



Minutes of the Property Committee Meeting

Date: Wednesday 5 November 2025

Time: 6.00pm

Venue: Jubilee Community Centre, Howdale Rd, Downham Market PE38 9AH

Present

Councillors Jordan (Chair), Leach, Pegg, Lane, Leivers, Lewis, Perkin, Cambell-Robb (8)

Tina Griffin, Deputy Clerk

1 member of the public

1. To note Apologies for Absence – received from Cllr C Pyatt.

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

Cllr Jordan declared that he knows the owner of NS Paving and that he has no pecuniary interest in the quotes submitted by that contractor.

3. To approve the minutes of the meetings held on 29 October 2025

Resolved: To approve the minutes of the meetings held on 29 October 2025 with one amendment:

Item 5 re budget line 127 – to read “Ear Marked Reserve of £60,000. Request £60,000 budget for 2026-2027”

Proposed Cllr Cambell-Robb Seconded Cllr Lewis 7 in favour

4. Public Participation

No member of the public wished to speak.

Cllrs were made aware of an offer of litter picking or similar from a local group, and suggested that the Jubilee Community Centre could be offered as a suitable venue.

Cllrs were advised that the electrical testing of the Town Hall is now urgent for insurance purposes. Members agreed the work needs to be carried out asap.

5. To update on property inspections carried out by the office and Councillors.

The Clerk reviewed the items identified during the recent inspections as needing attention and gave updates on progress.

6. To update on progress with a Car Park Orders working group.

Cllr Lewis asked for meetings of the following working groups to be convened:

Car Park Orders – late November/early December (Cllrs C Pyatt, Brewer, Perkin, Pegg appointed Full Council 9.9.25 item 8.4)

JCC site terms and conditions of use working party - late November/early December
6pm start, invite Football Club to attend at 6.30pm. (Cllrs C Pyatt, Lane, Lewis, Brewer, Hobbs appointed Full Council 9.9.25 item 8.2)

Town Grounds Maintenance Working party – January 2026 (Cllrs Lane, Leivers, Jordan, C Pyatt appointed Full Council 9.9.25 item 8.1)

7. To update on kerbing replacement at the JCC and agree actions.

Resolved: In light of the inability of the chosen contractor to undertake the replacement kerbing work at the JCC, and a recent trip incident, it was agreed to accept the second kerbing quote from NS Paving to include patching work to the car park surface. It was agreed that the work needs undertaking as soon as possible on health and safety grounds.

Proposed Cllr Leach Seconded Cllr Lewis All in favour.

8. To discuss the football clubhouse at the JCC and possible plans to improve it. Agree actions.

Resolved: The 'JCC site terms and conditions of use working party' to meet with the football club to discuss possibilities for improving the clubhouse and storage in light of potential future plans for the site.

Proposed Cllr Jordan Seconded Cllr Campbell-Robb All in favour

9. To consider clearing a pathway running alongside the Memorial Garden and agree actions.

Resolved: Office to arrange to clear the pathway subject to a £500 limit on expenditure. If predicted costs exceed this, item to be rediscussed at a future meeting. This area to be included if appropriate in the next Grounds Maintenance contract.

Proposed Cllr Lewis Seconded Cllr Campbell-Robb All in favour

10. To consider quotes for 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.

Resolved: To engage Camline to provide white lining for disabled parking, pedestrian access, 5mph roundels and 'Stop' lining at Rouses Lane end of the JCC roadway as per their quote.

Proposed Cllr Leach Seconded Cllr Leivers All in favour

11. To update on flow plates installation, pedestrian access and associated works. Agree actions.

To be carried forward to the next meeting following meeting with contractor.

12. To discuss removal, repair or replacement of skatepark and agree actions.

The Deputy Clerk reported on a meeting today with Radii Ramps, who are specialists in repairs and building new skateparks. Although no formal quote had been submitted, they had advised that it would cost in the region of £5000 to repair the existing equipment to a safe standard. To remove and donate to another organisation could be in the region of £7-10,000 in transport costs alone – the recipient may be able to assist with costs but unlikely to be significant. Scrap value would likely be no more than £500.

The advisor from Radii Ramps considered a quote of under £2000 to dismantle and remove the skatepark well worth accepting in the circumstances.

Resolved: To accept a quote for £1650 from NS Paving to dismantle and remove the skatepark, to ensure the area is made safe without the on-going costs of the heras fencing. To request Full Council to allocate the CIL funding to commission a new concrete skatepark.

Proposed Cllr Leach Seconded Cllr Lewis All in favour

13. To receive quotes for wrought iron gates to the Memorial Garden and agree actions.

The office is awaiting three quotes for the gates. To be carried forward to the next meeting.

14. To update on lighting in the Paradise Rd Car Park, agree actions.

Resolved: To engage Pearce-Kemp to assess and repair if possible the lighting in the Paradise Car Park with an initial cost of £232 plus VAT. Item to return to committee if assessment reveals further issues requiring funding.

Proposed Cllr Campbell-Robb Seconded Cllr Leach All in favour

15. To update on temporary arrangements pending the relocation of the Paradise Rd pump meter.

The Deputy Clerk confirmed that the electrical work to connect the pump to a stand-alone 3 phase meter inside 15 Paradise Rd is being carried out by the occupier's renovation contractor, without involvement of the Town Council. The meter requires re-sealing and verifying by UK Power Network, which is due to happen this week after which the pump supply will be switched back on. SSE have yet to make contact regarding the contract for electrical supply.

16. To update on quotes for repairing the pavement in the Hollies, to discuss tree removal and bench replacement.

It was agreed to try to obtain further quotes for this work. Based on the one quote received, the value of the work is likely to be greater than committee spending limit of £5000, and needs therefore to be considered by Governance & Finance, and agreed by Full Council in January 2026. The suggestion to remove the trees was accepted to avoid roots causing further issues in the future, being replaced by planters and new bench as appropriate. Carry item forward to next meeting.

17. To consider results of property inspections of car parks and agree actions.

Resolved: In light of the recent car park inspections which identified deteriorating surfaces and faded lining, to obtain 3 quotes to resurface and white-line two car parks: Paradise Rd Car park (upper and lower); and the Morrisons car park. It was noted that the car parking spaces are currently too narrow for modern cars and widening them would impact on the number of spaces available.

Proposed Cllr Campbell-Robb Seconded Cllr Leach All in favour.

18. To update on photographs on the Hollies bus shelter.

Cllrs were advised that Mason Sealy are due to install the photographs this week.

19. To discuss repairs to the flagpole ropes, flag pole position and agree actions.

Resolved: To obtain quotes to improve the pully system, cleating and repair the damaged ropes. Flag pole to remain in its current position as this allows the public to gather for flag raising events.

Proposed Cllr Jordan Seconded Cllr Leivers All in favour

20. To update Building Regs sign-off for town council office.

It was reported that this has not yet been obtained, but that the contractor continues to chase the Borough Council. To be carried forward to the next meeting.

21. To discuss the location of the picnic area and memorial boat planned for the JCC and agree actions.

Resolved: In light of the resolution under item 12, to delay installation of the picnic area with a view to positioning it in near the proposed new skatepark following construction.

Proposed Cllr Lane Seconded Cllr Campbell-Robb All in favour

22. To discuss options for disposing of the tractor tyres at the JCC and agree actions.

Resolved: To accept the quote of £60 per tyre from MSC Tyres for the collection and disposal of 5 tractor tyres from the JCC.

Proposed Cllr Leach Seconded Cllr Leivers All in favour

23. To confirm the date of next meeting – 26 November 2025 at 5.30pm – location tbc.