

15 Paradise Road, Downham Market, Norfolk PE38 9HS
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You are summoned to attend a meeting of the **Property Committee** to be held on **Thursday 29 February 2024 at 6pm** to discuss the business on the Agenda below.

The meeting will be held at Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW.

Members of the public are invited to attend.

Yours faithfully

Claire Dornan

Claire Dornan
Town Clerk
22 February 2024

Agenda

1	To receive Members' Apologies for Absence
2	To receive Members' Declarations of Interest
3	Public Participation – 15 minutes allowed
4	To approve the minutes of the meeting held on 08 February 2024
5	To receive February 2024 Property Inspection report and agree actions
6	To discuss Jetting Contract and agree actions
7	To receive correspondence from Downham Market Football Club
8	To discuss the Jubilee Community Centre site and agree actions
8.1	Solar Panels at the Jubilee Community Centre – No budget
8.2	Fencing at the top of the site (2024/2025 Car Park Budget)
8.3	Directional Flow Plates on the roadway (2024/2025 Car Park Budget)
8.4	Avenue of trees along the roadway (Downham In Bloom Committee – Grant)
8.5	Planting of old tyres / containers (Downham In Bloom Committee – Planting Budget)
8.6	Seating (2024/2025 Seating Budget)
8.7	Noticeboard (2024/2025 Town Noticeboards & Maintenance Budget)
8.8	Fascia Painting (2024/2025 JCC Maintenance)
9	To discuss the Town Hall and agree actions
9.1	Electronic Urinal Flush (2024/2025 Town Hall – Maintenance & Repairs Budget)
9.2	Thermostatic Radiator Values (2024/2025 Town Hall – Maintenance & Repairs Budget)
9.3	Painting Assembly Room (2024/2025 Town Hall – Maintenance & Repairs Budget)
9.4	Routing of Grand Hall Fire Doors To Kitchen (2024/2025 Town Hall – Maintenance & Repairs Budget)
9.5	Sound System Hire Package – No Council expenditure
9.6	Front Door Entry System – Approved by Governance Committee 13.02.2024
9.7	Fire Alarm System – Town Hall – 2023/2024 Reserves

10	To discuss the Town Council Offices and agree actions
10.1	Quote from Landles Auctioneers 1856 Ltd (2024/2025 Legal & Professional Fees Budget)
10.2	Staff Toilet Blockage (2024/2025 TCO Maintenance Budget)
10.3	Roof (2024/2025 TCO Maintenance Budget)
11	To discuss Priory Road Car Park and agree actions
11.1	Replacing Height Barrier (2024/2025 Car Park Budget)
11.2	Installing CCTV (2024/2025 Car Park Budget)
12	To receive update on actions relating to the adoption of the Park Lane defibrillator and agree actions
13	To receive an update on 6 Market Place renovation work and agree actions
14	To receive an update on allotment land enquiries and agree actions
15	To receive an update on vehicle maintenance following MOT & Service – (2024/2025 MOT & Service Budget)
16	To discuss request from Royal British Legion – Downham Market Branch
17	To agree the date of next meeting – Currently scheduled for 28 March 2024

End