

15 Paradise Road, Downham Market, Norfolk PE38 9HS  
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You are summoned to attend a meeting of the **Property Committee** to be held on **Thursday 08 February 2024 at 6pm** to discuss the business on the Agenda below.

The meeting will be held at Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW.

Members of the public are invited to attend.

Yours faithfully

*Claire Dornan*

Claire Dornan  
Town Clerk  
03 February 2024

**Agenda**

1	To receive Members' Apologies for Absence
2	To receive Members' Declarations of Interest
3	Public Participation – 15 minutes allowed
4	To approve the minutes of the meeting held on 14 December 2023
5	To approve the minutes of the meeting held on 25 January 2024
6	To discuss security at the Town Hall and agree actions required to protect employees and hirers
7	To receive correspondence from Downham Amateur Dramatics Society and agree response to request to extend the agreement made on 13 July 2023.  Original vote on 13 July 2023:  Proposed – Cllr Pyatt    Seconded –Cllr Sharman  It was resolved: '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.'  6 In Favour 1 Against – Cllr Lane
8	To discuss the Norfolk County Council Bus Stop lease agreement and proposed works and agree actions
9	To receive correspondence from Downham Market Football Club regarding request to purchase sand from the Town Council and to use the Jubilee Community Centre land for their tournament on 29/30 June 2024 and agree response
10	To discuss roadway upgrade at Jubilee Community Centre and agree actions
11	To receive an update on Annual Defibrillator checks and update on missing defibrillator on Priory Road

12	To receive update on costs associated with the adoption of the Park Lane defibrillator and agree actions
13	To receive an update on 6 Market Place renovation work and agree actions
14	To receive an update on allotment land enquiries and agree actions
15	To receive an update on marketing and obtaining valuations for the Town Council Offices, 15 Paradise Road and agree actions
16	To receive an update on the Rural Fixed Wireless Access survey from Norfolk County Council at the Jubilee Community Centre and agree actions
17	To receive an update on the War Memorial inscription works (Lynn Road) and agree actions
18	To receive an update on the Town Hall Car Park closure signage and agree actions
19	To receive an update on the Town Hall Car Park bollards following an incident on 24 January 2024
20	To receive update on relocation of vehicles that were hiring the Town Square and agree response regarding new use of the Town Square
21	To agree the date of next meeting – Currently scheduled for 29 February 2024

End