

Minutes of the Property Committee Meeting

Date: Thursday 27 August 2026 Time: 5.30pm

**Venue: Jubilee Community Centre, 106 Howdale Road, Downham Market,
Norfolk PE38 9AH**

Present

Committee Chair – Cllr Jordan

Committee Members – Cllrs Lane, Leach, Leivers, Lewis, Pegg, C Pyatt, Sims & Wiles (9)

Claire Dornan - Town Clerk

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

1. Apologies for Absence

All members of the Committee were present and therefore no apologies were required.

2. Declarations of Interest and Requests for Dispensations

Cllr Leivers declared an interest in Agenda Item 9b.

Members unanimously agreed a dispensation to allow Cllr Leivers to speak on the agenda item.

3. Minutes

To approve the minutes of the meeting held on 19 August 2026.

RESOLVED:

‘That the minutes of the meeting held on 19 August 2026 be approved as a correct record.’

Proposed – Cllr Jordan

Seconded – Cllr Pegg

All in Favour

4. Public Participation

There were no members of the public present at the meeting. However, one item of correspondence had been received and was discussed.

A resident whose property backs onto the Jubilee Community Centre from Bexwell Road advised that they were having their hedge removed and a fence installed in its place. The resident requested permission to drive over the grass to access the rear of their land.

This was agreed, subject to the resident understanding that, should the grass be irreparably damaged, it would need to be reinstated at the resident's cost.

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.

Members had received 4 quotes:

PKS (Construction) Ltd	£9,250.00 + VAT	1 Year Guarantee
J H Gar-Dens Ltd	£3,519.00 + VAT	
Supreme Surfacing Ltd	£6,770.00 + VAT	1 Year Guarantee
S Clark Builders Ltd	£9,155 + VAT	

It was noted that 3 of the quotes included heel-safe / heel guard grating.

RESOLVED:

'That Supreme Surfacing Ltd be selected as the Council's preferred contractor, subject to payment terms of 30 days from invoice.'

Proposed – Cllr Leivers Seconded – Cllr Jordan All in Favour

b. To receive an update on the Town Clock.

Members were advised that 80% of the works scheduled by Smith of Derby had been completed. The remaining works were expected to be scheduled for the following week.

The Town Clerk had agreed to pay 50% of the invoice, retaining the remaining 50% until the full schedule of works had been completed.

c. To consider quotes for the Town Square lighting.

Members had been emailed an update regarding the Town Square lighting, which was still not functioning on 17 August 2026.

The Town Clerk had recommended that an alternative electrician not be instructed to undertake the required works, as this could potentially affect or invalidate the existing warranty.

Under delegated authority, the Town Clerk had instructed Westcotec Ltd to supply and install a photoelectric cell and timer to feed the electrical cupboard on the Town Square and control the three lights on the Town Square, at a cost of £195.00 + VAT.

Town Hall Car Park and Town Square

d. To receive an update on the replacement of bollard flaps and sockets.

Cllr Lewis gave members an update on the production of the bollard flaps, advising that there was a concern regarding the thickness of the lid, which was potentially preventing the bollard peg to sit inside the socket.

The Town Clerk had provided a bollard to Cllr Lewis to take to the contractor to ensure that the design was suitable and functioning correctly before the remaining sockets went into production.

There was also a concern regarding the security of the socket. Cllr Lewis suggested using a tapped and threaded fixing with a security bolt. Members agreed to this proposal.

e. To consider the purchase of a bollard trolley.

Members considered the aesthetics of using an old supermarket trolley and whether a trolley similar to a cash-and-carry trolley should be purchased.

It was noted that, as the beds of such trolleys are lower, this could create a manual handling issue. It was also noted that most flat-bed trolleys do not have an edge, creating a risk of bollards falling from the trolley and causing injury to feet or toes.

Members agreed not to change the current method of transferring the bollards.

Town Hall

f. To receive an update on the planning permission for the replacement of the Town Hall windows.

Members were advised that the architect had been contacted by email and that voicemails had been left, but no update had been received regarding the submission of the planning application.

Members have a meeting with the architect on Thursday, 3 September 2026, and will request an update at that meeting.

g. To receive an update on the replacement of the guttering on the Town Square elevation of the Town Hall.

The Town Clerk was pleased to advise that this work had been completed by S Clarke Builders Ltd and the invoice had been paid.

h. To receive an update on the pointing and repairs to the front elevation of the Town Hall.

The Town Clerk confirmed that S Clarke Builders Ltd had completed the pointing and repair works to the front elevation of the Town Hall. The associated invoice had been settled.

i. To consider the recommendations contained within the LOLER report.

Members were advised that the LOLER inspection of the Town Hall lift had been completed by Lamech Lifts Ltd on 25 August 2026, at a cost of £175.00 + VAT.

Unfortunately, the Town Clerk had been informed that the emergency lowering system required a replacement collet.

A quotation had been received to supply and fit a new top bearing assembly, including a re-test, at a cost of £850.00 + VAT.

As the lift is integral to providing accessibility to the Assembly Room, there was limited opportunity to obtain additional quotations, particularly as these may also have included the cost of a new LOLER inspection or service.

RESOLVED:

‘That the quotation from Lamech Lifts Ltd be accepted and the work scheduled as soon as possible.’

Proposed – Cllr C Pyatt

Seconded –Cllr Lewis

All in Favour

j. To consider quotes for the plastering of the Clock Room.

Members were advised that the Town Clerk had received no response from RL Plastering and Maintenance, who had provided a quotation in October 2025 which Members had previously agreed to accept.

The Town Clerk had therefore commenced the process of obtaining three new quotations.

Quotations were requested from:

Ricky Stacey – Provided three options at £910.00 + VAT, £1,780.00 + VAT and £2,380.00 + VAT.

Norfolk Plastering Service Ltd – Provided two options at £2,890.00 + VAT and £4,275.00 + VAT.

Luke Noyce – Attended the site but did not provide a quotation.

RESOLVED:

‘That the quotation from Ricky Stacey at a cost of £1,780.00 + VAT be accepted, and that the contractor be requested to supply and install Aqua Board behind the water heater at an additional cost to the Council.’

Proposed – Cllr Jordan

Seconded –Cllr Sims

All in Favour

k. To receive an update on the purchase of an evaporative cooler.

Members were advised that the two units purchased following the July 2026 meeting had been insufficient for the requirements of the room. The units had been returned and a full refund obtained.

The Town Clerk had purchased portable fans to maintain the ability to hire the room.

Members discussed the purchase of a portable evaporative cooler which could be used between the Clock Room and Grand Hall.

The following options were considered:

Rex Nordic HP-60 Industrial Spot Cooler & AC, 17.6 kW – £7,700.00 + VAT.

Dantherm BC221 Max – Suitable for an area of up to 330m², with a recommended area of 220m², at a cost of £1,746.20 + VAT, plus £150.00 delivery.

Dantherm BC121 Max – Suitable for an area of up to 250m², with a recommended area of 160m², at a cost of £1,374.13 + VAT, plus £80.00 delivery.

RESOLVED:

‘That a Dantherm BC221 be purchased at a cost of £1,746.20 + VAT, plus £150.00 delivery.’

Proposed – Cllr Slms

Seconded –Cllr Lane

All in Favour

l. To note that the work to the ceiling rose outside the Assembly Room has been completed under emergency expenditure.

Members were advised that the Town Clerk had accepted a quotation from Richard Cox, at a cost of £247.00, under delegated authority to complete the required work on 4 September 2026.

Attempts had been made to obtain alternative quotations; however, other contractors advised that they were unable to complete the work for four weeks or more.

m. To consider the replacement of damaged tables.

Members discussed the 26 wooden rectangular tables currently used in the Grand Hall.

Photographs had been provided showing damage to some of the tables, including one table which had caused damage to the Town Clerk’s clothing during a meeting.

Members agreed that the tables required replacement, as they are regularly used and moved on a daily basis. Members discussed the number of replacement tables required, with suggestions ranging from 20 to 30.

Members also considered sustainability, quality, manual handling and storage requirements when selecting replacement tables.

RESOLVED:

‘That 30 tables be purchased using the Earmarked Reserves allocation for replacement tables.’

Proposed – Cllr Lane

Seconded –Cllr Leach

All in Favour

RESOLVED:

‘That the existing wooden tables be advertised for sale on Facebook Marketplace for a maximum period of 30 days, in an attempt to recover some value rather than disposing of

the tables. If the tables have not been sold within 30 days, the Committee authorises their disposal.'

Proposed – Cllr Lewis

Seconded – Cllr C Pyatt

All in Favour

n. To receive an update on the Assembly Room curtain ties.

The Town Clerk confirmed that the curtain ties had been delivered prior to the meeting. They will be put into place during the week commencing 31 August 2026.

o. To consider a quote for works to the Town Hall stage and agree the requirements for obtaining quotes.

Members discussed the quotation received from Lee Bishop Construction & Carpentry Ltd and noted that the other two firms approached had not visited the site to provide quotations at the time of the meeting.

Members considered the quotation to be reasonable, particularly in light of the increase in material costs. However, Members questioned whether a more sustainable option would be to have a fabricated stage with front-opening doors, similar to the stage at the Corn Exchange in King's Lynn.

It was noted that the Corn Exchange stage is covered with carpet to protect the surface from scratching when not in use for performances. It was also noted that the staging would require painting at the end of performance hires.

Members agreed that quotations should be sought from the following companies:

Ben Sawyer – Supplied and installed the Memorial Gates.

PW Engineering – Marshland.

Bonnets – Stoke Ferry.

Lynwere Engineering Ltd – Downham Market.

p. To receive an update on Martyn's Law and consider any actions required in relation to the Town Hall.

An email, which had previously been circulated to the Events Committee, was read to Members. Members requested that a copy be circulated to them following the meeting.

Members were advised that the Town Clerk is attending a Home Office-led seminar on 17 September 2026 and should be able to provide further information on the Terrorism (Protection of Premises) Act 2025 following the training.

6. Jubilee Community Centre

a. To receive an update on the installation of flow plates, speed humps, signage and fencing.

Members were advised that the works would be completed on 29 and 30 August 2026, with 5 September 2026 set aside if required by the contractor.

b. To receive and consider a suggestion for the bin store.

Members received the following quotations:

BinBreeze – £629.00

Whalley Commercial – £1,164.85

Oriel Open Top – £2,394.00

Members considered that the bin store could be constructed at a significantly lower cost by the Caretaking Team.

RESOLVED:

‘That the Caretaking Team be authorised to purchase the materials required to construct a commercial bin store, incorporating a hasp and staple locking mechanism and coded padlock, subject to the bin store being completed before Christmas 2026.’

Proposed – Cllr Sims

Seconded – Cllr Lane

All in Favour

c. To receive the report and consider the quote for the replacement of the hand dryer.

Members considered the quotation from the Council’s preferred electrician, M W Electrical, to supply, wire and install three hand dryers.

The wiring will be surface-mounted in white PVC conduit, with spurs installed at high level. One unit will be installed in each of the male, female and accessible toilets.

RESOLVED:

‘That the quote of £1,100 be accepted.’

Proposed – Cllr Leivers

Seconded – Cllr Wiles

All in Favour

d. To note the end of the Wi-Fi contract and consider whether a new contract is required.

Members noted that, in 2024, Norfolk County Council installed a Starlink broadband service and public Wi-Fi at the Jubilee Community Centre. The service was fully funded by the New Anglia Local Enterprise Partnership (LEP) until late 2026.

Members were advised that the funding for the service is coming to an end on 31 December 2026, at which point the current service will cease to operate.

Members agreed that the system had not been particularly reliable, noting that during the meeting the connection had dropped out on no fewer than five occasions.

Members agreed not to obtain quotations for a replacement Wi-Fi service at this time and to review the requirement once the building refurbishment had been completed.

e. To consider a quote for the pedestrian crossing.

Members considered a quotation for the provision of two pedestrian crossings from Road Art Ltd, the same supplier used for the road lining at The Hollies.

RESOLVED:

‘That the quote of £445.00 be accepted.’

Proposed – Cllr Lane

Seconded –Cllr Wiles

All in Favour

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.

Members had been provided with a copy of the response received from CNC Building Control on 20 August 2026.

A meeting with CNC Building Control, the contractor, the Town Clerk and the Chair of the Property Committee was being arranged for the week commencing 14 September 2026, subject to the availability of CNC Building Control.

b. To receive the Property Inspection Report following the inspection undertaken w/c 27 July 2026.

Members noted the actions taken following the Property Inspection. It was requested that the evening Caretaker undertake the street lighting checks, as these need to be carried out after sunset.

c. To receive the Town Hall Property Inspection Report following the inspection undertaken w/c 4 August 2026.

It was agreed that the handwash containers could be removed from the toilets, as the Council is now using individual bottles.

The Town Clerk raised concerns regarding the rear kitchen fire exit, advising that the condition of the door had deteriorated further. Members agreed that quotations should be obtained for its replacement.

Members also discussed the flooding at the rear of the Town Hall, which had occurred twice within the previous seven days and presented a risk of water entering the building through the rear fire exit.

It was agreed that sandbags should be purchased to protect the property during periods of excessive rainfall.

It was noted that the drain outside the rear gates of the Town Hall, which is under the management of Anglian Water, had once again discharged sewage onto Town Hall land. Anglian Water had attended within 72 hours; however, Members noted that this was a recurring issue.

Members agreed that Environmental Health should be contacted if the issue occurred again, as a permanent resolution was required and concerns had been raised that Anglian Water was not meeting its obligations.

It was agreed that the Chair and Town Clerk would review the drainage from the Town Hall flat roof, which may be contributing to the flooding issues at the rear of the building.

Members discussed the failed mechanisms on three fire doors and agreed that these required immediate replacement.

RESOLVED:

‘That the quotation from Evolution Doors at a cost of £750.00 + VAT be accepted, with the work to be completed as soon as possible.’

Proposed – Cllr Lewis

Seconded –Cllr Leivers

All In Favour

d. To receive the Property Inspection Report following the inspection undertaken w/c 10 August 2026.

Members noted the actions taken since the Property Inspection.

RESOLVED:

‘That a Derby Compact Litter Bin be purchased from Broxap at a price of £275.00 + VAT for lower Paradise Car Park.’

Proposed – Cllr Leivers

Seconded –Cllr Wiles

8 In Favour

1 Against

e. To note the removal of the Paradise Road Barrier following an incident identified at 6am on Friday 14 August 2026.

The Town Clerk advised that the insurer had requested two quotations. As the barrier had been made to order over six years ago, a like-for-like quotation was not possible.

The Town Clerk had, however, identified a hinged barrier which would return the Council to the arrangement in place prior to the incident.

Members asked the Town Clerk to enquire with the insurer whether the Council could contribute additional funds to enable the barrier to be double-opening, to assist with manual handling.

f. To receive the drainage report and agree actions.

The report had only been received at 5:00 p.m. on the day of the meeting, limiting Members' ability to consider and discuss its contents in detail.

It was noted that a damaged drain had been identified at The Hollies Car Park. Members agreed that this should be repaired at the same time as the car park resurfacing works.

g. To consider replacing the trees at the Memorial Garden.

RESOLVED:

‘That three trees be purchased to replace the trees in the Memorial Garden.’

Proposed – Cllr Lane

Seconded – Cllr Wiles

All In Favour

h. To consider relining the Hollies Car Park.

Further to the discussion under Agenda Item 7f, Members agreed to delay the relining works.

8. Leases, Licences and Agreements

a. To receive an update on the progress of the Howdale PAX lease.

It was agreed to ask Hawkins Ryan to arrange for the legal charge in favour of Norfolk County Council relating to the £60,000 loan, which has since been repaid, to be removed from the title. This is required to resolve the issue with the registration of the new lease to Howdale PAX.

b. To receive an update on the progress of the Discover Downham lease.

Members discussed the proposed amendments to the Heads of Terms.

c. To receive an update on the licence with The Pantry.

It was noted that The Pantry would like a 12-month licence and had agreed to the terms set out at the July 2026 meeting.

It was agreed that the licence should now be issued for signature.

d. To receive an update on discussions with Downham Café and Restaurant.

The Town Clerk confirmed that she had spoken with the owner of Downham Café and Restaurant, who advised that they did not wish to take up a licence during 2026 as the summer season was nearing its end.

The owner would like to be considered for summer 2027. This will be discussed next year once a proposal has been received.

e. To receive an update on the agreement with Downham Market Festival Committee.

The Town Clerk advised that the Committee had agreed to the terms of the agreement and would sign the document at its AGM in October 2026.

The Chair of the Festival Committee had requested clarification as to whether the Town Hall could be used free of charge for their AGM. Members confirmed that this was agreed.

f. To receive an update on the Downham Market Twinning Club commemorative plaque.

Members were advised that the wording for the commemorative plaque had been agreed and that the plaque was now in production. The cost would be met by the Downham Market Twinning Club.

g. To consider entering into an agreement for the Community Orchard.

Members asked the Town Clerk to investigate the possibility of taking over the Community Orchard from BCKLWN and establishing it as the Memorial Family Orchard.

h. To receive an update on the Breast Screening Van agreement.

Members discussed the purchase of 16 ramps to cover the electrical cable and water hose laid across the roadway.

It was agreed that the ramps be purchased at a cost of £526.08 + VAT.

i. To consider the renewal of the Turning Circle lease.

Members agreed to negotiate a 10-year lease renewal, with an annual income of £13,000 and a 5% annual uplift.

Members rejected the request for a 15-year lease.

RESOLVED:

‘That the Town Clerk be formally authorised to action all matters arising from the discussions under Agenda Item 8.’

Proposed – Cllr Jordan

Seconded – Cllr C Pyatt

All In Favour

9. Financial Matters

a. To receive the budget monitoring report.

Members had received the Summary of Receipts and Payments for Property Committee Cost Centre 1 and the Listing of Payments and Receipts for Cost Centre 1 on 24 August 2026.

No concerns were raised.

The Town Clerk noted that there is currently no budget line for the electricity costs associated with the Paradise Road Pump. The Town Hall gas budget is over budget due to mandatory works undertaken following the gas safety inspection. The PPL and PRS licence budget is also over budget due to a change in rates.

10. Meetings

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

It was agreed that the next meeting would be held on Wednesday, 23 September 2026 at 5:30 p.m. in the Town Hall.

The meeting ended at 7:24pm.