

**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.

	<p><b>Present</b></p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle, Lane, Leach, Pyatt &amp; Sharman (6)</p> <p>Non Committee Members – Cllr Julie Pyatt (Until item 5)</p> <p>Town Clerk – Ms C Dornan</p> <p>There were no members of the public present.</p>
1	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>Apologies were received from Cllr Lewis due to work commitments.</p> <p>The Committee voiced their disappointment that some Councillors did not give their apologies and were not present.</p>
2	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>Cllr Charlie Pyatt declared an interest in agenda item 5.</p>
3	<p><b><u>Public Participation – 15 minutes allowed</u></b></p> <p>The Town Clerk read an email from a resident raising concerns about charging for car park.</p> <p>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.</p>
4	<p><b><u>To approve the minutes of the meeting held on 23 November 2023</u></b></p> <p><b>Proposed – Cllr Jordan                      Seconded –Cllr Doyle</b></p> <p>It was resolved:</p>

	<p><b>‘That the minutes of the meeting held on 23 November 2023 be approved as a true record.’</b></p> <p><b>All In Favour</b></p>
5	<p><b><u>To co-opt Cllr Julie Pyatt to the Committee following Committee resignation of Cllr Tawfick</u></b></p> <p><b>Cllr Charlie Pyatt left the room due to his declaration of interest.</b></p> <p><b>Proposed – Cllr Doyle                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Committee co-opt Cllr Julie Pyatt onto the Property Committee.’</b></p> <p><b>All In Favour</b></p> <p><b>Cllr Charlie Pyatt re-joined the meeting.</b></p>
6	<p><b><u>To receive update from Royal British Legion regarding Poppy Shop and plans for 2024</u></b></p> <p>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.</p> <p>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.</p> <p>Cllrs Doyle &amp; Pyatt declared an interest and stated that they would not vote.</p> <p><b>Proposed – Cllr Leach                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Property Committee authorise the free use of the Clock Room .’</b></p> <p><b>5 In Favour</b></p>
7	<p><b><u>To note withdrawal from On-Street Residential Chargepoint Scheme Application following withdrawal from scheme by BP Pulse after submission of full funding application</u></b></p> <p>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 disappointment.</p>



	<p><b>‘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.’</b></p> <p><b>All In Favour</b></p> <p>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.</p>
12	<p><b><u>To discuss the Community Orchard plans (subject to Full Council agreement on 12/12/23) and agree actions</u></b></p> <p>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.</p> <p>This work was being undertaken by the Town Clerk.</p> <p>No further discussion took place.</p>
13	<p><b><u>To discuss the 2024/2025 Town Hall hire charges and agree actions</u></b></p> <p><b>Proposed – Cllr Sharman                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Council retain the current Town Hall hire rates for the financial year of 2024/2025 except in the following cases:</b></p> <p><b>Borough Council of King’s Lynn &amp; West Norfolk can hire the Clock Room at £10 per hour for block bookings.</b></p> <p><b>Norfolk County Council can hire the Clock Room at £10 per hour for block bookings.</b></p> <p><b>Melody Allsorts Downham (MAD) can hire the Grand Hall at a 30% discount.</b></p> <p><b>Menopause Café can have free hire of the Clock Room or Assembly Room 6 times a year for community information sessions.</b></p> <p><b>Downham Market Twinning Club to have free hire of the Clock Room or Assembly Room 6 times a year to facilitate committee meetings.</b></p> <p><b>Downham Market Festival Committee to have free hire of the Clock Room or Assembly Room 6 times a year to facilitate committee meetings.’</b></p> <p><b>All In Favour</b></p>

