

**TOWN CLERK'S REPORT
PROPERTY COMMITTEE – MONDAY, 14 JANUARY 2019**

Summary

This is a report of follow-up to decisions made at the Property Committee. This is a Standing Item on agendas to update Members. Once follow-up is completed, items will be marked as closed. Ongoing items will be brought back to committee when a new decision is required or when a fuller update is needed.

Min.150/18	<p>MC&YC</p> <p>Drinking Water Fountain Installation – Clarification has been received from Wiltshire Council that building regulations are not required for these works. However, some remedial plumbing work is required to create a new connection to the mains water supply prior to installation. This work has been commissioned and will be carried out as soon as possible. On completion of the plumbing works, the water fountain/bottle filler can be ordered and installed. Ongoing</p> <p>Flagpoles - Advertising consent for both the flagpole on the building itself and the reinstatement of the 12ft flagpole at the entrance to the Recreation Ground was granted on 10 December 2018. Costs have been sought for the purchase of i) the wall mounted flagpole, which can be installed by our Grounds Team and ii) the installation of the 12ft flagpole which we already have and which is likely to need external installers. Ongoing</p>
Min.151/18	<p>Workshop on The Common – At Full Council of 10 September 2018, it was resolved i) to appoint a Project Manager to draw up a specification for the new workshop and ancillary works (excavation), liaising with the Town Clerk and Grounds Manager to seek preliminary costings, ii) to seek pre-planning application advice and (iii) to enter into more detailed discussions with Marlborough Golf Club. On 10 December 2018, a budget of £12,000 was agreed for 2019/20. There is already £30,000 as an ear marked reserve and depending on underspend in 2018/19, more funds could be earmarked towards the project. Ongoing</p>
Min.152/18	<p>Office Accommodation – Most works have been completed (e.g. partition wall, lighting, telephones) and the Assistant Town Clerk has now moved into her office. Closed</p>
Min 329/18	<p>Defibrillators – At the meeting of 22 October it was resolved (i) to replace four of the existing defibrillators, (ii) to include a budget line for future replacement of four defibrillators in the 2019/20 budget and iii) to investigate further the suitability of sites at George Lane and MC&YC. The Town Clerk is liaising with Community Heartbeat on additional defibs and a budget line for £3,500 has been included in the 2019/20 budgets. Ongoing</p>
Min 330/18	<p>Venue Charges and Booking Accommodation – A budget line has been included for 2019/20 for software for venue administration. Closed (See also Item 8 for notes of Venue Charges Working Party)</p>

Report on Town Council Properties

Summary - To note an update report on properties owned by the Town Council.

1. **Town Hall – See Agenda Item 8.** Fire Alarm service carried out
2. **5 High St Offices –** Boiler serviced, Fire Alarm service carried out. New office space being utilised.
3. **5 High St Shop –** Nothing to report
4. **5 High St Flat 2 – See Agenda Item 7.**
5. **The Merchant’s House** - This property has been let on a 7 year lease until March 2019 for a peppercorn rent. Members to be aware that renewed lease arrangements need to be made and a meeting will take place with the Trust.
6. **1/2 Kingsbury St Shop –** Water damage repairs completed, nothing further to report.
7. **1A Kingsbury St Flat –** Quotation sought for replacement secondary glazing
8. **2A Kingsbury St Flat –** Quotation sought for replacement secondary glazing, minor electrical works carried out
9. **3 Kingsbury St Shop –** Nothing to report
10. **3a Kingsbury St. Studio Flat –** Nothing to report
11. **3b Kingsbury St. Studio Flat –** New Tenant October 18. Pressurised water system fitted and replacement taps in bathroom
Fire Alarm service has been carried out at Kingsbury Street
12. **Recreation Ground Cottage No. 1 –** Water leak repaired, nothing further to report
13. **Recreation Ground Cottage No. 2 –** Nothing to report
14. **Elcot Lane Pavilion/Boxing Club –**Nothing to report
15. **Bowls Club –** Nothing to report. Lease/Licence discussions to be re-started
16. **Marlborough Community & Youth Centre –** Repairs to fencing at the rear side of the building to be undertaken
17. **George Lane Toilets – See Agenda Item 9**
18. **Workshop –** Nothing further to report. Agreed by FTC on 10 September to look into building a new workshop at The Common
19. **Bus Shelters –** Refurbishment ongoing.

Window cleaning has been carried out at the Town Hall, Offices and Kingsbury Street.

Author –Office Manager

January 2019

Works to Flat 2, 5 High Street

Summary – This report asks Members to consider quotes for replacement secondary glazing for windows.

1. Background

The Town Council's Property Managers have highlighted to us a request for replacement secondary glazing needed at Flat 2, 5 High Street. This is not working and cannot be opened securely without it falling and in some cases not opening at all. We have been informed that it cannot be repaired.

2. Quotes for Replacement Secondary Glazing

Spec - This will involve removing current secondary glazing on 2 lounge front windows and 1 bedroom window and replacing with white aluminium secondary glazing units in MDF, white panelled sub-frames with a vertical sliding system hung on spiral balances with tilt back easy clean facility and glazed with 4mm clear toughened glass.

Estimates were sought by our property managers and 2 companies have supplied quotes. These are as follows:

Company A	£5,205.00
Company B	£2,952.00 (inc. VAT)

Councillors may view the quotes at the Town Council offices.

Photographs of the windows will be available on the screen for the meeting.

3. Financial Implications

The balance remaining in the relevant budget line (110/4062) is £12,794.

Town Clerk's Recommendation

The Town Clerk recommends that Members agree that works go ahead and decide which company should be offered that work.

Town Clerk

January 2019

Town Hall

Summary - This is a report to bring Members up to date with works at the Town Hall and asks them to note the minutes of both the Venue Charges and Marketing Working Parties as well as Town Hall expenditure for 2018/19.

1. Planned Works/Projects

The following works will be taking place during the Municipal Year 2018/19:

WORKS	COMMENT	COMPLETED
Painting of external railings	Painting of railings - Grounds Team (spring/summer work)	Ongoing
Drone Survey	Survey being arranged to identify remedial work for roof, fascia, soffits and guttering repairs	To be completed in Jan/Feb 2019
Balcony and balcony doors	Quotes being sought for both the restoration of, and the replacement of, the balcony doors. (Policy to be drafted for F&P Committee on access to balcony)	Ongoing
Building of storage cupboards	Contractor to start work in July/August	Completed July 2018
Electrical points/mounts	Works to be carried out now that the scaffolding tower has been purchased	Ongoing
Scaffolding	Scaffolding tower purchased and caretakers and staff professionally trained to erect and use it	Completed August 2018
GENERAL MAINTENANCE - Standard day to day and other ongoing tasks (lift checks, window cleaning, boiler maintenance, gutter clearance, etc. continue outside of this schedule).		

2. Budget

A breakdown of budget expenditure, so far, in 2018/19 is at **Appendix 1**. Ear marked reserves for the Town Hall in 2018/19 are £150,000.

3. Venue Charges Working Party

A one off Working Party met on 12 November to discuss hire charges for the Town Council (and the MC&YC). A recommendation was sent to F&P where new rates were agreed and included as part of the budget setting and precept setting round. Notes of this meeting are at **Appendix 2**.

4. Marketing Working Party

This met for the first time on 7 January 2019 and will be chaired by Cllr Price (Vice Chair, Cllr Wilson). Notes of this meeting are at **Appendix 3**.

4. Basement of the Town Hall

The relevant extract from the minutes of the 22 October meeting (Min.326/18) is as follows:

Mr Buxton gave a verbal update on the Town Hall basement project. Although pre-application planning advice had been sought concerning the toilet cubicle and other works, a response had not yet been received so he was unable to make recommendations at this time. This meant it was unlikely that Healthmatic would be able to begin work at the end of October; their next available start date would be in January 2019.

RESOLVED: (ii) to recommend to Full Town Council that work should begin on the Town Hall toilet installation in January 2019

Update: At Full Town Council (Min. 224/18) Members made the following resolution:

RESOLVED: (i) to accept the quote from Healthmatic to reinstate a public toilet in the basement of the Town Hall at the cost of £23,752.00.

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Point to Note - In accordance with Financial Regulations, para.4.1, works involving expenditure in excess of £10,000 must be agreed by Full Council.

A response to our pre-application request has been received from the Local Planning Authority (LPA). This is at **Appendix 4**. A planning application has been lodged and, all being well, it is envisaged that the installation of the new public toilet will be completed before the end of the financial year.

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report

Town Clerk

January 2019

George Lane Toilet Block – Phase 2

Summary – This report asks Members to consider whether any revisions should be made to the proposals for the refurbishment of the back room at the toilet block.

1. Background

The following is the relevant extract (Min.431/18) from the Full Council meeting of 10 December:

GEORGE LANE TOILETS – PHASE 2

Members considered a report by the Town Council's Project Manager, setting out options to complete the refurbishment of the George Lane toilet block. The recent decision to repay the Public Works Loan for the works which had reduced the balance available was also taken into consideration.

Option 1 included refurbishment of the remaining parts of the building as well as an extension to the building

Option 2 would focus on refurbishment only, with alterations and a new roof, which would bring down maintenance costs in future years

RESOLVED: to refurbish the back room to create a community space and an area for tourist information, to include additional windows and minor alterations as well as replacing the roof. Quotes should now be sought.

The costings put to FTC are at **Appendix 1**

2. Update

The Chairman of the Property Committee, the Project Manager and the Town Clerk have since re-visited the proposals and spec. It was felt that a disabled access may be needed for the community room as well as steps and that power points for heating should be included. Cllrs also need to be clear about the Tourist Information Point and its accessibility (whether it should be closed off or accessible at all times).

A revised spec is at **Appendix 2** and a plan at **Appendix 3**. The spec shows the 2 options for access to the Community Room. There is also a hand sketch showing how the ramp and stairs would need to be configured at **Appendix 4**. This will be quite a sizeable amount of work and will cost between £3,000 – £4,000 in total with the ramp, rails, edging, path etc. Before it is accurately priced up, do Cllrs want this additional disabled access included? Or should they be happy with two steps up for access for the time being?

Point to Note – The costs for works to the roof are for refurbishment only and the tiles will be re-used where possible and will be replaced if they break when being taken off. The insulation is only for the section of roof above the storeroom.

3. Financial Implications

Now that the Public Works Loan (PWL) is being repaid (which includes a premium and accrued interest), the balance of the proceeds of sale of Chantry Lane Toilets will be approx. £49,000. Councillors have already agreed to install 2 CCTV cameras at the building at a

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cost of £6,850. (With a third camera and removal of trees, that would increase this total). Other charges to be met are costs associated with project management, the installation of a BT line to enable the CCTV to be installed and a defibrillator has also been agreed for the site. (Final costs are awaited on these). Councillors are already aware that of any unspent monies on the refurbishment of the building, 50% must be returned to Wiltshire Council.

Town Clerk's Recommendation

The Town Clerk's recommends that Members decide on the final spec – an opportunity to include any further minor additions. It is especially important to make decisions with regard to the access to both the Community Room and the Tourist Information area and whether to include a disabled access to the former and close off or have open access to the latter.

Town Clerk

January 2019