

**MARLBOROUGH TOWN COUNCIL  
PROPERTY COMMITTEE**

Minutes of a **Meeting** of the **Property Committee** which was held on **Monday, 9<sup>th</sup> October 2017** in the **Council Chamber, Town Hall, Marlborough** at 8.30 pm

---

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

---

**PUBLIC QUESTION TIME**

There were no questions.

**297/17**

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. Fogg and Price.

**298/17**

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**299/17**

**CHAIRMAN'S ANNOUNCEMENTS**

The Chairman thanked those Councillors who attended a walkabout at the Community & Youth Centre on 3<sup>rd</sup> October. It was uplifting to see the building being brought back into use which would make a difference for the town, but noted that more funds would need to be raised before the building could be completed and fully equipped for use. He asked all Members to promote the facility in a positive way to help maintain momentum and public support for the project. The Chairman expressed his gratitude to the Marlborough Lions Club for a donation of £1,000 which had been presented to the Mayor earlier that evening.

**300/17**

**MINUTES**

**RESOLVED:** that the minutes of the meeting held Monday, 3<sup>rd</sup> July 2017 were approved as a correct record and signed by the Chairman

**301/17**

**REPORT ON TOWN COUNCIL PROPERTIES**

Members noted the Office Manager's report, and the Town Clerk answered questions about property management. Members gave positive feedback concerning the lack of outstanding issues reported, noting the good management behind it. It was agreed that the performance of the managing agents should be reviewed before the end of the year.

**302/17**

**TOWN HALL**

Members noted the Town Clerk's report and considered a number of recommendations:

Caterer's Fridge - Hirers had advised that the fridge in the Assembly Room kitchen (a domestic type) was not suitable for use by caterers as the shelves could not properly accommodate pre-prepared food.

Exchange of Lightbulbs - A saving on energy costs as well as a reduction in maintenance could be gained by changing chandelier lighting over to LED. It was becoming increasingly difficult to buy replacements for the current type. Members discussed several options and noted that the more expensive one-off costs for bulbs would be more cost effective in the long run, with longer bulb lifetimes and lower energy consumption.

Balcony and Balcony Doors - The doors to the balcony (believed to be original to the building) had recently been repaired after wood had rotted. However, they were no longer water-tight and Members discussed whether to replace or restore them. Members also discussed whether a policy or guidance on use of the balcony was necessary in order to ensure the safety of people using it, including Town Council staff. It was agreed that access to the public must be restricted by keeping the doors locked and any requests to use the balcony (e.g. for photographs) should be limited to no more than two people at a time and only allowed when supervised by a responsible person. Furthermore, a structural survey of the balcony was required to properly assess any H&S concerns.

**RESOLVED:** (i) to establish a Working Party consisting of the Town Mayor and Cllrs. Loosmore, Barrett-Morton, Wilson and Heath to draw together a specification for the basement of the Town Hall for storage purposes and the possibility of new public toilet cubicles

**RESOLVED:** (ii) to delegate to the Town Clerk to purchase a new upright fridge for the Assembly Room kitchen suitable for use by caterers

**RESOLVED:** (iii) to delegate to the Town Clerk to arrange the replacement of chandelier lighting with LED bulbs

*Cllr. Castle left the meeting*

**RESOLVED:** (iv) to obtain quotations for both the restoration of, and the replacement of, the balcony doors

**RESOLVED:** (v) the Town Clerk to draft a policy concerning access to the balcony and arrange for a structural survey of the balcony

303/17

## **PUBLIC TOILETS**

Members noted the minutes of the Working Party and considered a number of recommendations about refurbishment works and future use. Many options were discussed to take forward to Full Council as potential works for Phase 11 of the project. These were:

- Work to the roof - obtain quotations for options to replace the roof tiles, as well as costs for installing solar panels
- CCTV cameras – to install two cameras
- WiFi – to install a node to extend the town's Free Community WiFi coverage managed by Marlborough Area Development Trust (MADT)
- Additional toilet cubicle - to convert the former disabled toilet into an additional cubicle together to incorporate a pull-down changing table
- Back room of building – to commission architect's drawings to show the possibilities to convert this room and extend the building to incorporate a Tourist Information Point and Community Space to be used as a hub by local groups, e.g. a storage/touch-down facility for Marlborough in Bloom
- To equip the building with a defibrillator
- To carry out works to trees in Cooper's Meadow and associated landscaping to enable any extension and to improve the vista to Cooper's Meadow

**RESOLVED:** (i) that the Terms of Reference for the Working Party were agreed. Also to extend the membership of the Working Party to include other organisations to move forward with a Tourism Initiative. The Town Clerk to investigate how other similar sized towns manage their tourist information provision

**RESOLVED:** (ii) that suggestions for men's urinals, a personal care room and coach drivers' rest room be discarded due to lack of evidence of demand

**RESOLVED:** (iii) that the priorities and options for the second stage of the project were agreed for recommendation to Full Town Council

**RESOLVED:** (iv) that a Project Manager is taken on to take some of the work forward

**304/17**

**MARLBOROUGH COMMUNITY & YOUTH CENTRE**

Members noted the Town Clerk's update report, the notes of the Working Party meeting held on 7<sup>th</sup> September 2017 and that a dedicated page for the centre had been set up on the Town Council's web site. A number of recommendations were considered:

**RESOLVED:** (i) that the name of the centre will not change: 'Marlborough Community & Youth Centre' was confirmed to be used going forward

**RESOLVED:** (ii) To ensure all refurbishment, fitting-out work and equipping the centre properly is complete before making the centre available for hire. Provisional bookings to be taken from the second week in January 2018

**RESOLVED:** (iii) To hold a Christmas themed event at the centre in December 2017 for the official launch of the building

*Cllr. Ross left the meeting*

**305/17**

**BASE FOR MARLBOROUGH IN BLOOM**

Marlborough in Bloom (MiB) had met with great success at the previous week's RHS South West in Bloom awards, achieving Gold for the town. Members noted the Town Clerk's report and considered recommendations arising from a recent informal meeting between MiB and members of the Amenities & Open Spaces Committee (A&OS).

**RESOLVED:** to investigate the possibility of providing a base for MiB as part of the George Lane Toilets Project (see Min. 303/17 above) and to recommend this to A&OS

**306/17**

**ADDITIONAL STORAGE FACILITY AT TOWN COUNCIL WORKSHOP**

Members considered options to provide additional storage at the Town Council's workshop at Salisbury Road Recreation Ground.

**RESOLVED:** to obtain quotations for a storage barn to be erected adjacent to the workshops and recommend this to A&OS

**307/17**

**PROPERTY COMMITTEE – BUDGET SETTING – 2018/19**

Members agreed to recommend the Committee's 2018/19 budget requirements to the Finance & Policy Committee

**308/17**

**EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during

the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

309/17

**TOWN COUNCIL-OWNED PROPERTIES**

The Town Clerk's report was noted.

**RESOLVED:** that it is delegated to the Town Clerk to liaise with the Council's property management agents about the terms of the commercial lease for the new tenant at 1&2 Kingsbury Street and arrange for damp proofing work and any other necessary remedial actions

**RESOLVED:** that rents for residential properties as guided by the Council's property management agents be agreed and included in the 2018/19 committee budget figures

The meeting closed at 10.20 pm

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

Chairman