

## **Minutes of the Property Committee Meeting**

**Date: Wednesday 18 March 2026 Time: 5.30pm**

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

### **Present**

Councillors Jordan (Chair), C Pyatt, Leach, Pegg, Leivers, Lewis, Wiles, Grover (8)

Tina Griffin, Deputy Clerk

Non-committee members Cllrs Lane and Sims

The Chair reminded members to turn their phones to silent and explained the emergency evacuation procedures.

### **1. To note Apologies for Absence - none**

### **2. To consider co-option to committee vacancy.**

Two candidates outlined their interest in the committee and a paper vote followed.

**Resolved:** To co-opt Cllr Lane to the Property Committee, he then joined the meeting.

### **3. To receive declarations of interest and consider requests for Dispensations**

None declared.

### **4. To approve the minutes of the meeting held on 25 February 2026.**

**Resolved:** To approve the minutes of the meeting held on 25 February 2026

Proposed Cllr Jordan                      Seconded Cllr Leivers      8 in favour

### **5. Public Participation – no members of the public present.**

### **6. To consider and agree action boundary at the JCC including removing dead trees, stumps and old fencing.**

**Resolved:** To engage NPS Fencing to carry out the work subject to a bird nesting survey, and written reassurance that it is safe to proceed, with confirmation that if the work cannot go ahead immediately that the price can be guaranteed.

Proposed Cllr Lewis                      Seconded Cllr Leivers      All in favour

### **7. To consider and agree actions on the following for the Town Hall:**

7.1 To consider alternatives to the bollard flaps on Town Hall car park.

**Resolved:** Cllr Grover had previously circulated a drawing of flap/socket which was accepted subject to it being installed flush with the tarmac surface.

Proposed Cllr Jordan      Seconded Cllr Wiles      8 in favour  
Quotes to manufacture the flaps to be sought subject to a final specification to be produced by Cllr Grover.

7.2 To consider the condition of one of the exits to the Town Hall.  
It was agreed to monitor the condition of the exit for future attention if required.

7.3 To consider purchase of replacement tables for the Town Hall.  
A suggested design of table was discussed and not considered suitable.  
It was agreed that further investigation was needed to balance the need for a secure table which suits the aesthetics of the Town Hall and is appropriate for repeated manual handling and storage.

7.4 To agree satisfactory installation of the fire exit door.  
**Resolved:** That the new fire exit door installation is acceptable and payment can now be made.

Proposed Cllr Lewis      Seconded Cllr Wiles      8 in favour

7.5 To discuss the contractor's proposal for investigation of water ingress.  
**Resolved:** To accept the contractor's proposed way forward to establish the cause of the water ingress.

Proposed: Cllr Leach      Seconded Cllr Lane      All in favour

7.6 To agree the works to repair two areas of guttering.  
**Resolved:** To accept the quote from Generation Roofing and to repair the two areas of guttering on the side of the Town Hall.

Proposed Cllr Jordan      Seconded Cllr Pegg      All in favour

7.7 To discuss the Aco drain cover.  
It was agreed to obtain quotes to repair or replace the drain cover and securing clips on the Town Square following inspection by Cllrs Jordan and Grover. Carry forward to the next meeting.

7.8 To discuss repairs to the Town Square steps.  
It was agreed to obtain quotes to re-set the stones which have become uneven in conjunction with the work on the Town Square steps.

7.9 To consider the installation of a wooden cabin near the Market Square.  
**Resolved:** It was agreed not to proceed with this suggestion as the location is in the Conservation Area and unlikely to be approved; the security of the structure could be at risk; it would be out of keeping with the location.

Proposed Cllr Pegg      Seconded Cllr Lane      All in favour

## 8. To consider and agree actions on the following for the Jubilee Community Centre:

8.1 To infill the sunken area on the gravelled car park.  
**Resolved:** To accept the quote from NS Paving to complete the work as part of the wider improvements to the groundworks at the JCC.

Proposed Cllr Lewis                      Seconded Cllr Pegg                      All in favour

- 8.2 To agree the plan for the fencing at Rouses Lane end next to the gravel car park.  
**Resolved:** To obtain a quote from NS Paving to create a pedestrian pathway and install fencing next to the roadway to match the fencing opposite - to be completed in conjunction with the installation of the flow plates. Pathway to be gravelled but with a base which could be tarmacked in future if necessary.  
Maintenance Officers to install 4" square wooden posts at 1.5m intervals to protect the grassed area.

Proposed: Cllr Lewis                      Seconded Cllr Leach                      All in favour

- 8.3 Costings for installation of speed ramps with the flow plates.  
**Resolved:** To accept the quote from NS Paving for installation of speed bumps and flow plates as part of the wider groundworks on the site.  
To investigate a secure key safe design for emergency services access.

Proposed Cllr Lewis                      Seconded Cllr Leach                      All in favour

- 8.4 Consider the services of design and commissioning support for the proposed new skatepark.  
**Resolved:** To engage a consultant from Radian Ramps subject to satisfactory references to help with the design, tendering and construction of a new skatepark.  
To reconsult on the design options with interested residents.

Proposed Cllr Leivers                      Seconded Cllr Leach                      All in favour

**9. To consider and agree a draft Tender Document for car park surfacing Hollies 2 car park and Paradise Rd car park, consider white lining requirements and agree actions.**

Councillors examined the draft Tender Document and made amendments to the specification of the work required.

**Resolved:** To accept the tender document subject to the agreed amendments. Clerk to establish timescales and proceed as required.

Proposed Cllr Pegg                      Seconded Cllr Leach                      8 favour, 1 against

**10. To discuss and agree actions to address maintenance issues at the Boxing Hut.**

**Cllrs discussed the condition report the Clerk previously circulated.**

**Resolved:** Maintenance Officers to rectify as many of the issues as possible, engaging contractors as necessary up to £500. To accept the quote from EMS to install a hot water system and M W Electricals to connect the heaters.

Proposed Cllr Leivers                      Seconded Cllr Wiles                      All in favour

**11. To update on Lamp 51 and agree actions.**

**Resolved:** To obtain quotes to stabilise the lamp post. Cllrs Grover and Jordan agreed to investigate a guard to protect the lamp posts from repeated damage by vehicles.

Proposed Cllr Jordan                      Seconded Cllr Grover                      All in favour

**12. To discuss the new Mayor's Board and agree actions**

**Resolved:** To accept the sign writer's verbal quote of approx. £200 to add the crest and titles to the board, subject to confirmation in writing.

Proposed Cllr Jordan

Seconded Cllr Wiles

All in favour.

**13. To confirm the date of next meeting – 15 April 2026 at 5.30pm**