

Report on Town Council Properties

Summary – This report asks Members to note property updates and consider requested works and permissions.

1. **Town Hall – See Agenda Item 6**
2. **5 High St Offices** – PAT testing to be carried out, Emergency Lighting test completed, Gas Safety Check completed.
3. **5 High St Shop – See Agenda Item 10**
4. **5 High St Flat 2** – Small maintenance works carried out to bathroom by Assistant Caretaker
5. **The Merchant’s House** – Nothing to report
6. **1/2 Kingsbury St Shop** – Recently inspected by Carter Jonas and found to be in good order with some external painting to be completed.
7. **1A Kingsbury St Flat** – Nothing to report
8. **2A Kingsbury St Flat** – New element for immersion heater
9. **3 Kingsbury St Shop** – Recently inspected by Carter Jonas and found to be in good order. Work requested to repair and replace an outer door and frame. **Also see Agenda Item 10**
10. **3a Kingsbury St. Studio Flat** – Nothing to report
11. **3b Kingsbury St. Studio Flat** – New tenant. A request has been made for a skybox/dish to be installed (see para 21i))
12. **Recreation Ground Cottage No. 1** – Gas Safety Check carried out, replacement back door to be fitted
13. **Recreation Ground Cottage No. 2** – Gas Safety Check carried out, replacement back & front doors Fitted. Request for new bathroom suite (see para 21ii)).
14. **Elcot Lane Pavilion/Boxing Club** – Nothing to report
15. **Bowls Club – See Agenda Items 7 and 11**
16. **Marlborough Community & Youth Centre** – Repairs carried out to security lights and Emergency Light test carried out. Trestle tables purchased, PAT testing completed.
17. **Coopers Corner Toilets/Community Room/Tourist Inf Point** – Regular checks carried out, nothing to report.
18. **Workshop** – PAT testing carried out. **Also see Agenda item 8**
19. **Bus Shelters** – Refurbishment ongoing.

General - Window cleaning has been carried out at the Town Hall, Offices and Kingsbury Street. Legionella testing takes place monthly at the Town Hall, Offices and MC & YC Flat roof at Kingsbury Street has been cleaned

20. Requests for Works and Permissions

Members are asked to consider the following:

- i) 3b Kingsbury St. Studio Flat – A request has been received from the tenant at this property to install a Sky Box/dish.
The lease states the following:

2.22 Not to install cable or satellite television or telephone at the Property without first obtaining the Landlord's written consent and where such consent is granted meet all costs for the installation, removal, and disposal and thereafter making good any resultant damage as required by the Landlord

No dishes are visible at the front of the properties along Kingsbury Street but these may be visible to the rear of the properties (unconfirmed). *(An image will be available on the screen during the meeting).*

Town Clerk's Recommendation

The Town Clerk recommends that Members agree that this can go ahead subject to the stipulations in para. 2.22 of the lease and, in addition, that any planning permission requirement is also met by the tenant.

- ii) Recreation Ground Cottage No. 2 – A request has been made for a replacement bathroom. The current bathroom has not had any improvements for 10 years. It has a chipped bath, the grouting needs replacing and tiles are coming away and the shower is faulty. There is also a leak under the bath. A new suite is required. (Carter Jonas will be inspecting the property to confirm this requirement too)

Town Clerk's Recommendation

The Town Clerk recommends that members agree that a replacement suite can be agreed for this property.

- iii) **Kingsbury Street Properties– General**

Our Caretaker has reported that new felting, repairs and guttering is needed on the second of the 2 flat rooves at Kingsbury Street. A professional inspection is needed to judge the extent of the work needed. A significant part of the overall cost of this work will be the scaffolding needed to carry out the works.

(An image will be available on the screen during the meeting).

Town Clerk's Recommendation

The Town Clerk recommends that Members agree that a professional inspection is obtained and that quotes are sought and works go ahead to rectify the problem of the second flat roof at the Kingsbury Street properties.

21. Financial Implications

The 2020/21 budget allocation for works to Town Council-owned commercial and residential properties was £15,000. A printout of the budget showing expenditure so far this financial year is at **Appendix 1**.

Author – Town Clerk/Office Manager

1 October 2020

Town Hall

Summary - This report brings Members up to date with current works at the Town Hall and asks Members to consider recommendations about various works.

1. Planned Works/Projects

The following works will be taking place during the Municipal Year 2020/21.

WORKS	COMMENT	COMPLETED
Repairs to Kingsbury Street entrance door	Repairs due to accident in summer 2020. (Painting work undertaken by caretakers)	Completed September 2020
Various external works	This is a major project with the involvement of a professional architect/project manager. Due to start in Feb/March 2021	
GENERAL MAINTENANCE - Standard day to day and other ongoing tasks (lift checks, window cleaning, boiler maintenance, gutter clearance, etc. continue outside of this schedule).		

2. Impact of COVID

The Town Hall was closed from 23 March 2020 in line with national lockdown restrictions. Following the lifting of these and deep cleaning, it was re-opened to the public and there has been a trickle of bookings where restrictions have allowed (small meetings, craft fairs and clothing sales but not live dramatic or musical performances). There have been cancellations of some major events (e.g. the Marlborough Litfest). The biggest impact has been on weddings where limits have been put on the number of attendees for ceremonies and receptions – first a maximum of 30, now reduced to 15.

Risk assessments are in place and the building is COVID secure with track and trace measures in place (though this is largely the responsibility of the hirer). Toilet use is restricted to cubicles only with the urinals blocked off. No two organisations can use the building at the same time and rooms are sanitised by our caretaking staff after each use.

3. External Works

At the Full Council meeting of meeting of 20 July 2020, the following resolution was made:

RESOLVED: that the tendering process for external works to the Town Hall begins via the government's Contract Finder website as set out in the Town Council's Financial Regulations

Update: The Town Council's architect has discussed the project with the Senior Conservation Officer at Wiltshire Council who confirmed that whilst the bulk of the work does not require Listed Building Consent, the proposed handrail to the balcony and the window in the basement room would need LBC. It was also confirmed that the safety measures on the balcony should take the form of a metal railing rather than glass. As part of the process, our architect has recommended that the little-used flagpole on the balcony be removed.

4. Other issues

Moths have been discovered in the carpet of the Council Chamber. Traps have been put down and other measures will be put in place if this is unsuccessful.

5. Financial Implications

A breakdown of budget expenditure is at **Appendix 1**. Ear marked reserves for the Town Hall stand at £170,000 (this will be for the external works project). Councillors should note that VAT may not be refundable on part of that project.

Income - As mentioned before, bookings are starting to trickle through now restrictions have been partially lifted (though that could change) but lockdown closed our bookable buildings which clearly had an impact on income. The difference in income at Month 4 (end July) in 2019/20 and 2020/2021 is compared as follows:

TOWN HALL INCOME		
2019/20 (Month 4 - July)	£10,573	
2020/21 (Month 4 - July)	- £218	Minus figure due to refunds on wedding bookings

Due to Coronavirus, it is difficult to project income for the remainder of the year.

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report and agree that the little-used flagpole at the front of the Town Hall is removed.

Town Clerk

1 October 2020

Bowls Club

Summary – This report asks Members to note that a meeting took place with the Bowls Club Committee in March just ahead of COVID lockdown and to agree that work goes ahead on a new lease for the Club.

1. Background

The Bowls Club (owned by the Town Council) had use of the Clubhouse, Bowling Green and car park under a licence which has expired. The terms and conditions of this lease are held over by a 'Tenancy at Will' letter. A meeting took place between the Town Council and members of the Bowls Club in early March just ahead of lockdown.

Members will want to be aware that the Club is not open and closed for the winter with the aim of re-opening in the spring. It is suggested that a lease is drawn up ready for when the Club re-opens.

2. Financial Implications

This work will attract legal fees for the drawing up of the lease.

Town Clerk's Recommendations

The Town Clerk recommends that work on the lease begins and that remote meetings take place between the Chairman of the Property Committee, Town Clerk and a representative of the Bowls Club to discuss any outstanding issues around terms and conditions.

Town Clerk

1 October 2020

New Workshop

Summary – This report reminds Members of the work undertaken so far and asks them to consider further survey work.

1. Background

Members will recall that pre-planning application advice was sought for the proposal to erect a 298sqm storage building next to the greens shed at The Common on land owned by the Golf Club. Following this, it was recommended by the Council's agents, Woolley & Wallace, that a Landscape Report and Topographical Survey be commissioned. This was agreed at the Planning meeting of 13 January 2020.

This Landscape and Visual Impact Survey is at **Appendix 1**.

The Topographical Survey is at **Appendix 2**

Comments and Recommendations from Woolley & Wallace are at **Appendix 3**

A further recommendation from our agents is that a Tree Survey is commissioned.

2. Financial Implications

As agreed in 2019/20 and reiterated through the precept setting process, an ear marked reserve of £116,589 is in place towards the project. There is also a revenue budget line for 2020/21 for £12,000 (110/4073). There has been no spend so far during the current financial year.

3. Points to Note

- Members may like to consider a meeting with the Golf Club Committee and new General Manager to bring them up to date with plans

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report and consider recommendations from Woolley & Wallis and agree that a Tree Survey should be commissioned. Also, that a meeting is arranged with the Golf Club to include the Mayor, Chairmen of the Property, Amenities & Open Spaces and Finance & Policy Committees.

Town Clerk

1 October 2020