

Minutes of the Property Committee Meeting

Date: Wednesday 23 July 2025

Time: 6.00pm

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

Present

Councillors Leach, C Pyatt, Lane, Jordan, Leivers (5)

Tina Griffin, Deputy Clerk

One member of the public

1. **To note Apologies for Absence** – received from Cllrs Pegg, Perkin and Lewis.
2. **To receive declarations of interest and consider requests for Dispensations.**
None were declared.

3. **To receive any new/revised quotes for the Jubilee Community Centre soakaway and agree actions.**

Resolved: To accept the quote from NS Paving at £2200, Cllrs took into consideration the suggestion of an overflow pipe, which other contractors had not suggested.

Proposed Cllr Leach, seconded Cllr C Pyatt, 4 in favour, Cllr Jordan abstained from the vote as he knows the contractor.

4. **To discuss flow plate options for the Jubilee Community Centre road way and agree actions.**

Resolved: To purchase 12 flow plates with a 44 ton weight tolerance from Barriers Direct, plus 12 sets of fixings total £3,575.52 Inc. VAT. To investigate options for installation including seeking 3 quotes if necessary. Deputy Clerk to check that this is within current budgets.

Proposed Cllr Leach, seconded Cllr C Pyatt, all in favour.

5. **To receive updated quote for the application of a finish coat for the new Mayor's Board (unbudgeted) and make recommendation to Full Council.**

It was confirmed that the selected contractor has offered to add a finishing coat to match as far as possible the existing board at no additional cost. He has offered to take the current board away and return it for comparison, a suggestion Cllrs agreed.

The work is currently unbudgeted and will be referred to Finance & Governance Committee under the 'Overspend Referral Procedure'.

6. **To receive a sketch plan for the tarmacking and the kerbing at the edge of the Jubilee Community Centre and agree actions – Cllr Jordan**

Cllr Jordan produced a sketch plan for Committee consideration.

Resolved: To obtain 3 quotes for replacing the kerb stones in front of the skate park and in front of the adult gym, to fill in the gap near the basketball hoop, to tidy up the strip of broken concrete between the new road and the field/hard stand car park. Total length 60.4m type 1 HB2 kerb stones. Additional work to include 10.2 m square asphalt, 2 x transition kerbs outside the JCC entrance and at the end of the broken concrete, 4 x flat top edging kerbs, a bullnose type 4 kerb stone, 2 x R/H wingers and 1 x L/H winger. Deputy Clerk to check if this work is within the current budget.
Proposed Cllr Jordan, seconded Cllr Lane, all in favour.

7. To consider a review of Downham Town Football Club's use of the Jubilee Community Centre site and the siting of a food vendor at weekends and make recommendations to Full Council.

Resolved: To recommend to Full Council the formation of a working party of 4 Cllrs to include Cllr C Pyatt, Cllr Lane and two Cllrs from Governance and Finance Committee to draw up terms and conditions of use for the JCC site by the Football Club. This to include the use of food vendors, and wider responsibilities and expectations on both sides.

Proposed Cllr Jordan, seconded Cllr Leivers, all in favour.

8. To update on replacement benches at the Hollies Bus Stop, maintenance of the bus stop canopy and agree actions.

Following a discussion with the owner of the Morrisons building, permission has been granted to replace the two built-in bus stop benches with free standing benches and to sheer off the existing brackets (Property Committee 2 July 2025). Cllrs agreed to check the bus stop canopy bolts during property inspection, even though it is unclear who installed it.

9. To receive an update on replacement photographs for the Norfolk County Council Bus Stop in the Hollies Car Park and agree actions.

The Deputy Clerk confirmed that the quote from Masson Seely for the replacement photographs has been accepted by Norfolk County Council and they are liaising to make payment direct.

10. To consider committee and office Property Inspection lists and agree any actions.

Two lists were considered and after slight adjustment were agreed.

Resolved: That 2 checklists be produced one for Cllrs, one for office use, to record the details of the twice monthly property inspections.

Proposed Cllr Jordan, seconded Cllr C Pyatt, all in favour.

11. To discuss Car Park Orders and agree how to structure future discussions.

Resolved: To create a small working group of 3 Cllrs to make recommendations to Full Council concerning the reinstatement of Car Park Orders. Volunteers for the working group to be agreed at the next meeting when more members are present.

12. To receive an update on Town Hall Fire Doors.

It was confirmed that the fire doors are now in place and the making good has been completed.

13. To receive an update on the Town Hall Windows.

There was nothing new to report.

14. To receive an update on electric meter relocation for Paradise Road Pump

Cllrs considered the UK Power Network quotation documents and the office report.

Resolved: To move the electricity supply from the old Town Council offices to a box near to the pump in the lower car park. To obtain 3 quotes to dig a trench from the road, across the Paradise Rd car parks to the pump, with internal conduit and pull cord if required to a specification required by UK Power Network. Further quote to be obtained to connect the new electrical supply to the pump. To consider the options further at the next meeting.

Proposed Cllr C Pyatt, seconded Cllr Lane, all in favour.

15. To receive an update on Dementia Friendly Town and agree actions – Full Council 05 November 2025 – Agenda Item 18

Resolved: To postpone further work on this item for review in 12 months.

Proposed Cllr Jordan, seconded Cllr Leivers, all in favour.

16. To receive an update on request for a 20mph zone in Downham Market – Full Council 04 February 2025 – Agenda item 13

Nothing new to report. Item to be carried forward to the next agenda.

17. To consider upgrading the advertising boards in front of the Town Hall and agree actions.

Options for replacing the existing board outside the Town Hall entrance, and for installing an advertising board on the Town Square to be discussed on a future agenda.

18. To consider repainting the dark blue wall in the Clock Room and agree actions.

Resolved: To obtain 3 quotes for plaster skimming the wall to prepare for redecoration.

Proposed Cllr Leivers, seconded Cllr Leach, all in favour.

19. To consider the condition of one of the fire exits and agree actions.

Resolved: To research how much it would cost to replace the fire door and surround with an improved design, taking into account the proximity of the boiler room.

Proposed Cllr Leivers, seconded Cllr Leach, all in favour.

20. To confirm the date of next meeting. To be held on Wednesday 20 August 2025 at 6pm in the Assembly Room, Town Hall.