

DOWNHAM MARKET CAR PARK MANAGEMENT STRATEGY COMMITTEE
MINUTES OF MEETING HELD TUESDAY 17th DECEMBER 2019 AT 6.00PM

*Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices.
Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.*

	Present: The Mayor/Chairman Cllr R Hayes, Cllrs' J Doyle, R Horne, D Lawson, A Pickering, C Pyatt, D Sharman Town Clerk E Oliver and Deputy Town Clerk Mr R Davidson	ACTION
1	<u>To receive Members' apologies for absence</u> Due to a full attendance there were no such apologies.	
2	<u>To receive Members' declarations of interest</u> Recognising that Council had now decided on charging, there were no such specific individual declarations.	
3	<u>To approve the minutes of the Car Park Management Strategy Committee meeting held on Tuesday 15th October 2019</u> Proposed – Cllr Lawson Seconded – Cllr Pickering That the minutes of the Car Park Management Strategy Committee meeting held on Tuesday 15th October 2019 be approved and signed as a true and accurate record.' Agreed	
4	<u>To consider co-option of Cllr R Horne</u> The Mayor Cllr Hayes summarised that at the last meeting Cllrs' Bulley and Horne had offered themselves to be committee members. As a non-agenda topic, the matter had not proceeded. Following the meeting Cllr Bulley had withdrawn his offer whereas Cllr Horne still wished to be considered. Proposed – Cllr Hayes Seconded – Cllr Sharman That Cllr Horne be co-opted on to the Car Park Management Strategy Committee All in favour	
5	<u>Confidential Items</u> <u>Public Bodies (Admission to Meetings) Act 1960 – following the exclusion of the public and press:</u> Proposed – The Mayor Cllr Hayes Seconded – Cllr Lawson Confidential Items to be discussed under: <i>Standing Order 3D, that in view of the confidential nature of the business about to be transacted, business sensitivity, it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw'</i> Agreed	
6	<u>To receive update on last meeting's actions</u> Members received an update from the Mayor Cllr Hayes within confidentiality.	
7	<u>To agree future actions</u> A discussion was had of those immediate actions necessary to ensure appropriate timescales are maintained and achieved.	

8	<p><u>Out of confidentiality</u></p> <p><i>The meeting came out of confidentiality.</i></p>	
9	<p><u>To agree, if any, propositions</u></p> <p>Proposed – Cllr Hayes Seconded – Cllr Lawson That condition surveys and a maintenance schedule be obtained in respect of the car parks to aid costings projections All in favour</p> <p>Proposed – Cllr Lawson Seconded – Cllr Pickering That any costs be approved in relation to legal searches necessary to ascertain/confirm ownership of one of the car parks All in favour</p>	
10	<p><u>To approve payment of bills</u></p> <p>There were no such bills for payment.</p>	
	<p>Meeting closed: 6:50pm</p>	
	<p>SIGNED</p>	<p>DATE</p>