



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 16 January 2025 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  
 10 January 2025

**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 05 December 2024
5	To receive Property Inspections and agree actions
6	To receive fencing quotes for Jubilee Community Centre and agree actions
7	To signage quotes for 6 Market Place and agree actions
8	To receive an update on outstanding works: Cycle Hoop – Paradise Road Car Park Resurfacing Tender – Paradise Road Car Park Drainage Pump – Paradise Road Car Park Tree works – Paradise Road Car Park Trees – Memorial Garden & Jubilee Community Centre Streetlight Upgrade – Town Square Electric Vehicle Charging – Hollies Car Park Streetlight Upgrade – Hollies Car Park Resurfacing – Hollies Surface Road Resurfacing Tender – Hollies 'Small' Car Park No Entry Signs - Hollies 'Small' Car Park Brick weave – Priory Road Car Park Fencing – Priory Road Car Park Asbestos Removal – Town Hall Assembly Room Window – Town Hall Grand Hall Floor – Town Hall Rear Gate Pad – Town Hall

	Upstairs Corridor – Town Hall Urinal Sensor – Jubilee Community Centre Backroom Lighting – Jubilee Community Centre Car Park – Jubilee Community Centre Skate Park – Jubilee Community Centre Water Butts – Jubilee Community Centre Park Lane Noticeboard
9	To note the date of the next Property meeting – Thursday 13 February 2025

End