

**DOWNHAM MARKET PLANNING AND ENVIRONMENTAL COMMITTEE**  
**MINUTES OF MEETING HELD TUESDAY 04<sup>th</sup> JUNE 2019 AT 7.00PM**

Present:	The Deputy Mayor	Cllr J Groom
	Chairman	Cllr F E Daymond
	Councillors	E Hendry
		R A C Hepworth
	Deputy Town Clerk	Mr R A Davidson

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.

In the absence of a Chairman and with the agreement of all members present, the Deputy Mayor Cllr Groom chaired the meeting until item 2443 – to elect the Chair of the Planning & Environmental Committee.

**2441. To receive Members' apologies for absence**

Apologies were received from the Mayor Cllr Hayes (working), and Cllrs' R Horne (holiday), D Lawson (working) and B Molyneux Hetherington (unwell). The apologies were accepted.

**2442. To receive Members' declarations of interest**

There were no such declarations.

**2443. To elect the Chair of the Planning & Environmental Committee**

**Proposed – Cllr Hendry**

**Seconded – Cllr Hepworth**

**'That Cllr F E Daymond be the Chairman of the Planning & Environmental Standing Committee'**

**All in favour**

There being no other nominations Cllr Daymond was duly elected.

Cllr Daymond assumed the chairmanship of the meeting.

**2444. To elect the Vice Chair of the Planning & Environmental Committee**

**Proposed – Cllr Hendry**

**Seconded – The Deputy Mayor Cllr Groom**

**'That Cllr R Horne be the Vice Chairman of the Planning & Environmental Standing Committee'**

**All in favour**

There being no other nominations Cllr Horne was duly elected.

**2445. To approve the minutes of the meetings held on Tuesday 02<sup>nd</sup> April (pages 6408 – 6411), Wednesday 17<sup>th</sup> April (pages 6426 – 6430) and Thursday 23<sup>rd</sup> May 2019**

**Proposed – The Deputy Mayor Cllr Groom      Seconded – Cllr Daymond**

**‘That the minutes of the meetings held on Tuesday 02<sup>nd</sup> April (pages 6408 – 6411), Wednesday 17<sup>th</sup> April (pages 6426 – 6430) and Thursday 23<sup>rd</sup> May 2019 be approved and signed as a true and accurate record.’**

**All in favour**

**Public Participation**

There were no members of the public in attendance; accordingly, the Chairman moved on to the next item.

**2446. To receive the Clerk’s Report**

There was no such report.

**2447. To receive Councillors’ Questions**

There were no such questions.

Members requested that an update on actions from Councillor Surgeries enquiries relating to this committee become an agenda item for full Planning meetings.

**2448. To approve the payment of bills of the Planning & Environment Committee**

A list of bills had been circulated (Appendix 1)

**Proposed – The Deputy Mayor Cllr Groom      Seconded – Cllr Hendry**

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

**All in favour**

**2449. To receive Correspondence**

There was no such correspondence.

**2450. To rescind and where required, reform the Sub Committees of the Planning & Environmental Committee**

**Proposed – The Deputy Mayor Cllr Groom      Seconded – Cllr Hendry**

**‘The Downham In Bloom Sub Committee of the Planning & Environmental Committee be rescinded and be immediately reformed with the existing membership; noting the Downham In Bloom Sub Committee membership is reviewed annually, usually in September’**

**All in favour**

**2451. To rescind and where required, reform the Working Parties of the Planning & Environmental Committee**

**Proposed – Cllr Daymond**

**Seconded – The Deputy Mayor Cllr Groom**

**‘The Open Spaces Grass Cutting Working Party of the Planning & Environmental Committee be rescinded’**

**All in favour**

**Proposed – The Deputy Mayor Cllr Groom**

**Seconded – Cllr Daymond**

**‘The Town Maintenance Contract Working Party of the Planning & Environmental Committee be rescinded and be reviewed as necessary in July 2019’**

**All in favour**

**2452. To discuss applications received from the Borough Planning Department/Norfolk County Council**

Ref No	Location	Details	Expiry Date	Linked Apps

None received

**2453. To note application decisions made by the Borough Planning Department/Norfolk County Council**

Ref No	Location	Details	TC Recommendation	BC/NCC Notice
19/00642/LDP	15 Bay Walk	Rear single storey extension	Not consulted	Would be Lawful 16.05.2019 Delegated Decision

**2454. To note appeals made to the Secretary of State**

Ref No	Applicant	Location	Details	Deadline Date
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None received.

**2455. To note appeal decisions received from the Planning Inspectorate**

Ref No	Applicant	Location	Details
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None received.

**2456. 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.

**2457. 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.

**2458. To receive report from Downham In Bloom Sub Committee**

The Chairman of Downham In Bloom Cllr Daymond led members through the most recent set of minutes (Appendix 2) and advised preparations were continuing apace.

**2459. To discuss Platform One Café & Takeaway Premises Licence**

Members were advised an application had been made for a new premises licence in respect of Platform One Café & Takeaway at the Railway Station and, whilst the Town Council are not a statutory consultee, the Borough Council do make all parishes aware of such applications.

Members noted the application was for the supply of alcohol both on and off the premises between the hours of 07:00 – 17:00 seven days per week. Members considered this was a reinstatement of a past facility and welcomed the enhancement of services provided at the station.

**2460. To discuss Environment matters**

The Deputy Mayor Cllr Groom raised three topics for discussion.

i) The protection of wildlife and their habitats, trees and hedgerows in relation to the land east and south of Denver Hill development.

It was agreed Cllr Hendry and her would attend the offices the following day to familiarise themselves with the associated planning conditions.

ii) Promotion of the Howdale

The Deputy Mayor commented she had noticed, following the Carnival day festivities, that many people had seemed unaware of the Howdale open green space area.

The Deputy Mayor undertook to raise the topic of the Borough Council installing brown fingerpost signage with Old Town Ward Borough Councillor Patel.

iii) Cycle paths

It was commented this work is currently within the remit of the Network Improvement Strategy working party.

**2461. To receive and consider Financial Report 2018/19 ‘actuals against budget’**

There was no available financial report for this meeting.

The Chairman thanked everyone for attending and closed the meeting at 8:05pm.

**Chairman**

**Dated**