

## MARLBOROUGH TOWN COUNCIL

### PROPERTY COMMITTEE

Minutes of the meeting of the **Property Committee** held on **Monday 2<sup>nd</sup> October 2006** in the **Council Chamber, Town Hall, Marlborough** at **7.53pm**

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<b>PRESENT</b>	Councillor Mrs E.M. Hannaford Councillor B. Castle Councillor S. Dobson Councillor W. B. Cavill Councillor G. Francis Councillor A. Kirk Wilson	Chairman
<b>ALSO PRESENT</b>	Mrs Pam Dobson Mrs Linda Chapman  Mr N. Kerton	Town Clerk Civic Secretary  Wiltshire Gazette & Herald

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**NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

245/06      **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor P. Cossey

246/06      **DECLARATIONS OF INTEREST**

There were no Declarations of Interest

247/06      **CHAIRMAN'S ANNOUNCEMENTS**

Use of Town Hall for Community Benefit

a) Mayors free dates

The Chairman stated that The Mayor had used one of his free dates for the Climate Change meeting on 26th September.

Following a discussion it was –

Proposed by Councillor S. Dobson, seconded by Councillor G. Francis and –

**RESOLVED:**                      unanimously that the Chairman should be given delegated power to agree the Mayors free dates and report to the next Property meeting.

b) Christmas Lunch

The Chairman told the Committee that there had been a request to hold a Christmas Day lunch in the Town Hall.

Following a discussion it was –

Proposed by Councillor S. Dobson, seconded by Councillor G. Francis and –

RESOLVED: unanimously that there will be no charge for this booking.

c) **Christmas lighting fundraiser**

The Chairman stated that the Christmas fundraiser was provisionally booked in the Assembly Room and Court Room on the 14<sup>th</sup> November and the Court Room for 22<sup>nd</sup> November for the official switch on of the Christmas lights, which would only be used in the event of bad weather to allow the choirs to sing Christmas Carols in the dry.

Proposed by Councillor G. Francis, seconded by Councillor A. Kirk Wilson and –

RESOLVED: unanimously that there would be no charge for these dates.

248/06

**UPDATE FROM THE TOWN CLERK ON OUTSTANDING PROPERTY MATTERS**

The Town Clerk reported to the Committee on the current status of the following –

a) **1 & 2 Kingsbury Street (formerly Oxfam).**

A letter has been received today from Loveday & Loveday stating that an interested party had asked for Heads of Terms.

Following a discussion it was –

Proposed by Councillor S. Dobson, seconded by Councillor G. Francis and –

RESOLVED: by 4 votes for with 1 abstention that the Chairman should have delegated power to agree to any new tenant taking on the lease and report back to this Committee.

b) **Closure of Town Hall toilets and release of covenant.**

The Town Clerk stated that the Town Hall toilets have now been closed and the Deed of Release for the covenant has been signed and is being submitted to the Land Registry for registration. The drains have been sealed off and the doors locked or boarded up. Signs with a map have been placed on the doors directing people to the nearest toilets.

c) **Transfer of Chantry Lane Toilets and temporary arrangements for cleaning.**

The Town Clerk reported that the transfer of the Chantry Toilets has been signed and the documentation has been submitted to the Land Registry for registration. A temporary a contract has been made with Kennet District Council to continue the cleaning until an alternative solution can be found.

Some of the following comments were made –

- Chantry Lane toilets should be opened in the morning and closed in the evening.
- Perhaps consider employing part-time cleaners
- Ask the Town Clerks of Pewsey and Ramsbury what arrangement they had made for the cleaning of their toilets.
- Need to make sure that the signs are clear

**d) New tenant – Flat 2, 5 High Street.**

The Town Clerk stated that there is a new tenant in flat 2, 5 High Street. The previous tenants have moved away and the new tenants who are employed by the same company have taken on the lease.

**e) Elcot Lane Pavilion**

The Town Clerk stated that a letter was received on 22<sup>nd</sup> September from the Chairman of the Elcot Lane Pavilion Trust expressing the wish to release the pavilion back to the Town Council. The Town Clerk added that she had made contact with the Town Council's solicitors who will need to prepare a surrender of lease for agreement with the trustees and this will be progressed in due course.

**f) Update on progress with Asset Register.**

The Town Clerk stated that work had commenced on the preparation of the asset register and felt that a visit to the Land Registry office would be easier and would also allow her to tie up several items such as 1 The Green and The Pound at the same time.

**249/06 COURT ROOM PAINTING**

The Committee received a report on the issues raised by visual inspection, which were carried out by the Chairman of Property Councillor Mrs E. M. Hannaford and the Town Clerk and added that there is money in the budget for redecoration of the Court Room. Following a discussion it was decided that a detailed inspection is needed and requested that the Town Clerk contact the Listed Building Officer at Kennet to take a look at it and the Town Clerk to report back to this Committee.

**250/06 REGISTRATION SERVICE**

The Committee received information on the changes to the Registration Service

**a) Changes to outstation services.**

There has been a review of the provision of outstations within the Registration Service due to Wiltshire County Council Budget deficit. These changes are out of our control

**b) Approved premises for weddings.**

The Town Council will need to renew the licence when it is due on 6<sup>th</sup> August 2007. We only need about ten weddings a year to cover the cost.

**c) Update on request to site workstation.**

The Registrar has asked if a cover made to match our velvet curtains could be put around their workstation as they are unable to find a suitable dark wood workstation to fit into the existing furniture of the Council Chamber.

Following a discussion it was

**RECOMMENDED:** that the Committee approve the report in its entirety to Full Council.

**251/06 REVISED HIRING AGREEMENT FOR TOWN HALL**

The Committee received a report on the requirement to revise the hiring agreement for the Town Hall

- a) Review of current charges  
The Town Clerk brought the Committees attention the current hiring rates for the Town Hall –  
They are Standard Rate, Commercial Rate, Weekday Charitable Rate and hiring charges for Wedding Ceremonies
- b) Gap between hiring's to allow for cleaning and setting up  
A suitable gap needs to be left between hirings to allow for cleaning and preparation for next booking. This is not reflected on the form therefore this needs looking at.
- c) Re-wording to take account of changes in licensing law  
It was felt that on the Terms and Conditions of Hiring the no smoking policy should be more prominent possibly in capitals and also where you sign. Asked the Town Clerk to check with our insurance company if making this a non-smoking venue would reduce our premium.

Members of the Committee asked why rubbish bags were piled up outside the Town Hall. The Town Clerk stated that none of this came from the Town Hall this is commercial waste put there by various other businesses. All other properties keep their waste outside of their own premises and they should do this.

It was proposed that the Town Clerk should write to Kennet asking them to make sure that the bags are put outside their own property and not the Town Hall.

Councillor Mrs E. M. Hannaford was asked if she could pursue this as a Kennet Councillor.

- d) Consider re-print of Town Hall brochure  
The Town Hall brochure was last printed in 2004 the printing of a new version for 2007 needs to be considered especially showing the rooms in a better light and with the new no smoking policy added in the brochure.

252/06 **CHRISTMAS DECORATION OF TOWN HALL & COUNCIL OFFICES**

The Town Clerk stated that she had been in contact with the Forestry Commission who had agreed to donate a large Christmas tree for The Green and three for the Town Hall one to go on the balcony and either side of the front steps. However we do not have a budget for lighting. Will need to wait until we have the price for the connection for the tree on The Green before we will know if we have any money to fund this.

As trustees of the second biggest building in the High Street we would like to be more involved in the meetings of the Christmas Lights Committee especially considering they would like the Council to take over the erecting, dismantling and storing the lights as they are asking us to take on something that we have no input whatsoever.

It was agreed that the Town Clerk should continue with organising the tree on The Green and the trees for the Town Hall.

253/06 **TOWN HALL PROJECT**

The Committee received information on the initial discussion with Kennet District Council on the future use of the disused toilet block and cells area.

Following a discussion it was agreed that this should be put in its present form to be recommended by Full Council.

254/06 **REQUEST FOR PERMISSION TO REPRODUCE A PHOTOGRAGH**

The Committee considered the request to reproduce German wartime aerial photograph in proposed book and following a discussion it was –

Following a discussion it was agreed that the gentleman should reframe the photograph, taking great care not to damage it would also be nice to receive an acknowledgement in the book for the person who gave this photograph to us and to the Town Council.

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Meeting closed at 9.45pm