

DOWNHAM MARKET PLANNING AND ENVIRONMENTAL COMMITTEE
MINUTES OF MEETING HELD TUESDAY 04th SEPTEMBER 2018 AT 7.00PM

Present:	The Mayor	Cllr D Sharman
	The Deputy Mayor	Cllr J Doyle
	The Chairman	J K Fox
	Councillors	F E Daymond
		J L Woodmin
	Deputy Town Clerk	Mr R A Davidson
	Members of the Public	2

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.

2281. To receive Members' apologies for absence

Apologies were received from Cllrs' Mrs R Hepworth (holiday), B Hobbs (holiday), R Horne (holiday), D Lawson (work), J Reed (ill-health) and Mrs Y Thompson (holiday). The apologies were accepted.

Cllrs' Groom and Starreveld did not attend the meeting.

2282. To receive Members' declarations of interest

The Mayor Cllr Sharman and Cllr Daymond declared an interest in item 2286 - Payment of Bills.

The Deputy Clerk Mr R A Davidson, whilst not a member and therefore not subject to the Councillors Code of Conduct, advised those present that application 18/01553/F had been submitted by a family relative.

2283. To approve the minutes of the meetings held on Tuesday 07th August (pages 6160 – 6165) and Wednesday 22nd August 2018 (pages 6172 – 6174)

Proposed – Cllr Daymond Seconded – The Mayor Cllr Sharman

'That the minutes of the meetings held on Tuesday 07th August (pages 6160 – 6165) and Wednesday 22nd August 2018 (pages 6172 – 6174) be approved and signed as a true and accurate record.'

All in favour

Public Participation

Both members of the public (representing Altius Property Developers) in attendance addressed the Committee in respect of land at Prince Henry Place (Appendix 1).

Following these representations, the Chairman resumed the meeting.

2284. To receive the Clerk's Report

In a verbal report the Deputy Clerk advised members of the following two matters:

- i) With the sad passing of Cllr M Ross; did councillors wish to commemorate her service with an item of street furniture?

The Chairman Cllr Fox directed the discussion reminding members that Marion had been very supportive of and had led the Sensory Garden and Community Orchard Projects. A picnic table set suitable for use by those with disabilities, had just been installed at the Community Orchard and there was a bench made from recycled materials in store awaiting installation. He suggested either of these would be most suitable to have a memorial plaque affixed.

It was agreed that Cllr Fox identifies a suitable location and suggested inscription for the item of furniture.

- ii) Footpath Modification Order

The Deputy Clerk advised the Modification Order for the footpath between Nightingale Walk and Rural Byway 17 has been signed off.

2285. To receive Councillors' Questions

Councillor Daymond:

Q. Will the Community Orchard ornate lamppost restoration work still be undertaken?

A. The work will not be undertaken this year due to financial restrictions but is identified to be carried out in 2019/2020.

2286. To approve the payment of bills of the Planning & Environment Committee

The Mayor Cllr Sharman and Cllr Daymond had both previously declared an interest in this item.

A list of bills had been circulated (Appendix 2)

Proposed – The Deputy Mayor Cllr Doyle

Seconded – Cllr Woodmin

‘That the bills be paid as per the attached schedule’

For 3

Abstention 2

2287. To receive Correspondence

The Chairman Cllr Fox brought members' attention to the Local Council Public Advisory Service (LCPAS) Planning Consultation Response Writing Course. It was considered to be important that the Council sends representatives, but Cllr Fox advised that the Vice Chairman Cllr Horne was on holiday and he himself did not intend to seek re-election next April.

The Deputy Clerk demonstrated an interest but pointed out the date clashed with the induction programme for new members of staff.

It was pointed out the training subject is usually repeated.

2288. To discuss applications received from the Borough Planning Department/Norfolk County Council

Applications Approved

Ref No	Location	Details	Expiry Date	Linked Apps
18/01498/F	Norfolk County Council Library The Priory Centre	Creation of external entrance including new accessible ramp and handrails	14/09/2018	

Members recommended approval commenting 'The Town Council welcomes these improvements creating better access for wider community use'.

Proposed – Cllr Fox

Seconded – The Mayor Cllr Sharman

‘That this application be recommended approval.’

All in favour

Ref No	Location	Details	Expiry Date	Linked Apps
18/01553/F	24 Civray Avenue	Extension to domestic garage	18/09/2018	

Members recommended approval.

Proposed – Cllr Daymond

Seconded – The Deputy Mayor Cllr Doyle

‘That this application be recommended approval.’

All in favour

2289. To note application decisions made by the Borough Planning Department/Norfolk County Council

Ref No:	Location	Details	TC Recommendation	BC/NCC Notice
16/00426/F	Land to the South of 17 Railway Road	Variation of condition 24 of planning permission 13/01164/FM to allow the link road to be constructed in advance of the occupation of the 62 nd open market dwelling		Application Withdrawn 22/08/2018 Committee Decision
18/01103/LB	Cannon House 57 High Street	Listed Building Application: alteration to interior space by extending floor space within roof space and adding a new staircase	A	Application Permitted 23/08/2018 Delegated Decision

2290. To note appeals made to the Secretary of State

Ref No	Applicant	Location	Details	Deadline Date
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None received.

2291. To note appeal decisions received from the Planning Inspectorate

Ref No	Applicant	Location	Details
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None received.

2292. To discuss applications to be considered at the forthcoming Planning Committee meeting

Ref No	Applicant	Location	Details	Meeting Date
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None received.

2293. To note applications considered at the previous Borough Council Planning Committee meeting

Ref No	Applicant	Location	Details	Meeting Date
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None received.

2294. To receive report from Downham In Bloom Sub Committee

The Chairman Cllr Daymond advised there would be a report presented at the next meeting, following the Anglia In Bloom Judging seminar.

2295. To consider BCKLWN Local Plan Review 2016 – 2036 and sites offered within Downham Market

The Deputy Clerk advised the BCKLWN Senior Planner in the Policy Planning Department Mr A Fradley was due to address the Town Council Neighbourhood Plan Advisory Committee and a briefing meeting had been diarised to get an update on the Review.

2296. To discuss NCC Highway & Community Ranger tasks

The Deputy Clerk advised that unfortunately none of the suggested tasks for the most recent visit had been undertaken.

Cllr Daymond advised of a broken manhole cover at the Bridge Street private roadway to Hill House.

2297. To receive report from Open Space Grass Cutting Working Party

There was no update.

2298. To prioritise and agree Inspection Report Recommendations

- i) To receive replacement Denver Hill Notice Board quotation

Cllr Fox presented to members a replacement notice board quotation in a variety of materials, Aluminium/Wood/Manmade. In discussion, members agreed to purchase the middle-priced option a 1200cm x 945cm noticeboard in Apogee (manmade material) from the Town Maintenance budget line.

Proposed – Cllr Fox

Seconded – Cllr Daymond

‘That a 1200cm X 945cm Apogee Notice Board be purchased from Greenbarnes at a cost of £915.97’

All in favour

In respect of the problems being encountered with additional litter and dog bins provision for the town; the Deputy Clerk advised that Borough Councillor C Sampson had kindly offered to become involved as the Chairman of the Borough Council Environment and Community Panel. Members agreed this sounded a positive move forward.

2299. To discuss Environmental matters

The Chairman Cllr Fox reported that following the recent adoption of the BCKLWN Tree Strategy he hoped that the Borough Council may gift replacement trees for those removed from the town centre car parks.

2300. To receive and consider Financial Report 2018/19 ‘actuals against budget’

The Deputy Clerk gave a commentary of Month 5 accounts (Appendix 3).

In conclusion, the Chairman thanked everyone for attending and closed the meeting at 8:35pm.

Chairman

Dated