

I hereby give notice of and summon members to attend a meeting of Full Council on Tuesday 13 October 2026 at 7pm at Downham Market Town Hall, Bridge Street, Downham Market PE38 9DW.

The meeting will be recorded and uploaded to YouTube:

<https://www.youtube.com/channel/UCy8Z5l4jHqydpOkOivqgb8g/featured>

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date of Issue – 08 October 2026

Agenda

1. Apologies for Absence

To receive and note apologies for absence.

2. Declarations of Interest

To receive declarations of interest and consider any requests for dispensations. Members are reminded to declare any interests, including Disclosable Pecuniary Interests, in accordance with the Town Council's Code of Conduct.

3. Public Forum

3.1 County Councillor and Borough Councillors

3.2 Members of the Public

(Three minutes per person, maximum 15-minute session.)

4. Mayor's Report

To receive the Mayor's Report

5. Minutes

To approve the minutes of the Full Council Meeting held on 15 September 2026.

6. Committee Minutes

- a) To note the minutes of the Planning Committee held on 15 September 2026.
- b) To note the minutes of the Property Committee held on 27 August 2026.
- c) To note the minutes of the Human Resources Committee held on 17 August 2026 & 22 September 2026.
- d) To note the minutes of the Events Committee held on 03 September 2026.

7. Member Proposal

'To disband the HR Committee with immediate effect and defer all HR matters to Full Council, and to consider engaging a contracted HR retained service'.

Motion proposed by Cllr Dickson, seconded by Cllr Pekin.

8. Finance & General Purposes Committee Recommendation

To consider the recommendations of the Finance & General Purposes Committee:

- a) 'That the final draft of the Standing Orders be approved for recommendation to Full Council, subject to the following amendments: 1. Remove the words "stand when speaking" under paragraph 3(i). 2. Add "January" to paragraph 5(j)(iv). 3. Change

“Council’s” to “Councillors” under paragraph 13(f)(iii). 4. Add page numbers throughout the Standing Orders document.

9. Property Committee

a) ‘That Property Committee recommend to Full Council an increase in the Skate Park budget from £203,000 to £300,000.’ See Property Committee minutes 23 September 2026.

b) ‘That the Property Committee recommends to Full Council that planning permission be sought for the proposed works, subject to the amendments discussed.’ See Property Committee minutes 23 September 2026.

c) To obtain approval to submit the Town Hall Planning Permission Application, including the proposed windows and Grand Hall fire doors.

10. Car Park Orders Working Party

a) To approve the commencement of a consultation on the key parking proposals discussed with the consultant, taking into account the normal temporary closure of car parks for weekly markets, including:

- three hours' free parking with no return within one hour across all Town Council car parks;
- options for long-term parking;
- options for residential parking permits; and
- no overnight parking at Jubilee Community Centre.

For clarity, approval at this stage is to undertake consultation only and does not constitute approval of any of the proposed parking measures.

11. Outside Body Reports

To receive verbal reports from Council representatives on the following outside bodies:

- a) Fen Line Users Association (FLUA)
- b) Safer Neighbourhood Action Panel (SNAP)
- c) Downham Market & Downham West Joint Burial Board
- d) 100 Acre Charity

12. Councillors' Questions and Future Agenda Items

To receive Councillors' questions and suggestions for future agenda items.

13. Date of Next Meeting

To note that the next meeting of the Full Council will be held on Tuesday 10 November 2026.

End.