

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 17 April 2023 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mervyn Hall Councillor Mark Cooper Councillor Kelvyn Shantry	Chair
ALSO PRESENT	Richard Spencer-Williams Dawn Whitehall Andrew Bumphrey	Town Clerk Corporate Services Officer Architect

PUBLIC QUESTION TIME

No members of the public were present.

331/22 APOLOGIES

Apologies for absence were received from **Councillors Loosmore and Heath.**

332/22 DECLARATIONS

There were no declarations.

333/22 CHAIR'S ANNOUNCEMENTS

There were no announcements.

334/22 MINUTES

RESOLVED: that the minutes of the meeting held 7 February 2023 were approved as a true record and signed by the Chair

335/22 ACTION LOG

Members noted the updated action log. Verbal updates included:

#141: property roof insulation – reports had now been received following inspections of residential properties, with recommendations to improve insulation in roof spaces above Flat 2 at 5 High Street and 2a and 2b Kingsbury Street.

RESOLVED: that roof insulation work is approved at 5 High Street and 2A and 3B Kingsbury Street at a cost of £3,978

#142: options to promote the Town Hall as a conference venue – quotes were still awaited on wireless microphone systems.

336/22 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report. **Councillor Hall** confirmed that the Merchant's House Trust had received planning permission to proceed with works to the staircase and fireplaces in the Panelled Room.

337/22 TOWN HALL AND COMMUNITY CENTRE BOOKINGS

Members noted the most recent report on venue hire.

ACTION: future reports to include comparison with previous years' hiring figures

Andrew Bumphrey joined the meeting

338/22 PUBLIC TOILETS

Members noted the Town Clerk's report on the damage caused at the public toilets.

In December 2022 and January 2023 the baby changing facilities in the toilets at George Lane were vandalised resulting in the unit being removed, the damage repaired and the toilets being reopened, at a cost of £771.10.

In January 2023 the baby changing facilities at the Town Hall were also vandalised. Remedial works were attempted in February but the contractors reported that the uneven wall surfaces made any repair likely to remain vulnerable to more damage. A revised quote is awaited, and it is hoped to have the toilets back in action in time for the Coronation weekend.

339/22 RISK MANAGEMENT SCHEME

Members noted the Risk Management Scheme.

340/22 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that, 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 or commercial nature of the business to be transacted

341/22 KINGSBURY STREET PROPERTY WINDOWS

Members noted the Town Clerk's report and considered whether to issue an invitation to tender to replace 10 x sash windows at the Kingsbury Street property, or whether they could be repaired.

During a suspension of Standing Orders the Town Council's Architect explained the Conservation Officer's presumption is against replacement where a repair is possible.

He had met with a building contractor on site to inspect the condition of the windows more closely, and tabled a report which confirmed that the windows could be repaired. Members noted repairing the windows would likely cost £20,000 less than the estimate for replacement.

RESOLVED: (i) to repair 10 sash windows at Kingsbury Street

RESOLVED: (ii) to budget £40,000 and to delegate to the Town Clerk, Chair or Vice Chair of the Property Committee and the Town Council's architect to seek four quotations for window repairs and to proceed with the work in summer 2023

The meeting closed at 7.34 pm

Signed: Date:

Chair