

Minutes of the Full Council Meeting

Date: Tuesday 22 July 2025

Time: 7:00 PM

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

Livestream Link: [YouTube Channel](#)

Present

Chair: The Mayor, Cllr Michael Lane

Councillors Daymond, Jordan, Lewis, Leivers, S Moyses, C Pyatt, J Pyatt, Wiles, Cain, Sims

Cllr Campbell-Robb joined the meeting at item 6.

Tina Griffin (Deputy Clerk)

4 Members of the public at the start of the meeting

The Chair reminded all present of the emergency evacuation procedure and of the need to keep phones on silent.

1. To Note Apologies for Absence.

Apologies were received from Cllr B Moyses, Cllr Brewer, Cllr Buxton, Cllr Leach, Cllr Pegg, Cllr Perkin, Cllr Hobbs.

(Borough Cllrs Ratcliffe and Osborne also sent their apologies).

2. To Receive Declarations of Interest and consider requests for Dispensations.

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct.

There were no interests declared.

3. To approve the Minutes of the Full Council Meeting held on the 15 July 2025.

Resolution: The minutes of the Full Council Meeting held on the 15 July 2025 were approved.

Proposed Cllr Wiles, seconded Cllr Daymond 10 in favour.

4. Public Forum.

4.1. County Councillor and Borough Councillor – not present

4.2. Police – Cllr Leivers highlighted the main points from the SNAP report previously circulated. She reminded Cllrs that the Police & Crime Commissioner is visiting the town on 1st August 2025 10.30 – 12.00 at the library. Those wishing to discuss policing matters are welcome to attend.

4.3. Public – a resident spoke against planning application 25/00961/OM highlighting the lack of infrastructure in the town, that there are insufficient doctors, dentists, transport links etc to support another 260 dwellings.

5. **Mayor's announcements.**

The Mayor reviewed his public engagements since the last meeting, including a visit to the Purfleet Trust building (formerly The Castle Hotel) and RAF Mildenhall Change of Command ceremony.

He reminded Cllrs of the upcoming Makers Market on Sunday 27 July 2025, and his charity events – Quiz on 22 August 2025 and Children's Disco on 29 August 2025.

6. **Governance & Finance Committee recommendations to be agreed:**

6.1 To sign the Right to Play Pledge, requested by the Youth Advisory Board, adopt a policy incorporating the associated recommendations into planning responses, and update the grant application process accordingly

Resolved: To sign the Right to Play Pledge, without adopting a policy incorporating the associated recommendations into planning responses, and updating the grant application process.

Proposed Cllr Lane, seconded Cllr Leivers, All in favour

6.2 To approve a 10-year extension of the existing Howdale PAX lease, on the same terms and conditions as currently in place.

Resolved: To approve a 10-year extension of the existing Howdale PAX lease, on the same terms and conditions as currently in place.

Proposed Cllr Lane, seconded Cllr Daymond, All in favour.

6.3 To establish a Working Party, comprising three members of the Property Committee and three members of the Governance & Finance Committee, to determine the Grounds Maintenance tender format in preparation for the contract expiry in October 2026. To agree Terms of Reference.

Resolved: To postpone this item to the next meeting. Cllr Pyatt queried how this process applies to other contracts eg Gritting contract.

Proposed Cllr Moses, seconded Cllr Lane, All in favour.

6.4 To renew the amended GDPR (Data Protection) Policy for 3 years.

Resolved: To renew the amended GDPR (Data Protection) Policy for 3 years.

Proposed Cllr Lane, seconded Cllr Sims, All in favour.

7. **To discuss and agree Council response to applications received from the Borough Council:**

7.1 25/00961/OM

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.

Resolved: To recommend refusal of application 25/00961/OM for the following material planning reasons:

- The site is not designated development land in the Local Plan – Policy F1.4
- Phase one has demonstrated that the developer has not managed highways issues well eg preventing HGV access to the site via Denver Hill and Ryston End, (both quiet residential streets), resulting in damage to kerbs and gardens as the vehicles attempt to turn round. The cycle route has not been protected during construction with reported near-accidents caused. It is feared that this will be exacerbated by the proposed Phase two.
- The town's physical infrastructure is already overloaded in terms of drainage, sewage etc, this cannot cope with an additional 260 dwellings in that area.
- The social infrastructure is already under strain – there are insufficient GPs, dentists, school places within the town even for current residents.
- Natural England have submitted their concerns about the ecological impact of Phase two and DMTC supports their comments.
- The layout and density of the design appears to be unnecessarily cramped with the building line butting right up to and surrounding existing residences who have already been seriously impacted by the noise, dust and increased heavy traffic caused by Phase one.
- The Nightingale Lane footpath, which was intended to be a walk/cycle route into town is now regularly being used by cars and other vehicles and there appears not to be any attempt to restrict or discourage this. It is anticipated that this will be increased by development of Phase two.
- Development of Phase one has seen the loss of safe play areas for children and it is feared that an accident is waiting to happen – general site safety is also a concern amongst nearby residents.

Proposed Cllr Wiles, seconded Cllr Sims, All in favour

7.2 25/00914/F

Householder: Single storey glass roof located on the rear of the property. at 25 Park Lane Downham Market Norfolk PE38 9SH

Resolved: To recommend approval of application 25/00914/F as it falls well within the site boundaries.

Proposed Cllr Daymond, seconded Cllr Wiles, All in favour.

7.3 25/01098/F

Householder: Retrospective planning for the approved garage. The garage has been built smaller than the approved garage and the gable end roof has been put on the front and rear of the garage rather than the 2 sides, a single large garage door has been installed. at 39A Bexwell Road Downham Market Norfolk PE38

Resolved: To recommend approval of application 25/01098/F although it was noted with disappointment that the garage has been built incorrectly.

Proposed Cllr Daymond, seconded Cllr Wiles, All in favour.

7.4 25/01160/F

Householder: Erection of single storey side extension. at The Beeches 55 London Road Downham Market Norfolk PE38 9AT

Resolved: To recommend approval of application 25/01160/F as the extension fills in an area within the current layout.

Proposed Cllr Daymond, seconded Cllr Leivers, All in favour.

8. To consider the following matters of Community Engagement and agree actions:

8.1 Twinning Club – 50th Anniversary of the signing of the Charter.

Resolved: To wait and see if the Twinning Club invitation to their French counterparts results in a viable celebration event before agreeing free use of the Grand Hall and a small civic event on the following Monday morning. Cllrs asked if the Twinning Club could keep them updated.

Proposed Cllr Leivers, seconded Cllr Wiles, All in favour.

8.2 To consider a request for Grant Funding from Melody Allsorts Downham

Resolved: That because MADS already receives a subsidised hire rate in the Town Hall for their performances, the Grants Policy prevents the allocation of further funds by way of a grant. Cllrs Leivers and Lane expressed regret that the grant could not be agreed.

Proposed Cllr Pyatt, seconded Cllr Lewis, 10 in favour, 1 against.

9. To receive an update on external HR consultancy research and appoint members to HR committee, in addition to Cllrs Pegg and Jordan.

Resolved: To appoint Cllr Daymond to the HR Committee

Proposed Cllr Wiles, seconded Cllr S Moses, All in favour.

Resolved: To appoint Cllr C Pyatt to the HR Committee

Proposed Cllr Wiles, seconded Cllr Jordan, All in favour.

It was agreed that the office would continue investigation into an HR consultancy to support the HR Committee and the Clerk.

10. To consider draft sketch from Darren French Architect for Jubilee Community Centre upgrade (previously circulated)

It was generally agreed that there is a need to work up a vision and business plan for the JCC site as a first step before convening a meeting with the architect to discuss the sketch plans. Cllrs Lewis, Sims, Lane, C Pyatt, Jordan and Moses expressed interest in taking part in the meeting.

11. To consider engaging a Quantity Survey for the Jubilee Community Centre upgrade.

Postponed pending the outcome of item 10.

12. To consider the creation of a Community Engagement & Events committee and appoint members if appropriate.

Resolved: Not to create a Community Engagement & Events committee at this stage.

Proposed Cllr Moses, seconded Cllr Campbell-Robb, All in favour.

13. To consider the provision of air conditioning/cooling method for the Grand Hall and agree actions.

Resolved: To investigate the costs and practicalities of providing some form of air conditioning/cooling for the Grand Hall and/or the circulation of fresh air.

Proposed Cllr Lane, seconded Cllr Daymond, All in favour.

14. To discuss Corporate Membership of FLUA (Fen Line Users Association) and a representative from the Council.

Resolved: To verify what the implications of corporate membership would be.

Proposed Cllr Lane, seconded Cllr Leivers, All in favour.

Although no Cllr wished to be an official representative on FLUA, Cllr Leivers said she has joined as a member in a private capacity, and would be willing to update the Council informally with news she receives.

15. To consider joining the CPRE Norfolk Anti Mega Solar Alliance (Cllr S Campbell-Robb)

Cllr C Pyatt asked Cllr Campbell-Robb if the group is a political organisation and he agreed that it is.

Resolved: The Council is prevented from joining a political action group.

Proposed Cllr C Pyatt, seconded Cllr Campbell-Robb, All in favour.

16. Councillors' Questions and to receive suggestions for future agenda items.

Cllr Daymond asked if children are still required to learn to swim as part of their primary school education. The Deputy Clerk agreed to find out.

17. To note the date of the next meeting: Full Council 2 September 2025, 7pm, Town Hall.

Meeting ended 8.15pm