**11Minutes of the Property Committee Meeting**

**Date Wednesday 10th September 2025**

**Time:6pm**

**Venue Town Hall, Bridge Street, Downham Market, PE38 9DR**

**Councillors Present** Jordan, Leach, Lane, Leivers, Lewis, Pegg, Perkins, Pyatt, Campbell-Robb

1 Non-committee member Cllr. J Pyatt

1 Member of the Public

Note takers Cllr Leivers & Cllr J Pyatt

Cllr Jordan opened the Meeting and reminded members that mobile phones should be placed on silent or switched off. Cllr Jordan also reminded all those present of the fire evacuation procedures.

**1**. **To note Apologies for Absence**   Apologies received from the Deputy Clerk, Tina Griffin.

**2. To receive declarations of interest and consider requests for Dispensations**.

Cllr Jordan declared a non-pecuniary interest in item 8

**3. To approve the minutes of the Meeting held on the 30th August 2025**

Proposal To amend the date to 20th August 2025 and bring back to the next Meeting for approval.

 Proposer Cllr Jordan   Seconded Cllr Pyatt              All in favour.

**4.Public Participation** - Member of public  expressed views regarding parking charges.

**5.  To receive quotes for the installation of flow plates at the Jubilee Community Centre, road way, to discuss pedestrian access, signage and agree action.**

Resolved to be carried forward to the next Meeting.

**6. To update on property inspections carried out by committee members and the office.**

 A discussion was held regarding the latest Property Inspections. Cllr Leivers offered to hand them into the Office on Thursday 11th September 2025 to be actioned.  Next property inspection to be carried out, Cllrs check for animal faeces in Memorial Garden.

 Regarding property inspections Is it possible for 2 weeks to be changed to monthly as this was the normal requirement in the past? Could Deputy Clerk make enquiries?

**Week beginning 22nd September** Cllr Jordan & Cllr Pyatt. **6th October** Cllr Perkins & Cllr Pyatt

**Proposal to go to next Full Council Meeting to remove Skate Park and Harris Fencing for Health & Safety reasons due to anti-social behaviour**.

Proposer Cllr Pyatt  Seconded Cllr Pegg, all in favour

**7. To discuss progress with Car Park Orders, working group, terms of reference**

 4 Cllrs on the Working Group, Cllr Pyatt, Cllr Brewer, Cllr Pegg and Cllr Perkins

**Resolved** Cllr Pegg will bring to the next Meeting a proposal.

**8 Cllr Pyatt in the Chair.** Cllr Jordan abstained.

**8. To discuss NCC response to an extended 20mph zone in Downham Market**

**Resolved** Proposal to ask NCC to look at improving signage.

Proposer Cllr Campbell Robb Seconded Cllr Pyatt 8 in favour 1 abstention.

**9**. Cllr Jordan resumed Chairperson from this item number.

**To consider quote for replacing/repairing one of the fire exits and agree actions.**

Proposal  Quote provided was accepted

Proposer Cllr Leivers  Seconded Cllr Leach, all in favour.

**10. To update on remedial work and consider quotes for the car park drainage Budgeted.**

**Proposal to accept Quote from All Clear Drainage**

 Proposer Cllr Pyatt Seconder Cllr Lewis. All in favour.

**11. To update on the replacement of the Assembly Room curtains and agree actions. (Unbudgeted)**

Proposal to send to Governance & Finance as this is unbudgeted to recommend acceptance to the Full Council.

Proposer Cllr Jordan Seconded Cllr Campbell Robb. All in favour.

**12.  To consider quotes for improving the white lining of the tarmac car park at the JCC, the addition of speed roundels and give way road markings**

Defer to next Meeting to discuss any information with the Deputy Clerk.

**13.  To consider quotes to repair a Town Hall gutter leak, clean the  gutters and agree actions.**

Proposal to fix the gutter leak only.

Proposer Cllr Leach Seconder Cllr Lewis. All in favour.

**14.  To consider quotes for the 5 year Electrical Installation Condition Report (EICR) following reassessment of the number of circuits in the Town Hall and agree actions**

Proposal to obtain further quotes, including new one from Mike for the total amount.  Suggested new suppliers:- Aqualec (Jack Moore) & Neil Whicker.

Proposer Cllr Lewis Seconder Cllr Pegg.  All in favour.

**15.  To consider a replacement picnic bench for Clackclose Road and agree actions.**

Proposal to ask Borough Council if they would contribute to the bench on Clackclose Road opposite The Grange, Care Home.

Proposer Cllr Pyatt Seconder Cllr Pegg. All in favour.

**16.  To agree renovations to the Town Sign and agree actions.**

Proposal to ask Deputy Clerk, to contact Swaffham Council as their sign has recently been restored.   The renovation has to be carried out by a specialist as only certain paints can be used.

Proposer Cllr Jordan Seconded Cllr Lane. All in favour.

**17. To discuss old bollard sockets at entrance/exit to Market Square and agree actions.**

Proposal to move all old bollards sockets back to the original position.  The Contractor awarded the JCC contract ask for another quotation to patch the holes and tarmac at the same time.

Proposer Cllr Leach Seconder Cllr Lewis. All in favour.

**18.  To discuss pavement in Hollies Car Park, tree roots are disrupting  the tarmac - agree actions.**

Proposal to try for 3 Quotes from West Norfolk Surfacing, Neville Godfrey, Supreme

Proposer  Cllr Jordan  Seconded Cllr Pegg. All in favour.

**19. To consider quotes for plaster skimming the Clock Wall and agree actions.**

Proposal to accept the quote presented

Proposer Cllr Lane Seconded Cllr Leivers, All in favour.

**20. To discuss height barrier in Paradise Road Car Park, agree actions.**

Resolved to check on next Property Inspection.

**21. To update the review of the Town Square steps**

Item to be carried forward to the next Meeting.

**22. To confirm the date of the next Meeting.**

Wednesday 8th October 2025 tbc by the Deputy Clerk.

Meeting closed at 1935hours