

**Downham Market Town Council
Property Committee Meeting
Thursday 25 January 2024 at 6pm**

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

Evacuation procedures were advised.

	<p>Present</p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle, Lane, Leach, Lewis, J Pyatt</p> <p>Deput Clerk – Tina Griffin</p> <p>There were no members of the public present.</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from Cllr Pyatt and Cllr Sharman.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p>
3	<p><u>Public Participation – 15 minutes allowed</u></p> <p>There were no members of the public present.</p>
4	<p><u>To approve the minutes of the meeting held on 14 December 2023</u></p> <p>The minutes of the meeting of the meeting held on 14 December 2023 were not available and this item was held over to the next meeting.</p>
5	<p><u>To review the January 2024 Property Inspections and agree any actions</u></p> <p>In the absence of the Clerk, the Chair reported he had carried out the Property inspection and this was discussed as follows:</p> <ul style="list-style-type: none"> • Car Parks – all seem to be ok, monitoring of the lining is ongoing. • JCC kerbing – see item 6

- **Incident at Market Square** car park on 24th January has resulted in the loss of one of the metal bollards between the car park and the Iceland car park behind. To be assessed and replaced as necessary.
- **Staff toilet at Council offices** – this has been blocked for some time. It is now clear but there appears to be an issue with what is assumed to be a joint between old and new underground piping. A camera survey was discussed and dismissed.

Proposed Cllr Jordan **Seconded** Cllr Lewis **All in favour**
‘That quotes be obtained to dig down to the joint, investigate and repair as necessary.’

- **JCC** – the doors are ok. Deputy Clerk will speak to electrician about the light sensors in the bathroom area.
- **Town Hall/JCC/TCO** – the Maintenance staff are in need of a basic toolkit. The Deputy Clerk assured members that these would be kept in a locked room and audited by the Maintenance staff to ensure things do not go missing.
Proposed Cllr Lane **Seconded** Cllr Doyle **All in favour**
‘That a 40 piece (or similar) toolkit be purchased at approx. £60.’

A Cllr offered a donation of up to £60 towards the purchase, and he was thanked by the Chair on behalf of the committee.

Proposed Cllr Jordan **Seconded** Cllr Lane **All in favour**
‘That a drill and impact driver be purchased up to the value of £120.’

- **Access at the Town Hall** - The Deputy Clerk outlined the problems at the Town Hall with regards unauthorised entry during hirings and meetings. Cllrs discussed the events on the night of the Full Council meeting, the need to protect the staff on duty, the hirers and the building. They agreed what happened is an escalation of previous issues.

Proposed Cllr Lewis **Seconded** Cllr J Pyatt **All in favour**
‘That quotes be obtained for the installation of a door system which would prevent unauthorised people from entering the building, whilst enabling those inside to exit as required, for consideration at the next meeting’

- **Town Hall bollards** – Deputy Clerk to liaise with Maintenance staff to ensure these are locked at all times to prevent unauthorised removal.
- **Market sign** – the Deputy Clerk reported some adverse comments received recently which suggested that we could better notify the public about the closing times for market car park eg ‘car park closes at 6pm Thursdays to 5pm Saturdays for the weekly market’. There followed a discussion of the pro and cons.

	Proposed Cllr Jordan	Seconded Cllr J Pyatt	All in favour
	'That costings be obtained for a permanent market sign'		
6	<p>To discuss roadway at Jubilee Community Centre</p> <p>The Chair reported that he and the Clerk had met with the contractor to discuss some issues remaining with the kerbs and surface of the roadway. These issues now appear to have been resolved, subject to final inspection. The grading of the stone surface and the reseeding of the top soil along the edge are still to be carried out when weather permits.</p> <p>A quote has been obtained to carry out additional work to provide a base course and a tarmac surface. It was agreed to try and obtain alternative quotes for consideration at the next meeting, to enable a decision about which further work is achievable within the remaining budget.</p>		
7	<p>To receive an update on Annual Defibrillator checks</p> <p>It was reported that the regular checks are being done, and there is one out of order awaiting a new battery following its use and subsequent return.</p> <p>It was agreed to carry this item forward to the next meeting.</p> <p>Cllr Lewis suggested a defib check list which could be used by the maintenance staff to support their regular checks.</p>		
8	<p>To discuss request to maintain a private defibrillator</p> <p>The Chair read out a letter he had received from a local resident in Park Lane. He has a defibrillator attached to his garden wall but is now unable to maintain it due to health reasons. He has offered to donate it to the Council, but to continue to fund its maintenance ie replacement pads/battery etc. He has suggested an agreement is drawn up to ensure both parties are happy with the arrangement both now and in the future. It was noted that the defibrillator is not currently registered.</p> <p>Cllrs discussed the request and the potential future costs to the Council, if/when the resident is no longer in a position to continue funding.</p> <p>Proposed Cllr Doyle Seconded Cllr Lewis All in favour 'That the private defibrillator in Park Lane be adopted by the Council, with maintenance and replacement costs being met by the resident. The costs (if any) of an agreement being drawn up to formalise the arrangement be obtained for discussion at the next meeting.'</p>		

9	<p>To receive an update on 6 Market Place renovation work</p> <p>It was reported that this is progressing well, with the rear window and light tunnels having been installed in the last week.</p> <p>The kitchen and toilet areas are under construction, and the replacement windows are due to arrive next week.</p> <p>The design of the front door remains to be finalised.</p>
10	<p>To discuss allotment land</p> <p>Cllrs discussed further ideas to be investigated in the search for new allotment land. These are:</p> <ul style="list-style-type: none"> • Land belonging to Ryston Estates, which backs on to the Stonecross Memorial • Environment Agency land between the two rivers to the right of the A1122. <p>Cllrs asked that enquiries be made with the landowners and reported to the next meeting.</p>
11	<p>To discuss pop up shed request</p> <p>The costs of purchase, maintenance, location and storage of pop-up shed-style stalls were discussed. It was also noted that expenditure on this idea had not been budgeted for.</p> <p>Proposed Cllr Lewis Seconded Cllr J Pyatt All in favour ‘That the pop up shed request not be taken forward at this time.’</p>
12	<p>To discuss marketing the Town Council Offices, 15 Paradise Road</p> <p>The Chair reminded members of the rental value of the building previously quoted. A preference to rent out the whole building rather than offer the rooms separately was expressed, however there was a suggestion from some members that it might be better to dispose of the building rather than expend money renting it out and incurring the on going maintenance costs.</p> <p>Proposed Cllr Jordan Seconded Cllr Leach All in favour ‘That up to date terms be finalised before offering the building as a whole for rental. First advert to be via social media to assess initial interest, and if this does not attract enquiries to consider placing with an estate agent. That an estimate of potential costs from local estate agents for the valuation, marketing and sale of the property be obtained by way of comparison. Valuation to be obtained if cost free. Item to be revisited at the next meeting.’</p>

13	<p>To discuss the Window Cleaner contract and agree any actions</p> <p>Two contractors had supplied costings and these were compared and discussed.</p> <p>Proposed Cllr Jordan Seconded Cllr Doyle All in favour ‘That the window cleaning contract be awarded to Tony Penny who offers some savings over the existing arrangements.’</p>
14	<p>To agree the date of next meeting – Currently scheduled for 29 February 2024</p> <p>The next meeting was agreed as 29 February 2024 at 6pm in the Town Hall (venue subject to confirmation).</p>
	Meeting closed: 8pm
	SIGNED
	DATE