

**DOWNHAM MARKET TOWN COUNCIL MEETING**

**MINUTES OF MEETING HELD TUESDAY, 9<sup>TH</sup> NOVEMBER 2010 AT 7.30PM**

Present:	The Mayor	Cllr J K Fox
	The Deputy Mayor	Cllr V F Starling
	Councillors	Mrs V I Botham
		H M Cross
		J W Doyle
		J Groom
		M Howland
		R Leach
		Mrs K Mellish
		R A Pegg
		C Pyatt
		J J Reed
		C T Sampson
		D J Sharman
		A D Stacey
		Mrs Y A Thompson
		W A Wallace
	County Councillor	Mrs S E L Hutson
	Borough Councillors	J R Legg
		A M Lovett
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	Norfolk Constabulary	Inspector M Bates
	Press Correspondent	Ms R M Bodle
	Members of Public	2

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

**1856. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllr F E Daymond (Borough Council commitment), Cllr Mrs S M Nunn (family commitment) and Cllr S C Teverson (work commitment).

The apologies were accepted.

**1857. To receive Members' Declarations of Interest**

The Mayor, Cllr Fox, Cllr Leach and Cllr Starling declared a personal interest in Item 1863(i), To approve the Payment of Bills (Town Council bills). Cllr Mrs Botham, Cllr Sharman and Cllr Mrs Thompson declared a personal interest in Item 1863(ii), To approve the Payment of Bills (Town Hall bills).

**1858. To Approve the Minutes**

The minutes of the meeting held on Tuesday, 12<sup>th</sup> October 2010 (pages 3294-3301) were approved and signed as a true and accurate record.

**Adjourn meeting for public participation and reports**

The Mayor, Cllr Fox, adjourned the meeting.

Police

Inspector Bates reported on crimes over the past 2 months:

Business burglaries	2
Thefts from cars	5
Race crimes	2 (arrests made)
Criminal damage	3
Shop lifting	numerous
Theft of scrap	numerous

Cllr Mrs Hutson arrived at the meeting at 7.05pm.

There have been 6 arrests relating to a number of problems within the town including teens gathering around the Railway Road/Bennett Street development. The police are working closely with the housing development to try and sort out the problems.

The safer schools partnership is working well and it is hoped that PCSO's will be able to visit the local high schools within the area at least once a week.

The Safer Neighbourhood Action Panel (SNAP) meeting was very successful and their priorities will be the criminal damage/anti social behaviour issues in the Town Centre and Civray Avenue. The next meeting is in January.

The spending review for the police is taking place and it should be known within the next few weeks how the area will be affected and if police officers/ PCSO's are going to be reduced in numbers.

The police are ready for the Remembrance Day Parade and the Christmas lights switch on.

Q. What age group is being referred to when the term 'Youths' is used?

A. The age varies from 13 to 16 years old. A ring leader, not from the area, is 21-22 years old.

Inspector Bates left the council offices at 7.11pm.

County Councillor

County Cllr Mrs Hutson reported that the Cock Drove path is not a cycle path. Complaints regarding overgrown hedges are in Wimbotsham Road leading to the sewerage works. It is thought that the area has not been cut for several years. This has been passed on and NCC will investigate it. Members were informed that the cutting by NCC will be reduced from 3 times a year to twice a year.

The grass in the Nelson Avenue building site has not been cut recently, but it is on the schedule to be trimmed regularly. The land now has a for sale sign on it and the date for tenders is the 26<sup>th</sup> November 2010.

Norfolk County Council is very busy. All councillors are going to participate in 'The Big Conversation'. This is where councillors meet with their constituents and ask them what services they feel should be kept or removed from the budgets.

It was agreed that an extraordinary meeting will take place for Cllr Mrs Hutson to talk to the Town Council about 'The Big Conversation' initiative.

Clerk

There is a consultation taking place regarding part night lighting within the Town. It has been noted that lights on Ryston Close and the Fire station will be left on.

The Surface Water Management Plan has been circulated to all parish councils where it is thought this may be an issue. No comments have yet been received from the Town Council. The plan is in different stages - the first stage is hoped to be finished by 19<sup>th</sup> November 2010 to identify the problem areas. It was noted that Paul Tibbs of the Lynn News should have relevant photos of the flooding in Porter Street.

#### Borough Councillors

Borough Cllr Legg had nothing to report.

Borough Cllr Lovett reported that at the SNAP meeting there was great audience participation with regards to the Anti Social Behaviour and graffiti in Civray Avenue. It is hoped that there will be some more PCSO's in that area and also the colder weather will put off some of the youths.

Borough Cllr Mrs Mellish reported that the issues with Cannon Square have now been finished. If there are individual problems with anti-social behaviour they should go directly to the licensing department. This may result in the licensing of trading hours being shortened from 2.00am to 11.00pm. The lights that have been promised at the end of the St Edmunds footway are now working although they have been sealed with the wrong colour tarmac. This is now being looked into.

The barrow crossing is still an issue together with the bridge works at the Railway Station. There have been numerous letters regarding the change of use from a building to a food outlet in Wales Court.

It was noted that the noise monitoring team do not work after 11.30pm.

#### Public Participation

A member of the public addressed their concerns regarding the closure of the A1122 from Nordelph to Downham Market. This is having a detrimental effect on retailers within the town. It was asked if the access to the Town can be improved.

Both members of public asked if the Town Council could write to the government showing their support for RAF Marham.

A member of the public reported that there is a dead tree on The Howdale. It is the 6<sup>th</sup> tree up on the left hand side.

Cllr Mellish advised that the BCKLWN was fully supporting RAF Marham.

Cllr Pegg noted that the road works were initially going to be done over an 8 week span. It has now been agreed that this will hopefully be shortened to 6 weeks as they are working overtime during the night and at weekends.

Cllr Groom felt that signs should be placed on roundabouts etc to show that businesses are open as usual. She also noted that the Local MP Elizabeth Truss is very supportive of RAF Marham.

Cllr Doyle carried out a radio interview regarding RAF Marham where it was noted that the Scottish rate payers were paying for their PR, whereas the English are not.

Cllr Mrs Hutson reported that the Highways Agency deals with the trunk roads and Highways deal with local roads.

Norfolk County Council has written to the Minister about RAF Marham.

It was suggested that the Town Clerk writes a letter to the Government concerning the possible closure of RAF Marham.

Clerk

Cllr Stacey reported that at a recent RAFA meeting an RAF senior officer gave a presentation on the work that the Tornados do in Afghanistan. He was very positive about the work at RAF Marham which includes engineering and servicing of all the Tornados. There would be severe implications if RAF Marham was to close.

Cllr Sampson advised that the Chamber of Trade is supportive and the Town Council should also be seen publically to support RAF Marham. Letters should be sent, and the press informed, that the Town Council is supporting the initiative that the Chamber of Trade has started.

Cllr Mrs Hutson would continue to ensure that the A1122 road works are completed as soon as possible and the road is reopened.

The Mayor, Cllr Fox, resumed the meeting.

### **1859. To receive Correspondence**

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

It was noted that the letter received from the Heritage Society should be passed to the Town Hall committee for discussion.

A member of the public left the Council Chamber at 7.38pm.

**1860. To receive Councillors' Questions**

Q. The corner of the Hollies car park near to the Pharmacy is flooding again. (VIB)

A. Cllr Doyle will look into this.

Cllr Leach advised members that a survey has been completed by the Chamber of Trade. As soon as he has the results these will be put into general correspondence so that all Councillors can read it.

**1861. To Adopt the Standing Committee Minutes**

Property Committee

It was noted that Item 76 of the minutes of the 19<sup>th</sup> October, paragraph 3 should read 'A letter was received from Norfolk County Council regarding the turn off of street lights...'

**Proposed – Cllr Sharman**

**Seconded – Cllr Doyle**

**'That the minutes of the Property Committee meetings of Tuesday 21<sup>st</sup> September, 2010 (pages 3272–3275) and Tuesday 19<sup>th</sup> October, 2010 (pages 3302-3305) be adopted with the above amendment made.'**

**All in favour**

Planning Committee

**Proposed – Cllr Reed**

**Seconded – Cllr Sharman**

**'That the minutes of the Planning Committee meetings of Tuesday 5<sup>th</sup> October, 2010 (pages 3287-3290) and Wednesday 20<sup>th</sup> October, 2010 (pages 3306-3308) be adopted.'**

**All in favour**

Finance Committee

**Proposed – Cllr Mrs Mellish**

**Seconded – Cllr Stacey**

**'That the minutes of the Finance Committee meeting of Tuesday 28<sup>th</sup> September, 2010 (pages 3280-3286) be adopted.'**

**All in favour**

Town Hall Committee

**Proposed – Cllr Leach**

**Seconded – Cllr Mrs Thompson**

**'That the minutes of the Town Hall Committee meetings of Wednesday 25<sup>th</sup> August, 2010 (pages 3244-3249) and Wednesday 22<sup>nd</sup> September, 2010 (pages 3276-3279) be adopted.'**

**All in favour**

Community Development

**Proposed – Cllr Groom**

**Seconded – Cllr Mrs Botham**

**‘That the minutes of the Community Development Committee meeting of Tuesday 7<sup>th</sup> September, 2010 (pages 3253 - 3257) be adopted.’**

**All in favour**

**1862. To receive the Clerk’s Report**

The Clerks report had been circulated (Appendix 2).

**1863. To approve the Payment of Bills**

A list of bills had been circulated (Appendix 3).

**i. Town Council**

The Mayor, Cllr Fox, Cllr Leach and Cllr Starling had declared a personal interest in this item.

**Proposed – Cllr Stacey**

**Seconded – Cllr Sampson**

**‘That the Town Council bills be paid as per the attached list.’**

**For – 134**

**Against – 0**

**Abstentions – 3 (Declared Interests)**

**ii. Town Hall**

Cllr Mrs Botham, Cllr Sharman and Cllrs Mrs Thompson declared a personal interest in this item.

**Proposed – Cllr Leach**

**Seconded – Cllr Cross**

**‘That the Town Hall bills be paid as per the attached list.’**

**For – 14**

**Against – 0**

**Abstentions – 3 (declared Interests)**

**iii. Howdale Community Centre**

**Proposed – Cllr Pyatt**

**Seconded – Cllr Groom**

**‘That the Howdale Community Centre bills be paid as per the attached list.’**

**All in favour**

**1864. Howdale Community Centre**

- i. To receive report** – Cllr Pyatt read a report (Appendix 4)

Cllr Pyatt thanked the Trustees, the Town Clerk and Administrator/ Receptionist for the work over the past year to get the building to where it is now.

Cllr Pyatt was thanked for all of his hard work.

**1865. To receive report on Youth Council – Cllr S C Teverson to report**

The minutes of the Youth Council meeting held on 21<sup>st</sup> October 2010 had been circulated (Appendix 5).

**1866. To receive reports from Working Parties**

- i. Old Fire Station site – Heritage Centre** – The Chairman, Cllr Fox reported that there has been no progression on this matter. This is still with the solicitors of the Heritage Society.

Cllr Sharman suggested that the building is examined and a report is made on this. If it is feasible to keep it then work should be carried out on it, if not, it could be demolished for more car parking space. If it is worthwhile the payback team could work on the interior to try and get it to a suitable standard.

It has been noted that the Heritage Society are also very frustrated with the speed at which the solicitors are handling the case. It was suggested that an alternative plan should be prepared because it is essential that it is used as a community building and an income should be generated from it. It is hoped that although there is some decay in the building it will not get increasingly bad and the Heritage Society will still be able to relocate there when necessary.

This will be passed onto the Property Committee for discussion at their next meeting.

It was noted that the legal fees regarding the relocation of the Heritage Society was costing the Town Council a large sum of money. Members felt it was essential that this matter was resolved as soon as possible.

All Councillors have been invited to the Town Hall meeting on 24<sup>th</sup> November 2010.

**1867. To receive report on NorfolkALC and NALC – Cllr S C Teverson to report**

There was nothing to report to this meeting.

**1868. To receive reports from representatives of Outside bodies**

- i. Joint Burial Committee** – There was nothing to report to this meeting.
- ii. West Norfolk Sports Forum** – It was reported that the nomination form for the Cricket club has been sent off.
- iii. Southern Area Road Safety Committee** – There was nothing to report to this meeting.

**iv. Festival Committee** – Cllr Starling reported that there are 3 new members of the Festival Committee. An events manager has been employed to manage the paperwork and the theme for next year’s festival week is the Wild West.

**v. SNAP (Safer Neighbourhood Action Panel)** – Cllr Sharman reported that Civray Avenue is still a problem; there have been 7 call outs over the last period. The kebab van licensing needs to be looked at. Although complaints are made, they need to go direct to the licensing department at the Borough Council of Kings Lynn and West Norfolk. The Howdale is no longer classed as a priority area, but the town centre and Civray Avenue are priorities. It has been requested that there is a speed monitor at the end of Howdale Road, but this has not happened as of yet. The next meeting is 7<sup>th</sup> January 2011.

**1869. To review the New Council Structure which was implemented in May 2010**

**Proposed – Cllr Sharman**

**Seconded – Cllr Starling**

**‘That the Human Resources Sub Committee becomes a committee of the Full Council.’**

This will be discussed at the next meeting.

**Proposed – Cllr Fox**

**Seconded – Cllr Stacey**

**‘That the Environmental Sub Committee is moved from the Property Committee to the Planning Committee.’**

This will be discussed at the next meeting.

**Proposed – Cllr Stacey**

**Seconded – Cllr Fox**

1. Annexe E 2e which currently states “**Town Hall Meeting fortnightly**” to “**Town Hall Meeting monthly**”.
2. In Annexe E 5d iv we should include “Youth Hut”.
3. In Annexe E 5d vii we should delete the “Sub” in line 2.

These proposals and amendments are being put on the table for discussion at the next Full Council meeting of 11<sup>th</sup> January, 2011. There will be no discussion at this meeting (see Standing Order 2b)

**1870. To discuss any urgent items as agreed by the Mayor**

There were no urgent items to be discussed at this meeting.

**1871. Mayor’s Announcements**

A copy of the Mayor’s announcements was circulated (Appendix 6).

Councillors were informed that the Youth Council are holding a bingo session on 21<sup>st</sup> December 2010, the Civic Service is on Sunday 6<sup>th</sup> March 2011 and the St Winnolds breakfast is on 18<sup>th</sup> March 2011.

The MP Elizabeth Truss will be coming to the offices for an informal meeting with all councillors at 3.00pm on 19<sup>th</sup> November 2010.

Cllr Groom informed members that Gerald Dauxeere who was one of the founding members of the Twinning Club had recently died. He was one of the members who signed the original charter with Civray.

**1872. Human Resources Sub Committee**

Cllr Sharman reported that negotiations are still going on with the Town Hall staff. There will be another meeting next week and it is hoped that more information will be known after the meeting.

**1873. Confidential items**

**Public Bodies (Admission to Meetings) Act 1960 – following the exclusion of the public and press**

- i. To discuss any Human Resource confidential items** – there was nothing to report to this meeting.

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

**Chairman**

**Date**