

Minutes of the Full Council Meeting

Date: Tuesday 03 March 2026

Time: 7:00 PM

Venue: Town Hall, Bridge Street, Downham Market PE38 9DW

Livestream Link: [YouTube Channel](#)

Present

Chair – Cllr Wiles

Councillors Brewer, Cain, Campbell - Robb, Daymond, Dickson, Grover, Jordan, Lane, Leach, Lewis, Leivers, B. Moyses, S. Moyses, Pegg, Perkin, C Pyatt, J Pyatt & Sims (19)

Claire Dornan (Town Clerk)

2 Representatives from Downham Market Foodbank

2 Representatives from Downham Town Football Club

4 Members of the public at the start of the meeting.

1. Apologies for Absence

To receive and note apologies for absence.

Apologies were received from County Cllr Tony White and Borough Cllrs Bullen & Ratcliffe.

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.

Cllr Dickson declared an interest in agenda item 5.

Cllr Leach declared an interest in agenda item 14.

Cllr Lewis declared an interest in agenda item 14.

The Chair reminded attendees to turn off their mobile phones or switch them to silent and also reminded attendees of the fire exits.

3. Public Forum

3.1 County Councillor and Borough Councillors

Borough Cllr Osborne read his report which was circulated to Cllrs.

3.2 Police

The Chair read the report from Norfolk Constabulary.

3.3 Members of the Public

A member of the public asked that the Town Council locate the Car Parking Orders which were produced in 2019 to save money.

4. Co-option – East Ward Vacancy

To consider the applications received for the East Ward vacancy and agree any necessary actions.

The Chair noted that there was a typo on the agenda and that this should read Old Town Ward.

The applicant was not present at the meeting so the Chair decided not to continue with this item.

5. Presentation – Downham Town Football Club

To receive a presentation from Downham Town Football Club.

James Taylor, Chairman of Downham Town Football Club presented to the Council.

6. Minutes

To approve the Minutes of the Full Council Meeting held on 10 February 2026.

Resolved: That the minutes of the Full Council Meeting held on 10 February 2026 be approved as a true and accurate record of the meeting.

Proposed Cllr Pegg, Seconded Cllr Campbell-Robb All In Favour

7. Grant Application – Eternity Downham Market (Foodbank)

To consider a grant application from Eternity Downham Market (Foodbank) and agree a response.

Resolved: That the Town Council grant £5,000 from General Reserves to Eternity Downham Market (Foodbank) after 01 June 2026, once the Trussel Trust contract has ceased.

Proposed Cllr Leach, Seconded Cllr Campbell-Robb All In Favour

Cllr Dickson left the room.

8. Downham Market & Downham West Joint Burial Board

To receive the report from the Downham Market & Downham West Joint Burial Board.

Cllrs had received a report ahead of the Full Council meeting. Cllr Daymond advised that there was no further information to report.

Cllr Dickson returned to the meeting.

9. Christmas Light Switch On Event – Entertainment Proposal

To consider a proposal to engage professional stilt-walking performers with integrated LED elements to provide roaming festive entertainment at the Christmas Light Switch On event. Proposed by: Cllr B Moses Seconded by: Cllr Leivers

Members considered the item. The Chair advised that the cost of engaging two performers would be £790, while three performers would cost £1,170, each for three 30-minute sessions.

Members discussed the option of not including reindeer this year and instead appointing stilt walkers, similar to those used at events in Bury and Hunstanton. Consideration was given to whether there would be sufficient darkness at the time of the switch-on to maximise the visual impact of the performance.

Concerns were raised regarding health and safety, particularly given the high volume of attendees typically present in the switch-on area. It was noted that performers would need to be positioned within the Town Square during the event.

Cllr S Moses suggested that two performers be engaged rather than three.

Not Resolved: That the Council engage professional stilt-walking performers with integrated LED elements to provide roaming festive entertainment at the Christmas Light Switch On event at a cost of £790.

Proposed: Cllr B Moses Seconded Cllr Leivers 8 in Favour. 11 Against.

10. Working Parties – Membership

To review and agree membership of the following Working Parties:

10.1 Jubilee Community Centre Site – Terms and Conditions of Use

Cllrs were advised that Cllr C Pyatt had stepped down from this working party.

Resolved: That Cllrs Jordan and Wiles be added to the membership of the Jubilee Community Centre Site – Terms and Conditions of Use Working Party.

Proposed Cllr Lane, Seconded Cllr Lewis 15 in Favour. 2 Against. 2 Abstention.

10.2 Jubilee Community Centre Site – Business Plan

Members were asked for permission to add Cllr Jordan, as Chair of Property Committee and Cllr Wiles to this working party.

Resolved: That Cllrs Jordan and Wiles be added to the membership of the Jubilee Community Centre Site – Business Plan Working Party.

Proposed Cllr Perkin, Seconded Cllr Lewis 18 in Favour. 1 Abstention.

10.3 Grounds Maintenance

Cllrs were advised that Cllr C Pyatt had stepped down from this working party.

Resolved: That Cllrs Leach and Pegg be added to the membership of the Grounds Maintenance Working Party.

Proposed Cllr Lewis, Seconded Cllr Leivers All in Favour.

Cllr Brewer left the room.

11. Property Committee – Terms of Reference

To consider the amended Property Committee Terms of Reference and agree actions in respect of items proposed for removal.

Resolved: That the Property Committee Terms of Reference as recommended be adopted.

Proposed Cllr Pegg, Seconded Cllr C Pyatt All in Favour.

Cllr Brewer returned to the meeting.

12. To discuss and agree actions on formally dissolving the Governance and Finance Committee with immediate effect and create a new Finance and General Purpose Committee. Proposal Cllr B Moyses Seconded Cllr Pegg

Members discussed the item at length. It was noted by some Members that responsibility for governance rests with all Councillors and should not be limited to a single committee. Questions were raised regarding the definition and purpose of “General Purposes,” while Members agreed that finance remains a key area of importance.

Some Members expressed the view that there may be a misunderstanding regarding the role of governance, noting that the committee reviews policies in detail, thereby saving Full Council time, and has previously developed policies such as Cyber Security, Lone Working and Biodiversity. It was also noted that three Members had recently joined the committee but had not yet had the opportunity to engage fully due to the absence of a meeting pending this decision.

Members observed that there is no legal requirement to maintain a Governance Committee and that policies could instead be developed through working parties, which would not require formal clerking. However, this approach was not universally supported, with some Members expressing the view that governance arrangements should not be delegated to a working party.

It was further noted that effective governance is essential to ensure appropriate checks and balances within the Council. Concerns were raised that the remit of the Committee is currently unclear, particularly in relation to the term “General Purposes,” and that the proposed changes may result in duplication, effectively creating a similar committee under a different name without clear benefit.

Resolved: That the Governance and Finance Committee be dissolved with immediate effect and that a new committee, to be known as the Finance and General Purposes Committee, be established.

Proposed Cllr B Moyses Seconded Cllr Pegg 10 in Favour. 9 Against.

13. Draft Council Business Plan

To consider the draft Business Plan for the Council and agree actions.

Resolved: That the Business Plan be adopted, with the addition of the Skate Park.

Proposed Cllr Wiles, Seconded Cllr Sims All in Favour.

12. To discuss and agree actions on formally dissolving the Governance and Finance Committee with immediate effect and create a new Finance and General Purpose Committee. Proposal Cllr B Moyses Seconded Cllr Pegg

The Chair stated that he wished to return to this item as he felt that Full Council should select the membership of the Committee.

Resolved: That the membership of the Finance & General Purposes Committee should be Cllr Brewer, Cllr Campbell-Robb, Cllr Dickson, Cllr Grover, Cllr Jordan, Cllr Lane, Cllr Leivers, Cllr Pegg & Cllr Perkin.

Proposed Cllr Lewis, Seconded Cllr Dickson 17 in Favour. 2 Abstentions.

14. Market Trader Request

To consider a request from a market trader to allow vehicles to stand on the market and agree a response.

Members considered a request from a market trader seeking permission for a vehicle to remain on the market during trading.

Discussion included the potential precedent such approval may set, with Members noting that any arrangement should be consistent and apply equally to all traders, particularly where a pitch fee is paid.

It was acknowledged that, for certain traders, access to a vehicle may be necessary to meet health and safety requirements, including the storage of refrigerated goods at appropriate temperatures. Members noted that without such provision, there is a risk of non-compliance with trading regulations, particularly during warmer months.

The trader addressed the Council and advised that they currently travel between their stall and a vehicle parked in Wales Court car park multiple times during trading days. It was explained that while this arrangement is inconvenient, it also presents challenges in maintaining required food storage temperatures.

Members stated that, subject to appropriate conditions, the presence of a vehicle may be acceptable. These conditions would include ensuring that any vehicle permitted on the market is kept clean and presented in a suitable manner. It was also noted that, should approval be granted, the Market Traders' Agreement would need to be reviewed and updated accordingly to reflect any revised arrangements.

Resolved: That the request for a vehicle to be on the market be approved subject to the following conditions: Payment for an additional pitch. Payment for the electricity used. No use of a splitter. The vehicle must be clean, tidy, and maintained in a professional condition at all times. A lead cover must be used.

Proposer Cllr S Moyses Seconder Cllr Grover 13 in Favour. 1 Against. 2 Abstentions.

Some Cllrs did not vote.

15. Use of the Town Hall – Community Requests

To consider approval of free use of the Town Hall on a Saturday (between 10.00am and 12.30pm) by:

RAF retiree Graham Spark MBE for a photography exhibition; and
St John Ambulance for free public First Aid sessions; Subject to appropriate arrangements, including receipt of Public Liability Insurance and a Risk Assessment from St John Ambulance. Proposed by: Cllr Sims Seconded by: Cllr Wiles

Resolved: To approve free use of the Town Hall on a Saturday (between 10.00am and 12.30pm) by RAF retiree Graham Spark MBE for a photography exhibition; and St John Ambulance for free public First Aid sessions; Subject to appropriate arrangements, including receipt of Public Liability Insurance and a Risk Assessment from St John Ambulance.

Proposer Cllr Sims Seconder Cllr Wiles 17 in Favour. 1 Against. 1 Abstentions.

16. Love Your Market Town – Grant Application

To consider agreement in principle to submit grant application(s) under the “Love Your Market Town” programme. Proposed by: Cllr Wiles Seconded by: Cllr Sims

Resolved: To agree the submission of the concept ideas of a Gingerbread Murder Mystery & Monthly Themed Children’s Activity Sessions under the Love Your Market Town grant programme.

Proposer Cllr Wiles Seconder Cllr Sims

All in Favour.

17. Councillors’ Questions and Future Agenda Items

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

Cllr J Pyatt asked that the provision of HR support by an external provider be added to the next agenda.

Cllr Brewer asked that the Biodiversity Policy be raised at the next meeting.

Cllr Leivers reminded Councillors that there had been a suggestion of a New Years Eve Party. The Town Clerk confirmed that two businesses had been approached and neither had replied to date.

Cllr Grover reminded the Town Clerk that the Risk Register remained outstanding. The Town Clerk was aware but stated that the Chair had asked for a reduced Agenda. This will be on the next agenda.

Cllr Lewis asked for details on when the Jubilee Community Centre lease could be discussed. The Town Clerk discussed the possibility of rescinding the previous decision due to the 6-month rule.

18. Date of Next Meeting

To note that the next Full Council Meeting will be held on 14 April 2026 at 7.00pm in the Town Hall.

The Chair reminded members that an extraordinary meeting had been called for 17 March 2026.

The Chair confirmed the next scheduled meeting of Full Council is on 14 April 2026.

The meeting closed at 8:43pm.