

**Downham Market Town Council
Property Committee Meeting
Thursday 24 October 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 & Sharman (6)</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	<p>Meeting rescheduled from 17 October 2024 due to an event at Downham Town Football Club where the whole of Council had received an invitation to attend.</p> <p>The Chair reminded Councillors of the evacuation procedures and that all mobile phones should be switched to silent or off.</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Cllr C Pyatt gave his apologies due to ill health for the next 8 weeks.</p> <p>Members accepted Cllr Pyatt’s apologies.</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 8.</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 receive correspondence</u></p> <p>The Town Clerk made Councillors aware of a resident who emailed with concerns about the bases being left on the Town Square late into the evening.</p> <p>It was agreed that the Town Clerk should request a florescent pole to be in place.</p>

5	<p><u>To approve the minutes of the meeting held on 12 September 2024</u></p> <p>Proposed – Cllr Lewis Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 12 September 2024 be approved as a true record.’</p> <p>4 In Favour</p> <p>2 Abstentions – Cllrs S Moyses & Sharman – They advised that they were not at the last meeting.</p>
6	<p><u>To review the 2024/2025 Property Committee budget v actuals</u></p> <p>Council had received a copy of the budget v actuals on 21 October 2024 via email.</p> <p>Members discussed the Car Park Repairs (Budget line 68) - £57,953.94 remaining.</p> <p>The Chair asked for an update on the Hollies Service Road. The Town Clerk advised that the Hollies Bus Stop upgrade work is scheduled for 06 January 2025 and the Hollies Service Road is scheduled for 20 January 2025.</p> <p>The following was noted:</p> <p>£5 overspend on Vehicle Tax (Budget line 80) - £330 against £335. £95.50 overspend on Jubilee Community Centre CCTV due to wire fault (Budget line 90) - £150 against £245.50 £360.83 overspend on Town Hall CCTV due to monitor installation in office following incident which has gone to court (Budget line 108) - £200 against £560.83. £688.71 overspend on Cleaning Supplies due to acid purchase for drains (Budget line 121) - £1,000 against £1,688.71. £50 overspend on Town Hall Drape Cleaning (Budget line 126) - £500 against £550. £473.31 unbudgeted spend for monthly assessment of Adult Gym Equipment by BCKLWN.</p> <p>£2,000 Accounting Fees (Budget line 130) has been accounted for within Professional Fees (Budget line 129)</p> <p>It was noted that Council Insurance is due to be reviewed by the insurer following property revaluation (Budget line 84).</p> <p>Members were advised that the Town Clerk had applied for a grant for 6 fruit trees to replace the dying trees in the Memorial Garden and English Yew Plants for the Jubilee Community Centre.</p>

7	<p><u>To discuss All Clear Drainage Consultant recommendations and agree actions</u></p> <p>Members discussed the report dated 30 September 2024.</p> <p>Paradise Road Car Park – Members do not consider the loose dressing a slip hazard however noted that they are looking to resurface the top car park this year.</p> <p>Priory Road Car Park – Members do not wish to investigate the Aco drain 1 out pipe which has been severed by service however noted that should it be decided to resurface the car park that the work should be completed beforehand. It was noted that the MH1 cover will need replacing or raising in 2025/2026 as it is currently seized.</p> <p>Hollies Car Park – Members do not wish to complete any work on the Gully 1, 2 and 3 which did not release. Members stated that there is no flooding concerns and they would wait and watch.</p> <p>It was noted that all car parks will require a suction tanker in 2025/2026 and this will need to be budgeted.</p>
8	<p><u>To receive and agree actions relating to the following Property Inspection reports:</u></p> <p><u>09 September 2024, 23 September 2024, 08 October 2024</u></p> <p>Members discussed the most recent Property Inspection completed by Cllr Jordan prior to the meeting on 24 October 2024.</p> <p>Members asked the Town Clerk to obtain a quote for cutting the trees at the bottom section of the Paradise Car Park. The Town Clerk was asked to write to the owner of the trees and advise of the planned works stating that disposal will not be completed by the Town Council and the cuttings will be delivered to the owner.</p> <p>Proposed – Cllr Lewis Seconded –Cllr S Moyses</p> <p>It was resolved:</p> <p>‘That the Town Clerk be authorised to spend up to £500, from the Car Park Repairs budget, on cutting back the trees on Paradise Road Car Park.’</p> <p>All In Favour</p> <p>Members were advised that the pressure pad for the rear of the Town Hall is now permanently out of stock and a suitable replacement is being sought by the contractor.</p> <p>Members were advised that Paul Harrod is coming to investigate the Town Hall floor issue week commencing 16 December 2024.</p>

	<p>Members asked the Town Clerk to contact Building Regs to check if the toilet light in the new office meets regulations.</p> <p>Members reminded the Town Clerk that the Priory Road Car Park fencing needs to be costed by the maintenance team.</p> <p>Members asked the Town Clerk to investigate the cost of a dog bin for the Memorial Garden. It was noted that the Council will need to pay BCKLWN to empty the bins.</p> <p>Cllr Jordan was requested to ask Derek Harrod if he is willing to donate another two water butts to create more bins for the Jubilee Community Centre.</p> <p>Members asked that the Town Clerk speak to Downham Town Football Club about the nets near their hut at the Jubilee Community Centre.</p> <p>Members discussed the corridor between the Assembly Room and the staircase to the kitchen. The floor is deemed an urgent health and safety matter. The Town Clerk was asked to arrange for the floor to be taken up and a replacement put down.</p> <p>Councillors were asked to assist Cllr Jordan on completing the Property Inspections.</p> <p>Cllr Lane offered to assist week commencing 04 November 2024.</p> <p>The Town Clerk is to liaise with other members to confirm who could assist on 18 November 2024 & 02 December 2024.</p> <p>Members discussed the Skate Park inspection report from BCKLWN which showed vandalism to the Adult Gym Equipment and Skate Park metal outer casing. The maintenance team are making safe whilst the meeting takes place.</p>
9	<p><u>To discuss street light and agree expenditure</u></p> <p>Members discussed the Hollies Car Park Street lighting. It was agreed to complete a nighttime inspection and review options at the next Property Committee meeting.</p>
10	<p><u>To receive an update on Cycle Storage Grant</u></p> <p>Members were advised that the delivery of the Cycle Racks had been delayed as Glasdon UK were out of stock.</p> <p>The Town Clerk has received permission from BCKLWN that the grant deadline can be extended to the end of November 2024.</p>
11	<p><u>To receive an update on Assembly Room works and agree next steps</u></p> <p>Members were advised that the flooring work had been completed by Paul Harrod and the carpet had been re-fitted.</p>

	<p>There are 3 window panes in the Assembly Room that require replacement. As 2 of the panes overlook Bridge Street, Glass & Glazing are looking at the options available to them to ensure the safety of the public.</p> <p>Members asked the Town Clerk to offer the use of a Cherry Picker.</p>
12	<p><u>To receive an update on 6 Market Place Planning Application</u></p> <p>Members were advised that the deadline for comments on Planning Application 24/01703/LB was 21 October 2024 and that only one comment had been made and that was by Downham Market Town Council who had refused to comment as a consultee.</p> <p>The outcome is due in November 2024.</p>
13	<p><u>To receive an update on CCTV</u></p> <p>Members had already been advised about the Jubilee Community Centre CCTV repair works and the installation of a screen in the office under agenda item 6.</p>
14	<p><u>To receive an update on Intruder Alarm and Fire Alarm</u></p> <p>Members were advised that the Intruder Alarm had failed due to a battery fault in the kitchen however this had been resolved on 24 October 2024.</p> <p>Members were advised that the smoke beam on the stage is being replaced with two smokes at a cost of £1817 + VAT week commencing 28 October 2024.</p>
15	<p><u>To receive an update on JCC site consultation and agree next steps</u></p> <p>Members had received analysis of the first 74 consultation documents.</p> <p>The remaining consultation documents are due to be reviewed in the coming days.</p> <p>Members asked the Town Clerk to invite Mr Kirby of Downham Market Boxing Club to the next Property Committee meeting to understand his needs.</p> <p>Members asked the Town Clerk to obtain updated quotations on the roadway fencing. Members asked for a 300mm gravel board to be added to the bottom of the intended fence to prevent footballs entering the roadway and noted that Full Council had agreed that a galvanised gate is required.</p> <p>Proposed – Cllr Lewis Seconded –Cllr Lane</p> <p>It was resolved:</p>

	<p>'That the Town Clerk be authorised to arrange a meeting with the Norfolk FA and the Football Foundation to discuss options.'</p> <p>All In Favour</p>
16	<p><u>To receive an update on the sale of 13-15 Paradise Road, Downham Market</u></p> <p>Members were advised that the buyer's solicitor had added a clause that the Town Council could be asked to move the defibrillator at any time. The Town Clerk recommended that the defibrillator be removed prior to completion due to unknown future expense. It was noted that the defibrillator can be moved to an alternative location. This was agreed.</p> <p>Members were advised that both parties solicitors were currently on leave.</p>
17	<p><u>To discuss 2025/2026 Budget requirements and make recommendations to Full Council</u></p> <p>Members asked that the next meeting be a single item agenda to discuss the budget requirements for 2025/2026.</p> <p>Members asked that a tender document be prepared ahead of the next meeting for Paradise Road Upper Car Park and Hollies Small Car Park resurfacing work. Members asked that relining occur also in Paradise Road Lower Car Park.</p> <p>Members asked that any relining consider the size of current cars and acknowledged that this will cause the loss of a few spaces.</p> <p>It was acknowledged that any tender would need to be advertised for 35 days.</p> <p>Members would like the Hollies Large Car Park and Priory Road Car Park resurfaced in 2025/2026.</p>
18	<p><u>To note the sate of the next Property meeting – 14 November 2024</u></p> <p>Members noted the date of the next meeting:</p> <p>Thursday 14 November 2024 at 6pm at Downham Market Town Hall.</p>
	Meeting closed: 7:57pm
	SIGNED
	DATE