

Marlborough Town Council



23 September 2025

To: Councillors serving on the Property Committee – Councillors Mark Cooper, Mervyn Hall (Chair), Caroline Sadler (Vice-Chair), Abi Beaumont, plus the Town Mayor Councillor Emily Trow

Dear Councillor

Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Monday, 29 September 2025 at 7pm** in the **Council Chamber, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday before the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. Some members of the public may not be allowed to attend if all the allocated seats are taken.

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

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 one question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest**
To receive any declarations of interest or requests for dispensation
- 3. Chair's announcements**
- 4. Minutes**
To approve and sign the minutes of the meeting held on 28 July 2025
- 5. Action Log**
To note and review the Action Log
- 6. Report on Town Council Properties**
To note a report by the Office Manager about Town Council-owned properties
- 7. Town Hall and Community and Youth Centre Bookings**
To note the update report on the Town Hall and Community and Youth Centre bookings
- 8. Workshop Extension**
To receive and note a report by the Town Clerk on the Workshop extension
- 9. Budget Report Month 5**
To note and consider a Property finance report for Month 5
- 10. Marlborough Area Youth Forum**
Consideration of a request by Marlborough Area Youth Forum to reduce their hire charges
- 11. Community and Youth Centre**
To consider the report on the water supply at the Community and Youth Centre
- 12. Budget 2026 27**
To consider the Committee's budget requirements for 2026 27



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

To note and review the Action Log

Action	Min #	Status	Date of meeting	Notes
217				
Investigate options for repair and maintenance of rear windows and rainwater goods at Kingsbury Street properties, esp. whether scaffolding required	451/23	In Progress	19/02/24	17.4.24 Architect and property agent contacted; specification/costing process started. Funding need on F&P agenda 22.4.24 – property EMR will need replenishing due to impact of boiler replacements at Town Hall. 9 7 24 Guttering now part of routine maintenance; awaiting architect response re: window repair works. 17 9 25 Architect specification received and tenders are being sought.
256				
Check the lease of Elcot Pavilion - still current? Review details and obligations within it re maintain/repair building	236/24	In Progress	22/10/24	The trustees on the lease are out of date ; the boxing club has been informed they need to offer two new names and are yet to provide these (reminder email sent 23.1.25). Email sent 29 7 25 to offer new lease and assist with roof. 4 8 25 Boxing Club acknowledged email; now awaiting contact by Boxing Club to sort trustees/lease. Follow up email sent 16 9 25.
282				
Cllr Hall to Follow up with the Boxing Club to discuss the lease, offer advice on seeking new Trustees and suggest sources of grant funding	417/24	In Progress	07/04/25	

Town Clerk 16 9 25

To note a report by the Office Manager about Town Council owned properties

- **5 High St Offices** – Repairs to toilet. Fire alarm service complete
- **5 High St Shop** – Fire alarm service complete
- **5 High St Flat 2** – Nothing to report
- **1/2 Kingsbury St Shop** – Nothing to report
- **1A Kingsbury St Flat** – Nothing to report
- **2A Kingsbury St Flat** – Insulation works complete
- **3 Kingsbury St Shop** – Fire alarm service complete
- **3a Kingsbury St. Studio Flat** – Blocked drain cleared
- **3b Kingsbury St. Studio Flat** - Insulation works complete
- **Recreation Ground Cottage No.1** – Replacement lock fitted, and chimney swept
- **Recreation Ground Cottage No. 2** – Nothing to report
- **Elcot Lane Pavilion/Boxing Club** –Nothing to report
- **Bowls Club** – Nothing to report
- **Town Hall** - Repair to urinals complete. Installation of replacement lift completed. Fire alarm service complete
- **Marlborough Community & Youth Centre** – Window repair carried out. Fire alarm service complete
- **Coopers Corner Toilets/Community Room/Tourist Info Point** – Community Fridge Project is running successfully and is well supported. The Community Garden is thriving, and public gardening sessions are taking place.
- **Bus Shelters** – Refurbished
- **General** - Legionella testing continues to take place monthly at the Town Hall, Offices and MC & YC. Window cleaning carried out at Town Hall, Office and Kingsbury St.
- **Kingsbury Street** – Clearing and cleaning of gutters on flat roof.

Office Manager – September 2025

ITEM 7**TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS**

To note the update report on the Town Hall and Community and Youth Centre bookings

TOWN HALL – APRIL 2025 TO SEPT 2025

WEDDING CEREMONY COURT ROOM	WEDDING CEREMONY COUNCIL CHAMBER	WEDDING RECEPTION & CEREMONY	SALES	MEETINGS	COUNCIL EVENTS/ MEETINGS	PLAYS/FILMS CONCERTS ART	CHARITY DINNERS PRIVATE EVENTS	ORGANISATIONS EG NHS	WAKES/ FUNERAL
11	9	1	6	9	50	2	8	28	2

Total Income received as of 19.09.2025 - £13,838

TOWN HALL – APRIL 2024 TO SEPT 2024

WEDDING CEREMONY COURT ROOM	WEDDING CEREMONY COUNCIL CHAMBER	WEDDING RECEPTION & CEREMONY	SALES	MEETINGS	COUNCIL EVENTS/ MEETINGS	PLAYS/FILMS CONCERTS ART	CHARITY DINNERS PRIVATE EVENTS	ORGANISATIONS EG NHS	WAKES/ FUNERAL
6	8	2	4	11	41	7	15	22	2

Total Income received as of 19.09.2024 - £14,306

For Town Hall hirings analysis see Appendix 1

MC & YC HIRINGS – APRIL 2025 TO SEPTEMBER 2025

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
3	20	66	0	3	2	0	51	4

Total Income received as of 19.09.2025 - £3,495

MC & YC HIRINGS – APRIL 2024 TO SEPTEMBER 2024

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
25	18	65	0	2	2	15	28	2

Total Income received as of 19.09.2024 - £3,453

To receive and note a report by the Town Clerk on the Workshop extension

Purpose

The purpose of this report is to appraise the Committee of the completed work to extend the workshop.

Background

Since 2022 work has been undertaken to extend the Grounds Team workshop to:

- Increase the access and parking
- Increase the secure storage for plant and equipment
- Increase the workshop space
- Improve the greenhouse facility
- Provide staff amenity space and facilities
- Provide Grounds Manager office space
- Improve ease of movement, transactional activity and the overall health and safety of the site
- Ensure a clear boundary

Please see Appendix 2 for outline plan.

There was an Ear Marked Reserve (EMR) of £264,272 to enable this project.

Status

All work has now been realised and completed, with the exception of the solar panels, EV charger, and the rainwater harvesting tank.

Cost

The total cost to date is £255,691. Please refer to Appendix 3 for full expenditure breakdown. It should be noted the EMR has been utilised to both enable the phased building works, as well as equipping the new areas with the necessary fittings, and items required to enable the workshop to function more safely and effectively. There is £8,581 remaining.

Pending Tasks

Rainwater harvesting tank and fixtures - cost £500

Storage Cabinet – cleaning products and toiletries – cost £150

Solar panels and EV charger

The Committee may want to consider progressing the solar panels and EV charger in the future. However, since the conception of the initial plan the Council has refreshed its energy suppliers and the electricity supply to the workshop is 100% renewable.

Proposal

Members are asked to note the report.

Town Clerk 16 9 25

To note and consider the Property budget report for Month 5

Please refer to Appendix 4.

Town Clerk 16 7 25

ITEM 10**MARLBOROUGH AREA YOUTH FORUM**

Consideration of the request by Marlborough Area Youth Forum (MAYF) to reduce their hire charges

Purpose

The purpose of this report is to ask the Committee to consider a proposal from **Councillors Shantry and Wrench** for the Council to reduce the hire charge payable by MAYF for the use of the Community and Youth Centre and replace it with an agreed fixed annual amount.

Proposal Report by Cllrs Shantry and Wrench**Background**

Many young people in Marlborough face significant challenges, including limited access to positive activities, poor mental health, and disrupted education. The pandemic worsened school readiness and social skills, contributing to a rise in anti-social behaviour. Marlborough is just 10 miles from Swindon and east of Devizes - both affected by County Line gangs and serious youth violence. We have experienced our first stabbings and Marlborough has now been listed by the Wiltshire Police & Crime Commissioner as a priority market town for extra policing this summer.

We believe in giving young people better options: safe spaces, trusted adults to talk to, and support in making positive choices. Our goal is to help them build confidence and resilience by taking responsibility and having a sense of belonging.

In mid-2022, the Forum was set up as a charity and we re-launched the local youth club with funding from the National Lottery, local government, and community grants. We employ an experienced Youth Worker who has successfully recruited volunteers and engaged third parties to offer a variety of activities.

Located near the town's main area of social housing - identified by Wiltshire Intelligence as an area of deprivation - the club reaches many young people facing multiple challenges, some at risk of exploitation. Initially attracting around 25 young people once a week, the club now runs twice weekly, with 50-70 attending each night. Success comes from offering a variety of activities, a safe place to relax, and free hot food.

We also host holiday activity days, open to everyone in the community age 5 and upwards, supported by local sports clubs, boosting awareness of our offer to encourage engagement. Wiltshire Council's FUEL programme now recognises our contribution, and two FUEL events have been arranged via the Forum this summer.

We make no charge for our services to ensure the club is as inclusive as possible.

To sustain this vital support, we are seeking help from Marlborough Town Council, representing the local community, to keep the club running through a contribution to our running costs, the 2nd largest of which is the rent we pay Marlborough Town Council.

Financial

The Forum books the MC&YC in advance for the Wednesday and Friday club sessions. Over our financial year September 24 – August 25, the Forum has paid £5,181 to MTC in rent.

It does benefit from a charity rate of £16.50 an hour (so £49.50 a session) but is subject to the same T&Cs as other renters so a cancellation (for example due to a shortage in volunteers) with less than 2 weeks' notice is charged at the full rate.

We are aware that MTC has several properties that are used by organisations such as the rugby, golf, bowls and boxing clubs; all of these derive an income from member subscriptions and the first 3 by operating a bar, 2 of which have a public license.

The Finance Committee will be aware of the rent payable by the rugby and golf clubs and know that neither are set at a commercial level and both benefit from extended set rate periods (i.e. no annual inflation-based rises). Bowls and boxing pay no rent, however, all four are responsible for maintaining their premises (though the boxing club has not done so). MTC, therefore, benefits from the rental income with no on costs.

The Merchants House also pay just a peppercorn rent. I think most would agree it is an exceptional case as the arrangement enables MTC to support the MH Trust for the wider community benefit.

The key points here are that

- Marlborough benefits from some great for profit and not for profit clubs and charities supporting the wider community*
- MTC operate different rental models, but the effect is to provide indirect financial support to the clubs (including commercial ones) and charities. The local precept/taxpayers are therefore subsidising their operations.*
- The Forum does not receive any financial support to run the youth club and provide activity days that benefit so many young people on an ongoing basis.*

Proposal

Given the important role the Forum plays in supporting the Marlborough's young people, particularly those from the more deprived areas of town, it is proposed that MTC reduces the rent payable by the Forum for its 2 sessions per week to a fixed amount – say £500 or £1,000 pa reviewed every 3 years.

This arrangement will provide certainty for the Forum in terms of its financial planning and support its ongoing viability.

The subsidy, as with the other clubs mentioned, will ultimately be a cost for the taxpayer.

- *The current precept (for 25/26) will raise £931,251*
- *An extra £4,500 in 26/27 onwards represents less than 0.5%.*

In return, the Forum will be better placed to continue what has become an essential services for many young people of Marlborough where every youngster is treated the same because there are no charges, no barriers or exclusions, contributing to their wellbeing and avoiding what for some would be alternative antisocial behaviour.

Thank you.

Cllr Kelvyn Shantry 22nd August 2025

Cllr Caroline Wrench 22nd August 2025

Town Clerk's note

The initial request by Cllr Shantry and Wrench was for this proposal to go directly to Full Council for principal agreement.

However, the Mayor and Town Clerk in liaison are asking both the Property Committee and the Finance and Policy Committee to consider the proposal in the first instance; in order that they can inform Full Council of the financial and policy implications and help ensure the Council can make an informed decision on the matter.

The Committee is asked to consider this proposal, and the financial implications for the property budget in the current year and/or following year(s) if supported. The Committee is asked to make a recommendation on the proposal to the Finance and Policy Committee for its October meeting. The Finance and Policy Committee will also be asked to consider the proposal, and in particular the policy implications.

The views of both the Property and Finance and Policy Committees will then be put before the Full Council at its November meeting (or next relevant meeting).

Town Clerk 17 9 25

To consider the report on the water supply at the Community and Youth Centre

Purpose

The purpose of this report is to provide an update on recent drinking water samples taken at the Marlborough Community & Youth Centre (MC&YC), the results found, details of subsequent mitigating measures taken and potential long-term measures.

Background

In June 2025, Thames Water visited the MC&YC unannounced and took drinking water samples to enable them to assess the quality of their water. Their initial samples identified an elevated level of lead and nickel, triggering a need to investigate further.

During a second visit, three samples were collected, one before flushing of the tap, a second sample collected after this activity and a third following a 30-minute period of stagnation which measured the lead concentration in the water, following a period of standing within the internal pipework. Their findings were as follows:

	Date	Lead Concentration (µg/l)	Current Standard (µg/l)	Nickel Concentration (µg/l)	Current Standard (µg/l)
Initial Sample	28.05.2025	11.7	10.0	-	20.0
First Draw Resample	13.06.2025	13.8	10.0	51.8	20.0
Post-Flush Resample	13.06.2025	1.0	10.0	Less than 0.7	20.0
30-Minute Stagnation Resample	13.06.2025	5.0	10.0	2.8	20.0

The current UK standard for the concentrations of lead in drinking water is a maximum of 10 µg/l (micrograms per litre). The regulatory limit for nickel is 20 µg/l (micrograms per litre).

Thames Water issued their findings and **recommendations**. Please see Appendix 5.

Subsequent to the Thames Water investigation, we contacted Houseman Environmental, the company responsible for our monthly Legionella testing, to seek their independent view and guidance on the best way forward.

We instructed Houseman to carry out water sampling, following the identical process to that of Thames Water and tested the following outlets:

- Ground floor kitchen
- Ground floor accessible toilet
- First floor kitchen
- Outside drinking water fountain

The results can be found at Appendix 6.

Current Status

From the sample results it shows that there are small traces of lead coming into the building. When the taps are flushed the level drops but doesn't disappear. After the 30-minute stagnation time it comes back into solution. This would suggest there is a lead supply pipe to the building, however Thames have said it is not in their network. Thames have **recommended** that the lead pipe should be located and replaced with new plastic pipework. Costs currently unknown for these works, however, should we decide to replace the supply pipe, Thames would charge a £500 re-connection fee to their supply.

Thames Water can carry out a Water Regulations Inspection of the property. The inspection is free but if issues are found, we have a legal obligation to fix them and pay costs involved.

The Ground floor accessible toilet had traces of nickel, which could be from the tap itself, although unlikely as they are modern taps.

The following mitigating measures have been taken:

- As part of current practice, we routinely flush the drinking water taps and record this information.
- Whilst our lead levels fall below 10 ug/l, quarterly sampling will now be carried out to ensure levels don't creep up.
- Filters which remove heavy metals in drinking water have been installed.
- A further nickel sample has been taken from the tank to ensure nickel is not present in the tank water – results pending.

Proposal

Members are requested to note the update and actions taken to mitigate risk to hirers and users of the building.

Consideration needs to be given to the potential need to replace lead pipes with plastic should these remedial measures fail to resolve the issue.

Clare Williams – Deputy Town Clerk
17 9 25

To consider the Committee's budget requirements for 2026 27

Purpose

The purpose of this report is to provide Members with an overview of current priorities and projects as agreed to date, in order for the Committee to review its priorities and projects for 2026-27 and to consider the budget requirements to support these. (Please refer to Appendix 4, Excel sheet as Item 9)

Priorities and Projects / Status

For 2025 26 the following agreed priorities are:

1. Maintain existing properties.
2. Workshop extension – phase 2
3. Marlborough Community and Youth Centre building works (as agreed)
4. Kingsbury Street rear windows and gutters

Proposed Priorities 2026 27

It is proposed that the Property Committee agrees the following as its list of priorities for budgeting purposes for 2026 27:

- 1. Maintain existing properties**
- 2. Marlborough Community and Youth Centre building works** (as agreed), and water supply remedial works if required
- 3. Kingsbury rear windows and gutters**
- 4. Town Hall loft room refurbishment feasibility work**

Budget Considerations

- Assumed 2.5% inflation oncost where applicable on provided services.
- Possible % increase to be added onto hire costs of venues (as previous years)
- The property maintenance EMR is £125,791. This may need to be replenished, in line with the 'Property Financial Risk Register' as discussed at the previous Committee meeting [Property Committee Agenda, 28 July 2025](#); Also please refer to Appendix 7.

Recommendation

Members are asked to consider and agree the Committee's priorities and budget requirements for 2026 27 and instruct the Town Clerk accordingly.

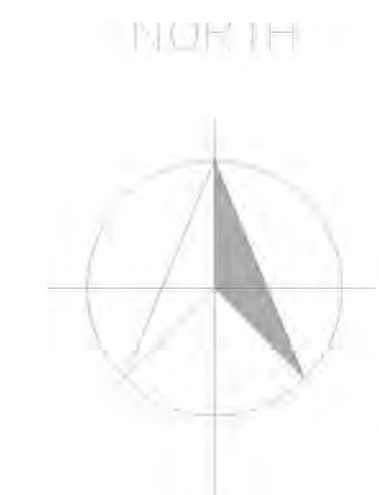
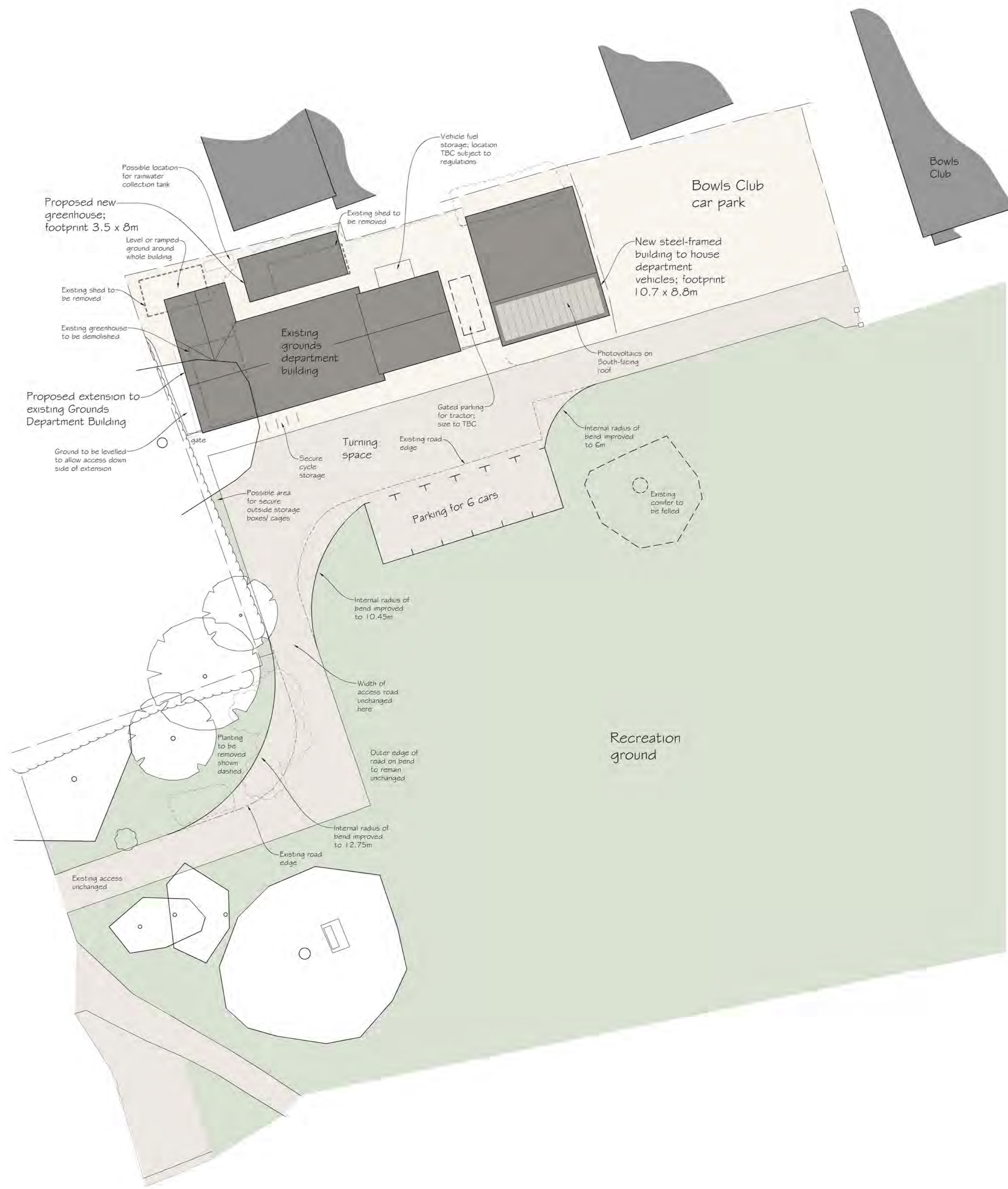
Town Clerk 16 9 25

TOWN HALL HIRINGS 2025/2026
APPENDIX 1

DATE	EVENT	COURT ROOM	ASSEMBLY ROOM	COUNCIL CHAMBER	TIMINGS	INCOME
01.04.2025	MEETING		COMMERCIAL HIRE		1 HR	£ 57.00
02.04.2025	MEETING	LOCAL ORG.			2.5HR	£ 45.00
04.04.2025	WEDDING			PRIVATE HIRE	2 HRS	£ 92.00
09.04.2025	MEETING		LOCAL ORG		3 HRS	£ 72.00
11.04.2025	SPORTS DINNER		LOCAL ORG		14 HRS	£ 336.00
12.04.2025	WEDDING	PRIVATE HIRE			2 HRS	£ 250.00
24.04.2025	MEETING		LOCAL ORG		3.5 HRS	£ 84.00
26.04.2025	ANNIVERSARY DINNER	LOCAL ORG.			DR	£ 531.00
	AS ABOVE		LOCAL ORG		DR	£ 792.00
03.05.2025	WEDDING	PRIVATE HIRE			1.5 HRS	£ 228.00
04.05.2025	WEDDING	PRIVATE HIRE			1.5 HRS	£ 228.00
06.05.2025	MEETING		LOCAL ORG		6 HRS	£ 162.50
07.05.2025	MEETING	LOCAL ORG.			2.5 HRS	£ 45.00
09.05.2025	WEDDING			PRIVATE HIRE	2 HRS	£ 101.00
10.05.2025	WEDDING	PRIVATE HIRE			2 HRS	£ 228.00
10.05.2025	RECEPTION		PRIVATE HIRE		DR	£ 720.00
14.05.2025	MEETING		LOCAL ORG		3 HRS	£ 72.00
15.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	£ 72.00
15.05.2025	MEETING		LOCAL ORG		3 HRS	£ 72.00
16.05.2025	SALE	LOCAL ORG.			3 HRS	£ 54.00
17.05.2025	SALE	LOCAL ORG.			4 HRS	£ 212.00
20.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	£ 72.00
20.05.2025	SALE	LOCAL ORG.			8 HRS	£ 144.00
21.05.2025	SALE	LOCAL ORG.			6.5 HRS	£ 117.00
21.05.2025	FASHION SHOW		LOCAL ORG.		9 HRS	£ 216.00
22.05.2025	MEETING		LOCAL ORG		3.5 HRS	£ 84.00
23.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	£ 72.00
27.05.2025	WEDDING			PRIVATE HIRE	2 HRS	£ 101.00
31.05.2025	SALE	COMMERCIAL HIRE			9 HRS	£ 522.00
02.06.2025	WEDDING			PRIVATE HIRE	2 HRS	£ 101.00
03.06.2025	MEETING		AREA BOARD		5 HRS	£ 120.00
04.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	£ 72.00
04.06.2025	MEETING	LOCAL ORG.			2.5 HRS	£ 45.00
06.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	£ 72.00
06.06.2025	WEDDING			PRIVATE HIRE	2 HRS	£ 101.00
07.06.2025	WEDDING	PRIVATE HIRE			2 HRS	£ 250.00
11.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	£ 72.00
17.06.2025	MEETING			PRIVATE HIRE	2 HRS	£ 36.00
19.06.2025	MEETING		LOCAL ORG.		3.5 HRS	£ 84.00
21.06.2025	WEDDING		PRIVATE HIRE		2 HRS	£ 250.00
22.06.2025	MARL FEST.		PRIVATE HIRE		9 HRS	£ 369.00
28.06.2025	WEDDING	PRIVATE HIRE			2 HRS	£ 250.00
02.07.2025	MEETING	LOCAL ORG.			2.5 HRS	£ 45.00
05.07.2025	WEDDING	PRIVATE HIRE			2 HRS	£ 250.00
10.07.2025	DANCE CLASS		LOCAL ORG		3 HRS	£ 72.00
12.07.2025	WEDDING			PRIVATE HIRE	2 HRS	£ 101.00
13.07.2025	DANCE CLASS			PRIVATE HIRE	6 HRS	£ 270.00
18.07.2025	WEDDING			PRIVATE HIRE	2 HRS	£ 101.00
18.07.2025	WAKE			PRIVATE HIRE	5 HRS	£ 225.00

19.07.2025	WRESTLING		COMMERCIAL HIRE	5 HRS	£ 327.50
24.07.2025	MEETING		LOCAL ORG	3.5 HRS	£ 84.00
25.07.2025	CONCERT		COMMERCIAL HIRE	7 HRS	£ 364.00
30.07.2025	MEETING		LOCAL ORG	3.5 HRS	£ 84.00
01.08.2025	PARTY		PRIVATE HIRE	6 HRS	£ 334.50
02.08.2025	WEDDING	PRIVATE HIRE		2 HRS	£ 250.00
12.08.2025	WEDDING	PRIVATE HIRE		2 HRS	£ 250.00
13.08.2025	MEETING		LOCAL ORG.	3 HRS	£ 72.00
23.08.2025	WEDDING	PRIVATE HIRE		2HRS	£ 250.00
28.08.2025	MEETING		LOCAL ORG.	3.5 HRS	£ 84.00
31.08.2025	CONCERT		LOCAL ORG.	3 HRS	£ 135.00
03.09.2025	MEETING	LOCAL ORG.		5 HRS	£ 126.00
03.09.2025	MEETING	LOCAL ORG,		2.5 HRS	£ 45.00
05.09.2025	WEDDING		PRIVATE HIRE	2 HRS	£ 101.00
10.09.2025	MEETING		LOCAL ORG.	3 HRS	£ 72.00
12.09.2025	WEDDING		PRIVATE HIRE	2 HRS	£ 101.00
13.09.2025	WEDDING		PRIVATE HIRE	2HRS	£ 250.00
18.09.2025	MEETING		LOCAL ORG	3.5 HRS	£ 84.00
19.09.2025	PRESENTATION EVENING		LOCAL ORG.	5 HRS	£ 120.00
20.09.2025	SALE	COMMERCIAL HIRE		9 HRS	£ 522.00

MLS
Sept 2022



PRELIMINARY SITE LAYOUT 1:200 @ A1
1:400 @ A3

MATHEWSON WATERS ARCHITECTS
Whitehurst Studio
07340 725592

The Old Surgery
Crowle Road · Lambourn
Berkshire · RG17 8NR
enquiries@mw-architects.co.uk
www.mw-architects.co.uk
01488 73131

Chartered Practice
RIBA #

© MATHEWSON WATERS ARCHITECTS LLP

22038 · 103

PROJECT
GROUND DEPARTMENT BUILDING, MARLBOROUGH TOWN COUNCIL

REVISION	DATE	AMENDMENTS

SCALE BAR - 1:200

WORKSHOP EXTENSION EXPENDITURE

Date	Transaction Detail			£ 264,272.07
	Opening Balance			
08/11/2022	MATHEWSON ARCHITECTS	New Workshop Fees	£	1,792.99
31/03/2023	MATHEWSON ARCHITECTS	Fees Workshop	£	680.00
31/03/2023	MATHEWSON ARCHITECTS	New Workshop Fees	£	3,537.00
31/03/2023	MATHEWSON ARCHITECTS	New Workshop Fees	£	1,792.99
07/12/2023	WJA	Purchase Ledger	Deposit Workshop Frame	£ 29,925.00
07/02/2024	WJA	Purchase Ledger	New Workshop	£ 6,263.50
20/03/2024	WJA	Purchase Ledger	Storm Water Works	£ 4,050.00
20/03/2024	WJA	Purchase Ledger	Supply, Del & Erect Steel Fram	£ 14,962.50
20/03/2024	WJA	Purchase Ledger	Widden Roads & Car Park	£ 3,131.75
26/03/2024	WOOLLEY	Purchase Ledger	Workshop Fees	£ 1,125.00
25/04/2024	WJA	New Workshop		£ 6,631.75
09/05/2024	WJA	New Workshop		£ 19,462.50
28/05/2024	ALERT	New Alarm Workshop		£ 853.34
12/06/2024	SCREWFIX	New Workshop/Tools		£ 154.46
14/06/2024	ALERT	Works New Workshop		£ 217.00
06/11/2024	WC	New Workshop App.		£ 819.00
07/11/2024	WILKINSBLD	Trial Hole New Workshop		£ 328.50
07/11/2024	HORTON	Asbestos Survey		£ 500.00
09/12/2024	SDS	Test Hole Workshop		£ 522.00
09/12/2024	TUTTLE	Workshop Works		£ 3,670.00
23/12/2024	WOOLLEY	New Workshop Fees		£ 1,950.00
29/01/2025	TIMPSON	Keys New Workshop		£ 30.00
07/02/2025	SDS	Works New Workshop		£ 100.00
28/02/2025	WILKINSBLD	Works New Workshop		£ 40,848.43
31/03/2025	WILKINSBLD	New Workshop works		£ 33,386.34
09/05/2025	WILKINSBLD	Works New Workshop		£ 19,944.99
09/05/2025	GREENHOUSE	Greenhouse		£ 9,580.21
17/06/2025	WILKINSBLD	New Workshop		£ 16,112.38
09/07/2025	SHEFFARC	Door Grille Work Shop		£ 496.67
09/07/2025	WILKINSBLD	New Workshop		£ 22,407.88
24/07/2025	Garden Building	Erection of Greenhouse - 1Day		£ 570.00
24/07/2025	WOOLLEY	Project Management Workshop		£ 1,080.00
24/07/2025	CWHEELER	Workshop Fencing		£ 3,170.20
07/08/2025	GARDEN BUI	Greenhouse Erection		£ 1,800.00
08/08/2025	ADEXA	Stainless Steel Table		£ 62.99
08/08/2025	BLINDS	Blinds Workshop		£ 76.80
14/08/2025	RANGE	Mat Workshop		£ 29.16
29/08/2025	OFFICEBOFF	Whiteboard Workshop		£ 259.95
29/08/2025	SHEFFARC	Door Grille Lock		£ 29.17
29/08/2025	VIKING	Cupboards Workshop		£ 349.98
29/08/2025	SCREWFIX	Paint/Fan/Padlock		£ 162.34
04/09/2025	TURNER	Greenhouse Heater		£ 36.65
08/09/2025	TUDOR	Workshop Equip		£ 839.61
08/09/2025	SCREWFIX	Workshop Sundries		£ 239.94
08/09/2025	HI-LITE	Guttering Workshop		£ 1,599.72
09/09/2025	MYHENRY	Hoover Workshop		£ 108.33
				£ 255,691.02

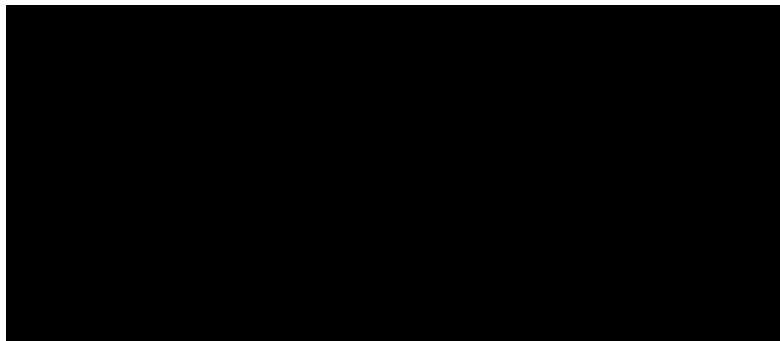
PROPERTY BUDGET MONTH 5

APPENDIX 4

Actual Year Current Variance % Spent Transfer NOTES
To Date Annual Budget Annual Total to/from EMR

INCOME

1000 INCOME-HIGH ST SHOP
1002 INCOME-HIGH ST FLAT2
1003 INCOME-1 KINGSBURY
1004 INCOME-1A KINGSBURY
1005 INCOME-2A KINGSBURY
1006 INCOME-3 KINGSBURY
1007 INCOME-REC GND COT 1
1008 INCOME-REC GND COT 2
1011 INCOME - 3A KINGSBURY ST
1012 INCOME - 3B KINGSBURY ST



KEY
OVER
SAVING
ON BUDGET
NB Target 41.6%

1050 INCOME-TOWN HALL	£ 12,467.00	£ 27,500.00	£ 15,033.00	45.3%	
1112 TOWN HALL TOILETS	£ -	£ 200.00	£ 200.00	0.0%	
1112 GEORGE LANE TOILETS	£ 941.00	£ 3,000.00	£ 2,059.00	31.4%	
1329 MY & MC INCOME	£ 3,495.00	£ 8,000.00	£ 4,505.00	43.7%	

EXPENDITURE

CORPORATE PROPERTIES

4062 MTCE/ELEC CORP. PROPS.	£ 11,421.00	£ 15,000.00	£ 3,579.00	76.1%	Wall, FRAs,
4065 IRRECOVERABLE VAT	£ 5,053.00	£ -	-£ 5,053.00	0.0%	
4066 MARKETING	£ -	£ 250.00	£ 250.00	0.0%	
4070 Defibs	£ 94.00	£ 750.00	£ 656.00	12.5%	

201 TOWN HALL

4019 CLEANING MATERIALS	£ 450.00	£ 1,000.00	£ 550.00	45.0%	
4030 INTRUDER ALARM	£ 620.00	£ 2,000.00	£ 1,380.00	31.0%	
4035 SANITARY DISPOSAL	£ 279.00	£ 1,600.00	£ 1,321.00	17.4%	
4037 LIFT MAINTENANCE	£ -	£ 3,415.00	£ 3,415.00	0.0%	
4038 MAINTENANCE	£ 30,177.00	£ 40,000.00	£ 9,823.00	75.4%	£ 3,000.00 Feasibility Study, Lift
4065 IRRECOVERABLE VAT	£ 3,400.00	£ -	-£ 3,400.00	0.0%	
4300 BOILER MAINTENANCE	£ -	£ 930.00	£ 930.00	0.0%	
4304 LICENCES/PERFORMING	£ 1,213.00	£ 3,000.00	£ 1,787.00	40.4%	
4305 BROADBAND	£ -	£ 2,100.00	£ 2,100.00	0.0%	
4315 REFUSE COLLECTION	£ 791.00	£ 1,550.00	£ 759.00	51.1%	
4998 MARKETING	£ 80.00	£ 200.00	£ 120.00	40.0%	
4999 PUBLIC TOILETS	£ 1,744.00	£ 7,200.00	£ 5,456.00	24.2%	

COOPERS CORNER

4306 COOPERS CORNER	£ 304.00	£ 800.00	£ 496.00	38.1%	
4313 PUBLIC TOILETS	£ 3,369.00	£ 17,100.00	£ 13,731.00	19.7%	

COMMUNITY YOUTH CENTRE

4019 CLEANING MATERIALS	£ 327.00	£ 400.00	£ 73.00	81.7%	
4030 INTRUDER ALARM	£ 681.00	£ 2,070.00	£ 1,389.00	32.9%	
4035 SANITARY DISPOSAL	£ 279.00	£ 775.00	£ 496.00	36.0%	
4037 LIFT MAINTENANCE	£ 355.00	£ 880.00	£ 525.00	40.3%	
4038 MAINTENANCE	£ 5,601.00	£ -	-£ 5,601.00	0.0%	£ 4,834.00 Patio, Hall
4072 EQUIPMENT	£ 81.00	£ 500.00	£ 419.00	16.2%	
4304 LICENCES/PERFORMING	£ 351.00	£ 330.00	-£ 21.00	106.4%	

TOTAL INCOME	£ 67,751.00	£ 156,896.00	£ 89,145.00	43.2%	
TOTAL EXPENDITURE	£ 95,477.00	£ 165,464.00	£ 69,987.00	57.7%	



MARTIN PHIPPS

MARLBOROUGH COMMUNITY & YOUTH CENTRE
ST. MARGARETS MEAD
MARLBOROUGH
SN8 4BA



Your reference number
1156919



[thameswater.co.uk](https://www.thameswater.co.uk)



0800 316 9800
Mon-Fri 9am-5pm

23 June 2025

Your Water Quality

Dear Mr Phipps,

Thank you for allowing us to collect drinking water samples from your property. These enable us to assess the quality of the water being supplied to our customers on an ongoing basis.

I am writing to confirm that the initial sample we collected from your property identified an elevated level of lead in your drinking water. In response to this initial sample result, investigational resamples were collected from your property. Please see the results below.

During this second visit, three samples were collected, one before flushing of the tap (termed 'first-draw'), with a second sample collected after this activity (termed 'post-flush') and a 30-minute stagnation sample which measures the lead concentration in the water following a period of standing within the internal pipework to your property (which may at least in part be made from lead).

Findings summary:

	Date	Lead Concentration (µg/l)	Current Standard (µg/l)	Nickel Concentration (µg/l)	Current Standard (µg/l)
Initial Sample	28.05.2025	11.7	10.0	-	20.0
First Draw Resample	13.06.2025	13.8	10.0	51.8	20.0
Post-Flush Resample	13.06.2025	1.0	10.0	Less than 0.7	20.0
30-Minute Stagnation Resample	13.06.2025	5.0	10.0	2.8	20.0

The regulatory standard

The current UK standard for the concentrations of lead in drinking water is a maximum of 10 µg/l (micrograms per litre, which means parts per billion) Water supply standards are implemented to ensure your drinking water is of the best possible quality to maintain good health.

Thames Water Utilities Limited, a company registered in England and Wales with company number 02366661.
Registered office address: Clearwater Court, Vastern Road, Reading RG1 8DB. VAT registration number: GB 537-4569-15.

Examination of these results show that following the flush of your tap, levels of lead reduce below the current regulatory standard. However, upon standing within internal pipework lead levels can exceed the regulatory standard of 10ug/l.

With regards to the nickel results, our analysis identified an elevated level at 51.8µg/l, which reduced to below the level of detection after flushing the tap. Please note the regulatory limit for nickel is 20 µg/l (micrograms per litre). Elevated nickel can cause skin irritation.

For your information, Thames Water Utilities does not employ nickel within its distribution system. From our experience, elevated nickel results are most commonly associated with domestic plumbing materials, particularly the taps. Prolonged contact between the water and certain plumbing materials (e.g. nickel-chrome plated tap fittings) may allow a small concentration of nickel to dissolve into the water. It is possible that this is the cause of the high nickel result in our first sample (which was collected without any prior flushing of the tap).

We recommend that the tap is flushed if it has been left to stand for a period (e.g. overnight) to ensure your drinking water quality does not deteriorate. You may also wish to consider changing your tap to a non-chrome or non-nickel-plated tap compliant with Regulation 4 of the Water Supply (Water Fittings) Regulations 1999, such as a tap approved by Water Regulations Advisory Scheme (WRAS), www.waterregsuk.co.uk.

We therefore recommend further investigation; Thames Water are able to carry out a Water Regulations Inspection of the property. The inspection itself is free, however any contraventions identified will need to be rectified (this is a legal requirement) and paid for by the property owner. Any contraventions found are enforceable and will need to be rectified within 21 days. If you wish to discuss this further, please contact us on the above number and ask for Water Quality Callback. Our office is open Monday to Friday, 9am to 5pm.

About Lead

Lead is a soft metal that is not found naturally in water sources, but historically it was used for the customer water connections to the water main, also known as service pipes, and it was also installed within the internal plumbing systems or by using a lead solder in the past. Therefore, the lead traces can be found within the drinking water as it moves through lead pipework. Lead has not been used since the late 1970's, so properties built after this time are unlikely to have high lead levels in their water.

In our region, the water is hard and, over time, limescale coats the inside of the pipes. This acts as a barrier however, we occasionally find that lead levels do exceed the specified standard.

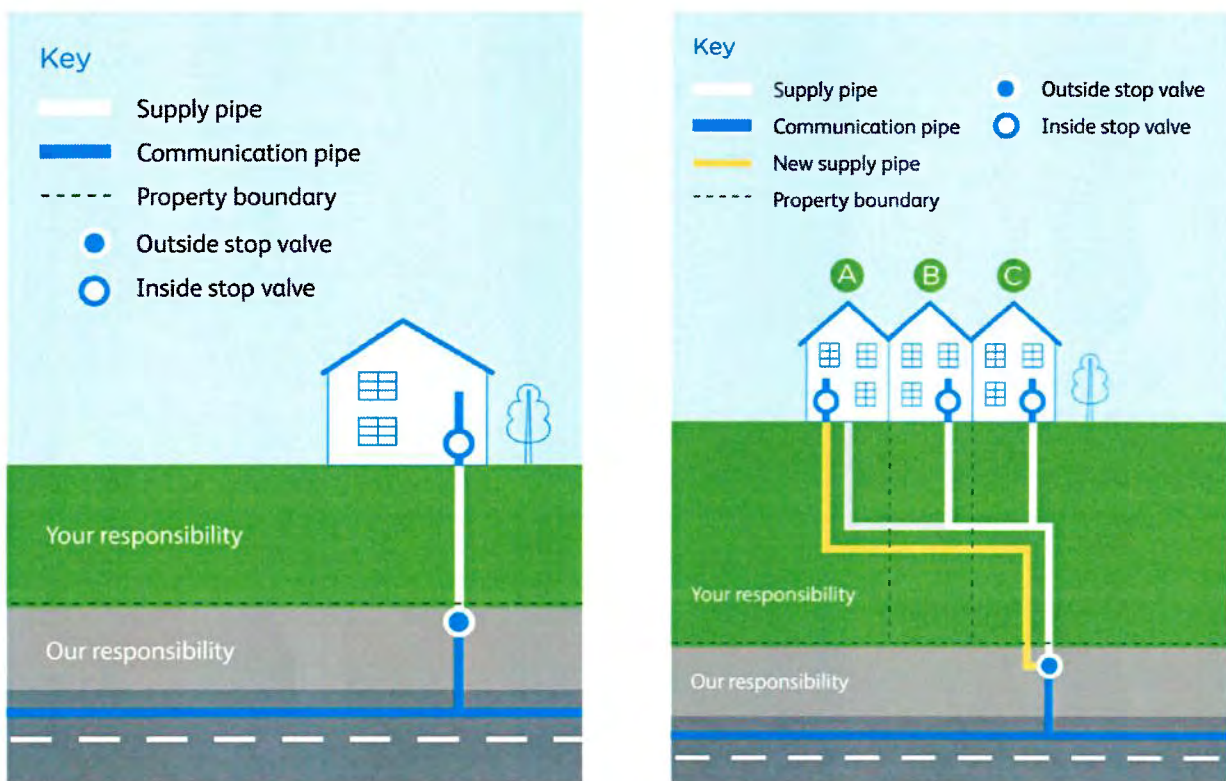
May we highlight that the health risks concerning lead relate to the way lead can build up in the body over a long period. Consequently, it is recommended that exposure to lead is kept to a minimum, particularly young children and those who are pregnant.

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Short term solution

When water has been standing overnight or for long periods in the pipework, we recommend flushing the cold kitchen tap for approx. 2 minutes before using for drinking or cooking. Use the run-off water for other purposes such as garden watering. This should clear any water that has been standing in the lead pipework. You can then use your cold kitchen tap as normal.

This measure is designed to protect you and your family in the short term however we strongly recommend that you investigate and replace the lead pipe within your property to provide longer term protection. If you would like to conduct lead pipe replacement, please see the attached guidance and consult our website: <https://www.thameswater.co.uk/help/water-and-waste-help/water-quality/lead-pipe-replacement>



In response to these sample results, we have carried our investigation by excavating a trial hole, and it was confirmed on 08 June 2025 that the Thames Water owned communications pipe is already plastic. Therefore, the lead levels found within the drinking water sample confirm the lead pipework to be likely within this property boundary. Please note that should you decide to replace your supply pipe, the reconnection to our supply at the boundary box will incur a charge of £500.

Our investigation has confirmed the Thames Water owned communications pipe to be made of lead and this pipe was replaced on date.

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If you have any queries or concerns relating to your drinking water, please do not hesitate to contact us.

Yours sincerely,

Martina Krizanova,
Water Quality Scientist

CC Environmental Health Officer - Wiltshire Council
Health Protection Team - South West HPT

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Replacing Your Lead Pipework

If you wish to replace your lead supply pipe/internal plumbing, you will be responsible for paying for the work. All work carried out must comply with the Water Supply (Water Fittings) Regulations 1999.

As stated, we will be replacing the communications pipe on our side and recommend that you replace the supply pipe to your property. The most effective way to carry out this process is that you replace your current supply pipe first, then we replace our communications pipe and reconnect it to your new supply pipe.

Please be aware that you may share your supply pipe with your neighbours. If you do, you will either have to arrange with your neighbours to replace the entire pipe or you can lay your own individual supply pipe.

You can either use an Approved Plumber (please refer to <https://www.watersafe.org.uk/>) or an Independent Plumber to replace your pipe.

An Approved plumber can self-certify that their work meets the Water Regulations standards, and their work does not require Thames Water inspection.

If you use an Independent Plumber, you will need to arrange for a Water Regulations inspection to be carried out by one of our inspectors. In this case, the trench will need to be kept open until the inspection has been passed.

Please consult our website for more information about the water regulations requirements and shared supply options available on: <https://www.thameswater.co.uk/help/water-and-waste-help/water-quality/lead-pipe-replacement>

Earthing

Please note, if your property is earthed via your metal pipes, this could affect your earthing. If your property was built before 1966, it's possible the pipe we replace is providing the main electrical earthing. This is an essential safety measure.

If you're unsure, we recommend contacting your electricity supplier or a qualified electrician. They may recommend that you have your earthing checked and could charge for this service. In most cases, they should need to make only a simple visual check.

To find a reputable local electrician, we suggest you:

- Consult the website of the National Inspection Council for Electrical Installation Contracting at [niceic.com/find-a-contractor/find-contractors](https://www.niceic.com/find-a-contractor/find-contractors); or
- Consult the website of the National Association of Professional Inspectors and Testers at [napit.org.uk/member-search.aspx](https://www.napit.org.uk/member-search.aspx).

We apologise for any inconvenience this may cause you.

Thames Water Utilities Limited, a company registered in England and Wales with company number 02366661.
Registered office address: Clearwater Court, Vastern Road, Reading RG1 8DB. VAT registration number: GB 537-4569-15.



Client: Houseman Environmental Ltd
Unit 78 Empire Trading Estate
Brickyard Road
Aldridge
West Midlands
WS9 8UY
UNITED KINGDOM

Certificate Code: AR-25-TO-058842-01
Page Number: Page 1 of 12
Reported On: 18/07/2025
PO reference:
Reported By: Aaryan Gonsalves

Certificate of Analysis

Client	Marlborough TC	Date Taken	09/07/2025
Engineer Name	Adam Turner	Site	Marlborough TC
Sample number	246-2025-00183772	Received on	12/07/2025
Your sample reference	Ground fir kitchen Pre (Cold)	Testing commenced	12/07/2025 14:34
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	11.7	Time sample taken	11:55
Reference Number	1		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	<5	µg/l	EIWC12
UD706	Total Lead	3.33	µg/l	EIWC12



Property Committee
Marlborough Town Council

Eurofins Water Hygiene Testing UK Limited
i54 Business Park
Valiant Way
Wolverhampton
WV9 5GR

T +44 (0) 1902 627 211

www.eurofins.co.uk

Registered Office:
i54 Business Park
Valiant Way
Wolverhampton
WV9 5GB
Regd in England No: 09805380



Client: Houseman Environmental Ltd
Unit 78 Empire Trading Estate
Brickyard Road
Aldridge
West Midlands
WS9 8UY
UNITED KINGDOM

Certificate Code: AR-25-TO-058842-01

Page Number: Page 2 of 12

Reported On: 18/07/2025

PO reference:

Reported By: Aaryan Gonsalves

Sample number	246-2025-00183773	Received on	12/07/2025
Your sample reference	Ground fir kitchen Post (Cold)	Testing commenced	12/07/2025 14:50
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	20.8	Time sample taken	12:00
Reference Number	2		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	<5	µg/l	EIWC12
UD706	Total Lead	1.85	µg/l	EIWC12



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i54 Business Park
Valiant Way
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i54 Business Park
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Regd in England No: 09805380



Client: Houseman Environmental Ltd
 Unit 78 Empire Trading Estate
 Brickyard Road
 Aldridge
 West Midlands
 WS9 8UY
 UNITED KINGDOM

Certificate Code: AR-25-TO-058842-01
Page Number: Page 3 of 12
Reported On: 18/07/2025
PO reference:
Reported By: Aaryan Gonsalves

Sample number	246-2025-00183774	Received on	12/07/2025
Your sample reference	Ground fir kitchen +30 (Cold)	Testing commenced	12/07/2025 14:51
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	22.5	Time sample taken	12:30
Reference Number	3		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	<5	µg/l	EIWC12
UD706	Total Lead	4.01	µg/l	EIWC12



Property Committee
 Marlborough Town Council

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 i54 Business Park
 Valiant Way
 Wolverhampton
 WV9 5GR

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Registered Office:
 i54 Business Park
 Valiant Way
 Wolverhampton
 WV9 5GB
 Regd in England No: 09805380



Client: Houseman Environmental Ltd
Unit 78 Empire Trading Estate
Brickyard Road
Aldridge
West Midlands
WS9 8UY
UNITED KINGDOM

Certificate Code: AR-25-TO-058842-01
Page Number: Page 4 of 12
Reported On: 18/07/2025
PO reference:
Reported By: Aaryan Gonsalves

Sample number	246-2025-00183775	Received on	12/07/2025
Your sample reference	Ground firAccessible wc cold Pre	Testing commenced	12/07/2025 14:54
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	20.6	Time sample taken	11:55
Reference Number	4		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	13.9	µg/l	EIWC12
UD706	Total Lead	3.41	µg/l	EIWC12



Eurofins Water Hygiene Testing UK Limited
i54 Business Park
Valiant Way
Wolverhampton
WV9 5GR

T +44 (0) 1902 627 211

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i54 Business Park
Valiant Way
Wolverhampton
WV9 5GB
Regd in England No: 09805380



Client: Houseman Environmental Ltd
Unit 78 Empire Trading Estate
Brickyard Road
Aldridge
West Midlands
WS9 8UY
UNITED KINGDOM

Certificate Code: AR-25-TO-058842-01
Page Number: Page 5 of 12
Reported On: 18/07/2025
PO reference:
Reported By: Aaryan Gonsalves

Sample number	246-2025-00183776	Received on	12/07/2025
Your sample reference	Ground firAccessible wc cold Post	Testing commenced	12/07/2025 14:28
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	14.3	Time sample taken	12:00
Reference Number	5		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	9.2	µg/l	EIWC12
UD706	Total Lead	0.92	µg/l	EIWC12



Property Committee 9658
Marlborough Town Council

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i54 Business Park
Valiant Way
Wolverhampton
WV9 5GR

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Client: Houseman Environmental Ltd
Unit 78 Empire Trading Estate
Brickyard Road
Aldridge
West Midlands
WS9 8UY
UNITED KINGDOM

Certificate Code: AR-25-TO-058842-01
Page Number: Page 6 of 12
Reported On: 18/07/2025
PO reference:
Reported By: Aaryan Gonsalves

Sample number	246-2025-00183777	Received on	12/07/2025
Your sample reference	Ground firAccessible wc cold +30	Testing commenced	12/07/2025 14:32
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	16.7	Time sample taken	12:30
Reference Number	6		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	12.3	µg/l	EIWC12
UD706	Total Lead	1.25	µg/l	EIWC12



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Wolverhampton
WV9 5GB
Regd in England No: 09805380



Client: Houseman Environmental Ltd
Unit 78 Empire Trading Estate
Brickyard Road
Aldridge
West Midlands
WS9 8UY
UNITED KINGDOM

Certificate Code: AR-25-TO-058842-01
Page Number: Page 7 of 12
Reported On: 18/07/2025
PO reference:
Reported By: Aaryan Gonsalves

Sample number	246-2025-00183778	Received on	12/07/2025
Your sample reference	1ST floor kitchen cold Pre	Testing commenced	12/07/2025 14:35
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	22.3	Time sample taken	12:00
Reference Number	7		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	<5	µg/l	EIWC12
UD706	Total Lead	5.02	µg/l	EIWC12



Property Committee 9658
Marlborough Town Council

Eurofins Water Hygiene Testing UK Limited
i54 Business Park
Valiant Way
Wolverhampton
WV9 5GR

T +44 (0) 1902 627 211

www.eurofins.co.uk

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Page Number: Page 8 of 12

Reported On: 18/07/2025

PO reference:

Reported By: Aaryan Gonsalves

Sample number	246-2025-00183779	Received on	12/07/2025
Your sample reference	1ST floor kitchen cold Post	Testing commenced	12/07/2025 14:49
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	16.1	Time sample taken	12:05
Reference Number	8		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	<5	µg/l	EIWC12
UD706	Total Lead	0.67	µg/l	EIWC12



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Certificate Code: AR-25-TO-058842-01
Page Number: Page 9 of 12
Reported On: 18/07/2025
PO reference:
Reported By: Aaryan Gonsalves

Sample number	246-2025-00183780	Received on	12/07/2025
Your sample reference	1ST floor kitchen cold +30	Testing commenced	12/07/2025 14:25
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	17.3	Time sample taken	12:35
Reference Number	9		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	<5	µg/l	EIWC12
UD706	Total Lead	3.30	µg/l	EIWC12



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Certificate Code: AR-25-TO-058842-01
Page Number: Page 10 of 12
Reported On: 18/07/2025
PO reference:
Reported By: Aaryan Gonsalves

Sample number	246-2025-00183781	Received on	12/07/2025
Your sample reference	Outside Drink Fountain Pre	Testing commenced	12/07/2025 14:28
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	22.3	Time sample taken	12:05
Reference Number	10		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	<5	µg/l	EIWC12
UD706	Total Lead	5.99	µg/l	EIWC12



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Certificate Code: AR-25-TO-058842-01
Page Number: Page 11 of 12
Reported On: 18/07/2025
PO reference:
Reported By: Aaryan Gonsalves

Sample number	246-2025-00183782	Received on	12/07/2025
Your sample reference	Outside Drink Fountain Post	Testing commenced	12/07/2025 14:32
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	20.9	Time sample taken	12:10
Reference Number	11		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	<5	µg/l	EIWC12
UD706	Total Lead	1.83	µg/l	EIWC12



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Reported On: 18/07/2025

PO reference:

Reported By: Aaryan Gonsalves

Sample number	246-2025-00183783	Received on	12/07/2025
Your sample reference	Outside Drink Fountain +30	Testing commenced	15/07/2025 14:07
Sample Matrix	Drinking water (non regulatory)		
Temperature (°C)	21.1	Time sample taken	12:40
Reference Number	12		

Test Code	Analyte	Results	Units	Method Ref.
UD693	Total Nickel	<5	µg/l	EIWC12
UD706	Total Lead	4.35	µg/l	EIWC12

Where Matrix is "Not Declared" or the date or time of sampling is not provided, then the validity of the results may be affected.

Comments, opinions, grades and interpretations herein are outside the scope of accreditation. Pass/Fail criteria where shown are based on specifications as agreed with Client or Eurofins general limits and do not take into account measurement of uncertainty, unless stated

Unless otherwise stated, all results are expressed on a sample as received basis.

This certificate of analysis shall not be reproduced except in full, without the written permission of the laboratory.

Key: cfu colony forming units
< denotes less than
> denotes greater than
~ estimated value



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Property Maintenance Risk Register					
Risk	Probability 0.1 - 1 scale	Risk cost	When =no. yrs? (1-20 yrs)	Required Reserve	Annual EMR
Town Hall					
Roof	0.2	Survey			
Heating	0.1	£150,000	20	£150,000	£7,500
Windows	0.2	£1,000	4	£1,000	£500
Interior	0.2	£5,000	4	£5,000	£2,500
Curtains	1	£20,000		£20,000	£20,000
Seating	0.2	£5,000	4	£5,000	£1,250
Stage Lighting	0.2	£20,000 Optional			
Electrics	0.3	£3,000	6.5	£3,000	£460
Lifts x2	0.5	£40,000	5	£20,000	£4,000
Kitchen	0.1	£4,000	10	£4,000	£400
Toilet refurb	0.1	£5,000	10	£5,000	£500
5 High St					
Roof	0.3	£5,000 Survey			
Heating	0.3	£3,000	5	£3,000	£600
Windows	0.2	£3,000	5	£3,000	£600
Interior	0.4	£15,000	5	£15,000	£3,000
Electrics	0.3	£3,000	6.5	£3,000	£460
Workshop					
Roof	0.1	£5,000	10	£5,000	£500
Windows	0.1	£1,000	10	£1,000	£100
Greenhouse	0.1	£15,000	15	£15,000	£1,000
Heating	0.1	£2,000	10	£2,000	£200
Electrics	0.1	£1,500	10	£1,500	£150
MC&YC					
Roof	0.4	£75,000	5	£75,000	£15,000
Heating	0.3	£80,000	5	£80,000	£16,000
Windows	0.5	£10,000	3	£10,000	£3,300
Electrics	0.3	£3,000	6.50	£3,000	£460
Lift	0.4	£20,000	5	£20,000	£4,000
Kitchen	0.3	£3,000	5	£3,000	£600
Toilet refurb	0.2	£5,000	5	£5,000	£1,000
Bus shelters x3					
Roof	0.1	£2,000	5	£2,000	£400
Public toilets x2					
Vandalism / refurb	0.4	£20,000	5	£20,000	£4,000
Coopers Corner					
Roof	0.2	£3,000	10	£3,000	£300
Windows	0.1	£1,000	10	£1,000	£100
Electrics	0.1	£1,000	10	£1,000	£100
Merchant House					
Trust Failure	0.1	£10,000	10	£10,000	£1,000
Elcot Pavillion					
Roof	0.5	£5,000	2	£5,000	£2,500
Electrics	0.5	£2,000	2	£2,000	£1,000
Bowls Club					
Club Failure	0.1	£10,000	10	£10,000	£1,000
Kingsbury St					
Roof	0.1	£20,000	10	£20,000	£2,000
Windows	0.1	£30,000	20	£30,000	£1,500
Heating	0.2	£8,000	10	£8,000	£800
Rec Cottages					
Roof	0.1	£20,000	20	£20,000	£1,000
Windows	0.2	£20,000	20	£20,000	£1,000
Heating	0.4	£6,000	10	£6,000	£600
Electrics	0.1	£5,000	10	£6,000	£600
Total		£665,500			£101,980
2025 26 Contribution					£26,800
Annual GR Savings					£25,000
Annual EMR Target					£50,180
Precept required					£5%

KEY

	2025 26 budget
	Research