



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

**PRESENT:** Trevor Bennett (Chairman)                      David Anderson  
                  Gordon Clarke                                        Kay Montandon

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

### 1. Election of Chairman

Item not required as it was previously agreed that Trevor Bennett should Chair this committee.

### 2. To Receive Apologies for Absence

Apologies were received from Kevin Cunnane, Mary Evans and Michael Goodwin.

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

Gordon Clarke declared an interest in the allotments due to his partner being a tenant.

### 4. To Agree the Minutes of the Meeting of 18<sup>th</sup> November 2025

The minutes from the previous meeting held on the 18<sup>th</sup> November 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.

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

None raised.

### 6. 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.

### 7. Closure of the Meeting to the Press and Public

It was **agreed** to close the meeting under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 8 and 9 in view of the commercial sensitivity of the business to be transacted.

*The Meeting was Closed to the Press and Public*

## **8. To Review Exclusive Use Leases**

It was **agreed** that all of the Town Council's exclusive use leases should be reviewed on an annual basis as part of the budget process.

### **a) Sutton School of Dance**

Discussions occurred as to the cost of running the Drill Hall. A proposed rental was **agreed**. The Clerk is to seek professional advice as to the most appropriate form of lease agreement as part of the review.

### **b) Boxing Club**

A proposed rental was **agreed**. The Clerk is to seek professional advice as to the most appropriate form of lease agreement as part of the review.

### **c) Bank Hubs**

The proposed rental for Barclays, agreed at the previous meeting, had been accepted by Barclays. TSB cannot commit to a further year at the Drill Hall until they review their business case in March.

### **d) 23 Market Place**

The Clerk is to obtain an up to date valuation and present this to the budget meeting in January.

### **e) Cemetery Cottage**

The future repairs and maintenance for this property were discussed. A proposed rental was **agreed**.

A need for a programme of works to be created for each property was **agreed**

## **9. To Consider Property Committee Budget for 2026/2027**

The earmarked reserves for the properties were considered. There is £19,100 accounted for in 'other properties' which should be allocated to the main properties (including public toilets) as part of the budgeting process.

An urgent matter regarding the roofing of the Town Hall was raised and it was **agreed** that this needs to be addressed at the earliest opportunity, to preserve the building from further damage and to reduce risk to members of the public.

Each revenue budget line was considered by committee members.

The Town Council's licenses were discussed and it was **agreed** that named members of staff should be removed from the licenses.

An additional budget for sanding and resealing of the Town Hall floor was agreed, as these works were significantly overdue. Also agreed was the requirement of a fib system to enter the Town Hall, required as a matter of security.

Contract works were discussed and the need to obtain quotes to ensure that best value is being obtained for the taxpayer. The Maintenance Manager is to assist the Clerk with specifications so that quotes can be obtained.

The budget for the town's streetlights was considered, with concerns being raised about the cost to repair the lighting on Sir Williams Lane. This would require budgeting for.

The Clerk is to obtain a quote from Broadland District Council to empty the public litter bins owned by the Town Council.

The Clerk is to obtain a fee for a dilapidation survey for all the Town Council's properties, from which a schedule of works can be created.

The Clerk will follow up on the location of the previously commissioned energy reports.

The budget for each property was **agreed** and will be put forward to the Town Council for review at its budget meeting on 13<sup>th</sup> January 2026.

*The meeting was reopened to the press and public*

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

Advice on leases for exclusive use.

Valuation for 23 Market Place.

Fees for dilapidation survey.

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

Tuesday 27<sup>th</sup> January 2026 at 2pm

There being no further business the meeting was closed at 3.50pm