

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY, 9TH SEPTEMBER 2008 AT 7.30PM

Present:	The Mayor	Cllr R Leach
	Deputy Mayor	Cllr J W Doyle
	Councillors	S W Blyth
		W A Clark
		J K Fox
		P E Freeman
		S F Geary
		J Groom
		Mrs S M Nunn
		C Pyatt
		J J Reed
		Mrs P A Roberts
		C T Sampson
		Mrs P B Sharp
		A D Stacey
		Mrs V F Starling
		S C Teverson
	Borough Councillor	Mrs K M Mellish
	Borough Councillor	J R Legg
	County Councillor	Mrs S E L Hutson
	Town Clerk	Mrs J M Markwell
	Administrator	Mrs K J Martin
	BCKL&WN	Mr K Weeks
	BCKL&WN	Mr J Greenhalgh
	Norfolk Constabulary	PC P Smith
	Press	2
	Members of the Public	6

1333. To receive Members' Apologies for Absence

Apologies had been received from Cllr M G Ford (holiday) and Borough Cllr A M Lovett.

The apologies were accepted.

1334. Evacuation Procedures

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

1335. To receive Members' Declarations of Interest

The Mayor, Cllr Leach, Cllr Fox and Cllr Sampson declared a pecuniary interest in item 1343, Payment of Bills. Cllr Sharp declared a prejudicial interest in item 1350, Land at Snape Lane/Nelson Avenue. Cllr Teverson declared a prejudicial interest in item 1348, The Local Government Review.

Cllr Mrs Nunn declared a pecuniary interest in item 1356, Development of the Relief Channel.

Cllr Doyle informed Councillors that himself and the Events Co-ordinator had attended the Anglia In Bloom Reception, and was pleased to announce that Downham Market had received a Silver Award.

Adjourn meeting for public participation and reports

The Mayor, Cllr Leach, adjourned the meeting.

County Councillor

Cllr Mrs Hutson reported that on the 17th September 2008, the street lights between Victory Road and Tesco's would be connected.

Borough Councillor

There was nothing to report.

Proposed – The Mayor Cllr Leach

‘To invoke standing order 17, in order to vary the order of business and bring forward item 4 ‘To discuss the removal of the toilet block on the Howdale’ and item 5 ‘To discuss CCTV’.

All in Favour

1336. To discuss the removal of the toilet block on the Howdale

PC Smith reported that Mr Luke Cox of the BCKL&WN had sent a letter regarding the toilets on the Howdale; however the Town Council had not received this letter. PC Smith advised that he was representing the residents, Mr Cox and The Core Team. There had been anti social behaviour problems at the Howdale, which had been plaguing residents and the Safer Neighbourhood Team for quite some time. The toilet block had been out of commission for around 3 years and was currently only used once a year to provide water for the annual Festival. It had been a target for vandalism, drug dealing, and graffiti youths had been climbing on the roof which was an annoyance for the surrounding residents. It was also not up to recommended health and safety standards and would cost a lot financially to bring it up to an acceptable level. The BCKL&WN and the Problem Solving Team wished to remove the toilet block completely. Should water be needed in the future for the Festival, there was a water hydrant 10 meters from the toilet block.

The Mayor advised that not all residents were in favour of the toilet block being removed. The Town Council was in possession of letters asking for them to be repaired.

Cllr Mrs Starling noted that although the toilet block did look a mess the BCKL&WN should be accountable for its demolition and replacement. The Town Council try to encourage people to use the Howdale and anti vandalism paint on the roof could be used as a deterrent.

Cllr Mrs Nunn noted that the toilet block was an eyesore and was being misused. Unless it could be replaced with a modern toilet it should be knocked down.

Cllr Stacey noted that the Town Council were hoping to own the Howdale in the future and because this area was an amenity for the residents of the Town, it would be essential for a toilet block to be located there.

Cllr Groom noted that problems started with the toilet block a long time ago. The toilet block should be upgraded and relocated.

Cllr Fox noted that there had always been a toilet block on the Howdale and it would be a huge retrograde step to remove the toilets completely. The BCKL&WN had done nothing to maintain the building and keep it at a satisfactory level.

A short discussion took place. The Mayor, Cllr Leach, added that there were not enough toilets in this town and if the BCKL&WN took these away it would be very wrong.

PC Smith was unaware about the residents that had written to the Town Council requesting that the toilet block not be removed. He advised that because the toilets had been closed for 3 years, due to vandalism, to rebuild would be a costly venture.

Borough Cllr Mrs Mellish advised members to seek costings before any decision was made.

The Mayor, Cllr Leach, resumed the meeting.

Proposed – Cllr Stacey

Seconded – Cllr Groom

‘That the toilets are not removed unless they are replaced by a suitable modern toilet or if they are to be retained they would be completely upgraded.’

All in favour

Cllr Roberts requested that a letter be sent to the BCKL&WN stating this Council’s proposition and request a list of full costings. The Clerk would deal with this.

Cllr Stacey wished to congratulate PC Smith on his presentation and that the decision of this Council did not reflect poorly on him.

The Mayor, Cllr Leach adjourned the meeting to discuss CCTV.

1337. To discuss CCTV

A proposal for CCTV had been circulated to Members (Appendix 1).

Mr Weeks advised that 18 months ago he and Mr Greenhalgh had been approached by the Town Council for a CCTV system to suit the allocated budget. However, over the last few months there had been complications. After much discussion an improved system had helped to bring down capital and revenue costs. This system would provide two fixed locations as opposed to three WIFI points.

The capital cost for the new system was now around £33,500, and the BCKL&WN would provide the cameras free of charge.

Q: How much would the Town Council pay towards this? (PAR).

A: £15,000 would be contributed. The Town Council would pay £18,500. The revenue costs are £2,500 for camera 1 per annum, £1,225 for camera 2 per annum, plus the revenue cost for the BT Collection Hub of £4,100 per year. Overall the annual cost would be £7,800 to maintain and monitor the cameras and hub.

Q: What distances will the cameras monitor and where will the views be from? (PBS).

A: One camera will be placed on the lamp post opposite the Town Hall car park toilets which will cover the road to the White Hart and the other will be placed on the lamp post opposite the Town Hall to cover the Town Square and the Swan Hotel.

PC Paul Smith added that the cameras had been placed in these locations because they were particular 'Hot Spots' in the Town Centre.

Q: Would there be an option for expansion? (ADS).

A: Yes, extra cameras can be added.

The Mayor, Cllr Leach, thanked Mr Weeks and Mr Greenhalgh for attending and informed Members that this matter will be discussed further within the Finance and General Purposes Committee and the Car Parks and Highways Committee.

The Mayor, Cllr Leach, resumed the meeting.

1338. To approve the Minutes

The minutes of the Town Council meetings held on Tuesday 8th July, 2008 (pages 2505-2512) and Tuesday 29th July, 2008 (2528-2532) were approved and signed as a true and accurate record.

1339. To receive correspondence

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

Cllr Doyle noted how pleased he was that Mr Tinker Taylor would be having a street named after him in Downham Market called 'Tinkers Way'.

1340. To receive Councillors questions

Q: I would like this Council to consider taking back the total management of the Howdale.

A: This will be placed on the Agenda at the next Full Council meeting.

Q. There is rubbish being generated by the boats at the landing stage on the Relief Channel, Downham West side of the Town. This litter is being left in litter bins and dog bins. Could the Clerk enquire with the BCKL&WN if it would be possible to have litter bins placed by the landing stage?

A: Yes.

Q: Are the Town trees weeded on a regular basis?

A: Holly Landscapes is now weeding them.

Q: The BCKL&WN recently sent a map and booklet on sports provisions to residents but the map is out of date. This is a waste of tax-payers money. Could the Clerk inform the BCKL&WN?

A: The Clerk will write to the BCKL&WN to inform them.

Q: The next CAG meeting will be held at 7.00pm on Wednesday 10th September 2008 in Hilgay Village Hall.

A: This was noted.

1341. To Adopt the Standing Committee Minutes

Planning and Environmental Committee

Proposed – Cllr Mrs Sharp

Seconded – Cllr Clark

‘That the minutes of the Planning and Environmental Committee meetings of Tuesday 17th June 2008 (pages 2488-2494), Wednesday 2nd July, 2008 (pages 2499-2504), Wednesday 16th July, 2008 (2518-2522), Wednesday 30th July, 2008 (pages 2533-2535) and Tuesday 19th August, 2008 (pages 2542-255) be adopted.

All in favour

Development Committee

Proposed – Cllr Mrs Starling

Seconded – Cllr Mrs Roberts

‘That the minutes of the Development Committee meeting of Tuesday 22nd July, 2008 (pages 2523-2527) be adopted.

All in favour

Finance and General Purposes

Proposed – Cllr Teverson

Seconded – Cllr Stacey

‘That the minutes of the Finance and General Purposes Committee meeting of Tuesday 1st July, 2008 (pages 2495-2498) be adopted.

For – 16

Against – 1

Abstentions – 0

Car Parks & Highways

Proposed – Cllr Fox

Seconded – Cllr Freeman

‘That the minutes of the Car Parks and Highways Committee meeting of Tuesday 15th July, 2008 (pages 2513-2517) be adopted.

All in favour

1342. To receive the Clerk’s Report

The Clerk had nothing to report to this meeting.

1343. To approve the Payment of Bills

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

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

Proposed – Cllr Mrs Roberts

Seconded – Cllr Mrs Sharp

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

For – 14

Against – 0

Abstentions – 3 (Declared Interests)

1344. To receive reports of Working Parties

The Mayor, Cllr Leach, enquired whether the following Working Parties had held meetings:

i) Local Development Framework

Cllr Clark reported that at this time a Chairman had not been appointed. Cllr Mrs Starling reported that an email had been received from the Receptionist/Trainee Administrator regarding dates of possible meetings for the LDF Working Party. A meeting would be held as soon as possible when the appointment of a Chairman would be made.

1345. Town Hall Update

i) Report from Town Hall Management Team

In Cllr Ford’s absence, Cllr Fox reported that tenders had all been received for the Feasibility Study; these would be considered by the Management team.

1346. Fire Station Car Park

i) Report from the Working Party on the progress of the Car Park

Cllr Fox reported that the car park would be opened on Monday 15th September 2008. The ribbon cutting ceremony would be at 9.30am. Mrs Mary Rose, the Citizen of the year, would be cutting the ribbon and all were welcome to attend.

ii) Report from the Working Party on the Heritage Centre

Cllr Fox reported that there was a section of this that would need to be discussed under the confidentiality. There were ongoing discussions with the Heritage Centre and grant applications were being considered.

1347. Report on the purchase of the Howdale Community Centre – Report from Cllr Pyatt

There was nothing to report at this meeting

1348. To discuss this Council’s response to the Local Government Review

Cllr Teverson had declared a prejudicial interest in this item.

A long discussion took place regarding the Local Government Review. Members agreed that a small working party should meet with the Town Clerk to respond on behalf of the Council. The Working Party was agreed as being Cllr Geary, Cllr Mrs Nunn and Cllr Sampson.

County Cllr Mrs Hutson read out a letter which she had sent to the Boundary Committee (Appendix 4).

1349. To discuss the War Memorial

Cllr Mrs Roberts announced that a letter had been received from Giles Landscapes. The War Memorial Trust grant and the BCKL&WN donation had already been received. The decision from Awards for All would be received by the end of September but if the Council were unsuccessful, it would have to meet the shortfall of funds of up to £3,500.

Proposed – Cllr Mrs Roberts

Seconded – Cllr Groom

‘That this Council ask Giles Landscapes to commence work by 29th September 2008 at the War Memorial site.

All in favour

1350. To discuss the recommendation from the Planning and Environmental Committee that Norfolk County Council is approached regarding the land at Snape Lane/Nelson Avenue to be used for allotments

Cllr Mrs Sharp had declared a prejudicial interest in this item.

Cllr Mrs Sharp reported that part of the land at Snape Lane/Nelson Avenue had been used as an allotment by a resident for a period of time. NCC then used part of the land as a cycleway and the rest of the area was neglected.

The Town Council had written to NCC on two occasions asking if this land could be used for allotments but their response was that there were future plans for this site to build a detached bungalow. The BCKL&WN and the Town Council had rejected the planning application.

Proposed – Cllr Mrs Sharp

Seconded – Cllr Stacey

‘That the Clerk writes to Norfolk County Council asking for them to reconsider using the land at Snape Lane/Nelson Avenue for allotments.’

All in favour

1351. To discuss the following proposal:

‘That Planning and Environmental Committee recommends to Full Council that the Town Pump is removed from the Town Square.’

The Mayor, Cllr Leach, informed members that this item would be deferred to a future meeting.

1352. To discuss the future development of the land adjacent to the Relief Chanel (Confidential item).

The Mayor, Cllr Leach informed members that this item would be discussed under confidentiality at the end of the meeting.

1353. To discuss any urgent items as agreed by the Mayor

There were no urgent items to be discussed.

1354. Mayors Announcements

- The Community Fair will be taking place in the Town Hall on Saturday 13th September 2008.
- The Royal British Legion, with a fabulous effort, had managed to collect 600 boxes for the ‘Soldiers in Afghanistan Appeal’.

Proposed – The Mayor Cllr Leach

Seconded – Cllr Mrs Sharp

‘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

1355. Human Resources report (Confidential Item)

i) Clerk and Deputy Clerk to attend annual SLCC Conference

Proposed – Cllr Fox

Seconded – Cllr Doyle

‘That the Clerk and Deputy Clerk attend the Annual SLCC Conference from the 17th – 19th October 2008.

All in favour

ii) Confidential Report

A confidential report had been circulated (Appendix 5).

Proposed – Cllr Mrs Sharp

Seconded – Cllr Mrs Roberts

‘That this Council adopts the recommended Bullying and Harassment Policy’.

All in favour

Proposed – Cllr Mrs Sharp

Seconded – Cllr Mrs Nunn

‘That this Council extends the Projects Officer’s contract for another 6 months’.

All in favour

Report from the Working Party on the Heritage Centre

A Confidential report had been circulated (Appendix 6).

Proposed – Cllr Fox

Seconded – Cllr Pyatt

‘That this Council accepts the quote from M E Curtis for the refurbishment of the Old Fire Station Car Park building’.

All in favour

1356. To discuss the future development of the land adjacent to the Relief Chanel (Confidential item).

Cllr Mrs Nunn had declared a pecuniary interest in this item.

A report from Cllr Mrs Nunn was circulated (Appendix 7). After a long discussion Members decided that this item should be referred to the Development Committee.

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

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

Chairman

Date