

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 28 July 2025 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Emily Trow	Town Mayor
	Councillor Mark Cooper	
	Councillor Caroline Sadler	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer

PUBLIC QUESTION TIME

There were no members of the public present.

112/25 APOLOGIES

Apologies for absence had been received from **Councillor Beaumont**.

113/25 DECLARATIONS

There were no declarations of interest.

114/25 CHAIR'S ANNOUNCEMENTS

There were no announcements.

115/25 MINUTES

RESOLVED: that the minutes of the meeting held 7 April 2025 were confirmed as a true record and signed by the Chair

116/25 ACTION LOG

Members noted the updated action log.

117/25 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report. Verbal discussions included:

- The platform lift in the Court Room at the Town Hall has been replaced
- One of the commercial lets had seen a change of owner after the business was sold. Although there were currently no plans by the new owner to change the

nature of the business this prompted a discussion about whether future leases should include a clause regarding change of this nature

118/25 VENUE HIRINGS

Members noted the Office Manager's report and detailed breakdown.

119/25 WORKSHOP EXTENSION

The **Town Clerk** reported that the project to extend the workshop at Salisbury Road Recreation Ground was nearly complete:

- The greenhouse had been delivered and was ready to be erected
- Following a site meeting, an agreed snagging list had been produced and the Grounds Manager was aiming to get everything completed in August
- A date would be set, probably in September, to invite Councillors to tour the facility

With a few bills still to come in, it was looking like the project would come in on budget.

More broadly, the Grounds Manager was researching adding a vehicle barrier to provide additional security from the Salisbury Road car park entrance.

120/25 COMMUNITY AND YOUTH CENTRE

Members noted the Town Clerk's report on the most recent building maintenance works that had been completed.

A painter had been booked to start work in November to work flexibly around hirings, repainting all interior rooms with the sports hall scheduled for the February 2026 half term break.

121/25 BUDGET REPORT MONTH 3

Members noted the Property budget report at month 3 with no issues arising.

122/25 PROPERTY FINANCIAL RISK MANAGEMENT

Members noted the Town Clerk's report and the property risk register that had been drawn up by the Chair and Town Clerk. Discussion points included:

- Appreciation for the work which had produced a clear, understandable view of the entire property portfolio, financial risks of each building with scores showing probability and estimated costs
- The register would provide a good tool for future years' budgeting purposes
- Whether any of the items could be addressed from the current year's budget

RESOLVED: (i) to replace the curtains in the Court Room at the Town Hall and make repairs to the roof of the Elcot Lane Pavilion and works to its electrics in FY 2025-26

RESOLVED: (ii) to investigate costs for repairs to the windows at the Community & Youth Centre

124/25 LOFT SPACE AT THE TOWN HALL

Members considered a feasibility report provided by the Town Council's architect to make use of the loft space on the 2nd floor of the Town Hall:

Option 1 – creation of a room and storage cupboards in the loft space with access via a new staircase to be created at the back of the Assembly Room stage

Option 2 – as option 1 with the addition of a new lift between the ground and 2nd floor using the current passenger lift location

Discussion points included:

- Whether there were health and safety risks associated with the current use of the space by the Marlborough Players
- Adding a new lift would require headroom for the lift mechanism protruding above the current roof line of the Town Hall – this would likely be deemed unacceptable from a conservation perspective
- Whether to keep the space as storage, or use for other purposes (heritage tours or an archive reading room had been suggested in the past)
- If agreed, the works to the stage might create an opportunity to update the current lighting system which could only be accessed from a scaffolding tower
- At this stage only the feasibility of creating the space had been considered. The next stage would be to identify likely costs
- Whether any grant funding might be available

RESOLVED: to obtain a costed plan for option 1, and identify whether external financing could help to fund the project

125/25 TENANT SELECTION SUB-COMMITTEE

Members considered whether to set up a Tenant Selection Sub-Committee (TSSC) (under para. 5.2 of the Scheme of Delegation) and its proposed terms of reference:

- The TSSC to comprise 2 members of the Property Committee plus the Town Clerk
- To meet as required, whenever a new tenancy or eviction decision is required
- To base tenancy selection decisions on an agreed decision score sheet; and that TSSC should finalise and agree the draft score sheet at its first meeting prior to making an actual tenancy decision
- To factor the property agent's advice into the decision making process

RESOLVED: (i) to create a Tenant Selection Sub-Committee (TSSC) comprising **Councillors Hall, Trow** and the **Town Clerk** with draft terms of reference as proposed

RESOLVED: (ii) TSSC to hold an initial meeting to agree selection criteria and finalise the score sheet and terms of reference

126/25 MATON PAINTINGS

Members noted a request from the Merchant’s House to consider loaning the Town Council’s seven Maton paintings for an annual exhibition of the artist’s work each year between March and July. Discussion points included:

- The paintings had been loaned for an exhibition earlier in the summer which had been very successful
- If agreed, the Merchant’s House would cover insurance costs for the loan period
- An annual agreement could be drawn up, with the Council’s agreement being revisited each year

RESOLVED: to loan seven Maton paintings to the Merchant’s House for an annual exhibition each year from March to September

127/25 EXCLUSION OF 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

128/25 LEASE CONSIDERATION

RESOLVED: to instruct the Town Council’s solicitor to amend the lease for a community group in line with the Town Clerk’s proposal, to clarify responsibilities for both parties

The meeting closed at 8.14 pm

Signed:
Chair

Date: