

**Downham Market Town Council
Property Committee Meeting
Thursday 29 June 2023 at 6pm**

This meeting was held at 15 Paradise Road, Downham Market PE38 9HS

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

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| | <p>Present</p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle, Lane, Leach, Lewis, Pyatt and Sharman</p> <p>Cllrs B Moyses and S Moyses arrived at Item 3 (9)</p> <p>Non-Committee Members – Cllrs Buxton, Daymond, Incorvaia, Leivers and Wiles (5)</p> <p>Town Clerk – Ms C Dornan</p> <p>There were 2 members of the public present</p> |
| Notes | <p>Cllr Jordan reminded non – committee members that they only had the right to speak under Public Participation unless he gave permission as Chair to speak.</p> <p>At the last meeting Cllr Jordan had allowed non -committee members to speak freely throughout the meeting but it caused unnecessary disruption to the meeting.</p> |
| 001 | <p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies received.</p> |
| 002 | <p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Jordan declared an interest in Item 8.</p> <p>Cllrs B Moyses and S Moyses arrived.</p> |
| 003 | <p><u>Public Participation – 15 minutes allowed</u></p> <p>Cllr Wiles questioned who owns the Memorial Playing Field – The Town Clerk confirmed it was under the responsibility of the Borough Council.</p> <p>Cllr Leivers challenged the legality of non-committee members being unable to speak throughout a Committee meeting and requested legal clarification. Cllr Leivers asked</p> |

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| | <p>Cllr Jordan why he made a speech at the meeting and didn't circulate the information prior to the meeting. Cllr Jordan stated that he had not prepared a speech prior to the meeting but wanted to prevent the disruption that occurred at the last meeting which frustrated business.</p> <p>Cllr Daymond queried why some items were being discussed at Property Committee when they related to Downham In Bloom. The Town Clerk asked for specifics but the conversation became confused so it was agreed that Cllr Daymond would submit a report to the Town Clerk to review.</p> <p>There were two written questions provided to the Town Clerk. These were circulated ahead of the meeting and also read out at the meeting.</p> <p>Question 1 related to a vehicle being regularly on the market after 8am - The Town Clerk had spoken with the team who set up the market who confirm that the market trader trades from their van, in addition to their open gazebos. As the traders only pay for their frontage the vehicle behind the gazebo is not chargeable. The vehicle will be checked on Friday 30 June 2023 to ensure that the vehicle is not impeding on the pitch behind.</p> <p>Question 2 related to a vehicle being on the market after 8am - The Town Clerk confirmed that the market trader did have permission from a member of staff to retain their vehicle on the market on Friday 23 June 2023 due to the Hollies Car Park closure.</p> |
| 004 | <p><u>To approve the minutes of the meeting held on 25 May 2023</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 May 2023 be accepted as a true and accurate record.’</p> <p>All In Favour</p> |
| 005 | <p><u>To approve the minutes of the meeting held on 15 June 2023</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Doyle</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 15 June 2023 be accepted as a true and accurate record.’</p> <p>8 In Favour</p> |

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| | <p>1 Abstention – Cllr B Moyses – Wasn't present at this meeting so could not confirm it was a true and accurate record.</p> |
| 006 | <p><u>To discuss bar provision at the Town Hall</u></p> <p>Proposed – Cllr Jordan Secoded –Cllr Lane</p> <p>It was resolved:</p> <p>'That a working party be formed to create a quote / tender document. The working party is to be formed of Cllrs Doyle, Lane and Sharman.'</p> <p>All In Favour</p> <p>It was requested that the working party also request a price list from companies to enable a review of the prices charged to attendees as there have previously been complaints made about excessive pricing on beer.</p> |
| 007 | <p><u>To receive an update on grant applications:</u></p> |
| 007.1 | <p>War Memorial (War Memorial Trust)</p> <p>The Town Clerk confirmed that the War Memorial Trust had not supported slate being added to existing memorial and had suggested a method to improve the inscription. 3 quotes had been received and sent to the Trust along with the application. The 50% match funding was still required which would be circa £500.</p> <p>Proposed – Cllr Leach Secoded –Cllr Lewis</p> <p>It was resolved:</p> <p>'That upon confirmation of a successful application, that the Town Clerk be authorised to spend up to £500 to match fund and complete the works.'</p> <p>All In Favour</p> |
| 007.2 | <p>Memorial Garden Pathway (CIL)</p> <p>Members discussed the pathway and considered their surface preference2, taking into account the requirement to meet the requirements of those with mobility needs.</p> <p>Proposed – Cllr Jordan Secoded –Cllr Lane</p> <p>It was resolved:</p> <p>'That a CIL application be made for a new Memorial Garden Pathway consisting of a black tarmac with red flecks surrounded by a concrete edging.'</p> |

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| 007.3 | <p>All In Favour</p> <p>Electric Vehicle Charging Point (On Street Charging)</p> <p>The Town Clerk advised that BP Pulse had been in contact to advise that the On Street Charging fund had been reduced and an increase in match funding was required by BP Pulse. They were happy to increase their funding however it would increase the term from 7 years to 10 years.</p> <p>Proposed – Cllr Pyatt Secoded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the agreement between the Town Council and BP Pulse increase from 7 years to 10 years to recognise the increased capital expenditure by them.’</p> <p>7 In Favour</p> <p>2 Against – Cllrs B Moyses and S Moyses</p> |
| 007.4 | <p>Jubilee Sports Centre (Community Ownership Fund)</p> <p>The Town Clerk had circulated a positive response from the expression of interest form.</p> <p>Proposed – Cllr Jordan Secoded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That a full application be made under the Community Ownership Fund to improve the Jubilee Sports Centre.’</p> <p>All In Favour</p> |
| 008 | <p><u>To receive Jubilee Community Centre roadway quotes (BCKLWN CIL Application)</u></p> <p>The Town Clerk advised that after the approval from Full Council on 20 June 2023, the funding would be taken from the CIL funds held by the Town Council which is sent by the Borough Council twice yearly. The approximate balance held currently is £29K.</p> <p>The Town Clerk requested members to give Cllr Jordan dispensation to remain in the room to explain his quotes for the roadway to enable like for like quotes to be obtained. This was agreed by all.</p> <p>The Town Clerk did not disclose the figures provided by Cllr Jordan to the Committee so that the quotes can remain private until the quotes are received.</p> |

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| | <p>Geo Grid and Hardcore with crushed concrete were discussed.</p> <p>Proposed – Cllr Lane Seconded –Cllr Pyatt</p> <p>It was resolved:</p> <p>‘That a quote specification be drawn up; Geo Grid with a thickness of 50mm, on a 50mm sand base and 100mm hardcore base covering a 250m² area. The width of the roadway to be 3.5m wide. ’</p> <p>All In Favour</p> <p>Cllr Jordan did not vote as he had declared an interest.</p> |
| 009 | <p><u>To discuss Howdale PAX car park plans</u></p> <p>A member of the Howdale PAX had approached the Town Clerk asking for permission to apply for a grant (not DMTC) to resurface the area to the front of the building excluding the main road, with the boundary circulated by planters.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That support be provided to the application by the Howdale PAX. ’</p> <p>All In Favour</p> |
| 010 | <p><u>To consider replacement of Memorial Garden signage</u></p> <p>The Town Clerk advised that quotes had been requested from Masson Seeley (£135+VAT), JD Signs (£241) and HE Signs (Quote not provided).</p> <p>Proposed – Cllr Doyle Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That the Town Clerk be authorised to purchase the replacement memorial sign and associated wooden plinth with bevelled edges from Masson Seeley as a cost of £135 +VAT. ’</p> <p>All In Favour</p> <p>1 Member of the public left the meeting.</p> |

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| 011 | <p><u>To discuss Town Hall Car Park electrics</u></p> <p>The Town Clerk advised that the electric box near to Coggles was failing when the car park lights were on. These have been switched off temporarily. As the evenings are light they are not required at present.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That the Town Clerk employ M W Electrical, forgoing the requirement to obtain 3 quotes, to allow an urgent fault find, to enable a decision to be made at the next meeting on the Council’s next course of action.’</p> <p>All In Favour</p> <p>The Committee asked the Town Clerk to obtain 3 quotes to upgrade the electrics near the Town Hall from 2 x 16 amp sockets to 8 x 16 amp sockets.</p> |
| 012 | <p><u>To approve Grounds Maintenance contract</u></p> <p>The working party, plus the Mayor, had met prior to this meeting. Their recommendations were provided to the Committee.</p> <p>The working party suggested a 3-year contract for tender.</p> <p>The main recommendations were:</p> <ul style="list-style-type: none"> • To remove the wall mangers at Morrisons • To remove the planters / hanging baskets from 15 Paradise Road • To remove the Display boat from the new contract • To add the Downham In Bloom sensory planters to the contract • To use petunias, asters, mini dahlias, pinks, mimulus, bush lobelia and mini pansies in the planters for summer colour. • To use perennial, drought resistant multicoloured shrubs with texture in the Memorial Garden and include the Magnolia Tree in the watering schedule. • To water 3 times a week between 01 April – 31 October and only feed the planters, once per month • To place in a maximum of 5% increase per year clause in the contract • To amend the Jet washing to 3 times a year – March, May and October • To include the Story Wall and the wall at the Hollies junction in the jet washing • To add the walled area by Boots, the Town Hall and Town Hall Steps to the half yearly weed spray schedule • To add an annual hedge cut at the Hollies Car Park and JCC • To add the grass cut of the Jubilee Sports Centre (not JCC land) • To add a monthly bench clean between 01 April and 31 October |

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| | <ul style="list-style-type: none"> To add an annual clean of the Town Council owned dog bins and town signs <p>It was also suggested to ask Highways permission to remove the trees on the Town Square that are unmanaged and cause root damage.</p> <p>It is recommended that the tenders are sealed and labelled appropriately and held by the Town Clerk until an agreed date when they will be opened in front of The Mayor and the working party when they will be assessed.</p> <p>Proposed – Cllr Lane Seconded –Cllr Pyatt</p> <p>It was resolved:</p> <p>‘That the Property Committee agree to the recommendations by the working party and submit them to Full Council for final approval and to enable the tender process to start.’</p> <p>All In Favour</p> |
| 013 | <p><u>To discuss withdrawal of Westcotec from Street Light service provision</u></p> <p>Westcotec will no longer provide Street Light support from September 2023</p> <p>The Town Clerk had been unable to find an alternative provider ahead of the meeting.</p> <p>It was agreed a social media post would be made seeking interested parties to quote.</p> |
| 014 | <p><u>To discuss IT contract renewal</u></p> <p>Members discussed the quote from ECS Computers, Wavenet and Norfolk Computer Services.</p> <p>Proposed – Cllr Doyle Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That an annual contract be agreed with Norfolk Computer Services as per the draft contract submitted.’</p> <p>All In Favour</p> |
| 015 | <p><u>To consider photocopier contract renewal</u></p> <p>Members discussed the quotes from Sharp EU and Office Flow.</p> <p>Proposed – Cllr Pyatt Seconded –Cllr Lane</p> |

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| | <p>It was resolved:</p> <p>‘That the contract with EU Sharp not be renewed in January 2024 and notice be given. To contract with Office Flow using a cold print environmentally friendly printer from Epson at a cost of £135.00 + vat per quarter, colour cost per page at 3.2p and Mono cost per page at 0.35p. ’</p> <p>All In Favour</p> |
| 016 | <p><u>To discuss SSE contract renewal</u></p> <p>The Town Clerk advised that LSI energy had not supplied the information required to discuss this item. Members agreed that they would like the Council to continue on a green tariff and quotes should be on this basis.</p> |
| 017 | <p><u>To consider the Carbon Footprint Report</u></p> <p>Members agreed that now the Council is functioning ‘normally’ post Covid-19 that the Carbon Footprint Report needed to be reviewed again.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That a recommendation be made to Full Council to create a Carbon Footprint Working Party, reporting to Property Committee. ’</p> <p>All In Favour</p> <p>Cllrs Lane and Incorvaia showed interest in forming membership of the working party.</p> |
| 018 | <p><u>To receive an update on current Town Square use</u></p> <p>After the discussions with the existing food truck and the change of location request, the vender has given notice. The Car Park was not deemed a safe location by the vender or the Town Clerk.</p> <p>Members discussed the constant parking on the Town Square by Direct Pizza and the new owners of No 6 Market Place, plus others.</p> <p>It was agreed that removable bollards were needed on the Town Square.</p> <p>There is a preference for stainless steel or cast iron however members are aware of budget constraints.</p> <p>Any expenditure will be against the Town Square – Handrail and safety requirement budget.</p> |

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| | The Town Clerk is to look at options and revert back to the Committee at the next meeting. |
| 019 | <p><u>To consider Town Square request between 16 December 2023 – 24 December 2023</u></p> <p>Members discussed a request to use the Town Square near Christmas for food / drink vehicles in conjunction with a Clock Room booking.</p> <p>Proposed – Cllr Pyatt Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That the request be refused and that no further food related vehicles be authorised to park on the Town Square. ’</p> <p>8 In Favour</p> <p>1 Against – Cllr Lane</p> |
| 020 | <p><u>To discuss pop up shop request</u></p> <p>Members discussed a request from a member of the public for the Town Council to purchase space to create an opportunity for small businesses, similar to The Place in King’s Lynn.</p> <p>Proposed – Cllr S Moyses Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘That the request be refused as there is no budget available to purchase such a property. ’</p> <p>All In Favour</p> |
| 021 | <p><u>To consider Mayoral use of Town Hall for fundraising events</u></p> <p>The Mayor is wishing to fundraise for his chosen charity, The Air Ambulance, however at present there is no policy on Mayoral use of the Town Hall.</p> <p>Proposed – Cllr Leach Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the Mayor may use the Town Hall on 10 occasions throughout their Mayoral year for fundraising purposes. The booking must not cause the cancellation of an existing booking. ’</p> |

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| | <p>All In Favour</p> <p>The Mayor noted that there will be minimal input from the staffing team for his fundraising events. Opening and closing of the Town Hall will be required though.</p> |
| 022 | <p><u>To agree the date of next meeting</u></p> <p>The next meeting was agreed as Thursday 13 July 2023 at 6pm, in lieu of Thursday 27 July 2023 due to the Town Clerk being on leave on the latter date.</p> |
| | Meeting closed: 7:52pm |
| | SIGNED |
| | DATE |