Downham Market Town Council Property Committee Meeting Thursday 14 December 2023 at 6pm

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

Evacuation procedures were advised. Members were reminded to switch off mobile phones.

	Present
	Committee Chair – Cllr Jordan
	Committee Members - Cllrs Doyle, Lane, Leach, Pyatt & Sharman (6)
	Non Committee Members – Cllr Julie Pyatt (Until item 5)
	Town Clerk – Ms C Dornan
	There were no members of the public present.
1	To receive Members' Apologies for Absence
	Apologies were received from Cllr Lewis due to work commitments.
	The Committee voiced their disappointment that some Councillors did not give their apologies and were not present.
2	To receive Members' Declarations of Interest
	Cllr Charlie Pyatt declared an interest in agenda item 5.
3	Public Participation – 15 minutes allowed
	The Town Clerk read an email from a resident raising concerns about charging for car park.
	The Town Clerk advised that she would respond stating that no decisions had been made and the car parks were being reviewed by the Car Park Working Party.
4	To approve the minutes of the meeting held on 23 November 2023
	Proposed – Clir Jordan Seconded –Clir Doyle
	It was resolved:

	'That the minutes of the meeting held on 23 November 2023 be approved as a true record.'
	All In Favour
5	To co-opt Cllr Julie Pyatt to the Committee following Committee resignation of <u>Cllr Tawfick</u>
	Cllr Charlie Pyatt left the room due to his declaration of interest.
	Proposed – Clir Doyle Seconded –Clir Lane
	It was resolved:
	'That the Committee co-opt Cllr Julie Pyatt onto the Property Committee.'
	All In Favour
	Cllr Charlie Pyatt re-joined the meeting.
6	To receive update from Royal British Legion regarding Poppy Shop and plans for 2024
	The Town Clerk advised that the Downham Market branch of the Royal British Legion had raised in excess of £28,000 across their projects in Downham Market.
	The Town Council had been thanked for their support and had received a request for the same support via free use of the Clock Room in 2024.
	Cllrs Doyle & Pyatt declared an interest and stated that they would not vote.
	Proposed – Clir Leach Seconded –Clir Lane
	It was resolved:
	'That the Property Committee authorise the free use of the Clock Room .'
	5 In Favour
7	To note withdrawal from On-Street Residential Chargepoint Scheme Application following withdrawal from scheme by BP Pulse after submission of full funding application
	The Town Clerk advised that the grant provider had queried why the Council had selected 7 years with BP Pulse and not a longer period. The Town Clerk had then contacted BP Pulse to query whether there was another option. The reply received stated that BP Pulse had made a corporate decision not to continue with the application as it would not start before 31 December 2023. This reply was a huge disappoint.

8	To review the December 2023 Property Inspection and agree any actions
	Members discussed the Property Inspection and requested that the Town Clerk obtain quotes to patch Paradise Car Park and to quote for tarmacking the new road at the Jubilee Community Centre.
9	To receive update on the Memorial Footpath upgrade
	The Town Clerk advised that the work on the Memorial Footpath had been completed and signed off.
10	To receive an update on 6 Market Place renovation work
	Members were advised that the project was now in phase 3 and was on schedule for completion by end of February 2024.
	Members reminded the Town Clerk that prior to handover, the Council would require a full electrical sign-off along with drawings and an updated fire plan.
11	To discuss the Jubilee Community Centre site and agree plans for 2024 including AdultGym Location (2024/2025 expenditure plans subject to budget approval by FullCouncil)
	Members discussed the location of the Adult Gym following the success of the CIL Grant application. It was decided to place the equipment under the CCTV cameras so it receives full protection.
	Members received quotes from 3 firms to complete work on the Jubilee Community Centre including New Windows 2000 Ltd, Dawson Windows and S Ryan.
	Proposed – Cllr Pyatt Seconded –Cllr Leach
	It was resolved:
	'That the Property Committee accept the quote from New Windows 2000 Ltd at a cost of £6,627 + VAT to complete the PVC fascia & soffit & guttering work, single fire escape door and window combination in white uPVC and single entrance door and window combination including letter box and over head soft closer.'
	All In Favour
	Members questioned why the Council do not charge a rent for the toilets and club house plus facilities provided to Downham Market Football Club.
	Proposed – Cllr Jordan Seconded –Cllr Leach
	It was resolved:

	'That Downham Market Football Club be given notice that they will be charged a Peppercorn rent to site their Club House for 2024/2025 at a rent of £500 per annum to include water and sewage costs. Payment to be made by 30 June 2024.'
	All In Favour
	Members asked that the Town Clerk request that the Football goals be stored where the current containers are and not left on the field when not in use from 01 April 2024.
12	To discuss the Community Orchard plans (subject to Full Council agreement on 12/12/23) and agree actions
	Full Cull Council at their meeting on 12 December 2023 directed the Town Clerk to review the costs of fencing on the site and ascertain if any work requires Field In Trust approval.
	This work was being undertaken by the Town Clerk.
	No further discussion took place.
13	To discuss the 2024/2025 Town Hall hire charges and agree actions
	Proposed – Clir Sharman Seconded –Clir Lane
	It was resolved:
	'That the Council retain the current Town Hall hire rates for the financial year of 2024/2025 except in the following cases:
	Borough Council of King's Lynn & West Norfolk can hire the Clock Room at £10 per hour for block bookings.
	Norfolk County Council can hire the Clock Room at £10 per hour for block bookings.
	Melody Allsorts Downham (MAD) can hire the Grand Hall at a 30% discount.
	Menopause Café can have free hire of the Clock Room or Assembly Room 6 times a year for community information sessions.
	Downham Market Twinning Club to have free hire of the Clock Room or Assembly Room 6 times a year to facilitate committee meetings.
	Downham Market Festival Committee to have free hire of the Clock Room or Assembly Room 6 times a year to facilitate committee meetings.'
	All In Favour

14	Confidential Items To consider a resolution (under the Public Bodies Admission to
	Meetings Act 1960) to exclude members of the public and press
	Proposed – Cllr Jordan Seconded –Cllr Leach
	It was resolved:
	'That members of the press and public be excluded whilst information pertaining to a commercially sensitive corporate contract is discussed.'
	All In Favour
	The meeting went into confidentiality.
	Members discussed the opportunity to have a 6 month fixed term hire of the Clock Room.
	The meeting came out of confidentiality.
15	To agree any actions required following discussions within confidentiality
	Proposed – Cllr Sharman Seconded –Cllr Doyle
	It was resolved:
	'That a contract be drawn up to hire the Clock Room from 01 February 2024 – 31 July 2024 at a rate of £500 per week plus VAT, subject to the Council's insurer approving the activity.'
	All In Favour
19	To agree the date of next meeting – Currently scheduled for 25 January 2024
	The next meeting was agreed as Thursday 25 January 2024 at 6pm.
	Meeting closed: 7:47pm
	SIGNED
	DATE