DOWNHAM MARKET TOWN COUNCIL

Minutes of the Property Committee Meeting
Date: Wednesday 28 October 2026 Time: 6pm

Venue: Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DE

Present

Committee Chair – Cllr Jordan

Committee Members – Cllrs Lane, Leach, Leivers, Pegg, Sims, Webb & Wiles (8)

Claire Dornan - Town Clerk Darren Martin – Deputy Clerk

0 Members of the public

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

1. **Apologies for Absence**

Apologies were received from Cllr Lewis due to ill health.

2. **Declarations of Interest and Requests for Dispensations**

Cllr Jordan declared an interest in agenda item 12b as he stated he knows two of the contractors.

3. **Minutes**
   To approve the minutes of the meeting held on 22 October 2026.

RESOLVED:

'That the minutes of the meeting held on 22 October 2026 be approved as a correct record.'

Proposed – Cllr Wiles Seconded –Cllr Leivers All in Favour

4. **Public Participation**

There were no members of the public present however there was one piece of correspondence.

Mr Graham Adderson requested permission to use the Town Hall free of charge to host a 1960s-themed dance in mid-January 2027, with all funds raised to be shared equally between three charities: Downham Dementia, Prostate Cancer, and the Mayor's Charity, The Swan Youth Project.

Mr Adderson advised that he would cover the cost of the band and proposed charging £10 per ticket, based on the Grand Hall's standing capacity of 200 people. He also wished to run a raffle and requested that the Mayor attend the event.

A number of practical matters were raised, including the arrangements for a bar, which would require the use of the Clock Room. The suitability of the Clock Room for hosting the raffle would also need to be considered, as the raffle could not take place in the Grand Hall if the room were at full capacity, or in the entrance if the full building is available for the event.

Mr Adderson was advised that Public Liability Insurance would be required. It was noted that the participating charities may be able to provide cover for fundraising events.

The requirements of Martyn's Law would also need to be considered if the event is held later in the year.

In addition, all equipment would need to be positioned on the stage due to venue capacity and have a valid Portable Appliance Test (PAT).

As the request was not included on the agenda, the Committee were unable to consider the matter at this meeting. Mr Adderson will be advised that the request will be placed on the agenda for the next Property Committee meeting for consideration.

1. **Historic England**
   To receive an update on the report on 6 Market Place from Historic England.

Members reviewed the invitation to comment dated 02 October 2026.

Members felt the report was accurate and no comment was required.

2. **CCTV JCC Report**
   To consider the report on the CCTV at the JCC and agree any further actions.

Members considered the report on the CCTV provision at the JCC. It was noted that the camera facing the building was fully operational, but the two cameras previously covering the Skate Park had failed and were out of warranty. The cost of a call-out from CTS Security for the first half hour would be £120 plus VAT and then £55 plus VAT for each half hour following plus parts.

Members discussed whether to proceed with repairs but agreed that no further work should be undertaken at this stage. As the Skate Park had been removed, it was considered prudent to defer any additional expenditure until the Skate Park tender had been agreed and the

CCTV and lighting requirements for the site had been determined. This would avoid unnecessary duplication of work and expenditure.

Resolved:

'That the CCTV works be deferred until the outcome of the Skate Park tender is known and the CCTV and lighting requirements have been agreed.'

Proposed – Cllr Lane Seconded –Cllr Wiles All in Favour

3. Property Inspection Rota
To agree the Property Inspection Rota for November & December 2026.

The rota was agreed as follows:

Week Commencing 02 November 2026 – Cllrs Pegg & Webb
Week Commencing 16 November 2026 – Cllrs Leivers & Wiles
Week Commencing 30 November 2026 – Cllrs Leach & Lane
Week Commencing 14 December 2026 – Cllrs Jordan & Sims
Week Commencing 28 December 2026 – Cllrs Jordan & Lewis

4. Consider Property Inspection W/C 19 October 2026
To consider the Property Inspection carried out W/C 19 October 2026 and agree any further actions.

The Town Clerk reported that the Town Hall boiler pump had failed and that a replacement, including install by Gaswise Services Limited, had been approved at a cost of £485 + VAT.

Members discussed the quotes received to decorate the Clock Room.

Resolved:

'That the quote from Richard Cox to decorate the whole of the Clock Room at a cost of £2,794 be accepted.'

Proposed – Cllr Lane Seconded –Cllr Wiles All in Favour

Members considered the quotations received for the removal of the lamp post, which is becoming destabilised as the surrounding tree continues to grow around it.

Resolved:

'That the quote from NPS Fencing & Countryside Management Ltd to remove and dispose of 1 lamp post in the grass area next to the gravel car park at a cost of £300 + VAT.'

Proposed – Cllr Sims Seconded –Cllr Jordan All in Favour

Members discussed the drainage issues in the JCC car park, where water is beginning to pool, potentially causing damage to the wooden fencing.

The Town Clerk was asked to obtain quotations for the installation of a French drain using 150mm rigid perforated pipe (not coiled). In the entrance and exit sections, the drain would need to be covered with hardcore and then gravel to provide a suitable surface.

Members noted that the wear at the car park entrance was to be expected and would be addressed when the car park is tarmacked in the future.

5. NHS Vaccination Van
To consider and approve the siting of the NHS Vaccination Van.

Members considered the request to site the NHS Vaccination Van at the Town Hall on 10 November 2026. Members supported the request, with the van to be located in the drop-off area at the entrance to the Town Hall. The area would be barriered off to ensure the health and safety of users.

Resolved:

'That the request to site the NHS Vaccination Van in the barriered-off drop-off area at the Town Hall be approved.'

Proposed – Cllr Jordan Seconded –Cllr Sims All in Favour

6. Town Square bollards and quotes
To consider Town Square bollard quotes and agree any further actions.

Following the successful completion of the work to the Town Hall Car Park, Members considered quotations for the installation of eight stainless steel bollards, including flaps and sockets, in the Town Square.

The quotation from Precision Plus Engineering Ltd for the supply of the bollards was £1,469 plus VAT, with installation by Penty Contractors Ltd at a cost of £1,260 plus VAT.

Members considered using the same contractors due to their successful delivery of the previous works at the Town Hall car park. This would provide continuity, consistency of workmanship and familiarity with the site, helping to ensure the works were completed efficiently and to the required standard.

Resolved:

'That the quotations from Precision Plus Engineering Ltd for the supply of eight stainless steel bollards, flaps and sockets at £1,469 plus VAT, and Penty Contractors Ltd for installation at £1,260 plus VAT, be approved.'

Proposed – Cllr Sims Seconded –Cllr Lane All in Favour

7. Electric Contract for water pump at Paradise Road lower Car Park
To consider and approve the Electric Contract for water pump at Paradise Road Lower Car Park.

Members considered the electricity contract for the water pump at Paradise Road Lower Car Park. The existing supply with SSE Energy Solutions was out of contract, resulting in a daily standing charge of approximately £4.00. In September 2026, the standing charges alone amounted to £120.00, with a total bill of £129.95, including £6.19 VAT.

The Town Clerk advised that the Council's energy broker had been consulted and recommended the Smart Fix three-year contract with Smartest Energy, which offered a daily standing charge of 40.97p. A slightly cheaper tariff was available but required a smart meter to be installed within a specified period. As access to the building was difficult, this option was not considered suitable due to the risk of incurring a penalty if the meter could not be installed within the required timeframe.

It was noted that, under the recommended tariff, the standing charges for September 2026 would have been approximately £12.29, representing a significant reduction in costs.

Resolved:

'That the Smart Fix three-year electricity contract with Smartest Energy for the water pump at Paradise Road Lower Car Park be approved, as recommended by the Council's energy broker, to reduce standing charges and avoid the potential penalties associated with the smart meter tariff.'

Proposed – Cllr Jordan Seconded –Cllr Wiles All in Favour

8. Jubilee Community Centre
a. To consider the Boxing Hut fencing quotes and agree any actions.

The Town Clerk advised that only one quotation had been received to date and requested a further few weeks to obtain additional quotations for comparison before the matter was considered further. This agenda item is to be added to the next meeting's agenda.

b. To consider the footpath quotes and agree any actions.

Members considered three quotations for the footpath along the fences at Rouses End, as follows:

- Supreme Surfacing Limited: £6,950 plus VAT
- NPS Fencing & Countryside Management Ltd: £3,000 plus VAT
- WN Surfacing: £6,410 plus VAT

Members discussed the quotations and considered the significant difference in price. The quotation from NPS Fencing & Countryside Management Ltd was considered potentially too low for the scope of work required.

Supreme Surfacing Limited had recently completed the resurfacing of the Hollies & Paradise Road Car Park, and Members were satisfied with the quality of the work undertaken. WN Surfacing had also recently completed patching works at Priory Road car park.

Members favoured Supreme Surfacing Limited, taking into account the Council's positive experience of its recent work and confidence in the quality of its workmanship.

Resolved:

'That is be recommended to Full Council that they approve the quotation from Supreme Surfacing Limited for £6,950 plus VAT for the footpath along the fences at Rouses End, based on the Council's satisfaction with the contractor's recent work and confidence in the quality of its workmanship.'

Proposed – Cllr Leach Seconded –Cllr Sims 6 In Favour 1 Against

Cllr Jordan did not vote.

c. To consider the tree removal quotes and agree actions.

The Town Clerk advised that the quote from Holly Landscape Limited had not been received and therefore the matter could not be discussed.

9. 5 Year Budget Plan
To consider the list of proposed work services, schedule the timetable of the 5 Year Budget Plan and agree any further actions.

Members received the schedule of works and allocated timescales to the work which will be used for budgeting discussions.

Whole Building - Window replacement in line with Planning Application – 2027/2028
Assembly Room – Levelling flooring, recarpet, installation of a projector screen in 2027/2028. Purchase new tables, redecorate and improve lighting in 2028/2029.
Upstairs Toilets – General refurbishment, including install of aqua board in 2028/2029. Asbestos to remain in roofing.
Stairwell – General redecoration in 2028/2029. It is noted that the handrail must not be damaged as it forms part of the listing.
Lobby – General redecoration in 2029/2030. Colour to be approved by Conservation Team.
Downstairs Toilets - General redecoration in 2029/2030.
Grand Hall – Upgrade Sound System 2027/2028. Stage replacement 2027/2028. Redecoration 2028/2029. Fire Door & Flooring review 2029/2030. Suspended ceiling review in 2031/2032.
Town Council Office - General redecoration in 2029/2030.
Town Hall Car Park – Resurface, reline and electrics review in 2029/2030.
Priory Road Car Park - Resurface, reline and fence review in 2028/2029.
Miss Coe's Garden – Replace Olive Trees, clean welcome stone and review planters in 2028/2029. Review any covenant on the garden before works commence.

Hollies Car Park – Investigate drainage issues in 2027/2028 and patch as required. Resurface and reline in 2028/2029.
Service Road – Reline and resurface pavement by bus stop in 2027/2028.
Turning Circle – Debate future of this land in 2027/2028.
Paradise Road Car Park – Reline in 2027/2028. Resurface lower car park in 2029/2030. Review pump requirements in 2029/2030.
Cousins Court – Debate future of this building in 2027/2028.
Town Square – Rejoint in 2028/2029. Consider flattening the land in 2031/2032.
Memorial Garden – Consider replacing metal benches in 2031/2032.
Community Orchard – Consider whether Town Council would like this as an asset in 2027/2028.

It was noted that the Community Noticeboards will need to be updated as and when as part of the normal budgeting process. The Town Clerk was asked to advise the Council staff not to use staples on the Council noticeboards.

It was agreed that the following items should be placed on the next agenda:

- Accessibility of the Town Hall disabled toilet.
- Replacement Fridge Freezer.
- Resurfacing the rear of the Town Hall and resolving drainage issues.
- Removing the Priory Road Car Park wall and replacing with bollards to make the spaces more usable.
- Installation of new Bike racks at Priory Road Car Park.
- Installation of Paradise Road Car Park Lamp Post Caging.
- Installation of Town Square bench toppers.
- Specialist cleaning of the Town Square story wall.

10. Meetings

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

Members agreed that the next meeting of the Committee would be held on Wednesday 25 November 2026 at 5:30pm in the Town Hall.

The meeting ended at 8pm.