

I give notice of a meeting and summon members to attend a meeting of the **Property Committee on 14 January 2026 at 5.30pm** in the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are welcome to attend this meeting.

**Claire Dornan**

**Town Clerk**

6.1.25

## Agenda

1. To note Apologies for Absence
2. To receive declarations of interest and consider requests for Dispensations.
3. To approve the minutes of the meeting held on 26 November 2025 and 8 December 2025.
4. Public Participation
5. To consider applications for co-option to Property Committee
6. To update and agree actions on property inspections carried out by the office and Councillors, including
  - Bike rack Paradise Car Park
  - Tyres left from skatepark removal.
  - Bollard flaps – outside Town Hall entrance.
  - Lamp 51 Paradise Car Park
  - Drainage issue – Hollies Car Park
7. To monitor the Property budget and agree the allocation of spending.
8. To discuss a request for use of Council assets for Makers Markets monthly May-September and one in December 2026. Agree actions.
9. To discuss replacement canopies for the gazebos and agree actions.
10. To discuss forming a working party to consider the Grounds Maintenance contract, due for renewal October 2026.
11. To discuss the contract for Sanitary Bins and Nappy Bins – Expiry 10 July 2026
12. To receive quotes for amended wrought iron gate design to the Memorial Garden and agree actions.
13. To update on quotes for repairing the pavement in the Hollies, to discuss tree removal and bench replacement.
14. To discuss mortar loss and brick decay around the entrance to the Town Hall and agree actions
15. To update on Howdale PAX Lease extension.
16. To discuss West Norfolk Rural Community Grants Scheme.
17. To update on the Designated Premises Supervisor contract.
18. To update Building Regs report for town council office and agree actions.
19. To update on the re-location of the Market Square bollards.
20. To discuss hedge trimming at the JCC site and agree actions.
21. To agree the method of in-filling the holes left by the removal of the skatepark

22. To update on quotes to investigate water ingress at Town Hall (Assembly Room – Town Square Side) and agree actions.
23. To update on car park surfacing Morrisons car park and Paradise Rd and agree actions.
24. To discuss lighting in the Clock Room and agree actions.
25. To consider an air conditioning quote for the Grand Hall and agree actions.
26. To note the outcome of the Fire Risk Assessment and report.
27. To agree on going rota for Cllr Property inspections.
28. To confirm the date of next meeting – 18 February 2026

**End**