



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE DRILL HALL ON TUESDAY 28th APRIL 2026 AT 2PM

PRESENT: Trevor Bennett David Anderson Kevin Cunnane
Mary Evans 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 24th March 2026

The minutes from the previous meeting held on the 24th March 2026 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

None 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. No matters raised.

6. To Receive Update on Town Hall Window Replacement

Further quotes had been received for the work to the window in the poorest condition in the Town Hall. Alternative quotes had suggested that double glazing may indeed be possible. The Clerk and Maintenance Manager are to review further and bring back recommendations to the committee. Guidance will also be sought from the Heritage Officer at Broadland District Council. In the meantime the Maintenance Manager had performed some remedial works.

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

Two quotes had been obtained for the lease renewal service for 23 Market Place. It was **agreed** to contract Brown and Co at a cost of £1,500.

8. To Receive Update on Property Forward Maintenance Plan Project

Brown and Co would like to commence the project with Cemetery Cottage. The Maintenance Manager is liaising with the tenant to arrange a convenient time for the building to be surveyed.

9. To Receive Update on Town Hall Roof Repair

The successful contractor will be arranging for scaffolding to be erected on 18th May, with works commencing shortly afterwards. When work starts, information can be placed on Facebook to explain the nature of the works.

10. To Receive Update on Town Hall Boiler Replacement

The Clerk and Maintenance Manager are working on the final specification. Advice is being sought from the Heritage Officer at Broadland District Council to discuss the nature of the flues which may be permitted on the Town Hall (west side). The location of the boilers would still be preferable as the Lothian Room.

11. To Agree Project(s) for Assistance with Probation Service

The following projects were **agreed**:

- Tidying up old graves in the cemetery
- Painting of the playground railings
- Weeding / preparation for the memorial garden in the churchyard

The Maintenance Manager will contact the probation service to move this forwards.

12. To Note Items for Information or for Inclusion in Future Agendas

The Maintenance Manager reported that there had been a recall on the Bridgestone tyres on the van. The existing van tyres will be replaced free of charge. The Maintenance Manager reported that he is in the process of completing a survey for the National Allotment Society. There are currently no vacancies for the Town Council's allotments, but no waiting list. The second allotment inspection will take place on 5th May. The allotment rules require review in due course.

14. To Confirm Date and Time of Next Meeting

Tuesday 2nd June 2026 at 2pm at the Drill Hall

15. Closure of the Meeting to the Press and Public

To was **agreed** to close the meeting to the press and public, under the Public Bodies (Admission to Meetings) Act 1960, for the duration of item 15 in view of the confidential nature of the business to be transacted.

16. To Receive Feedback on Licence for Use of areas of the Drill Hall

A report was provided to members. The licence for the Boxing Club had been agreed subject to small amendments. The licence for the Dance School would have the area reviewed and further consideration given to the document. It was explained that it would be useful to have the document run in line with the academic year.

There being no further business the meeting was closed at 3pm

Signed _____ (Chairman)

Date _____