Downham Market Town Council Property Committee Meeting Thursday 16 May 2024 at 7pm

This meeting was held at the Jubilee Community Centre, 106 Howdale Road, Downham Market PE38 9AH

	Present
	resent
	Outgoing Committee Chair – Cllr Jordan until end of Agenda Item 1 (No voting rights)
	Incoming Committee Chair – Cllr Lewis from end of the vote at Agenda Item 1
	Committee Members - Cllrs Leach, J Pyatt & Sharman (arrived 7:18pm)
	Non-Committee Members – Cllr Lane
	Town Clerk – Ms C Dornan
	There was 0 members of the public present.
	The meeting started at 7:10pm due to the previous hirer at the Jubilee Community Centre overrunning.
	The Chair reminded members of the evacuation procedures, including exiting via the front door, side doors or via the fire exit by the toilets. The fire evacuation meeting point was confirmed as by the general waste receptacle at the side of the Jubilee Community Centre Car Park.
1	To elect a Chair of the Committee
	Proposed – Cllr Leach Seconded –Cllr J Pyatt
	It was resolved:
	'That Cllr Justin Lewis be elected Chair of Property Committee.'
	All In Favour
	The incoming Chair thanked the outgoing Chair for the work he has completed over the past 1 / 2 years in improving the Town.
2	To elect a Vice Chair of the Committee
	Proposed – Cllr J Pyatt Seconded –Cllr Lewis

It was resolved: 'That Cllr Tony Leach be elected Vice Chair of Property Committee.' All In Favour 3 To receive Members' Apologies for Absence Apologies were given by: Cllr Doyle – Ill Health Cllr Sharman – Maybe late as completing a hospital visit To receive Members' Declarations of Interest 4 There were no declarations of interest made by members of the Committee. 5 <u>Public Participation – 15 minutes allowed</u> There were no members of the public present. Cllr Lane did not wish to ask a question or speak. 6 To agree Terms of Reference Members agreed that they liked the existing Terms of Reference but any reference to the market needed to be removed as this was now aligned to Full Council. The Committee agreed that they will vote on the amended Terms of Reference at their next meeting once amended by the Town Clerk. 7 To approve the minutes of the meeting held on 28 March 2024 The Town Clerk advised that the wrong word had been used on Page 11, Agenda item 10.5. The word 'incremental' should have been 'inclement.' The draft version had been amended prior to the meeting in order that the corrected minutes could be accepted. Proposed – Cllr Lewis Seconded -Cllr J Pyatt It was resolved: 'That the minutes of the meeting held on 28 March 2024 be approved as a true record.' All In Favour

8 To note the cancellation of the meeting due to be held on 25 April 2024

For the purposes of an audit trail, the Committee noted that the meeting due to take place on 25 April 2024 had been cancelled as the Town Clerk had been in hospital.

Cllr Sharman arrived.

9 To receive May 2024 Property Inspection report and agree actions

The Town Clerk gave an overview of the May 2024 Property Inspection. The noteworthy items were:

Ceiling light in the Grand Hall flashing

The tower is needed to arrange a replacement. The Tower will be built on 04 June 2024. The replacement has been arranged with electrician for 05 June 2024.

Missing ceiling tile in the Grand Hall

On 15 May 2024 the Town Clerk removed a ceiling tile as it was showing excessive cracking. Upon lifting the tile it was noted that an old roof baton had become lodged in the tile. The drapes are currently covering the ceiling due to a hire this weekend but a replacement tile will be arranged week commencing 20 May 2024.

London Road War Memorial

Heavy deposits of lichen have been found *on the* war memorial although it is not excessively covering any inscriptions or causing damage. Caretaker to clean week commencing 20 May 2024.

Bridge Steet Information Point

Following removal of the graffiti the panel has become scratched. The BCKLWN are looking at a replacement as part of the regeneration grant.

Roof leak at JCC

The Maintenance Officer / Caretaker have been unable to fix the leak and therefore a contractor will need to be employed.

Bollard flap at entrance to the Town Hall Car Park

The flap has become bent and is slightly raised causing a possible trip hazard although it is noted that this is not a pavement, it is a roadway. Maintenance Officer / Caretaker will fix Saturday 18 May 2024.

Bollard flap on drop off point on the Town Hall Car Park

The flap has snapped off and needs replacing. Maintenance Officer / Caretaker are unable to fix and therefore a contractor will need to be employed.

Hollies Car Park Bus Stop glass

BCKLWN have pressure washed the site and the Maintenance Officer / Caretaker have attempted multiple products to remove the remains of tape. Unfortunately, although the site looks cleaner, the tape marks could not been removed. As the site is due for an upgrade by Norfolk County Council in 2024, no further action will be taken.

Drain failure at Town Hall

On Wednesday 15 May 2024, the Town Hall drain failed and caused a smell throughout the Town Hall. With the approval of Cllrs Jordan & Westrop, All Clear Drainage Consultants Ltd have been approved to jet the drains on Saturday 18 May 2024.

Clock Room windows at Town Hall

Due to expansion and painting over the joints on the Clock Room windows, the windows failed to close on Monday 13 May 2024 without sanding down. These windows have been placed 'Out of Action' to ensure no further damage is caused to them. If they are to be replaced then the Conservation Officer will need to be involved in decision making.

Jubilee Community Centre site

The rotavating has been completed and the site levelled.

The Council's contractor has quoted 60p per square metre to seed with grass seed.

Proposed – Cllr Lewis

Seconded -Cllr Leach

It was resolved:

'That Governance Committee be asked to approve expenditure of £240 + VAT to re-seed the site to prevent nettles growing through the bare soil.'

All In Favour

Cllr discussed the Property Inspections. Cllrs would like the Committee to take on the fortnightly inspections on a rota. The Town Clerk advised that as part of her role she will still complete ad hoc inspections to ensure the Council meet their Health & Safety obligations and ensure nothing is missed. Cllr Jordan stated that he will complete an inspection checklist to ensure that nothing is missed.

Proposed – Cllr Lewis

Seconded -Cllr Leach

It was resolved:

'That Cllr Jordan will organise and complete the fortnightly Property Inspections with one member of the Committee. Inspections will include photographs of faults and will cover all Council assets. A report will be made to the Committee each month. Inspection reports will be provided to the Town Clerk for insurance purposes.'

All In Favour

The first inspection will be completed week commencing 03 June 2024 by Cllr Jordan & Cllr Leach and week commencing 17 June by Cllr Jordan & Cllr Sharman. Cllr Jordan to arrange an on-going rota.

10 To receive update on removal of containers on the Jubilee Community site

The Town Clerk confirmed that all containers had been removed by the relevant parties.

11 To receive correspondence relating to use of the Town Square and agree actions following 8-week trial period of tables and chairs used by The Panty.

The Town Clerk noted that there had been two complaints received by The Office regarding inferred favourism shown to one specific business by allowing them to use the Town Square exclusively.

The criticism was disputed as no other business had asked to use the Town Square so the decision had not been to the detriment of other local business' however it was acknowledged that the use of the square on a sunny day increased the number of covers the business were able to provide.

It was noted that the Town Council provide furniture when the market is operational to allow anyone to sit and enjoy the atmosphere whether they purchased from the market or from local shops or indeed bought their own sandwiches. It was not deemed appropriate to put out Council furniture on a day to day basis as it will not be monitored and could be damaged or thrown around when anti-social behaviour is experienced. It was also commented that the Town Square had benches available for anyone to use.

The Committee agreed that the siting of the tables and chairs improved the Town Square making it a more social space and an attraction for tourist and local residents alike however agreed that the space should be rented moving forward if the agreement is to continue.

The Committee considered the cost of a pitch on the market and also the rent which had been charged to vehicles selling produce on the Town Square.

Proposed – Cllr Leach

Seconded -Cllr J Pyatt

It was resolved:

'That the hire of the Town Square section nearest to the Town Hall should be charged at £35 per day with a review every six months.'

All In Favour

It was noted that sometimes deliveries to business' adjacent to the Town Square were impeding the joint access road to the side of the Town Hall. As the access road is not under the sole ownership of the Town Council, any action would require the agreement of all parties with ownership. No action is to be taken by the Town Council presently as vehicles move off after deliveries are made.

12 To receive update on sale of Town Council Offices and agree actions

The Town Clerk advised that the Notification of Sale had not been issued to the buyers' solicitors as the buyer had not provided Identification and Address Verification to Landles.

It was noted that another buyer had increased their offer by £10,000 and a further party had approached Landles about a viewing. It was agreed that the site did not need to be held for one buyer, if they were delaying the sale.

Proposed – Cllr Lewis

Seconded –Cllr J Pyatt

It was resolved:

'That the buyer be provided with 7 working days to complete the necessary steps to allow the Notification of Sale to be issued to the relevant solicitors. If this is not issued due to buyer delays, the Council will consider placing the property back on the market.'

All In Favour

13 To receive an update on the valuation of Paradise Garage

The Town Clerk advised that Landles had forwarded the valuation prior to the meeting.

The property was valued at £225,000 but it was noted that property prices are starting to rise again and therefore this should not be relied upon as a long term valuation.

Cllrs agreed this is the figure they expected.

The Town Clerk advised that she had authorisation from Full Council to liaise with the directors regarding the valuation and would do so.

14 To receive an update on TRV contract at the Tow Hall and agree actions

It was noted that work on the Town Hall thermostatic radiator valves had been scheduled with Denver Heating Services following the Committees approval. Unfortunately, the plumber attended and said that he was unable to complete the work due to the location of the header tank and had then withdrawn from the work due to workload.

Mr Barwick, who had previously quotes, was no longer able to complete the work.

The Town Clerk had sourced a further quote from Jason Niles of NGR Plumbing and Heating Specialists Ltd however after completing a walk round and considering the job had emailed to advise that the job was too big for the company and he did not wish to quote.

A further quote was sought from Broomhill Plumbing and Heating Ltd. The quote received was £2,676.00 to supply and install 38 Drayton thermostatic and lockshield radiator valves. Removal and flush of 1 radiator. Drain and fill system adding inhibitor. Testing and balancing of system. Availability was confirmed as the beginning of July 2024.

Proposed – Cllr Leach

Seconded –Cllr J Pyatt

It was resolved:

'That the quote from Broomhill Plumbing and Heating Ltd be accepted and the work scheduled.'

All In Favour

15 To receive an update on the Park Lane defibrillator agreement

The Town Clerk advised that Mr Adderson had signed the Defibrillator Agreement on 30 April 2024 and a copy had been emailed to Hawkins Ryan solicitors for awareness. The Town Clerk had signed the agreement on behalf of the Council prior to Mr Adderson.

The Town Clerk confirmed that the defibrillator was now reporting on The Circuit and had received the weekly inspection by the Maintenance Team.

It was noted that the defibrillator box required cleaning and this would be actioned the following week.

16 To receive an update on signage at 6 Market Place

The Town Clerk advised that the Deputy Clerk has a meeting with the architect on 22 May 2024 to progress the planning permission.

17 To receive an update on the discharge request for the Jubilee Community Centre site

The Town Clerk advised that her and the Deputy Clerk do not have the skill set or experience to complete the discharge application. The Town Clerk suggested that the Council employ Darren French Architect, the Architect who completed the works at 6 Market Place, to complete the discharge request using the Professional Fees budget.

It was noted that an updated asbestos report had been requested and this will incur a cost of £650.00.

Proposed – Cllr Lewis

Seconded -Cllr Leach

It was resolved:

'That the action of the Town Clerk is supported.'

All In Favour

18 To discuss the telephone line at the Jubilee Community Centre and transfer of the telephone line from 15 Paradise Road to 06 Market Place and agree actions

The Committee discussed the recommendation from Norfolk Computer Services to use Telecoms World, the new provider for the broadband at the Town Hall, as the telecoms provider.

Proposed – Cllr Leach

Seconded –Cllr J Pyatt

It was resolved:

'That the Council contract, for a period of 12 months, with Telecoms World at a monthly cost of £64.00 + VAT. That the Council authorise the purchase of 4 x Jabra Evolve Wired USB Headsets at a cost of £84.99 + VAT.'

All In Favour

19 To discuss solar panels and agree actions

Cllr Jordan had arranged a quote for solar panels at the Jubilee Community Centre and Town Hall.

The Committee agreed that it was too early to be considering solar panels at the Jubilee Community Centre as it was likely that a new planning application would be required for the entire building.

The Committee asked the Town Clerk to forward the suggested location of the solar panels to the Conservation Officer and obtain their advice. The outcome of the advice to be reported back to the Committee.

20	To note meeting schedule
	The Deputy Clerk had sent out a meeting schedule through to April 2025 and this was noted.
	It was requested that a meeting of the JCC Regeneration Working Party be arranged for Tuesday 21 May 2024 at 5pm at Jubilee Community Centre. The Town Clerk confirmed that as this was a working party, a summons agenda was not required.
	Meeting closed: 8:06pm
	SIGNED
	DATE