

Downham Market Town Council
Minutes of the Property Committee Meeting
held on Friday 28 July 2023 at 6pm
at the Town Council Offices, 15 Paradise Road, Downham Market PE38 9HS

Evacuation procedures were advised.

	<p>Present Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle, Lane, Leach, Lewis, Sharman, Moyses and Bet Moyses</p> <p>Non-Committee Members – Cllr Wiles</p> <p>Tina Griffin – Deputy Clerk</p>
1	<p>To receive Members’ Apologies for Absence</p> <p>Apologies for absence were received and accepted for Cllrs Pyatt and Tawfick</p>
2	<p>To receive Members’ Declarations of Interest</p> <p>Cllr Jordan declared an interest in agenda item 5.</p> <p>The Deputy Clerk explained that she had a request from Cllr Jordan for dispensation to remain in the meeting but not to vote, as he has specialist knowledge which will be important to the committee’s decision making.</p> <p>Proposed Cllr Lane Seconded Cllr Lewis All in favour ‘That Cllr Jordan be granted dispensation to remain in the meeting without a vote’</p>
3	<p>Public Participation – 15 minutes allowed</p> <p>Cllr Wiles asked if there is planning permission in place for the road works at the JCC. The Deputy Clerk explained that plans for the road way are contained in the original planning consent for the regeneration of the JCC site as a whole.</p>
4	<p><u>To approve the minutes of the meeting held on 13 July 2023</u></p> <p>Proposed Cllr Leach Seconded Cllr Lewis Two abstentions, six in favour</p> <p>‘That the minutes of the meeting held on 13 July 2023 be accepted as a true and accurate record.’</p>

5	<p>To discuss additional quotes regarding the road work at the JCC and agree actions.</p> <p>Cllr Jordan confirmed that the work on the road way at the JCC is nearing completion as far as the works covered by the Fen Group’s original quote.</p> <p>It had become apparent that the Bodpave surfacing (or similar) had not been included in the original quote and was therefore not planned for installation by the contractor.</p> <p>Fen Group has provided an additional quote covering various options to finish the surface of the road way and to replace two broken manhole covers. This was discussed in detail.</p> <p>Cllr Jordan highlighted that the road way would need to remain closed until the planning conditions with regards Rouses Lane are completed.</p> <p>Following lengthy discussion it was:</p> <p>Proposed Cllr Sharman Seconded Cllr Lewis 7 in favour – Cllr Jordan did not vote in accordance with item 2</p> <p>‘That the work on the road way be paused at the end of the work covered by Fen Group’s original quote, pending further quotes for cost comparison. That additional quotes be obtained for the replacement manhole covers and that these be repaired as a priority. That enquiries be made as to the original contract specification including the width of the roadway.’</p> <p>The Deputy Clerk reiterated that given Cllr Jordan’s involvement in the project as advisor, care needs to be taken to avoid a conflict of interest going forward. She also highlighted a need to consider how possible future failure in the roadway would be dealt with should there be more than one contractor involved in its construction.</p> <p>It was confirmed that Fen Group have offered to leave their orange safety fencing in place for now, provided all the metal stakes are returned in due course.</p> <p>Cllrs agreed that lessons could be learned, and requested that design specifications be agreed by Cllrs before requesting quotes, especially on larger scale projects.</p> <p>Cllr Moses asked about the JCC leaseholder and whether permission had been sought from them. Cllrs suggested that since the closure of the Howdale charity, the lease was no longer in existence. After further discussion it was agreed to request clarification from the Clerk on her return from leave.</p>
6	<p>To receive an update on discussions with the football club and agree actions if any</p> <p>Cllr Jordan described his recent conversations with the new Chair and Secretary of the football club when he had met them informally at the JCC site.</p>

	<p>Following a frank exchange of views early in the week, the football club had been very helpful in identifying some cables unearthed by the contractor, and had shared their experience of the Borough Council's discussions with Fields in Trust in relation to the Memorial Field.</p> <p>It is hoped that there is a willingness to move forward to enable constructive discussion between DMTC and the football club to take place soon.</p>
7	<p><u>To agree the date of next meeting</u></p> <p>The next meeting was confirmed as Thursday 31 August 2023 at 6pm, or sooner if alternative quotes and information under item 5 have been received.</p>
	Meeting closed: 7.20pm
	SIGNED
	DATE