

Marlborough Town Council



22 July 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, 28 July 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 7 April 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 a verbal update report by the Town Clerk on the Workshop extension
- 9. Community and Youth Centre**
To note the update report on the building maintenance works at the Community and Youth Centre
- 10. Budget Report Month 3**
To note and consider a Property finance report for Month 3
- 11. Property Portfolio - Financial risk management**
Consideration of the maintenance risks to the Council's properties, and the financial requirements needed to ensure their satisfactory upkeep
- 12. Hidden Room – Town Hall**
To consider the feasibility plans for the 'hidden' room in the Town Hall
- 13. Tenant Selection Sub-Committee**
To consider the proposed terms of reference for a Tenant Sub-Committee and agree its members
- 14. Maton Paintings**
To consider the request by the Merchant's House to exhibit the Maton Paintings on an annual basis
- 15. To exclude the press and Public**
- 16. Lease consideration**



Marlborough Town Council



Property Committee

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

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

PUBLIC QUESTION TIME

There were no members of the public present.

413/24 APOLOGIES

Apologies for absence had been received from **Councillor Farrell** and the **Town Mayor Councillor Cleasby**.

414/24 DECLARATIONS

There were no declarations.

415/24 CHAIR'S ANNOUNCEMENTS

There were no announcements.

416/24 MINUTES

RESOLVED: that the minutes of the meeting held 22 October 2024 were approved as a true record and signed by the Chair

417/24 ACTION LOG

Members noted the updated action log.

#256 Elcot Pavilion - ACTION: Councillor Hall to follow up with the Boxing Club to discuss the lease, offer advice on seeking new Trustees and suggest sources of grant funding

418/24 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report. They asked for the condition of the Elcot Lane pavilion to be included on future reports: the Boxing Club had reported water ingress from the roof meaning one changing room was not currently in use. Since the report was published, the platform lift at the Town Hall had been decommissioned as obsolete because parts were no longer available to repair it. This would be discussed at agenda item 11 (property risk management).

419/24 TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS

Members noted the update report on venue hirings. They noted that although the pattern of hirings was changing, the number of bookings remained stable, and it was good to see an increase in youth groups using the Community and Youth Centre.

420/24 WORKSHOP EXTENSION

The Town Clerk gave a verbal report on progress with the project to extend the workshop at Salisbury Road Recreation Ground:

- Work to the roof was complete and scaffolding had been removed
- A site meeting was held on 7 April to discuss fit-out requirements: ramps, position of internal walls, electrical sockets etc
- The next phase would be to create the internal layout and fittings

421/24 COMMUNITY AND YOUTH CENTRE

Members noted the update report on building maintenance works at the Community and Youth Centre, and that the Year 1 building works were mostly complete.

Work to create a management committee was moving slowly, with membership still being encouraged. In the meantime, it was agreed that work to redecorate the interior should go ahead, and Members suggested a graphical e-newsletter to encourage participation in the management committee and gain engagement.

ACTION: Councillor Thomas to raise membership of the management committee at the Marlborough Youth Forum and confirm whether she or Cllr Farrell should join.

ACTION: Town Clerk to work with Youth Development Worker on creating an e-newsletter to share information and encourage participation

422/24 BUDGET REPORT MONTH 11

Members considered the Property finance report for month 11 with no issues arising.

423/24 PROPERTY PORTFOLIO – FINANCIAL RISK MANAGEMENT

Members noted the Town Clerk's report and considered the maintenance risks to the Council's properties and the financial requirements needed to ensure their satisfactory upkeep.

The **Chair** explained the background and the desire to create a property risk register, focusing initially on big ticket items (e.g. roof replacement; heating systems; lift or other equipment obsolescence). The register would list properties, identify risks and estimate timescales, probability and cost, allowing for budget reserves to be built up

to cover unplanned future property expenditure due to mechanical failure or building faults. This had been highlighted in 2024 when the Town Hall boilers had failed, necessitating an unplanned large expenditure drawn from general reserves.

The **Chair** agreed to work with the Town Clerk to draw up a preliminary list, make rough estimates of the costs of repair or replacement, and assign probability scores to each item. All agreed that this work should go ahead for review in the next Council term.

By way of an example, the **Town Clerk** advised that the platform lift at the Town Hall had recently failed and could not be repaired as parts were now obsolete. Quotations were being obtained for a replacement but in the meantime, there would be inconveniences for disabled users, some of whom may need to move between different areas by going outside, using the front and side entrances to access different levels of the building and/or toilets. The passenger lift between the ground and first floor was still working.

RESOLVED: (i) to replace the platform lift in the Court Room at the Town Hall

RESOLVED: (ii) to delegate a decision on replacing the platform lift to the **Town Clerk** and **Councillor Hall**, up to a limit of £20,000

424/24 INCOME GENERATION WORKING PARTY TERMS OF REFERENCE

Members noted the Town Clerk's report and **Councillor Thomas'** draft terms of reference. It was agreed to defer this item to the next Council term.

425/24 RENTERS' RIGHTS BILL

Members noted the Town Clerk's report and the changes that were likely once the Bill becomes law. Discussion points included:

- Periodic tenancies – implications, and questions about permissible periods
- Whether to investigate costs of legal and rental protection insurance
- Whether to create a tenancy selection panel comprising Councillors, the Town Clerk and Officers
- Whether there would be costs associated with the requirement to join the Landlord Ombudsman service
- That local authorities would likely oversee the new rules, and that fines were likely to be substantial. A possible levy may accompany this, and should be considered in the budgeting cycle
- Questions about the quality of advice from the Town Council's agent

RESOLVED: to create a tenant selection panel

The meeting closed at 8.21 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 Feb 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.
256				
Check the lease of Elcot Pavilion – still current? Review details and obligations within it re maintain/repair building	236/24	In progress	22 Oct 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)
282				
Clr 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	7 Apr 25	
283				
Work with Youth Development Worker to create e-newsletter to share info and encourage participation in MC&YC Management Committee	421/24	In progress	7 Apr 2025	

Town Clerk 15 7 25

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

5 High St Offices – Repairs to carpark wall complete. Gas Safety service carried out

5 High St Shop – Nothing to report

5 High St Flat 2 – Minor electrical works to heater carried out.

1/2 Kingsbury St Shop – Replace downpipe and repair water damage – works completed

1A Kingsbury St Flat – Replacement of 2 x sockets

2A Kingsbury St Flat – Roof insulation scheduled 5 8 25

3 Kingsbury St Shop – Re-issue of lease

3a Kingsbury St. Studio Flat – Replacement Extractor Fan

3b Kingsbury St. Studio Flat - Roof insulation scheduled 5 8 25

Recreation Ground Cottage No.1 – Replacement shower seals and toilet valves

Recreation Ground Cottage No. 2 – Replacement window handles and bathroom taps. Gas Safety service carried out

Elcot Lane Pavilion/Boxing Club –Nothing to report

Bowls Club – Nothing to report

Town Hall - Works to ladies' toilets complete. Installation of replacement lift will be completed mid-July

Marlborough Community & Youth Centre – Water tank flushed, patio repairs complete, hall floor refurbished, and repairs to toilet basins carried out.

Coopers Corner Toilets/Community Room/Tourist Inf 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. Fire Risk Assessments carried out at Town Hall, Council Offices, MC & YC and Kingsbury St.

Kingsbury Street – Clearing and cleaning of gutters on flat roof.

Office Manager – June 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 JUNE 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 e.g. NHS	Wakes/Funerals
7	5	1	4	7	27		3	16	

Total Income received as of 30.06.2024 - **£9,991**

TOWN HALL – APRIL 2024 TO JUNE 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 e.g. NHS	Wakes/Funerals
2	8	1	2	5	22	5	10	10	

Total Income received as of 30.06.2024 - **£10,314**

For Town Hall hirings analysis see Appendix 1

MC & YC HIRINGS – APRIL 2025 TO JUNE 2025

Pre School Music/Dance	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
2	11	35		2	1		21	3

Total Income received as of 30.06.2025 - **£1,643**

MC & YC HIRINGS – APRIL 2024 TO JUNE 2024

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
17	10	28	0	2	2	9	17	1

Total Income received as of 30.06.2024 - **£1,312**

Office Manager 15 7 25

To receive a verbal update report by the Town Clerk on the Workshop extension

Purpose

The purpose of this report is to update the Committee on progress made on the building maintenance works at the Community and Youth Centre.

Background

At the Property Committee meeting on 22 October 2024 a two-year development plan for the Community and Youth Centre was approved [Property Committee Agenda, 22 July 2024](#), [Minutes of a meeting of the Property Committee held 22 July 2024](#)

Status

1. **Patio and steps** – the repair and resetting of the patio area was carried out in April, and the steps' yellow 'noses' have been repainted in June.
2. **Hall floor** – the refurbishment of the sports hall floor was carried out between 14-17 April.
3. **Interior Decoration** – A painter has been booked and is available to start November. They will work flexibly around the bookings and will do a room at a time up until January, with the main sports hall being painted in February half term 2026 (this requires scaffolding and greater management). Following consultation, the colour scheme will be pastel shades of blue and grey, (upstairs will be 'Ocean Ripple', elsewhere will be 'Bright Skies' or 'Mineral Mist' , all Dulux paint).

Proposal

The Committee is asked to note the report.

Town Clerk 15 7 25

To note and consider the Property budget report for Month 3

Please refer to Appendix 2.

Town Clerk 16 7 25

Consideration of the maintenance risks to the Council's properties, and the financial requirements needed to ensure their satisfactory upkeep.

Purpose

The purpose of this report is to ask the Committee to further consider the maintenance risks to the Council's properties, what associated building or maintenance works might be required over the short, medium and long term as a result; with a view to informing the Council's financial planning in this respect.

Background

The Council's property portfolio includes:

Operational Properties

- Town Hall
- 5 High Street – Offices
- Workshop
- Community and Youth Centre
- Bus shelters x3
- Public Toilets x2
- Coopers Corner

Community Assets ('peppercorn rentals')

- Merchant House
- Elcot Pavillion (Boxing Club)
- Bowls Club

Corporate Properties

- 5 High Street – commercial let
 - 5 High Street – x1 flat rental
 - Kingsbury Street Property – x2 commercial lets
 - Kingsbury Street Property – x4 flat rentals
 - Recreation Ground Cottages – x2 semi-detached house rentals
-

Considerations

Whilst routine maintenance is carried out on the Council's *Corporate Properties* (Town Hall, Offices, Workshop, and Community and Youth Centre) there is not an overall 'schedule' which outlines across the property portfolio what this entails and what the indicative costs are for this in any given year or indeed over a planned period of years.

Those entrusted with *Community Assets* are responsible for the upkeep of all aspects of the buildings.

Commercial Lets are required to maintain the internal fabric, fixtures and fittings of the property, and the upkeep of the external facia. The Council is responsible for the external fabric of the property and any structural or integral fixtures (e.g. internal wiring, guttering etc).

The tenants of the *domestic rentals* are responsible for the internal general good upkeep of the interior, fixtures and fittings.

Routine maintenance and finance

Routine maintenance includes like for like repairs to the fabric, fixtures and fittings of the properties, any legally required safety maintenance work such as boiler servicing, electrical testing, lift maintenance, or fire safety works etc.

Routine maintenance for these properties is done on a needs-led basis throughout the year, paid for from the '*Property Maintenance*' budget. In 2025 26 this budget allocation is £15,000. The budget for 2024 25 was £5,394 overspent. Maintenance and repair tasks for the residential properties are managed via our property agent.

Routine maintenance for the Town Hall is also done on a needs-led basis throughout the year, paid for from the '*Town Hall Maintenance*' budget. Maintenance and repair tasks for the Town Hall are managed internally. In 2025 26 this budget allocation was £40,000. To date this budget is £27,986 spent. The 2024 25 budget allocation was £40,000 and was £27,583 underspent, and this was moved to the Property Maintenance EMR, which currently stands at £125,791.

Routine maintenance for the Workshop and Council Offices is also done on a needs-led basis throughout the year, paid for from the central '*Maintenance*' budget. Maintenance and repair tasks for these properties are managed internally. The budget allocation for this in 2025 26 is £1,800, and the budget currently holds £1,367. In 2024 25 this budget allocation was £1,500 and it was £1,456 overspent.

Routine maintenance for the Community and Youth Centre is also done on a needs-led basis throughout the year, and currently as part of the building development plans as agreed by the Committee (see Item 9). This work has been paid for from the '*EMR – MC&YC Maintenance*'. This EMR was created by transferring £20,000 from the '*Devolution EMR*' as part of the 2024 25 budget settlement. Currently there is £11,560 in the *MC&YC EMR*, and £25,250 in the *Devolution EMR*, with circa £12,000 committed for the interior painting over the autumn and winter months.

NB The internal management for properties, other than the '*corporate properties*', is carried out by the Town Clerk and Office Manager, with some practical caretaker assistance as required.

Financial planning

Financial planning to meet the needs of the properties' upkeep is very much done on a year-by-year basis, with each year informed by the previous year's expenditure. This is then fed into the annual budgeting and precept setting process.

Extra-ordinary works

Where extra-ordinary works are identified, additional funds are also identified as part of the budgeting and precept setting process, usually lining the work up for the following financial year.

Between 2021 and 2024 where this has been required the funds have been taken from the *General Reserve*, as part of a budget plan, to ensure sufficient provision to cover the cost e.g.

Town Hall boiler replacement. At the time this was an option due to the size of the general reserve, but there is a 'risk' should this not be the case in the future. As the general reserve reduces, the option to use this for property maintenance purposes also diminishes.

Additionally, it should be noted, if an extra-ordinary piece of property maintenance or repair work were to arise outside of the budget and precepting parameters, then the only point of call is the '*Property Maintenance*' EMR (other than the *General Reserve*).

Specific or extra ordinary risks

There are a number of more obvious 'risks' due to the size and nature of the buildings. These include (not definitively) the:

1. **Lifts** in the Town Hall and Community and Youth Centre. There are two Town Hall lifts, and one in the Community and Youth Centre. The Town Hall platform lift has just been replaced at a cost of £15,000.
2. **Town Hall roof** – the guttering, tiles and bird defences will need to be looked at in 2-3 years. Any external operation to the Town Hall roof often requires scaffolding and sometimes traffic management; this significantly increases the cost of the works.
3. Town Hall **toilets** are due a refurbishment at some point.
4. **Town Hall kitchen** could do with some redesign to maximise the Town Hall offer; but remains satisfactory and functional.
5. **Community and Youth Centre's roof** is for now satisfactory but may need replacement in a number of years.
6. Community and Youth Centre's **heating system** may need upgrading at some point.
7. Town Hall, Offices and Community and Youth Centre will all need **interior painting** each on a 5 yearly basis (suggested)?
8. The office **carpets** will as some point need replacement.
9. **Town Hall curtains** need replacement, and possibly the runners on the stairs at some point.
10. The Council has '**landlord responsibility**' for all its tenancies.
11. **5 High Street's roof** was probably last surveyed and worked on in 1998.
12. The 'Renters Rights Bill' could have a bearing on how the planned rental income is assured (see Item 12).

Mitigating factors

There are some mitigating factors (not definitively) including the:

1. Town Hall exterior was refurbished in 2021.
2. Town Hall heating has just been replaced.
3. Kingsbury Street property front windows have just been refurbished.
4. Workshop is undergoing a new extension.

Proposal

With a view to informing the annual budget setting process, and specifically the Committee's request for the 2026 27 budget, the Committee is asked to further consider and agree the 'Corporate Risk Register' which details:

- A. What the maintenance risks to the Council's properties are, or might be

- B. Associated building or maintenance works that might be required over the short, medium and long term as a result and
- C. The annual and long term financial requirements to support these predictions

Please see Appendix 3 'draft Corporate Risk Register', drafted by Cllr Hall and the Town Clerk to aid the Committees deliberations.

Members are asked to instruct the Town Clerk accordingly.

Town Clerk 16 7 25

ITEM 12

HIDDEN ROOM AT TOWN HALL

Purpose

The purpose of this report is to present the **feasibility** report and plans devised by the Council's commissioned architect regarding the potential use of the 'hidden room' (this is a number of chambers which are located at the top easterly end of the Town Hall roof space) and to enable the Committee to consider the matter.

Status

The roof space in question is currently accessed using a roof ladder. In the space are three chambers leading up a short set of wooden stairs to another roof space. From there, there is a wooden gangway used to access the length of the Town Hall roof space.

The first three chambers house the controls for the theatre lighting, and act as storage and some 'workshop' space for Marlborough Players. From a technical health and safety perspective this current arrangement is probably not ideal in terms of the means of access, occasional activity (assumed to be 'prop' making), and storage.

In 2023 24 the Council agreed a budget to fund a 'feasibility study' to see if this space could be developed to extend the use of the Town Hall. The feasibility study has now been carried out.

Please see Appendix 4 for the architect's feasibility report and plans.

Considerations

The Committee will need to consider the cost versus the potential benefits. A long term costed plan would be required to inform this consideration properly, should the committee want to progress this matter.

Proposal

Members are asked to consider the reports and instruct the Town Clerk accordingly.

Town Clerk 16 7 25

Purpose

The purpose of this report is to ask the Committee to consider the proposed terms of reference for a Tenant Sub-Committee, and to agree its members

Status

At the last Committee meeting it was resolved to create a tenant selection panel. The intention here was to support the Town Clerk when having to making a decision about who should be awarded a new tenancy when a council property becomes available. Whilst the council's property agent offers advice and carries out background checks and references, it looks to the council to make the final decision. To date this has fallen to the Town Clerk, who in effect is being asked to assess housing need, as well as judge suitability and risk in relation to the council's interests.

Considerations

- The Town Clerk has no background or specific training in housing need assessments, and 'housing need assessment' does not feature in the Town Clerk's job description.
- The Council has declared a 'housing emergency' in Marlborough and made clear its commitment to bring influence to bear to address this issue.
- The Marlborough Neighbourhood Plan aims to encourage affordable housing.
- The flats at Kingsbury Street are marketed at a below average market rent.
- The Renters Rights Bill will place emphasis on the tenant's rights, and will place an expectation on the Council as a landlord which will need monitoring and managing.
- The Council is also bound by the Equalities Act in all its activities and services <https://www.gov.uk/guidance/equality-act-2010-guidance#public-sector-equality-duty> And as such any tenancy decision should be able to evidence anti discriminatory practice, as well as furthering equal opportunities i.e. some candidates may be considered to have protected characteristics , and as such weight on their need may be viewed as greater.
- The Town Council has a duty to protect its assets and interests on behalf of the local taxpayer.
- The Town Council needs to evidence its decisions if challenged.

Proposal

It is proposed that a 'Tenants Selection Sub-Committee' (TSSC), is set up by the Property Committee (allowed under 5.2 of the Scheme of Delegation), and that it will:

- comprise 2 members of the Property Committee plus the Town Clerk.
- meet as required, whenever a new tenancy or eviction decision is required.
- base its tenancy selection decisions on an agreed decision score sheet (a draft can be found at Appendix 5); and that the TSSC should meet at the outset to finalise and agree this prior to any need to make an actual tenancy decision.
- Also factor in the property agent's advice into the decision making process.

Members are asked to consider the matter and instruct the Town Clerk accordingly.

Town Clerk 16 7 25

Purpose

The purpose of this report is to ask the Committee to consider the request from the Merchant's House Trust to keep and display the Council's Maton paintings as part of an annual display of the artist's work.

Background

The paintings were loaned to the Merchant House Trust for a display this summer at their request as part of a trial display of Maton paintings.

Status and Considerations

The Council has 7 Maton paintings, with an individual estimated worth of £500 each. The Committee will need to consider the:

- financial risk
- historical interest
- community and public interest of having them on display and
- whether their partial absence will be to the detriment of the Town Hall

The paintings would be stored and secured as with other assets and artifacts within the Merchant House, and subject to their usual security arrangements.

Proposal

Subsequently Kevin Dickens, the Trust's Manager, emailed the Town Clerk to ask if the Merchant's House could do this each year having the paintings on loan between March and July, with the paintings being returned to the Council in August.

If agreed, the Merchant's House Trust would cover insurance costs for the loan period. An annual agreement could be drawn up to clarify each party's responsibilities and the Merchant House's liabilities. With this the Council's agreement could be revisited each year.

Members are asked to consider the matter and instruct the Town Clerk accordingly.

Town Clerk 16 7 25

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.

TOWN HALL HIRING ANALYSIS 2025/2026

DATE	EVENT	COURT ROOM	ASSEMBLY ROOM	COUNCIL CHAMBER	TIMINGS	INCOME
01.04.2025	MEETING		COMMERCIAL HIRE		1 HR	57
02.04.2025	MEETING	LOCAL ORG.			2.5HR	45
04.04.2025	WEDDING			PRIVATE HIRE	2 HRS	92
09.04.2025	MEETING		LOCAL ORG		3 HRS	72
11.04.2025	SPORTS DINNER		LOCAL ORG		14 HRS	336
12.04.2025	WEDDING	PRIVATE HIRE			2 HRS	250
24.04.2025	MEETING		LOCAL ORG		3.5 HRS	84
26.04.2025	ANNIVERSARY DINNER	LOCAL ORG.			DR	531
	AS ABOVE		LOCAL ORG		DR	792
03.05.2025	WEDDING	PRIVATE HIRE			1.5 HRS	228
04.05.2025	WEDDING	PRIVATE HIRE			1.5 HRS	228
06.05.2025	MEETING		LOCAL ORG		6 HRS	162.5
07.05.2025	MEETING	LOCAL ORG.			2.5 HRS	45
09.05.2025	WEDDING			PRIVATE HIRE	2 HRS	101
10.05.2025	WEDDING	PRIVATE HIRE			2 HRS	228
10.05.2025	RECEPTION		PRIVATE HIRE		DR	720
14.05.2025	MEETING		LOCAL ORG		3 HRS	72
15.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
15.05.2025	MEETING		LOCAL ORG		3 HRS	72
16.05.2025	SALE	LOCAL ORG.			3 HRS	54
17.05.2025	SALE	LOCAL ORG.			4 HRS	212
20.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
20.05.2025	SALE	LOCAL ORG.			8 HRS	144
21.05.2025	SALE	LOCAL ORG.			6.5 HRS	117
21.05.2025	FASHION SHOW		LOCAL ORG.		9 HRS	216
22.05.2025	MEETING		LOCAL ORG		3.5 HRS	84
23.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
27.05.2025	WEDDING			PRIVATE HIRE	2 HRS	101
31.05.2025	SALE	COMMERCIAL HIRE			9 HRS	522
02.06.2025	WEDDING			PRIVATE HIRE	2 HRS	101
03.06.2025	MEETING		AREA BOARD		5 HRS	120
04.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
04.06.2025	MEETING	LOCAL ORG.			2.5 HRS	45
06.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
06.06.2025	WEDDING			PRIVATE HIRE	2 HRS	101
07.06.2025	WEDDING	PRIVATE HIRE			2 HRS	250
11.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
17.06.2025	MEETING			PRIVATE HIRE	2 HRS	36
19.06.2025	MEETING		LOCAL ORG.		3.5 HRS	84
21.06.2025	WEDDING		PRIVATE HIRE		2 HRS	250
22.06.2025	MARL FEST.		PRIVATE HIRE		9 HRS	369
28.06.2025	WEDDING	PRIVATE HIRE			2 HRS	250

PROPERTY	Detailed Income & Expenditure by Budget Heading Month 3				Transfer EMR	NOTES
	Actual Year To Date	Current Annual Budget	Variance Annual Total	% Spent		
INCOME						
CORPORATE PROPERTIES						
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						
1050 INCOME-TOWN HALL	9,615	27,500	17,885	35.0%		
1112 GEORGE LANE TOILETS	-	200	200	0.0%		
1329 MY & MC INCOME	1,643	8,000	6,358	20.5%		
CORPORATE PROPERTIES						
4062 MTCE/ELEC CORP. PROPS.	6,534	15,000	8,466	43.6%		
4065 IRRECOVERABLE VAT	5,053	-	- 5,053	0.0%		
4066 MARKETING	-	250	250	0.0%		
4070 Defibs	94	750	656	12.5%		
TOWN HALL						
4019 CLEANING MATERIALS	214	1,000	786	21.4%		
4030 INTRUDER ALARM	351	2,000	1,649	17.6%		
4035 SANITARY DISPOSAL	139	1,600	1,461	8.7%		
4037 LIFT MAINTENANCE	-	3,415	3,415	0.0%		
4038 MAINTENANCE	27,986	40,000	12,014	70.0%	3,000	Feasibility study
4065 IRRECOVERABLE VAT	3,400	-	- 3,400	0.0%		
4300 BOILER MAINTENANCE	-	930	930	0.0%		
4304 LICENCES/PERFORMING	1,213	3,000	1,787	40.4%		
4305 BROADBAND	-	2,100	2,100	0.0%		
4315 REFUSE COLLECTION	456	1,550	1,094	29.4%		
4998 MARKETING	80	200	120	40.0%		
4999 PUBLIC TOILETS	1,744	7,200	5,456	24.2%		
PUBLIC TOILETS						
1112 GEORGE LANE TOILETS	629	3,000	2,371	21.0%		
COOPERS CORNER						
4306 COOPERS CORNER	320	800	480	40.0%		
4313 PUBLIC TOILETS	3,154	17,100	13,946	18.4%		
COMMUNITY AND YOUTH CENTRE						
4019 CLEANING MATERIALS	121	400	279	30.1%		
4030 INTRUDER ALARM	351	2,070	1,719	17.0%		
4035 SANITARY DISPOSAL	139	775	636	18.0%		
4037 LIFT MAINTENANCE	-	880	880	0.0%		
4038 MAINTENANCE	5,081	-	- 5,081	0.0%	4,834	Patio
4072 EQUIPMENT	52	500	448	10.4%		
4304 LICENCES/PERFORMING	351	330	- 21	106.4%		
Income	32,715	140,266	107,551	23.3%		
Expenditure	56,835	101,850	45,015	55.8%		

Property Maintenance Risk Register

Risk	Probability 0.1 - 1 scale	Risk cost	When =no. yrs? (1-20 yrs)	Required Reserve	Annual EMR
KEY					
					2025 26 budget
					Research
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's 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%	

Marlborough Town Hall

Feasibility Study for improved access to loft areas in roof space

- 1.0 I was instructed by Marlborough Town Council to look at the feasibility of accessing the unused areas above the stage, kitchen etc at the east end of the building.
- 2.0 At present there is a large room in the roof on two levels at the east end currently accessed by a loft ladder. There are tanks in the roof space together with pa amplifiers, dimmer racks for lighting etc. It is presently casually used by the Marlborough players for the preparation and storage of scenery for their productions. There is a considerable floor area available although the areas have awkward shapes because they are in the roof (see attached photos).
- 3.0 It has long been an ambition of The Town Council to bring these areas into better use most recently with the more elaborate proposal developed in 2011. Possible uses include: green room for productions, storage space, space for the preparation and storage of scenery, a home for the town archive etc. There are many options.
- 4.0 The main issue is how to gain access. I have investigated two options
1. Installation of a staircase
 2. Installation of a staircase and a new lift (in the position of the existing).
- Option 2 is obviously a much more expensive option.
- 5.0 In both instances it is proposed to install a new staircase at the rear of the existing stage. Although this would have the effect of reducing the usable depth of the stage it would have considerable benefit for users of the stage by making the upper floor accessible.
- 6.0 These two options are shown on the attached drawings with extracts on the following pages. The coloured areas are those it is proposed to bring into use.
- Option 1 would essentially just make the existing spaces more accessible (although not wheelchair accessible) as well as more usable particularly if additional insulation and heating were to be installed.
- Option 2 would include the staircase but in addition would require the installation of a new lift in the same position as the existing lift extending it upwards to the upper floors. This would require a new dormer projecting through the roof to be installed to give sufficient headroom. This would make the upper areas accessible to all and the lift would enable items to be stored in the roof space and easily moved up and down as required.
- 7.0 There are a number of intermediate options using more or less of the space but I have deliberately just shown the two main ones.
- 8.0 Key to both options is maintaining fire protection and keeping within the travel distances described in the Building Regulations for a single staircase building.

9.0 For both options the following works would be required

1. Alteration to the stage and installation of the stair.
2. The upgrading of the roof space floor to provide fire resistance
3. The installation of fire resisting construction to protect the staircase as a means of escape.
4. The insulation of the roof on the underside of the sloping rafters.
5. The fitting out of the space to make it usable (depending on the uses required)
6. Alterations to the lighting and heating systems to accommodate the new space.
7. The possible installation of a fire alarm system.

10.0 Option 2 would also require the following works

1. The removal of the present lift and gear and modification of the lift shaft.
2. The construction of a new shaft including a protrusion through the roof in brickwork.
3. The installation of a new hydraulic lift.
4. The installation of an additional staircase to the upper level of the roof space .
5. The upgrading of the floor and insulation at rafter level to the additional upper level together with additional partitions etc.

11.0 Alternative budget costings have been prepared with assistance from Carty Builders. They are approximations to give the order of cost involved and would need refinement once more detail was established.

Budget costs for option 1

Basic cost for installation of the stair providing additional insulation etc approx. £50,000

Budget cost for option 2

Cost for works included in option 1 plus a new lift and associated builders work approx. £200 - £250,000.

12.0 Conclusion

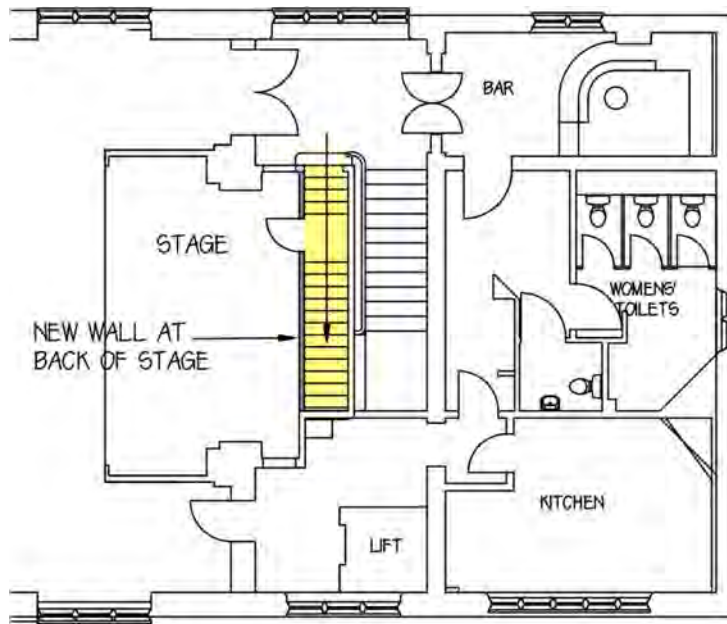
Option 1 would provide better access to currently underused areas of the building but would not make them wheelchair accessible. If this option were adopted then the loft spaces would probably be best suited to ancillary uses such as storage and workshop.

The considerably more expensive option 2 would make the areas fully accessible although the cost of doing this would need to be weighed against the benefit of having these rather unusually shaped spaces in use. In addition the alteration to the external appearance of the building would require Listed Building Consent which could prove controversial.

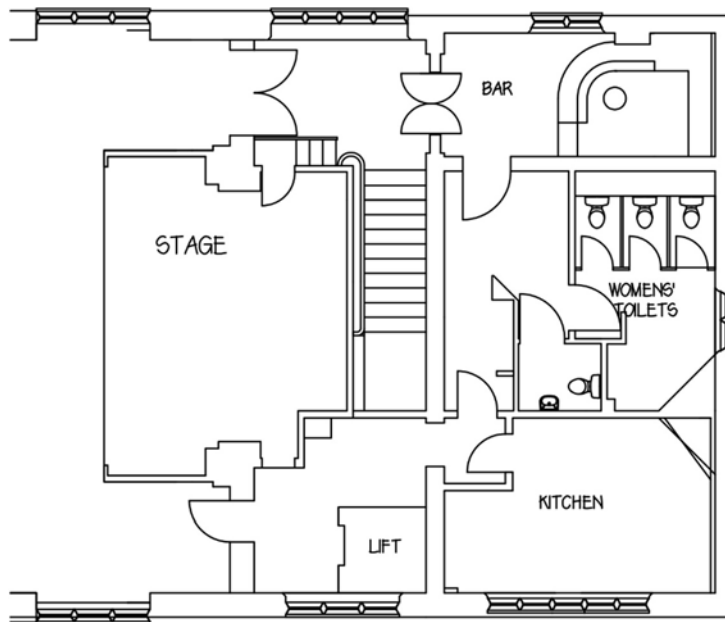
Should the Town Council wish to take the project further it would be necessary to discuss proposals with The Conservation Officer and then prepare a detailed specification and drawings to enable more accurate costings to be obtained and in due course application made for Listed Building Consent.

Andrew Bumphrey Architect March 2025

Option 1 and 2 Plans of first floor as existing and proposed showing new staircase to loft area



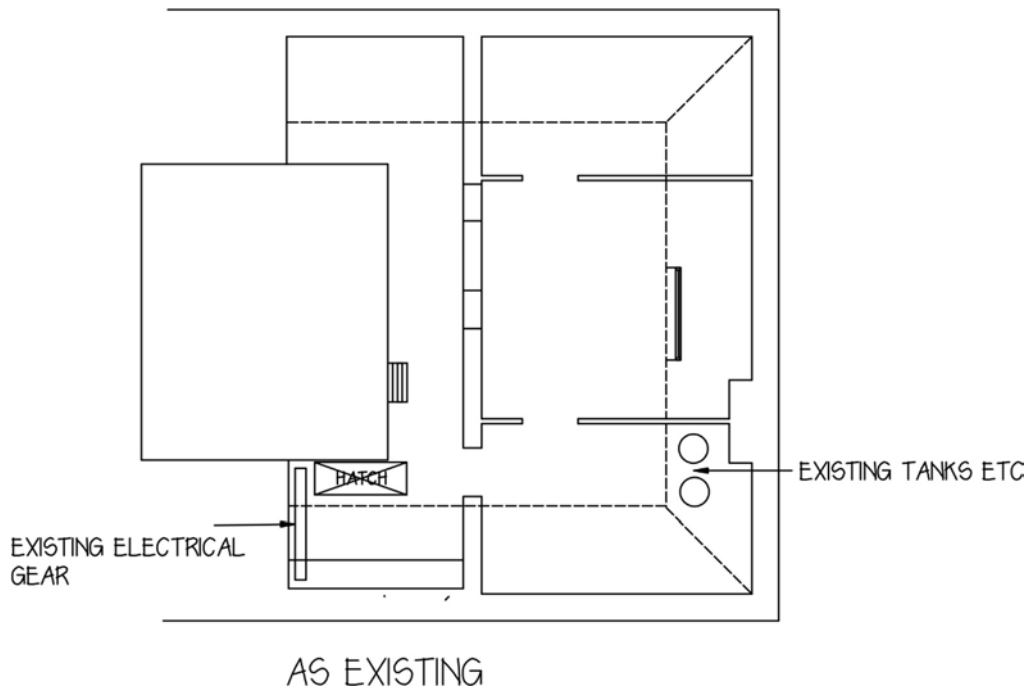
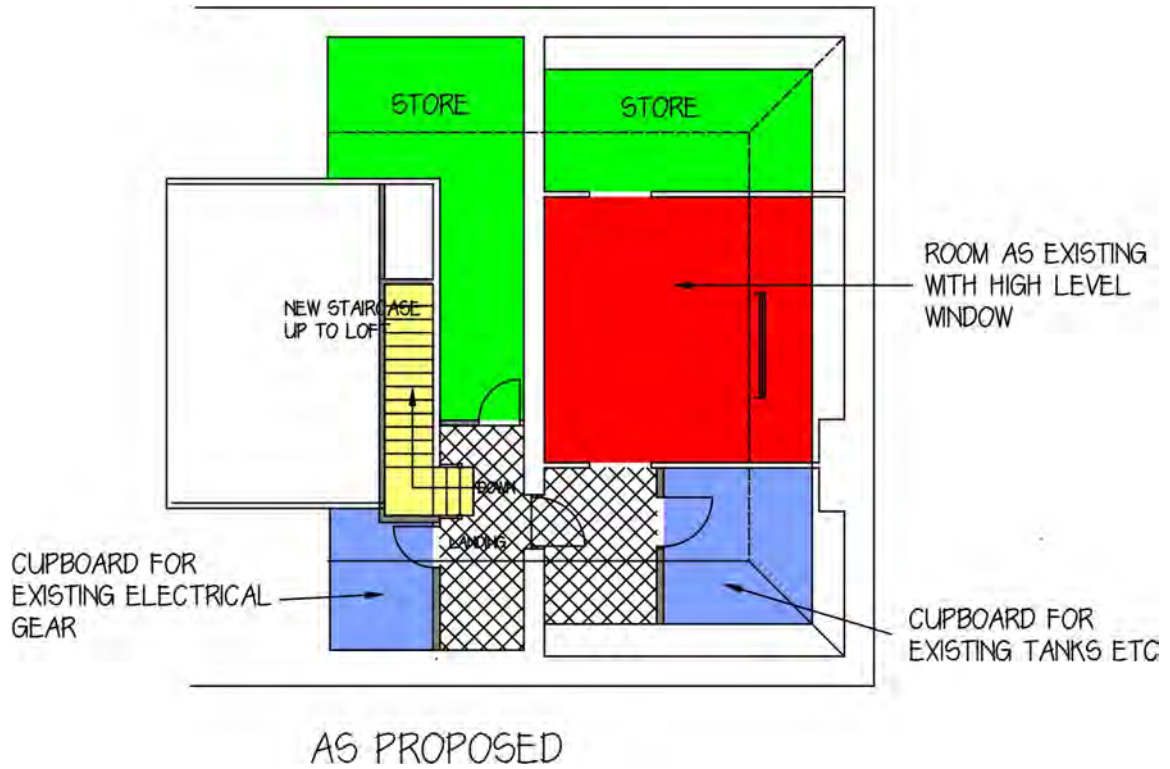
AS PROPOSED



AS EXISTING

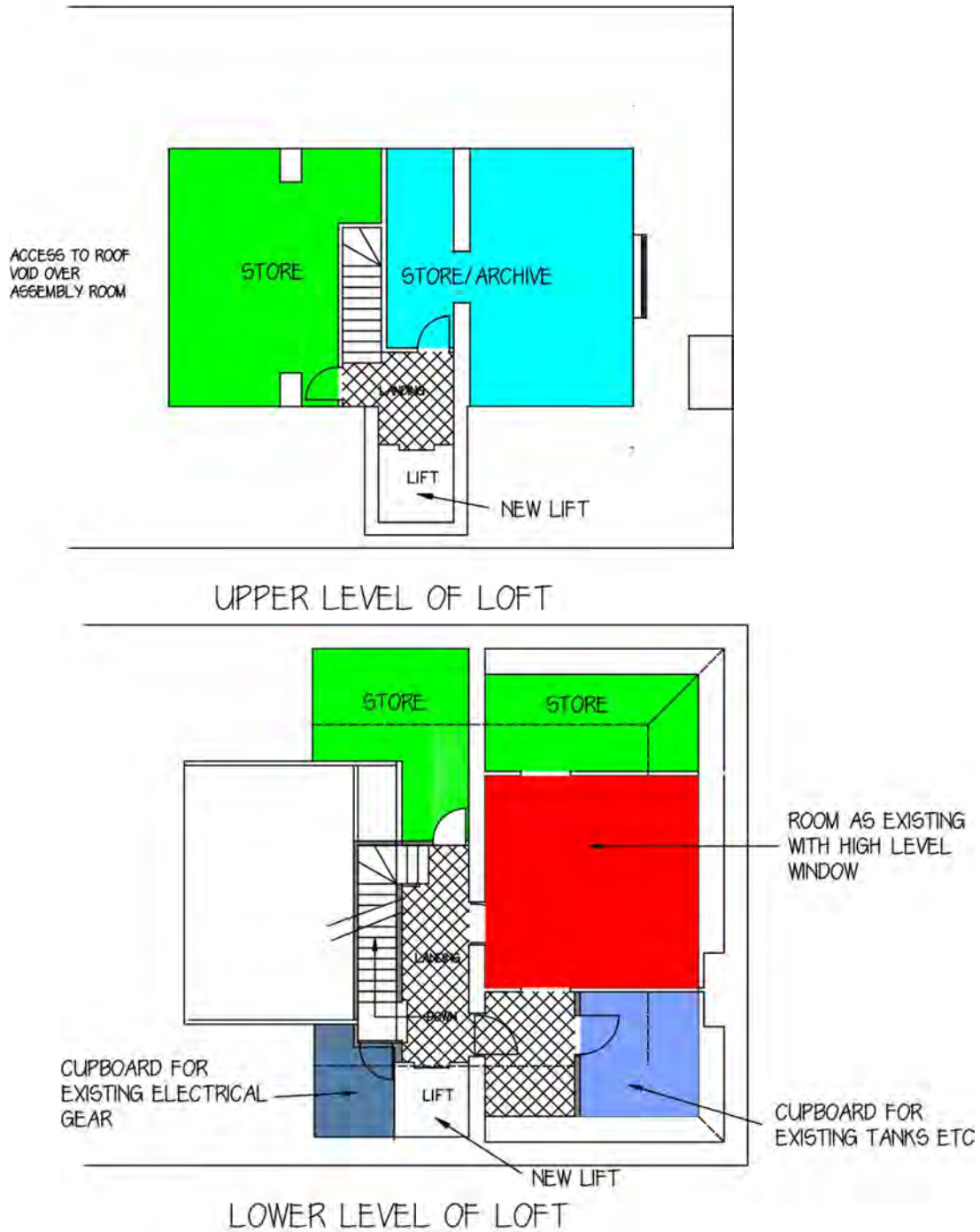
PLANS OF FIRST FLOOR SHOWING STAGE AND STAIRS

Option 1 Plans of loft space showing areas to be brought into use



PLANS OF LOFT SHOWING NEW STAIRS

Option 2 Plans of two level loft space showing new lift and areas to be brought into use



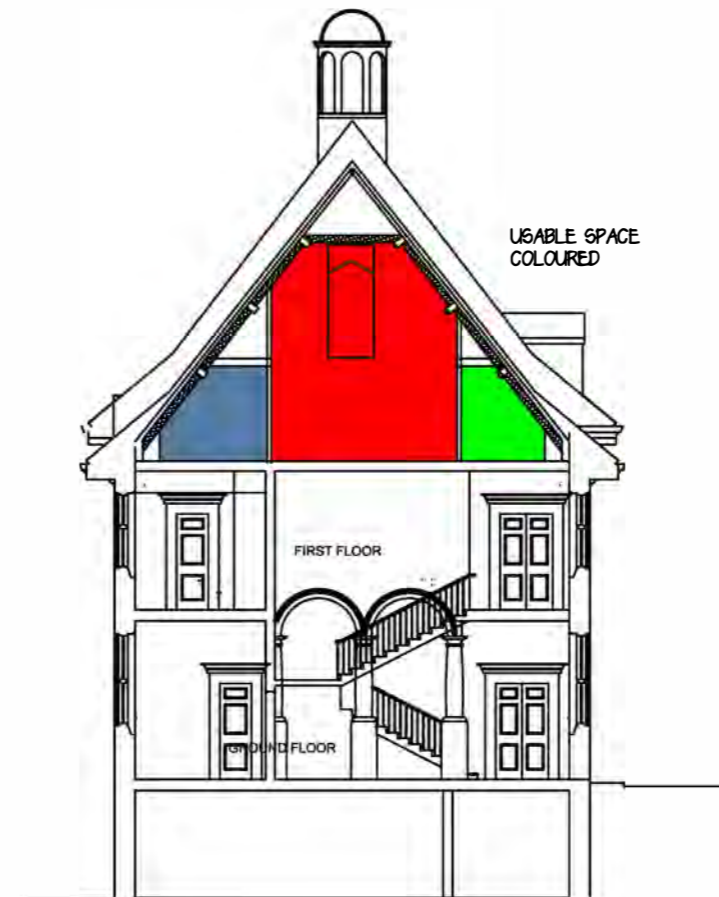
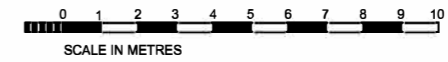
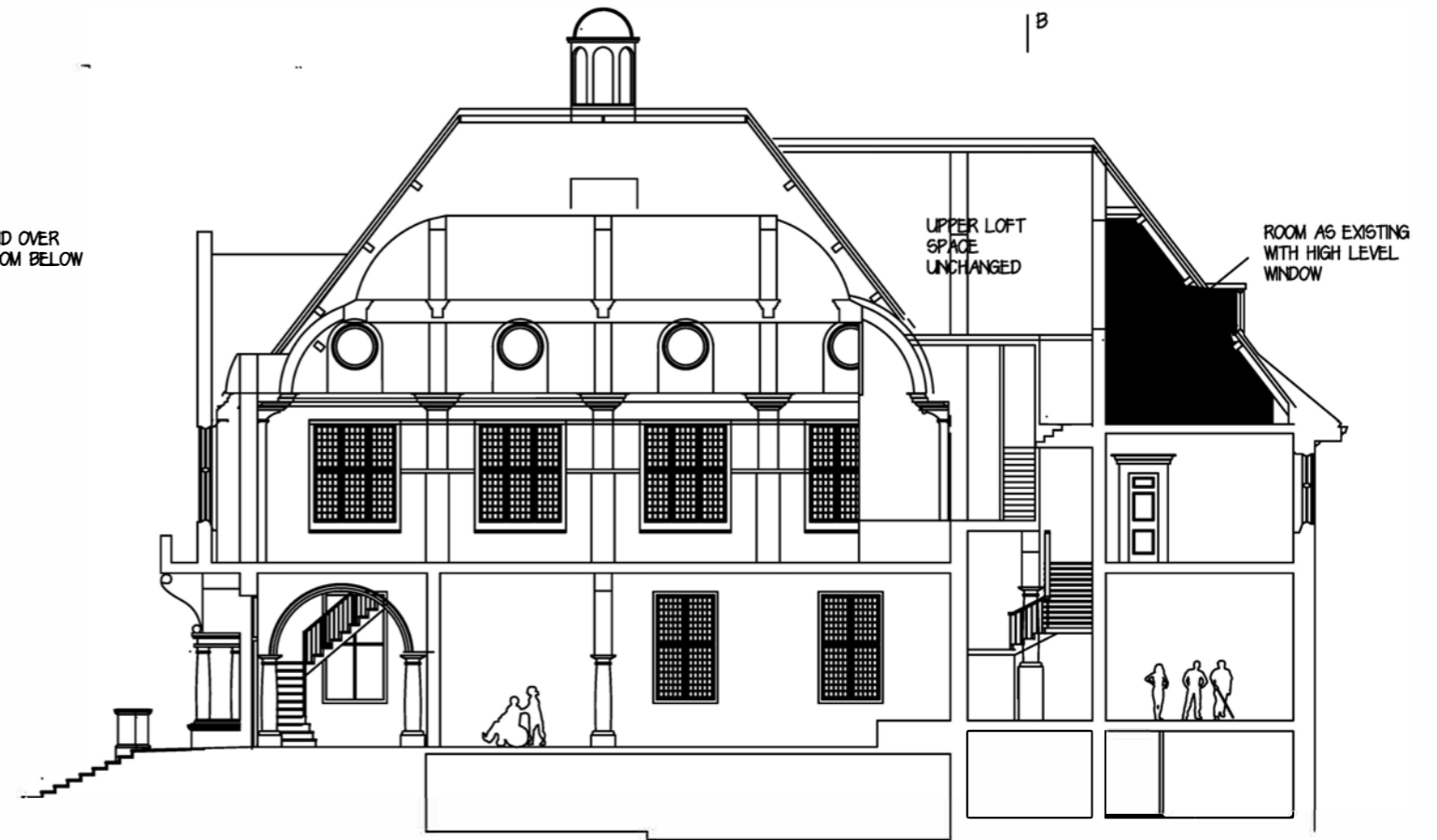
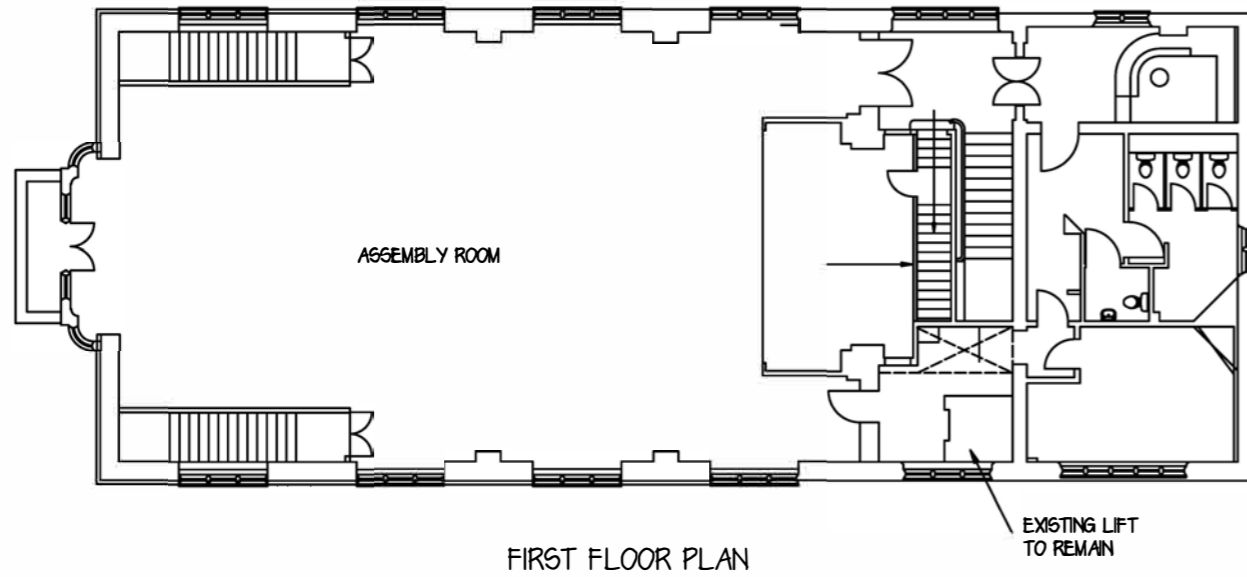
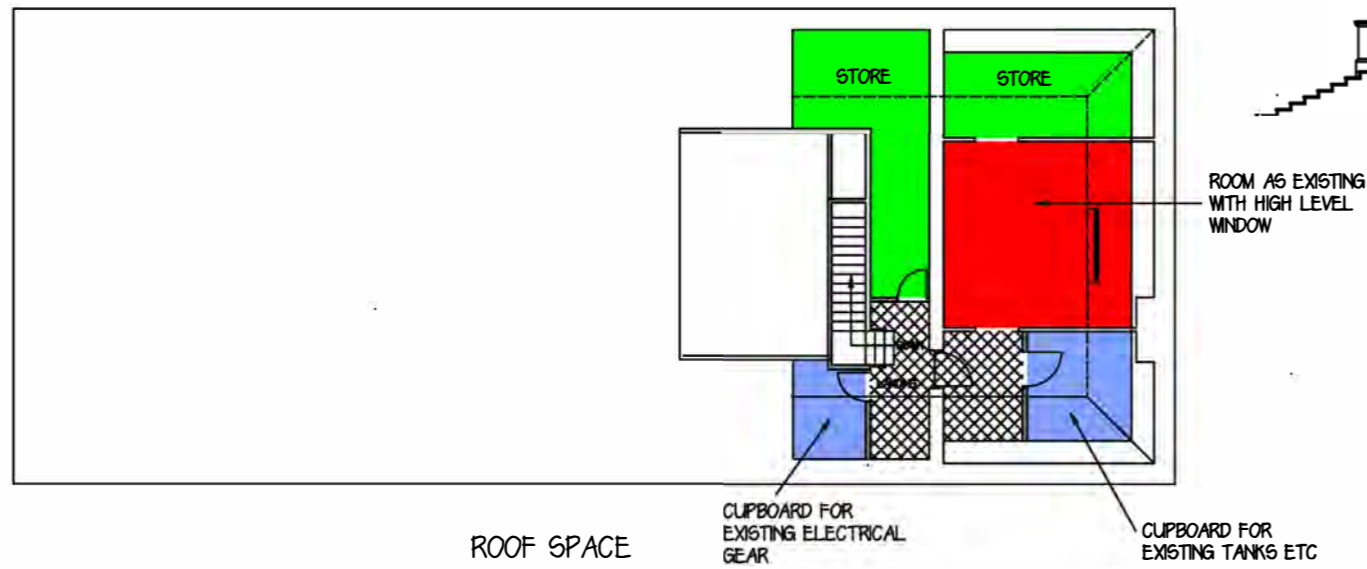
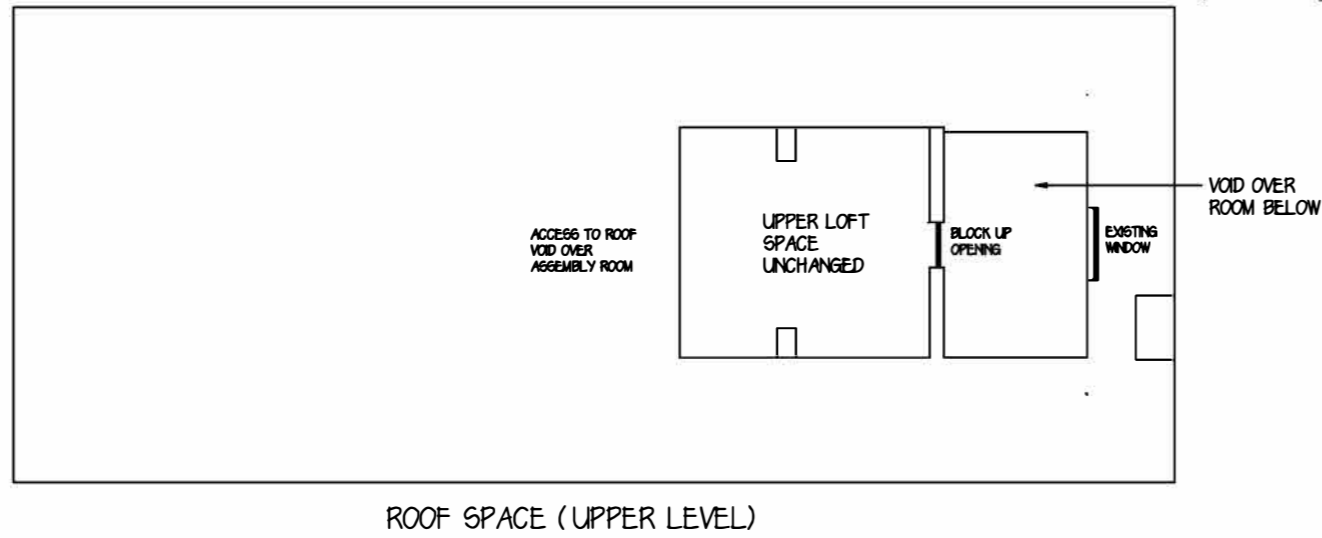
OPTION 2 PLANS SHOWING NEW LIFT AND STAIRS

Photos of the inside of the roof space



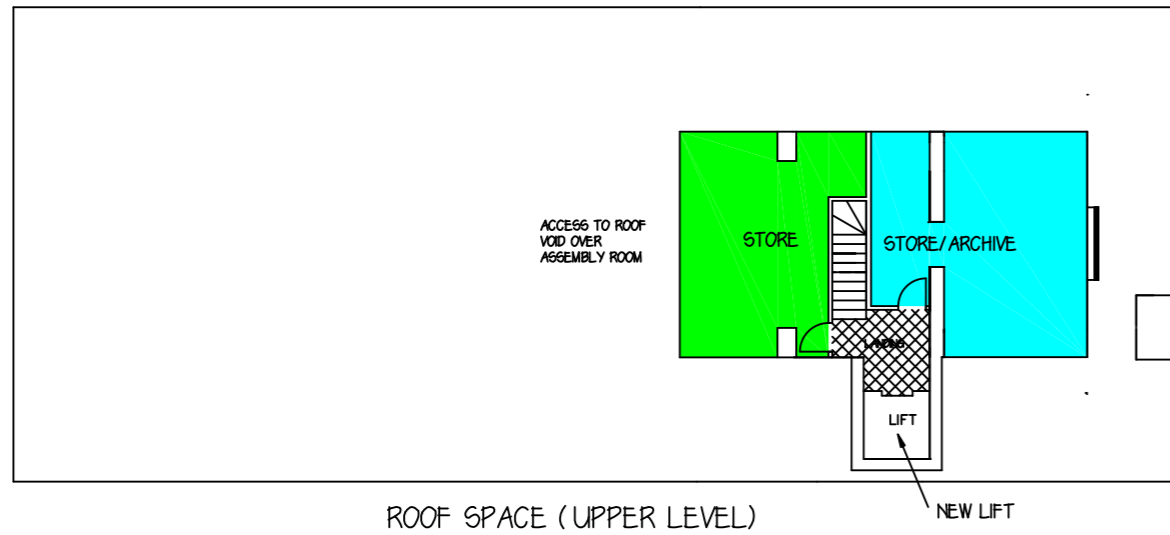




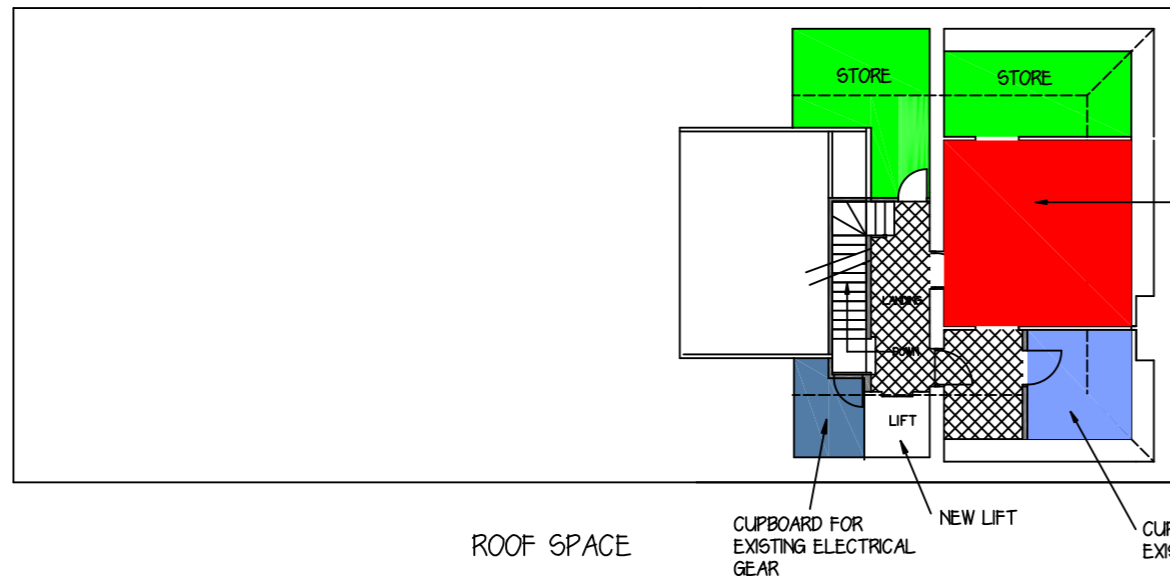


OPTION 1
WITHOUT NEW LIFT

MARLBOROUGH TOWN HALL	scale 1:200 @A3 Jan 25
PROPOSED NEW ACCESS TO ROOF SPACE	Andrew Bumphrey Architects 16 George Lane Marlborough
OPTION 1 NEW STAIRCASE ONLY	862 / 1



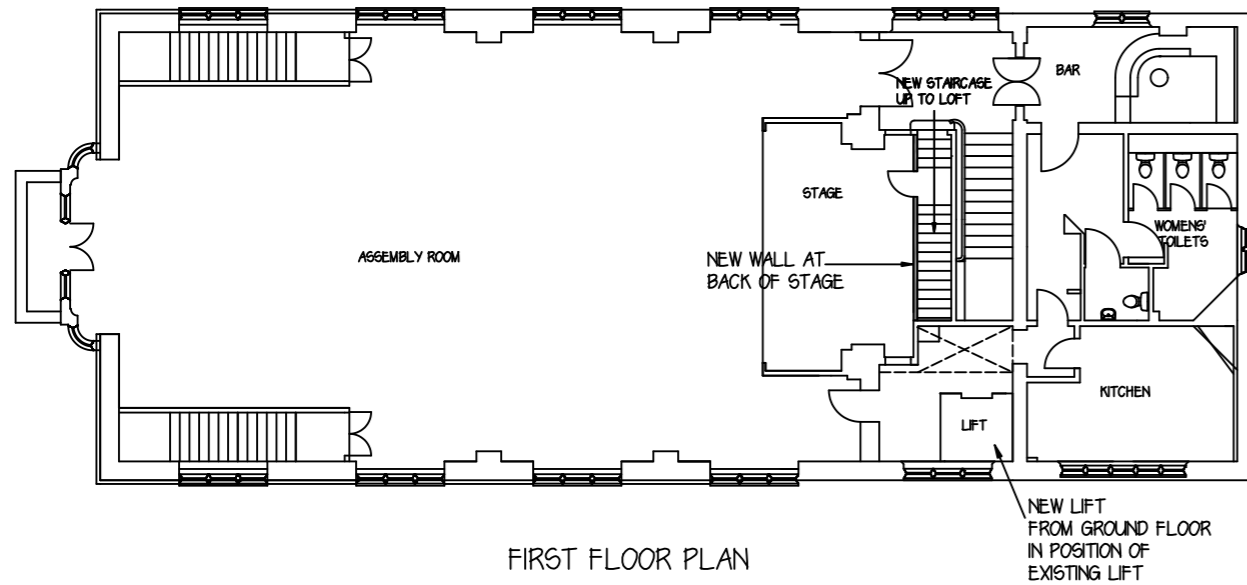
SOUTH ELEVATION



ROOM AS EXISTING WITH HIGH LEVEL WINDOW



SCALE IN METRES



FIRST FLOOR PLAN

LIFT SHAFT DESIGNED TO LOOK LIKE A CHIMNEY



SECTION SHOWING USE OF ROOFSPACE

OPTION 2 WITH NEW LIFT

MARLBOROUGH TOWN HALL	scale 1:200 @A3 Jan 25
PROPOSED NEW ACCESS TO ROOF SPACE	Andrew Bumphrey Architects 16 George Lane Marlborough
OPTION 2 NEW STAIRCASE AND LIFT	862 / 2

Tenancy Application Scoring Grid

Candidate	
Tenancy Address	
Date of completion	

Scoring – application to be scored as follows: 0 (low - does not meet criteria) or 5 (high – meets criteria, no concerns)

Suitability Criteria	Detail	Notes	Total
Connections to Marlborough	Is the proposed tenant local to Marlborough or do they have family connections?		
Financial Viability	Is the proposed tenant financially secure? Is their income sufficient to meet the rent and other bills?		
Health & Safety	Are there any health and safety considerations in relation to the tenant or the property? Is the property suitable for children and/or pets? i.e. ground floor location, access to		

APPENDIX 5

	outside space etc.		
Safeguarding	Are there any safeguarding concerns in relation to the proposed tenant and/or existing tenants?		
Access	Is the property accessible to the applicant?		
Property Suitability			
TOTAL SCORE			