

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY, 15TH SEPTEMBER 2009 AT 7.30PM

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Present:	The Mayor	Cllr J W Doyle
	The Deputy Mayor	Cllr J K Fox
	Councillors	S W Blyth
		S J Collins
		H M Cross
		F E Daymond
		P E Freeman
		S F Geary
		J Groom
		R Leach
		Mrs K Mellish
		Mrs S M Nunn
		J J Reed
		D J Sharman
		A D Stacey
		Mrs V F Starling
		S C Teverson
		W A Wallace
	Norfolk County Council	Mrs S E L Hutson
	Norfolk Constabulary	Insp M Bates
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	Members of Public	1

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

1559. To receive Members' Apologies for Absence

Apologies had been received from Cllr Pyatt (prior engagement), Cllr Sampson (prior engagement), Cllr Lovett (BCKL&WN) and Cllr Legg (BCKL&WN).

The apologies were accepted.

1560. To receive Members' Declarations of Interest

The Mayor, Cllr Doyle, Cllr Fox, Cllr Leach and Cllr Wallace declared a pecuniary interest in Item 1566, To Approve the Payment of Bills.

Adjourn meeting for public participation and reports

The Mayor, Cllr Doyle, adjourned the meeting.

Police

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Inspector Bates reported on crime from July – September 2009:

This is usually a busy period for Anti Social Behaviour as most school children are not at school. This year has been fairly successful.

Break in's – 0

Cars stolen in town – 1

Cars broken into – 2

Criminal damage – 24

Dwelling burglaries – 7

Violence (mostly domestic) – 18

Garden ornament thefts – 6

A warrant had been issued on a property in Landseer Drive area at the beginning of August and a considerable amount of cannabis resin had been recovered. The person is now on bail for possession of intent to supply.

A chase took place on Monday 10th August starting from Retreat Estate where two people were seen to be loading a moped onto a lorry/van, they were later arrested in North Runcion and charged with attempted theft.

There is a problem with groups of juveniles in the Town, one of which is currently banned from going into the shops in town through Shop Watch.

The Road Policing Unit has offered their services to the Police, and are doing speed checks on Lynn Road.

The Camera Safety Van has been on London Road.

The SNT have been working on their priorities and have been attending various fetes and functions, including the Water Festival in Downham Market. The next meeting for the SNT's is in Nordelph on Thursday 22nd October 2009.

Staffing is at a good level in Downham Market and there will be a 6th PC coming in October 2009.

Cllr Mrs Nunn wished to congratulate the Police on 2 PCSO's who arrived after she had made a call in around 7 minutes and before they left 2 Police Officers had arrived. Inspector Bates will pass this onto to the PCSO's and Police Officers.

Cllr Groom asked what Inspector Bates thoughts were on the Youth Workers in the Town, he felt that the Detached Youth Work is going well.

Cllr Mrs Hutson arrived at 7.40pm

Cllr Stacey wished to note that he had phoned the 0845 non emergency Police number and was given a quick response.

Cllr Groom also noted that she had used the external phone at the Police Station, which had also been a good response.

Inspector Bates informed members that there had been a review of the Public Police Offices across the county and it was feared that Downham Market would be closed, however it was decided that the Office would be open Monday – Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm.

Inspector Bates left the meeting at 7.46pm.

County Councillor

Cllr Mrs Hutson reported that the Town Council should have received a letter regarding the Flood Sirens. Cllr Mrs Hutson will obtain a copy of the letter and options available and pass it to the Town Council. Cllr Mrs Hutson added that the Town Council have until January 2010 to submit a response.

Cllr Mrs Hutson also reported that there are works going on in Cannon Square, holes are being made for trees to be planted by the Church wall. A message had been left for Cllr Mrs Hutson regarding the Golden Gravel not being up to the standard expected.

Borough Councillors

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Cllr Mrs Mellish informed members that Chief Executive Ray Harding of the BCKL&WN had contacted and informed her that enforcement had been in touch with Mr Gibbs regarding the Jim Russell site advising that it is in desperate need of being cleared. Mr Gibbs informed enforcement of a date Contractors would be coming to clear the site.

Cllr Mrs Mellish also informed members that the planters outside the toilets on the Town Hall Car Park will be changed as soon as the nursery has the other planters ready. This will now be a Borough Council responsibility.

Cllr Mrs Nunn wished to congratulate both the Town Council and the Borough Council on the planters in the Town.

Public Participation

No members of public wished to speak.

The Mayor, Cllr Doyle, resumed the meeting.

1561. To approve the Minutes

The minutes of the Town Council meetings held on Tuesday 14th July 2009 (pages 2846-2854), were approved and signed as a true and accurate record.

1562. To receive correspondence

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

1563. To receive Councillors questions

Q: Has anyone been to the War Memorial Playing Field to see the new MUGA? The BCKL&WN had not delivered what was promised. There was lack of planning and organisation, no basket ball nets were put up, the goalmouth is not aligned with the tennis courts

A: The Mayor, Cllr Doyle had a meeting with Cllr Nick Daubney today, the matter had been raised with him.

Q: Can we ask for our money back?

A: No, the cheque was drawn up; however it was held as the Town Council were not happy with the outcome for the MUGA, but due to receiving a final request the cheque had now been forwarded to the BCKL&WN.

Q: I am surprised there is no HR item on the agenda for this evening?

A: This is a confidential matter and will only be raised under confidentiality and can be brought up under item 20.

Q: Why was it so difficult for Councillors to support both the Town and the Mayor at a very high profile Royal British Legion event on Sunday 13th September 2009?

A: There was no response to this question.

Q: Could the Councillors be given their own email addresses?

A: This will be investigated.

Q: Cllr Stacey wished to inform members that he has stood down from the Festival Committee and asked for his name to be taken off the list as a representative.

A: Yes, this will reluctantly be done. The Mayor, Cllr Doyle wished to express his thanks to Cllr Stacey for all he has done as a representative for the Festival Committee.

Q: Two years ago the Council voted by majority not to allow the traditional fair to come to Downham Market. Could we ask the Showmen's Guild to re-instate the fair to co-inside with St Winnolds and for September?

A: This will need to be taken to the Car Parks & Highways Committee and can then be brought back to the Full Council.

1564. To Adopt the Standing Committee Minutes

Planning and Environmental Committee

Proposed – Cllr Reed

Seconded – Cllr Geary

'That the minutes of the Planning and Environmental Committee meeting of Tuesday 16th June 2009 (pages 2829-2836), Wednesday 1st July, 2009 (pages 2839-2841), Wednesday 15th July, 2009 (pages 2855-2858) and Wednesday 29th July, 2009 (pages 2873-2876) be adopted.'

For – 17

Against – 0

Abstentions – 1

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Development Committee

Proposed – Cllr Mrs Starling

Seconded – Cllr Leach

'That the minutes of the Development Committee meeting of Tuesday 28th July 2009 (pages 2866-2872) be adopted.'

For – 17

Against – 0

Abstentions – 1

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Car Parks and Highways Committee

Members agreed that the Clerk would investigate the proposal '*That this Committee agrees to give Tim Landles authorisation to act on the Town Council behalf on the leases and agreements with Morrisons*', which was agreed at the Car Parks and Highways Committee meeting on Tuesday 21st July 2009 before adopting the minutes. Both sets of minutes would be brought back to the next Full Council meeting to be adopted.

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Finance and General Purposes Committee

Proposed – Cllr Geary

Seconded – Cllr Stacey

'That the minutes of the Finance and General Purposes Committee meeting of Tuesday, 30th June 2009 (pages 2837-2838) be adopted.'

For – 17

Against – 0

Abstentions – 1

1565. To receive the Clerk's Report

There was no Clerks report.

1566. To approve the Payment of Bills

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

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

Proposed – Cllr Teverson

Seconded – Cllr Stacey

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

For – 14

Against – 0

Abstentions – 4 (Declared Interest)

1567. To receive reports from the Working Parties

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i. **Local Development Framework** – Cllr Geary reported that there had been no meetings held. There appeared to be a delay due to the Local Government reorganisation. The Mayor, Cllr Doyle stressed that it was still an important item and would need to be kept on the Agenda for future reference.

ii. **Old Fire Station site – Heritage Centre** – A report had been circulated (Appendix 3).

Cllr Fox reported to members that a meeting had taken place with the Town Clerk, himself, Heritage Society representatives and the Town Council Solicitor to try and look at what exactly the Heritage Society were looking for and what problems they had with the proposed leasing agreement. The meeting was adjourned as the Heritage Society were not co-operating it was therefore agreed that each party will make contact through the correct channels (i.e., Solicitors). A recommendation will be raised at the next Full Council meeting when a decision would be made.

1568. To discuss the Review of the Town Council Structure

A report had been circulated (Appendix 4).

Cllr Teverson reported that almost all Councillors had replied and made comments to the Review of the Town Council report. Cllr Teverson noted a few of the comments to members.

The Mayor, Cllr Doyle noted that this should be a living document and some matters should be left to the Committees.

Cllr Teverson reported that the earliest this could be adopted would be next April 2010.

Proposed – Cllr Teverson

Seconded – Cllr Mrs Mellish

‘That Full Council adopt the Review of the Town Council Structure subject to its inclusion in the Standing Orders for the beginning of the next Civic Year’.

All in favour

1569. 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** – There was nothing to report.

1570. Town Hall

- i. **Report from Town Hall Interim Management Team** – Cllr Leach reported that the new chairs have arrived in the Town Hall. The Town Hall Committee have booked a table at the Community Fair to promote the Cinema; this will be to ask what people would like to see and if they would like to get involved. At the same time there will be another Public Consultation regarding the future development of the Town Hall outside whilst the Community Fair is taking place.

Quotes for painting of the exterior of the Town Hall are being investigated. This will hopefully be completed by early spring. The foyer of the Town Hall is also being looked at and is in desperate need of decoration and some refurbishment. Mr Stephenson has looked at the Cupola and the roof. As soon as his report is received, tenders will go out to contractors for quotes.

The first wedding took place in the Town Hall on Saturday 22nd August 2009. It was a great success. Two further weddings have been booked for next year. Lettings are about the same as last year and the Committee have prepared a 3 year business plan ready to submit to the Finance and General Purpose Committee.

1571. Report on the Howdale Community Centre

- a) **To discuss retaining the ATC Hut** – There was no report; this item will be deferred to the next Full Council meeting.

Mrs Sharp left the meeting at 8.50pm

1572. Car Park Monitoring – The Hollies – Review of current situation

Cllr Blyth reported that a Working Party had been set up to discuss the lease with Morrisons and Tim Landles, however it has all gone quiet and the Working Party have not heard anything.

The Mayor, Cllr Doyle informed members that Morrisons had been given the power to monitor the Hollies Car Parks up to this Full Council meeting, however members must now decide if they are to allow Morrisons to carry on with the monitoring.

A long discussion took place and members debated Morrisons being allowed to continue monitoring the Hollies Car Parks.

Members agreed to ask Morrisons what is going as far as the monitoring is concerned. The car parks do not seem to be monitored as much as they were. The Clerk will investigate this.

Proposed – Cllr Groom Seconded – Cllr Leach

‘That Full Council allow the monitoring to continue by Morrisons until the next Full Council meeting, which will be held on Tuesday 13th October 2009’.

For – 14

Against – 1

Abstentions – 3

Cllr Freeman reported to members that the Working Party had been looking into a Car Park Monitoring scheme for all the car parks in Downham. It was being considered that the Town Hall car park may remain free at all times for a maximum stay of 1 hour.

The suggestion was that the Hollies 1 & 2 and front Paradise Road car park would remain free for the first hour and then be chargeable per hour. These car parks would be a maximum stay of 3 hours.

With regard to the Old Fire Station site car park and the back of Paradise Road car park it was suggested that it would be a long term car park with 50% of the spaces being issued permits, charging for a 4 hour period or all day. The permits will be charged for a year at a 60% reduction on the normal charging costs, this will hopefully encourage people to obtain one.

The Working Party has been in contact with a company who are quite happy to run the scheme for the Town Council; they would install all the equipment, perform all the monitoring, empty machines and bank them.

Cllr Freeman will circulate a copy of the proposal to all Councillors. The Clerk will ensure this is done.

It was agreed that an extraordinary meeting would be held by the Car Parks and Highways Committee to discuss the matter further.

Members agreed that the original proposition for Car Park Charging would need to be looked at. The Clerk will investigate this.

The Clerk advised members that 3 quotes would need to be obtained for Car Park Charging and the Off Street Parking Orders would also need to be changed, this is a lengthy process.

1573. To discuss the grant for the Water Festival – response letter from BCKL&WN

The Mayor, Cllr Doyle reported to members that a grant had not been received from the BCKL&WN for the Water Festival. It was noted that The Mayor, Cllr Doyle had spoken to Cllr Daubney regarding this matter and he will be looking into it.

1574. To discuss taking back the Town's remaining assets held by the BCKL&WN

Cllr Teverson reported to members that the Town Council is still waiting for information from the BCKL&WN.

The Mayor, Cllr Doyle informed members that a continuation meeting would need to be called to finish this meeting as it was 9.30pm.

The Mayor thanked everyone for attending and closed the meeting at 9.30pm.