

**MARLBOROUGH TOWN COUNCIL
PROPERTY COMMITTEE**

Minutes of a meeting of the **Property Committee** which was held on **Monday, 13 January 2020** in the
Council Chamber, Town Hall, Marlborough at 9.10 pm

PRESENT: Councillor G. Loosmore Chairman
Councillor M. Hall Town Mayor
Councillor Mrs P. Dow
Councillor N. Fogg
Councillor S. Price
Councillor A. Wilson

ALSO PRESENT: Mrs S. Parker Town Clerk
Mrs D. Whitehall Administrator

PUBLIC QUESTION TIME

There were no questions.

412/19 APOLOGIES

Apologies for absence were received from Cllrs. Kirk Wilson and Cairns.

413/19 DECLARATIONS OF INTEREST

There were no declarations.

414/19 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

415/19 MINUTES

RESOLVED: that the minutes of the meeting held Monday, 11 November 2019 were approved as a true record and signed by the Chairman

416/19 TOWN CLERK'S REPORT

The Town Clerk's report was noted.

417/19 REPORT ON TOWN COUNCIL PROPERTIES

The Office Manager's report was noted.

418/19 TOWN HALL

Members noted the Town Clerk's report, an update on current works and that an internal structural survey had been commissioned to investigate cracks in the Assembly and Court Rooms.

At the meeting on 11 November 2019 (**Min. 331/19**) it was agreed to appoint an Architect/Project Manager to take forward a substantial programme of works highlighted by a drone survey conducted earlier in the year. An architect had now been appointed and had provided a specification, schedule of works and pre-construction information on external repairs and redecoration for approval. Main points of discussion were:

- That the extensive specification and schedule of works drawn up by the Town Council's Architect included all the recommendations set out in the Condition Report (underpinned by the Drone Survey) as well as other identified works

- This was a large programme of works incurring high costs –above £25,000 so it would need to be advertised via the government’s Contracts Finder website and require agreement from Full Council
- That an ear marked reserve for Town Hall projects remained at £159,000
- It was anticipated that the programme of works would protect the building from major external repairs for up to 30 years
- It was difficult to predict a start date or likely duration of the works, but an estimate was that it would take 2- 3 months
- When the works should start – initial costings had to be drawn together, a tender bid drafted and the tender process to follow through. The project might begin after a tender bid had been agreed or be delayed until early 2021 to avoid disruption to events already confirmed by hirers for 2020 (including 17 wedding bookings and various town events)
- The need to forewarn potential hirers of the circumstances at the time of enquiry and offer appropriate mitigation as necessary
- Whether events could be promoted, using the scaffolding, once work commenced (e.g. by attaching banners to the scaffolding or projecting images on to it)

RESOLVED: (i) that the schedule and scope of works were agreed, and the Town Council’s Architect should now go ahead to cost out the works in preparation to drawing up a tender document

RESOLVED: (ii) to delay a start date to early 2021 in order to avoid disruption to events already booked by confirmed hirers and be able to advise potential hirers

419/19

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that under the Public Bodies (Admissions 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 or commercial nature of the business to be transacted

420/19

TOWN COUNCIL BUILDINGS

Members noted the Town Clerk’s progress report and considered professional recommendations and advice on the new workshop.

RESOLVED: To commission both landscape and topographical studies through the Town Council’s land agents in preparation for the submission of a planning application as well as a written planning justification of requirement.

The meeting closed at 9.37 pm

Signed: Date:
Chairman