

I give notice of a meeting and summon members to attend a meeting of the
Property Committee on Wednesday 26 November 2025 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

20.11.25

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 5 November 2025
4. Public Participation
5. To update on property inspections carried out by the office and Councillors.
6. To update on flow plates installation, pedestrian access and associated works. Agree actions.
7. To receive quotes for wrought iron gates to the Memorial Garden and agree actions.
8. To update on quotes for repairing the pavement in the Hollies, to discuss tree removal and bench replacement.
9. To update on electrical testing at the Town Hall and agree actions.
10. To update on the Designated Premises Supervisor contract.
11. To update Building Regs sign-off for town council office.
12. To update on the re-location of the Market Square bollards.
13. To discuss hedge trimming at the JCC site and agree actions in light of the Town Clerk's report.
14. To discuss Town Clerk's report on water ingress at Town Hall (Assembly Room – Town Square Side) and agree actions.
15. To confirm installation of dusk to dawn lighting at the JCC entrance.
16. To approve budget expenditure for lighting upgrade to Paradise Car Park.
17. To discuss an incident at the Jubilee Community Centre (1 November 2025) and agree actions.
18. To discuss request from the Twinning Club for use of the Town Hall on specified dates free of charge. Agree actions.
19. To note issues raised by a regular hirer of the JCC.
20. To discuss a request from the Royal British Legion for use of the Clock Room free of charge for their Poppy Shop between 22nd October 2026 until 9th November 2026.
21. To update on car park surfacing Morrisons car park and Paradise Rd.
22. To agree on going rota for Cllr Property inspections.
23. To confirm the date of next meeting.

End