



AYLSHAM TOWN COUNCIL
MINUTES OF THE MEETING OF THE PROPERTIES COMMITTEE
HELD IN AYLSHAM TOWN HALL
ON TUESDAY 21 FEBRUARY 2017 10.30a.m.

PRESENT: Mrs A Overton Chairman
Ros Calvert
Mrs V Shaw
Mrs E Springall
Mr B Lancaster

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mr Harrison, Mr Curtis and Lloyd Mills

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None made.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on the 21st September 2016 were confirmed and AGREED and signed by the chairman

4. ADJOURNMENT OF THE MEETING

In the absence of any member of the public, the meeting continued without adjournment.

5. RE-CONVENE THE MEETING

This item was not required.

6. INFORMATION ON MATTERS ARISING

None.

7. AYLSHAM TOWN HALL

a) To receive an update regarding flooding and repairs to the Town Hall

The clerk updated members on the issues following the recent flooding of the Town Hall cellars. The boiler has been repaired and is in full working order. Some electrical repairs are scheduled for 22nd February. The de-humidifiers have now been removed. Another survey will be commissioned, as part of the insurance claim, to see what possible long-term issues there may be.

b) To consider quotes for the Town Hall kitchen refurbishment

Two quotes on possible refurbishment of the kitchen were presented to the meeting. These allowed for full refurbishment and new equipment which would be suitable for catering for 100 people. The total cost was between £40,00- 45,000. Members spent a long time looking at the various aspects of the quotes and did not feel able to make any possible recommendations to the council. The clerk advised that the admin assistant had been very involved in the production of the quotes due to her previous experience in this field. It was proposed and **AGREED** that a further Properties Committee Meeting be organised where a full presentation on the quotes be made. It was also suggested that additional hours could be given for project managing the refurbishment.

c) To consider purchasing wall lining for Town Hall

The clerk presented a cost for fabric wall linings for the main Town Hall. These are light curtain type material similar to a marquee lining. It provides a backdrop for either lights or other forms of decoration. These can be hired to users at an additional cost and would be particularly useful for weddings and other large events. The total cost is £1280. It was proposed and **AGREED** to recommend this purchase to the Town Council to approve.

d) Occupancy levels in the Town Hall

It is thought that the current levels are below those that can be achieved within fire regulations. The committee **AGREED** that the rates can be amended in line with fire regulations and insurance limits.

8. DRILL HALL

a) To receive an update on the purchase of the Drill Hall

No further information is currently available.

b) To consider next stages with regard to refurbishment

The funding for the Drill Hall purchase also included funds to upgrade the kitchen and toilets. The current layout of these amenities is confusing and could be re-worked. It was proposed and **AGREED** to obtain outline costs for architects to re-design this aspect of the hall.

9. PUBLIC TOILETS

The limescale is still an issue and the clerk will check possible solutions with Mr Harrison. Replacement flushing mechanisms are still to be completed. It was also suggested changing the paper dispensers and this will also be investigated.

10. 23 MARKET PLACE

The survey on this property had been received and circulated with the agenda. The slipped tile considered urgent will be repaired as soon as possible. The works considered essential within the next 12 months will be looked at and brought to future meetings for actions to be agreed.

11. CEMETERY COTTAGE

The survey on this property had been received and circulated with the agenda. Members were very concerned at the lack of maintenance provided by the current tenant especially with regard to the garden. It was **AGREED** that the clerk write to the current tenant to ascertain when she will be vacating the property so the immediate work can be started. It was suggested that the Town Council had not looked after the property very well and consideration should be given to either letting on a long-term full repairing lease or consider selling the property. The clerk will investigate the options with regard to sale of the property.

12. OTHER PROPERTIES

No more information had been received regarding the telephone box. However, there had been reports in the paper to say BT had completed their consultation on the removal of the phone equipment and will move to the next stage soon.

It was noted that the second bus shelter had been installed. It was asked if the bench could be stained. This will be attended to.

13. ITEMS FOR INFORMATION/NEXT AGENDA

None raised.

14. DATE OF NEXT MEETING

Monday 6th March 2017 at 6pm to receive a presentation on the quotes for the kitchen

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 12.15pm