

	<p>The representative from Howdale PAX had been delayed so the Chair allowed for Item 6 to be moved ahead of Item 5.</p>
006	<p><u>Public Participation – 15 minutes allowed</u></p> <p>Cllr Daymond asked for a reminder of the Emergency Exit procedures.</p> <p>A member of the public asked for the Committee to view the trees at the Community Orchard.</p>
005	<p><u>To receive representation from Howdale PAX</u></p> <p>The Howdale PAX representative advised that there were significant issues with parking. Their main issue is on a Tuesday and it has become a safeguarding concern. The Howdale PAX also have concerns about Emergency Access with inappropriate parking.</p> <p>In addition, because of the newly marked out Football pitches, the groups are unable to use their camp fire area.</p> <p>It is also noted that balls are kicked up against their building during tournaments.</p> <p>The Howdale PAX are considering fencing the land they use. The Town Clerk advised that they would need Fields In Trust approval to take this course of action.</p> <p>The Committee advised that they will arrange a meeting with the Football Club to discuss concerns and also look to arrange regular meetings to improve communication.</p> <p>The Town Clerk is to request confirmation of when the next tournament is due to take place.</p>
007	<p><u>To approve the minutes of the meeting held on 20 April 2023</u></p> <p>Proposed – Cllr Lane Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 20 April 2023 be accepted as a true and accurate record.’</p> <p>6 In Favour</p> <p>Cllr Lewis abstained</p>
008	<p><u>To agree Terms of Reference for the Committee</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Doyle</p>

	<p>It was resolved:</p> <p>‘That the new Terms of Reference be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
009	<p><u>To discuss future plans for the Jubilee Community Centre site and agree actions</u></p> <p>The Town Clerk advised that an architect had not been contacted as she had identified a possible funding initiative which could not be applied for if work had started. Members were happy with this course of action.</p> <p>There is a concern about funding the roadway.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the Town Council request a meeting of the Howdale Community Association Trustees to arrange the transfer of funds which is outstanding following the Jubilee Community Centre, Jubilee Sports Centre and site transferred back to the Town Council.’</p> <p>6 In Favour</p> <p>1 Against – Cllr Pyatt</p>
010	<p><u>To discuss Annual Skate Park Inspection and agree actions</u></p> <p>The Town Clerk advised that the Borough Council have previously completed the annual Skate Park inspection. They had advised that they would no longer perform this task for free. They advised the on-going fee would be £52.95 annually plus an 8% admin fee.</p> <p>The Town Clerk had looked at out sourcing the inspection and had received quotes in the region of £100+.</p> <p>Proposed – Cllr Doyle Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘That the Borough Council continue to perform the annual Skate Park inspection at a fee of £52.95 plus 7% admin fee. ’</p> <p>All In Favour</p>

011	<p><u>To discuss Grounds Maintenance contract due for renewal in October 2023 and agree actions</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘That a Working Party be formed to review the Grounds Maintenance contract and provide recommendations to the Committee at the next available meeting. The members of the Working Party will be Cllrs Lane, Leach, Pyatt and Sharman.’</p> <p>All In Favour</p>
012	<p><u>To discuss photocopier contract due for renewal in January 2024 and agree actions</u></p> <p>Members were advised that the contract expires in January 2024 and there is a 3 month notice period. The Town Clerk is due to meet with the current provider and an alternative provider who provides contracts to local schools and Swaffham Town Council.</p>
013	<p><u>To discuss use of the Town Square and agree actions</u></p> <p>The Town Clerk advised that there had been some complaints about the use of the Town Square by vehicles citing that it stops the area being used as a playground, that vehicles are damaging the decorative wall through fumes and that the food van is unsightly.</p> <p>The Town Clerk urged members to consider their decision carefully for fear of a discrimination case.</p> <p>Some members of the Committee and some non-Committee members voiced a wish to remove solely the food vehicle which is on site 5-11pm on Friday & Saturday as it was not a key provision for the Town.</p> <p>Some members questioned if the banking vehicle was a key service since there are alternative banking options in the Town such as the Post Office and Lloyds / Banking Hub.</p> <p>Some members questioned why the Council was considering removing the food vehicle because there are alternative locations for such goods when this is also the case for the Hearing Clinic vehicle namely West Norfolk Deaf Association.</p> <p>Some members questioned the complaint regarding the food vehicle preventing the area being used as a playground, although it was noted that there is a chess board, it is only used on Town Council events when the Town Square is closed. On a normal day, the Town Square had all day vehicular access across it and therefore it could not be</p>

	<p>considered a playground. The daytime use by the other vehicles hiring the Town Square was more likely to effect child use than an evening food vehicle.</p> <p>Members considered moving all vehicles onto the Town Hall Car Park. The banking vehicle could not change to this location due to the Friday Market.</p> <p>Proposed – Cllr Leach Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the food vehicle be moved into the Town Hall Car Park on a Friday and Saturday subject to Risk Assessment.’</p> <p>6 In Favour – Cllrs Doyle, Jordan, Lane, Leach, Lewis and Sharman</p> <p>1 Against – Cllr Pyatt</p>
014	<p><u>To discuss hire of the Town Hall by the Borough Council of King’s Lynn & West Norfolk (Ask Lily Team) and agree actions</u></p> <p>Members discussed whether to offer use of the Town Hall free of charge to allow cooking lesson and similar to take place. It was noted that this item was also on the Community Development Committee agenda.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘That the Property Committee are supportive of the initiative and out of respect for the Community Development Committee, the Property Committee would allow Community Development Committee the ability to negotiate the appropriate rate of hire with Ask Lily, if they decide to use the Town Hall for public education events.’</p> <p>6 In Favour – Cllrs Doyle, Jordan, Leach, Lewis, Pyatt and Sharman</p> <p>1 Against – Cllr Lane</p>
015	<p><u>To discuss hire of the Town Hall by Downham Market Festival Committee</u></p> <p>The Downham Market Festival Committee had hired the Town Hall for a quiz night and due to a lack of interest had cancelled.</p> <p>The terms and conditions state that the balance of the hire is due however it is noted that the purpose of the event was to raise fund for the Downham Market Festival so by enforcing payment it would negatively effect the Town as the event is enjoyed by many residents..</p>

	<p>Proposed – Cllr Leach Seconded –Cllr Pyatt</p> <p>It was resolved:</p> <p>‘That the Town Clerk be authorised to spend up to £264.00 including VAT hedge works at the Hollies Car Park.’</p> <p>All In Favour</p>
018	<p><u>To receive an update on Electric Charging Point application and agree actions</u></p> <p>Members were given an overview of the recent Norfolk County Council (NCC) teams event attended by the Town Clerk. The charging points would not be suitable for the Hollies Car Park as NCC require an existing electrical supply. The Paradise Car Park may be suitable as a supply can be obtained from the Town Council Offices. The Priors Road Car Park may be suitable with a prescribed agreement between NCC, the Town Council and Discover Downham. The Town Hall would not be suitable as the charging points must be available 24/7. All possible sites would be subject to survey.</p> <p>The Town Clerk confirmed that the On Street grant had not re-opened to date.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Doyle</p> <p>It was resolved:</p> <p>‘That the Town Clerk be authorised to arrange a free of charge survey by Norfolk County Council on the Car Parks.’</p> <p>All In Favour</p>
019	<p><u>To receive an update on No. 6 Market Place and agree actions</u></p> <p>019.1 <u>Building Control</u></p> <p>The application has been approved subject to conditions.</p> <p>019.2 <u>Tender Process</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘That a working party be formed to develop a tender document for approval by Full Council and review the tender documents on an agreed date with The Mayor. The working party is to be formed of Cllrs Jordan, Lane and Leach.’</p> <p>All In Favour</p>

020	<p><u>To receive update on the Town Centre Toilet proposals and agree actions</u></p> <p>Members were advised that the Town Clerk and The Mayor had been invited to attend a meeting with Lorraine Gore at the Borough Council (BCKLWN).</p> <p>Upon attending the Teams meeting, Lorraine Gore advised that someone had contacted the BCKLWN stating that the Town Council did not want the BCKLWN to renovate the toilets in the Town Centre and indeed had their own plans to own them. This contact had delayed the pending work.</p> <p>The Town Clerk confirmed that the Town Council did not have an intention to purchase the toilets nor did they have the budget set aside to complete such a purchase. The Full Council had also welcomed the BCKLWN representative when they came to discuss the toilet renovations giving input into what they would like to see.</p> <p>It was also confirmed that the Town Council were working with the Tourism team to plan a map to go onto the toilets and had discussed the BCKLWN putting up some signage to advise the residents of their intention to complete the works.</p> <p>The Town Clerk also stated that the Town Council were keen on the BCKLWN having additional toilets on the Howdale due to neighbours complaining about faeces in their gardens.</p> <p>The BCKLWN intention is to continue with the project on the basis of this conversation.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the Town Council would like to continue with the BCKLWN refurbishment, using the BCKLWN sourced funding, as per previous discussions between the leader of the BCKLWN, Cllr Stuart Dark and the Town Council. The Town Council do not wish to purchase the Town Centre toilets from the BCKLWN.’</p> <p>All In Favour</p>
021	<p><u>To agree the date of next meeting</u></p> <p>The next meeting was agreed as Thursday 29 June 2023 at 6pm in the Town Council Offices.</p>
	Meeting closed: 7:56pm
	SIGNED
	DATE