

I give notice of a meeting and summon members to attend a meeting of the Property Committee on Thursday 22 October 2026 at 5.30pm in Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW.

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date – 16 October 2026

Agenda

1. Apologies for Absence

2. Declarations of Interest and Requests for Dispensations

3. Minutes

To approve the minutes of the meeting held on 23 September 2026.

4. Public Participation

5. Co-option

To consider the Co-option of Cllr Webb to join the Property Committee.

6. Town Hall and Town Square / Town Hall Car Park Works

Town Square

a. To receive an update on the ACO drain, realignment of the steps and access cover. and agree any further actions.

b. To receive an update on the Town Clock and agree any further actions.

c. To receive an update on the Town Square lighting and agree any further actions.

Town Hall Car Park and Town Square

d. To receive an update on the installation of the replacement of bollard flaps and sockets and agree any further actions.

Town Hall

e. To receive an update on the planning permission for the replacement of the Town Hall windows and agree any further actions.

f. To receive an update on the plastering of the Clock Room and agree any further actions.

g. To receive quote for Town Hall Kitchen Fire Exit replacement and agree any further actions.

h. To receive an update on the installation of the Grand Hall fire exit panic bars.

i. To receive quote for Grand Hall drape bar replacement.

7. Jubilee Community Centre

a. To receive an update on the installation of pedestrian crossings, flow plates, speed humps, signage and fencing and consider outstanding related works such as footpath past flow plates.

b. To receive an update on the installation of hardstanding under the bin store.

c. To receive an update on the replacement of benches near the old Skate Park location.

d. To receive an update on the Skate Park procurement process

- e. To consider replacing the chain link fence with post and rail.
- f. To consider the drawings from the architect and the recommendations from the Full Council.
- g. To receive an update on the John Doyle Memorial Boat and Picnic Bench and any further actions required.
- h. To receive the outcome of the building survey and agree any required actions.
- i. To receive an update on the hook to be placed on the front door to the building to ease unloading and access for hirers.
- j. To receive an update on the removal of the basketball hoops.
- k. To consider the removal of the gate to the land at the Jubilee Community Centre, to restrict overnight parking on the car park and agree any actions.

8. Property and Infrastructure

- a. To receive an update on the Building Regulations sign-off for No. 6 Market Place and consider any further action.
- b. To receive an update on the Insurance claim for replacement of the Paradise Road Barrier and agree any required actions.
- c. To consider a review of street bin provision, the possible lobbying of BCKLWN and agree any further actions.

9. Leases, Licences and Agreements

- a. To receive an update on the progress of the Howdale PAX lease.
- b. To receive an update on the progress of the Discover Downham lease.
- c. To receive an update on the licence with The Pantry.
- f. To receive an update on the progress of the negotiations relating to the renewal of the Turning Circle lease.

10. Financial Matters

- a. To receive the budget monitoring report and consider any matters arising.

11. Meetings

- a. To agree the date of the next Property Committee meeting. 28 October 2026

END