sayers (holiday), Starreveld (family) and Turner (unwell). The apologies were accepted.

**3043. To receive Members' Declarations of Interest**

There were no such declarations of interest.

**3044. To approve the minutes of the Town Council meeting held on Tuesday 12<sup>th</sup> January, 2016 (pages 5246 - 5250)**

The minutes of the Town Council meeting held on Tuesday 12<sup>th</sup> January, 2016 (pages 5246 - 5250) were approved.

**Adjourn meeting for public participation and reports**

The Mayor, Cllr J Fox, adjourned the meeting.

**Police Representative**

There was no Police report.

**County Councillor report**

There was no County Councillor report.

**Borough Councillor report**

Cllr Westrop reported she had attended a members briefing session on the proposed Community Infrastructure Levy (CIL) which will shortly be subject to public consultation. She urged the Town Council to consider the report and respond accordingly.

**Public Participation**

No members of the public were in attendance.

Accordingly the Mayor Cllr Fox resumed the meeting.

**3045. To receive correspondence**

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

**3046. To receive Councillors' Questions**

Cllr Pyatt reported he had attended the West Norfolk Sportsman of the Year Awards evening and brought members attention to the fact that Matthew Pyatt had won this prestigious title. The Mayor Cllr Fox asked that that Council's warmest congratulations be passed to Matthew.

**3047. To adopt the Standing Committee Minutes of:**

**Finance Committee**

**Proposed – Cllr Pyatt**

**Seconded – Cllr Mrs Thompson**

**'That the minutes of the Finance Committee meetings of Tuesday 24<sup>th</sup> November, 2015 (pages 5212 - 5214) and Tuesday 08<sup>th</sup> December, 2015 (pages 5226 – 5228) – approved are adopted'**

**All in favour**

**Property Committee**

**Proposed – Cllr Pegg**

**Seconded – Cllr Sharman**

**'That the minutes of the Property Committee meeting of Tuesday 15<sup>th</sup> December 2015 (pages 5229 – 5232) – approved are adopted'**

**All in favour**

**Planning & Environmental Committee**

**Proposed – The Deputy Mayor Cllr Daymond**

**Seconded – Cllr Lawson**

**'That the minutes of the Planning & Environment Committee meetings of Wednesday 18<sup>th</sup> November (pages 5210 – 5211), Tuesday 01<sup>st</sup> December, 2015 (pages 5218 – 5222) and Tuesday 05<sup>th</sup> January, 2016 (pages 5237 – 5242) – approved are adopted'**

**All in favour**

**Community Development Committee**

**Proposed – Cllr Ross**

**Seconded – Cllr Everitt**

**‘That the minutes of the Community Development Committee meeting of Wednesday 06<sup>th</sup> January, 2015 (pages 5243 – 5245) – approved are adopted’**

**All in favour**

**Town Hall Committee**

**Proposed – Cllr Sharman**

**Seconded – Cllr Stacey**

**‘That the minutes of the Town Hall meetings of Thursday 12<sup>th</sup> November (pages 5201 – 5203), Wednesday 25<sup>th</sup> November (pages 5215 – 5217) and Wednesday 16<sup>th</sup> December, 2015 (pages 5233 – 5326) – approved are adopted’**

**All in favour**

**3048. To receive the Clerk’s report**

The Clerk advised members of the new audit regime which would be considered at the next Finance Committee meeting and be brought back before the next Full Council meeting.

**3049. Payment of Bills**

There were no bills for payment.

**3050. To receive arrangements recognising the Centenary of RAF Marham in 2016**

The Mayor Cllr Fox displayed the silver salver purchased to mark the occasion and outlined the evening’s arrangements. He urged all councillors to respond promptly with their acceptance of invitations and stated he was looking forward enormously to hosting the evening.

**3051. To discuss Flag Raising for Commonwealth Day on Monday 14<sup>th</sup> March 2016**

Councillors agreed they would like to invite pupil/student participation from Hillcrest School, Nelson Academy and Downham Market Academy. Councillors particularly liked the idea once again of the actual flag raising being conducted by an overseas Commonwealth community member and suggested, this year, a health service representative.

**3051. To discuss community celebration to mark HM The Queen’s 90<sup>th</sup> Birthday**

In discussion the Mayor Cllr Fox advised members that whilst the office would be responsible for the arrangements regarding the beacon being lit, any supplementary activities would be arranged by the Events Committee. In respect of the beacon lighting, members agreed, via the local media, to appeal for a 90 year old resident with the closest birthday anniversary to the 21<sup>st</sup> April to be nominated.

**3052. To discuss further response to the BCKL&WN regarding Section 106 Agreements**

Cllr Lawson introduced a letter he had prepared on behalf of Council. He advised members that time was of the essence and that the Town Council need to act before precedents are established with the possibility of BCKL&WN adopting the Community Infrastructure Levy (CIL). He considered the bullet points to be both deliberate and necessary and considered the questions posed to be open and not prescriptive.

**Proposed – Cllr Lawson**

**Seconded – Cllr Mrs Mellish**

**'That Council agrees the content of the letter and agrees it be sent to BCKL&WN'**

**For 13 Abstention 1**

**3053. To discuss the Local Council Award Scheme**

The Mayor advised that the application was progressing.

**3054. To receive update on the Neighbourhood Plan**

Cllr Pegg gave a report advising the development boundary consultation process had been completed and now the Working Party were considering the different objectives.

**3055. To receive report on the Downham Market Festival**

There was no report.

**3056. To receive report on the Joint Burial Board**

The Mayor Cllr Fox advised there had been no meeting since the last Full Council meeting.

**3057. To receive report on the Twinning Club**

Cllr Ross advised members of the Annual Dinner held on 06<sup>th</sup> February that the Mayor had attended and during which had presented the annual grant, and also future meetings arranged. She advised the programme for the May visit was almost complete.

**3058. To receive report on the Jubilee Community Centre**

Cllr Sharman advised members that with Downham Town Football Club no longer wishing to relocate their first team to the JCC, improvement drawings are being revised and will be discussed at the JCC Management Committee meeting to be held the next evening. Replacement CCTV cameras have been ordered.

**3059. To receive report on Town events**

Due to the absence of Cllr Turner there was no report.

**3060. To receive verbal report from the Human Resources Committee**

Members were pleased to learn of the return to work of Mrs C Edwards.

**3061. To discuss any urgent items as agreed by the Mayor.**

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

**3062. Mayor's Announcements**

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

**3063. To receive confidential Human Resources Report**

There was no confidential report.

The Mayor thanked everyone for attending and closed the meeting at 7:55pm.

**Chairman**

**Date**