

**Downham Market Town Council
Property Committee Meeting
Thursday 15 June 2023 at 9am**

This meeting was held at the Town Council Offices, 15 Paradise Road, Downham Market,
Norfolk PE38 9HS

	<p>Present</p> <p>Committee Members - Cllrs Doyle, Jordan (Chair), Lane and Sharman (4)</p> <p>Non-Committee Members – Cllr Wiles (1)</p> <p>Town Clerk – Ms C Dornan Administrator – Mrs J Andrews</p> <p>There were no members of the public present</p>
Note	This meeting started at 09:10am as the Chair was delayed by an oil spill on Bexwell Road, Downham Market. Members agreed to await his arrival prior to starting the meeting.
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Leach - Work Commitment Cllr Lewis – Work Commitment Cllr B Moyses - Work Commitment Cllr S Moyses - Work Commitment Cllr Pyatt – Prior Appointment Cllr Tawfick - Work Commitment</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p>
003	<p><u>Public Participation – 15 minutes allowed</u></p> <p>There were no members of the public present and Cllr Wiles did not wish to speak as a member of the public.</p>
004	<p><u>To approve the minutes of the meeting held on 25 May 2023</u></p> <p>The minutes were not available for approval and therefore this item will be added to the agenda on Thursday 29 June 2023.</p>

006	<p><u>To receive Jubilee Community Centre roadway quote</u></p> <p>Estimates had been received of circa £15,000 however more information was needed before quotes could be provided such as depth, width and surface type.</p> <p>Members asked for two quotes to include Grass Crete and planing.</p> <p>The Town Clerk is to investigate any restrictions on a field roadway. It was suggested that there may be restrictions on the size of planings used as a member mentioned a similar job had raised that there is a risk to children swallowing planings.</p> <p>There is currently no budget to complete the works.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘That Property Committee request approval from Full Council to use the Community Infrastructure Budget to complete the roadway.’</p> <p>All In Favour</p> <p>It was noted that the entrance and existing roadway needs work however this is not the sole responsibility of the Town Council. The residents are also responsible. Discussions with residents will need to take place in the near future.</p>
007	<p><u>To discuss the ownership of the Community Garden</u></p> <p>There had been some confusion over the ownership of the Community Garden / Community Orchard.</p> <p>Following a Land Registry search, the Town Clerk had identified that the land was in the name of the Borough Council (BCKLWN).</p> <p>Christian Wilson at BCKLWN has confirmed the land is not under the responsibility of the Town Council.</p>
008	<p><u>To discuss the uneven path at the War Memorial on the Memorial Playing Field</u></p> <p>Cllrs agreed that the uneven path at the War Memorial was a concern.</p> <p>Cllr Jordan advised that he has a sign that he can donate free of charge to the Town Council which can be wrapped as per the previous sign for the height barrier in Paradise Road. He believes that he may also have a post that he can donate but to budget for a wooden post if he cannot locate the galvanised steel one.</p>

	<p>Proposed – Cllr Jordan Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That a budget of £45 + VAT be provided to the Town Clerk to arrange the wrapping of an existing sign to warn of uneven surfaces and place a sign. Expenditure to be allocated to the Town Signs budget.’</p> <p>All In Favour</p> <p>Members discussed a new pathway.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That Property Committee request approval from Full Council to make a CIL application under the Borough Council of King’s Lynn and West Norfolk’s scheme and match fund from the Town Council’s CIL fund to resurface the walkway.’</p> <p>All In Favour</p>
	Meeting closed: 09:48am
	SIGNED
	DATE