



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

Two quotes have been obtained for the lease renewal work. The Clerk is to obtain clarification to the upper limit of the second quote received, which will allow the committee to make an informed decision.

A second quote had also been received for the maintenance forward plan surveys on the Town Council's properties. The quotes are to be split between buildings to see which ones can be prioritised.

**8. To Consider Draft Lease / License for Exclusive use of areas of the Drill Hall**

A draft document was provided to the meeting. The Clerk is to make further enquiries as to the document's appropriateness for exclusive use and the obligations of the tenant.

**9. To Review Quotes for Town Hall Roof Repair**

The Maintenance Manager has made arrangements for a contractor to attend site with a view to providing a second quote for roof repairs.

**10. To Receive Quotes Received for Town Hall Boiler Replacement**

The outdated quotes which had previously been provided for the boiler replacement were reviewed. Each were of a different specification but it was thought that the installation of two wall mounted boilers in the Lothian Room would serve the building. Enquiries will be made of the Listed Buildings officer at Broadland District Council to establish if the routing of the flues to the rear of the building would be permitted. Alternative quotes will be sought.

**11. To Receive Introduction to Civic.ly – Asset Management Software**

The Clerk provided a brief demonstration of the Civic.ly asset management software. Staff have started to map all the assets belonging to the Town Council. When these are mapped, inspection regimes and defects can then be logged into the system.

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

Advice on leases for exclusive use of Drill Hall.  
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.

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

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

There being no further business the meeting was closed at 3.05pm

## Property Committee Meeting 24<sup>th</sup> March 2025

### ***Item 6 – To receive update on Town Hall Windows***

A subsequent contractor has been identified for a second quote for the main window in the town hall (in accordance with financial regulations). They will be attending site to view the works on 25<sup>th</sup> March.

The maintenance manager has continued to patch up the other windows to aid with their longevity.

### ***Item 7 – To consider fee and approve appointment of agent to perform lease renewal of 23 Market Place***

Two reputable commercial estate agents were contacted to provide quotes to perform the lease renewal on 23 Market Place.

Quotes were received as follows:

- a) 10% of the headline rent agreed, subject to a minimum fee of £2,250 + VAT.
- b) A minimum of £1500. This agent was asked what an upper limit was based on (a percentage?). This was done via email on 10<sup>th</sup> February and 4<sup>th</sup> March, and followed up with a subsequent phone message on 18<sup>th</sup> March. To date a response has not been received.

### ***Item 8 – To consider prices for Dilapidation Survey / Forward Building Maintenance Programme Documents***

<b><i>Building</i></b>	<b><i>Agent 1</i></b>	<b><i>Agent 2*</i></b>
<b><i>23 Market Place</i></b>	£1,500.00	£1,500.00
<b><i>Town Hall</i></b>	£3,000.00	£2,500.00
<b><i>Drill Hall</i></b>	£2,500.00	£2,500.00
<b><i>Cemetery Cottage</i></b>	£1,500.00	£1,000.00
<b><i>Public Toilets</i></b>	£500.00	£750.00
<b><i>TOTAL</i></b>	£9,000.00	£8,250.00

***\*Agent 2 has offered a package price of £7,450***

### ***Item 9 – To conder draft lease / license for exclusive use of areas of the Drill Hall***

The Clerk has a zoom meeting with the solicitor to discuss this further on 19<sup>th</sup> March. The results of this meeting will be sent to members.

### ***Item 10 – To receive update on Town Hall roof repairs***

The Maintenance Manager is continuing work to obtain additional quotes for consideration.

***Item 11 – To Receive Report on Cemetery Driveway***

Further to the complaint raised by a member of the public at the Town Council meeting on 4<sup>th</sup> March, the Maintenance Manager will review the condition of the driveway and report back to the committee.

***Item 12 – To receive update on Town Hall Boiler Replacement***

Further consideration has been given to the method of obtaining quotes for this work as two main issues have arisen. The first is that the Maintenance Manager is struggling to obtain responses from some local companies. The second is that the anticipated cost is very close the £25,000 ex Vat limit for having to go to sealed tender. Erring on the side of caution with regards to extent of cost, and to ensure that the works are advertised across a larger area, it is recommended that the works are advertised on 'Find a Tender'. The draft specification for the works is appended.

## Specification for Town Hall Boiler System

### **1) New Town Hall Main Boiler**

- Supply and install new 2no. Commercial 48KW (total 96KW) high efficiency condensing boilers. New boilers to be fitted in room above current boiler, with horizontal flues through wall (subject to Lister Building permission).
- New boilers to be plumbed into new low loss header to help with flow.
- Old boiler to be removed from site and disposed of, pipe work to be re-routed to new boiler area.
- New larger circulation pump fitted to serve original heating system.
- System to be split into 2 zones. The first zone will be the original heating system and the second zone will consist of the new fan assisted heaters, where gas heaters currently are).
- 2no. motorized valves.
- New 35mm copper pipe work from boiler area installed to existing heating system.
- System to be adapted to a sealed pressurized system with expansion vessel and filling loop.
- Existing header tank in loft **made redundant / removed**
- System filter fitted to filter out debris in the heating system.
- New 28mm copper gas pipe installed from gas meter to new boilers.
- Boiler to be wired in to 3-amp fused spur.
- Supply and fit HIVE smart heating controls to control 2 x zones for use with App. Provide instructions on app
- Condense pipe from boiler plumbed into nearest drain.

### **2) Replace 2no. gas heaters with Fan assisted heaters**

- New fan assisted heater to be installed to replace gas heaters (2no.). One on the ground floor (Green Room) and one on the first floor (council chamber).
- New pipe work from new boiler area fitted to new radiator locations. Pipe work to be surface mounted in copper but hidden, where possible underflooring.
- Existing gas heaters to be removed and disposed of to make way for new radiators.
- System will be flushed to comply with manufacture instructions, to remove sludge and debris, using a chemical cleaner.
- System corrosion inhibitor will be introduced into the heating system.
- Areas to be connected to zone 2, separate from main heating system

### 3) Installation of 3no. Radiators

- Installation of 2no. radiators in the archive room.
- Installation of 1no. radiator in the east toilet
- Area to be connected to zone 2 with a 2 port valve and thermostat.
- All necessary pipework supplied and fitted.

### 4) Other

- Boiler will be commissioned and registered with Gas Safety Certificate
- Warranty to be provided (with option of extension where available).
- The Town Hall is a working building. All works to be programmed in in coordination with Town Council officers so that there is either minimal impact on hirers of the building, or the building can be closed for safety reasons.
- Any damaged to the fabric of the Town Hall should be made good
- All waste materials to be cleared from site.
- The successful contractor will be expected to provide a risk assessment and method statement for the works, and provide evidence of Public Liability insurance
- A site visit is strongly recommended prior to pricing for works. This can be arranged through the Town Council's Maintenance Manager Gavin Watson (email [maintenance@aylsham-tc.gov.uk](mailto:maintenance@aylsham-tc.gov.uk) or call 07585 600539)

All quotes should be returned to:

Faye LeBon – Clerk to Aylsham Town Council

Town Hall

Market Place

Aylsham

NR11 6EL

In an envelope clearly marked **SEALED TENDER**

***By midday on Thursday 30<sup>th</sup> April***



Town Hall,  
Market Place,  
Aylsham,  
NR11 6EL  
[www.aylsham-tc.gov.uk](http://www.aylsham-tc.gov.uk)  
[TownClerk@aylsham-tc.gov.uk](mailto:TownClerk@aylsham-tc.gov.uk)  
01263 733354

To: Aylsham Town Council

I hereby provide a quote for the contract for the replacement boiler and associated works in Aylsham Town Hall, in accordance with the specification provided. All figures should be exclusive of VAT

<b>Works</b>	<b>Quote</b>
Works schedule 1 – Replacement of Town Hall Boiler	£
Works Schedule 2 – Replacement of 2no. radiators with fan assisted heaters	£
Works Schedule – Installation of 3no. radiators	£

**Any other information you would like to provide the council about your quote**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Date \_\_\_\_\_