

**Downham Market Town Council  
Property Committee Meeting  
Thursday 23 November 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.

	<p><b>Present</b></p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle, Lane, Leach, Lewis, Pyatt &amp; Sharman (7)</p> <p>Town Clerk – Ms C Dornan</p> <p>There were no members of the public present.</p>
1	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>There were no apologies received.</p> <p>The Town Clerk was requested to contact Cllr Tawfick and ascertain whether she wished to remain on the Committee as she has been unable to attend recent meetings.</p>
2	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>There were no declarations of interest made.</p>
3	<p><b><u>Public Participation – 15 minutes allowed</u></b></p> <p>Correspondence from Lee Marchant regarding Hollies Car Park safety was read to the Committee. The Committee did not feel that there was an issue with safety on either of the car parks relating to directional signage or position of planters.</p> <p>Correspondence from Joan Cribbett regarding the offer of a Town Square Camera was read to the Committee. The Town Clerk was asked to investigate the offer further.</p> <p>Correspondence from the Borough Council of King’s Lynn &amp; West Norfolk regarding funding for new cycle storage was read to the Committee. The Committee asked that the Expression of Interest form was completed by the Town Clerk.</p>

4	<p><b><u>To approve the minutes of the meeting held on 19 October 2023</u></b></p> <p><b>Proposed – Cllr Jordan</b>                      <b>Seconded –Cllr Pyatt</b></p> <p>It was resolved:</p> <p><b>‘That the minutes of the meeting held on 19 October 2023 be approved as a true record.’</b></p> <p><b>All In Favour</b></p>
5	<p><b><u>To review the Property Inspections from 15 November 2023 and agree any actions</u></b></p> <p>The Property Inspection from 15 November 2023 was discussed.</p> <p>The Jubilee Community Centre entrance roadway was discussed as the potholes had started to form again.</p> <p><b>Proposed – Cllr Sharman</b>                      <b>Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Council accept to quote from Neville Godfrey Ltd to dig out from main road around corner to green gates at bottom, which is approximately 370m<sup>2</sup> by 50mm thick and relay using 10mm DBM at a total price for all plant labour and materials £19,050.00 Subject to VAT.’</b></p> <p><b>All In Favour</b></p> <p>The rubbish on the field at the Jubilee Community Centre was noted. A litter pick had been completed after the inspection on Sunday 19 November 2023 so the issue had been resolved. It was commented that the containers belonging to Downham Market Football Club were still surrounded by metal. The Town Clerk was asked to write to the Secretary.</p> <p>When discussing the inspection of the Paradise Road Car Park, parking in bike bay had been witnessed and on the kerbing. Unfortunately, no action can be taken on this matter at present as there are no car park orders in place. It was noted that the surface is starting to break up which will be monitored. The bike rack still needs to be fitted which the Chair confirmed will be actioned shortly. The Town Clerk confirmed that the trees had been cut down by the landowner however this had revealed that one light was out in bottom section.</p> <p>It was noted that within the Hollies Car Park, number two, that there are some small surface issues which need to be monitored once the frosts set in.</p>

	<p>It was reported that on the Hollies Service Road there are cracks forming where lines were. This will require close monitoring so that it does not become a risk to cyclists.</p> <p>It was noted that in the Priory Road Car Park the height barrier was missing as it had been damaged and not reported. The metal bar was found in half on the ground, the day before the inspection took place and removed.</p> <p>The Town Clerk reported that within the Town Hall Car Park that the flaps have been painted yellow. It was noted that the missing flaps still need to be re-fitted and that there was a wobbly bollard by Wales Court Car Park.</p> <p>It was noted that at the rear of Town Hall there is a wobbly post near the kitchen fire exit which needs cementing back in.</p> <p>The Town Clerk reported that in the Town Hall the foyer &amp; toilet floors were very dirty. The Town Clerk would be reviewing the cleaning methods used at the Jubilee Community Centre.</p>
6	<p><b><u>To receive an update on the Jubilee Community Centre site works</u></b></p> <p>The Town Clerk confirmed that the hedging has been flailed as requested by the Committee.</p> <p>It was also noted that the Town Clerk was awaiting a further quote for double glazing. The building had been measured up on 22 November 2023 so the quote was expected imminently.</p>
7	<p><b><u>To receive an update on 6 Market Place renovation work</u></b></p> <p>The Chair reported that the stairs were now in, that the upstairs window space had been cut out and the upstairs plastering had started.</p> <p>The Town Clerk confirmed that an assessment of network requirements had been completed by Norfolk Computer Services on 22 November 2023.</p> <p>It was noted that the external CCTV had been installed and wiring placed into office area by CTS Security on 20 November 2023.</p> <p>The Town Clerk advised that the contractor was awaiting approval on entrance doorway from Planning Department at Borough Council so this work had stalled.</p>
8	<p><b><u>To receive an update from BCKLWN on Community Orchard and agree actions</u></b></p> <p>The Town Clerk confirmed that the Borough Council were conducting soil samples last week and results are expected 14 days after the sample has been completed.</p>

9	<p><b><u>To receive an update from BCKLWN on Adult Gym Equipment</u></b></p> <p>Christian Wilson at the Borough Council advised on 20 November 2023:</p> <p>This matter has been referred onto my internal client team and I am awaiting further instructions from them.</p>
10	<p><b><u>To discuss the 2024/2025 budget</u></b></p> <p>CLLrs discussed the budget in detail venue by venue.</p> <p>Allotment – <b>Town Clerk to contact 100 Acre charity, Stow Estate &amp; Environment Agency to explore rental options. Should be cost neutral as allotment holders pay for their plot.</b></p> <p><b>Town Council Office – On the assumption the building is rented by the room</b></p> <p>Town Council Office – Window Cleaning - <b>£300</b></p> <p>Town Council Office – Air Conditioning Service - <b>£500</b></p> <p>Town Council Office – Legionella Sample - <b>£150</b></p> <p>Town Council Office – Water Rates - <b>£1,000</b></p> <p>Town Council Office – Electricity - <b>£3,500</b></p> <p>Town Council Office – Business Rates -<b>£6,500</b></p> <p>Town Council Office – Fire Alarm &amp; Intruder Alarm - <b>£1,000</b></p> <p>Town Council Office – Fire Inspection &amp; Risk Assessment - <b>£250</b></p> <p>Town Council Office – Fire Extinguishers &amp; Blanket inspection - <b>£75</b></p> <p>Town Council Office – First Aid &amp; Defibrillator - <b>£250</b></p> <p>Town Council Office – Car Park - <b>£2,000 Kerb, lining and surface fix</b></p> <p>Town Council Office – Maintenance - <b>£2,000</b></p> <p>Town Council Office – Lighting LED Upgrade - <b>£500</b></p> <p>Town Council Office – CCTV - <b>£200 Battery Replacement</b></p> <p>Town Council Office – Waste - <b>£500</b></p> <p>Town Square – Legionella Sample of Water Fountain - <b>£150</b></p> <p>Town Square – Safety requirements - <b>£2,000 Bollards, Railings &amp; Benches</b></p> <p>Town Square – Lighting LED Upgrade - <b>£3,500</b></p> <p>Town Square – CCTV – <b>No budget</b></p> <p>Paradise Road – <b>Business Rates -£6,000</b></p> <p>Car Park Signage - <b>£3,500</b></p> <p>Hollies Car Park – Business Rates - <b>£10,000</b></p> <p>Priory Road Car Park – Business Rates - <b>£3,750</b></p> <p>Priory Road – Defibrillator - <b>£250</b></p> <p>Town Hall Car Park – Business Rates - <b>£2,000</b></p> <p>Town Hall Car Park – Bollard Maintenance &amp; Accessories- <b>£1,000</b></p> <p>Town Hall Car Park – Defibrillator / Bleed Kit - <b>£250</b></p> <p>Car Park Winter Maintenance (Gritting) - <b>£8,000</b></p> <p>Car Park Repairs – Potholes / Surface Dressing - <b>£100,000</b></p> <p>Car Park Lighting– Maintenance - <b>£3,000</b></p> <p>Paradise Road Lower Car Park – Pump Inspection &amp; Maintenance - <b>£500</b></p> <p>Town Maintenance Contract – Holly Landscapes £15042 + 5% uplift - <b>£15,795</b></p>

Town signs - **£500**  
 Town Noticeboards & Maintenance - **£500**  
 (Potential Donation) New Defibrillator Install & Maintenance - **£500**  
 Seating - **£1,000**  
 Jetting Contract - **£2,500**  
 Market Advertising - **£500**  
 Vehicle – Maintenance / Service / MOT - **£600**  
 Vehicle – Insurance - **£750**  
 Vehicle – Tax - **£330**  
 Vehicle – Fuel - **£500**  
 SAM2 – Maintenance - **£1,000**  
 Town Cycle Racks - **£100**  
 Council Insurance – Main Policy - **£20,000**  
 Jubilee Community Centre – Weed Control - **£300**  
 Jubilee Community Centre – Business Rates - **£7,000**  
 Jubilee Community Centre - Fire Alarm & Intruder Alarm - **£500**  
 Jubilee Community Centre – Fire Inspection - **£200**  
 Jubilee Community Centre – Fire Extinguisher & Blanket inspection - **£150**  
 Jubilee Community Centre – CCTV - **£150**  
 Jubilee Community Centre – Lighting Upgrade to LED - **£5,000**  
 Jubilee Community Centre – Electricity - **£3,500**  
 Jubilee Community Centre – Gas - **£3,500**  
 Jubilee Community Centre – Gas Safety Inspection - **£250**  
 Jubilee Community Centre & Sports Centre – Water Rates - **£1,000**  
 Jubilee Community Centre – Window Cleaning - **£300**  
 Jubilee Community Centre – Defibrillator - **£250**  
 Jubilee Community Centre – Car Park / Road Maintenance - **£2,000**  
 Jubilee Community Centre – Legionella Sample - **£150**  
 Jubilee Community Centre – Maintenance - **£20,000**  
 Jubilee Sports Centre – Electricity - **£1,750**  
 Jubilee Sports Centre – Fire Inspection - **£200**  
 Jubilee Sports Centre – Fire Extinguishers inspection - **£100**  
 Town Hall – Business Rates **£9,000**  
 Town Hall - Fire Alarm & Intruder Alarm - **£2,000**  
 Town Hall - Fire Inspection - **£200**

**Proposed – Cllr Jordan Seconded –Cllr Doyle**

**It was resolved:**

**‘That Standing Order 3x be suspended to allow agenda item 18 & 19 to be transacted.’**

**6 In Favour**

**1 Against – Cllr Pyat**

**Town Hall – Fire Extinguisher & Blanket inspection - £300**

	<p>Town Hall – CCTV - <b>£200</b>  Town Hall – Lighting Upgrade to LED – <b>£1,000</b>  Town Hall – Electricity - <b>£6,000</b>  Town Hall – Gas - <b>£10,000</b>  Town Hall – Gas Safety Inspection - <b>£300</b>  Town Hall – Radiator Upgrades - <b>£3,000</b>  Town Hall – Water Rates - <b>£8,000</b>  Town Hall – Window Cleaning - <b>£720</b>  Town Hall – First Aid - <b>£100</b>  Town Hall – Legionella Sample - <b>£150</b>  Town Hall – Maintenance &amp; Repairs - <b>£15,000</b>  Town Hall – Equipment / Tools - <b>£1,000</b>  Town Hall – Stage - <b>£5,000</b>  Town Hall – Cleaning Supplies - <b>£1,000</b>  Town Hall – Sanitary Collections - <b>£2,000</b>  Town Hall – Waste - <b>£1,500</b>  Town Hall – Lift - <b>£1,600</b>  Town Hall - PPL &amp; PRS Licence - <b>£1,000</b>  Town Hall – Drapes Cleaning - <b>£500 One Clean</b>  Town Hall &amp; No. 6 – Broadband - <b>£2,000</b>  No. 6 furniture - <b>£500</b></p> <p><b>Ear Marked Reserves</b></p> <p>Jubilee Sports Centre – Upgrade / Grant Funding - <b>£20,000</b>  Dishwasher - <b>£500</b>  Fridge / Freezer - <b>£500</b>  Replacement Drapes - <b>£1,000</b>  Overhead Projector – <b>Consider CIL Application – Match Funding?</b>  Speakers– <b>Consider CIL Application – Match Funding?</b>  Microphones– <b>Consider CIL Application – Match Funding?</b>  Tables - <b>£3,500</b>  Chairs - <b>£500</b>  Gazebo - <b>£300</b>  Town Hall Boiler - <b>£5,000</b>  Council Van Replacement – <b>Zero – Look to lease next vehicle</b></p>
19	<p><b><u>To agree the date of next meeting – Currently scheduled for 14 December 2023</u></b></p> <p>The next meeting was agreed as Thursday 14 December 2023 at 6pm.</p> <p>The discussion regarding the Town Hall hire rates is to occur at this meeting.</p>
	<p>Meeting closed: 8:11pm</p>

	<b>SIGNED</b>
	<b>DATE</b>