

**Downham Market Town Council  
Property Committee Meeting  
Thursday 05 December 2024 at 6pm**

This meeting was held at the Downham Market Town Hall, Bridge Street,  
Downham Market PE38 9DE

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|       | <p><b>Present</b></p> <p>Committee Chair – Cllr Lewis    Committee Members - Cllrs Lane, Leach &amp; Sharman (4)</p> <p>Consultancy Role – Cllr Jordan</p> <p>Town Clerk – Ms C Dornan</p> <p>There was one member of the public present.</p> <p>Mr &amp; Mrs Kirby of Downham Market Boxing Club were present to discuss the hire of the Jubilee Sport Centre (Agenda item 6)</p> |
| Notes | The Chair reminded Councillors of the evacuation procedures from the Grand Hall and that all mobile phones should be switched to silent or off.  |
| 1     | <p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>Cllr C Pyatt had given his apologies on 24 October 2024 due to ill health.<br/>Cllr S Moyses gave his apologies as he was working.<br/>Cllr J Pyatt gave her apologies as she was completing Council training with Norfolk Parish Training &amp; Support.</p>  |
| 2     | <p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>Cllr Jordan, although not a voting member, made a declaration of interest in agenda item 13 as his company has quoted for the fencing work.</p> <p>Cllr Lane declared an interested in agenda item 11 as he is an allotment holder and member of the Downham Market Allotment Association Committee.</p>      |
| 3     | <p><b><u>Public Participation – 15 minutes allowed</u></b></p> <p>The member of public did not wish to speak.</p>  |
| 4     | <p><b><u>To approve the minutes of the meeting held on 14 November 2024</u></b></p> <p><b>Proposed – Cllr Lewis                      Seconded –Cllr Leach</b></p>  |



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| 8  | <p><b><u>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</u></b></p> <p><b>Proposed – Cllr Lewis                      Seconded –Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>‘That the Menopause Café be provided with a reduced hire rate of £10 per hour for hire of the Clock Room or Assembly Room during the financial year 2025/2026.’</b></p> <p><b>All In Favour</b></p>  |
| 9  | <p><b><u>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</u></b></p> <p><b>Proposed – Cllr Leach                      Seconded –Cllr Lewis</b></p> <p>It was resolved:</p> <p><b>‘That any Charity or Community Group who hire for 4 days or more consecutive days receive a discount of 10% off the normal hire rate during the financial year 2025/2026.’</b></p> <p><b>All In Favour</b></p>  |
| 10 | <p><b><u>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</u></b></p> <p><b>Proposed – Cllr Leach                      Seconded –Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>‘That in addition to the free hire of the Town Hall during the Festival Week period, that the Downham Market Festival Committee be provided with 6 free hire dates during the financial year 2025/2026 to assist with fund raising.’</b></p> <p><b>All In Favour</b></p> |
| 11 | <p><b><u>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</u></b></p> <p>Cllr Lane advised that the King’s Lynn Community Payback Team are assisting with the clearance of the allotment land at Rouses land. Insurance and risk management will be managed between Paul Appleyard at Community Payback and the Downham Market Allotment Association.</p>   |

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|    | <p>Cllr Lane advised that the Downham Market Allotment Association will cease to exist from 01 April 2025.</p>   |
| 12 | <p><b>To receive an update on the car park at the Jubilee Community Centre</b></p> <p>The Town Clerk advised that T W Civil Engineering Ltd had donated 3 x packs of flat top edgings which were received on 27 November 2024 and 40t of type 1 granite and limestone mix received on 28 November 2024.</p> <p>The Town Clerk advised that Fountain Construction have agreed to donate 40 ton of carrstone hoggin which is due to be delivered on 10 January 2025.</p> <p>The Town Clerk advised that N B Construction have agreed to donate 40 ton of carrstone hoggin which is due to be delivered on 10 January 2025.</p> <p>The Town Clerk advised that Middleton Aggregates have agreed to donate 20 ton of carrstone hoggin which is due to be delivered on 10 January 2025.</p> <p>All donors have confirmed that their donation is confirmed as asbestos / pollutant free.</p> <p>All donors are aware that their donation is made on the basis that there is no future promise of work or preferential treatment on future work or planning permission.</p> <p>The Town Clerk has approved the hire of a dumper at a cost of £220 + VAT for the contractor, Next Gen Groundworks. The work is due to start on 13 January 2025.</p> <p>The Town Clerk is to request a site meeting with the contractor on Friday 10 January 2025. Cllrs Lewis &amp; Jordan will also be in attendance.</p> |
| 13 | <p><b><u>To discuss fencing at the Jubilee Community Centre and agree actions</u></b></p> <p>This item was deferred to the January 2025 meeting as not all re-quotes have been received.</p>   |
| 14 | <p><b><u>To discuss street light failures on Town Square and Hollies Car Park and agree expenditure</u></b></p> <p><b>Proposed – Cllr Lewis                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Town Clerk be authorised to spend up to £500 to fix the streetlight on the small Hollies Car Park.’</b></p> <p><b>All In Favour</b></p>   |

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|    | <p><b>Proposed – Cllr Lewis                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Town Clerk be authorised to spend the budget allocation on the Town Square head and light replacement.’</b></p> <p><b>All In Favour</b></p> <p>The Chair suggested the Town Clerk contact Howard Rose, Andrew Carter and Andrian Smithers for quotes.</p>   |
| 15 | <p><b><u>To discuss additional signage at Hollies Car Park and agree actions</u></b><br/> <b><u>NB - No entry signage suggested on smaller car park in addition to floor markings</u></b></p> <p><b>Proposed – Cllr Lewis                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Town Clerk be authorised to spend up to £500 to install a pole and ‘No Entry’ sign with subplate signage either side of the exit roadway on the small Hollies Car Park.’</b></p> <p><b>All In Favour</b></p>  |
| 16 | <p><b><u>To discuss and agree actions following Property Inspection, including but not limited to:</u></b></p> <p><b><u>Urinal System at Jubilee Community Centre</u></b></p> <p>Members agreed that the urinal system at the Town Hall had been successful in reducing water usage.</p> <p>The Town Clerk was asked to arrange with the contractor to install the same system at the Jubilee Community Centre.</p> <p><b><u>Entrance to Jubilee Community Centre</u></b></p> <p>The Town Clerk raised concerns again about the Jubilee Community Centre not being accessible due to the matting in the entrance way.</p> <p>Members agreed that the Maintenance Team should be instructed to screed the matted area and then use concrete leveller. It was requested that the floor then be covered in lino. Cllr Jordan offered to provide advice to the team.</p> |

**Back room lighting at Jubilee Community Centre**

The Town Clerk raised concerns again about the Jubilee Community Centre back room lighting as the strip light is open at the ends.

Members agreed that the strip lights should be replaced with LED lights using the preferred supplier.

**Benches at Jubilee Community Centre**

Members decided not to permanently install the benches from the bottom of the Community Orchard until the back fencing at the Jubilee Community Centre is completed.

**Fence lock system at rear of Town Hall**

The Town Clerk impressed upon the Committee the importance of getting the fire exit working at the rear of the Town Hall.

Members agreed that a different lock system should be installed as a 'like for like' replacement has been out of stock since July 2024.

**Other Items**

Town Hall Accessible Toilet Boiler – The Town Clerk advised that she is considering a replacement as the boiler is starting to spray and is only just reaching 50 degrees centigrade which is required for legionella sampling. It was confirmed that the boiler had been descaled. Members asked that a further couple of descales be attempted before a purchase is considered.

Town Hall Ladies Toilet Sink - The Town Clerk advised that sink had become loose, and the Maintenance Team are attempting a fix.

Town Hall Gutter - The Town Clerk advised that the gutter along the Grand Hall has failed. Town Clerk is to contact the preferred supplier to see if a fix can be completed.

Priory Road Permeable Paving – The Town Clerk reviewed the car park following the budget meeting. The paving is moving but is not a health and safety risk. The Town Clerk suggested using sand to reduce the movement of the bricks. Cllr Jordan suggested 3-6mm granite stone to be brushed in by the Maintenance Team. Members agreed to try Cllr Jordan's suggestion.

Priory Road patching – The Town Clerk advised that one of the patches had cracked and would need to be monitored and ultimately filled in due course.



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|  | <p><b>'That the agreement be extended for a further 6 months (01 January 2025 – 31 May 2025) with a further review in May 2025. The hire rate will remain the same.</b></p> <p><b>The agreement is to note:</b></p> <p><b>That umbrellas and bases must not be left on the Town Square overnight and any marking caused by bases will be the responsibility of the business to remove.</b></p> <p><b>Any rubbish caused by the business must be removed at the business' cost.</b></p> <p><b>The Council does not insure any accident or injury which occurs due to equipment placed on the land. An example, umbrellas collapsing or flying off in high winds.</b></p> <p><b>Should the Council require the Town Square for a Council or Civic event that the business will be required to vacate the area for the day and that there will be no reduction in rent. A minimum of 2 weeks' notice will be provided except where there is a national event led by Central Government i.e. the passing of a member of the Royal Family.'</b></p> <p><b>All In Favour</b></p> |
|  | Meeting closed: 7:18pm   |
|  | <b>SIGNED</b>  |
|  | <b>DATE</b>  |