



**AYLSHAM TOWN COUNCIL  
MINUTES OF THE MEETING OF THE PROPERTIES COMMITTEE  
HELD IN AYLSHAM TOWN HALL  
ON MONDAY 14 JUNE 2021 10.30am**

**PRESENT:** Mr T Bennett (Chairman) Mrs V Shaw  
Mr D Curtis Mrs E Springall  
Mrs Evans

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

**1. ELECTION OF CHAIRMAN**

Mr T Bennett was proposed as chairman. The proposal was **AGREED**.

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Annette Overton.

**3. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**

None made.

**4. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on the 11<sup>th</sup> March 2020 were confirmed and **AGREED** and signed by the chairman

**5. ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**6. RE-CONVENE THE MEETING**

This item was not required.

**7. INFORMATION ON MATTERS ARISING**

All items on the agenda.

**8. AYLSHAM TOWN HALL**

**a) To receive an update on improvement works**

During the lockdown period various work has been undertaken at the Town Hall. The basement doors have been re-configured, the front doors and sliding doors have been replaced. The sound proofing has been replaced and the hall painted throughout. The gas

lamps have had new matching glass shades fitted. Some of the large pictures have been replaced but lower down on the walls. The rest will be placed in the Green Room

**b) To receive an update on further works in hand**

There are still some outstanding items. The floor in the Green Room needs replacing. A third quote should be received later this week and this item will be taken to the July Town Council meeting. The fabric display in the foyer will be removed to the Heritage Centre and replaced with a mirror depicting the Town Hall.

**c) To discuss any future work**

The next issue relating to the Town Hall will be the requirement to replace the boiler. This is now 20 years old and so will not last much longer. New regulations are scheduled to come into force within the next five years so it may be practical to have one installed prior to that. It was **AGREED** that the clerk should start looking at costs, potential installers and any grants/energy loans available.

**9. DRILL HALL**

**a) To receive an update on improvement works**

The suspended ceiling has been replaced along with the lighting. The probation service was going to be engaged to paint the hall but their work was suspended with the pandemic. Some work was undertaken by company volunteers and the facilities staff completed the decoration.

The car park has been chained off to stop non-users parking there.

**b) To discuss any future work**

There was mention of replacing the carpet in the meeting room but it was **AGREED** to postpone this for the moment. Again, as with the Town Hall the boiler is old and will need replacing and it was **AGREED** to get costs for this at the same time as the Town Hall.

**10. PUBLIC TOILETS**

The refurbishment has now been completed and the toilets are working fine. The cleanliness has improved with the engagement of new contract cleaners.

**11. 23 & 25 MARKET PLACE**

No issues with 23 Market Place.

With regard to the tenants at 25 Market Place wishing to buy the freehold the clerk is trying to ascertain why this option was not followed initially.

**12. CEMETERY COTTAGE**

New tenants are in place.

**13. RED TELEPHONE BOX**

The box has been partly re-painted and should be finished later this month. Originally it had been agreed to install a water dispenser but following the covid-19 issues it was felt this may not now be deemed appropriate. One suggestion was to install a bank of phone charger units. The cost of this would be £125 plus installation but this could probably be

done in-house by the facilities team. Members were concerned about vandalism of the units. However, it was noted the price was not that much and if it did get misused then it would be removed. It was **AGREED** to recommend this to the Town Council. Alongside the unit would be placed history boards which could change each year and work alongside the annual Heritage Centre exhibitions.

**14. PAUPERS GRAVEYARD**

The ground is being levelled at the moment and once that has been completed the facilities team with assistance from Aylsham In Bloom will mark out paths. Also, to be placed there will be some of the planters that were removed from Red Lion Street.

**15. OPEN SPACES and PLAY AREAS**

The 2021 reports will be available shortly as inspections will take place in June. The defect list will be worked through and any major issues will be discussed at future meetings.

**16. OTHER PROPERTIES**

It was noted that the dog waste bin at the end of Holman Road was regularly full. The clerk advised this had been reported on several occasions to Broadland (who were responsible for the bin) and it is being monitored to see if an additional bin is warranted.

The planters from Red Lion Street can now be re-sited elsewhere in the town and suggestions included outside Buttlands car park, Friendship hall green area, Recreation Ground and the church. Other suggestions were welcome but it must be borne in mind the issue with watering these.

Following the snow last winter, the clerk was looking at a winter maintenance policy and it was noted there were very few grit bins in the town. Ideas of any other locations for these would be welcome.

**17. ITEMS FOR INFORMATION/NEXT AGENDA**

None raised.

**18. DATE OF NEXT MEETING**

The next meeting will be Monday 11<sup>th</sup> October 2021 at 10.30am

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 11.45am