

**Downham Market Town Council  
Property Committee Meeting  
Thursday 28 March 2024 at 6pm**

This meeting was held at Downham Market Town Hall, Downham Market PE38 9DW

Evacuation procedures were advised.  
Members were reminded to switch off mobile phones.

	<p><b>Present</b></p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle, Lane, Leach, Lewis, B Moyses, S Moyses, C Pyatt, J Pyatt &amp; Sharman (10)</p> <p>Non-Committee Members – Cllrs Westrop &amp; Wiles</p> <p>Town Clerk – Ms C Dornan</p> <p>There was 1 member of the public present.</p> <p>There were 2 directors of Paradise Garage DM Ltd present - See Item 13</p>
	<p>The Chair reminded members of the evacuation procedures, including exiting via the Fire Doors in the Grand Hall or via the Main Entrance and the fire evacuation meeting point by Coggles Funeral Directors.</p>
1	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>There were no apologies received as all members of the Committee were present at the meeting.</p>
2	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>There were no declarations of interest made by members of the Committee.</p>
3	<p><b><u>Public Participation – 15 minutes allowed</u></b></p> <p>Written correspondence was read to the Committee.</p> <p><b><u>Cllr Leivers</u></b></p> <p>Cllr Leivers had emailed the Committee on 25 March 2024 asking for an update on her request for the Council to contact the Bus Company responsible for the noticeboard situated on the brick-built shelter in the Hollies Car Park as she considered it an eye</p>

sore. The Town Clerk advised that she had last emailed the company on 06 March 2024 but received no reply.

Cllr Leivers also asked if the benches in the Hollies Car Park could be revarnished. The Town Clerk advised that this was on the teams list of maintenance tasks however as the Maintenance Team were not at full compliment due to one member of staff being on long term sick leave and another on short term sick leave, with the admin staff having to cover evenings and weekends, in addition to their day time role, this work would not be undertaken in the near future. The Town Clerk welcomed support from any of the Town Cllrs.

Cllr Leivers lastly asked for an update on the Bus Stop Signage. The Town Clerk advised that the Administrator had last chased HE Signs on 06 March 2024 and the reply was that receipt of the signage was imminent.

### **Downham In Bloom**

Following the Downham in Bloom (DIB) Committee meeting on 11<sup>th</sup> March 2024 DIB asked that following comments are made to Property Committee:

DIB thanks you for allowing them to use the troughs and tyres on the JCC and plan to get these planted up during a May Community planting event.

Wildflower seeding at the JCC – DIB suggest the ground needs rotovating rather than scarifying and the seed would need to be sown at the same time – please can the process and area be clarified and DIB will then be able to discuss this further.

Roadway hedge – DIB would be happy to explore installing a hedge down one side of the new roadway. A thorn hedge would be preferable to a privet hedge as it is lower maintenance and more in keeping with the hedgerows that are already at the field.

DIB will offer use of the land to the side of the JCC to the guides/scouts for their horticultural endeavours – thank you.

The Town Clerk advised that she said scarifying in error to the Clerk of Downham In Bloom and this is where the confusion had arisen with point 2.

### **Member of the public**

A member of the public had contacted the Council on 06 March 2024 advising that the lighting on the Hollies Car Park had become erratic. The Town Clerk advised that she had reviewed the lights over the weekend and it appeared that there was an intermittent fault. The Town Clerk advised that she had found that there was a timer issue and had reset the timer and would contact the preferred electrician if the matter continued.

A member of the public contacted the Town Clerk on 09 March 2024 to report a trip hazard on the Town Square caused by vehicles parking on the roadway whilst work was completed on The Pantry. The Town Clerk advised that she had arranged for the area to be barriered off immediately and the corrective work to be completed that evening by the preferred maintenance contractor.

The member of the public sent a further email on 09 March 2024 querying if the Council were aware that the Town Square lighting was not fully functional. The Town Clerk replied that the Council were looking at options for full head replacements as the replacement bulbs are no longer sold / available. The Town Clerk advised that Council had previously discussed the lighting and felt the issue was low risk and due to the associated costs, the Council were ensuring best value for money and longevity were achieved before work was completed.

### **Borough Council of King's Lynn & West Norfolk**

Nicola Cooper, Investment Programmes Officer, emailed the Town Clerk on 26 March 2024 asking if the Town Council would be interested in exploring options for grant funded active travel cycle storage options. The purpose of the grant is to encourage residents to use bicycles for visiting the town centre. The Town Clerk replied advising that the Council would be interested in working with the Borough Council although it had no available funds to match any grants awarded. Ms Cooper had replied advising that the project would be fully funded, the only commitment was that the Town Council would need to provide land and oversee the project with Borough Council assistance and take on ownership and liability of the asset. The Town Clerk confirmed that she had replied stating that she would be happy to investigate the matter further alongside Ms Cooper and present the options to the Town Council.

### **David Mills**

Mr Mills had emailed the Town Clerk on 26 March 2024 advising:

'The use of the Restricted Byway for an 'exit' from the playing fields is on the understanding that as owners of the field you have a private right of access to the land off the Restricted Byway, and can confer that private right to anyone using the playing field and its facilities.

Obviously the concern from a non-motorised public user perspective is that there is potential conflict between cars and (primarily) walkers. I would hope the speed limit signs would go some way to minimising the conflict as will the one way system.

The other matter is that there will be an impact on the wear and tear on the lane from this private use, shared between the playing field and the business, residents and the cemetery.

We would expect that the damage caused to the right of way by additional use / private vehicular use should be repaired/maintained by those responsible for that damage. I would generally recommend if there are multiple private owners that agreement is reached between them to contribute to maintenance but it is not for NCC to adjudicate on this process.'

	<p>The Town Clerk commented that there was one small pothole on the existing roadway and that it may be a gesture of goodwill to cold fill this pothole at the Town Council’s cost. Members agreed to this course of action.</p> <p><b><u>NCC Bus Stop</u></b></p> <p>Further to the decision at the last Property Committee meeting this had been advised to Robert Pratt of Norfolk County Council. Mr Pratt had replied:</p> <p>‘Thank you for confirmation of the town council’s decision, however, having spoken to colleagues responsible for NCC highway maintenance, there simply isn’t capacity to accommodate further highway assets. Therefore, if this scheme is to proceed, the agreement in place would have to remain.</p> <p>I appreciate this may come as a disappointment, but the funding to improve the bus stop area comes direct from central government and is a ‘one off’ opportunity. Highway maintenance is a separate NCC revenue fund that is under constant review and pressure.</p> <p>However, in addition to the improvements outlined in the brief, NCC would be willing to use Bus Service Improvement Plan funds to provide a new bus shelter.’</p> <p>Members agreed to the terms bar accepting responsibility for the electrics. Members felt Council could not be expected to pay for the electrics and therefore if these failed, the Council would not look to reinstate the information board. The Town Clerk was asked to advise Mr Pratt of their comments.</p> <p><b><u>Anglian Water</u></b></p> <p>A letter dated 20 March 2024 had been received by the Town Clerk querying if there was a leak at the Town Hall as the water meter was reporting a usage of 6 litres an hour 24 hours a day.</p> <p>The Town Clerk explained that she had emailed the NHH Customer Leakage team and explained that the Town Hall has urinals upstairs and downstairs and this would be the reason for the use of water.</p> <p>Neil Crookston, IMDS Smart Metering Data Analyst had replied on 26 March 2024 advising that this was legitimate usage allowance and no further action would be taken.</p> <p>The Town Clerk also advised that the Council were investigating sensor operated urinals.</p> <p>There were no questions from those in attendance at the meeting.</p>
4	<p><b><u>To approve the minutes of the meeting held on 29 February 2024</u></b></p> <p><b>Proposed – Cllr Jordan</b>                      <b>Seconded –Cllr Lane</b></p> <p>It was resolved:</p>



	<p><b>8 In Favour</b></p> <p><b>2 Against – Cllrs B Moyses &amp; S Moyses</b></p> <p>The two representatives from Paradise Garage DM Ltd left the meeting and thanked the Committee for their time.</p>
5	<p><b><u>To receive update from Jubilee Community Centre Site Regeneration Working Party and make recommendations to Full Council</u></b></p> <p>Cllr Lewis, as Chair of the working party, gave an overview of discussions held prior to the meeting.</p> <p>The next meeting of the working party is scheduled for 23 April 2024 when a site visit was scheduled.</p>
6	<p><b><u>To receive February 2024 Property Inspection report and agree actions</u></b></p> <p>The Town Clerk gave an overview of the February 2024 &amp; most recent March 2024 Property Inspection. The noteworthy items were:</p> <p><b><u>JCC Windows</u></b></p> <p>The side window frame was insecure and is considered a security risk. The Town Clerk did not have sufficient time to obtain 3 quotes as the window frame needed to be stabilised. As per the email to members, New Windows 2000 Ltd, who completed the last install, came out the same day to complete a survey and reported:</p> <p>‘That both this window and another have cracked welds in a few places (see attached pictures), so our quotation to replace these windows would be:</p> <p>Opening window - £866 + VAT Fixed window - £368.00 + VAT.’</p> <p><b>Proposed – Cllr C Pyatt</b>                      <b>Seconded –Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>“That the quotes from New Windows 2000 Ltd for replacement of 2 windows be accepted and the work instructed immediately .’</b></p> <p><b>All in Favour</b></p> <p><b><u>JCC Backdoor</u></b></p> <p>The Town Clerk had noticed that the recently installed rear fire door push bar appeared to show scratching which could lead to rusting. This had been reported to New Windows 2000 Ltd and a replacement part was ordered and installed.</p>

	<p><b><u>JCC Entrance</u></b></p> <p>Following the new front door installation, the door had to be set forward to meet the access requirements. Upon inspection, it was noticed that this had caused the entrance area to become a trip hazard as the user no longer walk through the door onto the fixed matting. Users enter, step onto the floor and then step slightly down onto the mat and then slightly up again. It was noted that this also makes it more difficult for those with mobility issues. In the short term, hazard tape has been placed around the matted area to make the issue visible. The Town Clerk suggested that the Committee consider floating a new floor in the near future to make the area level.</p> <p><b><u>JCC Backroom</u></b></p> <p>The Town Clerk had sent pictures prior to the meeting to members. It appears that there is a small leak from the roof which is causing damage to the ceiling tiles. It was also noted that the ends of the lighting were missing. The Town Clerk had obtained one quote to fix the roof leak, replace the tiles and replace the strip lighting with LED lighting however was awaiting further quotes. The leak had already damaged the tile so the area was made safe and considered a moderate need. The Town Clerk asked for guidance on the future upgrade of the JCC to be considered urgently as she did not want to waste money making small fixes if they were then reversed when upgrade work is completed.</p>
7	<p><b><u>To receive update on removal of containers on the Jubilee Community Centre site</u></b></p> <p><b><u>Downham Market Football Club</u></b></p> <p>The two containers owned by the club had been removed ahead of the deadline.</p> <p><b><u>Downham Amateur Dramatics Society (DADS)</u></b></p> <p>The Town Clerk read an email to members which was received on 28 March 2024 from the Chair of DADS.</p> <p>Members were surprised by the correspondence as it seemed to imply to members that the Council had not been supportive and had tried to impose a short scale removal of the containers despite the Council having given over 12 months notice to DADS.</p> <p>Members commented that when the Chair addressed them face to face, on 08 February 2024, some 7 weeks ago, to request funds to enable a performance at the Town Hall which was agreed in full that there had been an acknowledgment about the container and that all was on course. The DADS Chair had not addressed the Committee with concerns about the container on that occasion.</p> <p><b>Proposed – Cllr C Pyatt</b>                      <b>Seconded –Cllr Doyle</b></p> <p>It was resolved:</p>





9	<p><b><u>To receive quotes to remove branches from Jubilee Community Centre and agree actions</u></b></p> <p>Three companies were contacted for quotes:</p> <p>Holly Landscape Ltd – Fully booked and unable to take on any additional work.</p> <p>Shane White Plant Hire &amp; Groundworks Ltd - £1,050 + VAT</p> <p>Halls Groundworks Ltd - £1,650.58 + VAT</p> <p><b>Proposed – Cllr Doyle</b>                      <b>Seconded –Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>‘That the quote from Shane White Plant Hire &amp; Groundworks Ltd be accepted on the understanding that the specification is detailed on the Purchase Order so that there is no confusion with the expectations of the job required.’</b></p> <p><b>All In Favour</b></p>
10	<p><b><u>To receive an update on 6 Market Place renovation work and agree actions</u></b></p> <p>10.1 <b><u>WiFi Installation</u></b></p> <p>The Town Clerk reported that the WiFi in the Town Hall was operational however Norfolk Computer Services still need to organise remote access.</p> <p>10.2 <b><u>Fire Alarm Contract &amp; Connection To Town Hall</u></b></p> <p>Following the recent issues with CTS Security Ltd (CTS), the Town Clerk suggested having one provider managing the whole of the system across the Town Hall and 6 Market Place. 6 Market Place uses Pure Service Cambridge Ltd (PSC).</p> <p>The cost of CTS and PSC were compared. CTS costs were known from the current contract.</p> <p>PSC - Fire Alarm System, 2 x Visits Annually (50% Service per Visit) - £280 + VAT</p> <p>PSC – The connection to the Town Hall - £350 + VAT.</p> <p>CTS - PSC - Fire Alarm System, 2 x Visits Annually (50% Service per Visit) - £387 + VAT</p> <p>CTS – The connection to the Town Hall - £500 +</p> <p><b>Proposed – Cllr Doyle</b>                      <b>Seconded –Cllr Lane</b></p> <p>It was resolved:</p>

	<p><b>‘That the Fire Alarm contract for the Town Hall covering financial year 2024/2025 be with Pure Service Cambridge Ltd.’</b></p> <p><b>All In Favour</b></p> <p><b>10.3 <u>Intruder Alarm Contract</u></b></p> <p>PCS – Intruder Alarm, 1 visit annually - £210 + VAT – No Call Out Charge</p> <p>CTS – Intruder Alarm, 1 visit annually - £95 + VAT + Call Out Charge at £46.50 per hour</p> <p><b>Proposed – Cllr Doyle                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Intruder Alarm contract for the Town Hall covering financial year 2024/2025 be with Pure Service Cambridge Ltd as it uses the same panel at the Fire Alarm.’</b></p> <p><b>All In Favour</b></p>
	<p><b>10.4 <u>Emergency Lighting Contract</u></b></p> <p>This service is not currently provided by CTS and the Town Clerk does not believe that the Maintenance / Caretaking Team have sufficient training to complete this role.</p> <p>PCS - 2 x Visits Annually (1 x 3 Hour visit &amp; 1 x 1 Hour visit) - £180 + VAT</p> <p><b>Proposed – Cllr Doyle                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Emergency Lighting contract for the Town Hall covering financial year 2024/2025 be with Pure Service Cambridge Ltd as it ensure Health &amp; Safety regulations are met and are not dependent upon staff training.’</b></p> <p><b>All In Favour</b></p>
	<p><b>10.5 <u>Building Control Sign Off</u></b></p> <p>The contractor has advised that until the emergency steps in the upstairs office are received, the fire system is connected to the existing Town Hall circuit has been completed, the work cannot be signed off.</p> <p>The contractor is awaiting the steps.</p> <p>The fire system work will now be organised following the earlier vote.</p> <p>The Town Clerk reported that she had queried with the contractor why the upstairs floor socket did not have a circuit sticker on it. This will be rectified.</p>



