

I give notice of a meeting and summon members to attend a meeting of the **Property Committee on 18 February 2026 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

11.2.26

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 14 January 2026.
4. Public Participation
5. To consider applications for co-option to Property Committee.
6. To consider scope of Terms of reference and agree any amendments.
7. To discuss and agree the Tender Process for Insurance Renewal to start February 2026.
8. To discuss and agree Morrisons Supermarket, Turning Circle Land to North of Bridge Street, Downham Market - Potential Lease Extension.
9. To update and agree actions on property inspections carried out by the office and Councillors, including –
 - Land alongside the Memorial Gardens
 - The surface of Priory Road car park
10. To monitor the Property budget and agree the allocation of spending. To discuss and agree specifications prior to quotes.
11. To consider and agree action on the following for the JCC:
 - 11.1 To agree the plans for white lining, signage and flow plates at the JCC.
 - 11.2 To discuss water pooling on gravel car park at the JCC and grassed area beside.Agree actions
 - 11.3 To agree removal and disposal of the tyres left from removal of the skatepark.
 - 11.3 To discuss the yellow gates and posts at the JCC agree removal if appropriate.
 - 11.4 To discuss boundary issues including removing dead trees, stumps and old fencing.

- 11.5 To discuss the grassed areas beneath the adult gym equipment and agree actions.
 - 11.6 To discuss the condition of the trees on boundary between the JCC and the neighbouring bungalow.
 - 11.7 To discuss and agree actions to make safe skatepark fence sockets.
 - 11.8 To discuss and agree actions to make safe the chipped floor tiles inside the JCC.
 - 11.9 To discuss ceiling crack in chair storeroom.
 - 12. To consider and agree actions on the following for the Town Hall:**
 - 12.1 To consider alternatives to the bollard flaps on Town Hall car park.
 - 12.2 To discuss mortar loss and brick decay around the entrance to the Town Hall and agree actions.
 - 12.3 To update on quotes to investigate water ingress at Town Hall (Assembly Room – Town Square Side) and agree actions.
 - 12.4 To update on lighting options in the Clock Room and agree actions following Conservation Officer visit.
 - 13. 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.**
 - 14. To discuss car park gritting and agree actions.**
 - 15. To discuss and agree renovations to the Town Sign in light of budget allocation 2026-7**
 - 16. To approve the design and specification for the new Memorial garden gates.**
 - 17. To update on lamp 51 Paradise Rd lower car park and agree actions.**
 - 18. To update and agree works to investigate drainage issue Hollies car park.**
 - 19. To update on Howdale PAX Lease extension.**
 - 20. To discuss and agree replacement bench and planters for Hollies pavement area.**
 - 21. To discuss the new Mayor's Board and agree actions including calligraphy and position in Town Hall.**
 - 22. To discuss and agree actions in response to letter from Twinning Club.**
 - 23. To update Building Regs report for town council office and agree actions.**
 - 24. To note potential increase in water charges previously circulated.**
 - 25. To confirm the date of next meeting – 18 March 2026**
- End**