Downham Market Town Council Property Committee Meeting Thursday 19 October 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.

	Present
	Committee Chair – Cllr Jordan
	Committee Members - Cllrs Doyle (Agenda Item 3.2), Lane, Leach, Lewis, B Moyses, S Moyses, Pyatt & Sharman (9)
	Non-Committee Members – Cllrs Hobbs & Wiles (2)
	Town Clerk – Ms C Dornan
	There was 2 member of the public present both representing Melody Allsorts of Downham (MAD)
NB	The meeting started 10 minutes later than planned to allow Cllr Doyle to join the meeting. However, Cllr Doyle was further delayed and so the meeting started at 6:10pm
1	To receive Members' Apologies for Absence
	There were no apologies received.
2	To receive Members' Declarations of Interest
	Cllr Jordan declared an interest in Agenda Item 6, 7, 9 & 11. Cllr Jordan asked and was given a dispensation by the Committee to remain in the room but was prevented from voting on any of these items.
3.1	Public Participation – 15 minutes allowed
	Email request received from hirer for exclusivity over comedy and bingo events at the Town Hall. Town Clerk suggested this request is declined as it sets a precedence and means that local community groups are limited on what they can hire the Town Hall for. This was agreed as a proper response to the request.
	Members advised that due to anticipated weather conditions tomorrow, that the market will be moved inside the Town Hall to overcome Health & Safety concerns surrounding gazebos. This was acknowledged.

3.2 To consider request from Melody Allsorts of Downham regarding reduced rent

Melody Allsorts of Downham (MAD) had requested a reduction in hire charges for bookings of 4 or more consecutive days. Members of MAD had attended the meeting to answer any questions.

Questions were raised with regards to MAD finances as the presented bank statement did not appear to have sufficient funds to support hire of the Town Hall. It was confirmed that £600 had been raised in a recent bingo and future fundraising events were scheduled at the Town Hall including a Halloween Disco, Bingo in November and a Christmas Show.

MAD representative advised if the Council would match the hire rate of the Methodist Church (£7 per hour), that MAD would transfer all their bookings to the Town Hall. Cllr Leach suggested that a wider discussion take place on Town Hall hire rates before any agreement regarding hourly rates was agreed for weekly bookings.

Members enquired whether MAD were a registered charity. It was confirmed that MAD were not a charity. They are a community group.

Cllr Jordan asked for confirmation that MAD held a chaperone licence. This was confirmed.

Cllr Jordan asked why the group were set-up in June 2023 but were only insured from September 2023. The reason for this was unknown by the representatives.

Cllr Doyle arrived.

Proposed – Cllr S Moyses Seconded – Cllr Sharman

'That MAD be provided with a 50% hire reduction for hire of 4 consecutive days or more.'

4 In Favour

5 Against - Cllrs Jordan Lane, Leach, Lewis & Pyatt

This resolution failed.

Proposed – Cllr Pyatt Seconded – Cllr Leach

It was resolved:

'That MAD be provided with a 30% hire reduction for hire of 4 consecutive days or more.'

8 In Favour 1 Against – Cllr Lane

3.3 To consider request from Downham Festival Committee for Festival Week 2024

Proposed – Cllr Lane Seconded – Cllr Lewis

It was resolved:

'That Downham Market Festival Committee be provided with free use of the Town Hall between 26 May 2024 – 01 June 2024 to support Festival Week.'

All In Favour

4 To approve the minutes of the meeting held on 21 September 2023

Proposed – Cllr Lane Seconded – Cllr B Moyses

It was resolved:

'That the minutes of the meeting held on 21 September 2023 be approved as a true record.'

All In Favour

5 To review the Property Inspections from 11 October 2023 & 13 October 2023 and agree any actions

The Property Inspection from 11 October & 13 October 2023 was discussed.

It was agreed to paint the flaps in the Town Hall Car Park yellow so that they are visible on market days to those walking around the area.

Cllrs Doyle, Leach and Sharman agreed to work together to resit the paving on the Town Square.

The cable damage at the Jubilee Community Centre (JCC) site by the roadway contractors would be discussed with Downham Market Football Club at the meeting on 02 November 2023 to ascertain if electrical drawings were held for the floodlights.

The potholes in the entrance roadway to the JCC were discussed. A quote of £8,264+ VAT (Neville Godfrey Ltd) was provided to the Committee for just the entrance way. £11,205 + VAT to renew the area including the speed humps. £19,469 + VAT to renew the whole roadway. A quote was outstanding from JER Construction & Groundworks Ltd. A third quote had been sought but no reply to the request had been received. Members did not want to proceed with this work and asked for suggestions.

The Town Clerk suggested that the Council ask the contractor completing the works for the Scouts to complete a temporary repair with any leftover hot tarmacadam.

Proposed – Cllr Jordan

Seconded -Cllr Sharman

It was resolved:

'That a budget of £200 + VAT be provided to the Town Clerk to complete a temporary fill to the two main potholes on the entrance roadway from the Car Park budget.'

All In Favour

The Town Clerk advised that the microphones at the Town Hall had failed and replacements were required. Members did not want to purchase new microphones and asked for the Town Clerk to look into a rental package with the preferred supplier of sound equipment.

To receive an update from the Jubilee Community Centre working party and agree any actions

The working party suggested that now the nesting season was over that the hedges be flailed on the Jubilee Community Centre site to enable rubbish clearance and increase the size of the site. Quotes had been sought but only one company had a tractor which would not damage the surface of the site. The quote was £400 + VAT per day.

Proposed – Cllr Doyle

Seconded -Cllr Lewis

It was resolved:

'That the Town Clerk be provided with a budget of £1,600 + VAT to arrange the flailing of hedges on the Jubilee Community Centre site.'

8 In Favour

Cllr Jordan did not vote as he had declared an interest.

The working party discussed quotes relating to the building such as replacement of doors and windows however further quotes were required before a vote could take place. Also, the dilapidation funds from the Howdale Community Association had not been received by the Council so works were unfunded.

7 To discuss parking at the Jubilee Community Centre site and agree actions

The Town Clerk advised that Downham Market Football Club continued to block all the spaces in front of the Jubilee Community Centre preventing hirers ability to park. Members wished to discuss this with the Football Club at their meeting on 02 November 2023.

Members discussed vehicles parking at the end of the new roadway.

Proposed – Cllr Lewis

Seconded -Cllr Leach

It was resolved:

'That the roadway be completed at a cost of £11,970 + VAT to be taken from the Community Infrastructure Levy Account, as approved by Full Council.'

8 In Favour

Cllr Jordan did not vote as he had declared an interest.

A quote will be required for fencing and the alligator to prevent unauthorised access.

8 To discuss the containers on the Jubilee Community Centre site and agree actions

The Town Clerk confirmed that the Downham Amateur Dramatics Society container had been given notice to remove at the beginning of the financial year as it was not approved by Fields In Trust.

Proposed – Cllr Lane

Seconded –Cllr Pyatt

It was resolved:

'That at the meeting with Downham Market Football Club on 02 November 2023 written notice be given to the Secretary and Chair of Downham Market Football Club to remove the two containers belonging to Downham Market Football Club from the Jubilee Community Centre site by 31 March 2024.'

All In Favour

9 To discuss concrete ramp at the rear of the Town Hall and agree actions

Proposed – Cllr Pyatt

Seconded -Cllr Lane

It was resolved:

'To accept that quote from D A Jordan Groundworks to amend the concrete ramp at the rear of the Town Hall at a cost of £875 + VAT. Although unbudgeted / overspend on the Town Hall repair budget, it was considered a Health & Safety risk and had been raised by the Maintenance Team and the Town Clerk as high risk.'

8 In Favour

Cllr Jordan did not vote as he had declared an interest.

10 To receive an update from BCKLWN on Community Orchard and agree actions The Town Clerk confirmed that there had been no update from the Borough Council. 11 To receive quote to rectify damage to bike rack at Paradise Road Car Park Cllr Jordan offered to rectify the damage free of charge. Proposed – Cllr Leach Seconded -Cllr Lewis It was resolved: 'To accept Cllr Jordan's offer to reinstall the bike rack free of charge following criminal damage on the Paradise Road Car Park.' 8 In Favour Cllr Jordan did not vote as he had declared an interest. 12 To receive an update on the Electric Vehicle Charging Point Grant and agree actions The Town Clerk confirmed that there had been no update regarding this grant. 13 To receive an update on the Gold Bus Stop Consultation from Norfolk County Council and agree any actions The Town Clerk confirmed that there had been no update from Norfolk County Council. The Town Clerk confirmed that she is attempting to obtain a copy of the lease between the Town Council and Norfolk County Council over this site. 14 To discuss Town Council owned Noticeboard inserts and agree actions The Town Clerk confirmed that she had contacted local companies but either they did not reply (Hodsons) or could not supply a similar material to that requested by the Committee. Proposed – Cllr S Moyses Seconded -Cllr Sharman It was resolved: 'That the Town Clerk be provided with the authority to purchase 2 noticeboard inserts using the Noticeboard budget. Location to be agreed by Cllr Leivers.' All In Favour

Proposed – Cllr Jordan

Seconded -Cllr Doyle

It was resolved:

'That Standing Order 3x be suspended to allow agenda item 15 – 20 to be transacted.'

8 In Favour

1 Against – Cllr Pyatt

15 <u>To receive an update from the Town Hall Bar Working Party and agree bar contract</u> from 01 November 2023

The working party suggested that the Council continue contracting with Best@Bars.

Proposed – Cllr Doyle

Seconded -Cllr Lane

It was resolved:

'That the Town Clerk be provided with authorisation to sign a 1 year contract with Best@Bars as the Designated Premises Supervisor for the Town Hall.'

All In Favour

16 To discuss and agree actions on proposed 3G pitch following Full Council vote

Further to the Full Council vote, the Town Clerk confirmed that she had written to the Head of Downham Market Academy and the Head Trustee on 18 October 2023. A response was awaited.

17 To discuss update on Paradise Road Car Park closure to facilitate tree works

The Committee were advised that Martyn Renolds had arranged for the tree works to be completed on Wednesday 01 November 2023.

The Town Clerk advised that there were posters in the Car Park, cars had been leafletted and social media posts had occurred and were planned.

18 To receive 2023 / 2024 budget v actuals

The Committee went through the budget v actuals line by line.

The Jubilee Community Centre spend is unbudgeted. As advised at Full Council, there is a spend of over £22,000 to date on every day costs. It is hoped that the funds from the Howdale Community Association is released under the dilapidation clause shortly.

19	To discuss the 2024/2025 budget
	It was agreed that due to time constraints the 2024/2025 budget would be agreed at the next Property Committee meeting and given priority on the agenda.
20	To agree the date of next meeting – Currently scheduled for 23 November 2023
	The next meeting was agreed as Thursday 23 November 2023 at 6pm.
	Meeting closed: 8:05pm
	SIGNED
	DATE