

**Downham Market Town Council
Property Committee Meeting
Thursday 18 July 2024 at 6pm**

This meeting was held at the Downham Market Town Hall, Bridge Street,
Downham Market PE38 9DE

	<p>Present</p> <p>Committee Chair – Cllr Lewis</p> <p>Committee Members - Cllrs Lane, Leach, S Moyses, C Pyatt, J Pyatt & Sharman (7)</p> <p>Consultancy Role – Cllr Jordan Non-Committee Members – Cllrs Hobbs & Brewer</p> <p>Town Clerk – Ms C Dornan</p> <p>There was 1 member of the public present and 3 representatives from The Pantry.</p>
	<p>The Chair reminded members and visitors of the evacuation procedures and that all mobile phones should be switched to silent or off.</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies for absence. All members were present.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made by members of the Committee.</p>
3	<p><u>Public Participation – 15 minutes allowed</u></p> <p>The member of public did not wish to speak.</p> <p>The Pantry representatives were advised by the Chair that they could speak under Agenda Item 5 to allow a question-and-answer style of conversation.</p>
4	<p><u>To approve the minutes of the meeting held on 13 June 2024</u></p> <p>Proposed – Cllr Lewis Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 13 June 2024 be approved as a true record.’</p> <p>All In Favour</p>

5	<p><u>To discuss the rent for use of the Town Square by The Pantry</u></p> <p>Cllrs Hobbs, Jordan, Leach, Lewis, S Moyses and Sharman asked for the vote on 16 May 2024, agenda item 11, to be rescinded.</p> <p>Proposed – Cllr Leach Seconded –Cllr S Moyses</p> <p>It was resolved:</p> <p>‘That the vote on 16 May 2024, agenda item 11, be rescinded and the hire of the Town Square section nearest the Town Hall should be charged at £100 a week from 01 July 2024 until 31 December 2024, instead of £35 a day.</p> <p>This agreement is to be reviewed at the December 2024 Property Committee meeting which representatives from The Pantry are invited to attend.’</p> <p>5 In Favour 1 Against – Cllr C Pyatt 1 Abstention – Cllr J Pyatt</p>
6	<p><u>To receive the Property Inspection report from Cllrs Jordan & Sharman and agree actions</u></p> <p>Cllr Jordan gave an overview of the Property Inspection completed on 15 July 2024.</p> <p>It was noted that the Maintenance Team will:</p> <ul style="list-style-type: none"> • Cold fill the pothole in the Hollies Car Park • Remove the raised studs in the Town Hall Car Park but not replace the bollard • Review the Assembly Room floor and completed necessary work between 27 September 2024 – 07 October 2024 • Contact Cllr Sharman to create a method statement for taking up the Grand Hall floor to review the area that has lifted • Paint the Priory Road Car Park Fence with fungicide on 19 July 2024 and then paint the fence with a water based paint, weather allowing, w/c 22 July 2024 • Complete the Bug House once the pressing maintenance issues are completed • Drill holes in the litter bins at the Jubilee Community Centre to prevent water build up and ensure that bin liners are in the bin at all times • Paint under the windows at the Jubilee Community Centre • Continue to complete regular litter picks at the Jubilee Community Centre site <p>It was agreed the Office will:</p> <ul style="list-style-type: none"> • Obtain 3 quotes to restore the windows at the Town Hall • Obtain 3 quotes to replace the height barrier at Priory Road Car Park with a 4inch x 4inch • Obtain 3 quotes to correct the roof leak at the Jubilee Community Centre

	<ul style="list-style-type: none"> • Purchase another mat for the Jubilee Community Centre for the entrance • Arrange the replacement of the radiator in the men's toilet at Jubilee Community Centre • Arrange to have the roots removed the Jubilee Community Centre site (not noted on the inspection) • Arrange for the Christmas Lights Electric Box to be replaced and associated wires as they were found to be full of water on 18 July 2024 by the Town Clerk <p>It was noted that Cllrs Leach and Jordan are donating some signage to enable the office to arrange for them to be wrapped for the Jubilee Community Centre site.</p> <p>The Committee will continue to monitor:</p> <ul style="list-style-type: none"> • The Town Square Capping Stone (not noted on the inspection) <p>The next inspections were agreed as follows:</p> <p>W/C 29 July 2024 Cllrs Jordan & Lane</p> <p>W/C 12 August 2024 Cllrs Jordan & C Pyatt</p> <p>W/C 26 August 2024 Cllrs Jordan & J Pyatt</p> <p>W/C 09 September 2024 Cllrs Jordan & Lewis</p>
7	<p><u>To receive the Asbestos Report and agree actions</u></p> <p>The Town Clerk advised that upon receipt of the inspection report from WEAR Ltd dated 10 June 2024, internal Asbestos signs were put up at the Jubilee Community Centre within 48 hours.</p> <p>All employees have received a copy of the Asbestos Report.</p> <p>All employees have been informed not to use the first room at the Jubilee Community Centre and to be aware of the boiler room channels, should checks be needed.</p> <p>N S Paving has been sent a copy of the Asbestos Report as he is a regular contractor on site.</p> <p>Broomhill Plumbing & Heating Ltd will be sent a copy of the Asbestos Report as the company are completing plumbing work on site.</p> <p>Committee members felt no further action was required presently.</p>

8	<p><u>To receive the Grand Hall LOLER Report and agree actions</u></p> <p>Members asked the office to:</p> <ul style="list-style-type: none"> • Obtain a quote to replace the drape system with a more ergonomic system • Arrange for a weight check to be completed on all equipment so that appropriate signage can be in place <p>Members asked the Maintenance Team to:</p> <ul style="list-style-type: none"> • Provide a picture to the Committee of the new recommended part in place • Change the rope with the newly purchased one
9	<p><u>To discuss car park repairs including the Hollies Service Road and agree actions</u></p> <p>Cllr Jordan advised that following the Property Inspection only the Hollies Service Road needs upgrading in 2024/2025.</p> <p>Cllrs Jordan, Leach & Lewis had drilled the Hollies Service Road in 2 places ahead of the meeting and found the road to be solid to at least 130mm. The Cllrs were unable to drill any further.</p> <p>Tender specifications for work on the Hollies Service Road were discussed.</p> <p>Proposed – Cllr C Pyatt Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘To upload to Contract Finder an invitation to bid for the following project:</p> <p>To plane off 50mm entire length of the Hollies Service Road and remove waste from site, sweep clean with road sweeper, then bond all vertical joints with hot bitumen, then spray entire surface with tack coat emulsion to bond new surface to old and relay using a 50 pen10mm stone mastic asphalt. Tender price to include installation of 2 new speed ramps and remarking of all road markings.</p> <p>Work to be completed over a period of two nights.’</p> <p>All In Favour</p>
10	<p><u>To receive an update on signage at 6 Market Place</u></p> <p>The Deputy Clerk had expected the suggested signage by close of business on 12 July 2024. The architect has been contacted and an update on timescales requested.</p>

11	<p><u>To discuss the requirement for updated EPC Reports on Council Properties and agree actions</u></p> <p>Robert Wiseman, Energy & Environment Officer at the Borough Council, has advised that the Town Council require a Display Energy Certificate (DEC) rather than an Energy Performance Certificate (EPC).</p> <p>The Town Clerk had contacted 3 different companies via recommendations from the Borough Council however unfortunately the companies no longer complete DEC and only complete EPC.</p> <p>The following quote had been received from Waveney Energy Ltd:</p> <p>£235 up to 100m² and then £0.95 per metre after 100m²</p> <p>The office is to attempt to find a company who can complete a DEC.</p> <p>It is noted that if the Council decide to have an EPC that an EPC is not required on a building that could be demolished or redeveloped in the short term.</p>
12	<p><u>To discuss removing the shower at the JCC following legionella sampling and agree actions</u></p> <p>The Committee were given the option to remove the shower totally following it's failure to reach the required temperature or remove and replace the shower.</p> <p>Proposed – Cllr Lewis Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>'That the shower at the Jubilee Community Centre be removed permanently and not replaced.'</p> <p>All In Favour</p>
13	<p><u>To discuss the request to add metal soldiers to the War Memorial at London Road and agree actions</u></p> <p>Following the suggestion of Cllr Leivers to install metal soldiers at the London Road War Memorial following the D Day commemoration, Cllr Leach had offered to donate 2 soldiers.</p> <p>Proposed – Cllr Leach Seconded –Cllr Lane</p> <p>It was resolved:</p>

	<p>‘To accept the donation of Cllr Leach and allow Cllr Leach to install the 2 metal soldiers on the brick wall behind the London Road War Memorial.’</p> <p>All In Favour</p>
14	<p><u>To discuss the suggestion of a Public Consultation on the Jubilee Community Centre site and agree actions</u></p> <p>Members discussed the suggestion of Cllr Westrop to complete a Public Consultation on proposals for the Jubilee Community Centre site. Members had received a suggested format prior to the meeting.</p> <p>Proposed – Cllr Leach Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘To complete a Public Consultation at the Town Hall, over a 14 day period, to include daytime, evening and weekend sessions.’</p> <p>6 In Favour</p> <p>1 Against – Cllr Pyatt</p> <p>Cllr Lane offered to assist with the organisation of the Public Consultation.</p>
15	<p><u>To discuss the outstanding invoice relating to Jubilee Community Centre site and agree actions</u></p> <p>The Town Clerk advised that this matter had been resolved as payment had been received ahead of the Property Committee meeting.</p>
	<p>Members were reminded of the date of the next meeting:</p> <p>Thursday 12 September 2024 at 6pm at Downham Market Town Hall.</p> <p>Cllr Lane gave his apologies for the next meeting as he is on holiday.</p>
	<p>Meeting closed: 7:14pm</p>
	<p>SIGNED</p>
	<p>DATE</p>