

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 1 April 2025 at 7.00pm at Downham Market Town Hall,

Bridge Street, Downham Market, Norfolk PE38 9DW

	<p>Present</p> <p>Mayor / Chair – Cllr Hobbs</p> <p>Cllrs Lewis, Leivers, Sharman, Leach, Brewer, C Pyatt, Buxton, Daymond, Wiles, J Pyatt, Perkin, Dickson, S Moyses, Jordan, Lane (16)</p> <p>Cllrs Campbell - Robb and Pegg joined the meeting following item 003, having signed their Acceptance of Office</p> <p>Deputy Clerk – Tina Griffin</p> <p>Norfolk County Cllr White</p> <p>Borough Cllr Osborne</p> <p>There were 10 members of the public present at the start of the meeting</p>
Number	Item
	The Mayor reminded all attendees of the evacuation procedures, including advising of the meeting point at Coggles, and to turn mobile telephones to silent / switch them off. The Mayor also reminded Cllrs to use their microphones.
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr B Moyses – Ill health</p> <p>Borough Cllr Ratcliffe also sent her apologies</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr S Moyses declared an interest in item 009.1.</p>

003	<p><u>To consider co-option applications</u></p> <p>The Mayor invited the two candidates to say a few words in support of their application to become a Councillor, after which both Mr R Pegg and Mr S Campbell - Robb were duly co-opted by a majority vote in each case.</p> <p>The Mayor congratulated the new Councillors and they signed their Acceptance of Office before joining the meeting.</p>
004	<p><u>To receive a presentation from Richard Brown Planning Limited regarding Phase 2 Nightingale Lane site</u></p> <p>Richard Brown and Nigel Fawlkes outlined the initial plans for phase 2 of the Nightingale Lane site and Cllrs raised concerns relating to:</p> <ul style="list-style-type: none"> • Contributions to town infrastructure eg GPs, dentists etc • How access to the by-pass has been resolved. • The danger that vehicles will drive on the lane to Ryston End which is designated for pedestrians and cyclists. • That the designated emergency link will be used as a rat-run. • That the Public Right of Way between the two phases will be crossed by vehicles, which is potentially dangerous. It was highlighted that the protection of the PROWS is of great concern to residents. • The link into Rouses Lane which will form a dead-end. • A suggestion to use rising bollards to protect access to Ryston End. • The size of play areas and allotments space. • The allocated parking spaces per dwelling and impact on road ways as the number of cars per residence increases. <p>The Mayor thanked the presenters for attending, who said they would take the comments on board for the planning application.</p>
005	<p><u>To receive a presentation from Anne Dew Head of Planning, Persimmon (East Midlands) Regarding Phase 2 Bridle Lane site</u></p> <p>Ann Dew and Ben Purdy outlined Persimmon's plans for phase 2 of the Bridle Lane site – highlighting that the minimum number of houses has risen to 296 (from 250) due to the adoption of the Local Plan; that there is a shortage of carrstone available and this has not therefore been included in designs; a secondary vehicle access via Cinnamon Road; the public consultation sessions planned for 10th April 2025 at the pavilion on the Memorial Playing Field.</p>

	<p>Cllrs raised concerns relating to:</p> <ul style="list-style-type: none"> • How the name 'The Willows' was arrived at as there is already a Willows Nature Reserve in town. • The name of St Edminds Rd is out of sync with St Edmunds Church. • Protection of the Public Rights of Way. • The lack of carrstone when other sites have managed to source it. • Safety matters on Cinnamon Road when there is already congestion with existing parking on both sides of the road. • The provision of solar panels in the design. • Parking space allocation for increasing car ownership as families grow. <p>The presenters thanked the Council for its time and said the comments had been useful in taking the plans forward.</p>
006	<p><u>To receive Town Clerk Report & Mayor's Announcements</u></p> <p>The Deputy Clerk highlighted the following:</p> <p>St Winnold's Parade – lots of feedback complimenting the new route and it was good to see so many residents out on the street to watch the parade. This will be discussed further at the upcoming Community Engagement Committee on 9 April 2025.</p> <p>Music Bingo – this was well attended and much enjoyed. The event produced a profit for the Council of £284.66, as it was decided there was not a need for door security due to the type of event. The next event will be a Soul and Motown evening on 19th April 2025 in the Town Hall.</p> <p>Annual Town Meeting Tuesday 8 April 2025 6pm in the Town Hall – this is a meeting of the electorate facilitated by the Town Council, it is not a Council meeting. All residents welcome. The Mayor encouraged all Cllrs to attend.</p> <p>The Mayor highlighted the following:</p> <p>Mayor's at Home – Saturday 5 April 2025, Town Hall</p> <p>Open Mic Night – 25 April 2025 Town Hall - the third and final Mayor's event in support of Downham Dementia Cafe. All welcome to play, sing, perform comedy etc as well as to watch. £5 entrance fee whether you perform or audience member.</p> <p>Calendar Girls – he was invited to attend a performance which was thoroughly enjoyable and performed very tastefully.</p>

007	<u>Public participation, written reports and written questions</u>
007.1	<u>County Councillor report and questions – Cllr Tony White</u> Cllr White reassured Cllr Leivers that her Highways query is being looked into and he would report back to her in due course. Cllr Campbell - Robb advised that the traffic lights at Cannon square have spinning buttons on the bottom of the crossing request boxes to indicate to those with reduced sight that it is safe to cross. He said that these have been damaged and out of use for several months and requested Cllr White to raise this with Highways. Cllr White requested an email to him to explain the problem.
007.2	<u>Borough Councillors reports and questions</u> Cllr Osborne confirmed he had just sent his report for circulation inclusion on the DMTC website. He advised that BCKLWN had adopted its Local Plan, and that the Borough Council had voted in favour of the 3 unitary option for local government re-organisation. He also said he is looking forward to giving his support to the Heritage Open Day planned for September.
007.3	<u>Police report</u> There was no Police report available however Cllr Leivers advised that the next meeting of the Safer Neighbourhood Advisory Panel (SNAP) is at Marshland St James village hall on Weds 16 April 2025 7-8pm. Everyone is welcome to attend either in person or on line by arrangement.
007.4	<u>Public Participation</u> There were no members of the public who wished to speak
007.5	<u>Correspondence</u> There was no new correspondence other than that already circulated by email.
008	<u>To approve the minutes of the Full Council meeting held on 18 March 2025</u> Proposed Cllr Hobbs Seconded Cllr Dickson It was resolved: ‘To approve the minutes of the Full Council meeting held on 18 March 2025.’ 9 In Favour; 2 against; 5 abstentions

009	<p><u>To discuss and agree Council response to application received from the Borough Council:</u></p>
009.1	<p>25/00309/F Self-Build – Proposed 2(No) Dwellings at Land S of 119 London Road, Downham Market, Norfolk</p> <p>It was resolved: ‘That application 25/00309/F be recommended for approval in light of the reduction in the number of houses from previous versions of the plans and no material reasons to refuse.’</p> <p>Proposed Cllr Daymond Seconded Cllr Wiles 15 in favour; 3 abstentions</p>
009.2	<p>25/00416/F Householder: Single storey front extension to dwelling at 9 Goldfinch Close, Downham Market, Norfolk PE38 9RH</p> <p>It was resolved: ‘That application 25/00416/F be recommended for approval as the extension will improve the street view of the property.’</p> <p>Proposed Cllr Wiles Seconded Cllr Lewis 16 in favour; 2 abstentions</p>
010	<p><u>To discuss drafting the Town Council’s 5 Year Business Plan</u></p> <p>Cllr Brewer highlighted where the draft plan needed to be updated to reflect changes since it was originally drafted.</p> <p>Cllrs Pyatt and Wiles expressed a wish to keep references to the range of committees pending the review of current meeting arrangements in September 2025.</p> <p>Cllr Leivers raised the need for an agreed programme of capital expenditure following the sale of the old Town Council Offices on Paradise Rd. Cllr Lewis added that he would want to see a plan for the regeneration of the JCC site as part of that programme. The Mayor confirmed a meeting with an architect had taken place and that drawings would come before Full Council in due course for full discussion.</p> <p>Cllr Campbell - Robb suggested replacing the reference to environmental issues with wider considerations such as the 17 UN sustainability goals.</p> <p>The Deputy Clerk agreed to make the suggested amendments and submit a further draft for consideration at a future meeting.</p> <p>The Mayor reiterated the importance of agreeing the plan, albeit a working document.</p>

011	<p><u>To discuss Members Allowances following receipt of the 'Report of the Independent Remuneration Panel for Borough of King's Lynn & West Norfolk Parish and Town Councils'</u></p> <p>The option to receive remuneration in relation to Councillor duties was discussed and all agreed that Town Councillors would continue in their voluntary roles, with no reimbursement other than expenses for approved Cllr duties.</p> <p>Cllr Wiles suggested that some reimbursement of IT costs could be appropriate for some Cllrs unable to use their own resources. The Deputy Clerk agreed to discuss the legalities with the Clerk.</p>
012	<p><u>To approve purchase of a water heater for Downham Market Town Hall</u></p> <p>It was resolved:</p> <p>'That the purchase of a water heater for the accessible toilet at the Town Hall as required be approved.'</p> <p>Proposed Cllr Leach Seconded Cllr Brewer 12 in favour; 4 against; 1 abstention</p>
013	<p><u>To discuss the roadway hedging on the Jubilee Community Centre site and agree actions</u></p> <p>A lengthy discussion ensued about the positioning of the hedging along the roadway at the JCC. Cllr Lewis raised visibility safety concerns for children crossing the roadway and potential damage to the fence and roadway as the hedges grow. Cllr Brewer expressed concern that if the hedging is moved then the terms of the grant funding could be invalidated and the grant might need to be repaid. Cllr Leach confirmed that the Property Committee had been advised that the hedging would be along the fence line.</p> <p>It was resolved:</p> <p>'That Cllrs would relocate the hedges themselves to positions closer to Rouses Lane at a site meeting to be arranged by the office.'</p> <p>Proposed Cllr Lewis Seconded Cllr S Moyses 12 in favour; 5 against; 1 abstention</p>
014	<p><u>To note legal update to Standing Orders and Financial Regulations</u></p> <p>'With the new Procurement Act coming into force last month, references to the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 (now both repealed) should be replaced with the Procurement Act 2023 and the Procurement Regulations 2024. Also, the requirement for open initiations for contracts over</p>

	<p>£30,000 including VAT to be advertised on Contracts Finder has been replaced with a need to advertise on the Find a Tender website.'</p> <p>The update was noted.</p>
015	<p><u>To receive Councillor Questions</u></p> <p>Cllr Brewer highlighted that the Safeguarding Policy agreed at the previous meeting is in need of review due to legislation changes and asked that it is returned to the agenda in 6 months' time.</p> <p>Cllr Leivers requested that Council discuss bringing the Memorial Field into Town Council control and that this is added to a future agenda.</p>
016	<p><u>To note date of next Full Council meeting – 22 April 2025</u></p> <p>The next Full Council meeting was confirmed as Tuesday 22 April 2025 at 7pm in the Grand Hall at Downham Market Town Hall.</p>
	Meeting closed: 8:36pm
	SIGNED
	DATE