



MINUTES OF THE MEETING OF THE PROPERTY COMMITTEE HELD AT THE TOWN HALL ON WEDNESDAY 9th JULY AT 3PM

PRESENT: Cheryl Bould David Anderson
 Kevin Cunnane Mary Evans

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

1. Election of Chairman

It was agreed after a proposal from Mary Evans and a second from Kevin Cunnane, that Cheryl Bould should Chair this individual committee meeting.

2. To Receive Apologies for Absence

Apologies were received Kay Montandon.

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

None raised.

4. To Agree the Minutes of the Meeting of 11th October 2023

The minutes from the previous meeting held on the 11th October 2023 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

Mary Evans queried the condition of the dishwasher in the kitchen. Gavin confirmed that the machine was still not washing mugs to an acceptable standard. Quotes are to be obtained for a new machine.

Mary queried the project to replace the windows in the town hall. The Clerk advised that no progress had been made on this, but would restart the project by speaking to the Heritage Officer at Broadland District Council.

Mary queried the meeting schedule for this committee of only being two meetings per year. It was acknowledged that more frequent meetings were required, and the terms of reference stating 'at least' two meetings would allow the committee to meet more often.

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.

7. To Receive Reports of RoSPA Inspections

- a) Wymer Drive**
- b) Mileham Drive Playground**
- c) Mileham Drive MUGA**
- d) Mileham Drive Play Area**

All reports had been circulated prior to the meeting. Priorities were set as:

- The safety matting tiles on Mileham Drive which had come apart and were now a trip hazard. Gavin is to try to repair, but consideration may have to be given to replacement.
- Gates on the play areas on Mileham Drive which currently do not have the correct closing action. Look to fix or replace
- The nest swing is becoming worn. Look to repair or replace.
- The rocking toy has a rusty spring. Look to repaint or replace.
- The concrete surfacing to the MUGA is breaking up. Look to see if a repair is possible but resurfacing may need to be considered.
- Fracturing to the basketball hoop. Gavin to review.

It was clarified that this was an annual safety check by an independent body. The Town Council does weekly inspections.

8. Drill Hall

a) To Receive Valuations Office Correspondence

The Clerk advised the meeting that, as a result of the boxing club being granted planning permission for a structure attached to the Drill Hall, the Valuations Office wished for further information about use of the premises. This may result in an amendment to the business rates paid.

b) To Receive Report on Flood at the Drill Hall and Consider Correspondence from the Boxing Club

A report was presented to the committee on the recent flooding to the Boxing Club area, its cause and its impact on the Boxing Club. It was agreed to waive one month's rent for the Boxing Club in compensation for loss of income and inconvenience.

Gavin advised that the roof and the gutters had now been cleared of moss and debris. Chery thanked the Town Council staff for their work in this matter.

9. To Note Items for Information or for Inclusion on a Future Agenda

- Dishwasher
- Windows
- It was noted that councillors would be touring certain properties in the ownership of the council, and items for future agendas would be raised during this tour.

10. Date of Next Meeting

The next meeting will be Wednesday 8th October at 11am

There being no further business the meeting was closed at 3.45pm