

Meeting of Aylsham Town Council Property Committee

28th April 2026

Item 6 - To Receive Update on Town Hall Window Replacement

A second contractor has attended site to review the window in the Town Hall that requires replacement. This quote should be received in time for the meeting, after which all information will be presented.

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

Two quotes have now been received for this work. They are:

Quote 1 – 10% of headline rent agreed, subject to a minimum fee of £2,250

Quote 2 – Flat fee of £1,500

Item 8 - To Receive Update on Property Forward Maintenance Plan Project

The successful consultant has been appointed. They would like to commence with Cemetery Cottage and the Town Council is liaising with the tenant for a convenient time to access the property.

Item 9 - To Receive Update for the Town Hall Boiler Replacement

There has been a question over whether the new boilers should be placed in the basement or in the Lothian Room as originally planned. The Lothian Room is still the preferred site for their location. The tender document is in the process of being finalised.

Item 10 - To Agree Project(s) for Assistance with Probation Service

The two projects that would like to be put forward for collaboration with this group are:

- Tidying of the aged graves at the cemetery
- Painting of the railings around the play area on Mileham Drive

The Probation service would risk assess and provide supervision for the works. The Town Council would provide the materials and welfare facilities.