

I give notice of a meeting and summon members to attend a meeting of the  
**Property Committee on Wednesday 20 August 2025 at 6pm** in Downham Market Town Hall,  
Bridge Street.

Members of the public are welcome to attend this meeting.

**Claire Dornan**

**Town Clerk**

13 August 2025

## Agenda

1. To note Apologies for Absence
2. To receive declarations of interest and consider requests for Dispensations.
3. To approve the minutes of the meeting held on 2 July 2025 and 24 July 2025
4. Public Participation
5. To discuss a request from the Borough Council to excavate part of Town Hall Car Park and agree actions.
6. To discuss further information on the flow plates for the Jubilee Community Centre road way, pedestrian access, signage, ramps and agree actions.
7. To receive quotes for the kerbing at the edge of the Jubilee Community Centre if available and agree actions. To consider patching the holes in the tarmac as part of the contract.
8. To update on property inspections carried out by committee members and the office. To agree a Committee rota for completion of Cllr inspections.
9. To discuss a Car Park Orders working group and agree members, terms of reference and meeting schedule.
10. To receive an update on the Town Hall Windows.
11. To receive an update on electric meter relocation for Paradise Road Pump
12. To receive an update on request for a 20mph zone in Downham Market – Full Council 04 February 2025 – Agenda item 13
13. To consider options for upgrading the advertising boards in front of the Town Hall and installation on Town Square agree actions (unbudgeted).
14. To consider quotes if available for replacing/repairing one of the fire exits and agree actions.
15. To consider quotes for the car park drainage contract (budgeted)
16. To receive quotes for the replacement of the Assembly Room curtains and agree actions. (unbudgeted)
17. To consider a request from the Football Club for additional floodlights at the JCC to extend winter training options. To agree actions.
18. To consider the removal of a lamp-post close to a tree at the JCC and agree actions.
19. To discuss weed control on the gravelled car park at the JCC and agree actions.
20. To consider 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

21. To discuss a Town Hall gutter leak and agree actions.
22. To discuss potential relocation of Happy to Chat bench and agree actions
23. To agree the 5 Year Electrical Installation Condition Report (EICR)
24. To confirm the date of next meeting.

**End**