

# Marlborough Town Council

Tel: 01672 512487  
Fax No: 01672 512116  
VAT No: 195 5986 93  
Town Clerk: Mr Spencer-Williams PSLCC  
[www.marlborough-tc.uk](http://www.marlborough-tc.uk)  
E-mail: [enquiries@marlborough-tc.gov.uk](mailto:enquiries@marlborough-tc.gov.uk)



COUNCIL OFFICES  
5 HIGH STREET  
MARLBOROUGH  
WILTSHIRE  
SN8 1AA

29<sup>th</sup> June 2021

To: Councillors serving on the Property Committee – Cllrs R Allen, K Cleasby, J Davies, L Farrell, N Fogg, M Hall (Vice Chair), G Loosmore (Chairman), J Waltham plus the Town Mayor

Dear Councillor,

You are summoned to attend the next meeting of the **Property Committee**, which will be held on **Monday 5<sup>th</sup> July 2021 immediately following the Planning Committee and not before 7.30 pm.**

Yours faithfully

*Richard Spencer-Williams*

Mr R Spencer-Williams, FSLCC  
Town Clerk

This meeting will be held at the Town Hall according to the latest Government Covid Safety Guidelines.

All those in attendance at the meeting will be required to wear a face mask unless exempt or when talking.

There will be twelve places for members of the public to attend. If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this by noon on the Friday prior to the meeting and provide in writing their question at the same time.

No members of the public will be allowed to attend if all the allocated seats are taken.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

**Public Question Time** - In accordance with Standing Order 3 (f), members of the public may ask questions of the Property Committee. The time allocated for this should not exceed 10 minutes and be limited to 1 question per person unless directed otherwise by the Chairman. A full response may not be possible without further research and the Chairman may direct that a written or oral response be given.



# **A G E N D A**

- 1. Apologies for Absence**
- 2. Declarations of Interest**  
To receive any declarations of interest or requests for dispensations
- 3. Chairman's Announcements**
- 4. Minutes**  
To approve and sign the minutes of the meeting held on Monday, 6<sup>th</sup> April 2021 as a correct record.
- 5. Report on Town Council Properties**  
To note the contents of a report by the Office Manager about Town Council-owned properties.
- 6. New Workshop**  
To note an update report by the Town Clerk on the planning application for the new workshop at the Common.
- 7. Town Hall**  
To note the Town Clerk's report including an update about the external works
- 8. Youth and community Centre**  
To note an update report by the Town Clerk on the Youth and community Centre
- 9. Fencing at 2 Recreation Cottages**  
To consider the Town Clerks recommendation for replacement fencing at 2 Recreation Cottages
- 10. Heritage Centre at Salisbury Recreation Ground**  
To receive a verbal presentation by Cllr Ross on the proposed development of a Heritage Centre at Salisbury Recreation Ground and consider the project development.
- 11. Flag Poles**  
To update on the matter of installing flagpole and re-confirm the Committees resolve to install flag poles at the Town Hall, Salisbury Recreation Ground, and the Community and Youth Centre
- 12. Depot at Salisbury Recreation ground**  
To note the update report by the Town Clerk on the break in at the depot at Salisbury Recreation ground
- 13. To consider the request to use of the Youth and Community Centre by the Lyons Club**

**14. Exclusion of Press and Public**

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.

**15. Fire Alarm improvements at the Council Offices (and flat)**

To consider the Fire Alarm improvements at the Council Offices (and flat)

**16. Golf Club, Bowls Club, and Rugby Club leases**

To review and consider the Councils approach to the Golf Club, Bowls Club, and Rugby Club leases

**17. Tenancy Rent Review**

To consider and review rent arrangements.

## REPORTS

### ITEM 4 Minutes

#### MARLBOROUGH TOWN COUNCIL PROPERTY COMMITTEE

Minutes of a meeting of the **Property Committee**, which was held on **Tuesday, 6 April 2021** via videoconference at 7.45 pm.

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<b>PRESENT:</b>	Councillor Guy Loosmore	Chairman
	Councillor Mark Cooper	Town Mayor
	Councillor Nicholas Fogg	
	Councillor Alexander Kirk Wilson	
	Councillor Peter Cairns	
	Councillor Susie Price	
	Councillor Andy Wilson	
	Councillor Jo Waltham	
<b>ALSO PRESENT:</b>	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Administrator
	Councillor Andrew Ross	Observing
	Councillor Lisa Farrell	Observing
	Councillor Mervyn Hall	Observing
	Councillor Jane Davies	Wiltshire Councillor – West Selkley
	Councillor James Sheppard	Wiltshire Councillor – Ramsbury
	Neil Goodwin	Marlborough.News

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#### **PUBLIC QUESTION TIME**

There were no questions.

**520/20 APOLOGIES**  
Apologies for absence were received from **Councillor Dow**.

**521/20 DECLARATIONS**  
There were no declarations of interest.

**522/20 CHAIRMAN'S ANNOUNCEMENTS**  
The Chairman welcomed Town Clerk **Richard Spencer-Williams** to the meeting. As this was the last meeting of the Committee in this Council term, the Chairman thanked all Members for their support in making decisions for the town and looked forward to seeing how projects would progress under the next Council. He particularly wanted to thank those Councillors who would be retiring for their help and efforts and was sad to see them go.

**523/20 MINUTES**  
**RESOLVED:** that the minutes of the meeting held **Monday, 25 January 2021** were approved as a true record and signed by the Chairman

- 524/20 REPORT ON TOWN COUNCIL PROPERTIES**  
Members noted a report by the Office Manager about Town-Council owned properties.
- 525/20 NEW WORKSHOP**  
Members noted an update report by the Town Clerk on the planning application for the workshop on The Common.
- 526/20 TOWN HALL**  
Members noted the Town Clerk's report including an update on the external works, and that cleaning of stonework at the front of the building had been included while the scaffolding was in place. This had not been included in the original quotation but the cost of £1,500 could be covered by the contingency within the overall budget.
- Councillor Fogg left the meeting.*
- 527/20 YOUTH AND COMMUNITY CENTRE**  
Members noted an update report by the Town Clerk.
- Anti-social behaviour, including smashed bottles, had been reported presenting both a health & safety risk and a nuisance for near neighbours. A meeting was suggested to take place soon between the **Town Clerk** and **Councillors Farrell, Price and Loosmore** to better understand the issues and identify possible solutions.
- 528/20 GEORGE LANE TOURIST INFORMATION FACILITY**  
Members noted an update report by the Town Clerk. Questions included whether additional signage was planned (locations in the High Street, George Lane and Hilliers Yard were suggested). The **Town Clerk** agreed to follow up with the Tourism Officer and bring any proposals back to the next meeting if there were no existing plans in place.
- A numbering error on the agenda was noted, where item 10 was listed as a general discussion, but a report numbered also as item 10 on a different topic had been included. It was agreed to take these as separate discussion points.*
- 529/20 MARLBOROUGH PLAYERS**  
Members considered a request by The Marlborough Players to extend the period granted for concessionary rates. Members expressed a great deal of sympathy for the Arts sector which had been hit particularly hard by restrictions to control the Coronavirus pandemic.
- RESOLVED:** to extend the existing concessions for the Marlborough Players for an additional 12 months (2021-2022).
- 530/20 PROPERTY MATTERS**  
The Chairman had requested an agenda item for a general discussion on Property Matters in order that Members could share ideas. This included a discussion on existing or proposed projects to flag as priorities for the next Council which included:
- Community & Youth Centre – to begin the process of a Community Asset Transfer or negotiating an extended lease as soon as possible to secure the future of this valuable resource for the community
  - The new workshop at Marlborough Common

- A proposed Heritage Centre at Salisbury Road Recreation Centre once the existing workshop was vacated. Ideas for this included a reading room and photographic displays in partnership with The Merchants House
- Whether to include an annual standing agenda item for a general review of property matters to future meetings

The meeting closed at 8.30 pm

Signed: ..... Date: .....  
Chairman



## **ITEM 5. Report on Town Council Properties**

### **To note the contents of a report by the Office Manager about Town Council-owned properties.**

- **5 High St Offices** – Office open via door entry system due to covid restrictions. Quote for fire alarm system update has been received
- **5 High St Shop** – Shop has reopened. Current lease expired and tenants remain under a 'Tenancy at Will' letter which continues the terms and conditions of the lease.
- **5 High St Flat 2** – Change of tenant as of 23<sup>rd</sup> July. Planned decoration works and deep clean.
- **The Merchant's House** – Nothing to report
- **1/2 Kingsbury St Shop** – Nothing to report
- **1A Kingsbury St Flat** – Nothing to report
- **2A Kingsbury St Flat** – Nothing to report
- **3 Kingsbury St Shop** – Reopened
- **3a Kingsbury St. Studio Flat** – Nothing to report
- **3b Kingsbury St. Studio Flat** – Nothing to report
- **Recreation Ground Cottage No. 1** – Oven repairs carried out.
- **Recreation Ground Cottage No. 2** – Replacement bathroom suite fitted. Needs new fence.
- **Elcot Lane Pavilion/Boxing Club** – Nothing to report
- **Bowls Club** – New lease agreement to be finalised.
- **Marlborough Community & Youth Centre** – Reopened under current covid restrictions
- **Coopers Corner Toilets/Community Room/Tourist Inf Point** – Community Fridge Project is now open. Waiting for a quotation for the replacement of one of the coin receptacles which has been damaged.
- **Workshop** – See **Agenda item 8**
- **Bus Shelters** – Refurbishment ongoing.
- **General** - Legionella testing continues to take place monthly at the Town Hall, Offices and MC & YC

Office Manager – June 2021



## **ITEM 6. New Workshop- update**

1. The planning application for the new workshop at land off Port Hill went live on the 23.4.21. The application can be viewed here. [Planning Application: PL/2021/04223 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-application/PL/2021/04223). The consultation deadline is the 25.6.21, with a decision deadline of the 18.7.21
2. There was a site meeting on the 15.6.21 involving the Town Clerk, Grounds Manager and Woolley and Wallace, the Chartered Surveyor who is leading on the planning process for us as instructed.
3. A number of internal and external requirements were discussed including;
  - Access
  - Doors and windows
  - Security and CCTV
  - Internal storage and Construction of a mezzanine
  - Toilet and amenities
  - Fabrication & construction– walls, floors, guttering
  - Utilities & power supply
  - Lighting
  - Electric charging point
4. Woolley and Wallace are in the process of drawing up a set of plans and obtaining indicative quotes to inform further Council consideration.
5. The matter of levelling the site and removing the surplus soil was also discussed. Options for doing this are being explored to identify the most cost-effective way of achieving this. A solution is yet to be identified.



## **ITEM 7. Town Hall**

### **1. Town Hall Bookings**

The following events/hirings are booked for the Town Hall in the coming months (June to end of September) –

- Wedding Ceremonies – 11
- Craft Fairs – 4
- Photo Club – 2
- \*Dinners – 2
- \*Wedding Receptions – 2
- \*Concerts – 2

\* Subject to covid restrictions being relaxed

### **2. External Works update (as advised by agent)**

- The works on the southeast and west (front) sides are almost complete and is ongoing on the north side.
- The scaffolding at the front is being removed. However, the north and south side scaffolding has to remain to allow the scaffolding to be extended to reach the cupola on the roof. This extended scaffolding will be in place by the end of the week.
- Timber repairs have been carried out on fasciae and soffits where these were found to be rotten, and the rotten window into the roof space has been replaced. Repainting has been undertaken throughout.
- Pigeon spikes have been refitted where they were missing, and new pigeon netting installed at the front.
- The stone on the front has been cleaned.
- Lead has been fitted to areas of the bay window roof where it was leaking. The internal making good has yet to be completed.
- Cartys have promised a concerted effort to complete works on the north side and cupola (Kingsbury Street) with a view to getting the scaffolding down again and the traffic restrictions in Kingsbury Street removed as soon as possible. It is planned to do this by 16<sup>th</sup> July however due to the amount of scaffolding to be removed I think there is the possibility that this could be delayed by a week. Once the scaffolding is away there are a number of works to be completed at ground level including replacement of some railings, these have been made and are ready to be fitted.
- All works should all be complete by the end of July.
- Repairs and additional works found to be necessary have all been completed within the contingency sums allowed so the final account will be well within the contract sum.



## **ITEM 8. Youth and community Centre – update**

1. The following groups have returned to the centre following the lifting of lockdown restrictions –

- Kumon – 2 x per week
- Pre School music classes – 3 x per week
- Toddler Group – once a week
- Judo – once a week
- Barnardo's – Youth Club
- Youth Club x 1

2. In addition to the above groups we now have regular hirings for –

- Impact Martial Arts – 2 x per week
- Ladies Kick Boxing – 1 x per week



## **ITEM 9. Fencing at 2 Recreation Cottages**

1. The fencing along the boundary wall a 2 Recreation Cottages needs repair and replacing.
2. A quote to replace the two worse panels of the worst section was obtained and quoted £800 (circa) for the works.
3. On the 10.5.21 myself and the Grounds Manager visited the property and with the permission of the tenant viewed the fence on both sides. In addition to the section shown (below), the fence is propped up by a lamppost, various internal bracket arrangements, and wires. The section shown is very insecure and presents a risk to both the security of the property and also potentially the public.
4. It would seem that if it would make good business sense to make good the whole fence as one job lot. Additionally, to replace any new fence with concrete posts and gravel boards, with panels that sit within this arrangement. This would mean an initially significant up-front cost, but a more cost effective and sure way to maintain the fence in the future.
5. The works are a complicated with is limited space to put posts in and the potential for damaging underground services, and as such is beyond the capability of our ground staff. Some of the posts look to have historically been sunk deep enough for this reason.

### **Recommendation**

6. To replace the whole fence as one job lot, with concrete gravel boards and post, and for this to be by an external contractor. However, it is recognised that this approach has budget implications.
7. The Committee are asked to consider the matter and instruct the Town Clerk accordingly and clarify the budget support for the chosen course of action. There is a property maintenance budget which currently is at £14,700.
8. NB. Since the site visit on the 10<sup>th</sup> May, the Grounds Manger has approached seven companies requesting they supply a quote for the whole job, not no one has responded as yet.



## **ITEM 11. Flag Poles**

1. Following a Council resolution, a planning application for Advertisement Consent was submitted to Wiltshire Council. This was granted on the 10.12.18 to display flags on a wall mounted flagpole attached to the Community and Youth Centre, and on a reinstated flagpole at the entrance to the Recreation Ground with only the Town Council/Civic Flags to be flown from both.
2. One quote was obtained at the time for installing the flagpole at Salisbury Road Recreation Ground. An indicative cost then for this work was £550 (installation only).
3. If the Committee wishes to proceed an up-to-date quote will need obtaining, both for;
  - installing the flagpole at Salisbury Road Recreation ground, at the Town Hall and the C&YC.
  - Brackets & Fixings
  - Flag Poles
  - Flags (indicative cost £300 each)
4. There is 40ft (approx) flagpole stored at the Town Hall which could be used, but this would need assessing, as it has been stored there a number of years.
5. Also, it would also be prudent to have the preferred locations for flag poles to be assessed in respect of the fixing arrangements to be sure they are suitable.
6. A supporting budget for this matter needs also to be clarified.
7. The Committee are asked to consider the matter and instruct the Town Clerk accordingly.





Youth Centre

ESS

6

10

30b

30a

28a



**ITEM 12. Depot at Salisbury Recreation ground**

1. The workshop was broken into in the early hours of the 21.6.21. Various strimmer's, and tools were stolen to the value of £4,575 (based on replacement value). Crime Scene Investigators have been on-site, and an insurance claim has been submitted.
2. Temporary measures to re-secure the premises where the door was forced have been made. Further security fixings (metal grated doors) are being investigated as an additional measure.
3. We are looking at hire options to keep the ground staff going, and scoping replacement tools.

**ITEM 13. Request to use the Youth and Community Centre by the Lyons Club**

1. Karen Collie Secretary, Marlborough & District Lions Club has contacted the Council to ask if it would it be possible to use a room in the Youth Centre.
2. The club meets once a month (on the 3rd Wednesday), currently on-line, are hoping that we can meet up together reasonably soon.
3. They previously used the White Harte in the High Street, but this has now closed, and are looking for a Marlborough based venue.
4. They have also requested if it can be made available free of charge.
5. The Committee are asked to consider the matter and instruct the Town Clerk accordingly.

**ITEM 14. Exclusion of Press and Public**

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.