

I give notice of a meeting and summon members to attend a meeting of the **Property Committee on Wednesday 3 June 2026 at 5.30pm** in the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are welcome to attend this meeting.

Claire Dornan

Town Clerk

27 May 2026

Agenda

- 1. To elect the Chair of the Committee for 2026 – 2027**
- 2. To elect the Vice Chair of the Committee for 2026 - 2027**
- 3. To note Apologies for Absence**
- 4. To receive declarations of interest and consider requests for Dispensations.**
- 5. To approve the minutes of the meeting held on 13 May 2026.**
- 6. Public Participation**
- 7. To update on property inspections and rota, and agree any actions.**
- 8. To consider and agree actions on the following for the Town Hall:**
 - 8.1 To discuss the Aco drain replacement and step realignment.
 - 8.2 To update on structural issues.
 - 8.3 Bollard flaps and sockets at the entrance/exits to Market Square
 - 8.4 To update – Town Hall windows
 - 8.5 Replacement guttering Town Square side of Town Hall.
 - 8.6 Crack on the rear of the Town Hall.
 - 8.7 Foliage growing on the outside of the building.
- 9. To consider and agree actions on the following for the Jubilee Community Centre:**
 - 9.1 Update on proposed new skatepark – ground survey.
 - 9.2 To discuss access for emergency services.
 - 9.3 To update on flow plates/speed humps installation/signs/fencing/path
 - 9.4 Relocation of lamp post
 - 9.5 Adult Gym inspections going forward
 - 9.6 To consider the recommendations of the JCC Business Plan Working Party with regards the installation of additional temporary Football Club buildings
 - 9.7 To discuss and agree actions for a bin-store
 - 9.8 To discuss and agree actions – car park bollards
 - 9.9 To discuss trees along the Howdale PAX end of the field.

10. To update on potential improvements to access to the Hollies Bus Stop and agree actions.
11. To discuss and agree actions – Priory Rd Car Park streetlighting
12. To discuss Health and Safety contract and agree actions.
13. To discuss quote and agree actions – cleaning of the Town Clock.
14. To agree Terms of Reference for the Discover Downham’s lease amendments working party.
15. To consider street lighting ownership and agree actions.
16. To update on Car Park Resurfacing and Grounds Maintenance tender process.
17. To update on Committee meetings going forward.
18. To confirm the date of next meeting – 5.30pm 22 July 2026