

Minutes of the Property Committee Meeting
Date: Wednesday 19 August 2026 Time: 5.30pm

Venue: Town Hall, Bridge Street, Downham Market PE38 9DW

Present

Committee Chair – Cllr Jordan

Committee Members – Cllrs Lane, Leivers, Lewis, Pegg, Sims & Wiles (7)

Claire Dornan - Town Clerk, Darren Martin – Deputy Town Clerk

The Chair reminded members to turn their phones to silent and explained the emergency evacuation procedures.

1. Apologies for Absence

Apologies were received from Cllr C Pyatt (appointment).

No apology was received from Cllr Leach

2. Declarations of Interest and Requests for Dispensations

None.

3. Minutes

To approve the minutes of the meeting held on 22 July 2026.

RESOLVED:

‘That the minutes of the meeting held on 22 July 2026 be approved as a correct record.’

Proposed – Cllr Jordan

Seconded –Cllr Lewis

All in Favour

4. Public Participation

There were no members of the public present, however, there was one item of correspondence for the Committee to consider.

An email was received from the proprietor of Mabel the Bakery which was read to the Committee. The email asked for consideration to be taken on the possibility of replacing

some of the bedding plants in the Town Square planters with permanent herbs creating a community-growing space, allowing the public to take what they need.

Cllrs discussed this but stated that as there was a new 5-year grounds contract starting in November this would not be possible to implement at this time.

5. Maintenance and Asset Replacement Plan

There was a general discussion on the maintenance and asset replacements of all properties and areas under Council control. The Town Clerk was asked to compile a list of works required by area and for this to be brought for discussion at a future Property Committee meeting. At this meeting the maintenance and asset replacements will be prioritized to compile and approve a 5-year plan.

Members discussed selling the staging currently stored as it had been unused since an accident in 2025.

RESOLVED:

'That the Council sells the unused staging. It was agreed that a minimal amount of staging would be kept for events.

Proposed – Cllr Lewis

Seconded –Cllr Wiles

All in Favour

6. Jubilee Community Centre Working Party

The Working Party requested permission for the original architect to be reengaged to complete new drawings of the proposed scaled-down changes to the Jubilee Community Centre. The Committee decided that it would not require the assistance of a Quantity Surveyor presently.

RESOLVED:

'That the original architect to be reengaged to complete new drawings of the proposed scaled down changes to the Jubilee Community Centre.

Proposed – Cllr Lewis

Seconded –Cllr Sims

All in Favour

7. Jubilee Community Centre Flow Plates and Fencing

The Town Clerk informed the Committee of the quote for these works to be carried out.

RESOLVED:

'The Committee agreed to the installation of the Flow Plates, fencing either side of the roadway at Rouses End and signage by NPS Fencing & Countryside Management Ltd at a cost of £2,900.00 would be approved. That the fencing of the Car Park and

surrounding areas be referred to the Full Council for approval as the quote is in excess of the Committee approval levels.

Proposed – Cllr Sims

Seconded –Cllr Lewis

All in Favour

The meeting closed at 7:25pm.

Future Meetings

Property Committee Meeting: Thursday 27 August 2026 at 5:30pm.