

Minutes of the Property Committee Meeting

Date: Wednesday 18 February 2026 Time: 5.30pm

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

Present

Councillors Jordan (Chair), Leach, Pegg, Leivers, C Pyatt, Lewis, Cambell-Robb, Wiles
And following co-option item 5 Cllr Grover (9)

Tina Griffin, Deputy Clerk

1 non-committee member Cllr J Pyatt

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

1. To note Apologies for Absence - none

2. To receive declarations of interest and consider requests for Dispensations.

Cllr Jordan declared an interest in item 14.

3. To approve the minutes of the meeting held on 14 January 2026.

Resolved: To approve the minutes of the meeting held on 14 January 2026.

Proposed Cllr C Pyatt

Seconded Cllr Pegg

All in favour

4. Public Participation

Cllr J Pyatt advised that she had been in contact with Norfolk County Cllr White who has chased the installation of the Gold standard bus stop electronic display on the Hollies. He has been assured it is in hand.

Cllr J Pyatt raised a question about food vendors on Council land and whether they should be required to supply Public Liability insurance details, food hygiene certification and risk assessments. The clerk confirmed all food vendors on the weekly market and at Council events are asked to provide this information, however whether this would apply at the JCC needs clarification and she report back at a future meeting.

5. To consider applications for co-option to Property Committee.

Cllr Grover outlined his interest and previous experience in the building/engineering industries.

Resolved: To co-opt Cllr Grover onto the Property Committee.

Proposed Cllr C Pyatt

Seconded Cllr Campbell-Robb

All in favour

Cllr Grover joined the meeting.

6. To consider scope of Terms of reference and agree any amendments.

Some amendments to the committee's Terms of reference were discussed.

Resolved: To recommend to Full Council amendments as follows:

- Co-options by the committee should vacancies arise.
- Meetings more frequently than monthly should business dictate.
- To clarify responsibility is specifically for Property-related leases, licences, contracts and tenders, and that Full Council should continue to be responsible for wider Council leases, licences, contracts and tenders.

Proposed Cllr Campbell-Robb Seconded Cllr Wiles All in favour

7. To discuss and agree the Tender Process for Insurance Renewal to start February 2026.

Resolved: In light of the discussion under item 6 that this matter be referred to Full Council for decision.

Proposed Cllr Jordan Seconded Cllr Leivers All in favour

8. To discuss and agree Morrisons Supermarket, Turning Circle Land to North of Bridge Street, Downham Market - Potential Lease Extension.

Resolved: To engage with Morrisons Supermarket with a view to negotiating the requested extension of the lease with amended rental terms.

Proposed Cllr C Pyatt Seconded Cllr Leach 8 in favour, 1 against

9. To update and agree actions on property inspections carried out by the office and Councillors, including –

- Land alongside the Memorial Gardens – clerk agreed to discuss solutions with maintenance staff and bring ideas back to the next meeting. She would also investigate if there are any right of way implications.
- The surface of Priory Road car park – it was agreed to obtain quotes for patching the surface outside the loading bay as this has deteriorated.

Cllrs confirmed that inspections had been made of the completed skatepark in-fill work and the relocation of the bollard sockets on the Town Hall car park, and authorised payment to the contractors.

The clerk confirmed that the resurfacing work on the pavement on the Hollies car park is due to take place 24/25 February 2026.

10. To monitor the Property budget and agree the allocation of spending. To discuss and agree specifications prior to quotes.

The budget statement was noted.

11. To consider and agree action on the following for the JCC:

11.1 To agree the plans for white lining, signage and flow plates at the JCC.

Resolved: To order 12 x flow plates and 2 x 3500mm speed bumps. To agree the suggested plan for the white lining work and signage. To work with the contractor to ensure the installation in the correct order to safeguard the public. To obtain a quote from the contractor to include the additional works.

Proposed Cllr Lewis Seconded Cllr Jordan All in favour.

11.2 To discuss water pooling on gravel car park at the JCC and grassed area beside.

Agree actions

Resolved: To obtain a quote to add hardcore beneath the gravel membrane and replace stones. Clerk to approve the work if quote is under £500. To arrange a site visit soon to establish the exact location and length of fencing to protect the grassed area near Rouses Lane.

Proposed Cllr Lewis Seconded Cllr Leivers All in favour.

11.3 To agree removal and disposal of the tyres left from removal of the skatepark.

Resolved: to arrange removal of the tyres at the quoted £15 per tyre.

Proposed Cllr Leach Seconded Cllr Lewis All in favour.

11.4 To discuss the yellow gates and posts at the JCC agree removal if appropriate.

Resolved: To remove the yellow gates, leaving the posts in place. To strip and repaint the posts. To ensure any scrap value for the gates is obtained.

Proposed Cllr C Pyatt Seconded Cllr Wiles All in favour

11.5 To discuss boundary issues including removing dead trees, stumps and old fencing.

Carried forward to next meeting.

11.6 To discuss the grassed areas beneath the adult gym equipment and agree actions.

Resolved: To investigate installation of a product like Grasscrete beneath the adult gym equipment in the foot wells. Clerk to go ahead if quote is below £500.

Proposed Cllr Lewis Seconded Cllr Leivers All in favour

11.7 To discuss the condition of the trees on boundary between the JCC and the neighbouring bungalow.

Resolved: To obtain quotes to remove all trees and foliage along the boundary with the neighbouring bungalow and also behind the JCC building upto the edge of the football club cabin. Quote to include replacing with 6ft fencing, concrete posts and gravel boards. Cllrs were mindful of nesting season approaching.

Proposed Cllr C Pyatt Seconded Cllr Lewis All in favour.

11.8 To discuss and agree actions to make safe skatepark fence sockets.

Resolved: To ask the maintenance staff to fill and smooth over the sockets with cement.

Proposed Cllr Lewis Seconded Cllr Leivers All in favour.

11.9 To discuss and agree actions to make safe the chipped floor tiles inside the JCC.

Resolved: To contact local flooring specialist with a view to patching in with new tiles, or screeding over to make safe.

Proposed Cllr Leach Seconded Cllr Lewis All in favour.

11.9 To discuss ceiling crack in chair storeroom.

It was agreed to continue to monitor the crack and bring back to committee if it worsens.

12. To consider and agree actions on the following for the Town Hall:

Item carried forward to the next meeting.

12.1 To consider alternatives to the bollard flaps on Town Hall car park.

12.2 To discuss mortar loss and brick decay around the entrance to the Town Hall and agree actions.

12.3 To update on quotes to investigate water ingress at Town Hall (Assembly Room – Town Square Side) and agree actions.

12.4 To update on lighting options in the Clock Room and agree actions following Conservation Officer visit.

13. To consider a draft Tender Document for car park surfacing Hollies 2 car park and Paradise Rd car park, consider white lining requirements and agree actions.

Item carried forward to the next meeting.

14. To discuss car park gritting and agree actions. Cllr Jordan left the meeting, Cllr C Pyatt took the Chair for this item.

Resolved: To ask the Grounds Maintenance contractor, Holly Landscapes Ltd, if they are willing to provide gritting services for the remainder of the winter season. To propose to Full Council that gritting is included in the tender document for the Grounds Maintenance Contract currently under discussion.

Carry item forward to a future meeting.

Proposed: Cllr Lewis Seconded Cllr Leivers 7 in favour, 2 against.

Cllr Jordan re-joined the meeting and resumed the Chair.

15. To discuss and agree renovations to the Town Sign in light of budget allocation 2026-7

Carry forward to the next meeting.

16. To approve the design and specification for the new Memorial garden gates.

Resolved: To approve the design and specification for the gates previously circulated.

Proposed Cllr Leach Seconded Cllr Leivers All in favour.

17. To update on lamp 51 Paradise Rd lower car park and agree actions.

Resolved: To authorise payment of the invoice for the replacement LED Lantern carried out whilst contractor was on site - £361.26 plus VAT.

Proposed Cllr Jordan Seconded Cllr Wiles All in favour.

18. To update and agree works to investigate drainage issue Hollies car park.

Resolved: To accept the quote of £600 plus VAT from the Council's drainage contractor to investigate the drainage issue.

Proposed Cllr Jordan Seconded Cllr Wiles All in favour.

19. To update on Howdale PAX Lease extension.

No further update.

20. To discuss and agree replacement bench and planters for Hollies pavement area.

Carried forward to next meeting.

21. To discuss the new Mayor's Board and agree actions including calligraphy and position in Town Hall.

Carry forward and update at next meeting.

22. To discuss and agree actions in response to letter from Twinning Club.

Resolved: Further to the report received from the Twinning Club, to grant free use of a room for monthly Twinning Committee meetings in the Town Hall until the 50th anniversary celebration in May 2026. Arrangement to be reviewed at that time.

Proposed Cllr C Pyatt Seconded Cllr Campbell-Robb All in favour.

23. To update Building Regs report for town council office and agree actions.

No further update available. Item carried forward to future meeting.

24. To note potential increase in water charges previously circulated.

Cllrs noted the potential increase.

25. To confirm the date of next meeting – 5.30pm 25 February 2026 then 18 March 2026

End