

**MARLBOROUGH TOWN COUNCIL
PROPERTY COMMITTEE**

Minutes of a meeting of the **Property Committee** which was held on **Monday 8 July 2019** in the **Council Chamber, Town Hall, Marlborough** at 8.35 pm

PRESENT	Councillor G. Loosmore	Chairman
	Councillor M. Hall	Town Mayor
	Councillor Mrs P. Dow	
	Councillor P. Cairns	
	Councillor E. Northeast	
	Councillor S. Price	
	Councillor A. Wilson	

ALSO PRESENT	Mrs S. Parker	Town Clerk
	Mrs D. Whitehall	Administrator
	Councillor A. Ross	Observing

PUBLIC QUESTION TIME

There were no questions.

138/19 APOLOGIES
Apologies for absence were received from Cllrs. Fogg and Kirk Wilson

139/19 DECLARATIONS OF INTEREST
There were no declarations.

140/19 CHAIR'S ANNOUNCEMENTS
Cllr. Loosmore thanked fellow Councillors for electing him as Chairman for what was likely to prove a busy year. A lot has been achieved in terms of taking on buildings and land, toilets, etc and there was more to come and the Chairman looked forward to being part of the team that helped to make it happen.

141/19 MINUTES
RESOLVED: that the minutes of the meeting held 8 April 2019 were confirmed as a true record and signed by the Chair

142/19 TOWN CLERK'S REPORT
Members noted the contents of the Town Clerk's Report.

143/19 REPORT ON TOWN COUNCIL PROPERTIES
The Office Manager's report was noted.

144/19 WORKS TO RESIDENTIAL PROPERTIES
Members discussed internal works (secondary double glazing) at Flats 1a and 2a in Kingsbury Street and considered the three quotations provided.

RESOLVED: to honour a commitment to install secondary double glazing to two flats in Kingsbury Street and to delegate to the Town Clerk to appoint Option C to undertake the work at a cost of £5,968 and to include secondary glazing to two further windows to the rear of the building with would involve an increase in charges. Additional costs should fall within the Town Clerk's delegated authority as set out at para.2.2 of the Scheme of Delegation.

145/19

CONDITION REPORT AND SURVEY OF EXTERIORS OF TOWN COUNCIL-OWNED PROPERTIES

Members noted a recent report about the exterior condition of 1-3 Kingsbury Street, 5 High Street and the Town Hall and considered its recommendations:

- The report provided excellent information, which was backed up with very many high-quality detailed photographs obtained via a specially commissioned drone survey
- Whether to draw up a maintenance schedule for all the works recommended in the report
- There was a dedicated budget line and an ear marked reserve to cover works at the Town Hall
- The budget to cover all remaining residential and commercial properties excluding the Town Hall was £20,000 for 2019/20, with a commitment already made to provide secondary glazing at two properties (Min. 144/19 above)
- Urgent items were identified as works to rainwater goods at the Town Hall, and exterior joinery at 5 High Street and Kingsbury Street
- While the recommendations were extensive, it was recognised that most of the work could not be undertaken within the current year's budget, but that all should be addressed at some point
- Whether to draw up a maintenance schedule, or create a new project to complete the works

Members agreed there was a need to obtain quotations for all the works recommended in the report. Once costs were known the urgent items should be prioritised with an overall costed schedule of works drawn up. If necessary, existing budgets should be reviewed.

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

146/19

TOWN HALL

Members noted a report by the Town Clerk with updates on the Town Hall and considered recommendations about flagpoles, the balcony, a request about a hiring and a new projector:

Rooftop Flagpole

Members noted that the current arrangement for hoisting flags was not satisfactory, particularly in terms of health and safety, and agreed that a site inspection to understand the issues would be helpful.

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

Balcony

Members considered recommendations set out in the recent professional Conditions Survey about the safety of the balcony. The height of the balustrades had been highlighted as an issue with a need for taller guards. A clear glass screen was suggested as a possible option, although this might restrict access to the flagpole. Members also discussed whether to remove the balcony flagpole or replace it with a horizontal, rather than angled, pole. Questions were also raised about the structural integrity of the balcony, and whether works to the balcony should be added to the list of projects.

RESOLVED: (iii) that there should be no public access to the balcony and no use of the balcony flagpole until the structural integrity and options for safety barriers had been investigated.

Request from a Hirer of the Town Hall

Members considered a letter received from a hirer of the Town Hall requesting a discount on hiring fees due to the timing of the European Elections. Whilst having some sympathy for the hirer, the Conditions of Hiring allowed for this circumstance: "The Town Council reserves the right to cancel any booking in the event of a Parliamentary, European, Unitary or Town Council election or referendum or special civic or Town Council purpose."

RESOLVED: (iv) that as the booking was changed according to the terms and conditions of hiring, no discount could be offered

Projector

Members acknowledged the research undertaken by the Assistant Town Clerk to investigate options to replace the main stage projector, which was failing. It was also noted that on 19 July a hirer had booked the Assembly Room for a film show, and members discussed whether to offer an interim solution to improve the quality of the projection.

RESOLVED: (v) to defer a decision to replace the projector until further technical information is available, and to investigate interim solutions for hirers in the meantime

147/19

TOWN HALL MARKETING WORKING PARTY

Members noted an update report by the Assistant Town Clerk, recommendations from the Working Party and received a verbal update from **Cllr. Price**.

Promotional Material

Costs had already been agreed for photography to help promote the Town Hall. Three quotations had been received to create online, downloadable and a small number of printed brochures.

RESOLVED: (i) to appoint Company C to produce artwork for online and printed marketing material

Lighting

The Working Party recommended updating the lighting in the side entrance to the Town Hall, which was currently poorly lit and was not in keeping with the lighting in the rest of the building.

RESOLVED: (ii) that £2,500 was agreed for the purchase and installation of an 18 branch LED chandelier and 2 matching wall lights

148/19

GEORGE LANE TOILET BLOCK PROJECT – PHASE 2

Members noted that refurbishment works at the building containing the public toilets had now been completed and had recently had the opportunity to make a site visit. The building was now multi-use, comprising:

- 4 unisex toilet cubicles (one with full disabled access and baby changing facilities)
- A small Tourist Information Point
- A Community Room with disabled access

Members considered how to take the new areas forward, as well as recognising a need for cleaning and maintenance. A number of possibilities to rename the building were also considered, to reflect its multi-use facilities. Suggestions included 'Coopers Corner.'

It was noted by all that the transformation from the original condition of the Wiltshire Council run public toilets into the current multi-use building had been a great success and this would should be well publicised once the new facilities were opened.

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

The meeting closed at 9.55 pm

Signed: Date:
Chairman