

**DOWNHAM MARKET TOWN COUNCIL MEETING**  
**MINUTES OF MEETING HELD TUESDAY 8<sup>th</sup> NOVEMBER, 2016 AT 7:00PM**

Present:	The Mayor	Cllr M C Ross
	The Deputy Mayor	Cllr F E Daymond
	Councillors	M Brown
		J W Doyle
		J K Fox
		J Groom
		B Hobbs
		D Lawson
		R A Pegg
		C Pyatt
		J J Reed
		D J Sharman
		A D Stacey
		M D Starreveld
		Mrs R Turner
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Members of the Public	4

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.

**3235. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllrs' R L Judge (family commitment), P R Sayers (holiday) and Mrs Y A Thompson (illness).

Apologies had also been received from Borough Cllrs' Mrs K A Mellish and J Westrop

The apologies were accepted

**3236. To receive Members' Declarations of Interest**

There were no such declarations of interest.

**3237. To approve the minutes of the Town Council meeting held on Tuesday 11<sup>th</sup> October (pages 5499-5504)**

The minutes of the Town Council meeting held on Tuesday 11<sup>th</sup> October (pages 5499-5504) approved.

**3238. To co-opt new members onto the Town Council, one vacancy in Old Town Ward and one vacancy in East Ward**

Members had been given letters for two residents who wished to be considered for co-option onto the Town Council, Mrs R Hepworth and Mr A Pickering.

**Old Town Ward** – It was agreed by a majority vote that Mr Alan Pickering be co-opted onto the Town Council.

**East Ward** – It was agreed by a majority vote that Mrs R Hepworth be co-opted onto the Town Council

### **Adjourn meeting for public participation and reports**

The Mayor, Cllr Ross, adjourned the meeting.

Andy Bullen of Compass Handbooks Ltd

Mr Bullen advised members that he would like to produce a Downham Market Town Guide. This would incorporate a brief history of the town and could be used as a promotional leaflet to give out to both residents and visitors. The cost should be covered by advertising from local businesses.

These have been done in the past and have always proved very popular.

Members thought that this was an excellent idea and suggested that this be taken to the Community Development Committee to progress.

### **Police Representative**

There was no Police Representative at this meeting.

### **County Councillor report**

Cllr White reported that there had been a very informative meeting between members of this Council and Mr Tom McCabe, Executive Director Community and Environmental Services, Norfolk County Council. The discussion had covered many aspects of Downham Market.

It was also mentioned that the County Council are trying to do a survey of Ash Trees: this particular species of tree is suffering from ‘ash dieback’ and NCC are wanting to find out how many ash trees there are in Norfolk to gauge how big a problem this is in Norfolk.

### **Borough Councillor report**

There were no Borough Councillors reports.

### **Public Participation**

No members of the public wished to address the meeting.

The Mayor, Cllr Ross resumed the meeting.

### **3239. To receive correspondence**

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

### **3240. To receive Councillors’ Questions**

Q: Could Councillors be provided with a form of identification eg a lanyard.

A: This would be investigated.

Members were reminded about Pause and Remember on the 11<sup>th</sup> November on the Town Square and the Remembrance Day Parade on Sunday 13<sup>th</sup> November, 2016.

**3241. To adopt the Standing Committee Minutes of:**

**Community Development**

**Proposed – Cllr Brown**

**Seconded – Cllr Hobbs**

**‘That the minutes of Community Development meeting of Wednesday 05<sup>th</sup> October (pages 5494 – 5498) are adopted’**

**All in favour**

**Finance Committee**

**Proposed – Cllr Stacey**

**Seconded – Cllr Lawson**

**‘That the minutes of Finance Committee meeting of Tuesday 27<sup>th</sup> September (pages 5481 - 5483) are adopted’**

**All in favour**

**Planning & Environmental Committee**

**Proposed – Cllr Daymond**

**Seconded – Cllr Hobbs**

**‘That the minutes of Planning & Environment Committee meetings of Wednesday 21<sup>st</sup> September, 2016 (pages 5479 – 5480) and Tuesday 04<sup>th</sup> October, 2016 (pages 5489 – 5493) are adopted’**

**All in favour**

**Property Committee**

**Proposed – Cllr Pegg**

**Seconded – Cllr Doyle**

**‘That the minutes of Property Committee meeting of Tuesday 20<sup>th</sup> September, 2016 (pages 5475- 5478) are adopted’**

**All in favour**

**Town Hall Committee**

**Proposed – Cllr Sharman**

**Seconded – Cllr Stacey**

**‘That the minutes of Town Hall Committee meeting of Wednesday 28<sup>th</sup> September, 2016 (pages 5484 - 5488) are adopted’**

**All in favour**

**3242. To receive the Clerk’s report**

There was no Clerk’s report.

**3243. Payment of Bills**

There were no bills for payment.

**3244. To receive update from the Community Infrastructure Levy (CIL) sub-committee**

There was no report for this meeting.

**3245. To receive Town Maintenance Contract recommendation from Planning & Environmental Committee**

**Proposed – Cllr Daymond**

**Seconded – Cllr Groom**

**‘That the Town Maintenance Contract be offered to Holly Landscapes’**

**For -14**

**Abstention – 1**

The contract is for two years with an option for a third year.

**3246. To receive update from Neighbourhood Plan Sub Committee**

All documentation has been forwarded to a LCPAS in order that a formal document can be drawn up for further consultation.

**3247. To receive report on the Downham Market Festival**

Everything is progressing well for the 2017 Festival.

**3248. To receive report on the Downham Market and Downham West Joint Burial Board**

Cllr Fox advised that the Burial Board had sent a response to the current consultation being held by the BCKL&WN relating to future site allocations for development within the area. They had requested that consideration be given to the allocation of land adjacent to the current cemetery in Rouses Lane for future burial needs. Cllr Fox asked if the Town Council would lend its support to this request.

**Proposed – Cllr Fox**

**Seconded – Cllr Pegg**

**‘That the Town Council forward a response to the current consultation being held by the BCKL&WN supporting the Burial Board request for land to be allocated for future burial needs in Downham Market’**

**All in favour**

**3249. To receive report on the Twinning Club**

It was reported that the next meeting of the Twinning Club would be a wine tasting on the 11<sup>th</sup> November, 2016 in the Town Hall.

**3250. To receive report on the Jubilee Community Centre**

Plans were going forward with the redevelopment and the planning application should be with the BCKL&WN within the next few weeks.

**3251. Update on future events**

Cinema – 24<sup>th</sup> November

Craft Fair – 26<sup>th</sup> & 27<sup>th</sup> November

Christmas Light Switch on – 27<sup>th</sup> November which includes the Santa Fun Run

Cllr Lawson gave a short report on an event being held in the Town over the weekend of Friday 30<sup>th</sup> June to Sunday 2<sup>nd</sup> July. It is being promoted as the Downham Market Showcase Event. The Council would be kept up to date with the progress of this event.

The Christmas tree was going up in the Town Square on Monday 14<sup>th</sup> November and it had been arranged that students from Nelson Academy would decorate the lower part of the tree. Cllr Sharman had been raising funds for the Christmas Lights by selling advertising baubles to local businesses.

**3252. To receive verbal report from the Human Resources Committee**

There would be a confidential report.

**3253. To discuss any urgent items as agreed by the Mayor.**

Members were advised that there is to be a training session in the Town Hall on Thursday 1<sup>st</sup> December on ‘Attracting visitors and branding your town’. Everyone was invited to attend.

The information boards around the town had now been replaced and this had been funded by local businesses and therefore there was no cost to the Council.

Cllr Judge had received a request to place an owl box in the Memorial Garden, it was agreed that this would be an excellent idea and that Cllr Judge should advise the organisation that permission had been given.

Cllr Sharman wanted to thank all staff for their attendance at the recent Wedding Fair. This had been an excellent event and had resulted in new wedding bookings for the Town Hall.

**3254. Mayor’s Announcements**

The Mayor advised members that she had attended over 20 events during October and the beginning of November.

The students from the Academy were doing a wonderful job in redesigning and enhancing the Memorial Garden adjacent to the playing field. This would be officially opened after the Pause and Remember on Friday 11<sup>th</sup> November, 2016. It was agreed by all members that the students should be recognised for their hard work and it was agreed that a plaque should be put up within the garden and also a formal letter of thanks sent to the Academy.

**Proposed – The Mayor, Cllr Ross**

**Seconded – Cllr Groom**

**‘That a plaque is purchased and placed in the Memorial Garden in recognition of all the work completed by the Downham Market Academy students’**

**All in favour**

**3255. To receive confidential Human Resources Report**

**Proposed – The Mayor, Cllr Ross**

**Seconded – Cllr Daymond**

**‘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**

Cllr Sharman presented a confidential report to the members on future staff requirements for the Council.

The meeting came out of confidentiality

**Proposed – Cllr Sharman**

**Seconded – Cllr Lawson**

**‘That the Human Resources report presented to the meeting is agreed and adopted’**

**All in favour**

The Mayor thanked everyone for attending and closed the meeting at 8:40pm.

**Chairman**

**Date**