

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

**Date: Wednesday 26 November 2025**

**Time: 5.30pm**

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

### **Present**

Councillors Jordan (Chair), Leach, Pegg, Leivers, C Pyatt, Lewis, Perkin, Cambell-Robb (8)

Tina Griffin, Deputy Clerk

2 non-committee members Cllrs Wiles and J Pyatt

1 member of the public

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

- 1. To note Apologies for Absence** – it was noted that Cllr Lane has stepped down from this committee with immediate effect.
- 2. To receive declarations of interest and consider requests for Dispensations.**  
None declared.
- 3. To approve the minutes of the meetings held on 5 November 2025**  
**Resolved:** To approve the minutes of the meeting held on 5 November 2025.  
Proposed Cllr Jordan                      Seconded Cllr Pegg      7 in favour

### **4. Public Participation**

A member of the public asked whether it was best use of Council funds to resurface the two car parks when compared to others they are in reasonable condition eg in Kings Lynn and at the Borough owned car park at the Howdale,. He also queried if it would be better to wait until the Council had agreed Car Park Orders.

Cllr Wiles asked about the next steps for the skatepark. It was confirmed that a decision has yet to be made about a potential replacement, but that this would be referred to the Full Council in January 2026.

### **5. To update on property inspections carried out by the office and Councillors.**

The Clerk reviewed the items identified during the recent inspections as needing attention and gave updates on progress. In particular:

**Skate Park** - Cllrs were aware that the old skatepark has now been removed and discussed ways of making the site safe until decisions about the future of the skatepark are made.

**Resolved:** To infill the gaps in the concrete with soil and grass over.

Proposed Cllr Lewis                      Seconded Cllr Jordan                      All in favour

**Brick weave area on the Memorial Field** – the clerk confirmed the Borough will request a manual weeding of the area. Cllr Leivers expressed a wish to make the area more attractive and useful. Item carried forward to next meeting.

**Town Square Chess Board** – Cllrs recommended raking out all the grout, and replace using the finest grade 'Easy Joint' grout as per product instructions. To be discussed with Maintenance Officers.

**6. To update on flow plates installation, pedestrian access and associated works. Agree actions.**

**Resolved:** To accept the quote from NS Paving for the installation of the flowplates, but noted this should wait until the kerbing and patching of the car park at the JCC has been completed.

Proposed Cllr Lewis                      Seconded Cllr Pegg                      All in favour

**7. To receive quotes for wrought iron gates to the Memorial Garden and agree actions. Cllrs considered three quotes, one contractor could not fit the gates so was set aside.**

**Resolved:** To ask the two remaining contractors to quote for gates 1200mm high instead of 1800mm and to carry forward this item to the January committee meeting.

**8. To update on quotes for repairing the pavement in the Hollies, to discuss tree removal and bench replacement.**

The clerk explained that a second contractor had sent in a quote, without specification of the work to be undertaken. This had been requested but had not been received.

**Resolved:** To recommend WN Surfacing to undertake the work in accordance with their quote. It was noted that this would need Full Council agreement as the quote is in excess of £5,000.

Proposed Cllr Leach                      Seconded Cllr Leivers                      7 in favour, 1 against

**9. To update on electrical testing at the Town Hall and agree actions.**

**Resolved:** To accept the quote from MW Electrical to undertake the EICR testing at the Town Hall.

Proposed Cllr Cambell-Robb                      Seconded Cllr Lewis                      All in favour

**10. To update on the Designated Premises Supervisor contract.**

Cllrs were advised that at the last minute the selected DPS contractor had decided not to go ahead with the contract. The Town Clerk is due to meet with the alternative contractor on Monday 1.12.25 to discuss the situation and explore terms going forward.

**11. To update Building Regs sign-off for town council office.**

Cllrs were advised that there is nothing to report on this matter. Cllr Jordan suggested contacting the architect to see if he can apply pressure on Borough Building Control to get this completed.

**12. To update on the re-location of the Market Square bollards.**

Cllrs were reminded that this work was intended to be included in the JCC kerbing contract before the contractor ceased trading. As NS Paving was appointed to take over that contract, he had submitted a quote to do the bollard work as well.

**Resolved:** To accept the quote from NS Paving to relocate and make good the bollards at the entrance/exit to the Market Square.

Proposed Cllr Leach                      Seconded Cllr Lewis                      All in favour.

**13. To discuss hedge trimming at the JCC site and agree actions in light of the Town Clerk's report.**

Cllrs considered the report and discussed that the trees and the hedging should be treated separately, with specialist advice being sought in relation to the trees.

It was decided to obtain quotes to flail and mulch the brambles, nettles and base of the hedges around the JCC boundaries. Due the softness of the ground it was recommended that contractors be asked to use a 360 degree mini digger with a flail/mulch attachment.

**14. To discuss Town Clerk's report on water ingress at Town Hall (Assembly Room – Town Square Side) and agree actions.**

The report was discussed and works carried out in the past for this issue were described. Cllrs decided to obtain quotes from three building companies to assess and suggest repairs to the Town Hall, taking into account that the Town Hall is a listed building.

**15. To confirm installation of dusk to dawn lighting at the JCC entrance.**

**Resolved:** To ascertain price to make the light 'motion sensitive', rather than on permanently from dusk to dawn and to do the work if not too expensive.

Proposed Cllr Pegg                      Seconded Cllr C Pyatt                      All in favour

**16. To approve budget expenditure for lighting upgrade to Paradise Car Park.**

**Resolved:** To authorise expenditure up to the committee budget limit for lighting upgrade to Paradise Car Park should the initial survey reveal further work is required.

It was confirmed that the contractor has recently attended and has made some repairs at a further cost for materials of £221.84 plus VAT, however the lighting has not yet been inspected following the work.

Proposed Cllr Lewis                      Seconded Cllr Leivers                      All in favour

**17. To discuss an incident at the Jubilee Community Centre (1 November 2025) and agree actions.**

The incident and repercussions were discussed however Cllrs considered a change to operating hours was unnecessary. The staffing implications are being discussed within HR committee.

**Resolved:** That the hours of operation remain unchanged, however the terms of hire of the JCC to be amended to include a requirement for hirers to engage professional security services for adult oriented parties, especially those being held in the evening. This will bring the venue's terms and conditions in line with those for the Town Hall.

Proposed Cllr Leivers                      Seconded Cllr Lewis                      All in favour

**18. To discuss request from the Twinning Club for use of the Town Hall on specified dates free of charge. Agree actions.**

It was explained that the Twinning Club is not currently active, however the club hopes to reignite the relationship with Civray following the inauguration of a new Mayor, due to take place soon.

**Resolved:** To postpone making a decision on the use of the Town Hall until the new Civray Mayor makes contact with Downham Market's Mayor indicating that the Twinning arrangement is to be revived.

Proposed Cllr Leivers                      Seconded Cllr Lewis                      All in favour

**19. To note issues raised by a regular hirer of the JCC.**

A recent incident was reported which highlighted the need to block the view from the back room at the JCC to the football club's urinals, as apparently that the footballers do not close the toilet door.

**Resolved:** To try an opaque film for the windows in the back room and then, if necessary, install blinds under Health and Safety expenditure.

Proposed Cllr Pegg                      Seconded Cllr Cambell-Robb                      All in favour

**20. To discuss a request from the Royal British Legion for use of the Clock Room free of charge for their Poppy Shop between 22nd October 2026 until 9th November 2026.**

**Resolved:** To grant the request for use of the Clock Room for the Poppy Shop appeal 2026.

Proposed Cllr Lewis                      Seconded Cllr Leach                      All in favour

**21. To update on car park surfacing Morrisons car park and Paradise Rd.**

The clerk confirmed that site visits for two contractors are due to take place on Weds 3 December 2025, which any Cllr is free to attend. Cllrs discussed the concerns expressed earlier by the member of the public, and concluded that the work does need to go ahead this financial year. Quotes to be considered at the January committee meeting if available.

**22. To agree on going rota for Cllr Property inspections.**

The ongoing rota was discussed and Cllrs volunteered for bi-weekly inspection dates. Cllrs Jordan and C Pyatt agreed to carry out an additional inspection after dark to check on lighting. The clerk would circulate the rota to all members.

**23. To confirm the date of next meeting – agreed for 5.30pm on 15 January 2026.**