

Minutes of the Full Council Meeting

Date: Tuesday 09 June 2026

Time: 7:00 PM

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

Livestream Link: [YouTube Channel](#)

Present

The Mayor – Cllr Wiles

Councillors Brewer, Campbell - Robb, Dickson, Grover, Jordan, Lane, Leach, Lewis, Leivers, S. Moyses, Pegg, Perkin, C Pyatt, J Pyatt, Sims & Webb (17)

NCC Cllr Gould

BCKLWN Cllr Osborne

Claire Dornan (Town Clerk)

Tina Griffin (Deputy Clerk) left after item 10.

8 Member of the public were present at the start of the meeting.

The Mayor reminded all attendees of the fire procedures and mobile phone requirements.

1. Apologies for Absence

To receive and note apologies for absence.

Apologies were received from Cllrs Cain (Holiday), Daymond (Ill Health) & B Moyses (Personal)

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.

The following declarations were made:

Cllr Brewer – Agenda Item 8

Cllr Dickson – Agenda Item 18

Cllr Lewis – Agenda Item 18

The Town Clerk advised that Members who live, work, or regularly use services within Downham Market may have an interest in matters relating to car parking.

It was noted that, as a standing understanding, Members are permitted to speak and participate in debate on car parking matters and no formal dispensations are required for this purpose.

3. Public Forum

3.1 County Councillor and Borough Councillors

NCC Cllr Gould was welcomed to the lectern.

Cllr Gould advised that he was a member of the Cabinet and held an extensive portfolio. He noted that he had been in post for only two weeks.

Cllr Gould asked councillors and members of the public to provide their views on what would be appropriate at the crossing on London Road near the junction with Greenwich Close. He explained that he had asked NCC to postpone the proposed installation of new traffic lights, estimated to cost £60,000, as he believed there may be better uses for the funding and that alternative ideas had been presented to him.

Cllr Gould stated that his current priority was highway safety. He noted that signage around Hillcrest School was ambiguous and that parking at DMA was an ongoing issue. He also advised that options for improving the crossing at the A1122 junction were being reviewed.

Cllr Gould reported that he had resolved a number of Blue Badge-related issues. He was also reviewing the roundabout at Broadoaks, which he considered not fit for purpose, and was lobbying for a reduction in the speed limit in the area.

Cllr Dickson asked whether the SEND school was still going ahead following recent changes within the Cabinet. Cllr Gould replied that he was not aware of any changes to the plans.

BCKLWN Cllr Osborne was welcomed to the lectern.

Cllr Osborne advised that he was Vice-Chair of the Regeneration Panel and Leader of the Labour Group at BCKLWN.

Cllr Osborne provided an update on the Historic England Review and the West Norfolk Economic Plan, noting that both could lead to future funding opportunities for the area.

He also gave a brief overview of Local Government Reorganisation and stated that, despite the possibility of a legal challenge from the new NCC administration, he considered it unlikely that the process would be halted.

Councillors raised concerns regarding the public toilets on the Town Hall Car Park and requested a breakdown of the associated special expenses. It was reported that the facilities were not being cleaned or inspected regularly, were often malodorous, and that the tiles and flooring were not being cleaned to an acceptable standard. Reference was made to the toilets at The Walks in King's Lynn, which were considered to be maintained to a higher

standard. It was also noted that the taps were only dribbling water and that the facilities required a deep clean.

The Town Clerk advised that there was an accessibility issue with the accessible toilet. The raised lip at the entrance made it difficult for users to negotiate the threshold whilst opening or holding the door. It was suggested that the threshold should be levelled to improve accessibility.

Councillors further noted that the facility should meet Changing Places standards.

3.2 Police

There was no report provided.

3.3 Members of the Public (3 minutes per person, maximum of 15-minute session)

Mrs Jenny Groom, Vice-Chair of the Downham Market Twinning Club, was welcomed to the lectern and provided an update.

Mrs Groom advised that 2026 would mark the 50th anniversary of the civic twinning relationship with Civray. Over the past 50 years, more than 1,000 members of the local community had benefited from the partnership and the opportunity to learn about a different culture. She noted that the Town Council and Twinning Club had worked together throughout this period.

Mrs Groom reported that, at the Club's recent AGM, members had resolved to dissolve the Downham Market Twinning Club. She explained that the relationship with Civray had broken down and that Civray had ceased meaningful engagement with both the Town Council and the Twinning Club.

To mark the 50-year anniversary, Mrs Groom requested that the Town Council consider purchasing a commemorative bench to be sited at the Memorial Playing Field adjacent to the pétanque pitch.

4. Chair's Report

The Mayor advised that he had attended an inauguration event at Peterborough Cathedral, where a full-size dinosaur had been erected as part of the exhibition.

Attendees were reminded of the Mayor's charity fundraising event, to be held on 13 June 2026 between 10.00am and 2.00pm in aid of The Swan Youth Project. The event would include an RAF photography exhibition.

The Mayor advised that he would be bringing forward agenda item 10.

10. Planning Application – Re-consultation 25/00961/OM

Full Council to determine response to outline planning application with all matters reserved apart from access for up to 260 dwellings, associated facilities and

infrastructure, car parking, open space provision and access at Land At E561665
N302569 Nightingale Lane Downham Market, Norfolk

The Deputy Clerk gave an overview of the previous decision by Council regarding this application and the changes within the new application.

Resolved:

That the Planning Application be recommended for refusal with the following reasons:

- Overall, the changes appear largely cosmetic – the development remains over crowded on land that has never been allocated for development and DMTC's comments remain as before.
- That the Ryston End emergency access is highly likely to be used by residents taking a short cut into town, increasing the traffic along what is essentially a single track road, effectively creating a rat-run.
- Schools in town are already over subscribed and another 260 houses cannot be supported by existing GPs/dentists etc. Council has been advised that 'infrastructure follows development', but the town has seen not seen any additional school, doctor or dentist provision as a result of previous developments, and Cllrs are therefore extremely concerned that Phase two will exacerbate an already over subscribed system.
- Play areas in all the other estates around town have eventually been left unmaintained, there is little value in additional play areas when they become a liability to the people who live there.
- It was suggested that emergency vehicles will not be able to use Ryston Rd.
- The site is not allocated for development within the Local Plan (Policy F1.4).
- Experience from Phase One has demonstrated inadequate management of highway impacts, including the continued use of Denver Hill and Ryston End by HGVs accessing the site. These are quiet residential streets and have experienced damage to kerbs and private gardens as vehicles attempt to manoeuvre. In addition, the cycle route has not been adequately protected during construction, with reports of near misses. There was concern that these issues would be exacerbated by Phase Two.
- The town's physical infrastructure, including drainage and sewage networks, is already under significant pressure, and concerns were raised regarding its capacity to accommodate a further 260 dwellings in this location.
- Social infrastructure is similarly under strain, with existing shortages of GP appointments, dental provision and school places for current residents.
- Natural England raised concerns regarding the ecological impacts of Phase Two, and the Town Council supported those comments.
- The proposed layout and density appeared unnecessarily cramped, with development extending immediately adjacent to and surrounding existing residential properties. Residents had already experienced significant impacts from Phase One, including noise, dust and increased heavy vehicle movements.
- The Nightingale Lane footpath, intended as a pedestrian and cycle route into the town, was reported to be regularly used by cars and other vehicles. There appeared

to be little attempt to prevent or discourage such use, and concerns were raised that this issue would worsen if Phase Two proceeded.

- Development associated with Phase One had resulted in the loss of safe play areas for children. Local residents also expressed concerns regarding site safety generally, both for nearby households and for users of the footpath, with fears that the current situation created a risk of a serious accident.

The Deputy Clerk left the meeting.

5. Presentation – West Norfolk Deaf Association

To receive a presentation from West Norfolk Deaf Association

This item was withdrawn.

6. Minutes

To approve the minutes of the Full Council Meeting held on 19 May 2026.

Resolved:

That the minutes of the Full Council Meeting held on 19 May 2026 be approved as a true and accurate record of the meeting.

Proposed Cllr Sims Seconded Cllr Leach All In Favour

7. Committee Minutes

To note the minutes of the Planning Committee – 05 May 2026.

Resolved:

That the minutes of the Planning Meeting held on 05 May 2026 be accepted by Full Council.

Proposed Cllr Wiles Seconded Cllr Lane All In Favour

To note the minutes of the Property Committee – 13 May 2026.

Resolved:

That the minutes of the Property Meeting held on 13 May 2026 be accepted by Full Council.

Proposed Cllr Jordan Seconded Cllr Wiles All In Favour

Cllr Brewer left the meeting.

8. Motion Proposed by Cllr Grover / Seconded by Cllr Campbell-Robb

That the Council notes that complaints were submitted regarding Councillor Brewer and that the relevant process has now concluded with the complaints not being upheld; and further notes that such matters may have an impact on the individual concerned, including in relation to reputation and personal wellbeing; and that the Council respectfully requests that those Councillors involved in submitting the complaints consider issuing a formal apology to Councillor Brewer in relation to the allegations made and any reputational and emotional harm that may have arisen as a result.

Cllr Campbell-Robb requested a named voted.

In Favour – Cllrs J Pyatt, Lane, Grover, Dickson, Campbell-Robb, Perkin, C Pyatt (7)

Against – Cllrs Pegg, Jordan, S Moyses, Leivers, Leach, Wiles (6)

Abstain – Cllrs Sims, Webb (2)

The number of votes cast for and against the motion was read out and the motion was declared carried.

Cllr Brewer returned to the meeting.

*** Following the meeting, the Town Clerk was contacted to advise that concerns had been raised regarding the conduct of the vote, including the recording of votes and the participation of Members with interests.**

9. Code of Conduct Complaints Letter

To formally receive the letter dated 11 May 2026 from the Deputy Monitoring Officer and agree next steps.

The Town Clerk advised that she had circulated the quotation received from the mediator recommended by BCKLWN. As the quotation was £1,000 for a single mediation session, she was in the process of obtaining additional quotations in order to comply with the requirement to seek a minimum of three quotes.

It was requested that any mediation sessions be scheduled to commence at 6.00pm.

10. Planning Application – Re-consultation 25/00961/OM

Full Council to determine response to outline planning application with all matters reserved apart from access for up to 260 dwellings, associated facilities and infrastructure, car parking, open space provision and access at Land At E561665 N302569 Nightingale Lane Downham Market, Norfolk

This item had been considered earlier in the meeting.

11. Review of delegation arrangements to committees, sub-committees, staff and other local authorities (Standing Order 5 j v)

To consider approval of the Planning Protocol

Cllr Campbell-Robb advised that he had circulated the interactive Local Plan to members.

Resolved:

That the amended Planning Protocol be adopted.

Proposed Cllr Cambell-Robb Seconded Cllr Lane All In Favour

12. Appointment of members to existing committees (Standing Order 5 j vii) namely Finance & General Purposes Committee

Full Council to determine the method of appointment and appoint members to the Finance & General Purposes Committee.

Resolved:

That the following members be appointed to the Finance & General Purposes Committee: Cllrs Brewer, Lane, Grover, Dickson, Leivers, Campbell-Robb, Jordan, Pegg and Perkin.

Proposed Cllr C Pyatt Seconded Cllr Pegg All In Favour

13. Jubilee Community Centre Working Parties – Merger

To consider and agree the merger of the Jubilee Community Centre Business Plan Working Party and the Jubilee Community Centre Terms and Conditions of Use Working Party, with all current members transferring to the Jubilee Community Centre Business Plan Working Party.

Resolved:

That the Jubilee Community Centre Business Plan Working Party and the Jubilee Community Centre Terms and Conditions of Use Working Party be merged, with all current members of both Working Parties transferring to the Jubilee Community Centre Business Plan Working Party.

Proposed Cllr Lewis Seconded Cllr Lane All In Favour

14. Howdale Community Association (Charity Number 1081788) - Update

To note that the Charity Commission has confirmed that Howdale Community Association (Charity No. 1081788) has been removed from the Central Register of Charities. This change will be reflected on the public Register of Charities within the next five days.

The Town Clerk advised that the Charity Commission had contacted the Council on 4 June 2026 to confirm that the Howdale Community Association had been removed from the Central Register of Charities. It was further advised that this change would be reflected on the public Register of Charities within five days.

15. Car Park Orders – Commencement of Legal Process and Appointment of Specialist Consultant

To consider commencing the preparation of new Car Park Orders and appointing a specialist consultant to support the process.

Cllr C Pyatt made the following speech:

As Chair of the Car Park Orders Working Party, I am pleased to present this report and recommendation to Full Council.

The Working Party was established to explore practical solutions to the parking issues that have been raised by residents, shoppers and businesses over a number of years. Since the previous Parking Orders were revoked in 2019, the Council has had limited powers to

manage its car parks and address issues such as vehicles being left for extended periods, lack of space turnover, and inappropriate use of car parks.

The recommendation before Council tonight is to commence the legal process and public consultation required to introduce new Car Park Orders. This is not the final decision on the Parking Orders themselves but approval to begin the formal process.

Subject to Council approval, the draft Orders issued for consultation would include provisions such as:

- No vehicles over 3.5 tonnes.
- No caravans or trailers.
- No overnight sleeping.
- Blue Badge parking on the same terms as all other users.
- No cooking.
- No selling of goods, food, drink or other items.
- No erection of structures such as tents, booths or stands.
- No vehicle maintenance except where necessary to leave the car park.
- No cycling, skateboarding, ball games or similar activities unless authorised.
- No threatening, abusive or disorderly behaviour.
- Animals to be properly controlled or confined within vehicles with adequate ventilation.
- No abandonment of shopping trolleys except in designated areas.

The draft proposal would also include the introduction of free parking tickets issued through pay and display machines to support a maximum stay of three hours between 8.00am and 6.00pm, with no return within one hour, operating across all Town Council car parks. This would improve parking turnover whilst still allowing residents and visitors sufficient time to shop, access services and enjoy the town.

The Working Party has met with officers from the Borough Council of King's Lynn and West Norfolk and received advice from Steve Thompson, a specialist parking consultant.

Steve has confirmed that new Parking Orders can be prepared and consulted upon within a relatively short timescale and would provide the legal framework necessary to properly manage the Council's car parks.

I therefore ask Members to support the recommendation to commence the Parking Order process and allow residents, businesses and stakeholders the opportunity to have their say through the formal consultation process before any final decisions are made.

The use of ANPR cameras was suggested; however, it was noted that this was not currently feasible at The Hollies Car Park due to the number of entrances and exits.

A suggestion was made that a 10-hour free parking period be introduced for those working in the town.

The cost of ticket machines for a free parking scheme was queried, and the Town Clerk advised Members of the costs previously provided by BCKLWN.

It was noted that any income generated from penalty charge notices would be returned to the Town Council, less an administration fee of £6.60 per notice.

Following consideration of the report, it was requested that a formal proposal be brought forward for further consideration by Council.

Resolved:

That Full Council:

1. Approves the commencement of the legal process to prepare new Car Park Orders for Downham Market Town Council car parks.
2. Appoints Steve Thompson Consulting Limited to provide specialist parking order advice and prepare the required draft Order and consultation documentation at a cost of up to £1,300 plus VAT, together with any necessary advertising and associated costs.
3. Authorises the Town Clerk, in consultation with the Car Park Orders Working Party, to prepare draft proposals for public consultation.
4. Receives a further report following completion of the statutory consultation process before any final Parking Order is made.

Proposed Cllr C Pyatt Seconded Cllr Dickson 14 In Favour 3 Against

16. Bank Reconciliation and Bank Statements – April 2026

To receive, approve, and sign off the bank reconciliation for April 2026 and to note and sign off the associated bank statements.

Resolved:

That the bank reconciliation for April 2026 be received, approved, and signed off, and that the associated bank statements be noted and signed off.

Proposed Cllr Lane Seconded Cllr Leivers 16 In Favour 1 Abstention

17. Internal Audit Visit and AGAR Preparation – Update and Sign-Off

To receive an update on the Internal Auditor's visit and the preparation of the Annual Governance and Accountability Return (AGAR), and to consider and approve the relevant documentation for sign-off, where appropriate.

The Town Clerk advised that The Mayor would be calling an Extraordinary Meeting of Full Council as the Internal Auditor's report had not yet been received and the Annual Governance and Accountability Return (AGAR) needed to be considered and approved.

18. Jubilee Community Centre – Container Purchase and Budget Approval

To consider a recommendation from the Property Committee to approve the purchase of container(s) for use by the football club, including a budget of £10,000 for purchase, installation, security and associated costs, and to agree that any arrangement will be by way of rental or licence agreement.

Cllr Dickson and Cllr Lewis requested a dispensation to speak on this matter.

Resolved:

That Cllr Dickson and Cllr Lewis be granted dispensation to speak on the matter.

Proposed Cllr Brewer Seconded Cllr Campbell-Robb All in Favour

Cllr Dickson requested that this agenda item be deferred until after the meeting between the Town Council and Downham Town Football Club scheduled for 23 June 2026.

This was agreed.

19. Grade II Listed Town Clock – Cleaning and Restoration Works

To consider a recommendation from the Property Committee to approve specialist cleaning and restoration works to the Town's Grade II listed heritage clock and to allocate a budget of up to £10,000 to cover the works, contingency, and any associated costs.

Resolved:

That the recommendation from the Property Committee be approved, and that specialist cleaning and restoration works to the Town's Grade II listed heritage clock be undertaken; and that a budget of up to £10,000 be allocated to cover the cost of the works, contingency, and any associated expenses, with the funding to be taken from reserves.

Proposed Cllr C Pyatt Seconded Cllr Leivers All in Favour

20. Live Streaming of Committee Meetings

To consider whether to live streaming of Committee meetings.

The Council considered the introduction of live streaming for committee meetings.

It was noted that live streaming could improve transparency and provide members of the public with greater access to discussions, particularly where issues arise at committee stage.

Concerns were raised regarding the potential cost implications, which had not been budgeted for, and uncertainty around the technical requirements for implementation. It was also highlighted that the formal minutes constitute the legal record of Council decisions and therefore do not require a verbatim record of debate.

Practical considerations were discussed, including the suitability of the Clock Room for recording and broadcasting, potential issues with echo and microphone quality, and compatibility with the existing hearing loop system. It was further noted that clarity would be required regarding the use of any online platform to ensure there was no confusion between live streaming meetings and Councillors attending virtually.

Not carried:

That the Council supports the introduction of live streaming of Committee meetings.

Proposed Cllr Campbell-Robb Seconded Cllr S Moyses 3 In Favour, 12 Against, 1 Abstention

21. Councillors' Questions and Future Agenda Items

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

Cllr Lane made an observation that the Human Resources Committee minutes had not been published. It was advised that the matter would be addressed at the next meeting.

22. Date of Next Meeting

To note that the next Full Council Meeting – 14 July 2026.

The next Full Council Meeting was confirmed as 14 July 2026.

The meeting closed at 8:31pm