

**DOWNHAM MARKET PLANNING & ENVIRONMENT COMMITTEE**  
**MINUTES OF THE MEETING HELD ON TUESDAY 28 MARCH 2023 AT 6:00PM**

This meeting was held at 15 Paradise Road, Downham Market PE38 9HS

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|   | <p><b>Present</b></p> <p>Committee Chair – Cllr Daymond</p> <p>Committee Members - Cllrs Lewis, Moyses, Wiles and Leach (Arrived 6:25pm)</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present.</p>   |
|   | <p>The meeting did not start until 6:20pm as Cllr Moyses was the only Cllr present at 6pm when the meeting was due to start and therefore the meeting was not quorate until further Committee members arrived.</p>   |
| 1 | <p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>There were no apologies required as all Committee members were present.</p> <p>Cllr Lawson had resigned from the Council prior to the meeting so it was noted that there is a vacancy on the Committee.</p>  |
| 2 | <p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>There were no declaration of interest made.</p>   |
| 3 | <p><b><u>To approve the minutes of the previous meeting of the committee held on 28 February 2023</u></b></p> <p><b>Proposed – Cllr Wiles                      Seconded –Cllr Lewis</b></p> <p><b>‘That the minutes for the meeting held on 28 February 2023 be approved as a true record of the meeting.’</b></p> <p><b>All In favour</b></p> |
| 4 | <p><b><u>Public participation – 15 minutes allowed.</u></b></p> <p>There were no members of the public present.</p>  |

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| 5 | <p><b><u>To discuss and agree Council response to applications received from the Borough Council/Norfolk County Council:</u></b></p> <p><b>22/02195/F</b><br/>Extension to front of house to increase wc provision in this family dwelling from 1 to 2. WC facility to form part of new En-suite, extended bedroom and minor modifications to existing bathroom external wall to allow for greater ventilation control. at 4 Cedar Close Downham Market Norfolk PE38 9PL</p> <p><b>23/00337/F</b><br/>Construction of one bungalow following demolition of existing bungalow at Rose Bank 27 Crow Hall Estate, Downham Market, Norfolk PE38 0DG</p> <p><b>23/00459/F</b><br/>Erection of single storey/ rear extension and front porch at 92 Retreat Estate, Downham Market, Norfolk PE38 9QH</p> <p><b>22/02195/F</b><br/>Proposed extension to the north (right when facing) of the existing bungalow dwelling to replace the existing brick garage and minor modification to the existing bathroom external wall to the east (front) . The proposed works to the front of the property do not extend beyond the main elevational line of the existing dwelling. The proposed north (right) extension is to be constructed to of materials to match those of the existing dwelling. The extension extends to the rear of the property leaving a 4m distance between the external wall and the neighbouring fence. at 4 Cedar Close Downham Market Norfolk PE38 9PL</p> <p><b>Proposed – Cllr Daymond                      Seconded –Cllr Wiles</b></p> <p><b>‘That the Committee recommend approval to both applications under reference 22/02195/F - 4 Cedar Close, Downham Market, Norfolk PE38 9PL.’</b></p> <p><b>All In favour</b></p> <p><b>Proposed – Cllr Lewis                      Seconded –Cllr Moyses</b></p> <p><b>‘That the Committee recommend approval to application 23/00337/F - Rose Bank, 27 Crow Hall Estate, Downham Market, Norfolk PE38 0DG.’</b></p> <p><b>All In favour</b></p> <p><b>Proposed – Cllr Daymond                      Seconded –Cllr Wiles</b></p> <p><b>‘That the Committee recommend approval to application 23/00459/F - 92 Retreat Estate, Downham Market, Norfolk PE38 9QH.’</b></p> <p><b>All In favour</b></p> |
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| 6  | <p><b><u>To note withdrawal of application: Proposed new dwelling at Land E 86 Ryston End, Downham Market, Norfolk</u></b></p> <p>No action or discussion required.</p>   |
| 7  | <p><b><u>To consider and agree actions - Street Names - Development N of Southern Bypass Downham Mkt – consultation deadline 29<sup>th</sup> March 2023</u></b></p> <p>Proposed – Cllr Daymond                      Seconded –Cllr Leach</p> <p>‘That the Committee recommend approval to the Street Name on the Development North of the Southern Bypass at Downham Market.’</p> <p>All In favour</p>  |
| 8  | <p><b><u>To note Tree Preservation Order – Kings Chase 2a, Ryston End, Downham Market</u></b></p> <p>Proposed – Cllr Wiles                      Seconded –Cllr Leach</p> <p>‘That the Committee agree with the Tree Preservation Order at Kings Chase 2a, Ryston End, Downham Market.’</p> <p>All In favour</p>   |
| 9  | <p><b><u>To note and agree any actions - Application for a Full Variation of Licence Premises Name &amp; Address: The Norfolk Cheese Company, 11 High Street, Downham Market, PE38 9DA</u></b></p> <p>Proposed – Cllr Daymond                      Seconded –Cllr Wiles</p> <p>‘That the Committee recommend refusal to the application on the basis that Sunday trading hours should be maintained. 8am is too early to serve alcohol. 10am until 4pm is acceptable.’</p> <p>All In favour</p> |
| 10 | <p><b><u>To note application decisions made by the Borough Council/Norfolk County Council</u></b><br/>(previously circulated).</p> <p>No action or discussion required. Decisions were noted.</p>   |
| 16 | <p><b><u>Date of next meeting</u></b></p> <p>Planning &amp; Environment Committee – 11<sup>th</sup> April 2023<br/>Mini Planning Committee – 25<sup>th</sup> April 2023 if required</p>   |

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|  | These dates were agreed.  |
|  | Meeting closed: 6.40pm  |
|  | <div style="display: flex; justify-content: space-between;"> <span><b>SIGNED</b></span> <span><b>DATE</b></span> </div> |