

I give notice of a meeting and summon members to attend a meeting of the **Property Committee on Wednesday 24 June 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

18 June 2026

Agenda

- 1. To note Apologies for Absence**
- 2. To receive declarations of interest and consider requests for Dispensations.**
- 3. To approve the minutes of the meeting held on 3 June 2026.**
- 4. Public Participation**
- 5. To update on property inspections and agree any actions.**
- 6. To consider and agree actions on the following for the Town Hall:**
 - 6.1 Aco drain replacement and step realignment
 - 6.2 Bollard flaps and sockets at the entrance/exits to Market Square
 - 6.3 To update – Town Hall windows
 - 6.4 Replacement guttering Town Square side of Town Hall.
 - 6.5 Pointing and repairs to front of Town Hall – update
 - 6.6 Tie-backs for the new curtains
- 7. To consider and agree actions on the following for the Jubilee Community Centre:**
 - 7.1 Update on proposed new skatepark – ground survey and agree next steps.
 - 7.2 To update on flow plates/speed humps installation/signs/fencing/path
 - 7.3 Adult Gym inspections going forward
 - 7.4 To discuss and agree actions – car park bollards
- 8. To update on Car Park Resurfacing tender process and agree actions for recommendation to Full Council.**
- 9. To consider a request for sponsorship of town planters and agree actions.**
- 10. To approve the Heads of Terms for the Discover Downham lease.**
- 11. To discuss the Market Square public toilets and agree actions.**

- 12. To update on potential improvements to access to the Hollies Bus Stop and agree actions.**
- 13. To discuss Building Regulations sign-off for No 6 Market Place and agree actions.**
- 14. To discuss and agree a way forward to producing a business/maintenance/budget plan for this committee.**
- 15. To consider street lighting ownership and agree actions.**
- 16. To confirm the date of next meeting – 5.30pm 22 July 2026**