

**TOWN CLERK'S REPORT
PROPERTY COMMITTEE – MONDAY, 7 OCTOBER 2019**

Summary

This is a report of follow-up to decisions made at the Property Committee. This is a Standing Item on agendas to update Members. Once follow-up is completed, items will be marked as closed. Ongoing items will be brought back to committee when a new decision is required or when a fuller update is needed. Items already included on the agenda are not listed here.

Min. 329/18	Defibrillators – The Assistant Town Clerk has assessed and uploaded the status of each of the 8 defibrillators under the Town Council's responsibility onto an automated online portal. (<i>Locations are - Town Hall, Library, Preshute Primary School, Manton, St John's Academy, Drove Veterinary Surgery, Mace Express (Rabley Wood), Costcutter (St Margaret's Mead) and Kennet Pharmacy</i>). Most are functioning correctly, but some may require new batteries which, hopefully, can be replaced under warranty. The Assistant Town Clerk is working with the Community Heartbeat Trust to resolve any issues to ensure that all defibrillators are in good working order. The priority will then be to look at possible new sites previously discussed by the Town Council. These include the MC&YC and George Lane Car Park. Another suggestion has been siting one close to the open space at Barton Park. Ongoing
Min. 145/19	Property Condition Report – It was resolved that recommendations in the Condition Report should be sought leading to a programme of works. Quotes are being obtained. Ongoing
Min.147/19	Town Hall Marketing Working Party - Work towards the Town Hall promotional material is well underway. The Assistant Town Clerk has arranged for professional photographs (internal and external) to be taken and these are currently being edited. A 'shout out' was posted on Facebook and Twitter asking people whose weddings/celebrations took place at the Town Hall if they would be happy to share photographs for inclusion in our marketing material. This plea has been well received within the community. Hopefully, a number of images can be used. When ready, the photos will be forwarded to graphic designers to draw together the promotional material. Ongoing

Report on Town Council Properties

Summary - To note an update report on properties owned by the Town Council.

1. **Town Hall – See Agenda Item 7**
2. **5 High St Offices** – Nothing to report.
3. **5 High St Shop** – Nothing to report
4. **5 High St Flat 2** – Replacement secondary double glazing has been installed
5. **The Merchant’s House** – This lease expired on 29 March 2019 and a new lease has been drawn up.
6. **1/2 Kingsbury St Shop** – Exterior redecoration to be completed (Oct), nothing further to report.
7. **1A Kingsbury St Flat** – Secondary double glazing has been installed. Nothing further report
8. **2A Kingsbury St Flat** – secondary double glazing has been installed, remedial works carried out to tiles and grouting in bathroom. Electric cooker socket repositioned.
9. **3 Kingsbury St Shop** – Nothing to report
10. **3a Kingsbury St. Studio Flat** – Kitchen flooring has been replaced. Nothing further to report
11. **3b Kingsbury St. Studio Flat** – Nothing to report
12. **Recreation Ground Cottage No. 1** – Nothing to report
13. **Recreation Ground Cottage No. 2** – Nothing to report
14. **Elcot Lane Pavilion/Boxing Club** –Nothing to report
15. **Bowls Club** – Nothing to report. Lease/Licence discussions to be re-started
16. **Marlborough Community & Youth Centre** – Nothing to report. Tables to be replaced
17. **George Lane Facilities** – Community Room has been furnished and stocked with basic kitchen equipment
18. **Workshop** – **See Agenda Item 9**
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
Fault with entry system at Kingsbury Street is being investigated

Author –Office Manager

October 2019

Town Hall

Summary - This report brings Members up to date with current works at the Town Hall and asks them to consider recommendations about flagpoles, lighting and further works.

1. Planned Works/Projects

The following works will be taking place during the Municipal Year 2019/20

WORKS	COMMENT	COMPLETED
Painting of external railings	Painting of railings - Caretakers (the work has started)	Ongoing
Installation of public toilet	Installed and opened on 1 July 2019. Future outgoings to be a charge to the budget for public conveniences for VAT purposes.	Completed June 2019
Refurbishment of part of basement to create 2 new storage areas and a Caretaker's Office. (Some storage offered up to The Merchant's House)	This work has been completed. It has included additional intruder alarms systems, heating and lighting too. Next step is to measure up for storage units. (Additional issues have arisen around damp and staff are looking at hiring in industrial de-humidifiers)	Completed July 2019
Installation of new chandelier and wall lights in Kingsbury Street foyer	This work was completed. Many positive comments have been received about the improvement this makes at this entrance to the building.	Completed September 2019
Installation of new projector in Assembly Room	Installed and in use by hirers.	Completed September 2019
Recommendations listed in a Condition Survey	Awaiting professional advice	
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. Budget

A breakdown of budget expenditure (to end May 2019) is at **Appendix 1**. Councillors should be aware that following works to the basement and equipment purchase in the last six months a balance of £6,232 remains. Ear marked reserves for the Town Hall in 2018/19 are £159,000.

3. Flagpoles

Background - At the moment, the responsibility of hoisting flags rests with the Town Hall Caretaker. The current arrangement is not satisfactory, the flagpole is situated in the cupola which requires crawling up what resembles ship's rigging and into the small area where the flagpole is. The second flagpole is on the balcony, an area which has been advised to us by our surveyor as being not safe (due to low balustrades). This was discussed at the last meeting on 8 July and the following resolutions were made:

RESOLVED: (i) that Cllrs. Wilson and Loosmore (plus Cllrs. Price, Northeast and the Mayor if available) would accompany the Caretaker into the roof of the Town Hall to gain a better understanding of the issues around the flagpole

RESOLVED: (ii) to contact a flagpole specialist for advice on improving the safety and simplification of the process for raising and lowering flags

Update – On 12 August, Cllrs Price and Wilson, the Town Mayor accompanied the Town Hall Caretaker into the upper floors of the Town Hall to see the access difficulties involved with hoisting flags.

Flagpole Report – Flag experts from sector leaders, the Harrison Group, visited the Town Hall on 30 August. A Survey Report is at **Appendix 2**. The advice is that, for the purposes of hoisting the flags, access to both sites was not different to others in many historic buildings. (It is largely dependant on the fitness of the person responsible for raising flags). For the safe operation of lowering and raising the flag for a one-man operation, the advice is that for both the attic flag and the one on the balcony a harness anchor point should be installed at both sites with associated fixings and 2 harnesses. Works to clean and make improvements to the flagpole are advised too. A cherry picker and parking permits will be required for the work.

Other – Harrison was asked to comment on the possibility of using the flagpole in the dock on the Town Hall steps. The advice was that this was not suitable for a flag of the size currently stored by the Town Council. This flagpole would be extremely difficult to erect at any site.

Quotes have been requested. Members are asked to agree to delegate the ordering of the new equipment and works to the Town Clerk.

4. Lighting

There have been a number of positive comments about the new chandelier at the Kingsbury Street entrance and suggestions have been made that another is installed in the main foyer at the front of the building.

Costs have been obtained to purchase and install a second 18 arm chandelier in the main front foyer (identical to the new one recently installed). This area is the main entrance for weddings taking place in the building. However, it is dark and gloomy and improved lighting may help to ensure that it is the 'grand entrance' a wedding, special celebration or a civic reception deserves. By simply upgrading the lighting, it will transform this somewhat dark space into a light, bright and welcoming area for hirers, visitors and guests.



Financial Implications - Costs are:

18 Arm Chandelier - £1,379 + VAT
18 x LED Bulbs @£10 each - £180 + VAT
Installation - £210 + VAT
TOTAL COST - £1,769.00 + VAT

Members are asked to decide whether to go ahead with this purchase.

5. Other Works – Condition Survey

Members will remember that at the meeting of 8 July, a Condition Survey was submitted to Councillors with details of recommended works to properties in Kingsbury Street, 5 High Street and the Town Hall. The following resolutions were made:

RESOLVED: to seek quotations for all the recommended works, broken down so that Town Hall and other building costs could be clearly identified, with a priority given to obtaining prices for the most urgent repairs

RESOLVED: (ii) to create a comprehensive phased programme of works for Town Council owned properties

There is considerable expertise needed for the variety of recommended works across the properties. The Town Clerk is requesting that, under para 11.1.a) of Financial Regulations, she appoints an architect/surveyor to project manage/oversee these works at the Town Hall. Members may also like to consider whether this work should be extended to cover recommendations at the other properties.

Related works – Two other pieces of repair work have been identified since the last meeting relating which could be added to the works already listed. *There will be images of these on during the meeting.*

Town Clerk's Recommendation

The Town Clerk recommends that Members note the balance remaining in the 2019/20 budget and consider:

- i. Whether to delegate to the Town Clerk to authorise the recommended works to the flagpoles at the Town Hall and within the limitations set out in Financial Regulations
- ii. Whether to purchase a second chandelier for the main foyer of the Town Hall
- iii. Whether to appoint a professional architect or surveyor (in accordance with Financial Regulations para. 11.1.a) to oversee works recommended in the recently commissioned Condition Survey

Town Clerk

3 October 2019

George Lane Toilet Block Project – Phase 2

Summary – This report follows up a previous report about the refurbishment work to the toilet block at the George Lane Car Park and the re-naming of this multi-use facility.

1. Background

Members are aware that Phase 1 of this project was to take on and refurbish this dilapidated toilet block from Wiltshire Council. This phase was completed in 2017. Phase 2 was to repair the roof and create a small Tourist Information Point and a Community Room. This work has been finished and includes CCTV too. A new fence has also been erected where the trees were removed and replaces an old broken chain link fence.



The building is now a multi-use facility offering 4 unisex toilet cubicles (one with full disabled access and baby changing facilities), a small Tourist Information Point and a Community Room with disabled access.

At the meeting on 8 July, the following resolutions were made:

RESOLVED: (i) to defer work on the Tourist Information Point until the new post of Tourism Officer had been filled

RESOLVED: (ii) to purchase basic furnishings (stacking chairs, a table and a noticeboard)

RESOLVED: (iii) that deciding how the building would be cleaned and maintained should be referred to the Staffing Sub-Committee

RESOLVED: (iv) to approach local community groups to understand the ways the Community Room could be used and bring this feedback to a future meeting to inform a decision on how to market it and administer bookings and confirm hiring charges

RESOLVED: (v) that while Members has expressed a preference for 'Coopers Corner' to rename the building, a decision would be deferred to ensure the Tourism Officer could have an input

2. Update

The newly appointed Tourism Officer started work in September and has visited the site. She is currently looking at how to best use the small area set aside as a Tourist Information Point.

Chairs, a table, noticeboard, kettle, bin, basic crockery and glasses have been added to the Community Room. A call for interest has been made to local groups (via Town and Country magazine, circulated in last week of September). It is likely that the new post of Assistant Caretaker (currently being recruited) will take on the responsibility of looking after the building (not the toilets).

Naming of the building. The Tourism Officer agrees that it is no longer appropriate to refer to this building as the George Lane Toilets – it offers so much more. She feels that with its proximity to Cooper's Meadow, then *Coopers Corner* is appropriate.

3. Coach Friendly Status

It has been an ambition for the town to be awarded Coach Friendly status (listed under TC5 in the Council's Action Plan 2017-2021). Discussions about this originally began in 2016, but priorities elsewhere stalled it. Our Tourism Officer has now met with the South West Regional Manager for Coach Passenger Transport UK who was impressed with the progress made at the toilets and other rooms at the building. Members will recall that, ideally, under the scheme, coach drivers should have some amenities available to them (though the requirement for a room dedicated as a rest room for coach drivers is not now part of the criteria). However, if the room is opened for coach drivers on Wednesdays (the day when most coaches come into Marlborough) then that would be of huge benefit to them.

4. Budget

The remaining amount in ear marked reserves for this project is **£13,634**. (There will be a small retention to pay to builders and our project manager in November). As Members are aware, 50% of any budget not used towards the refurbishment of this building must be returned to WC under the terms of the Community Asset Transfer.

Town Clerk's Recommendation

The Town Clerk recommends that Members consider:

- i) Whether to agree to re-name the building 'Coopers Corner' or another name
- ii) Whether to agree that the Community Room is opened to coach drivers on Wednesdays as part of the work towards Marlborough being awarded Coach Friendly status.

Town Clerk

3 October 2019

New Workshop at The Common

Summary – This report asks Members to note that a Land Agent/Project Manager has been appointed to follow through on the project for a new workshop on a phased basis. It also prompts discussion options to put forward as part of the pre-planning application.

1. Background

As already agreed, a Project Manager/Land Agent has been appointed, a spec drawn up and pre-planning is about to be sought for the build of a new Workshop on The Common next to the Golf Club's Greens Shed.

2. Pre-planning Advice.

Our agents will be dealing with each phase of the project separately. The first phase is work needed towards obtaining pre-planning advice which includes:

- On site meeting to discuss appropriate building
- Preparation of a pre planning application for submission to Wiltshire Council
- Preparation of appropriate plans to support the application
- Submitting pre application advice back to the Town Council
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Once a response from the pre-application has been received then the next stage will be to work towards full planning permission.

Following an on-site meeting, our agents have drawn up plans (the layout offers 2 options). Drawings are at **Appendices 1 & 2.**

Images of the site will be on the screen during the meeting.

3. Financial Implications

Following agreement at Full Town Council on 24 June 2019, an ear marked reserve is in place for £67,472. There is also a budget line for £12,000 for 2019/20. The first phase of the project for pre-planning advice is a fixed fee of £900.

The Chairman and Town Clerk will be meeting with our agents ahead of the meeting and will give feedback of the advice given.

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report and discuss the options for submitting plans for pre-planning advice from Wiltshire Council.

Town Clerk

3 October 2019

Property Committee – Budget Setting – 2020/21

Summary - In line with Financial Regulation 3, the Property Committee (as with all budget holding committees) should submit budget proposals for the following financial year to the Finance & Policy Committee before final recommendation to Full Council. Members are now asked to consider estimates for 2020/21.

1. Background

Officers have compiled a set of budget proposals for Members to consider (colour coded to identify where there are changes to existing budgets or new budget lines.) This is based on the spend as at 26 September 2019 – almost the half-way point of the financial year.

The proposed budget for 2020/21 for the Property Committee is at **Appendix 1**.

These are estimates only and it is for Members to decide what figures to take forward.

2. Points to Note

- All budgets will be affected by devolved services and asset transfers from Wiltshire Council over the coming 18 months. Due to current lack of detail from WC about this, Members of this committee may like to consider holding another meeting in November. (*Marlborough is not due to start discussions with WC until May 2020, but the Town Clerk is urging officers to begin these as soon as possible*). Members may like to add in a contingency budget line in case any enhancements are needed to properties as a result of devolution/asset transfers. Though this may sit best with the general ear marked reserve already set aside for this (£46,000)
- The Town Council's property managers have been asked to provide a market rental assessment on council-owned residential properties which will be brought back to the committee for review
- Members may like to consider whether or not an element ought to be included for a replacement gas boiler in the Town Hall (replacement parts are becoming harder to source for this older boiler)
- Members may like to consider how to budget for expenditure around the refurbished building at George Lane – should it be standalone or incorporated into the budget line for public toilets?
- Disappointingly, the Parliamentary Bill to exclude parish and town parish councils from business rates has fallen. If successful, this would have resulted in a saving of (£1,860)

3. Parish Precept setting in England

Members may find the information interesting at **Appendix 2** which lists the highest council tax Band Ds in the country. Many of those with the highest precepts are in unitary authority areas where land and assets have been transferred to towns and parishes. It's also worth noting that Marlborough and other towns in the north of Wiltshire have higher precepts because they have historically been responsible for cemeteries, parks and play areas whilst those in southern Wiltshire did not share the same responsibilities. Marlborough's overall precept requirement for 2019/20 was 669,875.00 and the Band D annual precept charge was £195.15.

Town Clerk's Recommendation

The Town Clerk recommends that Members agree what further work needs to be drawn together on budget setting for 2020/21 (e.g. market rent assessments) and that a further meeting should be called in November to decide on the Property Committee's estimated expenditure/income for 2020/21 to recommend to the Finance & Property Committee.

Town Clerk

3 October 2019