

## MARLBOROUGH TOWN COUNCIL

### PROPERTY COMMITTEE

Minutes of the meeting of the **Property Committee** held on the **18<sup>th</sup> October, 2010** in the **Council Chamber, Town Hall, Marlborough at 7.55 pm.**

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<b>PRESENT</b>	Councillor G. Loosmore Councillor A. Ross Councillor S.R. Dobson Councillor G. Francis Councillor Mrs E.M. Hannaford-Dobson Councillor Mrs P. Dow Councillor M. Houlden	Chairman Mayor
<b>ALSO PRESENT</b>	Mr. L. Costello Mrs S. Fry	Town Clerk Office Manager

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

**247/10 APOLOGIES**

There were no apologies for absence

**248/10 DECLARATION(S) OF INTEREST**

There were no declarations of interest.

**249/10 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed Councillor Houlden to the committee.

The Chairman reported that 2 items on agenda item 5 will be discussed later in the meeting under part 2.

**250/10 MINUTES**

Proposed by Councillor Mrs E.M. Hannaford-Dobson, seconded by Councillor G. Francis and -

**RESOLVED:** by 5 votes for with 2 abstentions that the Minutes of the meeting of the Property Committee held on the 13<sup>th</sup> September, 2010 were a true record and signed by the Chairman subject to the following amendment –

**Min No. 188/10** Councillor Mrs P. Dow gave her apologies and The Mayor was present at the meeting.

251/10

## **REPORT ON THE PROPERTIES OF THE TOWN COUNCIL**

The Town Clerk gave the following report :-

### **Town Hall**

#### **a. Town Hall Steps.**

The 30 day statutory consultation period on the stopping order application commenced 30 September. Wiltshire Council have requested a revised planning application to vary the width of the pavement. The application has been submitted on our behalf by Andrew Bumphrey.

#### **b. Town Hall refurbishment**

The council's architect is carrying out a feasibility study on this project.

Councillor Mrs E.M. Hannaford-Dobson gave a copy of the refurbishment plans for the Town Hall that were drawn up in 2004.

#### **c. Sound and Lighting System**

Further details on this will be considered in part II of the meeting.

#### **d. Public Telephone**

The public telephone has gone faulty. Given the limited use of the facility, and the cost of replacing the phone which is in the order of £100, it is proposed that the phone not be replaced. The proposal is that the line be kept so that broadband access can be supplied from the Town Hall. This will allow public to have Wi-Fi access using the BT fon service.

Proposed by Councillor Mrs P. Dow, seconded by Councillor G. Francis and –

**RESOLVED:** unanimously that the Town Clerk investigate costs for the telephone in the Town Hall to be for emergency calls only and also for the installation of broadband, checking that the signal strength for broadband is good in all areas of the Town Hall.

### **5 High St Offices**

I would recommend that the committee carry out a review of the fire risk assessment, in particular the fire exit arrangements for those working on the upstairs floor.

Proposed by Councillor Mrs P. Dow, seconded by Councillor M. Houlden and –

**RESOLVED:** unanimously that the architect be ask to review the fire risk and also advice is sought from the fire officer.

### **5 High St Shop**

The property has been recently let on a 10 year lease.

### **5 High St Flat 1**

Nothing further to report. One of the tenants has recently moved out, although the other tenant will be taking over the tenancy on his own.

### **5 High St Flat 2**

The flat is currently vacant. Adverts have been placed in local shops.

Proposed by Councillor S.R. Dobson, seconded by Councillor Mrs P. Dow and –

**RESOLVED:** unanimously that the rent for this property be reviewed in 6 weeks time and that the parking for tenants be put on the next agenda of the property committee.

### **Merchants House**

This property has been let on a 7 year lease until March 2012 for a peppercorn rent.

It was agreed that the Town Clerk produce a paper on the rent for this and that this be placed on the next agenda of the property committee for discussion.

The re-charging of insurance for all properties to be addressed.

### **1 Kingsbury St Shop – Helen and Douglas House**

This property has been let on a 10 year lease until December 2016. The rent review date is 10 December 2011.

### **1A Kingsbury St Flat**

This flat has been let.

### **2A Kingsbury St Flat**

This flat has been let.

### **3 Kingsbury St Shop**

The tenant has given notice that she will not be extending the lease. Cater Jonas are negotiating on our behalf with a prospective tenant.

### **Recreation Ground Cottage No. 1**

The property has been let. Nothing further to report.

### **Recreation Ground Cottage No. 2**

The property has been let. Nothing further to report.

### **Elcot Lane Pavilion**

The pavilion has been leased to Marlborough Boxing Club for 25 years. The first five years are at a peppercorn rent with a rent review due at the end of that period. As a condition of the lease the club are required to refurbish the building. The club have been unable to start work on refurbishing the building until they get final approval from the funding body that are financing the works. In the meantime the condition of the pavilion has deteriorated as a result of vandalism. It is anticipated that the refurbishment works will commence shortly.

The Town Clerk to check the lease regarding timings for the commencement of work, this to be reported on at the next property meeting.

### **Chantry Lane Toilets**

There was a recent problem with the plumbing which resulted in a large amount of water being used. The problem has now been repaired.

### **Workshop**

Nothing further to report.

### **Bus Shelters**

The bus shelters are inspected and checked on a regular basis. Some of them need specialist graffiti removal treatment. If advice is needed regarding the removal of the graffiti Wiltshire Council have operatives who are trained for this.

It was agreed that the installation of bus shelters outside Lloyds Bank and 'One Stop' be investigated as this would be the ideal place for the train timetables to be sited.

Councillor Pitts reported that there is money available for a seat which can be placed under the shelter of 'One Stop'.

**252/10**

### **EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor S. R. Dobson, seconded by Councillor Mrs E.M. Hannaford Dobson and –

**RESOLVED:** unanimously that in view of the confidential nature of the business about to be transacted, if it is advisable in the public interest that the press and public be excluded from the remainder of the meeting.

**253/10**

### **QUOTATIONS FOR WORK TO TOWN HALL**

The Committee considered 4 tenders that have been received for the re-decoration of the Assembly Room.

Following discussion it was –

Proposed by Councillor Mrs P. Dow, seconded by Councillor Mrs E.M. Hannaford-Dobson and –

**RESOLVED:** unanimously that Tender A in the sum of £12,390.00 be accepted.

254/10

**TENDERS FOR UPGRADING THE SOUND AND LIGHTING SYSTEM AT TOWN HALL.**

Following a discussion it was –

Proposed by Councillor S.R. Dobson, seconded by Councillor Mrs E.M. Hannaford-Dobson and –

**RESOLVED:** by 2 votes for with 5 against that this item is deferred until it has been established if further financial assistance can be obtained.  
**This motion was lost.**

**FOR -** Councillors' S.R. Dobson and Mrs E.M. Hannaford-Dobson.  
**AGAINST-** Councillors' G. Loosmore, Mrs P. Dow, G. Francis, A. Ross and M. Houlden.

Proposed by Councillor Mrs P. Dow, seconded by Councillor G. Francis and –

**RESOLVED:** by 5 votes for with 2 against that quotation A in the sum of £49,452.47 be accepted.

**FOR-** Councillors' G. Loosmore, Mrs P. Dow, G. Francis, A. Ross and M. Houlden.  
**AGAINST -** Councillors' S.R. Dobson and Mrs E.M. Hannaford-Dobson.

255/10

**KINGSBURY STREET FLAT**

It was agreed that the information given be noted and that the Town Clerk write to the tenant requesting an update on his current situation.

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The meeting closed at 9.00 pm