



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE DRILL HALL ON WEDNESDAY 18th NOVEMBER AT 2PM

PRESENT: Trevor Bennett Gordon Clarke Kevin Cunnane
Mary Evans Kay Montandon

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

1. Election of Chairman

It was ***agreed*** that Trevor Bennett should Chair this committee.

2. To Receive Apologies for Absence

None received

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 8th October 2025

The minutes from the previous meeting held on the 8th October 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.

7. Town Hall

To Receive Update on:

a) Replacement Window Project

The Clerk and Maintenance Manager met with a contractor on 17th November to survey the windows. They will re-attend when they have opportunity to better survey the windows at height from the outside, and then will provide a report based upon:

- Windows requiring urgent replacement due to health and safety.
- Windows requiring urgent repair due to increasing damage being done.
- Less urgent replacement and repairs.
- Recommendations on energy efficiency for the windows.
- A rough budget figure for the programme of repairs.

A recommendation was made to paint the window sills in the council chamber to better protect them, as they have only been primed.

The contractor's report will be presented to the committee when received.

b) Replacement Dishwasher Project

The Maintenance Manager has obtained a quote of £291.66 from a local company for a new dishwasher in the kitchen. This is a Blomberg LDF30210W full size dishwasher and will sit below the existing glasswasher. The glasswasher will continue to be used for rapid cycles, whereas the dishwasher would be used for more extensive washing such as the white cups, which regularly require handwashing by Town Council staff after events. It was **agreed** that the Town Council should proceed with this purchase.

c) Replacement Boiler Project.

It was **agreed** that:

- The clerk would locate the report on the boiler replacement from approximately three years ago.
- The clerk would obtain comparable prices from consultants to look at the overall energy efficiency of both the Town Hall and Drill Hall. Gordon Clarke advised that it was important to look at the overall picture of the buildings, including materials the buildings are constructed of, the flooring and basements. Gordon will assist the clerk if required.

8. Drill Hall

a) To Receive Update on Valuations Office Correspondence

At the previous meeting it was noted that correspondence had been received by the valuations office as a result of the planning application submitted by the Boxing Club. Information has been submitted to the valuations office as is legally required. HMRC advises that a business will not pay business rates on a property with a rateable value of £12,000 or less, if that's the only property the business uses. The rateable value of the Boxing Club is £3,700 and the Dance School is £3,450. Both have advised that they have received confirmation that they have no business rates liability.

b) To Receive Update on Heating in the Drill Hall

As **agreed** in item 7c.

The committee discussed the possibility of solar panels at the Drill Hall and whether the condition of the roof would be suitable for this.

9. To Commence Committee Budget Discussion

a) To Review Rates for the Market, with effect from 1st April 2026

The current market rates were noted as follows:

| Day | Pitch | Cost |
|----------|----------------------------------|--------|
| Monday | Small (3 car parking spaces) | £9.00 |
| | Medium (5 parking spaces) | £15.00 |
| | Large (6 or more parking spaces) | £18.00 |
| Friday | Small (3 car parking spaces) | £7.50 |
| | Medium (5 parking spaces) | £9.50 |
| | Large (6 or more parking spaces) | £14.00 |
| Saturday | Marquee size (3m x 3m) | £13.50 |

It was noted that there was no extra charge for electricity, and all fees were collected on the day with no penalty for booking and then not turning up. There were also concerns about stall holders taking up more than their allotted space.

The Clerk had reviewed markets running successfully in other market towns and the time cost to the Town Council of taking small payments. New weekly payments were **agreed** with discounts for paying monthly, quarterly, six monthly or annually.

| Day | Pitch | Cost Single Payment on the day | Monthly in advance | Quarterly in Advance | Six monthly in advance | Annually in advance |
|-------------|----------------------------------|--------------------------------|---------------------------|----------------------------|----------------------------|-------------------------|
| *Monday | Small (3 car parking spaces) | £15.00 | £46 (£12 p/w equiv) | £126.50 (£11 p/w equiv) | £207 (£9 p/w equiv) | £368 (£8 p/w equiv) |
| | Medium (5 parking spaces) | £20.00 | £69 (£18 p/w equiv) | £195.50 (£17 p/w equiv) | £345 (£15 p/w equiv) | £644 (£14 p/w equiv) |
| | Large (6 or more parking spaces) | £25.00 | £80.50 (£21 p/w equiv) | £230 (£20 p/w equiv) | £414 (£18 p/w equiv) | £782 (£17 p/w equiv) |
| **Friday | Small (3 car parking spaces) | £10.00 | £36.75 (£9 p/w equiv) | £104.13 (£8.50 p/w equiv) | £172.50 (£7.50 p/w equiv) | £322 (£7 p/w equiv) |
| | Medium (5 parking spaces) | £13.50 | £44.92 (£11 p/w equiv) | £128.63 (10.50 p/w equiv) | £218.50 (£9.50 p/w equiv) | £414 (£9 equiv) |
| | Large (6 or more parking spaces) | £17.50 | £63.30 (£15.50 p/w equiv) | £183.75 (£15 p/w equiv) | £322 (£14 p/w equiv) | £621 (£13.50 p/w equiv) |
| ***Saturday | Marquee size (3m x 3m) | £18.50 | £16.50 | £42.63 (£15.50 per market) | £74.25 (£13.50 per market) | £143 (£13 per market) |

**Prices are based on a 46 week year (4 x bank holiday Mondays plus two weeks over the Christmas period, in case the Monday falls on a bank holiday)*

*** Prices based on a 49 week year (1 x bank holiday plus two weeks over the Christmas period in case Friday falls on a bank holiday)*

**** Based on 11 markets a year*

Invoices should be paid by the 15th of the month of issue to qualify for the 'advance' discount.

Charitable stalls are currently not charged. It is proposed that this practice should continue.

It was **noted** that the market rules were last reviewed in 2015 and now bear little relevance to the way the market is run. These should be reviewed at the earliest opportunity.

b) To Review Rates for the Cemetery, with effect from 1st April 2026

It was noted that the current rates were effective from 1st April 2017

| | Resident | Non Resident |
|-------------------------------|----------|--------------|
| Exclusive Right of Burial | £325 | £650 |
| Interment (Over age 18) | £325 | £650 |
| Subsequent Interment | £325 | £650 |
| Interment of Cremated Remains | £170 | £340 |
| New Memorial | £190 | £380 |
| Cremation Tablet | £90 | £180 |
| Vase | £90 | £180 |
| Additional Inscription | £40 | £80 |
| Searches in Records | £27 | £27 |

It was **agreed** that services provided would be increased by 3.8% and the addition of a service for the transfer of an Exclusive Right of Burial

| | Resident | Non Resident |
|--|----------|--------------|
| Exclusive Right of Burial | £337.35 | £674.70 |
| Interment (Over age 18) | £337.35 | £674.70 |
| Subsequent Interment* | £337.35 | £674.70 |
| Interment of Cremated Remains | £176.46 | £352.92 |
| New Memorial* | £197.22 | £394.44 |
| Cremation Tablet* | £93.42 | £186.84 |
| Vase* | £93.42 | £186.84 |
| Additional Inscription* | £41.52 | £83.04 |
| Searches in Records | £28.00 | £56.00 |
| Transfer of Exclusive Right of Burial* | £25.00 | £50.00 |

* Service only available when Exclusive Rights of Burial have been purchased.

It was further **agreed** that:

- Exclusive Rights of Burial would not be insisted upon to enable common graves to be purchased (although this would preclude the ability to install a headstone or allow subsequent interment(s)).
- The funeral directors would be responsible for digging all ash interment plots.
- The funeral directors would be responsible for appointing grave diggers.

c) To Consider Items for the Aylsham Five Year Plan

Items for consideration were:

- Making properties more environmentally friendly.
- Listing assets of community value.
- The future of county hall on Cawston Road. The Clerk will write a letter to the owner asking what the intentions are for the premises and if there is anything the council can do to bring it back into community use, subject to being able to look inside the property.
- The closure of Norwich Road allotment site to make way for more burial space. Only the Secretary of State can close allotments. The Clerk will try to find out if permission was sought at the time.

10. To Receive Information about Renters Rights Bill

A written report was provided to the committee. This was *noted*.

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

- A 'happy to talk' bench, giving people a safe space to chat.
- Resurfacing of the MUGA at Mileham Drive. Focussing on inclusivity.
- The gates at Mileham Drive and Wymer Drive do not prevent dogs getting in and represent a finger entrapment. The Maintenance Manager is to get quotes for self closing gates.

It was noted that the snail sculpture at St Michaels is an asset to the town.

12. Date of Next Meeting

The next meeting will be Tuesday 9th December at 2pm

13. Closure of the Meeting to the Press and Public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 14 in view of the personal nature of the business to be transacted.

14. To Review Exclusive Use Leases

The exclusive use for Barclays Bank was reviewed, with all others being deferred until the next meeting.

There being no further business the meeting was closed at 4.30pm