

**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.

	<p>Present</p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle (Agenda Item 3.2), Lane, Leach, Lewis, B Moyses, S Moyses, Pyatt & Sharman (9)</p> <p>Non-Committee Members – Cllrs Hobbs & Wiles (2)</p> <p>Town Clerk – Ms C Dornan</p> <p>There was 2 member of the public present both representing Melody Allsorts of Downham (MAD)</p>
NB	<p>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</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies received.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>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.</p>
3.1	<p><u>Public Participation – 15 minutes allowed</u></p> <p>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.</p> <p>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.</p>

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	<p><u>To consider request from Downham Festival Committee for Festival Week 2024</u></p> <p>Proposed – Cllr Lane Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘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.’</p> <p>All In Favour</p>
4	<p><u>To approve the minutes of the meeting held on 21 September 2023</u></p> <p>Proposed – Cllr Lane Seconded –Cllr B Moyses</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 21 September 2023 be approved as a true record.’</p> <p>All In Favour</p>
5	<p><u>To review the Property Inspections from 11 October 2023 & 13 October 2023 and agree any actions</u></p> <p>The Property Inspection from 11 October & 13 October 2023 was discussed.</p> <p>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.</p> <p>Cllrs Doyle, Leach and Sharman agreed to work together to resit the paving on the Town Square.</p> <p>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.</p> <p>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.</p> <p>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.</p>

10	<p><u>To receive an update from BCKLWN on Community Orchard and agree actions</u></p> <p>The Town Clerk confirmed that there had been no update from the Borough Council.</p>
11	<p><u>To receive quote to rectify damage to bike rack at Paradise Road Car Park</u></p> <p>Cllr Jordan offered to rectify the damage free of charge.</p> <p>Proposed – Cllr Leach Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘To accept Cllr Jordan’s offer to reinstall the bike rack free of charge following criminal damage on the Paradise Road Car Park.’</p> <p>8 In Favour</p> <p>Cllr Jordan did not vote as he had declared an interest.</p>
12	<p><u>To receive an update on the Electric Vehicle Charging Point Grant and agree actions</u></p> <p>The Town Clerk confirmed that there had been no update regarding this grant.</p>
13	<p><u>To receive an update on the Gold Bus Stop Consultation from Norfolk County Council and agree any actions</u></p> <p>The Town Clerk confirmed that there had been no update from Norfolk County Council.</p> <p>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.</p>
14	<p><u>To discuss Town Council owned Noticeboard inserts and agree actions</u></p> <p>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.</p> <p>Proposed – Cllr S Moyses Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘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.’</p> <p>All In Favour</p>

19	<p><u>To discuss the 2024/2025 budget</u></p> <p>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.</p>
20	<p><u>To agree the date of next meeting – Currently scheduled for 23 November 2023</u></p> <p>The next meeting was agreed as Thursday 23 November 2023 at 6pm.</p>
	Meeting closed: 8:05pm
	SIGNED
	DATE