

## Minutes of the Property Committee Meeting

Date: Wednesday 15 April 2026 Time: 5.30pm

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

### Present

Councillors Jordan (Chair), C Pyatt, Leach, Pegg, Leivers, Lewis, Wiles, Grover, Lane (9)

Tina Griffin, Deputy Clerk

2 members of the public

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

**1. To note Apologies for Absence - none**

**2. To receive declarations of interest and consider requests for Dispensations.**

None received.

**3. To approve the minutes of the meeting held on 25 March 2026.**

**Resolved:** The minutes of the meeting held on 25 March 2026 were approved.

Proposed Cllr Jordan

Seconded Cllr Pegg

All in favour

**4. Public Participation** – The Chair brought forward items 9, 6 and 8.4 and invited contributions from the members of the public.

**9. To discuss access to the Hollies Bus Stop and agree actions – resident request.**

A member of the public explained the difficulties for people with reduced sight in negotiating the Hollies junction with Paradise Rd, and crossing from Morrisons side to the bus stop in the car park. Potential solutions were discussed including a marked pedestrian walkway alongside the Health Centre hedge. It was agreed that the committee would consider the matter further and report back at the next meeting. It was appreciated by all that there are no easy solutions.

**6. To consider and agree action JCC tree/boundary works – nesting survey.**

It was reported that the works are progressing well following two clear nesting surveys. A member of the public requested the relocation of a lamp post which, following removal of the bushes and trees, sits within the driveway to his property.

**Resolved:** To investigate the relocation of the lamp post to the JCC side of the new fence and to convert it to LED. To purchase some bird nesting boxes (potentially from the Men's Shed) to fix to the concrete fencing posts to the rear of the JCC.

Proposed Cllr Jordan

Seconded Cllr Lane

All in favour

**8.4 To update on flow plates/speed humps installation/signs/white lining.**

A discussion about the planned position of the flow plates at the JCC took place with a member of the public.

It was agreed that the flow plates will be installed in the planned position but that the committee would work with the resident to find a mutually agreeable solution to simplify access to his driveway. Several members of the committee are meeting at the JCC for another purpose next week and Cllr Lewis agreed that a discussion with the resident could be carried out at the same time. Carry forward to next agenda.

It was agreed that the new road side fencing at Rouses Lane end be supplied and installed by D Nichols. Clerk to arrange if under £500.

**Resolved:** To install two large 'No Dogs Allowed' signs at Rouses Lane and at the entrance near the yellow gate posts/fencing. To create 6 signs highlighting the diseases spread by dog faeces to be displayed along the existing roadway fence. Increase the size of the 'No Entry' sign at Rouses Lane end. Install a 'One Way' sign and sub-plate on a pole at the entrance from Howdale Rd.

Proposed Cllr Pyatt

Seconded Cllr Grover

All in favour

**5. To update on property inspections and agree any actions.**

**Yellow JCC Gates** – it was reported that several attempts to find a way to realise some income from the gates had not been successful. After discussion, it was agreed to arrange collection of the gates by a local scrap dealer.

**Cleaning of the Clock, War Memorial and Story Wall** – clerk to investigate how this can be achieved and report back at the next meeting.

**Property Inspection intervals** – members queried the need for inspections every two weeks, preferring to move to monthly inspections. It was agreed to investigate the terms of the Council's insurance policy, a copy of which was requested for the next meeting.

**6. To consider and agree action JCC tree/boundary works – nesting survey.** See above

**7. To consider and agree actions on the following for the Town Hall:**

**7.1 To consider quotes to replace the bollard socket/flaps on Town Hall car park.**

**Resolved:** To ask Precision Engineering to manufacture the sample socket for approval or otherwise prior to placing an order for the rest.

Proposed Cllr Lewis

Seconded Cllr Leach

All in favour

**7.2 To discuss the Aco drain cover.**

**Resolved:** Cllrs Jordan and Grover to assess suitability of a suggested design of ACO drain. If successful, clerk to obtain quotes to install them.

Proposed Cllr Pegg

Seconded Cllr Lane

All in favour



**10. To discuss and agree actions – tarmac patching Priory Rd car park.**

No quotes had yet been received so item carried forward to the next meeting.

**11. To update on Lamp 51 and agree actions.**

It was confirmed that the work to secure the lamp post had been completed.

Members agreed that further consideration needs to be given to installing some kind of barrier to protect the lamp posts in the Paradise Car Park.

**12. To confirm the date of next meeting – 5.30pm 13 May 2026**