

**MARLBOROUGH TOWN COUNCIL
PROPERTY COMMITTEE**

Minutes of a meeting of the **Property Committee** which was held on **Monday, 10th October 2016** in the **Council Chamber, Town Hall, Marlborough** at 7.40 pm

PRESENT	Councillor M. Hall	Chairman
	Councillor N. Barrett-Morton	Town Mayor
	Councillor B. Castle	
	Councillor Mrs E.M. Hannaford-Dobson	
	Councillor Mrs M. Rose	
	Councillor A. Light	
ALSO PRESENT	Mrs S. Parker	Town Clerk
	Mrs D. Whitehall	Administrator
	Councillor S. Dobson	Observing
	Councillor R. Allen	Observing
	Mrs S. Pryor	The Adviser
	Mr T. Millett	Marlborough News Online

PUBLIC QUESTION TIME

There were no questions

- 280/16 APOLOGIES**
Apologies for absence were received from Cllrs. Fogg, Loosmore and Lam
- 281/16 DECLARATIONS OF INTEREST**
Cllr. Light – agenda item 13 – Report on Town Council-owned properties in Kingsbury Street – non-pecuniary. Cllr. Hall – agenda item 9 – Storage at the Town Hall – non-pecuniary.
- 282/16 RESOLVED:** that Cllr. Hannaford-Dobson would act as Chair for item 9
- 283/16 CHAIRMAN’S ANNOUNCEMENTS**
The new notice boards had been installed on the sides of the Town Hall and were looking good. They made a real difference and the Chairman congratulated those Councillors who had selected them.
- 284/16 MINUTES**
RESOLVED: that the minutes of the meeting held on 4th July 2016 were approved as a correct record and signed by the Chairman
- 285/16 TOWN CLERK’S REPORT**
Members noted the contents of the Town Clerk’s Report.

286/16 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the contents of a report by the Office Manager about Town Council owned properties. The Town Clerk answered a question about rent review periods on residential properties and discussion centred on ownership issues around bus stops in Savernake and Marlborough parishes.

Cllr. Allen left the meeting

287/16 TOWN HALL WORKS

Members noted the Town Clerk's progress report on various works at the Town Hall.

RESOLVED: (i) to follow through the actions set out in the Legionella Risk Assessment to ensure that the Town Hall is compliant to HGS274 most particularly short term recommended actions for dealing with dead legs, water sampling, checking fire regulations around the fire hoses and obtaining relevant training for the Office Manager, Caretaker and Deputy Caretaker

RESOLVED: (ii) to review emergency procedures for the lift, including taking advice from the contracted lift specialist.

Cllr. Hannaford-Dobson took the Chair for the following item. Cllr. Hall did not take part in the discussion and did not vote

288/16 STORAGE AT THE TOWN HALL

Members considered a request from Marlborough History Society for storage space at the Town Hall for objects and pictures relating to the town's history.

- Members felt it was important to keep the objects for the town, many of which were donations. Such items might form part of any future heritage centre or museum
- The top floor was not appropriate due to both restrictions on access and fire risk
- Though not ideal, the disused ladies lavatory in the basement was the most suitable storage area
- The space would be provided on a temporary basis only subject to three months' notice
- The History Society should arrange proper insurance and packing/wrapping of the items

RESOLVED: to offer to provide temporary storage facilities to the Marlborough History Society until such time that the basement of the Town Hall is used for other purposes. This would be subject to 3 months' notice for removal. Also, that the items are properly damp proofed and itemised in inventories with appropriate insurance cover.

Cllr. Hall resumed the Chair

289/16 PUBLIC CONVENIENCES

Members noted a progress report from the Town Clerk. Main points were:

- A public consultation was under way in line with the requirements for applying for a Public Works Loan (PWL)
- A formal request for the PWL would be made at Full Town Council on 7th November 2016
- A Project Manager with the relevant experience had been identified
- The sale of the public toilets at Chantry Lane would, hopefully, be with planning permission to maximise sale proceeds. Drawings were underway using previous plans
- The next Working Party would take place on 13th October

290/16 PROPERTY COMMITTEE – BUDGET SETTING – 2017/18

RESOLVED: to recommend the Property Committee budget for 2017/18 to the Finance and Policy Committee and that the final decision, especially around corporate properties and the public toilets is deferred until further information is available on these and on those potential assets for transfer from Wiltshire Council. One additional line should be added to incorporate the Public Works Loan at an annual expenditure of £13,322.86

291/16 EXCLUSION OF THE PRESS & 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

Members of the press left the meeting

292/16 TOWN COUNCIL-OWNED PROPERTIES IN KINGSBURY STREET

Members noted the Town Clerk's report about flats at 3, Kingsbury Street and a request for a lease extension.

RESOLVED: that the requested 5-year lease extension for Helen & Douglas House be granted as requested and at the current rent.

The meeting closed at 8.16 pm

Signed

Chairman

Date

