

**Downham Market Town Council
Property Committee Meeting
Thursday 21 September 2023 at 6pm**

This meeting was held at 15 Paradise Road, Downham Market PE38 9HS

Evacuation procedures were advised.
Members were reminded to switch off mobile phones.

	<p>Present</p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle, Lane, Leach, Lewis, Pyatt & Sharman (7)</p> <p>Non-Committee Members – Cllrs Leivers & Wiles (2)</p> <p>Town Clerk – Ms C Dornan</p> <p>Administrator – Mrs J Andrews (Observing)</p> <p>There was 1 member of the public present.</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies received.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p>
3	<p><u>Public Participation – 15 minutes allowed</u></p> <p>Cllr Leivers spoke regarding Agenda Item 15 and presented the Chair with a sample of a piece of noticeboard inlay provided by Green Barns Ltd. Cllr Leivers stated that the sample was a similar inlay to that on the Denver Hill noticeboard. Cllr Leivers noted that to replace one noticeboard it would cost £143 + VAT + £20 delivery on the assumption that the noticeboard was 47 inches x 34 inches. It is requested that at least 2 of the existing noticeboards have the inlay installed and preferably the 2 new noticeboards.</p> <p>The Town Clerk advised that an email had been received from a Town Hall hirer complaining that they could not park a food truck on the Town Hall car park for the duration of their Grand Hall booking on 18 November 2023 . The Committee agreed with the Town Clerk’s refusal based on the fact that hirers of the Grand Hall do not hire the Car Park; the maintenance team are not employed to managed the outside of the building during an event; that sole use by the hirer could not be guaranteed as the</p>

	<p>vehicle would be on a public used car park. It was also noted that the Committee had agreed not to have Commercial Food Vehicles on Council land unless for specific Town events.</p> <p>The Town Clerk advised that a resident had emailed in requesting permission to create a raised bed community allotment on the hard standing where the Town Council sensory garden used to be. The Town Clerk had gained approval from Chris Durham of BCKLWN. The same resident had also asked to create an allotment on the Community Garden. The resident had been informed that an answer could not be provided at this stage on the Community Garden as there was no agreement on this land between the Town Council and BCKLWN.</p> <p>The Town Clerk advised that the Howdale Pax had emailed advising that they had received a grant to fund resurfacing the Car Park area which they lease and this work would start week commencing 23 October 2023.</p>
4	<p><u>To approve the minutes of the meeting held on 31 August 2023</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 31 August 2023 be approved as a true record.’</p> <p>All In Favour</p>
5	<p><u>To receive Property Inspections</u></p> <p>The Property Inspection from 13 September 2023 was discussed.</p> <p>The Town Clerk confirmed that the abandoned vehicle had now been removed by BCKLWN from Paradise Road Car Park.</p> <p>Members were advised that Haynes Eaton had been chased about the Bus Stop replacement metal sign.</p> <p>The Committee asked the Town Clerk to obtain quotes to replace the bike hoop opposite the Town Council Offices.</p> <p>Members were advised that due to staff illness that the Town Clerk had asked D A Jordan Groundworks to complete the tarmac work as the matter had become urgent.</p> <p>Cllr Lewis advised that he had reviewed the Fire Door at the rear of the Town Hall and a replacement would be required.</p>

8	<p><u>To receive an update on the renovations of Number 6 Market Place and agree any actions</u></p> <p>The Town Clerk advised that the area was almost clear and that the work is due to start on Monday 02 October 2023 subject to planning approval on the outstanding items.</p>
9	<p><u>To receive an update on the clearance of the Town Council Offices and agree any actions</u></p> <p>The Town Clerk advised that the eves had started to be cleared over the past month, with at least one session a week. Cllrs Incorvaia, Lane and Buxton and herself had shredded the majority of the finance documents which were over 7 years old. Items had been found dating back to the 1980's!</p> <p>The Town Clerk advised that she had started putting destruction dates on files so that a build up of old documents could never occur again.</p> <p>Files containing minutes had 'KEEP' inscribed on the folder.</p> <p>The lease files and planning documents now needed to be reviewed.</p>
10	<p><u>To receive an update on the Community Infrastructure Levy applications and agree any actions</u></p> <p>Following the Full Council meeting on 19 September 2023, Cllr Wiles had contacted the Town Clerk the following morning, advising that he had a contact at BCKLWN who had advised that the CIL Committee would consider a variation to the Community Infrastructure Levy terms.</p> <p>Due to this new information, the Town Clerk is going to apply for a variation, asking for approval that the gazebos be used by new traders for up to a year.</p> <p>The Town Clerk therefore advised that only one gazebo would be purchased to prevent a possible waste of taxpayers money. One gazebo would at least allow market traders to start hiring a gazebo. The purchase of the other 2 would be suspended pending an outcome from the variation request.</p>
11	<p><u>To receive an update on the Electric Vehicle Charging Point Grant and agree any actions</u></p> <p>The Town Clerk advised that BP Pulse were preparing new quotes for Electric Vehicle Charging Point installation following the 6-month expiry of the last quote.</p>

12	<p><u>To receive an update on the Levelling Up – Sporting Assets Grant and agree actions</u></p> <p>The Town Clerk advised that she had attended a Teams meeting on Wednesday 20 September 2023 and now had a list of actions and quotes to obtain to proceed with the grant application.</p>
13	<p><u>To receive an update on the Gold Bus Stop Consultation from Norfolk County Council and agree any actions</u></p> <p>Members discussed the Gold Bus Stop consultation. It was agreed that the Town Clerk will advise Norfolk County Council that this Committee wish to open up the Car Park area to the end of the bus stop and move the start of the Bus Stop to block the Car Park area to the left. This would involve Norfolk County Council reciting the existing bollards.</p> <p>This would prevent the work on the accessible crossing being disturbed.</p>
14	<p><u>To receive an update on the Emergency Blood Loss donation and agree any actions</u></p> <p>Following the Full Council meeting on 19 September 2023, where the Town Clerk advised that Joan Cribbett had donated an Emergency Blood Loss kit, members discussed the best location and agreed that the best location would be next to the defibrillator on the wall next to the Town Hall.</p> <p>The Town Clerk is to liaise with the Bike Rack contractor who is due to install the additional bike rack and ask for the existing set to be turned to allow better access to the defibrillator and the new box.</p>
15	<p><u>To discuss Town Council noticeboard request from Cllr Leivers and agree any actions</u></p> <p>Members discussed the inlay sample provided by Cllr Leivers under public participation.</p> <p>Cllrs agreed that the product was of good quality but were concerned by the price as there were possibly 4 noticeboards requiring the insert which would likely cost £143 + VAT x 4 plus £20 delivery totalling £592.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘That the Town Clerk look to source the insert locally and obtain quotes. Quotes to be available for the next meeting.’</p> <p>All In Favour</p>

16	<p><u>To receive an update from the 3G Pitch Working Party and agree any actions</u></p> <p>The working party discussed starting to making grant applications with Committee members. The Town Clerk suggested it would be appropriate to seek the approval of Full Council before making grant applications, as without Full Council's approval, the Committee did not have a budget to provide any match funding.</p> <p>Proposed – Cllr Doyle Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>'That approval from Full Council be sought to place a 3G pitch at the Jubilee Community Centre site on Howdale Road, and seek grant funding.'</p> <p>All In Favour</p>
17	<p><u>To receive an update from the Town Hall Bar Working Party and agree any actions</u></p> <p>It was noted that Cllrs Doyle, Lane and Sharman had not met.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>'That the Town Hall Bar Working Party endeavour to meet within the next 7 days.'</p> <p>All In Favour</p>
18	<p><u>To receive an update on the new SAM2 delivery and agree any actions</u></p> <p>The Town Clerk advised that the 3 new posts had been sited on Wimbotsham Road.</p> <p>The delivery date for the new SAM2 would be requested by the Town Clerk.</p>
19	<p><u>To agree the date of next meeting</u></p> <p>The next meeting was agreed as Thursday 19 October 2023 at 6pm.</p>
	Meeting closed: 6:59pm
	SIGNED
	DATE