

**Downham Market Town Council
Property Committee Meeting
Thursday 12 September 2024 at 6pm**

This meeting was held at the Downham Market Town Hall, Bridge Street,
Downham Market PE38 9DE

	<p>Present</p> <p>Committee Chair – Cllr Lewis</p> <p>Committee Members - Cllrs Leach, C Pyatt, J Pyatt & Sharman (5)</p> <p>Consultancy Role – Cllr Jordan Non-Committee Members – Cllrs Hobbs</p> <p>Town Clerk – Ms C Dornan</p> <p>There were no members of the public present.</p>
	<p>The Chair reminded members and visitors of the evacuation procedures and that all mobile phones should be switched to silent or off.</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Cllr Lane had given his apologies at the last meeting as he was on holiday.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Jordan, although not a voting member, made a declaration of interest in agenda item 14.</p>
3	<p><u>Public Participation – 15 minutes allowed</u></p> <p>There were no members of the public present.</p>
4	<p><u>To approve the minutes of the meeting held on 18 July 2024</u></p> <p>Proposed – Cllr Lewis Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 18 July 2024 be approved as a true record.’</p> <p>All In Favour</p>

5	<p><u>To review the 2024/2025 Property Committee budget following 5 months allocation</u></p> <p>The Town Clerk advised that the Town Hall Maintenance & Repair budget may need to be extended especially given the Grand Hall floor issues where it is lifting.</p>
6	<p><u>To discuss the Cycle Storage Scheme and agree actions</u></p> <p>The Town Clerk advised that the Borough Council had provided a grant of £400 to purchase Cycle Storage. The grant did not cover installation costs.</p> <p>Members reviewed options available across 3 suppliers via the Town Clerk’s laptop at the meeting.</p> <p>Proposed – Cllr C Pyatt Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘That 1 x 10 and 1 x 4 Toaster Cycle Storage be purchased from Glasdon UK at a cost of £400 + VAT to be installed at the Jubilee Community Centre site.’</p> <p>All In Favour</p> <p>It is acknowledged that the VAT is recoverable and therefore is not an overspend.</p>
7	<p><u>To receive 3 tender documents and agree contractor for the Hollies Service Road</u></p> <p>Tenders had been received from:</p> <p>W N Surfacing - £35,200 Supreme Surfacing - £26,500 Neville Godfrey Ltd - £29,895</p> <p>All contractors scored equally when assessed.</p> <p>Proposed – Cllr C Pyatt Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That Neville Godfrey Ltd be contracted to complete the work on the Hollies Service Road.’</p> <p>All In Favour</p> <p>Members asked the Town Clerk to confirm at the next meeting what budget was outstanding for Car Park Repairs.</p>

	<p>‘That the original donor be approached by Cllr Jordan to ask if they would be willing to provide a replacement.</p> <p>If a replacement was not possible, that Property Committee recommend to Governance & Finance Committee that they recommend to Full Council that the budget line covering Noticeboards be increased to allow purchase of a new noticeboard.’</p> <p>4 In Favour</p> <p>1 Abstention – Cllr J Pyatt</p>
11	<p><u>To discuss the Stone Cross Bridge and agree actions</u></p> <p>The Town Clerk advised that during an inspection by the Maintenance Team, ahead of the Stone Cross Memorial Day on 20 September 2024, it had been identified that the bridge required some remedial work. A temporary bracket had been placed on the structure to ensure the immediate safety of users.</p> <p>Following further investigation by the Deputy Clerk, it was identified that the bridge was not an asset of the Town Council and was on Pratt family land. The Town Clerk was asked to write to the Pratt family and advise them of the Council’s concerns about the bridge.</p>
12	<p><u>To receive the Town Hall Asbestos Report and agree actions</u></p> <p>The Committee had been sent the report dated 05 August 2024.</p> <p>The Town Clerk had labelled areas where Asbestos had been identified upon receiving this report and also sent the report to all staff.</p> <p>Proposed – Cllr C Pyatt Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘That the Town Clerk attempt to obtain 3 quotes and after assessment of the quotes arrange for the artex to be removed from the ceiling and have the ceilings skimmed or boarded.’</p> <p>All In Favour</p>
13	<p><u>To agree the signage at 6 Market Place prior to submission to the Planning Department</u></p> <p>The architect had provided 2 drawings which the Committee reviewed at the meeting.</p>

	<p>Proposed – Cllr Lewis Seconded –Cllr J Pyatt</p> <p>It was resolved:</p> <p>‘To instruct the architect to make an application to the Planning Department based on option 1.’</p> <p>All In Favour</p>
14	<p><u>To receive the Property Inspection report from Cllr Jordan and agree actions</u></p> <p>Members discussed the most recent inspection dated 29 August 2024 completed by Cllr Jordan which was received on 12 September 2024.</p> <p>Members had previously received a copy of the Property Inspection dated 30 July 2024 via email on 12 August 2024.</p> <p>Members asked the Town Clerk to contact the landowner to the side of Paradise Car Park as their hedge is covering the Council’s streetlight.</p> <p>Members discussed the height barrier at the Priory Road Car Park. Bonnets had confirmed that they could not quote as they were unable to obtain the barrier in the size Council had requested. A quote had been received from D A Jordan Groundworks for a 100mm x 100mm and a 100mm x 50mm barrier. The Town Clerk had been unable to obtain a third quote.</p> <p>Proposed – Cllr Leach Seconded –Cllr J Pyatt</p> <p>It was resolved:</p> <p>‘To instruct D A Jordan Groundworks to install a replacement metal barrier at the Priory Road Car Park measuring 100mm x 100mm with appropriate signage at a cost of £359 + VAT.’</p> <p>All In Favour</p> <p>Members discussed the holes in the fencing at the Priory Road Car Park. Members requested the Town Clerk to instruct the Maintenance Officers to count all the boards that are damaged at Priory Road Car Park and price up replacing them.</p> <p>Members asked the Town Clerk to obtain quotes to resurface the small Hollies Car Park (Number 2)</p> <p>Members discussed the benches and planter on the site of the old sensory garden.</p> <p>Proposed – Cllr C Pyatt Seconded –Cllr Leach</p>

	<p>It was resolved:</p> <p>‘To instruct the Maintenance Team to move the 3 benches from the old sensory garden to the Jubilee Community Centre and ask Holly Landscape Ltd when they are next changing the planters to remove the planter and re-site it elsewhere in town.’</p> <p>All In Favour</p> <p>Members noted that the pressure pad replacement for the Town Hall remained out of stock.</p> <p>Members were advised by the Town Clerk of the need to pay BCKLWN £300 to remove the graffiti from the information wall to the side of the Hollies Car Park.</p> <p>Proposed – Cllr Lewis Seconded –Cllr Julie Pyatt</p> <p>It was resolved:</p> <p>‘To purchase anti-graffiti paint at a cost of £127.26 + VAT for the wall to the side of the Hollies Car Park and use any remaining paint at the Skate Park.’</p> <p>All In Favour</p> <p>Members discussed replacing the old Downham In Bloom signs.</p> <p>Proposed – Cllr Lewis Seconded –Cllr Julie Pyatt</p> <p>It was resolved:</p> <p>‘To replace the existing signage on the four entrance routes into town at a cost of £166.50 + VAT.’</p> <p>All In Favour</p>
15	<p><u>To receive an update from the JCC Regeneration Working Party and agree actions</u></p> <p>Proposed – Cllr Lewis Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘To accept the recommendations of the JCC Regeneration Working Party:</p> <p>To complete a consultation on the Jubilee Community Centre site between 30 September 2024 and 14 October 2024 to include a manned market pitch on one Friday and one Saturday, an evening date using the Clock Room and provide space and face to face support during office opening hours.’</p>

	<p>To accept the recommendations of the JCC Regeneration Working Party and recommend to Full Council:</p> <p>To accept the quote from Next Gen Groundworks to complete the car park covered by 2017 planning permission at a cost of £16,164.50.</p> <p>To obtain 3 quotes and fence down the JCC roadway to a height of 4ft using a 3-rail timber fence including a 2 x 10ft farm gate.</p> <p>To rescind the decision of Council to restrict expenditure at the JCC site in 2024/2025.'</p> <p>All In Favour</p>
16	<p><u>To discuss anti-social behaviour at the Jubilee Community Centre and agree actions</u></p> <p>Members discussed the possibility of installing a barrier at the end of the roadway similar to that at the Denver Complex.</p> <p>The Town Clerk was asked by The Chair to discuss options with Hyperion Security and gain guidance.</p>
17	<p><u>To discuss 2025/2026 Budget requirements</u></p> <p>Members were advised that Festival Week activities in the Town Hall will run from Saturday 24 May 2025 to Saturday 31 May 2025, excluding Thursday 29 May 2025, due to a pre-arranged wedding. Festival Committee would like free use of the Town Hall again.</p> <p>Members wished to discuss general hire rates at the next Property Committee meeting.</p> <p>Members were given an update on Martyn's Law which will need to be taken into account in 2025/2026.</p> <p>Due to the meeting length, it was decided not to discuss the 2025/2026 budget in details and add this to next months agenda.</p>
	<p>Members were reminded of the date of the next meeting:</p> <p>Thursday 17 October 2024 at 6pm at Downham Market Town Hall.</p>
	<p>Meeting closed: 7:56pm</p>
	<p>SIGNED</p>
	<p>DATE</p>