



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE TOWN HALL ON TUESDAY 9th DECEMBER 2025 AT 2PM

PRESENT: 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 9th December 2025

The minutes from the previous meeting held on the 9th 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 1st 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 24th February 2026 at 2pm at the Drill Hall

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