



**MINUTES OF THE MEETING OF THE PROPERTIES COMMITTEE  
HELD IN AYLSHAM TOWN HALL  
ON THURSDAY 10 NOVEMBER 2022 11.00am**

**PRESENT:** Mr D Curtis (Chair) Mr B Lancaster  
Mr T Bennett Mrs A Overton  
Mrs M Evans

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

**1. APOLOGIES FOR ABSENCE**

None Received

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

None made.

**3. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on the 11<sup>th</sup> October 2022 were confirmed and **AGREED** and signed by the chairman

**4. ADJOURNMENT OF THE MEETING**

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

**5. RE-CONVENE THE MEETING**

This item was not required.

**6 INFORMATION ON MATTERS ARISING**

It has been ascertained that the Town Council own the land on which the Fire Station sits. An old document (which is still valid) mentions a ground rent of £3 p.a. This has not been collected for at least 30 years.

It was questioned if anything further had occurred regarding the sale of the freehold to the office between the toilets. The clerk advised she was waiting to hear from the occupants.

**7. AYLSHAM TOWN HALL**

**a) To receive an update on repairs**

The leak outside the office has been sealed and the repair to the ceiling will take place soon. The damage to the outside wall is currently with the other parties insurers.

**b) To receive an update on entrance hall mirror**

Broadland Framers are organising quotes for a non-glass mirror to be installed in the existing frame.

**c) To discuss noticeboards on outside of the Town Hall**

The planning office had advised that he was not keen on a sign on the south wall of the Town Hall but would be amenable to an electronic sign on the east wall in place of the existing noticeboards. The Town Council did not like this suggestion and had delegated this to the Properties committee to discuss.

The large noticeboard often looks untidy and it is regularly checked for notices that are either unsuitable, out of date or out of area. Councillors liked the fact that these could be added at any time by the general public and perhaps the Noticeboard itself just needed refurbishing. The clerk will look at this and also the other noticeboards that are in place.

**d) To discuss any future work**

The boiler will need replacing soon and a provision for this will be made in the budget for 2023/24. There may also be the opportunity for funding from Vatenfall. It was also questioned whether solar panels could be installed.

Also mentioned were the cellars. These are full of rubble and the cost of clearing them and investigating the structural integrity of the building is too large to realistically consider.

The clerk will also chase up the valuation of the assets at the Town Hall.

**8. DRILL HALL**

New doors are being sourced for the Drill Hall as the lock has become unworkable. Apart from this no other work is needed at the moment.

Once again, a new boiler will be needed shortly.

**9. PUBLIC TOILETS**

Nothing to report

**10. 23 & 25 MARKET PLACE**

Nothing to report

**11. CEMETERY COTTAGE**

Nothing to report. The agents are increasing their fee for next year.

**12. RED TELEPHONE BOX**

This is now in place outside the Town Hall and work is ongoing with regard to the installation of the charging device.

**13. OPEN SPACES and PLAY AREAS**

**a) To note the latest play inspections**

Copies of the 2022 summer inspections were circulated at the meeting to members.

**b) To receive details on repairs required**

Gavin Watson is in the process reviewing the reports and programming in all the repairs. Most of the faults were very minor and not urgent but it is hoped to get everything completed in the winter months.

**14. OTHER PROPERTIES**

A request had been received for the installation of another streetlight and Dave Curtis agreed to look at the site and report back so this could be considered by the Town Council.

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

The possibility of placing picnic tables on the apron of the Town Hall was discussed but it was felt this needed to be kept for overflow parking.

**16. DATE OF NEXT MEETING**

The next meeting will be in February 2023.

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 12.20pm