



861. To receive apologies for absence

Apologies had been received from Cllrs Mrs P M Dean (family commitment), Cllr J Groom (prior engagement), J J Reed (holiday), C Russell (out of the country), Cllr S C Teverson (work commitment) and Borough Cllr G Wareham (prior Borough engagement).

The apologies were accepted.

Cllr C D Bond did not attend the meeting.

It was noted that Cllr K W Beck had resigned. The Clerk would send a letter on behalf of the Council.

**862. To receive Members Declarations of Interest**

The Mayor, Cllr Ford, and Cllr Doyle declared a pecuniary interest in Item 869, To approve the Payment of Bills.

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

Public Participation

The member of public did not wish to speak at this meeting.

Borough Councillor Reports and Questions

Cllr Mrs Mellish reported:

- Restoration on the Pink House has commenced.
- Enforcement has been issued on the tyre firm in Cannon Square.
- Cllr Mrs Mellish would be chairing the BCKL&WN Full Council meeting on Thursday, 27<sup>th</sup> July 2006.
- A new litter officer has been assigned to Downham Market.

The Mayor, Cllr Ford, thanked Cllr Mrs Mellish for her report.

Cllrs Legg and Lovett had nothing to report.

County Cllr Mrs Hutson would provide her report later in the meeting.

The Mayor, Cllr Ford, resumed the meeting.

### **863. To approve the Minutes of the Full Council Meeting**

Cllr Mrs Hutson noted that there had been two errors within her report and these were amended as follows:

- She has been a member of the Childrens Services Review Panel since December 2004.
- It was expected that the proposal for the new Faith school would be placed on hold, subject to a review of pupil members in the Western Area being carried out.

The minutes of the Town Council meeting held on Tuesday 13<sup>th</sup> June 2006 (pages 1866-1874) were approved and signed as a true and accurate record, with the above amendments.

#### **864. Co-option of new Councillor**

A copy of Mr Leach's application letter had been circulated to all members. The Mayor, Cllr Ford, advised that no other written applications had been received.

Proposed – Cllr Baker

Seconded – Cllr Stacey

**'That Mr Leach is co-opted onto the Town Council with immediate effect.'**

**All in favour**

Cllr Leach joined the meeting, but was advised that he could not participate in debates or voting until he had signed his declaration of office.

#### **865. To receive Correspondence**

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

Q: Downham Town Football Club has requested the Council to place an advert in their programme. Could this be referred to the Finance and General Purposes Committee? (CTS).

A: Yes.

The Clerk noted that an open meeting was being held at Clackclose School on Thursday, 20<sup>th</sup> July 2006 regarding the new faith school.

Cllr Mrs Roberts noted that the Amenity Society had sent a positive letter regarding the repairs to Old Brewery Lane.

#### 866. Councillor's Questions

Q: All Cllrs had received an email asking for help at the Fun Day on 17<sup>th</sup> August, 2006. Could replies be made by the 24<sup>th</sup> July? (VFS).

A: Yes.

Q: Why is there no agenda item for the Burial Board? (JKF).

A: This was an administrative error and would be rectified at the next meeting.

Q: Could a letter be forwarded to NCC regarding the recycling centre at Crimplasham? There was concern that there are too many restrictions therefore encouraging people to fly tip. (SMN).

A: Yes.

Q: Concern was raised that the badminton group had had their hours at the Sports Centre reduced because the school needed to use the hall. The Sports Centre was for use by all members of the community, and regular user groups must be given time to use the facilities. Could a letter be written to the Leisure Centre asking that consideration is given to all users of the centre and not just the school? (SMN).

A: Yes.

#### **867. To Adopt the Standing Committee Minutes**

Finance and General Purposes Committee

Proposed – Cllr Sampson      Seconded – Cllr Stacey

**‘That the minutes of the Finance and General Purposes Committee meeting of Tuesday 27<sup>th</sup> June 2006 (pages 1884-1889) be adopted with the exception of the top two paragraphs and the proposition on page 1887 concerning the Burial Board.’**

**For – 12 Against – 0    Abstention – 1**

Planning and Environmental Committee

Proposed – Cllr Fox

Seconded – Cllr Doyle

**‘That the minutes of the Planning and Environmental Committee meeting of Tuesday 20<sup>th</sup> June 2006 (pages 1875-1883) be adopted.’**

**All in favour**

Development Committee

**Proposed – Cllr Mrs Roberts**

**Seconded – Cllr Bodle**

**‘That the minutes of the Development Committee meeting of Tuesday 6<sup>th</sup> June, 2006 (pages 1860-1865) be adopted.’**

**All in favour**

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

The Clerk's report had been circulated (Appendix 2).

Website – The new website was progressing and it had been suggested that all Cllrs should have their photographs and a few words of introduction. It was agreed that Cllrs names and phone numbers would be sufficient.

### **869. To approve the Payment of Bills**

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

The Mayor, Cllr Ford, and Cllr Doyle had declared a pecuniary interest in this item.

Proposed – Cllr Stacey

Seconded – Cllr Mrs Roberts

**'That the bills be paid as per the attached list.'**

For – 11 Against – 0 Abstention – 2 (Declared Interests)

### **870. To Approve the Accounts for 2005/2006**

All Cllrs had received copies of the Accounts for 2005/2006. It was noted that the Council was still not producing the Accounts in a format which gives a clear breakdown of costs and are easily understood by the public.

**Proposed – Cllr Sampson**

**Seconded – Cllr Mrs Roberts**

**‘That the Accounts for 2005/2006 be adopted.’**

**All in favour**

**Update on the Town Hall**

**Proposed – Mayor Cllr Ford**

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

**All in favour**

**871. Update on management of the Howdale Community Centre**

There was nothing report at this meeting.

**Update on the purchase of the Fire Station site, Priory Road, Downham Market**

This item had been deferred, to be discussed later in the meeting under confidentiality.

**872. To discuss planning application 06/00088/F from Vendart c/o Pearl & Coutts Ltd, Land off Priory Road – Construction of retail unit and service yard**

Cllr Doyle reported that there had been a meeting with the owners of Wales Court, who advised that there are several large retailers interested in the proposed retail unit. The developers listened to the concerns from the Council and showed a genuine interest and advised they were here for the long term. Requests were made for a unit to be used as a youth café/business starter unit and also for a contribution towards the new car park as many current car park spaces would be lost when the new development starts.

### **873. To discuss CCTV**

There was nothing to report at this meeting and it was agreed that this item should go back the Finance and General Purposes Committee.

### **874. To discuss future car parking in Downham Market**

The Mayor, Cllr Ford, advised that the Car Park Charges Working Party would like to proceed with their study of the Town car parks. A short discussion took place and it was agreed that the Working Party should proceed with a survey of the car parks.

It was established that the Hollies Car Park Working Party should work alongside this Working Party and it was agreed that Cllr Pyatt would be a member of both Working Parties.

Concern was raised that NCP did not appear to be operating and managing the car parks as had been initially agreed.

**Proposed – Cllr Fox**

**Seconded – Cllr Baker**

**‘That a Working Party is formed to gain information from complainants, collate the information, and get together with a representative from NCP to sort out the problems.’**

For – 12 Against – 1 Abstention – 0

The members were agreed as the Mayor, Cllr Ford, and Cllrs Fox and Pyatt.

Cllr Bodle advised that she had worked out approximate figures for the land value per car parking space, the maintenance costs per parking space and how much income could be generated per annum if charges were introduced. Cllr Bodle would provide these figures to members.

**875. To discuss issues on policing in Downham Market – D2 Action Group**

The Mayor, Cllr Ford, advised that he had been elected as Chair of this Group. This Action Group is a partnership of statutory and non statutory agencies and community individuals that investigate ways to reduce crime and disorder.

**876. SLCC Conference – Plymouth 20<sup>th</sup> October – 22<sup>nd</sup> October, 2006**

**Proposed – Cllr Mrs Roberts**

**Seconded – Cllr Doyle**

**‘That the Clerk attends the Annual SLCC Conference in Plymouth 20<sup>th</sup> - 22<sup>nd</sup> October, 2006.**

**All in favour**

**To discuss the extension of the lease of the garage premises (confidential item)**

**Proposed – Mayor Cllr Ford**

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

**All in favour**

### **Human Resources Report (confidential item)**

This item had been deferred, to be discussed later in the meeting under confidentiality.

### **877. Mayor’s Announcements**

- Four Charters have been framed and will be presented shortly, the first of which will be to Clackclose School.
- The Mayor and Deputy Mayor presented the students from Downham Market High School, who designed the website, with a digital camera last week.
- In the past two weeks, two young couples have approached the Mayor to advise that they moved to Downham Market because they were so impressed with it. One of the couples also commented on what a wonderful Town Square the Town has. This is very positive news.
- Town Design Statement meeting, to include a session from Mr John Selby, Conservation Design Officer, BCKL&WN – Town Hall, Monday, 31<sup>st</sup> July 2006.

The Mayor, Cllr Ford, adjourned the meeting for the County Councillor’s report.

County Councillor Report

Cllr Mrs Hutson reported:

- She serves on a number of NCC panels and is a representative on other various groups.
- A schedule for Section 106 Agreements, dated May 2005 to March 2006 has been made available. Within this period Downham Market has received £800,000. An additional schedule, dated July 2002 to April 2006, indicates outstanding Section 106 money and this totals millions of pounds. Section 106 monies are an agreement between NCC, BCKL&WN and the developers; the BCKL&WN is the determining authority of the allocation of the money, NCC holds the money prior to its allocation. The primary source for the monies is education, libraries and fire hydrants. Highways also have a right for money from developers, under a Section 278 Agreement, for facilities such as cycle paths and public rights of way.
- A full set of papers regarding the proposal for the new faith school will be sought from County Hall, to be made available for the Town Council.
- Bexwell Road will be closed for three days for resurfacing at the end of July 2006.
- Fencing has been placed along each side of Nightingale Lane/Rouses Lane – the land owner has been contacted and a response is awaited.
- Eastern Regional Assembly produced a report recently on Norfolk development. NCC has rejected the report.

The Mayor, Cllr Ford, thanked Cllr Mrs Hutson for her report.

The Mayor, Cllr Ford, resumed the meeting.

**Proposed – The Mayor, Cllr Ford**

**‘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.’**

**‘To invoke Standing Order 5b, that Cllr Mrs Hutson is invited to remain for the confidential item on the fire station site.’**

**All in favour**

Cllrs Legg, Lovett and Mrs Mellish, Ms Hewitt and the member of public left the meeting room at 8.52pm.

**878. Update on the purchase of the Fire Station site, Priory Road, Downham Market**

See Confidential Report (Confidential Appendix 1).

Cllr Mrs Hutson left the meeting room at 9.06pm.

**879. To discuss the Town Hall**

See Confidential Report (Confidential Appendix 2).

**880. To discuss the extension of the lease of the garage premises (confidential item)**

See Confidential Report.

The Mayor, Cllr Ford, declared a pecuniary interest in this item. The Deputy Mayor, Cllr Doyle, took over as Chair of the meeting.

**Proposed – Cllr Sampson**

**Seconded – Cllr Baker**

**‘That the Town Council offers a ten year lease from 1<sup>st</sup> July 2007 at a first rent of £12,000 per annum with a rent review clause at the five year point.’**

For – 12 Against – 0 Abstention – 1 (Declared Interest)

The Mayor, Cllr Ford, continued the meeting as Chair.

**881. Human Resources report (confidential item)**

See Confidential Report.

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

The Mayor thanked everyone for attending and closed the meeting at 9.21pm.