

**Downham Market Town Council
Property Committee Meeting
Thursday 08 February 2024 at 6pm**

This meeting was held at Downham Market Town Hall, Downham Market PE38 9DW

Evacuation procedures were advised.
Members were reminded to switch off mobile phones.

	<p>Present</p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle, Lane, Leach, Lewis, S Moyses, Charlie Pyatt, Julie Pyatt & Sharman (9)</p> <p>Non-Committee Members – Cllr Leivers & Wiles</p> <p>Town Clerk – Ms C Dornan</p> <p>There were no members of the public present.</p> <p>There were 2 members of Downham Amateur Dramatics Society (DADS)– See Item 7</p>
	<p>The Chair thanked everyone for their patience as the meeting started at 6:07pm due to an overrun of a previous meeting in the same venue.</p> <p>The Chair reminded members of the evacuation procedures, including exiting via the Fire Doors in the Grand Hall or via the Main Entrance and the fire evacuation meeting point by Coggles Funeral Directors.</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>An email was sent on 08 February 2024 at 4:33pm by Cllr B Moyses, however this was not seen until later in the meeting when the Town Clerk was reviewing a quote under item 10. The email stated:</p> <p>I am unable to attend the HR meeting and property committee meeting this evening Cllr Bet Moyses.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declared an interest made.</p>

3	<p><u>Public Participation – 15 minutes allowed</u></p> <p>Cllr Leivers implored the Committee Members to adopt the Defibrillator on Park Lane. The Town Clerk informed Cllr Leivers that item 12 was only to obtain approval for the legal costs associated with the adoption. It had been agreed at the last meeting to adopt the asset. Cllr Leivers was delighted.</p> <p>Cllr Leivers asked that the Bus Stop Sign on the wall outside Morrisons be renewed. The Town Clerk advised Cllr Leivers that this work had already been approved by the Committee and approval sort from the owner, Mr Barker. Funding had been received from the Borough Council under a CIL application. The office were simply awaiting installation by Haynes Eaton Signs Ltd.</p> <p>Cllr Leivers asked that the bus noticeboard on the Hollies Service Road be upgraded. This is not the responsibility of the Town Council however the Chair asked the Town Clerk to contact the Passenger Transport Group to enquire if any upgrade was scheduled.</p> <p>Cllr Leivers asked that members look to renew the inscription on The Hollies stone via a grant from the Tourism Officer at the Borough Council. The Town Clerk advised that the Deputy Clerk would look into this.</p>
4	<p><u>To approve the minutes of the meeting held on 14 December 2023</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 14 December 2023 be approved as a true record.’</p> <p>All In Favour</p>
5	<p><u>To approve the minutes of the meeting held on 25 January 2024</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 25 January 2024 be approved as a true record.’</p> <p>All In Favour</p>

6	<p><u>To discuss security at the Town Hall and agree actions required to protect employees and hirers</u></p> <p>The Chair reminded Cllrs of the disruption caused by youths outside the Grand Hall at the last Full Council meeting which was managed by a member of the public and a member of the office team.</p> <p>The Chair then advised that a similar incident had occurred two days later when one of the Council employees was lone working.</p> <p>The Chair advised that both incidents had been reported to the Police however the Council have a duty of care to prevent similar instances occurring again.</p> <p>The Town Clerk explained that the Deputy had explored an entry system with the Council's preferred electrician but when the idea was discussed with the fire alarm provider, it was clear that any work would require an audit and the Council would end of paying an unnecessary additional cost which outweighed the benefit of using an alternative firm. The Deputy Clerk had then explored ideas with CTS Security Ltd and they had quoted £1,992.80 + VAT for a fob entry system, button exit system, with fire system override.</p> <p>Cllrs discussed the quote and understood the need but asked if a portable video intercom system could be added to save the office and maintenance team having to come to the door to approve entry. This is to be explored with CTS Security Ltd.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>'That the Town Clerk be provided with a budget of £3,000, subject to approval from Governance Committee, to install a security system, which meets the requirements of The Regulatory Reform (Fire Safety) Regulation Order 2005, on the Town Hall entrance to prevent unauthorised entry.</p> <p>Expenditure will come from Reserves, however the work is recommended by the Town Clerk due to the need to maintain the safety of Council employees, volunteers and hires.'</p> <p>All In Favour</p>
7	<p><u>To receive correspondence from Downham Amateur Dramatics Society and agree response to request to extend the agreement made on 13 July 2023.</u></p> <p><u>Original vote on 13 July 2023:</u></p> <p><u>Proposed – Cllr Pyatt Seconded –Cllr Sharman</u></p>

	<p>Members asked that the Town Clerk obtain quotes for an Aco drain on the roadway, directional flow plates at the end of the roadway and fencing at the end of the roadway ahead of the next Property Committee meeting.</p>
11	<p><u>To receive an update on Annual Defibrillator checks and update on missing defibrillator on Priory Road</u></p> <p>The Town Clerk advised that the Annual Defibrillator checks had been completed.</p> <p>The defibrillator on Priory Road (The Old Fire Station) was now operational however the battery was missing from the defibrillator when it was returned. A replacement had cost £211.50 + VAT.</p> <p>Members asked that the Town Clerk make a formal complaint regarding the incomplete return of the defibrillator.</p>
12	<p><u>To receive update on costs associated with the adoption of the Park Lane defibrillator and agree actions</u></p> <p>The Town Clerk advised that Hawkins Ryan had provided a quote of £250 + VAT to draw up an agreement to formally adopt the Park Lane defibrillator.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Doyle</p> <p>It was resolved:</p> <p>‘That the Town Clerk be authorised to spend £250 + VAT from the Legal / Professional Fees budget 2023/2024.’</p> <p>All In Favour</p>
13	<p><u>To receive an update on 6 Market Place renovation work and agree actions</u></p> <p>The Town Clerk advised that the new Town Council Offices are expected to be handed over week commencing 19 February 2024.</p>
14	<p><u>To receive an update on allotment land enquiries and agree actions</u></p> <p>The Town Clerk advised that there had been no response from enquiries made to obtain land for allotments.</p> <p>The Town Clerk also advised that there had been no reply to the Deputy Clerk from the Downham Market & Downham West Joint Burial Board requesting an extension to the agreement at Rouses Lane.</p> <p>It was suggested that the Town Clerk contact Steven Reed to enquire about land to the rear of the existing Rouse Lane site. The Chair is to provide contact details.</p>

15	<p><u>To receive an update on marketing and obtaining valuations for the Town Council Offices, 15 Paradise Road and agree actions</u></p> <p>The Town Clerk advised that the Deputy Clerk had been awaiting contact from King & Partners and Morris Armitage had advised that they do not work on Commercial projects.</p> <p>The Committee agreed not to use William H Brown after the service received whilst attempting to negotiate a sale on 4 Market Place.</p> <p>The Town Clerk advised that Landles had agreed to offer a free sales v lease report and then provide a fee schedule should the Council which to proceed with either option.</p> <p>The Committee were happy to await the report from Landles.</p>
16	<p><u>To receive an update on the Rural Fixed Wireless Access survey from Norfolk County Council at the Jubilee Community Centre and agree actions</u></p> <p>The Town Clerk was pleased to advise that the Council had been successful in receiving support for the installation of WiFi at the Jubilee Community Centre, fee free until 2026.</p> <p>The Committee welcomed this positive result.</p>
17	<p><u>To receive an update on the War Memorial inscription works (Lynn Road) and agree actions</u></p> <p>The Town Clerk advised that the inscription work on the War Memorial was programmed to occur, with the support of the War Memorial Trust who are match funding, at the beginning of March 2024.</p>
18	<p><u>To receive an update on the Town Hall Car Park closure signage and agree actions</u></p> <p>The Town Clerk gave caution to installing further permanent signage on the Town Hall Car Park as any additional posts would require planning permission as they would be in the conservation area and this would come at a cost.</p> <p>Members agreed not to proceed with this idea as the majority of the community already know that the Town Hall Car Park is closed due to the market on a Thursday and Friday evening and there is ample parking available in The Hollies to support evening parking on these days.</p>
19	<p><u>To receive an update on the Town Hall Car Park bollards following an incident on 24 January 2024</u></p> <p>The Town Clerk advised that no response had been received following the letter to the driver requesting details of the car insurance provider.</p>

	A further letter is to be sent to the driver.
20	<p><u>To receive update on relocation of vehicles that were hiring the Town Square and agree response regarding new use of the Town Square</u></p> <p>The Town Clerk confirmed that notice had been given to all vehicular users of the Town Square as requested by the Committee.</p> <p>The Town Clerk is currently exploring the option of using the small Hollies Car Park with existing Town Square users similar to how it is currently used by the NHS Breast Van between January and March each year.</p> <p>Members acknowledged that there needs to be a consistent response to requests from the Council to park vehicles on the Town Square for commercial purposes. All requests will be declined unless it is a Town Council event.</p>
21	<p><u>To agree the date of next meeting – Currently scheduled for 29 February 2024</u></p> <p>The next meeting was agreed as Thursday 29 February 2024 at 6pm.</p>
	Meeting closed: 7:48pm
	SIGNED
	DATE