



## **MINUTES OF THE MEETING OF THE PROPERTY COMMITTEE HELD AT THE TOWN HALL ON TUESDAY 9<sup>th</sup> DECEMBER 2025 AT 2PM**

<b>PRESENT:</b>	Trevor Bennett (Chairman)	David Anderson
	Kevin Cunnane	Mary Evans
	Michael Goodwin	Kay Montandon

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

### **1. To Receive Apologies for Absence**

Apologies were received from Gordon Clarke

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

None raised.

### **3. To Agree the Minutes of the Meeting of 9<sup>th</sup> December 2025**

The minutes from the previous meeting held on the 9<sup>th</sup> December 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.

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

After a query from Kay Montandon, the Clerk advised that Trinity had been given notice that the Town Council would no longer be emptying the bins on Bure Meadows as this should have always been the responsibility of the Management Company. The Town Council would cease providing this service on 1<sup>st</sup> April. Trinity has been asked to confirm that they have made alternative provision.

The 2023 energy surveys of the Town Hall and Drill Hall have been located and were provided for members to review.

Quotes had been received for the forward maintenance plans for all council properties. They were above the level for singular quotes to be accepted under Financial Regulations, so the Clerk will obtain further quotes.

### **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**

A report was provided detailing the cost of repairs to the ten windows in most need of remedial work. A further quote was provided for the most urgent sash window, both with and without secondary glazing. This was above the level for a singular quote to be accepted under Financial Regulations, so the Clerk will obtain a further quote.

The Clerk will seek guidance from the Chairman of ACE about the effectiveness and ease of maintenance of secondary glazing.

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

Further to the requirement for a new lease for 23 Market Place, a quote had been sought for lease renewal. The quote obtained was above the level for a singular quote to be accepted under Financial Regulations, so the Clerk will obtain a further quote.

**8. To Receive Quote for Lease / License Review of Drill Hall Exclusive Use**

The Clerk is in contact with a solicitor to assist with these works. More information and the cost will be provided at the next meeting.

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

Advice on leases for exclusive use.

Quotes for Lease Negotiations for 23 Market Place.

Quotes for Forward Maintenance Reports on all Council Properties.

Town Hall roof repairs (additional quote).

Review of existing boiler quotes.

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

Tuesday 24<sup>th</sup> February 2026 at 2pm at the Drill Hall

There being no further business the meeting was closed at 2.45pm