

MARLBOROUGH TOWN COUNCIL

PROPERTY COMMITTEE

Minutes of the meeting of the **Property Committee** held on the **6th June, 2011** in the **Council Chamber, Town Hall, Marlborough at 7.00 pm.**

PRESENT	Councillor G. Loosmore Councillor A. Kirk Wilson Councillor G. Francis Councillor Mrs P. Dow Councillor A. Ross Councillor R. Pitts Councillor M. Houlden	Chairman Mayor
ALSO PRESENT	Mr. L. Costello Mrs S. Fry Mr. N. Kerton Councillor Mrs C. Jackson Councillor Mrs M. Rose Mr. G. Isaaman	Town Clerk Office Manager Wiltshire Gazette & Herald Observing Observing Marlborough News Online

46/11 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Proposed by Councillor A. Ross, seconded by Councillor G. Francis and –

RESOLVED: unanimously that Councillor G. Loosmore be elected as Chairman of the Property Committee for 2011/2012.

Proposed by Councillor R. Pitts, seconded by Councillor A. Ross and –

RESOLVED: unanimously that Councillor G. Francis be elected as Vice Chairman of the Property Committee for 2011/2012.

47/11 APOLOGIES

There were no apologies for absence.

48/11 DECLARATION(S) OF INTEREST

Councillor R. Pitts – Agenda Item 9(g)	Personal
Councillor M. Houlden – Agenda Item 9(g)	Personal

49/11 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked members for his election and welcomed Councillor G. Francis as Vice Chairman.

The Chairman informed members that they have a very busy year ahead.

Councillor G. Francis congratulated the committee on the installation of the new curtains.

50/11 MINUTES

Proposed by Councillor G. Francis, seconded by Councillor Mrs P. Dow and –

RESOLVED: by 5 votes for with 2 abstentions that the Minutes of the meeting of the Property Committee held on the 14th March, 2011 were a true record and signed by the Chairman.

51/11 REPORT ON THE PROPERTIES OF THE TOWN COUNCIL

The Committee received a report on the properties of the Town Council.

Town Hall

Town Hall Steps. - Work commenced on 7 February 2011 and is expected to be finished shortly.

Town Hall refurbishment - Dealt with elsewhere on the agenda

Sound and Lighting System - Sound and lighting system has been installed. Training in new system took place 25 May.

5 High St Offices - Repairs to the roof at Barclays have not taken place yet. No date for the works has been received yet.

5 High St Shop - The property has been recently let on a 10 year lease. Nothing further to report.

The Mayor enquired as to what would happen if this lease was broken before the 10 years has expired. The Town Clerk will investigate and report back.

5 High St Flat 1 - Tenants in place. Nothing further to report.

5 High St Flat 2 - Tenants in place. Nothing further to report.

Merchants House - This property has been let on a 7 year lease until March 2012 for a peppercorn rent Nothing further to report.

1 Kingsbury St Shop – Helen and Douglas House This property has been let on a 10 year lease until December 2016. The rent review date is 10th December 2011.

1A Kingsbury St Flat - Tenants in place. Nothing further to report.

2A Kingsbury St Flat - This flat has been let. Nothing further to report.

3 Kingsbury St Shop - The shop is let on a 5 year lease until October 2015 with a rent review due in October 2013.

Recreation Ground Cottage No. 1- The property has been let. Nothing further to report.

Recreation Ground Cottage No. 2 - The property has been let. Nothing further to report.

Elcot Lane Pavilion - No work has commenced yet on refurbishing the pavilion. The Town Clerk to enquire as to how the Boxing Club are progressing.

Chantry Lane Toilets - The toilets are now locked after the evening clean that takes place at approximately 6pm, and then re-opened first thing in the morning by the outside staff. The Town Clerk informed members that the toilets have been closed because there is a problem with the water supply to the hand wash units.

Workshop - Nothing further to report.

Bus Shelters - Nothing further to report.

Telephone Boxes - Telephone Box in Barnfield has received some structural repairs to the frame. Repainting and re-glazing is being arranged.

52/11 VALUATION REPORTS ON THE COUNCIL'S PROPERTY PORTFOLIO

The Committee received valuation reports on the Council's property portfolio.

It was agreed that the contents of this report be noted and that the valuations be acted on accordingly.

53/11 TOWN HALL CHARGES

The Committee considered changes to the pricing structure for hiring the Town Hall

It was agreed that the Town Clerk and Councillor Loosmore prepare a paper for consideration at the next Property meeting. Consideration to be given to producing a marketing brochure for the Town Hall .

The Town Clerk informed members that the Castle and Ball have approached the Town Council regarding including the Town Hall in it's wedding package.

54/11 TOWN HALL

a) Town Hall Project

The Chairman informed members that this is ongoing and it is hoped that the consultation will take place in September this year. Councillor Dow requested that when the consultation takes place people are given options as to how the work is progressed.

b) Control of Pigeons at front of Town Hall

The Committee considered possible options for the control of the Pigeons at the front of the Town Hall, it was agreed that additional spikes be fitted.

c) Assembly Room Lighting and Blinds

The Chairman informed members that quotations are being sought for blinds to fix to the round windows in the Assembly Room, these will be brought to the next meeting of the Property Committee.

Additional quotations are being sought for the lighting, these will be considered at the next meeting of the Property Committee.

It was agreed unanimously that a 32A Three Phase supply be installed.

The installation of a Front Projection Screen should be investigated further and brought back to a future meeting of the Property Committee.

d) External Decoration

We have received one quotation for these works, others are being sourced. The quotation that has been received states that a cherry picker will be used instead of scaffolding to carry out these works. We need to ensure that the other quotes obtained include the use of a cherry picker and not scaffolding.

A planned maintenance schedule should be put in place.

e) Court Room Magistrates Bench

The Committee considered possible alterations to the Magistrates Bench in the Court Room. Following discussion it was agreed that this should be incorporated within the work schedule, the Conservation Officer to be contacted regarding this work.

f) Replacement of Stage Curtain Track

It was agreed unanimously that a replacement stage curtain track be installed in the sum of £1,100.00

g) Request to site a defibrillator on side of Town Hall

The Committee considered a request to site a defibrillator on the side of the Town Hall.

It was agreed unanimously and subject to receiving a written request, that the siting of a defibrillator on the side of the Town Hall should go ahead but that Planning Permission must be sought first.

55/11 PROPERTY INSPECTIONS

The Committee received an update on the Property Inspections that have taken place, the contents of which have been noted. It was agreed that costings should be sought for the replacement of the bathroom suite at 2A Kingsbury Street, and that the other works listed in the report be auctioned.

The meeting closed at 8.05 pm