

I give notice of a meeting and summon members to attend a meeting of the Property Committee on Wednesday 22 July 2026 at 5.30pm in the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are welcome to attend this meeting.

**Signed - Claire Dornan**

**Role - Town Clerk**

**Date - 15 July 2026**

## Agenda

1. **Apologies for Absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **Minutes**  
To approve the minutes of the meeting held on 24 June 2026.
4. **Co-option**  
To co-opt a member to fill the vacancy on the Property Committee.
5. **Public Participation**
6. **Town Hall and Town Square / Town Hall Car Park Works**  
**Town Square**
  - a. To consider the replacement of the ACO drain and realignment of the steps.**Town Hall Car Park and Town Square**
  - b. To consider the replacement of bollard flaps and sockets.**Town Hall**
  - c. To receive a report on the replacement of the Town Hall windows.
  - d. To consider the replacement of the guttering on the Town Square elevation of the Town Hall.
  - e. To receive a report on the pointing and repairs to the front elevation of the Town Hall.
  - f. To consider the recommendations contained within the LOLER report.
  - g. To consider arrangements for the Town Hall lift maintenance contract.
  - h. To consider arrangements for the plastering of the Clock Room.
  - i. To consider the purchase of a clock for the Clock Room & Assembly Room.
  - j. To consider the purchase of an evaporative cooler.
  - k. To receive an update on the Assembly Room floor.
  - l. To consider the hire of the Assembly Room and the introduction of limitations on the types of hire permitted.
7. **Jubilee Community Centre**
  - a. To receive a report on the installation of flow plates, speed humps, signage, fencing and the footpath.
  - b. To consider the installation of car park bollards.
  - c. To receive a report on the Skate Park project.

d. To consider the recommendation of the Jubilee Community Centre Business Plan Working Party.

e. To consider the purchase of five tables for hirer use.

f. To consider the outcome of the Land Registry boundary search.

**8. Property and Infrastructure**

a. To consider improvements to access to the Hollies Bus Stop.

b. To receive a report on the Town Sign project.

c. To receive a report on the Building Regulations sign-off for No. 6 Market Place and consider any further action.

d. To receive the Property Inspection Report following the inspection undertaken on 13 July 2026.

e. To receive the Historic England consultation reports relating to the Town Hall and Town Clock.

f. To receive a report on the Town Clock refurbishment.

g. To receive a report on the Priory Road street lighting upgrade.

h. To receive a report regarding the Town Hall Car Park toilet complaint to the Borough Council of King's Lynn and West Norfolk.

i. To receive a report on the Hollies and Paradise Road Car Park resurfacing works programme

**9. Leases, Licences and Agreements**

a. To receive a report on the Downham Town Football Club licence and ground report.

b. To receive a report on the Howdale PAX lease.

c. To receive a report on the Discover Downham lease.

d. To consider the Town Square licence.

e. To consider permitting the Town Clerk to arrange paid public training sessions in the Town Hall.

f. To consider the request from the Downham Market Festival Committee, referred from Public Participation on 24 June 2026.

g. To consider the request from Downham Market Twinning Club to install a commemorative plaque on the benches at the Hollies Car Park to mark its 50th anniversary.

**10. Financial Matters**

a. To establish a Working Party to prepare a maintenance budget plan for the Committee.

b. To receive the budget monitoring report.