

**Downham Market Town Council
Property Committee Meeting
Thursday 13 July 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 and Sharman (7)</p> <p>Non-Committee Members – Cllrs Buxton, Daymond, Leivers and Wiles (4)</p> <p>Town Clerk – Ms C Dornan</p> <p>There was 1 member of the public present</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>An apology was received from:</p> <p>Cllr Tawfick – personal commitments.</p> <p>This apology was accepted.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Jordan declared an interest in agenda item 14.2 & 16.</p>
3	<p><u>Public Participation – 15 minutes allowed</u></p> <p>Cllr Daymond wished to make the Committee aware that the planters in the Hollies were memorial planters and should not be removed.</p> <p>A member of the public raised concerns about the market handing her questions to the Town Clerk who will review and reply.</p> <p>Cllr Leivers asked that the Committee consider hiring the Council’s gazebos to traders.</p> <p>The Town Clerk had received a request prior to the meeting to arrange a market meeting which the committee agreed to arrange.</p>

4	<p><u>To approve the minutes of the meeting held on 29 June 2023</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Doyle</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 29 June 2023 be accepted as a true and accurate record.’</p> <p>All In Favour</p>
5	<p><u>To receive an update on the Literary Festival</u></p> <p>The Town Clerk advised that the headline act at the Literary Festival planned by West Norfolk Deaf Association for September 2023 had withdrawn and that the event had been descaled. The Town Hall would therefore no longer be the main site. West Norfolk Deaf Association had not requested a refund and were using the deposit towards fundraising events.</p>
6	<p><u>To receive an update on DADS performance and actions</u></p> <p>The Town Clerk read an email from the DADS secretary requesting the Council to consider a refund or transfer of the booking fees for ‘The importance of being Ernest’ performance which they had cancelled with less than a month’s notice following insufficient ticket sales. The Council had provided a 50% discount towards this booking to assist the society. The cancellation had caused the Town Hall to be vacant from Saturday 22 July 2023 – Saturday 29 July 2023 with little likelihood of hire.</p> <p>Proposed – Cllr Pyatt Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘That the funds are not refunded for the hire in July 2023. Consideration be given for a reduction in hire charges, should another booking take place before 31 March 2024, to assist the society.’</p> <p>6 In Favour</p> <p>1 Against – Cllr Lane</p>
7	<p><u>To discuss use of the Town Hall by Downham Market Festival Committee</u></p> <p>Members discussed assisting the Downham Market Festival Committee with fundraising for the 2024 festival in lieu of the grant that the Council had turned down.</p>

9	<p><u>To discuss The Memorial Garden:</u></p> <p>9.1 <u>Position of the Platinum Jubilee Signage at the Memorial Garden</u></p> <p>The Town Clerk advised that prior to the meeting the Maintenance Team had been unable to locate an appropriate location for the Platinum Jubilee signage. The matter had been resolved as the Maintenance Team had formed a post to attach the signage to. The Committee were shown a picture.</p> <p>9.2 <u>Replacement bench at the Memorial Garden</u></p> <p>The Town Clerk advised that there was a broken bench at the Memorial Garden which required removal.</p> <p>Proposed – Cllr Pyatt Secoded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘That a replacement 1500mm recycled British waste produced plastic bench be purchased at a cost of £385.54 + VAT.’</p> <p>All In Favour</p> <p>9.3 <u>Planting in the beds at the Memorial Garden</u></p> <p>Members discussed improving the planting at the Memorial Garden.</p> <p>Proposed – Cllr Lewis Secoded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘That the Town Clerk arrange removal of the stumps in the flowerbed to the left of the poppy at a maximum cost of £30 + VAT per stump, in preparation of work being completed in the spring of 2024.’</p> <p>All In Favour</p>
10	<p><u>To receive an update on the Town Hall Car Park electrics</u></p> <p>The Town Clerk advised that the electrics next to Coggles wall had been assessed. The floor lights had caused the electrics to trip. The electrics had been made safe and disconnected. It is believed that the floor lights had filled with water and caused the cabling to fail however this cannot be known for certain without digging out the Car Park.</p>

	<p>The electrician advised that it may be possible to take out the existing floor lighting and install some new ones however until they had been removed, he would not know the extent of the wiring issue.</p> <p>Proposed – Cllr Pyatt Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That no further action be taken with regards to the electrics as the lights are mainly covered by cars and the cost would outweigh the benefits.’</p> <p>All In Favour</p> <p>The electrician had also reviewed the existing electrics outside the Town Hall. He confirmed that the supply was 32amp and therefore with the existing 2 x 16amp, it would not be appropriate to install additional electric sockets. A new supply from the Town Hall would be required.</p> <p>Proposed – Cllr Doyle Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the Council do not proceed with installing additional electrics on the market at present as the cost would outweigh the benefits.’</p> <p>All In Favour</p>
11	<p><u>To discuss removal of wall planters on Hollies Car Park</u></p> <p>Cllr Pyatt reminded members that at the last meeting the removal of the wall planters was approved and therefore another discussion should not occur for 6 months. Only Full Council could over-turn the Committee decision.</p> <p>The Town Clerk clarified that this item had been added as Cllr Daymond, Chair of Downham In Bloom, had wished the Committee to clarify what would happen to the planters once they were removed.</p> <p>Members agreed to keep and store them in the Town Council shed for possible future use.</p> <p>Non- Member Cllrs Daymond & Wiles left the meeting.</p>
12	<p><u>To discuss Skate Park damage</u></p> <p>The Town Clerk showed the Committee a picture of further vandalism to the Skate Park.</p>

	<p>Proposed – Cllr Jordan Secoded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘That the Town Clerk arrange a repair of the site with anti-vandal, tamper proof screws.’</p> <p>All In Favour</p>
13	<p><u>To discuss rewilding the Community Orchard</u></p> <p>Members discussed the Community Orchard and felt it is a bad reflection on Downham Market. Trees are not being managed and are continuing to die. Cllr Jordan would like the area to be seeded with wildflowers to attract pollinators and make the area for appealing visually to visitors along with management of the remaining trees.</p> <p>Proposed – Cllr Jordan Secoded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the Town Clerk make enquires with the Borough Council of King’s Lynn and West Norfolk as to whether they would consider transferring ownership to the Town Council at no cost. No commitment to transfer at this stage is to be made.’</p> <p>6 In Favour</p> <p>1 Against – Cllr Pyatt</p>
14 14.1 14.2	<p><u>To discuss the Jubilee Community Centre site</u></p> <p><u>Drainage</u></p> <p>The Town Clerk was asked to obtain a quote to install a French drain on the Car Park to resolve the flooding issue which current soak away appears to be unable to manage due to the clay soil.</p> <p>Cllr Jordan left the room due to a pecuniary interest in the next item.</p> <p><u>Roadway</u></p> <p>Members discussed the quotes received for the roadway.</p> <p>Proposed – Cllr Pyatt Secoded –Cllr Sharman</p> <p>It was resolved:</p>

	<p>'That the contract be offered to Fen Group, Fen Ditching Company Limited, who can provided the roadway at a cost of £14,544.05 + VAT.'</p> <p>All In Favour</p> <p>The Town Clerk was asked to obtain a quote to install a directional flow plate 'alligator' to protect the site from illegal access. Regard will be needed for emergency vehicle access override.</p> <p>Cllr Jordan rejoined the meeting.</p>
14.3	<p><u>Allotment</u></p> <p>Members did not wish to consider a community allotment at the site.</p> <p>Committee requested the Town Clerk to seek a site where plots can be provided to individuals.</p>
14.4	<p><u>Re-wilding</u></p> <p>Members requested this item to be discussed at a future meeting once the site has been tidied.</p>
14.5	<p><u>Community Nature Trail</u></p> <p>Members requested this item to be discussed at a future meeting.</p>
14.6	<p><u>3G Pitch</u></p> <p>Members requested a quote for a 70m x 100m pitch and a 90m x 50m pitch.</p> <p>The Town Clerk will request this information from SIS pitches who she is currently in contact. SIS pitches was suggested by Norwich Football Club.</p> <p>Cllr Pyatt advised that Cllr Lewis and himself had been impressed by the 3G pitch at The Nest which was funded by the Norfolk Community Foundation.</p> <p>Proposed – Cllr Doyle Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>'That a working party be formed to investigate the practicalities, cost and fund raising for a 3G pitch. The working party is to be formed of Cllrs Jordan, Lewis & Pyatt.'</p> <p>All In Favour</p>

	Quotes are to be obtained for installation of the sockets for the bollards upon their arrival. The Town Clerk has been authorised to select the appropriate contractor to install the sockets to resolve the on-going parking issue as a matter of urgency.
20	<u>To agree the date of next meeting</u> The next meeting was agreed as Thursday 31 August 2023 at 6pm.
	Meeting closed: 7:42pm
	SIGNED
	DATE