



06 Market Place, Downham Market, Norfolk PE38 9DE
 Tel: (01366) 387770 E-Mail: info@downhammarketcc.co.uk

You are summoned to attend a meeting of the **Property Committee** to be held on **Thursday 05 December 2024 at 6pm** to discuss the business on the Agenda below.

The meeting will be held at Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW.

Members of the public are invited to attend.

Yours faithfully
Claire Dornan
 Claire Dornan
 Town Clerk
 29 November 2024

Agenda

1	To receive Members' Apologies for Absence
2	To receive Members' Declarations of Interest
3	Public Participation – 15 minutes allowed
4	To approve the minutes of the meeting held on the 14 November 2024
5	To discuss the Town Square Agreement which is due for review in December 2024 and agree actions
6	To receive representation from Downham Market Boxing Club to discuss support required and agree actions
7	To receive a request to use the Clock Room by the Royal British Legion Downham and District branch free of charge in 2025 and agree response
8	To receive a request to support the Downham Market Menopause Cafe by providing free use of the Town Hall during the financial year 2025/2026 and agree response
9	To receive a request to provide a discounted hire rate to Melody Allsorts of Downham during the financial year 2025/2026 for block bookings and agree response
10	To receive a request to continue the free use of the Town Hall by the Downham Market Festival Committee for fund raising during the financial year 2025/2026 and agree response
11	To receive an update from Downham Market Allotment Association on the clearance of the allotment land ahead of the end of their tenancy on 31 March 2025
12	To receive an update on the car park at the Jubilee Community Centre
13	To discuss fencing at the Jubilee Community Centre and agree actions
14	To discuss street light failures on Town Square and Hollies Car Park and agree expenditure
15	To discuss additional signage at Hollies Car Park and agree actions NB - No entry signage suggested on smaller car park in addition to floor markings
16	To discuss and agree actions following Property Inspection, including but not limited to: Urinal System at Jubilee Community Centre

	Entrance to Jubilee Community Centre Back room lighting at Jubilee Community Centre Benches at Jubilee Community Centre Fence lock system at rear of Town Hall
17	To note the date of the next Property meeting – Thursday 16 January 2025

End