

**MARLBOROUGH TOWN COUNCIL  
PROPERTY COMMITTEE**

Minutes of the **Property Committee** which was held on Monday, 9<sup>th</sup> April 2018 in the  
**Council Chamber, Town Hall, Marlborough** at 8.16 pm

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<b>PRESENT:</b>	Councillor G. Loosmore	Chairman
	Councillor M. Hall	Town Mayor
	Councillor N. Fogg	
	Councillor A. Kirk Wilson	
	Councillor N. Barrett-Morton	
	Councillor S. Price	
	Councillor A. Wilson	
<b>ALSO PRESENT:</b>	Mrs S. Parker	Town Clerk
	Mrs D. Whitehall	Administrator
	Councillor B. Castle	Observing

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**PUBLIC QUESTION TIME**

There were no questions.

**639/17**

**APOLOGIES**

There were no apologies.

**640/17**

**DECLARATIONS OF INTEREST**

There were no declarations.

**641/17**

**CHAIRMAN'S ANNOUNCEMENTS**

As this was the last Committee meeting of 2017-18, the Chairman thanked Members and hoped they had enjoyed serving the Property Committee.

**642/17**

**MINUTES**

**RESOLVED:** that the minutes of the meeting held Monday, 15<sup>th</sup> January 2018 were approved as a true record and signed by the Chairman

**643/17**

**TOWN CLERK'S REPORT**

Members noted the Town Clerk's report.

**644/17**

**REPORT ON TOWN COUNCIL PROPERTIES**

Members noted the report from the Office Manager. The Town Clerk answered questions about 5 High Street and the telephone box in London Road (which fell under the Amenities & Open Spaces Committee).

645/17

## **TOWN HALL**

### Planned Works/Projects

The Town Clerk answered questions about the purchase of a scaffolding tower and drone survey, which the Chairman was keen to see pursued as soon as possible.

### Budget

Members noted the breakdown of expenditure. The Town Clerk answered questions about window cleaning and floor polishing.

### Advertising and Promotion

Members supported proposals put forward in the Town Clerk's report to promote the venue more widely. Ideas discussed included:

- Publicising the venue further afield, e.g. county wide
- Promoting the Town Hall for specific purposes in specialist publications or via appropriate organisations (e.g. weddings, wakes)
- Attracting more acts (plays, music etc)
- Working with other local businesses to create more attractive packages to hirers, e.g. to offer deals at restaurants alongside certain events and offering discounts for advertising in local publications
- Whether a separate website should be set up
- Whether the promotional budget should be increased (there was a marketing budget for 2018/19 of £500)

Cllr. Price offered to meet with the Town Clerk to discuss marketing ideas.

**RESOLVED:** (i) to delegate to the Town Clerk to promote the Town Hall more widely, working within the dedicated marketing budget

*Cllr. Kirk Wilson left the meeting*

### Basement of Town Hall

Members noted recommendations from the Working Party and a recent site visit by Cllr. Wilson, the Town Clerk, Town Hall Caretaker and Project Manager. The Town Clerk had invited Wiltshire Council's Senior Conservation officer for a site visit to discuss the proposals. Points discussed included:

- The scope of the works would not prevent future expansion, e.g. providing direct internal access between the basement and the ground floor by installing a staircase and/or lift
- The work would be conducted as three separate projects:  
(1) Equality Act compliant, full accessible toilet cubicle

- (2) Storage rooms
- (3) Office in rear room for the Caretaker
- More investigation was needed to identify whether a wall between existing cubicles was a supporting wall
- Whether there was asbestos present, and to determine this before proceeding with further work
- To meet with the Conservation Officer prior to instructing the Project Manager to obtain quotations

**RESOLVED:** (ii) to delegate to the Town Clerk to arrange an asbestos survey, hold a meeting with the Conservation Officer and then to work with the Project Manager to obtain quotations

*Cllr. Castle left the meeting*

**646/17**

### **KINGSBURY STREET PROPERTIES**

Members noted the Town Clerk's report and that internal remedial works at 1-2 Kingsbury Street would need to be undertaken. Following an issue on Good Friday with a water leak through the flat roof into the retail premises at 1-2 Kingsbury Street caused by blocked drainpipes. It was agreed that a camera survey of the rainwater drainage system as well as regular routine maintenance via rodding should be conducted.

**RESOLVED:** to arrange a camera survey of the rainwater drainage system at 1-2 Kingsbury Street

It was agreed that the Town Clerk investigate why the Town Council's property agents had not been able to arrange for a call out over the Easter weekend.

**647/17**

### **GEORGE LANE TOILETS PROJECT – PHASE 2**

Members noted the Town Clerk's report and considered options proposed for an extension of the George Lane toilet block. Comments arising included:

- To investigate costs for two types of roof (pitched, and low-pitched)
- A preference for two separate but connected rooms to allow future flexible use of the space
- Support for a separate access via the rear of the building
- A preference for a bay window
- Further detailed drawings would be required

**RESOLVED:** to move forward with proposals for a two (linked) room design, with more detailed drawings and costings to be considered by the Working Party

648/17

**MARLBOROUGH COMMUNITY & YOUTH CENTRE**

Members noted the Town Clerk's report, and discussed current take-up of venue hire. It was agreed that an increase in hiring fees should be discussed during the precept setting round in autumn 2018.

The meeting closed at 9.08 pm

Signed: ..... Date: .....  
Chairman