



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE HELD AT THE DRILL HALL ON TUESDAY 15th September 2026 AT 2PM**

PRESENT: Kevin Cunnane
Jon Minns

Mary Evans
Kay Montandon

Trevor Bennett

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

1. To Receive Apologies for Absence

Apologies were received from David Anderson, Michael Goodwin, & Gordon Clarke.

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

None raised.

3. To Agree the Minutes of the Meeting of 18th August 2026

The minutes from the previous meeting held on the 18th August 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting.

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

No matters 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.

6. To Receive Building Schedule of Repairs and Consider Further Actions

The committee reviewed reports for agenda items 6(a-e) on block and discussed how to best address each property. The committee delegated to the Clerk to use team practical where possible and to obtain quotes and professionals to address the outstanding repairs on the properties.

7. To Receive RoSPA reports for St Michaels

The Committee noted the reports and concluded that the committee should make short term repairs and plan for long term replacement and repairs of its equipment.

8. To Receive Update for the Town Hall Boiler Replacement

The Clerk informed the Committee that the tender for the Boiler has been sent out and informed the committee that during inspections by tender applicant's additional issues had been brought to the Clerk's attention. The Clerk continued that they are awaiting the tender applications to come back, and that internal works for the Town Hall will require planning permission/ applications before they can be progressed.

9. To Consider prices for 4no. replacement gates for play areas.

The committee was updated by the Facilities Manager on the gates for the play areas and the current state of the gates. The committee **agreed** for the gates to be replaced.

10. To Receive Update on Town Hall Window Replacement

The Clerk informed the committee that they will be reviewing the new NPPF and informed the committee that she will be sending out listed building applications to see what will be coming back.

11. To Receive Update on Lease Renewal Negotiations of 23 Market Place

The Clerk informed the committee that due to conflict of interest the council's normal solicitors cannot issue the notice, and the Clerk is awaiting to hear back from another solicitor to see if they can issue the notice.

12. To Receive Update on Work Involving Probation Service

The Clerk informed the committee that they are awaiting on dates to come back from the probation service.

13. To Receive Update on Drill Hall Licences

The Clerk informed that committee that the Licences are now back with the solicitors as Sutton Dance requested extras that need to be reviewed by the solicitors.

14. To Note Items for Information or for Inclusion in a Future Agenda

- **2027/2028 Budget**
- **Evaluation on Town Council Properties**

15. To Confirm the Date and Time of the next meeting

13th October 2026 at the Drill Hall, 14:00

16. Closure of the Meeting to the Press and Public

The committee **agreed** resolve under the public bodies (admission to meetings) act 1960 to exclude the press and public for the duration of item 17 in view of the commercial sensitivity of the business to be transacted.

17. To Consider Details of Further 12 Month Agreement for the Drill Hall.

The committee discussed the agreement and **agreed** of an increase of 5% to the agreement.

The Meeting Closed at 15:45

Signed _____ (Chairman)

Date _____