DOWNHAM MARKET TOWN COUNCIL

Minutes of the Property Committee Meeting

Date: Wednesday 25 February 2026 Time: 5.30pm
Venue: Town Hall, Bridge Street, Downham Market PE38 9DW

Present

Councillors C Pyatt, (Vice Chair), Leach, Pegg, Leivers, Lewis, Cambell-Robb, Wiles Grover (8)

Tina Griffin, Deputy Clerk

1 member of the public.

The Chair reminded members to turn their phones to silent and explained the emergency evacuation procedures.

1. **To note Apologies for Absence -** Cllr Jordan sent his apologies.

2. **To receive declarations of interest and consider requests for Dispensations.**
   None.

3. **To approve the minutes of the meeting held on 18 February 2026**.
   Resolved: To approve the minutes of the meeting held 18 February 2026.
   Proposed Cllr Pegg Seconded Cllr Grover All in favour.

4. **Public Participation –** the Chair invited the member of the public to speak during item 5.

5. **To consider and agree action boundary issues at the JCC including removing dead trees, stumps and old fencing.**
   A discussion took place around the merits of total removal of undergrowth and trees or attempting to leave some in place.
   Resolved: To invite quotes to clear all the undergrowth and all trees along the boundaries with the neighbouring properties to the extent previously agreed. To include alternative quotes for close board fencing with 1.5m centres, and 6ft fence panels. Both with concrete posts and gravel boards.

   A wider conversation followed around the proposed flow plate design, but also the amount of people using the sports field to exercise their dogs.
   Resolved: To display clearer 'No Dogs' signs, together with some information based warning signs about the health implications of leaving dog excrement on the field where children play. To include this message on Council social media.

6. To consider and agree actions on the following for the Town Hall:

6.1 To consider alternatives to the bollard flaps on Town Hall car park.
Cllr Grover presented ideas for a more robust bollard flap design and agreed to work with Cllr Jordan on this. Cllrs emphasised the need to ensure they fit flush to the ground.

6.2 To discuss mortar loss and brick decay around the entrance to the Town Hall and agree actions.
Cllrs were advised that the Conservation Officer had recommended inspection of the Bridge St corner of the Town Hall by a CARE registered structural engineer before any works are carried out. Update at next meeting.

6.3 To update on quotes to investigate water ingress at Town Hall (Assembly Room – Town Square Side) and agree actions.
After a detailed discussion of the options it was
Resolved: To engage the services of S Clark Builders to scaffold the area and investigate the issues causing the water ingress. Particular instructions to be given to the contractor to ensure that the scaffolding cannot be used by unauthorised persons to access the roof. Recommended repairs to be discussed following investigation.
Proposed Cllr Leach Seconded Cllr Leivers All in favour.

6.4 To update on lighting options in the Clock Room and agree actions following Conservation Officer visit.
Councillors considered the advice of the Conservation Officer.
Clerk to investigate with the Council's electrical contractor, the possibility of installing 3 x chandelier style fittings, and to liaise with the Conservation Officer with the information she requires. Update at the next meeting.

7. To consider a draft Tender Document for car park surfacing Hollies 2 car park and Paradise Rd car park, consider white lining requirements and agree actions.
Cllr Pyatt emphasised the need for wider parking spaces as the current width is unsuitable for larger modern cars. It was recognised that this would reduce the number of spaces, but would go towards reducing damage to residents' cars. Carried forward to the next meeting.

8. To discuss and agree renovations to the Town Sign in light of budget allocation 2026-7
Resolved: To engage the services of specialist contractor G Mould to carry out renovations to the Town Sign as per his recommendations.
Proposed Cllr Leivers Seconded Cllr Campbell-Robb All in favour.

9. To discuss and agree replacement bench and planters for Hollies pavement area.
Resolved: To order two benches and 2 x three-tier planters for installation on the newly tarmacked Hollies pavement area.
Proposed Cllr Leach Seconded Cllr Wiles All in favour

10. To discuss the new Mayor's Board and agree actions including calligraphy and position in Town Hall.

Resolved: To request a clear lacquer to be added to the new Mayor's Board with sign written lettering instead of engraving. To match in as far as possible with the style of the old board. Clerk to authorise the work if under £500.
Proposed Cllr Lewis Seconded Cllr Campbell-Robb All in favour

Resolved: To hang the two Mayor's Boards side by side on the dark blue wall facing the entrance to the Town Hall with the heraldic emblem above centre. To place the insignia board in the stairwell.
Proposed Cllr Pegg Seconded Cllr Wiles All in favour.

11. To discuss and agree actions on a potential new skatepark.

Resolved: To gather three alternative designs and costings for a concrete skatepark at the JCC, to consult on choice of design with users of the skatepark as previously.
Proposed Cllr Leach Seconded Cllr Wiles All in favour

12. To confirm the date of next meeting – 18 March 2026 at 5.30pm