

**MARLBOROUGH TOWN COUNCIL
PROPERTY COMMITTEE**

Minutes of a meeting of the **Property Committee** which was held on **Monday, 7 October 2019** in the
Council Chamber, Town Hall, Marlborough at 8.10 pm

PRESENT:	Councillor G. Loosmore	Chairman
	Councillor M. Hall	Town Mayor
	Councillor Mrs P. Dow	
	Councillor N. Fogg	
	Councillor P. Cairns	
	Councillor S. Price	
	Councillor A. Wilson	
ALSO PRESENT:	Mrs S. Parker	Town Clerk
	Mrs D. Whitehall	Administrator
	Mr N. Goodwin	Marlborough.News

PUBLIC QUESTION TIME

There were no questions.

278/19

APOLOGIES

Apologies for absence had been received from Cllr. Kirk Wilson.

279/19

DECLARATIONS OF INTEREST

There were no declarations.

280/19

CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

281/19

MINUTES

RESOLVED: that the Minutes of the meeting held 8 July 2019 were approved as a true record and signed by the Chairman

282/19

TOWN CLERK'S REPORT

Members noted the contents of the Town Clerk's report. The **Town Clerk** answered questions about defibrillators (**Min. 329/19**) and agreed to provide statistics on usage.

283/19

REPORT ON TOWN COUNCIL PROPERTIES

The Office Manager's report was noted.

284/19

TOWN HALL

Members noted the Town Clerk's report and considered recommendations about flagpoles, lighting and further works.

The Chairman drew Members' attention to the maintenance budget for the Town Hall where recent improvement works (refurbishment of the basement, lighting, a projector, new toilet, etc) had meant that there was £6,233 remaining for the current financial year, 87% having already been spent but that £159,000 was held in reserve for Town Hall works.

Flagpoles

A survey had been conducted by experts with advice that for both the attic flag and the balcony flag a harness point should be installed at both sites with associated fixings and two harnesses. Works to clean and make improvements to flagpoles had been advised too, along with the purchase of the correct shape/size of flag for the angled pole on the balcony. Members discussed:

- Members noted the advice was that access to the flagpole was similar to that of other historic buildings
- Whether improvements could be made to grip/hand holds to make access to the attic site easier
- Whether it was necessary to purchase two harnesses
- Whether an independent health & safety expert should be consulted
- The report's reference to a one-man operation being largely dependent on one person should be referred to the Staffing Sub Committee

RESOLVED: (i) to delegate to the Town Clerk to authorise the recommended works to the flagpoles at the Town Hall within the limitations set out in Financial Regulations and to refer other relevant matters to the Staffing Sub Committee

Lighting

There had been positive comments about the new chandelier at the Kingsbury Street entrance, with a suggestion that another be installed in the main foyer. Members discussed:

- That the main foyer lamp was quite dim
- Support for the proposal – the cost would be £1,769 +VAT
- Whether the existing and historic lamp could be re-sited to a suitable location

RESOLVED: (ii) to purchase a chandelier for the main foyer of the Town Hall at the cost of £1,769

Other Works

An extensive survey report undertaken earlier in the year had recommended a number of works to properties in Kingsbury Street, 5 High Street and the Town Hall. At the meeting held 8 July 2019, Members had agreed to seek quotations and create a phased programme of works to conduct these repairs. Additional works had been identified more recently relating to a repair required to the attic of the Town Hall, where water was coming into part of the roof.

RESOLVED: (iii) to appoint a professional architect or surveyor (in accordance with Financial Regulations para. 11.1a) to oversee works recommended in the recently commissioned Condition Survey.

285/19

GEORGE LANE TOILET BLOCK PROJECT – PHASE 2

Members noted an update report by the Town Clerk about the refurbishment work at this building and considered re-naming this now multi-use facility.

As well as public toilets, the building offered a tourist information point and a small community room, which had now been equipped with furniture and refreshment basics. It was felt that a new name should be used to help brand the building and to highlight both its multi-functional use and proximity to Coopers Meadow.

Following a meeting between the newly appointed Tourism Officer and the South West Regional Manager for Coach Passenger Transport UK, a suggestion had been put forward to make the community space available to coach drivers on a Wednesday (when most coaches come to Marlborough). The Town Crier had agreed to a pilot scheme whereby he would meet arriving coaches and make drivers aware of the facility.

RESOLVED: (i) to rename the building 'Coopers Corner'

RESOLVED: (ii) to open the Community Room to coach drivers on Wednesdays as part of the work towards Marlborough being awarded Coach Friendly status

286/19

NEW WORKSHOP AT THE COMMON

Members noted the Town Clerk's report about progress towards a new workshop at The Common and considered options for design. Members discussed:

- The plans produced by the Town Council's Land Agents
- That with a large WC-owned salt depot in Marlborough, only a small store of salt could be kept at the new site for local gritting purposes
- The provision of heating for the staffing areas
- Whether trees would need to be removed during the excavation work and whether there would be disruption to wildlife habitats
- That whilst the Golf Club could use some of the excavated soil, additional costs may need to be considered for the excavation project when setting the 2020/21 budgets and precept
- Whether to install CCTV at the site once complete

RESOLVED: that the plans for an L-shaped steel-framed building were agreed for submitting for pre-planning advice to Wiltshire Council

287/19

VENUE HIRE CHARGES

Members considered proposed charges for the Town Hall and Marlborough Community & Youth Centre (MC&YC) for 2020/21. Matters arising included:

- An apparent anomaly on the Assembly Room day rate
- Whether a package could be offered for weddings based on work currently being undertaken by the Town Hall Marketing Working Party
- Whether a simplified list of charges could be drawn up
- Whether income from bookings at MC&YC was covering the costs of running the building

RESOLVED: to defer a decision to November 2019 pending further information

288/19

PROPERTY COMMITTEE BUDGET SETTING – 2020/21

A proposed budget was considered with the following changes discussed:

- To include a line item for the new workshop at The Common (currently in the Amenities & Open Spaces Budget)
- Provision for a replacement boiler and temperature controls for the Town Hall
- To separate the public toilets from the other areas at the Coopers Corner building in different line items
- To reduce contingency to £1,000
- To check the costings around the MC&YC intruder alarm line

- To increase MC&YC maintenance to £5,000

RESOLVED: to update the budget based on comments at the meeting and to call a further meeting in November to decide on the Property Committee's estimated expenditure/income for 2020/21 to recommend to the Finance and Policy Committee

The meeting closed at 9.25 pm

Signed: Date:
Chairman