

# MARLBOROUGH TOWN COUNCIL

## PROPERTY COMMITTEE

Minutes of a meeting of the **Property Committee** held on the **15<sup>th</sup> July, 2013** in the **Council Chamber, Town Hall, Marlborough at 8.00 pm.**

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<b>PRESENT</b>	Councillor N. Barrett-Morton Councillor G. Loosmore Councillor S. Dobson Councillor Mrs E.M. Hannaford-Dobson Councillor A. Ross Councillor R. Allen Councillor B. Lam	Chairman Town Mayor
<b>ALSO PRESENT</b>	Mrs S. Fry Mrs S. Pryor Councillor A. Light Councillor M. Hall Plus 1 member of the public	Office Manager The Adviser Observing Observing

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**142/13 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor N. Fogg.

**143/13 DECLARATION(S) OF INTEREST**

There were no declarations of interest or any requests for dispensations.

**144/13 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman stated that this year should see the asset transfer from Wiltshire Council to Marlborough Town Council of the George Lane Lavatories and hopefully the sale of the Chantry Lane Lavatories, monies from this sale will be invested in New Town Hall Lavatories and any surplus reserved for upgrading the George Lane site.

This will be a committee that gets things done and it is my wish, and I am sure the Town Council's wish, to re-instate a Tourist information centre in Marlborough and I would like to hear suggestions from Members, making use perhaps of our offices at 5 High Street which is one suggestion so far.

**145/13 MINUTES**

**RESOLVED:** unanimously that the minutes of the Property Committee's meeting held on 3<sup>rd</sup> June 2013 be signed by the Chairman as a correct record.

**146/13 TOWN CLERK'S REPORT**

It was agreed that the contents of the Town Clerk's report be noted.

**147/13 TERMS OF REFERENCE**

It was agreed that this item be noted and results of Working Party be brought to a future meeting of this Committee.

**148/13 REPORT ON TOWN COUNCIL PROPERTIES**

It was agreed that this report be noted. The Chairman informed members that the annual property inspections will take place on 1<sup>st</sup> August.

**149/13 TOWN COUNCIL OFFICES**

Members noted the contents of the report.

The following observations were made –

- Consideration be given to creating office space under the Town Hall and how best this area can be utilised.
- The Mayor's Parlour and downstairs kitchen could be considered for office space.
- It was noted that whilst it may be beneficial for the Chairman and Town Clerk to visit other local councils, the solutions for each council is very different as Localism will mean more is passed down from Wiltshire Council and as yet we are unsure as to how this will affect Marlborough Town Council.
- If the office is relocated then careful consideration should be given to how best to utilise the present office space.
- Would it be possible to use part of the George Lane toilets as a TIC Office.
- Is there any scope to include the TIC within the Merchant's House – Cllr Ross reported that the next meeting of the Trustees of the Merchant's House is to be held on the 23<sup>rd</sup> July, where he will raise this suggestion.

**RESOLVED:** by 5 votes for with 1 against that members submit their ideas in writing to the Town Clerk on how best they feel that basement of the Town Hall can be utilised, future use of the present offices and possible locations to site a TIC office. These ideas to be brought to the next meeting of this committee.

**150/13 TOWN HALL**

i) Maintenance Report – Caretaker.

**RESOLVED:** unanimously that i) quotations be sought for the additional storage in the Assembly Room (Cllr. Hannaford-Dobson stated that Mr. David Rawlings did the original panelling in the Town Hall, although now retired he might be a useful contact).

ii) That a Cherry Picker is hired on an annual basis to clear the gutters and hoppers.

iii) That quotations are obtained for the re-decoration of the Court Room.

iv) That the repairs to the cracked plaster are carried out

v) That the stonemason be asked to return and repair the stone at the front on the front of the Town Hall steps.

vi) That the Committee devise a schedule of works for the Town Hall maintenance

ii) Town Hall Usage and Open Day

The report from the Town Clerk was noted.

**RESOLVED:** i) that the Town Clerk research comparative charges for other Town Halls and similar venues for the next meeting ready for the review of charges.

ii) that the Town Clerk consider a view of marketing of the Town Hall and investigate what is undertaken by other Town Councils. A list of costings to be compiled so that any agreed expenditure it can be scheduled in to the budget for next year.

The Town Hall Open Day be provisionally scheduled for the 16<sup>th</sup> August, 2014.

iii) Correspondence – Noise Levels

The Chairman proposed that Standing Orders be suspended to allow a member of the public to speak

**RESOLVED:** that Standing Orders be suspended at 8.35pm.

The writer of the complaint regarding the noise levels at the Town Hall explained that he did not wish to complain unduly but would the Town Council consider the purchase of air conditioning units or a ventilation system which would mean that there would be no need for the windows to be opened during a function.

**RESOLVED:** that Standing Orders be re-instated at 8.40pm

Councillor Hall informed members that there was a device called a Decibel Level Monitor which can be fitted to sound systems which will cut the power should the noise reach an unacceptable level.

**RESOLVED:** that we look at costings for cooling units to be fitted in the loft space, the cost of hiring/buying air conditioning units and also the purchase of a Decibel Level Monitor. It was agreed that no promises could be made regarding any of the above and the Chairman relayed this to the resident complainant as we have received no other comments or complaints about noise at the Town Hall in recent months. A letter to be sent in response to the resident who raised the issue of noise levels at the Town Hall.

**151/13**

**LEASES FOR RENEWAL**

Members agreed to note the list of leases and their expiry dates.

Councillor Ross reported that he would be visiting the Pavilion at Elcot Lane on Thursday evening at 7.00 pm if any Councillor would like to join him to see the extent of the works carried out they would be very welcome.

Councillor Ross agreed to visit the Plume of Feathers garden to assess the condition of the land.

**RESOLVED:** that a decision on the Pavilion Supplemental Lease and Licence is deferred until further research is undertaken and it is then referred to the next meeting on the Full Town Council to be held on the 12<sup>th</sup> August. All leases will be part of the Property Committees remit some will be in consultation with the A & OS Committee if relevant.

**152/13**

**EXCLUSION OF THE PRESS AND PUBLIC**

**RECOMMENDED:** That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be now excluded from the remainder of the meeting, in view of the confidential nature of business about to be transacted.

**153/13**

**PUBLIC TOILET PROVISION**

It was agreed that this report be noted.

**RESOLVED:** that the relevant documentation is sent to the Town Council's solicitor for advice as soon as possible with a request for a steer as to the likely legal costs involved around the sale and asset transfer. That the Council investigate the possibility of selling the building as a development opportunity with planning permission and approach the planners for an initial opinion

Arrange for a meeting with relevant Wiltshire Council officers, the Town Clerk and Councillors to discuss the staged financial package to cover service provision, the

possibility of a change of community use, maintenance issues, etc  
Agreed that legal and associated costs around the sale and asset transfer are met from the Town Hall project and/or Town Hall Ear Marked reserves.

154/13

**TOWN HALL WORKS**

It was agreed that the report from the Town Clerk be noted.

i) The Committee considered the two quotations received for the replacement carpet.

**RESOLVED:** that the landing carpet be replaced but that we ensure that both the underlay and carpet have a 10 year guarantee. Before the stair carpet is replaced the present one to be taken up the condition of the stone to be assessed and if in a good state of repair consideration should then be given to returning the staircase back to its original stone.

ii) **RESOLVED:** that the 9 bollards, with 3 x 12mm gold decorative bands and the Marlborough Town Council Crest on a gold background be purchased.

The meeting closed at 9.25 pm

Signed .....  
Chairman

Date .....