



## MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE DRILL HALL ON TUESDAY 24<sup>th</sup> MARCH 2026 AT 2PM

**PRESENT:** David Anderson      Kevin Cunnane      Mary Evans  
Kay Montandon

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

It was **agreed** that David Anderson should chair the meeting.

**1. To Receive Apologies for Absence**

Apologies were received from Gordon Clarke and Michael Goodwin.

**2. To Receive any Declarations of Interest and Request for Dispensation**

None raised.

**3. To Agree the Minutes of the Meeting of 24<sup>th</sup> February 2026**

The minutes from the previous meeting held on the 24<sup>th</sup> February 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

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

None raised.

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

No members of the public in attendance. No matters raised.

**6. To Receive Update on Town Hall Window Replacement and Consider Replacement of most Urgent Window**

The Maintenance Manager has been working on the lower level window sills most in need of maintenance. The rot has been dug out and the resulting gaps filled. A second window contractor will be attending site on 25<sup>th</sup> March to provide a quote for the works to the window in most urgent need of replacement, in accordance with financial regulations.

**7. To Consider Fee and Approve Appointment of Agent to Perform Lease Renewal Negotiations of 23 Market Place.**

The Clerk is to chase the second contractor for clarity around their quote.

**8. To Consider Quotes for Dilapidation Surveys / Forward Maintenance Programmes on Council Buildings**

Two quotes were considered for these works. It was agreed to appoint Brown and Co to conduct these works for a package price of £7,450 for all properties.

**9. To Consider Draft Lease / License for Exclusive use of areas of the Drill Hall**

An updated draft document was provided to the meeting. The Clerk updated the meeting on the requirement to have a license in place, as opposed to a lease on the required areas.

Discussions occurred as to whether the license should include or exclude utilities. It was noted that whilst the electricity for each area could be metered, the gas would be more problematic.

A new license inclusive of utilities was **agreed** for both the Dance School and the Boxing Club.

**10. To Review Quotes for Town Hall Roof Repair**

The Maintenance Manager had obtained two quotes for the repair of the leaking roof in the Town Hall. It was **agreed** to contract LRW for £5,000.

**11. To Receive Report on Cemetery Driveway**

Further to a complaint received in the March Town Council meeting, the Maintenance Manager had conducted a review of the driveway in Aylsham Cemetery. It was **agreed** that there were no areas of undue concern but the worst of the damage can be remediated when the weather improves.

**12. To Receive Quotes Received for Town Hall Boiler Replacement**

Further consideration has been given to the method of obtaining quotes for this work. Anticipated cost is very close to the limit for having to go to sealed tender. Erring on the side of caution with regards to extent of cost, and to ensure that the works are advertised across a larger area, it is recommended that the works are advertised on 'Find a Tender'. A draft specification was provided to the meeting. Subject to a minor amendment on the specification, it was **agreed** to follow the sealed tender process.

**13. To Consider Renewal of TSB agreement for a further 12 months**

TSB has advised that it would like to renew its agreement with the Town Council, for use of the Drill Hall, for a further 12 months. The committee **agreed** a further rental amount for the period 19<sup>th</sup> May 2026 to 18<sup>th</sup> May 2027.

**14. To Note Items for Information or for Inclusion in Future Agendas**

Quotes for Lease Negotiations for 23 Market Place.

Results of the Forward Maintenance Reports on all Council Properties.

Sealed Tender for Boiler Works.

Correspondence from the Probation Service was discussed. The Town Council could work with the service on the following potential schemes:

- Tidying up old graves in the cemetery
- Painting of the playground railings
- Clearing of the old waste area in the churchyard
- Preparation for the memorial garden in the churchyard
- Painting in the Drill Hall

**15. To Confirm Date and Time of Next Meeting**

Tuesday 28<sup>th</sup> April 2026 at 2pm at the Drill Hall

There being no further business the meeting was closed at 3.30pm