

DOWNHAM MARKET PLANNING AND ENVIRONMENTAL COMMITTEE
MINUTES OF MEETING HELD TUESDAY 06th AUGUST 2019 AT 7.00PM

Present:	The Deputy Mayor	Cllr J Groom
	Vice Chairman	Cllr R Horne
	Councillors	E Hendry
		R A C Hepworth
		A A Pickering
		R Shippey
		J Westrop
	Non-Committee Cllrs	J W Doyle
		D J Sharman
	Town Clerk	E M Oliver
Deputy Town Clerk	Mr R A Davidson	
Members of the Public	1	

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.

The Chairman Cllr Horne welcomed the new Town Clerk, new members of the committee and the member of the public in attendance.

2499. To receive Members' apologies for absence

Apologies were received from the Mayor Cllr Hayes (working), and Cllrs' F Daymond (unwell). The apologies were accepted.

Cllrs' Lawson and Molyneux-Hetherington did not attend the meeting.

2500. To receive Members' declarations of interest

Cllr Pickering declared a financial interest in item 2505 – Payment of Bills.

2501. To approve the minutes of the meetings held on Tuesday 02nd July (pages 6521 – 6526) and Wednesday 17th July 2019 (pages 6542 – 6543)

Proposed – Cllr Hendry

Seconded – Cllr Pickering

'That the minutes of the meetings held on Tuesday 02nd July (pages 6521 – 6526) and Wednesday 17th July 2019 (pages 6542 – 6543) be approved and signed as a true and accurate record.'

All in favour

Public Participation

The member of the public in attendance did not wish to address the committee; accordingly, the Chairman Cllr Horne moved on to the next item.

2502. To agree on additional councillor membership of the Planning & Environmental Committee

The Deputy Clerk explained that membership of a committee is usually determined at the first meeting of the new Council year or agreed at a Full Council meeting, but having co-opted new members immediately prior to the summer recess it would be appropriate to agree their membership this evening which could be ratified at the next Full Council meeting.

Members agreed Councillor Shippey and Westrop be appointed to the committee.

2503. To receive the Clerk's Report

In a verbal report the Deputy Clerk advised members in respect of street naming protocols that, although a statutory consultee, it is not within the Town Council's gift to object to developers' suggestions and he had been advised only the Borough Council can statutorily object.

2504. To receive Councillors' Questions

There were no such questions.

2505. To approve the payment of bills of the Planning & Environment Committee

Cllr Pickering had previously declared an interest.
A list of bills had been circulated (Appendix 1)

Proposed – The Deputy Mayor Cllr Groom Seconded – Cllr Hendry

'That the bills be paid as per the attached schedule.'

For 6 Abstention 1

2506. To receive Correspondence

There was no such correspondence.

2507. To receive any matters arising from Councillor Surgery sessions appertaining to the Planning & Environmental Committee

The Mayor Cllr Hayes and Cllrs' Hepworth, Lightfoot, Pickering & Woodmin had all attended the last surgery and it was reported no such topics had arisen.

2508. To discuss applications received from the Borough Planning Department/Norfolk County Council

Applications Approved

Ref No	Location	Details	Expiry Date	Linked Apps
19/01055/A	Tesco London Road	Advertisement application (Amended): 5 x non-illuminated fascia signs and 7 x various non-illuminated signs	23.07.2019	

Members recommended approval commenting 'The Town Council welcomes the reduction in signage and would urge that both sustainable and, where possible, vandal proof materials are used'

Proposed – Cllr Westrop

Seconded – Cllr Pickering

‘That this application be recommended approval.’

All in favour

Ref No	Location	Details	Expiry Date	Linked Apps
19/01207/F	10 Railway Road	Construction of single storey rear extension following removal of existing single storey rear extensions and existing garage	02.08.2019	

Members recommended approval commenting 'The Town Council welcomes this application which appears to be a quality enhancement to the property.'

Proposed – the Deputy Mayor Cllr Groom

Seconded – Cllr Westrop

‘That this application be recommended approval.’

All in favour

Ref No	Location	Details	Expiry Date	Linked Apps
19/01176/F	5 The Rowans Victory Road	Construction of dwelling	02.08.2019	

Members recommended approval commenting 'The Town Council is pleased to see a contemporary design in the town which will complement the similarly designed house opposite. It is also pleased to note it appears the majority of trees on site are to be retained'.

Proposed – Cllr Hendry

Seconded – Cllr Westrop

‘That this application be recommended approval.’

All in favour

2509. To note application decisions made by the Borough Planning Department/Norfolk County Council

Ref No	Location	Details	TC Recommendation	BC/NCC Notice
--------	----------	---------	-------------------	---------------

None received.

2510. To note appeals made to the Secretary of State

Ref No	Applicant	Location	Details	Deadline Date
--------	-----------	----------	---------	---------------

None received.

2511. To note appeal decisions received from the Planning Inspectorate

Ref No	Applicant	Location	Details
--------	-----------	----------	---------

None received.

2512. To discuss applications to be considered at the forthcoming Planning Committee meeting

Ref No	Applicant	Location	Details	Meeting Date
--------	-----------	----------	---------	--------------

None received.

2513. To note applications considered at the previous Borough Council Planning Committee meeting

Ref No	Applicant	Location	Details	Meeting Date
--------	-----------	----------	---------	--------------

Cllr Horne advised that although formal notification had not yet been received, he had attended the Planning Committee meeting held on 29th July 2019 and had addressed the Committee in respect of the Prince Henry Place application 19/00597/FM.

2514. To receive report from Downham In Bloom Sub Committee

Cllr Pickering reported that Judging Day had appeared to have gone well with the new style portfolio well received and we now await the judges result.

The Chairman of the meeting Cllr Horne passed on his thanks and congratulations to all concerned.

2515. To receive report from Town Maintenance Contract Working Party

Cllr Horne advised that now full membership had been established, the working party would be meeting at 2:00pm on Tuesday 12th August to agree the requirements of and oversee the workings of the new contract.

2516. To identify tasks for Highway & Community Ranger Visit

Members were advised the next visit is due and increasingly fewer and fewer tasks are being identified. It was agreed, once again, that an email be circulated to all councillors inviting them to suggest suitable tasks.

2517. To discuss NCC Parish Partnership Scheme 2020/2021

Members were reminded of the details of the next scheme and noted the deadline of December 2019 for bid submissions. The Chairman asked for councillors to give due thought prior to the next meeting so a Planning & Environmental Committee collective response could be given to the Full Council meeting.

2518. To discuss Environment matters

i) Town Centre fingerposts

Cllr Hendry explained the Neighbourhood Plan Committee lamented the lack of directional fingerposts to many of the town's assets, giving examples such as The Howdale, The Willows and the Jubilee Community Centre. Much discussion ensued and it was suggested a working party could be formed to investigate and report upon actual need rather than hearsay evidence, identifying potential locations.

ii) Ongoing maintenance of public rights of way

The Deputy Clerk advised that due to the current weather conditions complaints had been received that many of the town's public rights of way that have been opened up during the past two years are becoming impassable.

The Town Clerk stated that rather than use Town Council funds for work another authority (NCC) should undertake, she would wish to make representations and that, in fact, she already had a meeting diarised with the Area Highways Engineer and would raise the issue with him.

Members endorsed this course of action.

2519. To receive and consider Financial Report 2019/20 'actuals against budget'

The Deputy Clerk provided a financial commentary on Month 3 reports (Appendix 3).

The Chairman thanked everyone for attending and closed the meeting at 8:40pm.

Chairman

Dated

Aug-19

Downham Market Town Council - Planning

Payee	Net	VAT	Total	VAT No.	Payment Method	Date Paid	Sort code	Account No
Alan Pickering	9.92	1.98	11.90	665 9817 77				
Cream Me Up Scotty	125.00	0.00	125.00	No VAT	BACS	22.07.2019		
Noodlepp Floristry	25.00	0.00	25.00	No VAT	BACS	23.07.2019		

Bills received since agenda issued

Grand Total 159.92 1.98 161.90

Authorised by Chairman:

Cheques drawn by Senior Administrator:

Checked by Town Clerk:

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Planning								
401 Planning								
4470 Footpaths & Open Spaces	0	0	3,000	3,000		3,000	0.0%	
4475 Neighbourhood Plan	0	0	3,000	3,000		3,000	0.0%	
4477 Seats	315	315	500	185		185	62.9%	
4478 Litter Bins	0	0	600	600		600	0.0%	
4482 Downham in Bloom	0	32	2,500	2,468		2,468	1.3%	
4483 Town Maintenance	6,430	7,193	16,000	8,807		8,807	45.0%	
Planning :- Indirect Expenditure	<u>6,745</u>	<u>7,539</u>	<u>25,600</u>	<u>18,061</u>	<u>0</u>	<u>18,061</u>	<u>29.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(6,745)</u>	<u>(7,539)</u>						
Planning :- Income	0	0	0	0			0.0%	
Expenditure	6,745	7,539	25,600	18,061	0	18,061	29.5%	
Movement to/(from) Gen Reserve	<u>(6,745)</u>	<u>(7,539)</u>						
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	6,745	7,539	25,600	18,061	0	18,061	29.5%	
Net Income over Expenditure	<u>(6,745)</u>	<u>(7,539)</u>	<u>(25,600)</u>	<u>(18,061)</u>				
Movement to/(from) Gen Reserve	<u>(6,745)</u>	<u>(7,539)</u>						