

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.