

I give notice of a meeting and summon members to attend a meeting of the **Property Committee on Wednesday 18 March 2026 at 5.30pm** in the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are welcome to attend this meeting.

Claire Dornan

Town Clerk

12 March 2026

Agenda

- 1. To note Apologies for Absence**
- 2. To consider co-option to committee vacancy.**
- 3. To receive declarations of interest and consider requests for Dispensations.**
- 4. To approve the minutes of the meeting held on 18 February 2026.**
- 5. Public Participation**
- 6. To consider and agree action boundary at the JCC including removing dead trees, stumps and old fencing.**
- 7. To consider and agree actions on the following for the Town Hall:**
 - 7.1 To consider alternatives to the bollard flaps on Town Hall car park.
 - 7.2 To consider the condition of one of the exits to the Town Hall.
 - 7.3 To consider purchase of replacement tables for the Town Hall.
 - 7.4 To agree satisfactory installation of the fire exit door.
 - 7.5 To discuss the contractor's proposal for investigation of water ingress.
 - 7.6 To agree the works to repair two areas of guttering.
 - 7.7 To discuss the Aco drain cover.
 - 7.8 To discuss repairs to the Town Square steps.
 - 7.9 To consider the installation of a wooden cabin near the Market Square.
- 8. To consider and agree actions on the following for the Jubilee Community Centre:**
 - 8.1 To infill the sunken area on the gravelled car park.
 - 8.2 To agree the plan for the fencing at Rouses Lane end next to the gravel car park.
 - 8.3 Costings for installation of speed ramps with the flow plates.
 - 8.4 Consider the services of design and commissioning support for the proposed new skatepark.
- 9. To consider and agree a draft Tender Document for car park surfacing Hollies 2 car park and Paradise Rd car park, consider white lining requirements and agree actions.**

- 10. To discuss and agree actions to address maintenance issues at the Boxing Hut.**
- 11. To update on Lamp 51 and agree actions.**
- 12. To discuss the new Mayor's Board and agree actions**
- 13. To confirm the date of next meeting – 15 April 2026**