

DOWNHAM MARKET TOWN COUNCIL MEETING
MINUTES OF MEETING HELD TUESDAY 17th MAY 2016 AT 7:00PM

Present:	The Mayor	Cllr M C Ross
	The Deputy Mayor	Cllr F E Daymond
	Councillors	M Brown
		J W Doyle
		K Everitt
		J K Fox
		J Groom
		B Hobbs
		D Lawson
		Mrs K A Mellish
		R A Pegg
		C Pyatt
		D J Sharman
		M D Starreveld
		P R Sayers
		R Turner
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Members of the Public	7
	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.

3123. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllrs' Judge (business), Reed (business), Stacey (holiday) and Mrs Thompson (holiday). The apologies were accepted.

3124. To receive Members' Declarations of Interest

There were no such declarations of interest.

3125. To approve the minutes of the Town Council meeting held on Tuesday 12th April, 2016

As the minutes were not yet prepared this item was deferred to the next meeting.

Adjourn meeting for public participation and reports

The Mayor, Cllr Ross, adjourned the meeting.

Police Representative

There was no Police report.

County Councillor report

There was no County Councillor report.

Borough Councillor report

Borough Councillor Mrs Mellish reported that a new Leader, Cllr Brian Long, had been appointed.

Mrs Mellish advised she had been appointed Portfolio Holder for Human Resources, Facilities and Shared Services and B Cllr Westrop had been appointed as Deputy. She hoped these appointments would give added influence to matters affecting Downham Market.

In response to a previously asked councillor question, Mrs Mellish advised that all Borough employees, when appointed, complete a pre-contract questionnaire but there are no non-disclosure agreements in existence.

Public Participation

Four members of the public addressed Council in relation to planning application 15/01779/OM commenting upon:

- Pleasingly high numbers of members of the public in attendance when matter discussed at meeting of Planning & Environmental Committee
- Inability of Howdale Road/Church Road junction to cope with additional traffic
- Due to the existing businesses and service providers already using Howdale Road, no further capacity to cope
- Change of dynamics for the town centre
- Infrastructure needs to be in place
- The importance of The Howdale as a public open space
- The ineffectiveness of the single white line outside the Doctor's Surgery

Following these representations the Mayor Cllr Ross resumed the meeting.

3126. To receive correspondence

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

3127. To receive Councillors' Questions

Cllr Doyle explained that due to the demise of the Chamber of Trade, a limited company had been formed to ensure the town's Christmas Lights continued. The associated costs are substantial and whilst the Town Council makes a grant available there is likely to be a shortfall this year. From next year this shortfall could be budgeted for, but for this year he was asking the Town Council to underwrite any potential shortfall.

Cllr Doyle was asked to bring this to the attention of the Finance Committee as soon as possible.

The Deputy Mayor Cllr Daymond reminded councillors it was their responsibility to deal with any issues raised at Councillors Surgery.

Cllr Brown requested that a policy be developed on the use of electronic vaping devices in the Town Hall.

It was agreed this should be discussed by the Town Hall Committee.

Cllr Sharman lamented the state of grass cutting around town.

3128. To adopt the Standing Committee Minutes of:

Finance Committee

Proposed – Cllr Pyatt

Seconded – Cllr Lawson

‘That the minutes of the Finance Committee meeting of Tuesday 22nd March, 2016 (pages 5310 - 5312) – 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 16th March (pages 5307 – 5309), Tuesday 05th April and Wednesday 20th April, 2016 – approved are adopted’

All in favour

Community Development Committee

Proposed – The Mayor Cllr Ross

Seconded – Cllr Everitt

‘That the minutes of the Community Development Committee meeting of Wednesday 06th April, 2016 – approved are adopted’

All in favour

3129. To receive the Clerk’s report

A report advising councillors of training opportunities was circulated (Appendix 2).

3130. Payment of Bills

There were no bills for payment.

3131. To discuss Borough Council Consultation on Community Infrastructure Levy (CIL)

Cllr Lawson addressed the meeting. He explained that the overall intention was to stop unfair fixed rate levies being imposed by the Borough Council to the town’s disadvantage. A specialist firm of solicitors had been most helpful to date, but now having prepared a fee proposal, this matter needed to go before the Finance Committee. He further explained that an initial meeting had been held with other affected parishes who were keen to work together and who may be able to assist with funding this expenditure on a pro-rata rate. Councillors were minded that such partnership working should be more effective.

Cllr Fox explained that the CIL group needed Sub Committee status to take decisions and make recommendations on behalf of the Council.

Proposed – Cllr Fox

Seconded – Cllr Doyle

‘That a Sub Committee, reporting to Full Council, be formed to continue with the Community Infrastructure Levy (CIL) and Section 106 Contributions investigations, consisting of Councillors’ Brown, Daymond, Hobbs, Lawson and Starreveld with Cllr Lawson as Chairman’

All in favour

3132. To ratify the decision of the Planning and Environmental Committee responses to the following applications:

- i. **15/01779/OM Outline Application: Proposed residential development for 50 dwellings, garages and public open space at Land S of Rouses Lane W of Cemetery And E of Howdale Rise Downham Market Norfolk**

Recommended refusal - At the meeting of Downham Market Town Council's Planning and Environmental Committee held on Tuesday 03rd May 2016, Members recommended refusal citing that the BCKLWN 5 year land supply has now been met and amid concerns over a single vehicle access/egress to the development. Furthermore the impact upon the town regarding highways issues on Howdale Road.

Proposed – The Deputy Mayor Cllr Daymond Seconded – Cllr Groom

‘That the application be recommended refusal’

For 14 Abstention 2

- ii. **16/00610/OM Outline Major Application: Up to 285 dwellings (use class C3), open space, sustainable drainage systems and associated ancillary works at Land North East of Bridle Lane Downham Market Norfolk**

Recommended refusal - At the meeting of Downham Market Town Council's Planning & Environmental Committee meeting held on Tuesday 03rd May 2016 Members reflected that whilst the outline plan looks promising councillors were concerned that the development spans parish boundaries and clarification is required as to the legality because the proposal is not wholly within the Downham Market parish and the majority is situated within the parish of Wimbotsham. This is a contradiction which has an impact upon the Community Infrastructure Levy (CIL), which is currently being challenged by Downham Market Town Council. Furthermore the site only has a single access/egress which is considered insufficient for this size of proposed development. It is also felt that a roundabout type junction should be provided on the B1507 road for road safety purposes. Because of the above and the fact that the development is currently outside the agreed development boundary, members recommended refusal.

Proposed – Cllr Groom Seconded – Cllr Fox

‘That the application be recommended refusal’

For 14 Abstention 2

3133. To receive update on the 40th Anniversary Twinning Club Civic Reception on Sunday 22nd May

The Mayor Cllr Ross reminded councillors of the civic reception to be held in the Town Hall on Sunday 22nd May and stated she hoped as many Councillors as possible will attend.

3134. To receive update on the new Local Council Award Scheme

Cllr Fox provided an update explaining he was currently compiling Chairmen's Reports.

3135. To rescind and reform the Neighbourhood Plan Sub Committee

It was explained the Sub Committee needed to be rescinded and reformed.

Proposed – Cllr Fox

Seconded – Cllr Mrs Mellish

'The Neighbourhood Plan Sub Committee be rescinded and reformed consisting of Councillors' Doyle, Hobbs, Lawson, Pegg, Ross and Starreveld, with Cllr Starreveld as Chairman'

All in favour

3136. To rescind and reform the Human Resources Committee

It was explained the Committee needed to be rescinded and reformed.

Proposed – The Deputy Mayor Cllr Daymond

Seconded – Cllr Turner

'The Human Resources committee be rescinded and reformed consisting of Councillors' Judge, Lawson, Sharman and Mrs Thompson'

All in favour

It was noted there remains one vacancy which will remain a future agenda item.

3137. To receive report on the Downham Market Festival

The Mayor Cllr Ross reported Festival Week commences on Sunday 29th May with a very varied programme of events to cater for all tastes.

3138. To receive report on the Joint Burial Board

There was no report.

3139. To receive report on the Twinning Club

The Mayor Cllr Ross advised forthcoming meetings were a guided walk around Oxborough Hall grounds and the Annual Jazz Picnic.

3140. To receive report on the Jubilee Community Centre

The Chairman of the Jubilee Community Centre Management Committee Cllr Sharman advised councillors that agreement had been sought to seek outline planning permission, an officer meeting had been held with Tim Wall (Leisure Consultant) who had been re-engaged for the project and the committee intended to concentrate on the building improvements as they had been advised Sport England funding bids had been temporarily suspended whilst a new strategy was being developed.

3141. Update on future events

Cllr Everitt provided an update on the Water Festival. She hoped the programmes could be circulated earlier, acting as a form of advance event notification, being fairer to advertisers and to encourage more teams to enter. The autumn events were all in the early planning stage. Councillors were informed that Downham Arts hoped to organise a series of taster events on the Town Square. It was pointed out that although Halloween is catered for with the long standing children's events there could be an opportunity to celebrate All Saints Day, the next day.

3142. To receive verbal report from the Human Resources Committee

There was no report.

3143. To discuss any urgent items as agreed by the Mayor.

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

3144. Mayor's Announcements

The Mayor advised she had represented the town at the Borough Council Mayor Making evening held on Thursday 12th May and was due to attend the official opening of Discover Downham Heritage Centre on 20th May.

3145. To receive confidential Human Resources Report

There was no confidential report.

The Mayor thanked everyone for attending and closed the meeting at 8:07pm.

Chairman

Date