

**DOWNHAM MARKET TOWN COUNCIL**

**MINUTES OF FULL COUNCIL MEETING HELD**

**Tuesday 03 September 2024 at 7.00pm at Downham Market Town Hall,**

**Bridge Street, Downham Market, Norfolk PE38 9DW**

	<p><b>Present</b></p> <p>Mayor / Chair – Cllr Hobbs                      Deputy Mayor – Cllr Lane</p> <p>Cllrs Brewer, Buxton, Daymond, Dickson, Leach, Leivers, Lewis, Perkin, Sharman, Westrop &amp; Wiles (13)</p> <p>Linda Pearce was elected a Cllr at Item 3 (14)</p> <p>Town Clerk – Claire Dornan</p> <p>County Councillor White                                      Borough Councillor Osborne</p> <p>3 Representatives of PGM Properties DM Ltd</p> <p>6 Members of the public were present</p>
<b>Number</b>	<b>Item</b>
	<p>The Mayor reminded all attendees of the evacuation procedures and to turn mobile telephones to silent / switch them off.</p>
001	<p><b><u>To receive Members' Apologies for Absence</u></b></p> <p>Apologies were received from:</p> <p>Cllr Jordan - Personal Commitment  Cllr B Moyses - Work  Cllr S Moyses – Work  Cllr C Pyatt – Holiday  Cllr J Pyatt – Holiday</p> <p>Borough Cllrs Bullen and Ratcliffe also gave their apologies.</p>

	<p><b>Proposed Cllr Hobbs    Seconder Cllr Brewer</b></p> <p>It was resolved:</p> <p><b>‘That Council accept the apology of Cllr John Doyle for a period of 6 months due to exceptional circumstances.’</b></p> <p><b>All In Favour</b></p> <p>Cllr Doyle’s apology will expire on 31 January 2025.</p>
002	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>Cllrs Brewer &amp; Westrop declared an interest in Agenda Item 11.2.</p>
003	<p><b><u>To consider the co-option request received for East Downham Ward</u></b></p> <p>The Town Clerk advised that there had been one application; Linda Pearce; for the vacancy in East Downham Ward. Linda addressed the Council and explained why she wanted to be a Councillor.</p> <p><b>Proposed Cllr Hobbs    Seconder Cllr Buxton</b></p> <p>It was resolved:</p> <p><b>‘That Linda Pearce be co-opted as Ward Councillor for East Downham Ward.’</b></p> <p><b>All In Favour</b></p> <p>Linda Pearce joined the table and signed the Declaration of Acceptance of Office of Councillor becoming Cllr Pearce. Cllr Pearce was given a copy of the Register of Interest Form and the Good Councillor Guide 2024. Cllr Pearce advised that she wanted to abstain in all voting tonight as she has no experience of being a Councillor and wishes to attend training in case she makes incorrect assumptions.</p>
004	<p><b><u>To receive Town Clerk Report &amp; the Mayor’s Announcements</u></b></p> <p>The Town Clerk advised that there was an Open Mic Night on 18 October 2024 in aid of Downham Dementia.</p> <p>The Mayor advised that he had attended an event at Discover Downham, attended Council Health &amp; Safety training, opened the permeant Banking Hub, opened Framin’ Art, attended the King’s Lynn Festival Service and 3 concerts, attended the RAF Marham Family Day, attended the SNAP meeting, attended the Shouldham Beer</p>

	<p>Festival, visited the new bookshop, would be attending the Business Meeting on 18 September 2024 and had attended the High Haven Open Day.</p> <p>The Mayor advised that RAF Marham were increasing their flying activity over the next month.</p>
005	<p><b><u>Public participation, written reports and written questions</u></b></p>
005.1	<p><b><u>County Councillor report and questions – Cllr Tony White</u></b></p> <p>Councillor White spoke about available grants through ‘Love Your Market Town.’ The deadline is 13 September 2024 for expressions of interest. The Town Clerk is to circulate the information to Councillors.</p>
005.2	<p><b><u>Borough Councillors reports and questions</u></b></p> <p>Cllr Osborne advised that the new Police &amp; Crime Commissioner, Sarah Taylor, has an open consultation to guide priorities. The deadline is 01 November 2024 for public responses. Cllr Osborne advised that there is an electoral canvass due to ensure that everyone who should be registered to vote is able to vote. Cllr Osbourne spoke on the Go Green Initiative. Cllr Osborne advised that the Procurement Policy is changing which means the Borough can buy locally. Cllr Osborne spoken on the Internal Drainage Board Levy.</p> <p>Cllr Leivers asked for Borough support in getting the verges cut. This was agreed.</p> <p>Cllr Bullen had given his apologies but sent his report prior to the meeting and it was available on the website.</p>
005.3	<p><b><u>Police report</u></b></p> <p>There were no Police representative present.</p>
005.4	<p><b><u>Public Participation</u></b></p> <p>Mike Ford Senior, Director of PGM Properties DM Ltd, read an email that he had sent to Council prior to the meeting relating to Agenda Item 11.2.</p>
005.5	<p><b><u>Correspondence</u></b></p> <p>The Town Clerk advised that there was no new correspondence which Council was not aware of.</p>

006	<p><b><u>To approve the minutes of the Extraordinary Full Council meeting held on 05 August 2024</u></b></p> <p><b>Proposed Cllr Hobbs    Seconder Cllr Daymond</b></p> <p>It was resolved:</p> <p><b>‘To approve the minutes of the Extraordinary Full Council meeting held on 05 August 2024.’</b></p> <p><b>11 In Favour</b></p> <p><b>3 Abstentions – Cllrs Dickson, Perkin &amp; Pearce – All advised that they were not in attendance at the meeting.</b></p>
007	<p><b><u>To accept the recommendations within the minutes for the following Committees</u></b></p> <p>007.1    <b><u>Business &amp; Tourism Committee – 18 June 2024</u></b></p> <p><b>Proposed Cllr Leivers    Seconder Cllr Wiles</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation within the minutes of the Business &amp; Tourism Committee dated 18 June 2024.’</b></p> <p><b>13 In Favour</b></p> <p><b>1 Abstention – Cllr Pearce.</b></p> <p>007.2    <b><u>Governance &amp; Finance Committee – 23 May 2024 &amp; 26 June 2024</u></b></p> <p><b>Proposed Cllr Brewer    Seconder Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation within the minutes of the Governance &amp; Finance Committee dated 23 May 2024 &amp; 26 June 2024.’</b></p> <p><b>12 In Favour</b></p> <p><b>2 Abstentions – Cllrs Dickson &amp; Pearce.</b></p>

007.3	<p><b><u>Property Committee – 13 June 2024</u></b></p> <p><b>Proposed Cllr Lewis    Seconder Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation within the minutes of the Property Committee dated 13 June 2024.’</b></p> <p><b>12 In Favour</b></p> <p><b>2 Abstentions – Cllrs Dickson &amp; Pearce.</b></p>
007.4	<p><b><u>Planning Committee – 15 May 2024, 11 June 2024, 09 July 2024 &amp; 23 July 2024</u></b></p> <p><b>Proposed Cllr Daymond    Seconder Cllr Wiles</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation within the minutes of the Planning Committee dated 15 May 2024, 11 June 2024, 09 July 2024 &amp; 23 July 2024.’</b></p> <p><b>12 In Favour</b></p> <p><b>2 Abstentions – Cllrs Dickson &amp; Pearce.</b></p>
008	<p><b><u>To receive Outside Bodies Reports</u></b></p> <p>008.1    <b><u>Downham Market &amp; Downham West Joint Burial Board – Cllrs Daymond &amp; Westrop</u></b></p> <p>Cllr Westrop advised that there had been no meetings in July &amp; August 2024.</p> <p>008.2    <b><u>Safer Neighbourhood Action Panel (SNAP) – Cllrs Leivers &amp; Wiles</u></b></p> <p>Cllr Leivers read the SNAP report which is available on the website.</p> <p>Cllr Wiles advised that the SAM2 had recorded a speed of 60mph in Park Lane and a speed of 50mph in Wimbotsham Road. The average speed in Wimbotsham Road was 45mph. Both Park Lane and Wimbotsham Road have 30mph speed limits.</p> <p>008.3    <b><u>100 Acre Charity – Cllrs Wiles &amp; Daymond</u></b></p> <p>Cllr Wiles advised that the charity had not increased rents this year and were updating the entrance to the fields. The next meeting is scheduled for November 2004.</p>

009  009.1	<p><b><u>To receive recommendations from Governance &amp; Finance Committee and agree actions:</u></b></p> <p><b><u>‘That the Governance &amp; Finance Committee recommend to Full Council the adoption of the Council Business Plan with the amendments discussed.’</u></b></p> <p>Cllr Leivers asked that the wording relating to Car Park charging be changed to explicitly show it related to Electric Vehicle Charging Points.</p> <p>There was a lengthy debate about the Jubilee Community Centre site.</p> <p><b>Proposed Cllr Leivers    Seconder Cllr Leach</b></p> <p>It was resolved:</p> <p><b>‘That the document be sent back to Governance &amp; Finance Committee for further review, specifically focusing on Car Park income &amp; Jubilee Community Centre site.’</b></p> <p><b>8 In Favour – Cllrs Buxton, Daymond, Dickson, Leach, Leivers, Lewis, Sharman &amp; Wiles</b></p> <p><b>2 Against – Cllrs Brewer &amp; Westrop</b></p> <p><b>4 Abstentions – Cllrs Hobbs, Lane, Perkin &amp; Pearce</b></p>
010  010.1          010.2	<p><b><u>To discuss and agree Council response to applications received from the Borough Council:</u></b></p> <p><b><u>24/01418/F</u></b> <b><u>single storey rear extension to existing bungalow at The Nook Orchard Close Downham Market Norfolk PE38 9LW</u></b></p> <p><b>Proposed Cllr Daymond    Seconder Cllr Leach</b></p> <p>It was resolved:</p> <p><b>‘To recommend approval as there is no material planning reason to object to the planning application.’</b></p> <p><b>13 In Favour</b></p> <p><b>1 Abstention – Cllr Pearce</b></p> <p><b><u>24/01276/F</u></b></p>

010.3	<p><b><u>Proposed 3 No Dwellings. at Land S of 119 London Road Downham Market Norfolk PE38 9AT</u></b></p> <p>Cllr Daymond commented that the application was no longer considered overdeveloped as the number of properties had reduced from 4 to 3.</p> <p>Cllr Buxton commented that she did not believe that there had been a new consultation as required under page 1 of the Fire &amp; Rescue document.</p> <p><b>Proposed Cllr Wiles      Seconder Cllr Leach</b></p> <p>It was resolved:</p> <p><b>‘To recommend approval as there is no material planning reason to object to the planning application.’</b></p> <p><b>12 In Favour</b></p> <p><b>2 Abstentions – Cllrs Lewis &amp; Pearce</b></p> <p><b><u>23/01141/FM</u></b>  <b><u>Erection of 26 Dwellings (Use Class C3) at Land South of Railway Road Downham Market Norfolk</u></b></p> <p><b>Proposed Cllr Leach      Seconder Cllr Westrop</b></p> <p>It was resolved:</p> <p><b>‘To recommend refusal of this application for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• Highway Issues – traffic generation, vehicular access, highway safety</li> <li>• Capacity of physical infrastructure – drainage and water systems. This area is known to flood as is known locally as ‘the Fenland bog’</li> <li>• Loss or effect on trees</li> <li>• Adverse impact on nature conservation interests and biodiversity.’</li> </ul> <p><b>13 In Favour</b></p> <p><b>1 Abstention – Cllr Pearce</b></p>
011	<p><b><u>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</u></b></p> <p><b>Proposed – Cllr Hobbs      Seconded –Cllr Lane</b></p> <p><b>It was resolved:</b></p>

011.1	<p><b>‘That members of the press and public be excluded whilst information pertaining to contract negotiations and personal matters are discussed.’</b></p> <p><b>13 in favour</b></p> <p><b>1 Abstention – Cllr Pearce</b></p> <p><b><u>To discuss the Freedom of the Town Nomination</u></b></p> <p>A discussion ensued with Cllrs Hobbs &amp; Westrop confirming their nomination. All members were supportive of a proposal being made.</p> <p><b>Cllrs Brewer &amp; Westrop left the room before the next agenda item was discussed.</b></p>
011.2	<p><b><u>To discuss the sale of Paradise Road</u></b></p> <p>A lengthy debate took place and the Directors of PGM Properties DM Ltd were invited into the room to discuss the contract.</p> <p>The majority of members were supportive of a proposal being made.</p> <p><b>When the meeting came out of confidentiality, the public were invited back into the meeting. Cllrs Brewer &amp; Westrop joined the table.</b></p>
012	<p><b><u>To agree resolutions following confidential discussions</u></b></p> <p><b>Proposed – Cllr Hobbs          Seconded –Cllr Westrop</b></p> <p>It was resolved:</p> <p><b>‘To support the recommendation of the nominated individual to receive Freedom of the Town.’</b></p> <p><b>13 in favour</b></p> <p><b>1 Abstention – Cllr Pearce</b></p> <p><b>Proposed – Cllr Lewis          Seconded –Cllr Dickson</b></p> <p>It was resolved:</p> <p><b>‘That if the site is developed for residential use, that access to the car park known at Paradise Road be withdrawn. A separate entrance / exit from Paradise Road will be required to the site.’</b></p>



	<p><b>10 In Favour</b></p> <p><b>1 Against – Cllr Leivers</b></p> <p><b>3 Abstentions – Cllrs Brewer, Pearce &amp; Westrop</b></p>
013	<p><b><u>To receive Councillor Questions</u></b></p> <p>Cllr Sharman questioned why there is not a separate Finance Committee. The Town Clerk advised that on 07 May 2024 Full Council voted for a Governance &amp; Finance Committee. The would be referred to HR Committee to discuss staff impact if this were to be changed.</p> <p>Cllr Westrop asked that the Borough Council’s planning representative be invited to the next Full Council meeting to discuss the impact of the updated Local Plan. The Town Clerk confirmed that she will request this or arrange an informal meeting if the parties are unavailable on 01 October 2024.</p>
014	<p><b><u>To note date of next Full Council meeting – 03 September 2024</u></b></p> <p>The next Full Council meeting was confirmed as Tuesday 01 October 2024 at 7pm in the Grand Hall at Downham Market Town Hall.</p>
	Meeting closed: 8:37pm
	<b>SIGNED</b>
	<b>DATE</b>