

I give notice of a meeting and summon members to attend a meeting of the **Property Committee on Wednesday 13 May 2026 at 5.30pm** in the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are welcome to attend this meeting.

**Claire Dornan**

**Town Clerk**

6 May 2026

## Agenda

- 1. To note Apologies for Absence**
- 2. To receive declarations of interest and consider requests for Dispensations.**
- 3. To approve the minutes of the meeting held on 15 April 2026.**
- 4. Public Participation**
- 5. To update on property inspections, frequency and rota, and agree any actions.**
- 6. To consider and agree actions on the following for the Town Hall:**
  - 6.1 To discuss the Aco drain replacement and step realignment.
  - 6.2 To update on structural issues.
  - 6.3 Bollard flaps and sockets at the entrance/exits to Market Square
  - 6.4 To update and agree actions – Town Hall windows
  - 6.5 Replacement guttering Town Square side of Town Hall.
- 7. To consider and agree actions on the following for the Jubilee Community Centre:**
  - 7.1 Update on proposed new skatepark – confirm location for ground survey.
  - 7.2 To discuss access for emergency services.
  - 7.3 To update on flow plates/speed humps installation/signs
  - 7.4 Relocation of lamp post
  - 7.5 Adult Gym inspections going forward
  - 7.6 Fencing – Rouses Lane end
- 8. To discuss access to the Hollies Bus Stop and agree actions – resident request.**
- 9. To discuss and agree actions – tarmac patching Priory Rd car park.**
- 10. To update and agree actions – cleaning of the Town Clock and story wall.**
- 11. To discuss Mabels Bakery access and other requests for Makers Markets and agree actions.**

12. **To discuss Discover Downham's lease amendments and agree actions.** (Full Council 14 April 2026). Update on plans for proposed extension to the building.
13. **To confirm arrangements for Discover Downham event car park closure on Sunday 5<sup>th</sup> July 2026.**
14. **To consider street lighting ownership and agree actions.**
15. **To discuss a request to purchase of a bench to mark the 50<sup>th</sup> Anniversary of the Twinning Club.**
16. **To update on Car Park Resurfacing tender process.**
17. **To confirm the date of next meeting – 5.30pm 3 June 2026**