



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE TOWN HALL ON WEDNESDAY 8th OCTOBER AT 3PM

PRESENT: Gordon Clarke Kevin Cunnane
Mary Evans

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Gavin Watson, Maintenance Manager.

1. Election of Chairman

It was **agreed** that Mary Evans should Chair this individual committee meeting.

2. To Receive Apologies for Absence

Apologies were received David Anderson, Cheryl Bould, Michael Goodwin and Kay Montandon.

3. To Receive any Declarations of Interest and Request for Dispensation

None raised.

4. To Agree the Minutes of the Meeting of 9th July 2025

The minutes from the previous meeting held on the 9th July 2025 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

5. To Receive the Notes of the Site Visits held on 9th July 2025

The notes were received and noted.

6. Matters Arising from the Previous Meeting, not forming part of the agenda

Mary Evans queried the progress on the condition of the dishwasher in the Town Hall kitchen. The maintenance manager will obtain quotes for a replacement, but it may be better to equip the kitchen with a machine that cleans on a longer, more thorough cycle, rather than a short, convenience, cycle.

Mary Evans queried the progress on the replacement of the Town Hall windows. The Clerk reported that the Heritage Officer from Broadland District Council had given an informal opinion on all of the windows in the Town Hall. It was comforting to know that, should a listed building application be put in for replacement, the heritage officer may refuse it if it is felt that the windows can be repaired.

Making the windows more energy efficient was discussed and double glazing is an

option. Internal secondary glazing was also discussed for windows which are never opened. Whilst not as aesthetically pleasing, this is a more cost effective option. The window above the door to the south of the Town Hall could be changed to pivot open to allow the movement of air through the hall.

The Clerk has made contact with a company about the creation of a programme of repair / replacement.

The replacement shed for the street cleaner was discussed. This is located to the rear of the Drill Hall and is nearing completion.

7. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No members of the public in attendance.

8. To Receive Reports of RoSPA Inspections

a) St Michael's Play Area

b) St Michael's Trim Trail

Matters raised in the inspections are not of high priority and can be worked through as time permits. It was noted that there were a lot of 'missing caps' raised.

Ordinarily the Town Council keeps a supply of these but it may be time to replenish.

A rolling replacement of equipment was discussed.

9. Town Hall

a) To Receive Fire Risk Assessment

The recent fire risk assessment had been circulated. It was noted that the report had deemed the building a 'Tolerable Risk'. An action plan has been created, including suitable fire detection, replacement intumescent strips, a zone chart, fire action notices and staff training.

10. Drill Hall

a) To Receive Fire Risk Assessment

The recent fire risk assessment had been circulated. It was noted that the report had deemed the building a 'Tolerable Risk'. An action plan has been created, including replacement intumescent strips, training for all staff and fire action notices.

Booking forms for both buildings were discussed and the need to ensure that all hirers know what to do in the event of a fire when the building isn't manned.

b) To Receive Update on Valuations Office Correspondence

The clerk reported that, as a result of the planning application submitted by the Boxing Club, a revaluation of the Drill Hall by the Valuations Office had been triggered. The Town Council has had to declare that two groups have exclusive use of the rooms within the building and as a result this has generated a business rate liability to these groups. This will require further investigation as one license specifies inclusivity of rates.

c) To Discuss Energy Efficiency in the Drill Hall

The Maintenance Manager reported that the Drill Hall, and indeed the Town Hall, is not zoned in its heating and that if only one room is being used, the whole building has to be heated. The Boxing Club has a higher level commercial heater, in that if

the heating it on, it blows out warm air. The Drill Hall has been fitted with a wireless stat which can be controlled by a smart phone.

Both the gas and electricity bills for the Drill Hall are excessive.

The Maintenance Manager and the Clerk will create a spec for both buildings and how they can be better zoned.

11. To Commence Committee Budget Discussion

a) To Review Hire Rates for the Town Hall, with effect from 1st April 2026

It was noted that the current rates were effective from 1st April 2023

Service	Current Rates	Proposed changes
Main Hall and Kitchen (Private and Commercial Hirers)	£14 per hour	£16 per hour
Main Hall and Kitchen (Not for profit group & health teams)	£12 per hour	Remain at £12 per hour
Parties (2pm – midnight)	£140	£180
+ Green Room	£30	£35
+ Stage	£35	£35 ½ stage £50 full stage
+ Raised seating	£40	£60
Green Room / Council Chamber		
Morning (7am – 1pm) Standard	£50	Remains
Afternoon (noon – 6pm) Standard	£40	Change time to 1pm – 6pm
Evening (5pm – midnight) Standard	£50	Change time to 6pm – midnight
Morning (7am – 1pm) Not for Profit	£25	Remains
Afternoon (noon – 6pm) Not for Profit	£20	Change time to 1pm – 6pm
Evening (5pm – midnight) Not for Profit	£25	Change time to 6pm – midnight
Wedding Receptions		
October – March (Monday to Thursday)	£400	To defer until VAT clarification received
October – March (Friday – Sunday)	£550	
April – September (Monday – Thursday)	£550	
April – September (Friday – Sunday)	£750	
Seat Covers	£1 each	
Table Cloths	£5 each	
Wall voile and lights	£150	

The Clerk will review the bookings to see what impact these changes would have, prior to a final decision being made.

b) To Review Hire Rates for the Drill Hall, with effect from 1st April 2026

It was noted that the current rates were effective from 1st April 2023

Service	Current Rates	Proposed changes
Not for Profits	£10 per hour	Remains
Profit making	£10 per hour	£15 per hour

c) To Review Rates for the Market, with effect from 1st April 2026

The current market rates were noted as follows:

Day	Pitch	Cost
Monday	Small (3 car parking spaces)	£9.00
	Medium (5 parking spaces)	£15.00
	Large (6 or more parking spaces)	£18.00
Friday	Small (3 car parking spaces)	£7.50
	Medium (5 parking spaces)	£9.50
	Large (6 or more parking spaces)	£14.00
Saturday	Marquee size (3m x 3m)	£13.50

It was noted that there was no extra charge for electricity, and all fees were collected on the day with no penalty for booking and then not turning up. There were also concerns about stall holders taking up more than their allotted space.

It was **agreed** that the Clerk would review the rules relating to booking market pitches and seek comparisons with other market towns. Recommendations on improvements and implementation of the rules, after receiving feedback from the facilities officer, should be brought back to the committee.

d) To Review Rates for the Cemetery, with effect from 1st April 2026

It was noted that the current rates were effective from 1st April 2017

	Resident	Non Resident
Exclusive Right of Burial	£325	£650
Interment (Over age 16*)	£325	£650
Subsequent Interment	£325	£650
Interment of Cremated Remains	£170	£340
New Memorial	£190	£380
Cremation Tablet	£90	£180
Vase	£90	£180
Additional Inscription	£40	£80
Searches in Records	£27	£27

* Mary Evans advised that it had previously been agreed that the age should be changed to over 18.

Comparisons to other market town cemeteries were provided.

It was **agreed** to defer this item until the next meeting so that the Clerk could establish:

- The annual cost of maintaining the cemetery
- Whether Exclusive Rights of Burial are charged on ash interments
- Whether the process of appointment of the grave digger is appropriate

It was **noted** that enforcement of the rules around informal kerbsets and extent of ornaments had not been enforced for some time, leaving to tensions between grave owners. It was **agreed** to move the noticeboard to a more appropriate location in the cemetery and ensure the rules are displayed.

It was reported that there continues to be problems with waste removal.

e) To Review Rates for Allotments, with effect from 1st October 2027

Gordon Clarke took no part in the discussion for this item due to an interest in an allotment plot

It was noted that changing of fees for allotments requires a minimum of one year's notice due to the growing season. Therefore, to be in line with the tenancies and the allotment year, any notice given at this point would be effective from 1st October 2027.

Prices for allotments in North Walsham, Reepham

It was noted that the current rates were effective from 1st October 2024:

	Norwich Road		Cromer Road		Woodgate		Bure Meadows	
	Current	Proposed*	Current	Proposed	Current	Proposed	Current	Proposed
Small (<70sqm)	£13.75	No Change	£15.00	£20.00				
Medium (71-119sqm)	£27.50	No Change	£30.00	£35.00				
Large (>120sqm)	£55.00	No Change	£60.00	£65.00				
Standard (up to 121sqm)					£50.00	£60.00	£50.00	£60.00

* The proposal not to change the prices for the Norwich Road allotments due to these being decommissioned to allow for more cemetery space.

It was noted that all require a deposit of £100 which is refundable upon the plot returning to the Town Council in a satisfactory condition. It was further noted that the raised beds are currently not being let due to the wood rotting.

f) To Consider Items for 2026/2027 Budget, including proposal for Asset Management software

The clerk provided a business case for the inclusion of Civic.ly asset management software into the 2026/2027. The benefits of the software would be:

- Accurate mapping of parish assets with photo evidence
- Record of age of assets to enable replacement to be planned

- Online, real time inspection reporting.
- Allocation of faults and remediations.
- Ability to upload contractor inspection documents and automate rescheduling.
- Evidence trail for defence of insurance claims
- Instant report generation for clerk/maintenance manager

It was **agreed** that the cost of Civic.ly (£157 per month) should be included in the budget to better streamline the maintenance of the assets of the Town Council.

g) To Consider Items to be Included in the Aylsham Five Year Plan

Consideration should be given to the car parks and the transport hub.

12. To Note Items for Information or for Inclusion on a Future Agenda

- Dishwasher
- Windows
- Assets of other local authorities
- Licenses

13. Date of Next Meeting

The next meeting will be Tuesday 18th November at 11am

14. Closure of the Meeting to the Press and Public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 15 in view of the personal nature of the business to be transacted.

This matter was deferred

15. To Review Exclusive Use Leases

This matter was deferred until the next meeting

There being no further business the meeting was closed at 1.10pm

Property Committee – 18th November 2025

Item 7 – Town Hall

a) Update on Window Project

After recommendation from the National Trust, the Clerk and Maintenance Manager will be meeting with a contractor to assist with a rolling plan to identify:

1. Which windows require replacement and which are the most urgent.
2. Which windows require repair and which are the most urgent.
3. Options for greater energy efficiency for the windows (options for double glazing or secondary glazing).
4. Ball park cost figures which will assist in the budgeting process over the next 5 years.

This meeting is due to take place on 17th November at 2.30pm.

b) Replacement Dishwasher Project

The Maintenance Manager has obtained a quote of £291.66 for a new dishwasher in the kitchen. This is a Blomberg LDF30210W Full Size Dishwasher and will sit below the existing glasswasher. The glasswasher will continue to be used for rapid cycles, whereas the dishwasher would be used for more extensive washing such as the white cups, which regularly require handwashing by Town Council staff post events.

c) Replacement Boiler Project

The Clerk has approached two local companies which specialise in commercial energy efficiency with a view to seeking their advice about improving the heating systems in both the Town Hall and Drill Hall.

To date, one company has responded which can offer:

Energy Audits:

- Heating and Ventilation Systems
- Cooling
- Lighting
- Equipment
- Motors, Pumps etc
- Buildings and their makeup
- Processes
- Existing Sustainability Initiatives (Current procedures and technologies)

And Renewable Technologies, including:

- Roof-mounted Solar PV
- Battery storage
- Ground Source Heat Pumps
- Air Source Heat Pumps
- Voltage Optimisation

Additional Consultancy also includes:

- Planning Permission and specialist reports required
- Solar PV design and specialist mounting
- Gaining grid connection along with maximum demand assessments
- Consumption data analysis and system profiling (for high powered users)
- Power Purchase Agreement opportunities
- Phased project delivery
- 360-degree review including carbon reporting and energy audit
- Assistance with Grants through local authorities

<https://www.nrgsol.co.uk/>

Further information on the second local consultant ([Clean Energy Consultancy | Home](#)) approached will be forwarded when received.

Property Committee – 18th November 2025

Item 8 – Drill Hall

a) To Receive Update on Valuations Office Correspondence

At the previous meeting it was noted that correspondence had been received by the valuations office as a result of the planning application submitted by the Boxing Club. Information has been submitted to the valuations office as is legally required. This has resulted in a rebate of business rates to the Town Council, and concerns were raised as to the likelihood of a business rates issue to users of the Hall that have exclusive use.

HMRC advises that a business will not pay business rates on a property with a rateable value of £12,000 or less, if that's the only property your business uses.

The rateable value of the Boxing Club is £37,00 and they have confirmed that they have no business rates liability.

The rateable value of the Dance School is £3,450 therefore there should be no business rates liability, but the Clerk has request confirmation from the school.

b) To Receive Update on Heating in the Drill Hall

To be considered alongside item 7c

[view in browser](#)



The Renters' Rights Act has now received Royal Assent, marking a significant shift in lettings legislation.

While the exact implementation date is still to be confirmed, we're expecting this to come into effect during the first half of 2026.

Here are the key changes you need to be aware of:

Possession proceedings

You'll still be able to regain possession of your property under specific circumstances through expanded Section 8 Grounds, including:

- Tenant breach of contract
- Your intention to sell the property
- Your intention (or a family member's intention) to move into the property
- Serious rent arrears

We'll confirm the exact grounds, timeframes, and processes with you shortly.

Periodic tenancies

All new and existing tenancies will automatically become periodic when the new laws take effect – meaning there'll be no set end date. Tenants will be able to serve notice to end their tenancy at any time, with two months' notice required. The end date must align with the end of a rent period.

Rent increases

The process for rent increases will become more structured:

- Rent can be increased once per year
- Two months' notice via a prescribed notice must be given for any increase
- Tenants retain the right to challenge excessive increases through the First-tier Tribunal

We'll be in touch soon with details of other changes included in the Act that may affect you.

How we're supporting you

While these changes are significant, we want to reassure you that in many ways, it's business as usual. We're here to guide you through this transition, ensuring your property investment remains secure and continues to perform well. Our team will be fully up to speed with the new legislation and ready to:

- Advise on compliance with the new regulations
- Guide you through the new possession proceedings when necessary
- Help manage rent reviews in line with the new requirements

We'll keep you updated as more details emerge. If you have any questions in the meantime, please get in touch with your local office. We're here to support you every step of the way.

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