

I give notice of a meeting and summon members to attend a meeting of the Property Committee on Thursday 27 August 2026 at 5.30pm in the Jubilee Community Centre, 106 Howdale Road, Downham Market, Norfolk PE38 9AH.

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date – 21 August 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 19 August 2026.

4. Public Participation

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

Town Square

- a. To consider quotes for the replacement of the ACO drain and realignment of the steps.
- b. To receive an update on the Town Clock.
- c. To consider quotes for the Town Square lighting.

Town Hall Car Park and Town Square

- d. To receive an update on the replacement of bollard flaps and sockets.
- e. To consider the purchase of a bollard trolley.

Town Hall

- f. To receive an update on the planning permission for the replacement of the Town Hall windows.
- g. To receive an update on the replacement of the guttering on the Town Square elevation of the Town Hall.
- h. To receive an update on the pointing and repairs to the front elevation of the Town Hall.
- i. To consider the recommendations contained within the LOLER report.
- j. To consider quotes for the plastering of the Clock Room.
- k. To receive an update on the purchase of an evaporative cooler.
- l. To note that the work to the ceiling rose outside the Assembly Room has been completed under emergency expenditure.
- m. To consider the replacement of damaged tables.
- n. To receive an update on the Assembly Room curtain ties.
- o. To consider a quote for works to the Town Hall stage and agree the requirements for obtaining quotes.
- p. 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 flow plates, speed humps, signage and fencing.
- b. To receive and consider a suggestion for the bin store.
- c. To receive the report and consider the quote for the replacement of the hand dryer.
- d. To note the end of the Wi-Fi contract and consider whether a new contract is required.
- e. To consider a quote for the pedestrian crossing.

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 Report following the inspection undertaken on 27 July 2026.
- c. To receive the Town Hall Property Inspection Report following the inspection undertaken on 4 August 2026.
- d. To receive the Property Inspection Report following the inspection undertaken on 10 August 2026.
- e. To note the removal of the Paradise Road Barrier following an incident identified at 6am on Friday 14 August 2026.
- f. To receive the drainage report and agree actions.
- g. To consider replacing the trees at the Memorial Garden.
- h. To consider relining the Hollies Car Park.

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 discussions with Downham Café and Restaurant.
- e. To receive an update on the agreement with Downham Market Festival Committee.
- f. To receive an update on the Downham Market Twinning Club commemorative plaque.
- g. To consider entering into an agreement for the Community Orchard.
- h. To receive an update on the Breast Screening Van agreement.
- i. To consider the renewal of the Turning Circle lease.

9. Financial Matters

- a. To receive the budget monitoring report.

10. Meetings

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