MINUTES OF THE MEETING OF THE PROPERTY COMMITTEE HELD AT THE DRILL HALL ON TUESDAY 13th OCTOBER 2026 AT 2PM

PRESENT: Mary Evans, Trevor Bennett, Kay Montandon, David Anderson

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 Jon Minns.

2. **To Receive any Declarations of Interest and Request for Dispensation**
   None raised.

3. **To Agree the Minutes of the Meeting of 15th September 2026**
   The minutes from the previous meeting held on the 15th September 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. **Property Maintenance and Repair. To receive reports on the following properties:**

a) **Town Hall**

i) **To consider alternative project for repairs**
The committee were updated via a report to consider a larger improvement project, hopefully with the assistance of heritage lottery funding, rather than piecemeal repairs. The committee requested the Clerk to obtain quotes for possible construction project managers to then take to full council.

ii) To note urgent roof repairs.

The committee noted the report of two tiles needed urgent attention. The Clerk is awaiting quotes from contractors and will look to approve under delegated authority.

b) **Drill Hall**
The committee were updated and noted the report on the Drill Hall.

c) **Cemetery Cottage**
The committee noted the report on Cemetery Cottage. It was agreed to seek quotes from damp proof specialists. Gavin Watson was requested to risk assess the clearing of the roof to see if this can be done in house. All other matters raised can be addressed by the Town Council team.

d) **23 Market Place**
The committee noted the report on 23 Market Place, It was agreed by the committee to get new lease in place and then review the recommended repairs.

e) **Public Toilet**
The committee noted the report. When toilet alarm was tested it made a noise but did not notify anyone. This is to be investigated further.

7. To Receive update on play area repairs and MUGA
The Committee noted the update and was recommended by the Clerk that S106 money can be allocated for improvements to the MUGA.

8. To Receive Update on Lease Renewal Negotiations of 23 Market Place and consider appointment to issue Section 25 agreement
The Clerk informed the Committee that the Birketts is unable to issue the section 25 agreement due to conflict of interest. The committee agreed that Leathes Prior are to issue the section 25 agreement.

9. To Receive Update on Work Involving Probation Service.
The committee was updated by that the probation service has no availability until after Christmas.

10. To Receive Update on Drill Hall Licences
The Clerk informed the committee that the boxing club is now on a monthly contract and that replies from the Dance school are now with solicitors.

11. 2027/2028 Budget

a. To review fees for:

i) Town Hall
The committee instructed for the Deputy Clerk to ascertain prices for similar venues and to report back to committee on the findings.

ii) **Drill Hall**
The committee agreed to the recommendations

iii) Cemetery
The Committee agreed to the recommendations

iv) Allotments (2028)

The Committee agreed to the recommendations

v) Markets

The committee discussed the recommended fees and agreed to increase by 3.3% and to round to nearest .50 or £ for those who do not use electricity but placing an additional charge on those who do, meaning those who cost the town council extra will be charged extra.

b) To consider any Other Items for Budgetary consideration

The committee requested to look at raised beds at allotments for disability access.

12. To Review Hire Agreements

The item was deferred to the next meeting.

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

10th November 2026 at the Drill Hall, 13:00

14. 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 15 in view of the commercial sensitivity of the business to be transacted.

15. To Receive panel Recommendations for Boiler Replacement and Appoint Contractor.

The committee discussed the recommendation **agreed** the recommendation of Eyre Ltd to be taken to next Full Council meeting additional to ratify having addition funds allocated to cover the short fall of £2238.37.

The Meeting Closed at 15:53

Signed_____(Chairman) Date_____

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Property Committee 10th November 2026

Item 6 – Property Repair and Maintenance

a) **Town Hall**
    a. **To receive Town Council feedback on larger scale improvement project.**
    At its meeting on 4th November, the Town Council agreed that a larger scale project was required to upgrade the Town Hall, with the anticipation of doing this through heritage lottery funding. This would cover aspects of improvement including:
        - Window replacement with more insulating alternatives
        - Roof insulation
        - Solar panels / solar slates on mansard roof
        - Better insulated external doors
        - Disability access to 1st floor in both wings
        - Disability access from the main hall to the green room
        - Stepless access from the exterior to interior of the building
        - Improved LED lighting
        - The Town Council agreed to add maintenance of the historic mahogany floor
        - It is proposed to add improved compartmentalisation of Town Hall and improved zoned fire alarm system to better safeguard the historic building in the event of a fire.

    The Clerk is in the process of putting together requirements of a project manager, to include requests for evidence of similar project and experience of assisting groups with grant applications.

    b. **To receive update on urgent roof repairs**
    Instruction has been given to repair the slipped slates on the roof. A date is to be programmed in.

b) **Cemetery Cottage**
    a. **To receive quotes for damp proof specialist**
    One quote has been received, further information to be presented to the meeting.
    b. **To receive update on roof / gutter clearance**
    Maintenance team is not at full strength at present. To be arranged at such time as it convenient for the tenant and not in inclement weather.

c) **23 Market Place**
    a. **To receive update on lease renewal**

The solicitor is now in contact with Brown and Co to issue the s25 notice with the proposed new terms.

d) **Cemetery**

   a. **To receive update on Memorial Safety**

   Further to Town Council agreement, a stone mason has been commissioned to make repairs to the stones that were deemed as in need of immediate attention. A charge will be placed on these graves so no further burials / inscriptions will take place without the charge being settled. Contact will now be attempted with those grave owners where the memorial failed the safety test but was not in immediate danger. The old part of the cemetery is yet to be tested.

e) **Drill Hall**

   a. **To receive update on licences**

   After queries from the Dance School, the Town Council's solicitor has responded and is in negotiations to resolve this matter.

f) **Streetlights**

   a. **To receive update on streetlight replacement on Church Terrace**

   This remains with the Town Council's insurer. A breakdown of costs has been requested from one company who has quoted for the works.

   b. **To receive notification of street light inspection**

   This is planned for November. The Town Council has recently repaid a Salix loan which allowed for the replacement of sodium streetlighting lamps to more energy efficient LEDs. However, due consideration was not given to the condition of the columns so expenditure may be required when this report is received.

   c. **To consider project proposal for streetlights on Sir Williams Lane**

   Subject to items a and b above, there still remains a problem with six lights on Sir Williams Lane. One of the contractors will not replace the cabling between the columns due to the weight of the cabling and the drop being too low. There is also the age of the columns to consider. Alternatives are:

   - Groundworks to put the cable underground.
   - Remove the cable completely and opt for a solar alternative.



(indicative picture)

The solar alternative gives the following benefits:

- Traditionally styled fitting using solar technology.
- Provides the same output as a conventional mains powered lighting.
- Uses solar panels around the column to ensure that the highest level of UV possible is harnessed to provide constant lighting throughout the night.
- Runs at 30% light output on standby, lighting up to 100% on motion detection (however, settings are fully customisable to suit and run times can be adjusted if lighting is not required for specific periods of time).
- Reduction in energy bill

The cost to replace 6 lights is £13,760.00. A query was raised to replace only two as a test and this comes in at £6,500

Presently there remains £10,000 in the column replacement fund and £7,209.74 in the street light maintenance fund. Whilst some of this will be required for maintenance until year end, subject to the results of the street light inspection reports due in November, consideration should be given to trialling a solar street lights.

g) Open Spaces

a. To receive update on play area repairs

The maintenance team continues to work though the list raised in the RoSPA reports, including rubber crumb and resin to patch the safety matting. A verbal report will be given on the gate replacement to resolve potential finger entrapment

b. To receive update on MUGA improvement

Clerk to progress. £13K S106 available from the Hungate Street development to start fund and attract match funding. Online consultation to launch to add to responses resulting from Just Aylsham appeal. Possibility of utilising the Sport England Movement Fund for circuit around Mileham Drive. Clerk to contact resident who offered to assist with the design of such a project.

h) Allotments

a. To receive update on closure of Norwich Road Allotments by the Secretary of State

Application has been submitted to the Planning Casework unit (copy appended).

Application for Secretary of State Consent to Dispose of Statutory Allotment Land - Allotment Act 1925

YOUR DETAILS

Local Authority Name: **Aylsham Town Council**
Your Name: **Faye LeBon**
Telephone Number: **01263 733354**
Email Address: **townclerk@aylsham-tc.gov.uk**
Postal Address: **Town Hall, Market Place, Aylsham Norfolk** **Post Code NR11 6EL**

Alternative Contact Details (if required)
Name: Gavin Watson

Email: gavin.watson@aylsham-tc.gov.uk *Tel No: 01263 733354*

Postal Address: As above *Post Code: As above*

SECTION 1: GENERAL INFORMATION ABOUT YOUR APPLICATION

Name of Allotment Site to be disposed of (including any name by which it is locally known)
Norwich Road allotment site

Q1. What is the nature of the disposal?
a) Sale ☐
b) Lease ☐
c) Change of use ☒

Please provide more information if you feel this would be helpful.
The change of use would be from allotment land to cemetery land

Q2. What are your reasons for disposing of the site/this part of the site?
a) Redevelopment ☒
b) Redistributing supply ☐
c) Soil contamination ☐
d) Lack of demand ☐

Please provide more information if you feel this would be helpful.
The Norwich Road allotment site is located within the boundary of Aylsham

Cemetery. The allotment site was always intended to be used on a temporary basis to utilise the land until such time when the burial space was required. This time has now come with the main cemetery site having approximately one year of remaining burial capacity. The land which has given way to allotments will allow for approximately 280 burials (approximately 38 years). These estimates are based on current burial rates and do not take account of any increase in demand resulting from future population growth associated with planned housing development in Aylsham. Consequently, the actual period of additional capacity may be shorter.
This would allow an extended period of time to keep the cemetery on one site, without having to find land within the parish for further burials. Burial land within Aylsham would be difficult to find due to the restrictions of the River Bure running through the north of the parish.
The Town Council recognises the importance of retaining allotment provision within the town. There is, however, capacity available at Aylsham's other three allotment sites. To facilitate a gradual transition, as the existing tenants at the Norwich Road site choose to surrender their plots, these plots would not be re-let. Instead, new allotment applicants would be offered plots at one of the three alternative allotment sites.
This phased approach would enable the Council to maintain allotment provision within Aylsham while gradually increasing the land available for future cemetery use, helping to address the town's longer-term burial capacity requirements.

SECTION 2: STATUTORY CRITERIA

Adequate alternative provision will be made for displaced plot holders or that such provision is not necessary or is impracticable

Q3. Are you seeking to dispose of:	
a) Whole site	☒
b) Part of the site	☐
Q4. How many plots are you intending to dispose of?	20
Q5. How many plot holders will be affected by the disposal if consent is granted?	4
Q6. What is the size, in hectares, of the area to be disposed of?	0.25ha
Q7. Have you secured alternative allotment provision?	Yes
If no, please explain why not.	
Q8. What is the size, in hectares, of the alternative site(s)?	1.66ha
Q9. How many plots ~~will~~ (is) there be on the alternative site(s)?	117
Q10. What is the size, in square metres of the plots on the	

existing site?
20 plots totalling 2483sqm (plots vary from 65 – 242sqm

Q11. What is the size, in square metres, of the plots on the alternative site(s)?
Cromer Road – 36 plots total 5628sqm (ranging from 93 – 410sqm)
Bure Meadows 54 plots totalling 5929sqm (ranging from 4sqm (raised beds to 121sqm)
Woodgate 30 plots totalling 4082sqm, all plots approx. 125sqm

If there is a difference, please explain why.
The three alternative sites are already existing and have vacancies.

Q12. What is the distance, in miles, of the alternative site(s) from the existing site?
Woodgate 4/5 mile (1.3km)
Bure Meadows 2/3 mile (1.1km)
Cromer Road 4/5 mile (1.4km)
Please provide a map highlighting the existing site and the proposed alternative.
If the distance from the alternative site is more than ¾ mile from the existing site, please explain why.
There is no available land close by which is not either in private ownership or designated local space for public access. Bure Meadows and Woodgate are withing housing developments and are therefore close to the people who wish to utilise these sites.

Q13. Have you received objections from existing plot-holders or interested third parties? No

Q14. Is the alternative site currently:
a) Council owned land ☒
b) Commercially owned land ☒

Q15: What evidence have you obtained to show you have secured the use of the land for allotments?
Bure Meadows – land owned by the Town Council (Title NK466449)
Woodgate – land owned by the Town Council (Title NK473215)
Cromer Road – long lease with the National Trust

SECTION 3: POLICY CRITERIA

1: The allotment in question is not necessary and is surplus to requirement

Q15: How many cultivated plots are there on the existing site? 6

Q16. How many plots are currently occupied on the existing site 4

Q17. How many people are there on the waiting list for the existing site? 0

Q18. Has the waiting list been closed? Yes

If yes, at what number have you closed it? N/a no waiting list

If you are claiming an exception to the criteria should apply, please provide your explanation here.

2: The number of people on the Waiting List has been effectively taken into account

Q18. How many people are there on the waiting list/s for other sites in the Council's area? 0

Q19. Have the waiting lists for any of these other sites been closed? No

If yes, at what number have these lists been closed?
If N/A, please explain why N/a no waiting lists

Q19. Have any of the people on the other waiting list/s been offered a plot on the existing site? No

If no, please explain why not.
No waiting lists

Q20. Did any of those offered a plot on the existing site accept? N/A

Q21. If so, how many? n/a

Q22. If people refused a plot on the existing site, what reason/s did they provide?
n/a
Please provide copies of this correspondence

If you are claiming an exception to the criteria should apply, please provide your explanation here.
There is no waiting list to take into account.

3. The authority has actively promoted and publicised the availability of sites and have consulted the National Allotment Society

Q23. Which of the following have you done to actively promote and publicise the availability of allotment sites across the council area?

a) web site or other social media (eg Twitter) ☒
b) Distributed leaflets ☐
c) Displayed posters ☒
d) Placed an announcement in newspapers/ specialist press or on local radio station? ☐
e) None of the above ☐

Select all that are appropriate.

If you would like to provide more information about your answer, please do so here.

If you have answered (e), please explain what alternative methods you have used to promote and publicise allotment sites in your borough.

Q24. Have you consulted with the National Allotment Society? No

Please provide copies of all correspondence with the Society

If you are claiming an exception to the criteria should apply, please provide your explanation here.

Norwich Road allotment site was always intended to be a temporary use of land within the cemetery boundary, until such time when the burial space was needed. Accommodation has been assured for the existing tenants until they wish to surrender their plot and there is ample space on alternative sites for any new tenants wishing for a plot.

4. The implications of disposal for other relevant policies, in particular development plan policies, have been taken into account.

Q25. Is the existing allotment site specifically referenced in your council's agreed local or neighbourhood plan*? Yes

If yes, please provide this section of the local or neighbourhood plan.

Page 41 of the Aylsham Neighbourhood Plan (adopted July 2019) states that the Norwich Road allotments are temporary.

Aylsham Neighbourhood Plan | Broadland and South Norfolk

If there are any inconsistencies between the local plan and your intention to dispose of the existing allotment land, please explain below.

No

Q26. Will other council policies be affected by, or have they influenced, your decision to seek consent to dispose of the existing allotment land? Yes

If yes, please provide more information.

Land will require a change of use with the local planning authority from allotment to cemetery land.

Q27. Will any national Government policies be affected by, or have they influenced, your decision to seek consent to dispose of the existing allotment land? Yes

If yes, please provide more information
Local Plans (Burials) Bill, a private members' bill currently with the House of Lords. The bill would establish a duty for local planning authorities, as part of their existing planning duties, to ensure adequate burial ground space is provided in their local area. It would also require local planning authorities to set out plans concerning how they intend to address any shortfall in burial ground capacity. This emphasises the importance of burial land and its importance should be a statutory duty rather than just an optional power.

If you are claiming an exception to the criteria should apply, please provide your explanation here.

*A neighbourhood plan is agreed when it has been voted for in a referendum.

SECTION 4: CHECKLIST OF EVIDENCE AND SUPPORTING INFORMATION

The form below is intended to help speed up the decision making process with your application.

You can use it to check that you have provided all the information and evidence the PCU will use when determining your application.

Question Number	Document	Relevant to provide	Provided
1	Map highlighting existing and alternative site	Yes	Yes
12	Copies of correspondence (letters, emails) showing objections/support for proposals	No	No
14	Evidence you've secured land for use as allotments	Yes	Yes
22	Correspondence showing reasons for refusing plot on existing site	No	No
23	Methods for publicising and promoting availability of allotment sites (information and copies)	Yes	Yes
24	Copies of correspondence with National Allotment Society	No	No
25	Relevant section of Local Plan (Neighbourhood Plan) Aylsham Neighbourhood Plan | Broadland and South Norfolk	Yes	Yes
26	Other Council policies	No	No
27	National Government policies Local Plans (Burial Space) Bill [HL] - Parliamentary Bills - UK Parliament	Yes	Yes

Contact

Planning Casework Unit
4th Floor
23 Stephenson Street
Birmingham
B2 4BH

Tel: 0303 44 48050
e-mail: pcu@communities.gov.uk

Property Committee 10th November 2026

Item 7 - 2027/2028 Budget
a) To review fees for:
i) Town Hall

Service	Fee 2023-2025	Fee 2026/2027	Proposed Fee 2027/2028
Main Hall and Kitchen (Private and Commercial Hirers)	£14 p/h	£16 p/h	£17 p/h
Main Hall and Kitchen (Not for profit group & health teams)	£12 p/h	£12 p/h	£12.50 p/h
Parties (2pm – midnight)	£140	£180	£200
+ Green Room	£30	£35	£37.50
+ Stage (+ VAT)	£35	£35 ½ stage £50 full stage	£37.50 £55
+ Raised seating (+ VAT)	£40	£60	£75
Green Room / Council Chamber			
Morning (7am – 1pm) Standard	£50	£50	£55
Afternoon (1pm – 6pm) Standard	£40	£40	£44
Evening (6pm – midnight) Standard	£50	£50	£55
Morning (7am – 1pm) Not for profit	£25	£25	£27.50
Afternoon (1pm – 6pm) Not for profit	£20	£20	£22
Evening (6pm – midnight) Not for profit	£25	£25	£27.50
Wedding Receptions (October to March) *			
Monday – Thursday	£400	£400	£400
Friday - Sunday	£550	£550	£550
Wedding Receptions (April to September)			
Monday – Thursday	£550	£550	£550
Friday - Sunday	£750	£750	£750
Sundries			
Seat covers	£1 each	£1 each	Remove
Tablecloths	£5 each	£5 each	Remove
Wall Voiles and Lights	£150 + VAT	£150 + VAT	£175 + VAT

***** Wedding receptions in the Town Hall are minimal, due to being able to fit them in around existing bookings. The seat covers and tablecloths are no longer available due to not being able to clean them effectively. The wall voiles and lights are still available but the condition of which will be reviewed on an annual basis.

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Downham Market Town Hall
Run by Downham Market Town Council

- Grand Hall: £24.80 per hour for reception hire, including the kitchen.
- Clock Room: £14 per hour.
- Whole Town Hall: £480 from 8am to midnight for exclusive day hire.

The Clock Room is close to Aylsham's £16 hourly rate, while the Grand Hall is more expensive.
However, the £24.80 rate is published for reception hire, so it should not automatically be treated as the standard meeting or commercial rate.

Abingdon Guildhall
Run by Abingdon-on-Thames Town Council
Published 2026/27 commercial charges include:

- Roysse Room: £14 per hour.
- Council Chamber: £14 per hour.
- Abbey Room: £8.40 per hour.
- Bear Room: £8.40 per hour.

Aylsham's £16 main-hall rate is £2 per hour, or approximately 14%, higher than the Guildhall's £14 commercial rate for its larger named rooms.

b) Storage
The following annual storage prices are currently in place, which have yet to be reviewed:

Group	**Annual Charge**
Country Markets	£350
Picture House	£75
Players	£250
WI	£50
Flower Club	£150
Slow Food	£150
U3A	£50
RBL	£0
TOTAL	**£1075.00**

These rates have remained unchanged for at least the last 4 years.

c) To Consider any Other Items for Budgetary consideration
Items to be put forwards by members

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