

I give notice of a meeting and summon members to attend a meeting of the Property Committee on Wednesday 23 September 2026 at 5.30pm in Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW.

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date – 17 September 2026

Agenda

1. Apologies for Absence

2. Declarations of Interest and Requests for Dispensations

3. Minutes

To approve the minutes of the meeting held on 27 August 2026.

4. Public Participation

5. Town Hall and Town Square / Town Hall Car Park Works

Town Square

- a. To receive an update on the ACO drain and realignment of the steps and agree any further actions.
- b. To receive an update on the Town Clock and agree any further actions.
- c. To receive an update on the Town Square lighting and agree any further actions.

Town Hall Car Park and Town Square

- d. To receive quotes to install the replacement of bollard flaps and sockets and agree any further actions.

Town Hall

- e. To receive an update on the planning permission for the replacement of the Town Hall windows and agree any further actions.
- f. To receive an update on the Town Hall lift and agree any further actions.
- g. To receive an update on the plastering of the Clock Room and agree any further actions.
- h. To receive an update on the ceiling rose outside the Assembly Room and agree any further actions.
- i. To receive an update on the replacement of damaged tables and agree any further actions.
- j. To receive an update on the Assembly Room curtain ties and agree any further actions.
- k. To consider Town Hall stage quotes and agree any further actions.
- l. To receive quote for Town Hall Kitchen Fire Exit replacement and agree any further actions.
- m. To receive report on Town Hall Grand Hall Fire Exits and agree any further actions.
- n. To receive an update on Martyn's Law and consider any actions required in relation to the Town Hall.

6. Jubilee Community Centre

- a. To receive an update on the installation of pedestrian crossings, flow plates, speed humps, signage and fencing and consider outstanding related works such as footpath past flow plates.
- b. To receive quote for hardstanding under the bin store.
- c. To receive an update on the installation of hand dryers.
- d. To note and receive an update on the leak in the first room.
- e. To consider replacing the benches near the old Skate Park location.
- f. To receive an update on the Skate Park procurement process
- g. To consider replacing the chain link fence.
- h. To consider the drawings from the architect and make recommendation to Full Council.
- i. To consider location of the John Doyle Memorial Boat and Picnic Bench and any works required.
- j. To consider the purchase of paint for the fencing.
- k. To receive the outcome of the building survey and agree any required actions.
- l. To consider request for a hook to be placed on the front door to the building to ease unloading and access for hirers.

7. Property and Infrastructure

- a. To receive an update on the Building Regulations sign-off for No. 6 Market Place and consider any further action.
- b. To receive the Property Inspection Reports and agree any required actions.
- c. To agree the Property Inspection Rota.
- d. To receive an update on the Insurance claim for replacement of the Paradise Road Barrier and agree any required actions.
- e. To receive an update on Car Park Tender and consider any further actions required.
- f. To consider cycle path request and agree any further actions.

8. Leases, Licences and Agreements

- a. To receive an update on the progress of the Howdale PAX lease.
- b. To receive an update on the progress of the Discover Downham lease.
- c. To receive an update on the licence with The Pantry.
- d. To receive an update on the Downham Market Twinning Club commemorative plaque.
- e. To consider the potential transfer of the Community Orchard to the Town Council and, if appropriate, make a recommendation to Full Council.
- f. To receive an update on the progress of the negotiations relating to the renewal of the Turning Circle lease.

9. Financial Matters

- a. To receive the budget monitoring report and consider any matters arising.

10. Meetings

- a. To agree the date of the next Property Committee meeting.

END