

DOWNHAM MARKET TOWN COUNCIL MEETING

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MINUTES OF MEETING HELD TUESDAY, 9TH OCTOBER 2007 AT 7.30PM

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Present:	The Mayor	Cllr J W Doyle
	The Deputy Mayor	Cllr R Leach
	Councillors	S W Blyth
		W A Clark
		M G Ford
		J K Fox
		P E Freeman
		S F Geary
		J Groom
		Mrs S M Nunn
		C Pyatt
		Mrs P A Roberts
		C T Sampson
		Mrs P B Sharp
		A D Stacey
		V F Starling
	County Councillor	Mrs S E L Hutson
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	Norfolk Constabulary	Inspector M Bates
	Press Correspondent	Ms S Hewitt

Members of Public

Mr R J R Baker MBE

Miss A L Gentle

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1127. To receive members Apologies for Absence

Apologies had been received from Cllr R J Keates (work commitment), G S S Purslow (family commitment), J J Reed (health reasons), Cllr S C Teverson (previous commitment), Borough Cllr J R Legg and Borough Cllr Mrs K Mellish.

The apologies were accepted.

1128. Evacuation Procedures

The Mayor, Cllr Doyle, notified those present of the emergency evacuation procedure from the Town Council offices.

The Mayor, Cllr Doyle, adjourned the meeting and invited Mr Roy Baker MBE to accept a commemorative plaque and certificate on behalf of the Town Council in recognition of his thirty two years service as a Town Councillor.

Mr Baker thanked the Council and he sequentially received a vote of thanks from the Council.

Police Report

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Inspector Bates reported on crimes over the past six weeks:

- 1 Burglaries to dwellings.
- 4 Burglaries to garages/sheds.
- 4 Theft from motor vehicles.
- 1 Theft of motor vehicles.
- 5 Criminal damage.
- 5 Domestic related matters.
- 5 Other thefts.

Recruitment was ongoing for the Safer Neighbourhood Team. It was anticipated that the full team, consisting of 2 PCs and 7 PCSOs, would be in place by Easter 2008.

At the previous Community Action Group (CAG) meeting the group considered that the three main areas of concern were Upwell, Hockwold and the Hollies Car Park. The next CAG meeting would be held at the Downham Market fire station on Thursday, 8th November 2007 at 7.00pm.

Questions to Inspector Bates followed:

Q: Why are potentially dangerous criminals given bail? (RL).

A: In certain cases there may not be enough evidence to detain suspects.

Q: Downham Market High School has now been burgled three times. What action is the school taking to eradicate this? (CTS).

A: The Crime Prevention Department has conducted a survey and forwarded their recommendations to the school.

Cllr Sharp wished to congratulate PCSO Tracy Milburn for her excellent service to the community. Cllr Blyth congratulated PC Deadman for helping to reduce crime in the Town.

Public Participation

The member of public addressed the meeting to commend the work of PC Deadman, who not only helps to reduce crime with his presence in Town, but has a great rapport with the youth.

Cllr Mrs Roberts advised that the Norfolk Constabulary had been highly praised on the local news channel.

County Councillor Report

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Cllr Mrs Hutson had nothing to report.

Borough Councillor Reports and Questions

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There were no Borough Councillors present at the meeting.

The Mayor, Cllr Doyle, resumed the meeting.

1129. To receive members Declarations of Interest

The Mayor, Cllr Doyle, and Cllr Leach declared a prejudicial interest in Item 1135, to approve the Payment of Bills.

1130. To approve the Minutes of the Full Council Meeting

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The minutes of the Full Council meeting were not available for approval at this meeting.

1131. To receive Correspondence

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

There were no questions.

1132. Councillor's Questions

Q: Teenagers at the High School would like to hold a Music Festival in 2008. Meetings are held at the High School on Tuesday lunchtimes. If any other Councillors would like to join the Working Group please advise the Clerk. (VFS).

A: The Mayor, Cllr Doyle, would look into further members joining.

Q: Bridge Street has lost four parking spaces with the installation of the three taxi ranks. Could the BCKL&WN reconsider this? (PBS).

A: It will be reviewed by the BCKL&WN at the beginning of 2008.

Q: Which premise is the Post Office going to move to when the Norwich and Peterborough Building Society move into the unit they are currently in? (RL).

A: In 2008 Bluebells will be moving back to the High Street and it is possible that the Post Office will move into that unit. The Clerk would write to Royal Mail for information regarding this.

Q: The three taxi ranks in Bridge Street are usually empty. Could the Clerk write to the BCKL&WN regarding this? (MGF).

A: Yes.

Q: Has the Local Development Framework Working Party had a meeting yet?

A: No. When the Car Parks and Highways Committee nominate a member a meeting will be organised.

1133. To Adopt the Standing Committee Minutes

The minutes of the Standing Committee meetings were not available for approval at this meeting.

1134. To receive the Clerk's Report

The Clerk had nothing to report to this meeting.

1135. To approve the Payment of Bills

A list of bills had been circulated (Appendix 2).

The Mayor, Cllr Doyle, and Cllr Leach had declared a prejudicial interest in this item.

Proposed – Cllr Mrs Roberts Seconded – Cllr Sampson

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

All in favour

1136. Update on the acquisition of the Town Hall

Cllr Ford reported that the Heads of Terms were being discussed and considered at the BCKL&WN Cabinet meeting that evening. The Clerk would be informed of the outcome on Wednesday, 10th October 2007.

1137. Update on the purchase of the Fire Station

Cllr Fox reported that the Clerk had hand delivered the Fire Station Contract to the Town Council's Solicitor on Friday, 5th October 2007 and these had subsequently been couriered to Norfolk County Council for finalisation. A Working Party meeting would be held shortly to initiate the development of the site.

1138. To discuss CCTV

The Mayor, Cllr Doyle, reported that Paul Smith had unfortunately given his apologies this afternoon for the meeting.

The Mayor, Cllr Doyle, adjourned the meeting in order to allow Inspector Bates to address the meeting.

Inspector Bates advised that his division were in favour of CCTV as a deterrent against theft from and theft of motor vehicles, antisocial behaviour and shoplifting.

Cllr Stacey advised that the matter had been discussed at the previous Car Parks and Highways Committee meeting. It was agreed for that Committee to continue investigating CCTV and report back at the next Full Council meeting.

The Mayor, Cllr Doyle, resumed the meeting.

1139. To discuss the upgrading of the area surrounding the War Memorial

There was nothing to report to this meeting.

1140. Report on the Howdale Community Centre

Copies of plans for the redevelopment of the Howdale Community Centre were placed on display for members to view. The plans would be held in the office for Councillors to examine in greater detail.

Cllr Pyatt advised that the proposal was to replace the Reception office with male changing rooms/toilets and replace the existing male toilets with disabled toilets. Quotations for the works were currently being obtained. Planning permission would not be required for these internal alterations, only Building Regulations control.

Cllr Pyatt reported that rent reviews had been discussed and considered by the Management Committee and as a consequence user group rents had been increased on 1st October 2007. All user groups had accepted their new terms, but the Football Club had yet to agree theirs due to a number of queries.

The Mayor, Cllr Doyle, advised that the internal door of the Centre had been fitted with a slow closure mechanism for health and safety reasons.

1141. To discuss sports issues

Cllr Ford reported that the Development Committee had agreed to contribute £1,000 towards a sports facilities survey, which had been originated by the BCKL&WN. The Mayor, Cllr Doyle, and Cllr Ford had held a meeting with

representatives from the Downham Town Sports Federation to discuss sports amenities.

Cllr Pyatt wished it noted that as the sports representative for the Town Council he had not been able to attend any of the meetings because they had been held during the day. It was agreed that every effort would be made to organise future meetings for the evenings.

Cllr Mrs Sharp advised that Tilney St Lawrence had utilised a much smaller area than Downham Market has available, and this consisted of a Multi Use Games Area (MUGA), a skateboard park, football grounds and a village hall, all of which were highly attended.

1142. To discuss recommendation from the Finance and General Purposes Committee regarding the purchase of new chairs for the meeting room

Samples of chairs were displayed in the Council Chambers for Councillors to view.

Cllr Sampson reported that the Finance and General Purposes Committee had agreed to spend up to a sum of up to £4000 to purchase new chairs, this being 50% of the cost with the Registrars paying the other 50%. This would consist of 40 matching chairs with 20 similar less expensive chairs. The Property Working Party had been given authority to proceed with the purchase, subject to two further quotes being obtained.

Councillors agreed that the 40 matching chairs should have arms on them in accordance with the Disability Discrimination Act. It was noted that the chairs with arms would not be stackable and would therefore be sited throughout the whole building. It was anticipated that the 20 other chairs would be stackable.

Proposed – Cllr Sampson Seconded – Cllr Stacey

‘That the Finance and General Purposes Committee is given authority to spend up to £8,000 on chairs, with 50% of the cost being met by Norfolk County Council.’

All in favour

1143. To discuss St Winnold’s Fair

Cllr Mrs Roberts advised that the St Winnold’s Breakfast would be held on Friday, 14th March 2008.

A short discussion took place and it was agreed that a fair should not be held on the Hollies Car Park during that week. Cllr Mrs Roberts would seek permission from the BCKL&WN to hold a fair on The Howdale and investigate other sites for a fair to be positioned.

Proposed – Cllr Fox

Seconded – Cllr Pyatt

‘That the Town Council investigates having a fair sited other than in the centre of Town.’

For – 15 Against – 0 Abstention – 1

Proposed – The Mayor Cllr Doyle

‘To invoke Standing Order 17, in order to vary the order of business and allow the Human Resources item to be discussed under confidentiality at the end of the meeting.’

All in favour

1144. To discuss any urgent items as agreed by the Mayor

There were no urgent items to discuss at this meeting.

1145. Mayor's Announcements

- Larger Councils Meeting – Thursday, 11th October 2007 at 9.30am Town Council offices.
- Remembrance Day – Sunday, 11th November 2007 – Pause and Remember 11.00am Town Square.
- Remembrance Day – Sunday, 11th November 2007 – Parade begins 2.30pm Town Hall Car Park, St Edmunds Church Service at 3.00pm.

Councillors were reminded that Remembrance Day should not only be a day to remember those who died in previous wars, but also those dieing in the current wars.

- Mayor's Awards for Young People (sponsored by the Lynn News) – Friday, 22nd February 2008, Town Hall – The deadline for nominations will be Friday, 18th January 2008.
- St Winnold's Breakfast – Friday, 14th March 2008.
- Civic Service – Sunday, 13th April 2008.
- The Charity Evening held at Titash Indian restaurant raised £330 and the Mayor's Charity Evening held at the Town Hall raised £250. All proceeds would be donated to the Mayor's Charity, The Norfolk Hospice Tapping House.

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The Mayor, Cllr Doyle, thanked the Clerk and Deputy Clerk for the extra work they had put in since the Administrator/Receptionist had resigned from the Council. The Council gave them both a vote of thanks.

The Mayor, Cllr Doyle, introduced Miss Amanda Gentle to the Council and advised that she would be commencing employment on Monday, 12th November 2007 as the Administrator/Receptionist.

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Proposed – The Mayor, Cllr Doyle Seconded – Cllr Groom

‘To invoke Standing Order 5a, that in the 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

County Cllr Mrs Hutson, Inspector Bates, Ms Hewitt, Miss Gentle and the member of public left the Council chambers at 8.37pm.

1146. Human Resources report (confidential item)

See Confidential Report.

Proposed – Cllr Mrs Roberts Seconded – Cllr Sampson

‘That Miss Amanda Gentle is appointed as Administrator/Receptionist to the Town Council on 12th November 2007, subject to satisfactory references.’

All in favour

The Mayor, Cllr Doyle, closed confidentiality and resumed the meeting.

Miss Gentle returned to the Council chambers at 8.48pm.

The Mayor thanked everyone for attending and closed the meeting at 8.48pm.

DOWNHAM MARKET TOWN COUNCIL MEETING

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**MINUTES OF MEETING HELD TUESDAY, 13TH NOVEMBER 2007 AT
7.30PM**

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Present: The Mayor Cllr J W Doyle
 The Deputy Mayor Cllr R Leach
 Councillors S W Blyth
 W A Clark

J K Fox

P E Freeman

S F Geary

J Groom

Mrs R J Keates

Mrs S M Nunn

Mrs G S S Purslow

J J Reed

Mrs P A Roberts

Mrs P B Sharp

A D Stacey

V F Starling

S C Teverson

County Councillor Mrs S E L Hutson

Borough Councillor Mrs K Mellish

Norfolk Constabulary Inspector M Bates

Town Clerk	Mrs J M Markwell
Deputy Clerk	Mrs S D Porter
Administrator	Ms A L Gentle
Press Correspondents	Ms S Hewitt
	Ms E Maslin

1147. To receive members Apologies for Absence

Apologies had been received from Cllr M G Ford (family commitment), C Pyatt (illness), C T Sampson (prior engagement), Borough Cllr J R Legg and Borough Cllr A M Lovett.

The apologies were accepted.

1148. Evacuation Procedures

The Mayor, Cllr Doyle, notified those present of the emergency evacuation procedure from the Town Council offices.

1149. To receive members Declarations of Interest

The Mayor, Cllr Doyle, Cllr Fox and Cllr Leach declared a prejudicial interest in Item 1156, to approve the Payment of Bills.

The Mayor, Cllr Doyle, adjourned the meeting for public participation and reports.

Police Report

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Inspector Bates reported on crimes over the past four weeks:

- 0 Burglaries to dwellings.
- 0 Theft of motor vehicles.
- 2 Break ins.
- 11 Criminal damage offences.
- 5 Domestic crimes of violence.
- 3 Other thefts.
- 2 Shop lifting offences.
- 1 Forced till in Tesco.
- 2 Theft of cycles.
- 1 Theft from homes.

Inspector Bates wished to note that a burglar, who has now been arrested on three occasions, will now face a long prison sentence.

There were no questions for Inspector Bates.

Public Participation

Cllr Leach thanked the Mayor, Cllr Doyle, Cllr Mrs Roberts and members of the Royal British Legion for organising the Remembrance Day Service. Cllr Leach also wished to thank those who attended; the turnout was exceptional and made the Town proud.

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Cllr Mrs Mellish reiterated Cllr Leach's thanks regarding the Remembrance Day Service.

Cllr Mrs Mellish reported:

- The BCKL&WN Enforcement Team had managed to secure a fine for the developers of Cannon Tyres for the unauthorised building works they had carried out on the listed building.
- When the ward location for the 2008 Music Festival was known the relevant Borough Councillor should be advised.
- Mr Tony Porter, BCKL&WN, had confirmed that the green area on Church Road would be landscaped as part of the 2008 Downham in Bloom project.

County Councillor Report

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Cllr Mrs Hutson reported that as a result of Norwich City's failed bid for unitary status the Government has decided to hold a review of Local Government for the whole of Norfolk with a view to imposing unitary status throughout the county – it appears to enable the City to get its wish. It was hoped that all the districts would work together on this rather than all coming up with individual plans to expand their local empires to the detriment of local council taxpayers.

The Mayor, Cllr Doyle, resumed the meeting.

Proposed – The Mayor Cllr Doyle

'To invoke Standing Order 17, in order to vary the order of business and allow the report to be received from Mr Rodwell and Ms Brownhill.'

All in favour

1150. To receive report from Mr D Rodwell, Locality 2 Youth Work Manager and Ms P Brownhill Area Youth Worker, Norfolk County

The Mayor, Cllr Doyle, adjourned the meeting.

Mr Rodwell reported that he and Ms Brownhill were responsible for the youth work provision in Downham Market, its hinterland, and the villages in Methwold, Swaffham and Watton; Mr Rodwell covered Locality 1 and Ms Brownhill, Locality 1 and 2. Affiliation with the police and PCSOs had been established and the next stage would be to reinstate relationships/links with the Parish and Town Councils within those areas.

Ms Brownhill advised that their main remit was to aid councils with anti-social behaviour awareness, and help organise youth work activity, youth forums, Youth Councils, youth scrutiny and youth peer work. An additional responsibility was to ensure that training courses and network evenings were made available to voluntary organisations; a mobile vehicle would be available for these sessions if a venue was not available.

The BCKL&WN Anti Social Behaviour Department had nominated Downham Market as an area with a degree of anti social behaviour and requested that Mr Rodwell and Ms Brownhill facilitate necessary prevention. Their intention would be to assist and support the Community Development Officer and the current detached youth workers on this matter.

Cllr Mrs Starling wished to note that the reason Downham Market Town Council had instigated its own youth working team was because there had not been enough staff from the BCKL&WN and Norfolk County Council to do this.

Mr Rodwell agreed that there had been a shortfall in funding for youth workers at that time and many staff had left their posts. However Central Government were now looking into the reestablishment of youth workers and this would enable funding to be secured through various sources.

Cllr Mrs Starling advised that a meeting was being held with the detached youth workers on Monday, 19th November 2007. The detached youth workers would be asked whether they required any support from Mr Rodwell and Ms Brownhill. Mr Rodwell would be duly informed of the decision after the meeting.

The Mayor, Cllr Doyle, advised that the Youth Councils from Clackclose and Hillcrest Primary Schools had both held meetings with the Mayor, Deputy Mayor, Clerk and Community Development Officer in the Council Chambers on Tuesday, 6th November 2007. The meetings had been both enjoyable and successful.

Cllr Mrs Sharp reported that the next D2 meeting would be held on Monday, 14th January 2008. Mr Rodwell confirmed that he would be attending.

The Mayor, Cllr Doyle, thanked Mr Rodwell and Ms Brownhill for their report and they left the Council Chambers at 8.07pm.

1151. To approve the Minutes of the Full Council Meeting

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The minutes of the Town Council meetings held on Tuesday, 11th September 2007 (pages 2225-2233) and Tuesday, 9th October 2007 (pages 2251-2257) were approved and signed as a true and accurate record.

1152. To receive Correspondence

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

Cllr Mrs Roberts requested that a press photograph be organised for the receiving of Mr Roy Baker MBE's commemorative plaque, in recognition of his thirty two years service as a Town Councillor. The Clerk would organise this.

1153. Councillor's Questions

Q: The Citizens Advice Bureau appears to be under threat of closure. Could the Clerk write to Head Office to support the prevention of this? (RL).

A: Yes.

1154. To Adopt the Standing Committee Minutes

Car Parks and Highways Committee

Proposed – Cllr Stacey

Seconded – Cllr Leach

‘That the minutes of the Car Parks and Highways Committee meeting of Tuesday, 18th September 2007 (pages 2234-2238) be adopted.’

All in favour

Development Committee

Proposed – The Mayor, Cllr Doyle

Seconded – Cllr Blyth

‘That the minutes of the Development Committee meeting of Tuesday, 25th September 2007 (pages 2239-2242) be adopted.’

All in favour

Finance and General Purposes Committee

Proposed – Cllr Stacey

Seconded – Cllr Mrs Sharp

‘That the minutes of the Finance and General Purposes Committee meeting of Tuesday, 2nd October 2007 (pages 2243-2246) be adopted.’

All in favour

Planning and Environmental Committee

Proposed – Cllr Fox

Seconded – Cllr Freeman

‘That the minutes of the Planning and Environmental Committee meetings of Wednesday, 5th September 2007 (pages 2222-2224), Wednesday, 3rd October 2007 (pages 2247-2250) and Tuesday, 16th October 2007 (pages 2258-2265) be adopted.’

All in favour

1155. To receive the Clerk’s Report

The Clerk had nothing to report to this meeting.

1156. To approve the Payment of Bills

A list of bills had been circulated (Appendix 2).

The Mayor, Cllr Doyle, Cllr Fox and Cllr Leach had declared a prejudicial interest in this item.

Proposed – Cllr Stacey

Seconded – Cllr Mrs Roberts

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

For – 14 Against – 0 Abstention – 3 (Declared Interests)

1157. Update on the acquisition of the Town Hall – Report from Cllr Ford

In the absence of Cllr Ford, the Mayor, Cllr Doyle reported that the Heads of Terms had been considered by the BCKL&WN Cabinet and a query had been raised in respect of the ‘Vendor’s Option’ with regard to the money that the BCKL&WN would have to pay if it opted to buy back the site. For example, if the Town Council wished to sell their interest in the Town Hall within a period of 79 years from the date of transfer, the Town Council would offer the sale of the Town Hall back to the BCKL&WN. The BCKL&WN would then have the option to acquire the site back, at the original sale price, plus reimbursement of 100% refurbishment capital expenditure from the Town Council’s own resources, plus 50% of the capital expenditure from grant funds. The value of the capital expenditure would be assessed upon a sliding depreciation of the cost of the works, over the estimated life expectancy of the physical works, to allow for obsolescence. The capital expenditure would be assessed solely on the structure of the Town Hall itself and would exclude that which is non-building related.

Proposed – Cllr Fox

Seconded – Cllr Freeman

‘That the Town Council agrees to the formula that the future calculation made by the BCKL&WN takes into account the obsolescence and depreciation over the given period of time should any work be carried out on the Town Hall.’

For – 16 Against – 1 Abstention – 0

Proposed – Cllr Fox

‘To invoke Standing Order 17, in order to vary the order of business and allow the Update on the purchase of the Fire Station item to be discussed under confidentiality at the end of the meeting.’

All in favour

1158. To discuss the upgrading of the area surrounding the War Memorial

A report had been circulated (Appendix 3).

Cllr Fox wished to note that the report was factually incorrect in that the war memorial had not been built in that area in 1921.

A short discussion took place regarding the report.

Proposed – Cllr Mrs Roberts

Seconded – Cllr Groom

‘That the Town Council urges the Finance and General Purposes to give serious consideration to budget for £10,000 towards the upgrade of the war memorial area in the 2008/2009 budget.’

All in favour

1159. Report on the Howdale Community Centre

In the absence of Cllr Pyatt, Cllr Mrs Hutson advised that a meeting was being held with the Director of Norfolk Property Services on Thursday, 22nd November 2007 to discuss the purchase options of the Howdale Community Centre.

Proposed – The Mayor, Cllr Doyle

‘To invoke Standing Order 17, in order to vary the order of business and allow the Human Resources item to be discussed under confidentiality at the end of the meeting.’

All in favour

1160. To discuss any urgent items as agreed by the Mayor

There were no urgent items to discuss at this meeting.

1161. Mayor’s Announcements

- Mayoress’ Coffee Morning – Tuesday, 27th November 2007 at 9.30am-12.00pm, Town Hall. Short mat bowls would be available for guests and a raffle in aid of The Norfolk Hospice Tapping House would be held.
- Mayor’s Awards for Young People (sponsored by the Lynn News) – Friday, 22nd February 2008, Town Hall – The deadline for nominations will be Friday, 18th January 2008.
- St Winnold’s Breakfast – Friday, 14th March 2008.
- Civic Service – Sunday, 13th April 2008.

Proposed – The Mayor, Cllr Doyle Seconded – Cllr Mrs Roberts

‘To invoke Standing Order 5a, that in the 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 Mrs Hutson was invited to stay at the meeting. Cllr Mrs Mellish, Inspector Bates, Ms Hewitt and Ms Maslin left the Council chambers at 8.37pm.

1162. Update on the purchase of the Fire Station

See Confidential Report.

Proposed – Cllr Fox

Seconded – Cllr Freeman

‘That this Council accepts the quotation from the Asbestos Surveys and Advisory Services Ltd (Conrad Bristow) to carry out an asbestos survey and register of the whole fire station site at a cost of £1,550.00.’

All in favour

Proposed – Cllr Fox

Seconded – Cllr Mrs Sharp

‘That this Council offers the contract for the construction design management of the fire station site to C E S Consultants (Ian Mason) at a cost of £4,480.00.’

All in favour

1163. Human Resources report (confidential item)

See Confidential Report.

The Mayor, Cllr Doyle, closed confidentiality and resumed the meeting.

The Mayor thanked everyone for attending and closed the meeting at 8.55pm.