DOWNHAM MARKET TOWN COUNCIL

Minutes of the Property Committee Meeting

Date: Wednesday 1 October 2025
Time: 6.00pm
Venue: Jubilee Community Centre, Howdale Rd, Downham Market PE38 9AH

Present

Councillors Jordan (Chair), C Pyatt (Vice Chair), Leach, Pegg, Lane, Leivers, Cambell-Robb, Lewis, Perkin (9)

Tina Griffin, Deputy Clerk

6 members of the public at the start of the meeting

1. **To note Apologies for Absence** – none received

2. **To receive declarations of interest and consider requests for Dispensations**.
Cllr Jordan declared a pecuniary interest in item 11 and said he would leave the meeting and hand the Chair to Cllr C Pyatt for that item. Cllr C Pyatt confirmed that item 11 would be considered within Confidentiality due the sensitive commercial nature of the discussion.
A discussion followed about requesting dispensations – Cllrs were referred to the Deputy Clerk's previous email and the opportunity to request these at Full Council as well as at meetings.

3. **To approve the minutes of the meetings held on 20 August 2025 and 10 September 2025**
Resolved: To approve the minutes of the meetings held on 20 August 2025 and 10 September 2025
Proposed Cllr Jordan Seconded Cllr Lane 8 in favour.

4. **Public Participation**
The Chair said he would take comments from the public in relation to each item as they are discussed.

The Chair rearranged the agenda bringing items 17, 13 and 11 forward.

17. **To discuss and agree temporary arrangements pending the relocation of the Paradise Rd pump meter.**

The Chair invited comments from the owner of the old Town Council Office who explained that the building is shortly to be rented out and whilst Paradise Garage have been paying for the electricity feed to the Council's lower car park pump, this arrangement cannot be transferred to the new tenant.
Resolved: To install a temporary connection for the drainage pump to a spare meter within the old Town Council office building, noting that the supply would need to be

changed from two-phase to three-phase. This arrangement to provide an interim solution to the electricity billing issue pending further work on the relocation of the meter externally.
Proposed Cllr Pyatt Seconded Cllr Pegg All in favour.

13. **To discuss removal of skatepark and agree actions.**
The Chair invited comments from the members of the public.
Resolved: To research the costs of repairing the existing skatepark, costs of a new concrete skatepark, and the costs of removing the existing skatepark. Item to be carried forward to the next agenda.
Proposed Cllr Jordan Seconded Cllr Leivers 8 in favour, 1 against.

11. **To discuss the gritting contract and agree actions.**
Cllr Jordan handed the Chair to Cllr C Pyatt and left the meeting.

Resolved: That members of the press and public be excluded under the Public Bodies Admission to Meetings Act 1960 whilst matters of a commercially sensitive nature are discussed.
Proposed Cllr Pegg Seconded Cllr Lewis all in favour.

The meeting then went into confidentiality and members of the public left the meeting, returning when the meeting came out of confidentiality.

The meeting came out of confidentiality.

Resolved: To recommend to Full Council that the gritting contract be awarded to D A Jordan Groundworks for the following reasons:

- That this contractor is based in the town which will mean minimal mileage and better flexibility.
- That the Town Square forms part of this contractor's proposal.
- That this contractor is based in Downham Market and can better assess road conditions as they happen, rather than rely on weather predictions from Norfolk County Council, which may/may not be timely and/or accurate locally.
- That this contractor has previously facilitated the setting up of the weekly market by attending early should the need arise.
- Cllrs highlighted that the alternative contractor based in Kent sub-contracts the work, and there is concern that this could have implications for the level of service.
- The Council's Procurement Policy recommends where possible contractors should be based within 50 miles of the town.

Proposed Cllr Cambell-Robb Seconded Cllr Pegg 6 in favour, 1 against.

5. **To discuss and agree amended Terms of Reference for Property Committee.**
Resolved: To recommend to Full Council amendments to the Terms of Reference to include all matters relating to the Council's Property assets, encompassing contracts, leases and licenses.

Proposed Cllr Jordan Seconded Cllr C Pyatt All in favour.

Resolved: To request an increase in the committee's spending limit from £5,000 to £10,000 as prescribed by the DMTC's Financial Regulations. It was noted that this limit has been in place for several years and does not reflect current building costs.
Proposed Cllr Jordan Seconded Cllr Leivers All in favour

6. **To discuss and agree budget allocation for Property Committee for 2026-2027**
   Resolved: To hold a one-item meeting prior to the next Property Committee to consider the budget allocation in detail.
   Proposed Cllr C Pyatt Seconded Cllr Lane All in favour.

7. **To receive quotes for the installation of flow plates at the Jubilee Community Centre road way, to discuss pedestrian access, signage and agree actions.**
   One contractor wished to quote and the office is awaiting further information.

8. **To update on property inspections – frequency and checklists.**
   The rota of Cllrs undertaking property inspections was completed to the week of 1 December 2025 – this to be circulated to Cllrs.
   The revised checklists were approved – copies to be available in the office for collection.
   The Deputy Clerk confirmed that the Council's insurance cover requires inspections every two weeks.

9. **To discuss progress with a Car Park Orders working group, terms of reference etc.**
   Cllr C Pyatt confirmed that the first meeting had been held and Terms of Reference had been drafted although these are not yet ready for circulation. Cllr Pegg had considered that the working group should be a sub-committee of the Property Committee, which does not reflect the remit from Full Council.

10. **To consider quotes for improving the white lining of the tarmac car park at the JCC, the addition of speed roundels and give way road markings at the JCC.**
    Discussion of the two quotes received prompted amendments to the original brief.
    It was agreed to gather revised quotes for three disabled bays, the 5mph roundels, STOP markings on the exit onto Rouses Lane and directions for other vehicles to park on the gravel car park.
    Cllr C Pyatt raised a query about carrying out work on site whilst the Howdale Charity is still in existence. The Deputy Clerk said she would take advice on this matter.

11. See above.

12. **To update on the review of the Town Square steps.**
    The Deputy Clerk advised that she has had no update from the Borough Council and she would continue to chase.

13. See above

14. To discuss the removal of the tyres at the JCC and agree actions.
Resolved: To remove the planted tyres and to distribute the soil across the far corner where the ground is not level. The plants to be repurposed where possible. Office to try and arrange for the tyres to be taken away.
Proposed Cllr Leivers Seconded Cllr Lewis All in favour.

15. To discuss measures to prevent dog fouling and damage at the Memorial Garden and agree actions.
Resolved: To obtain quotes to supply and fit two wrought iron gates (with closing spring) to provide a barrier to unsupervised dogs. To investigate a bush/tree barrier to the entrance behind the large poppy.
Proposed Cllr Leivers Seconded Cllr Lewis All in favour

16. To update on lighting in the Paradise Rd Car Park.
Resolved: To obtain quotes from street lighting contractors to inspect and resolve the issues with some of the lights in the lower car park.
Proposed Cllr Jordan Seconded Cllr Lane All in favour.

17. See above.

18. To discuss the picnic area and memorial boat planned for the JCC and agree actions.
It was agreed to await the outcome of the investigation into the terms of the charity closure before making a decision.

19. To confirm the date of next meeting – Wednesday 5th November 2025