

Minutes of the Property Committee Meeting

Date: Wednesday 29 October 2025

Time: 6.00pm

Venue: Jubilee Community Centre, Howdale Rd, Downham Market PE38 9AH

Present

Councillors Jordan (Chair), Leach, Pegg, Lane, Leivers, Cambell-Robb, Lewis (7)

Tina Griffin, Deputy Clerk

- 1. To note Apologies for Absence-** received from Cllr C Pyatt
- 2. To receive declarations of interest and consider requests for Dispensations.**
Cllr Jordan declared an interest in budget line 61 Winter Maintenance Gritting.
- 3. To approve the minutes of the meeting held on 1 October 2025**
Proposed Cllr Jordan Seconded Cllr Leivers All in favour.
- 4. Public Participation** – no public present
- 5. To discuss and agree the budget allocation request for Property Committee 2026-7.**
Cllrs discussed the Property Committee budget statement line by line and agreed the allocation request to stand as per 2025-6 apart from the following:

51 TCO Waste – remove this line as office now included in Town Hall line

52, 90, 107 Legionella testing lines to be merged into a request for £1000 to include appliance servicing requirement.

All Business rates lines to be increased by 5%

All electricity and gas costs to be increased by 5%

All defibrillator lines to be increased to £300

62 Car Park Lighting to be increased to £6,500 – potential issues in lower car park
Paradise Rd and timers in Hollies car park

64 Town Maintenance contract – increase to £20,000 to account for potential changes to the contract including areas like Old Brewery Close pathway

65 Town Signs – increase to £4,000 as work is needed to the Town Sign

66 Seating – wooden seats need replacing – increase to £5,000

68 Market advertising – remove the line – now comes under Full Council

69 Vehicles – Maintenance – increase to £1000

Add a line to plan for Council van replacement £5000 if purchased on HP basis

70 Vehicles insurance – increase to £900

75 Council insurance – increase to £28,000

76 – remove line – to be covered in line 64 Town Maintenance Contract
81 JCC CCTV – to improve quality and coverage of CCTV – increase to £3,000
86 JCC 7 JSC Water rates – increase to £1200
89/91 Merge lines to a total of £22,000
96 Town Hall alarms – reduce to £1500 following upgrade
103 Gas safety inspection – increase to £400
104 Town Hall water rates – reduce to £4000 (in line with expenditure so far this year)
108/110 Merge the lines to an unchanged total of £21,000
116 Town Hall drapes – increase to £10,000 to cover potential replacement if needed
119 Outdoor Gym/Skatepark – increase to £10,000 to help towards new skatepark if use of CIL funding is agreed by Full Council
120 VAS A1122 – minimal amount to cover maintenance if required – otherwise remove the line
127 Car Park repairs – ~~check earmarked reserve – top up with £60,000 *~~
*amended by Cllrs to read “Ear marked reserve of £60,000. Request £60,000 budget for 2026-2027” (*signed by the Chair 26.11.25*)

Additional expenditure anticipated in 2026-7:

Add a line to cover tree maintenance and work - £2000
Gates at the Memorial Garden – initial expenditure to be requested from this year’s reserves, add a line for ongoing maintenance £200
Town Hall Windows – to be requested from reserves

Other items discussed:

EICR testing at the Town Hall – prices per circuit received, awaiting full price quotes as requested by committee – noted insurance does not cover if the EICR becomes out of date.
JCC development plans – working party has not yet requested funding
Pump meter relocation Paradise Car Park – this work is unlikely to be completed in 2026/7 if the current meter works inside 15 Paradise Rd property can be finalised.
Phone system for office – this will need to be completed in 2025/6 from reserves if necessary.
Mayor’s chains – responsibility of Full Council

6. To confirm the date of next meeting – 6pm Wednesday 5 November 2025 at the Town Hall