

**Downham Market Town Council  
Property Committee Meeting  
Thursday 29 February 2024 at 6pm**

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

	<p><b>Present</b></p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle, Lane, Leach, Lewis, C Pyatt, J Pyatt &amp; Sharman (8)</p> <p>Non-Committee Members – Cllr Buxton</p> <p>Town Clerk – Ms C Dornan</p> <p>There were no members of the public present.</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> <p>Members were reminded to switch off mobile phones.</p>
1	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>There were no apologies for absence received by the Town Clerk.</p>
2	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>Cllr Jordan declared a pecuniary interest in Agenda Item 8.2.</p> <p>In regards to Agenda Item 8.4 / 8.5, Cllrs Lane &amp; J Pyatt reminded members that they were on the Downham In Bloom Committee however had no personal / outside interest in the items.</p>
3	<p><b><u>Public Participation – 15 minutes allowed</u></b></p> <p>There were no members of the public present.</p> <p>Cllr Buxton was given the opportunity to speak however advised that she did not wish to.</p> <p>The Town Clerk did not have any correspondence other than what was already on the agenda.</p>

4	<p><b><u>To approve the minutes of the meeting held on 08 February 2024</u></b></p> <p><b>Proposed – Cllr Jordan</b>                      <b>Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the minutes of the meeting held on 08 February 2024 be approved as a true record.’</b></p> <p><b>All In Favour</b></p>
5	<p><b><u>To receive February 2024 Property Inspection report and agree actions</u></b></p> <p>Members were advised that a market gazebo was broken following wind damage. It was agreed that the maintenance team would open the gazebo in the Town Hall and investigate the issue, photograph the parts required and the Town Clerk is to investigate if replacement parts are available.</p> <p>The Town Clerk confirmed that the patching works on Paradise Car Park is scheduled for the following Wednesday.</p> <p>Members discussed the missing bollard in the Town Hall Car Park caused by a Road Traffic Incident. The Town Clerk advised that the insurer had not been in contact. The Town Clerk was asked to attempt contact again with the driver. The Town Clerk was asked to consider whether it was appropriate to report the incident to the Police due to the driver not providing insurance details upon request.</p> <p>Cllr Jordan was advised that one of the flaps outside the Town Hall needed fixing.</p> <p>The Town Clerk advised that there was one flap that had not been painted yellow. This will be painted once the weather improves.</p>
6	<p><b><u>To discuss Jetting Contract and agree actions</u></b></p> <p>The Town Clerk advised that quotes had been requested from:</p> <p>Downham Drainage – acknowledged request but no quote provide  All Clear Drainage Consultants - £1,750.00 + VAT including half yearly clean of Priory Road Car Park for one year  ADC (East Anglia) Ltd - £2,265 + VAT per year for 3 years, plus £450 + VAT per year for 3 years for a half yearly clean on Priory Road Car Park</p> <p><b>Proposed – Cllr Doyle</b>                      <b>Seconded –Cllr Lewis</b></p> <p>It was resolved:</p>

	<p><b>‘That the quote from All Clear Drainage Consultant be accepted.’</b></p> <p><b>All In Favour</b></p> <p>The Town Clerk was asked to investigate if there remains a drain issue near the Cave Restaurant in the Hollies Car Park.</p>
7	<p><b><u>To receive correspondence from Downham Market Football Club</u></b></p> <p>The Town Clerk reported that Downham Market Football Club (DMFC) had finally covered the exposed wiring in the light column which was requested back in November 2023.</p> <p>DMFC had written to the Town Clerk requesting storage for folding football goals once the containers had been removed from site.</p> <p><b>Proposed – Cllr Jordan                      Seconded –Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>‘That the Town Clerk be requested to write to Downham Market Football Club advising that storage was not approved however supporting the idea of racking being added to the back of the Club House to store the folding football goals.’</b></p> <p><b>All In Favour</b></p> <p>The Town Clerk advised that she had received 2 ‘No Football Parking Signs’ from DMFC. Cllr Jordan is to put the signs up as a gesture of goodwill to the football club and the Council.</p> <p>DMFC had asked for the ability to use a BBQ and use a Bouncy Castle on the Jubilee Community Centre site.</p> <p><b>Proposed – Cllr Lane                      Seconded –Cllr Leach</b></p> <p>It was resolved:</p> <p><b>‘That the Town Clerk be requested to write to Downham Market Football Club advising:</b></p> <p><b>That a BBQ be authorised if a regulated vehicle was used however there must be no naked flames on the field due to the Town Council’s BBQ Policy.</b></p> <p><b>That a Bouncy Castle be denied due to the Town Council’s Inflatable Policy.’</b></p> <p><b>All In Favour</b></p>

8	<p><b><u>To discuss the Jubilee Community Centre site and agree actions</u></b></p>
8.1	<p><b><u>Solar Panels at the Jubilee Community Centre – No budget</u></b></p> <p>The Town Clerk advised that she is yet to received a quote.</p> <p><b>The order of the agenda was changed due to Cllr Jordan having an interest in item 8.2. Item 8.2 is to be discussed after item 8.8.</b></p>
8.3	<p><b><u>Directional Flow Plates on the roadway (2024/2025 Car Park Budget)</u></b></p> <p>The Town Clerk had been unable to find a suitable alternative to the alligator suggested previously. The Chair is to work with the Town Clerk to find a solution.</p>
8.4	<p><b><u>Avenue of trees along the roadway (Downham In Bloom Committee – Grant)</u></b></p> <p>The Town Clerk advised that the Clerk to Downham In Bloom and herself had been looking at ways to improve biodiversity on the Jubilee Community Centre site and tie in the work with Downham In Bloom.</p> <p>An avenue of trees was suggested. The Committee were concerned about tree roots damaging the roadway and suggested hedging instead.</p> <p><b>Proposed – Cllr Jordan                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Property Committee are supportive of Downham In Bloom applying for a grant to place a hedge alongside the new roadway, field side only and re-wild the edge of the Jubilee Community Centre site with bulbs and plant trees / hedging in the holes between the hedging.’</b></p> <p><b>All In Favour</b></p>
8.5	<p><b><u>Planting of old tyres / containers (Downham In Bloom Committee – Planting Budget)</u></b></p> <p>Further to item 8.4, the Clerk to Downham In Bloom and the Town Clerk had suggested planting up the old tyres on the Jubilee Community Centre site and using the old containers from the Town Council Offices around the building.</p> <p><b>Proposed – Cllr Lane                      Seconded –Cllr Pyatt</b></p> <p>It was resolved:</p> <p><b>‘That the Property Committee are supportive of Downham In Bloom planting old tyres outside the Jubilee Community Centre, alongside relocation and planting of the containers from outside the Town Council Offices.’</b></p>

8.6	<p><b>All In Favour</b></p> <p><b><u>Seating (2024/2025 Seating Budget)</u></b></p> <p>Members discussed seating at the Jubilee Community Centre.</p> <p><b>Proposed – Cllr Jordan                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the Town Clerk to be authorised to purchase a recycled plastic picnic bench for the Jubilee Community Centre site from the 2024/2025 Seating Budget.’</b></p> <p><b>All In Favour</b></p>
8.7	<p><b><u>Noticeboard (2024/2025 Town Noticeboards &amp; Maintenance Budget)</u></b></p> <p>Members discussed the Priory Road Information Board which is starting to rot at the base. The Town Clerk suggested that she speak with the Borough Council tourism officer to see if there was a budget to upgrade all the information boards in town.</p> <p>The Committee discussed placing a noticeboard on the Jubilee Community Centre site.</p> <p><b>Proposed – Cllr Jordan                      Seconded –Cllr Doyle</b></p> <p>It was resolved:</p> <p><b>‘That the Town Clerk to be authorised to purchase a noticeboard for the Jubilee Community Centre site from the 2024/2025 Noticeboard &amp; Maintenance Budget.’</b></p> <p><b>All In Favour</b></p>
8.8	<p><b><u>Fascia Painting (2024/2025 JCC Maintenance)</u></b></p> <p>Members discussed the quote from N S Paving Solutions to remove the paint from the asbestos fascia and repaint with asbestos sealing roof paint.</p> <p>The Town Clerk had contacted multiple other local firms and they did not have the expertise to work with asbestos.</p> <p>The Town Clerk advised that Robert Wise Ltd had previously provided a briefing on how the maintenance team could cover the fascia. It was agreed that this job was too high risk for the current employees to undertake.</p> <p><b>Proposed – Cllr Jordan                      Seconded –Cllr Sharman</b></p> <p>It was resolved:</p>

8.2	<p><b>‘That the Council accept the quote from N S Paving Solutions at a cost of £3,900 to remove the paint from the asbestos fascia and repaint with asbestos sealing roof paint. The cost will be charged to the Jubilee Community Centre dilapidation account.’</b></p> <p><b>All In Favour</b></p> <p><b>Cllr Jordan left the room as he had declared an interest in the next item. Cllr Lewis took over chairing the meeting.</b></p> <p><b><u>Fencing at the top of the site (2024/2025 Car Park Budget)</u></b></p> <p>Members discussed the quotes for a 30m fence made up of 3 rails with the inclusion of 2 gates, all materials, hardware and labour.</p> <p>N S Paving Solutions - £2,600 D A Jordan Groundworks - £2,446 + VAT</p> <p>A third quote had not been received.</p> <p><b>Proposed – Cllr Lewis                      Seconded –Cllr Lane</b></p> <p>It was resolved:</p> <p><b>‘That the quote from D A Jordan Groundworks be accepted.’</b></p> <p><b>All In Favour</b></p> <p><b>Cllr Jordan returned to the room however left as he had a family emergency (7:22pm)</b></p>
9	<p><b><u>To discuss the Town Hall and agree actions</u></b></p> <p>9.1 <b><u>Electronic Urinal Flush (2024/2025 Town Hall – Maintenance &amp; Repairs Budget)</u></b></p> <p>The Town Clerk reported that the Council are using and paying for 6 litres an hour through the urinals at the Town Hall. Various companies had been investigated with a suitable battery solution being found at Screwfix.</p> <p>The Town Clerk had contact M W Electricals and they had advised that he had been unable to find an electronic urinal flushing system.</p> <p><b>Proposed – Cllr Pyatt                      Seconded –Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>‘That the Town Clerk to be authorised to purchase a battery operated urinal flush system at a cost of £200 + VAT from the 2024/2025 Town Hall Maintenance &amp; Repair Budget.’</b></p>

9.2	<p><b>All In Favour</b></p> <p><b><u>Thermostatic Radiator Values (2024/2025 Town Hall – Maintenance &amp; Repairs Budget)</u></b></p> <p>The Town Clerk advised that she had received the following quotes to replace the Thermostatic Radiator Valves in the Town Hall and thereby reduce the monthly heating costs:</p> <p>Denver Heating Services - £1,780.80 including VAT / £3,124.80 including VAT for tamper proof valves  P C Barwick - £3,850 to include tamper proof valves  Surefire Heat Ltd - £1899.64 + VAT for 11 valves</p> <p>The first two quotes confirmed they would replace all the TRVs.</p> <p><b>Proposed – Cllr Doyle                      Seconded –Cllr Pyatt</b></p> <p>It was resolved:</p> <p><b>‘That the Council accept the quote from Denver Heating Services at a cost of £1,780.80 including VAT.’</b></p> <p><b>All In Favour</b></p>
9.3	<p><b><u>Painting Assembly Room (2024/2025 Town Hall – Maintenance &amp; Repairs Budget)</u></b></p> <p>Members were shown pictures of the Assembly Room wall which is peeling at the back.</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 purchase magnolia paint to allow the Assembly Room to be painted with the cost to be taken from the 2024/2025 Town Hall Maintenance &amp; Repair Budget.’</b></p> <p><b>All In Favour</b></p>
9.4	<p><b><u>Routing of Grand Hall Fire Doors To Kitchen (2024/2025 Town Hall – Maintenance &amp; Repairs Budget)</u></b></p> <p>The Town Clerk advised that routing of the Grand Hall doors is a requirement following the Fire Risk Assessment. Quotes are being obtained.</p>





	<p><b>Downham Market Town Council sell the land and building known as the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS.'</b></p> <p><b>7 In Favour</b></p> <p><b>1 Abstention – Cllr Doyle</b></p> <p><b>10.2 <u>Staff Toilet Blockage (2024/2025 TCO Maintenance Budget)</u></b></p> <p>Lewis Clay Heating were unable to assist with the matter as it did not meet their scope of practice and referred us to another plumber. Unfortunately, the recommended plumber did not turn up to review / resolve the issue. PC Barwick attended and was unable to resolve the issue. Nigel Smith, N S Paving Solutions, the Council's preferred maintenance supplier, reviewed the issue and offered a solution:</p> <p>To break out concrete and dig out trench no more than three meters in length . Locate and replace/repair damaged section of pipe where debris is catching and causing blockage using plastic pipe and reinstate area and cap off with concrete. Total price £1150</p> <p><b>Proposed – Cllr Doyle</b>                      <b>Seconded –Cllr Pyatt</b></p> <p>It was resolved:</p> <p><b>'That the Council accept the quote from Nigel Smith to resolve the issue of the blocked toilet at the Town Council Offices.'</b></p> <p><b>All In Favour</b></p> <p><b>10.3 <u>Roof (2024/2025 TCO Maintenance Budget)</u></b></p> <p>The Town Clerk advised that she was still seeking quotes to resolve the issue with the roof fascia. A barrier remains in place around the area to protect from the risk of falling mortar.</p>
<p><b>11</b></p> <p><b>11.1</b></p>	<p><b><u>To discuss Priory Road Car Park and agree actions</u></b></p> <p><b><u>Replacing Height Barrier (2024/2025 Car Park Budget)</u></b></p> <p>Members were advised that the Height barrier had been damaged by an unknown party again.</p> <p><b>Proposed – Cllr Lewis</b>                      <b>Seconded –Cllr Lane</b></p> <p>It was resolved:</p>

11.2	<p><b>‘That the Town Clerk research the cost of CCTV on Priory Road Car Park and refrain from purchasing a new height barrier until a form of asset protection is available.’</b></p> <p><b>All In Favour</b></p> <p><b><u>Installing CCTV (2024/2025 Car Park Budget)</u></b></p> <p>This item had been discussed under item 11.2.</p>
12	<p><b><u>To receive update on actions relating to the adoption of the Park Lane defibrillator and agree actions</u></b></p> <p>The Town Clerk advised that the Purchase Order had been sent to Hawkins Ryan on 15 February 2024 and she would contact them for an update on where the solicitors were with drawing up the agreement.</p>
13	<p><b><u>To receive an update on 6 Market Place renovation work and agree actions</u></b></p> <p>The Town Clerk advised that The Mayor, Deputy Mayor, Chair of Property Committee and Cllr Sharman had attended a handover with the contractor.</p> <p>It was noted that the work could not be signed off as the connection to the Town Hall Fire Alarm was outstanding. Due to the weather, the external painting had not been completed.</p> <p>The attendees were extremely impressed with the level of work and the transformation of the space.</p> <p>The Town Clerk confirmed that she is in the process of preparing for the move and had already identified furniture for the Maintenance / Caretaking team to move across.</p>
14	<p><b><u>To receive an update on allotment land enquiries and agree actions</u></b></p> <p>The Town Clerk advised that there had been no reply from Albanwise.</p> <p>As announced at Full Council, Downham Market &amp; Downham West Joint Burial Board had not met to discuss the lease extension request.</p> <p>The Town Clerk advised that Mr William Ess of Stow Estate had been positive about the possibility of supplying allotment land and conversations were still on-going.</p>
15	<p><b><u>To receive an update on vehicle maintenance following MOT &amp; Service – (2024/2025 MOT &amp; Service Budget)</u></b></p> <p>This item was withdrawn as the MOT is due to take place on 06 March 2024, a week later than expected.</p>

16	<p><b><u>To discuss request from Royal British Legion – Downham Market Branch</u></b></p> <p><b>Proposed – Cllr Doyle                      Seconded –Cllr Pyatt</b></p> <p>It was resolved:</p> <p><b>‘That the Town Hall be provided to the Royal British Legion free of charge to support the celebration of Colin Bell’s lifetime achievements.’</b></p> <p><b>All In Favour</b></p>
17	<p><b><u>To agree the date of next meeting – Currently scheduled for 28 March 2024</u></b></p> <p>The next meeting was agreed as Thursday 28 March 2024 at 6pm at Downham Market Town Hall.</p> <p>It was noted that the JCC Regeneration Working Party are to meet at 5pm on the same date.</p>
	Meeting closed: 7:57pm
	<b>SIGNED</b>
	<b>DATE</b>