

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 2 March 2026 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Emily Trow	Town Mayor (<i>ex officio</i>)
	Councillor Mark Cooper	
	Councillor Caroline Sadler	Vice Chair
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO PRESENT	Andrew Bumphrey	

PUBLIC QUESTION TIME

There were no questions.

397/25 APOLOGIES
No apologies for absence had been received.

398/25 DECLARATIONS
There were no declarations of interest.

399/25 CHAIR'S ANNOUNCEMENTS
There were no announcements.

400/25 MINUTES
RESOLVED: that the minutes of the meeting held 5 January 2026 were approved as a true record and signed by the Chair

401/25 ACTION LOG
Members noted the updated action log. Marlborough Sports Forum was suggested as a possible source of support to identifying grant funding towards Elcot Pavilion roof repairs.

LOFT SPACE AT THE TOWN HALL

Members noted the Town Clerk's report and considered proposals to convert the loft space at the Town Hall (as proposed in feasibility plans in July 2025). During a suspension of Standing Orders, the architect, Andrew Bumphrey, explained further investigations regarding building regulations and accessibility and answered questions. The Town Clerk set out two main considerations:

1. Health and safety: the current use (e.g. by amateur dramatic groups to build set props) was accessed by a long stepladder and was not satisfactory from a health and safety perspective
2. Cost: if the work to install a staircase goes ahead it will present an opportunity to make improvements to the stage lighting system, removing the need for scaffolding towers to move or reset lights and potentially making the venue more attractive to hirers

Discussion points included:

- The drawings considered in July would make access to the space based on its current usage fit for purpose
- The drawings show a staircase with a return. If the staircase could be achieved in a straight run it may be possible to add a stair lift, although this may require taking more space from the rear of the Assembly Room stage
- Requirements for disability access would be different depending on the proposed use of the space
- The building control officer confirmed the proposed staircase was an improvement on the existing access to what was already in place
- The type of use for the loft space (e.g. a "public" space such as a museum requiring reasonable access for disabled users vs occasional use as at present) would dictate the type of access required and therefore the cost
- Listed building planning consent would likely be needed
- Detailed drawings would be required for the Conservation Officer to review
- The pre-application process to ascertain Wiltshire Council's planning and conservation perspectives is a service provided free of charge to town and parish councils
- For past music performances the stage lighting had been found to be limited and the organiser often used his own lighting equipment instead
- Detailed costs had not yet been obtained, although an estimate of £50,000 to provide a staircase and modify the current loft space had been provided
- Whether to break the proposed project into four stages, each of which could be costed separately: (1) adding a staircase and creating access from it to the loft space; (2) refurbishing the 2nd floor room; (3) updating the stage lighting system and (4) updating the sound system

RESOLVED: to create detailed drawings for the installation of a staircase and related access to the loft space, and to discuss these drawings with the Conservation Officer

Andrew Bumphrey left the meeting

403/25 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the Office Manager’s report on Town Council owned properties, and that temporary repairs had been made at 5 High Street to prevent water ingress over the back door. It was noted that the builder had recommended that more substantial works to the roof were required, and that the property risk register should be checked or updated in light of this.

404/25 VENUE BOOKINGS

Members noted the most recent report on hiring statistics at the Town Hall and Community & Youth Centre. In particular, the number of hirings for Plays/Films/Concerts/Arts was down, and Members questioned whether improving the Town Hall stage lighting and sound system would encourage more hirings of this type in future.

405/25 BUDGET REPORT MONTH 10

Members noted the budget status at month 10 with no questions arising.

406/25 COMMUNITY AND YOUTH CENTRE

Members noted the Deputy Town Clerk’s update report and actions taken to mitigate the drinking water supply lead levels.

407/25 ELECTRICAL INSTALLATION WORKS

Members noted electrical condition reports and associated works carried out on council residential properties, which required 5-yearly Electrical Installation Condition Reports (EICR). Considering estimated costs following unsatisfactory reports, Members agreed that while the works would be funded from the Property Maintenance budget, it would be helpful at a future meeting to break this down into separate budget lines so that significant large costs, such as roof repairs, heating etc, could be monitored more closely.

The meeting closed at 7.50 pm

Signed:
Chair

Date: