

DOWNHAM MARKET PLANNING AND ENVIRONMENTAL COMMITTEE
MINUTES OF MEETING HELD TUESDAY 3rd SEPTEMBER 2019 AT 7.00PM

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices. Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

	Present: Committee Chairman Cllr F Daymond, Cllrs' E Hendry, D Lawson, A Pickering, R Shippey and J Westrop, Deputy Clerk Mr R Davidson. 2 Members of the public	ACTION
1	<u>To receive Members' apologies for absence</u> Apologies were received from the Mayor Cllr R Hayes (working) and Deputy Mayor Cllr J Groom (family ill-health) and Cllrs' R Hepworth (working) and R Horne (holiday). The apologies were all accepted.	
2	<u>To receive Members' declarations of interest</u> Cllr Westrop declared an interest in item 16 – to discuss whether to make application for 'The Green Mile' to be added to the NCC Definitive Map.	
3	<u>To approve the minutes of the meetings held on Tuesday 06th August and Wednesday 21st August 2019</u> Proposed – Cllr Hendry Seconded – Cllr Westrop 'That the minutes of the meetings held on Tuesday 06th August and Wednesday 21st August 2019 be approved and signed as a true and accurate record.' For 4 Abstention 2	
	<u>Public Participation</u> The meeting was adjourned for public participation. Two members of the public briefly addressed the committee in respect of item 16 – to discuss whether to make application for 'The Green Mile' to be added to the NCC Definitive Map. Being aware of the BC Planning Committee decision (application 19/01053/CU) made the previous day, Mr M Jupp and Mrs V Leivers urged the Town Council to strengthen and secure the long-term position by applying for the land in question to be added to the Definitive Map. Following these representations, the Chairman resumed the meeting and with the agreement of the members moved to item 16 of the agenda.	
16	<u>To discuss whether to make application for 'The Green Mile' to be added to the NCC Definitive Map</u> The Deputy Clerk advised that application 19/01053/CU – 6 and 7 Burdock Close - Retrospective change of use from open plan garden(s) to enclosed residential land – had been refused at the previous day's BC Planning Committee meeting. He referred members to comments made by NCC Public Rights of Way Officer within the application. In discussion members were united that they wished to take additional measures to safeguard the amenity land. Proposed – Cllr Hendry Seconded – Cllr Pickering 'That Council makes application to add 'The Green Mile' and the land in question to the rear of 5, 6, 7 and 8 Burdock Close to the NCC Definitive Map'	Deputy Clerk

	All in favour											
4	<u>To receive the Clerk's Report</u> There was no Clerk's Report											
5	<u>To receive Councillors' Questions</u> Cllr Pickering requested if councillors could be circulated with the Definitive Map. It was answered that it may only be in electronic format, but enquiries would be made. Cllr Lawson asked that the Definitive Map be a future agenda item to ensure full discussion on other established routes that may require preserving.	Deputy Clerk										
6	<u>To approve the payment of bills of the Planning & Environment Committee</u> A list of bills had been circulated (Appendix 1) Proposed – Cllr Pickering Seconded – Cllr Daymond 'That the bills be paid as per the attached schedule.' All in favour											
7	<u>To receive any matters arising from Councillor Surgery sessions appertaining to the Planning & Environmental Committee</u> No such matters had been raised.											
8	<u>To discuss applications received from the Borough Council/Norfolk County Council:</u> <table border="1" data-bbox="162 1050 1409 1102"> <thead> <tr> <th>Ref No</th> <th>Location</th> <th>Details</th> <th>Expiry Date</th> <th>Linked Apps</th> </tr> </thead> <tbody> <tr> <td>19/01474/F</td> <td>40 Collingwood Road</td> <td>Extensions to existing bungalow</td> <td></td> <td></td> </tr> </tbody> </table> Members recommended approval commenting 'The application is a sympathetic improvement of the dwelling to meet the future needs of the applicant'. Proposed – Cllr Westrop Seconded – Cllr Lawson 'That this application be recommended approval.' All in favour	Ref No	Location	Details	Expiry Date	Linked Apps	19/01474/F	40 Collingwood Road	Extensions to existing bungalow			
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14	<p><u>To receive report from Downham In Bloom Sub Committee</u> Cllr Pickering advised that the results from judging day were awaited.</p>											
15	<p><u>To discuss NCC Parish Partnership Scheme 2020/2021</u> Members were reminded that Full Council awaited the preferred scheme(s) from each committee for consideration. Members were also advised any bid required match funding from the parish.</p> <p>Discussion ensued with a proposal made. It was suggested that should the proposal be adopted; the public's preference could be sought at the remaining councillor surgery sessions.</p> <p>Proposed – Cllr Hendry Seconded – Cllr Shippey 'That the Planning & Environmental Committee's suggestions for the 2020/2021 NCC Parish Partnership Scheme be an identifiable, improved crossing point within the town centre for those with disabilities and improved directional signage for key town assets.' For 5 Abstention 1</p>											
17	<p><u>To receive Premises Licence application – 11 Market Place</u> Members noted the application and welcomed an empty retail unit being brought into use and the associated employment opportunities.</p>											
18	<p><u>To discuss Environmental matters</u></p> <ul style="list-style-type: none"> i) Old Aerodrome environmental concerns ii) Grimshoe Road – Dog Bin request <p>Members were made aware of both issues raised by members of the public. The Deputy Clerk explained that in respect of i) many of the issues were in the gift of the private owner and other agencies but he had helped signpost the author to those responsible.</p> <p>The Deputy Clerk advised a meeting had been arranged with the Borough Official responsible for street works in Downham Market and suggested that action be suspended pending these discussions.</p>											

	Members agreed this course of action and asked for an update at the next meeting.	
19	<u>To receive and consider Financial Report 2019/20 'actuals against budget'</u> The Deputy Clerk provided a financial commentary on Month 4 reports (Appendix 2).	
	Meeting closed: 8:05pm	
	SIGNED	DATE