

Minutes of the Property Committee Meeting

Date: Wednesday 13 May 2026 Time: 5.30pm

Venue: Town Hall, Bridge Street, Downham Market PE38 9DW

Present

Councillors Jordan (Chair), C Pyatt, Pegg, Leivers, Lewis, Wiles, Grover, Lane
Cllr Leach joined the meeting at item 5 (9)

Tina Griffin, Deputy Clerk

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

- 1. To note Apologies for Absence** – n/a all present
- 2. To receive declarations of interest and consider requests for Dispensations.**
Cllr Leivers declared an interest in item 12 as she is a member of Discover Downham.
- 3. To approve the minutes of the meeting held on 15 April 2026.**
Resolved: To approve the minutes of the meeting held on 15 April 2026.
Proposed Cllr Jordan Seconded Cllr Wiles All in favour
- 4. Public Participation** – no members of the public were present.
- 5. To update on property inspections, frequency and rota, and agree any actions.**
It was confirmed that the insurance cover requires property inspections to be carried out every two weeks, except where a building is vacant and then it should be inspected each week.

It was agreed that the inspection for week commencing 18 May 2026 would go ahead with the ongoing rota being dependent on membership of the committee following the Full Council meeting on 19 May 2026.

Members discussed the foliage which is growing on the outside of the Town Hall. It was agreed to investigate quotations for its removal, appreciating that this would likely need repair work to the mortar joints which would require a specialist heritage contractor.
- 6. To consider and agree actions on the following for the Town Hall:**
 - 6.1 To discuss the Aco drain replacement and step realignment.** Carried forward to the next meeting.

Resolved: To refuse access on foot or by vehicle to the rear of the Town Hall on Makers Market days and that the existing agreement for support of the Makers Markets be retained.

Proposed Cllr Jordan

Seconded Cllr Grover

All in favour

12. To discuss Discover Downham's lease amendments and agree actions. (Full Council 14 April 2026). Update on plans for proposed extension to the building.

Resolved: To form a working party of Cllr Pegg, Cllr Lane, Cllr Wiles plus Cllr Grover if needed, to work with the Town Clerk on negotiations towards an amended lease.

Proposed Cllr Lane

Seconded Cllr Jordan

8 in favour, 1 abstention

The clerk confirmed that she had sent Cllrs and the Town Clerk an email summarising the meeting with Discover Downham which Cllrs Lane, Leivers and Grover also attended. It had been agreed that the Council will be regularly updated with progress on the extensions, and permissions requested as necessary eg in siting of temporary disabled parking spaces etc. It had been understood that no building work can commence until the lease amendments are finalised.

13. To confirm arrangements for Discover Downham event car park closure on Sunday 5th July 2026.

Resolved: To confirm permission to close the Priory Road car park by Discover Downham for their event on 5th July 2026, and the loan of the large gazebo/tables/chairs. All event arrangements, security and insurance responsibilities to be covered by Discover Downham.

Proposed Cllr Jordan

Seconded Cllr Lane

8 in favour, 1 abstention

14. To consider street lighting ownership and agree actions.

Item carried forward to the next meeting.

15. To discuss a request to purchase of a bench to mark the 50th Anniversary of the Twinning Club.

The clerk read out an email from the Chair of the Twinning Club in support of the request, which was then discussed.

Resolved: Members declined the request to purchase a bench, but would support a request to the Borough Council if the Twinning Club wished to install one at the Petanque pitch on the Memorial field.

Proposed Cllr Grover

Seconded Cllr Leach

All in favour

16. To update on Car Park Resurfacing tender process.

The clerk confirmed that two envelopes containing tenders for the work had been received. They will remain sealed until the agreed opening date.

17. To confirm the date of next meeting – 5.30pm 3 June 2026

Ended 7.30pm