

**Downham Market Town Council
Property Committee Meeting
Thursday 14 November 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, J Pyatt & S Moyses (5)</p> <p>Consultancy Role – Cllr Jordan Non-Committee Members – Cllrs Hobbs</p> <p>Town Clerk – Ms C Dornan</p> <p>There were no members of the public present.</p>
Notes	The Chair reminded Councillors of the evacuation procedures and that all mobile phones should be switched to silent or off.
1	<p><u>To receive Members' Apologies for Absence</u></p> <p>Cllr C Pyatt had given his apologies at the last meeting on 24 October 2024.</p>
2	<p><u>To receive Members' Declarations of Interest</u></p> <p>Cllr Jordan, although not a voting member, made a declaration of interest in agenda item 6 as his company completes the Winter Maintenance Programme.</p>
3	<p><u>Public Participation – 15 minutes allowed</u></p> <p>There were no members of the public present.</p>
4	<p><u>To approve the minutes of the meeting held on 24 October 2024</u></p> <p>Proposed – Cllr Lewis Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>'That the minutes of the meeting held on 24 October 2024 be approved as a true record.'</p> <p>All In Favour</p>

5	<p><u>To discuss street light failures on Town Square and Hollies Car Park and agree expenditure</u></p> <p>Members wished to consider this at the meeting on 05 December 2024.</p> <p>Consideration needs to be given to environmental impact and cost of lighting the area.</p> <p>It was noted that Norfolk County Council are starting to turn off streetlights and the Borough Council has minimal lighting in many of their car parking areas.</p>
6	<p><u>To discuss 2025/2026 Budget requirements and make recommendations to Full Council</u></p> <p>Town Council Office – Waste - £500 Town Square – Legionella Sample of Water Fountain - £200 Town Square – Lighting LED Upgrade - £3,500 Paradise Road – Business Rates -£6,600 Car Park Signage - £3,500 Hollies Car Park – Business Rates - £11,000 Priory Road Car Park – Business Rates - £4,125 Priory Road – Defibrillator - £250 Town Hall Car Park – Business Rates - £2,200 Town Hall Car Park – Defibrillator / Bleed Kit - £250 Car Park Winter Maintenance (Gritting) - £8,000 Car Park Repairs – Potholes / Surface Dressing - £60,000 Car Park Lighting– Maintenance - £3,000 Paradise Road Lower Car Park – Pump Inspection & Maintenance - £500 Town Maintenance Contract –£16,585 Town signs & Town Noticeboards & Maintenance - £1,000 Seating - £1,000 Jetting Contract & maintenance - £5,000 Market Advertising - £500 Vehicle – Maintenance / Service / MOT - £600 Vehicle – Insurance - £850 Vehicle – Tax - £350 Vehicle – Fuel - £400 SAM2 – Maintenance - £1,000 Town Cycle Racks - £100 Council Insurance – Main Policy - £25,000 Jubilee Community Centre – Weed Control - £300 Jubilee Community Centre – Business Rates - £7,700 Jubilee Community Centre - Fire Alarm & Intruder Alarm - £500 Jubilee Community Centre – Fire Inspection - £200 Jubilee Community Centre – Fire Extinguisher & Blanket inspection - £150 Jubilee Community Centre – CCTV - £300 Jubilee Community Centre – Lighting Upgrade to LED - £2,000 Jubilee Community Centre – Electricity - £3,500</p>

<p>Jubilee Community Centre – Gas - £3,500</p> <p>Jubilee Community Centre – Gas Safety Inspection - £250</p> <p>Jubilee Community Centre & Sports Centre – Water Rates - £1,000</p> <p>Jubilee Community Centre – Window Cleaning - £200</p> <p>Jubilee Community Centre – Defibrillator - £250</p> <p>Jubilee Community Centre – Car Park / Road Maintenance - £2,000</p> <p>Jubilee Community Centre – Legionella Sample - £200</p> <p>Jubilee Community Centre – Maintenance - £20,000</p> <p>Jubilee Sports Centre – Electricity - £1,750</p> <p>Jubilee Sports Centre – Fire Inspection - £200</p> <p>Jubilee Sports Centre – Fire Extinguishers inspection - £100</p> <p>Town Hall – Business Rates £9,900</p> <p>Town Hall - Fire Alarm & Intruder Alarm - £2,000</p> <p>Town Hall - Fire Inspection - £200</p> <p>Town Hall – Fire Extinguishers - £300</p> <p>Town Hall – CCTV - £500</p> <p>Town Hall – Lighting Upgrade to LED – £1,000</p> <p>Town Hall – Electricity - £7,000</p> <p>Town Hall – Gas - £11,000</p> <p>Town Hall – Gas Safety Inspection - £300</p> <p>Town Hall – Water Rates - £8,000</p> <p>Town Hall – Window Cleaning - £500</p> <p>Town Hall – First Aid - £100</p> <p>Town Hall – Legionella Sample - £200</p> <p>Town Hall – Maintenance & Repairs - £20,000</p> <p>Town Hall – Equipment / Tools - £1,000</p> <p>Town Hall – Stage - £1,000</p> <p>Town Hall – Cleaning Supplies - £2,000</p> <p>Town Hall – Sanitary Collections - £1,500</p> <p>Town Hall – Waste - £1,500</p> <p>Town Hall – Lift - £1,600</p> <p>Town Hall - PPL & PRS Licence - £500</p> <p>Town Hall – Drapes Cleaning - £700 One Clean</p> <p>Town Hall & No. 6 – Broadband - £2,500</p> <p>No. 6 furniture - £500</p> <p>Outdoor Gym Equipment & Skate Park - £1,000</p> <p>VAS A1122 - £5,0000</p> <p>Town Hall Windows - £25,000 (Match fund allowance)</p> <p>Town Hall Floor - £15,000 (Match fund allowance)</p> <p>Town Hall including amp, speakers/drapes/projector - £10,000 (Match fund allowance)</p> <p>JCC Architect Fees - £10,000</p> <p><u>Total £339,910</u></p> <p>Car Park Orders – Requested to be included in Legal Fees Budget - £4,000</p>

	<p>It was requested that Governance Committee review the fees on the land at the JCC.</p> <p>Proposed – Cllr Lewis Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That the budget, as discussed and recorded is recommended to Full Council.’</p> <p>All In Favour</p>
7	<p><u>To note the date of the next Property meeting – Thursday 05 December 2024</u></p> <p>Members noted the date of the additional meeting:</p> <p>Thursday 05 December 2024 at 6pm at Downham Market Town Hall.</p>
	Meeting closed: 7:31pm
	SIGNED
	DATE