

Minutes of the Property Committee Meeting

Date: Tuesday 14 January 2026 Time: 5.30pm

Venue: Town Hall, Bridge Street, Downham Market PE38 9DW

Present

Councillors Jordan (Chair), Leach, Pegg, Leivers, C Pyatt, Lewis, Cambell-Robb
And following co-option item 5 Cllr Wiles (8)

Tina Griffin, Deputy Clerk

2 non-committee members Cllrs Wiles and Cllr Grover
2 members 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** – it was noted that Cllr Perkin has stepped down from this committee with immediate effect.
- 2. To receive declarations of interest and consider requests for Dispensations.**
None declared.
- 3. To approve the minutes of the meetings held on 26 November 2025 and 10 December 2025**
Resolved: To approve the minutes of the meeting held on 26 November 2025 and 10 December 2025.
Proposed Cllr C Pyatt Seconded Cllr Lewis All in favour

4. Public Participation

The Chair brought forward items 8 and 18 to allow input from the relevant members of the public.

8. To discuss a request for use of Council assets for Makers Markets monthly May-September and one in December 2026. Agree actions.

The organiser of the Makers Markets outlined plans for the coming year and requested use of the Market and Town Squares, with electrical supply and loan of the all the Council's gazebos. It was acknowledged that the Makers Markets had been a great addition to the town.

Resolved: To permit use of the Town Hall Car Park and half of the Town Square on Sunday 24 May 2026, Sunday 28 June 2026, Sunday 26 July 2026, Sunday 30 August 2026, Sunday 27 September 2026, Sunday 13 December 2026.

To include the loan of the Council gazebos and use of the Council's electrical supply subject to the following:

- Non-refundable hire fee of £200 for each Makers Market payable at least 30 days in advance.
- £100 returnable deposit to cover any damage to Council property including gazebos.
- Damages to be paid in full including replacement of any gazebo damaged beyond repair.

Proposed Cllr C Pyatt

Seconded Cllr Campbell-Robb

All in favour

18. To update Building Regs report for town council office and agree actions.

The contractor responsible for the conversion of No 6 Market Place explained the background to the Building inspector's report and listed the inspections that had taken place during the work, something he says is overlooked in the report.

It was agreed that the contractor will liaise with the Building inspection team to obtain the certificates and results of previous inspections, involving if possible the inspector who originally carried out the completion inspection. A meeting between the inspector, contractor and Cllrs could be arranged, to resolve any queries. Carry forward to the next agenda.

5. To consider applications for co-option to Property Committee.

Cllr Wiles was invited by the Chair to outline his reasons for wishing to join the committee.

Resolved: To co-opt Cllr Wiles on to the Property Committee with immediate effect.

Proposed Cllr Pegg

Seconded Cllr Leivers

All in favour

6. To update and agree actions on property inspections carried out by the office and Councillors, including

- Bike rack Paradise Car Park – monitor as no easy way to re-secure.
- Tyres left from skatepark removal – obtain quote to remove.
- Bollard flaps – outside Town Hall entrance. – Chair and clerk to research some alternatives
- Lamp 51 Paradise Car Park – request Pearce & Kemp to revisit
- Drainage issue – Hollies Car Park – request a quote from the Council's drainage contractor to investigate the standing water issue.

Resolved: To progress each item as noted above.

Proposed Cllr Jordan

Seconded Cllr Pegg

All in favour

Cllrs also considered a quote of additional costs associated with the replacement of the kerb stones at the JCC. The contractor had found, on excavation, a line of old kerb stones, a cement drainage channel and large concrete fence post foundations. This is prolonging the length of the project and adding to disposal costs.

Resolved: To accept the quote from NS Paving to cover the cost of the additional works.

Proposed Cllr Lewis

Seconded Cllr C Pyatt

All in favour

7. To monitor the Property budget and agree the allocation of spending.

The committee budget statement had been circulated prior to the meeting with no queries raised. The clerk confirmed that an up to date statement would be provided for each meeting and new spending could be allocated to a budget line by committee.

8. See above under item 4.

9. To discuss replacement canopies for the gazebos and agree actions.

This item had been resolved at the Full Council meeting of 13 January 2026.

10. To discuss forming a working party to consider the Grounds Maintenance contract, due for renewal October 2026.

Membership was discussed and Cllr Pegg volunteered to join the working party if required.

11. To discuss the contract for Sanitary Bins and Nappy Bins – Expiry 10 July 2026

Resolved: To continue with the current contract holder PHS.

Proposed Cllr Leach Seconded Cllr Campbell-Robb All in favour

12. To receive quotes for amended wrought iron gate design to the Memorial Garden and agree actions.

Two quotes for the reduced height gates were considered.

Resolved: To appoint Sawyers to provide gates for the Memorial Garden in accordance with their quote, being the least expensive of the quotes received. A spring mechanism to be requested to allow gates to self close.

The space at the rear of the Memorial Garden to be closed by the Maintenance Team with a 6ft fence panel.

Proposed Cllr Leach Seconded Cllr Leivers All in favour

13. To update on quotes for repairing the pavement in the Hollies, to discuss tree removal and bench replacement.

Resolved: Following Full Council authorisation for budget spend over £5,000, it was agreed to go ahead with instructing the selected contractor WN Surfacing in accordance with their quote. To proceed with the tree removal by Holly Landscapes.

To discuss replacement benches/planters at the next meeting.

Proposed Cllr Jordan Seconded Cllr Wiles All in favour

14. To discuss mortar loss and brick decay around the entrance to the Town Hall and agree actions

The clerk offered to discuss this matter with the specialist builders who are visiting to assess the work needed to rectify water ingress into the Assembly Room. This was accepted and carried forward to the next meeting.

15. To update on Howdale PAX Lease extension.

The clerk confirmed there has been no progress to report apart from the matter has been chased by the Town Clerk with the solicitor.

16. To discuss West Norfolk Rural Community Grants Scheme.

Cllrs agreed that they would not pursue a grant application at this time as there are already many projects in the pipeline.

17. To update on the Designated Premises Supervisor contract.

Cllrs considered the Town Clerk's report previously circulated.

Resolved: To agree the contract with Best@Bars, and to trial a designated key holder arrangement with them for 6 months. The option of a fixed bar in the foyer area was declined for fire regulation and heritage reasons.

Proposed Cllr Pegg

Seconded Cllr Lewis

All in favour

18. See above item 4

19. To update on the re-location of the Market Square bollards.

Cllrs were advised that a Purchase Order has been issued to the contractor and the work is scheduled for completion soon.

20. To discuss hedge trimming at the JCC site and agree actions.

Two quotes for flailing and mulching the base of the hedges and brambles were considered.

Resolved: To accept the quote from NPS Fencing & Countryside Management Ltd, to include the removal and disposal of two fallen bushes/trees, and to trim the brambles back to the fence line.

Proposed Cllr Leivers

Seconded Cllr Leach

7 in favour

21. To agree the method of in-filling the holes left by the removal of the skatepark

Cllrs considered the quotes for various options available.

Resolved: To accept the quote from J H Gardens for completion as soon as possible.

Proposed Cllr Leach

Seconded Cllr Leivers

All in favour

22. To update on quotes to investigate water ingress at Town Hall (Assembly Room – Town Square Side) and agree actions.

The clerk confirmed that two specialist heritage builders would be carrying out site visits on 15 January 2026. Item to be carried forward to the next agenda.

23. To update on car park surfacing Morrisons car park and Paradise Rd and agree actions.

Cllrs were advised that one quote had been received, and that unforeseen circumstances had delayed the submission of another. It was agreed to wait for the other quote before discussing further. Cllr C Pyatt requested that designs for wider parking bays are discussed at the next meeting.

24. To discuss lighting in the Clock Room and agree actions.

Cllrs suggested options for improving the lighting in the Clock Room, including a row of downlighters across the centre of the ceiling, and installation of two new chandelier type fittings and/or the installation of a new ceiling rose and light fitting.

It was agreed to consult the Conservation officer for advice and guidance. Item carried forward to the next meeting.

25. To consider an air conditioning quote for the Grand Hall and agree actions.

Resolved: Not to move forward with the quote at this time as it does not provide an workable solution for the various hirers of the Grand Hall.

Proposed Cllr Lewis

Seconded Cllr Pyatt

All in favour

26. To note the outcome of the Fire Risk Assessment and report.

The report was noted and the lack of follow up actions was commended.

27. To agree on going rota for Cllr Property inspections.

A schedule of inspection dates and allocated Cllrs was agreed. The schedule to be circulated by the clerk.

28. To confirm the date of next meeting – 18 February 2026

End