

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 Secounded 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