

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 4 July 2022 in the Council Chamber, Marlborough Town Hall at 7pm

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| PRESENT | Councillor Guy Loosmore Councillor Mervyn Hall Councillor Mark Cooper Councillor Donald Heath Councillor Richard Allen Councillor Kelvyn Shantry | Chair |
| ALSO PRESENT | Richard Spencer-Williams Dawn Whitehall Susan Round | Town Clerk Corporate Services Officer Marlborough.News |

PUBLIC QUESTION TIME

There were no questions.

88/22

APOLOGIES

Apologies for absence were received from the **Town Mayor**.

89/22

DECLARATIONS

There were no declarations.

90/22

CHAIR'S ANNOUNCEMENTS

There were no announcements.

91/22

MINUTES

RESOLVED: that the minutes of the meeting held 4 April 2022 were approved as a true record and signed by the Chair

92/22

ACTION LOG

Members noted the updated action log.

93/22

BUDGET UPDATE REPORT

Members noted the budget report for month 2. No issues were highlighted.

94/22

TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report about Town Council-owned properties.

95/22 TOWN HALL AND COMMUNITY CENTRE BOOKINGS

Members noted the bookings data at the Town Hall and Community and Youth Centre.

96/22 TOWN HALL AND COMMUNITY CENTRE MARKETING

Members noted the occupancy reports and considered opportunities for marketing the Town Council's venues. Discussion points included:

- Hiring rates for the Community Centre were healthy and no additional marketing appeared to be required
- Whether ideas drawn up during the previous Council by a Town Hall Working Party to promote the Town Hall as a wedding venue in trade magazines or wedding fairs should be restarted
- Whether an electronic booking system should be considered to aid the preparation of reports and provide figures for further analysis

ACTION POINT: Town Clerk to research electronic booking systems and costs

97/22 TOWN HALL ROOF INSULATION

Members noted the Town Clerk's update report. It was anticipated that work could be carried out in August subject to a suitable supplier being identified (quotes were still outstanding). The cost was expected to be well under the budget of £35,000 and likely to pay back within about 5 years: the **Town Clerk** agreed to check whether any grant funding might be available.

RESOLVED: to delegate a decision to select the contractor to the **Town Clerk, Chair or Vice Chair** and the Town Council's Architect

98/22 NEW WORKSHOP

Members noted the Town Clerk's report on progress with the project.

The Town Council's agent had provided drawings suitable for submission for planning permission. The next step would be for an architect to prepare a conceptual plan to include detailed elements (e.g., solar panels, EV charger points, other opportunities for net zero building) which could be costed and added in stages as budget allowed.

99/22 SWINDON 105.5 RADIO

Members noted that Swindon 105.5 Radio had approached the Town Council seeking permission to install a radio antenna on the roof of the Town Hall following the loss of the previously selected site at Savernake Hospital. Discussion points included:

- That the antenna would be visible from the street
- The visual impact on a listed building; and whether it was desirable to add an antenna to a listed building
- The risk of setting a precedent
- Whether the Community & Youth Centre might be a more suitable location

- Whether to suggest other locations in elevated positions for Swindon 105.5 Radio to approach, e.g., St John's School

RESOLVED: that the request from Swindon 105.5 Radio to locate a radio antenna on the Town Hall roof is declined, and to offer an alternative location at the Community Centre in St Margaret's Mead as well as suggest other possible sites

100/22 REFURBISHMENT WORKS AT KINGSBURY STREET PROPERTY

Members received a report on repair works at flats at Kingsbury Street and considered an action plan for further refurbishment work including but not limited to all external windows on the frontage, guttering, roofing, fascias and communal area. Discussion points included:

- Whether to create a single project, or plan the work in stages
- Whether windows could be repaired rather than replaced
- Whether double glazing could be added
- Costs – the Property Maintenance budget had £9,394 remaining for the current financial year
- Whether to budget for the works in 2023/24

RESOLVED: to obtain cost estimates for refurbishment and repair work at the Kingsbury Street property/s

101/22 PUBLIC TOILETS - CONTACTLESS PAYMENT TRIAL

RESOLVED: to trial contactless payment alongside cash payment at one disabled toilet at George Lane and the toilet at the Town Hall, and review after 12 months

102/22 PROPERTY VALUATIONS

Members noted that property valuations had last been carried out in 2013. Points discussed included:

- A discrepancy between the Asset Register and Insurance Schedule cover
- Recognition of the difference between rebuild costs and likely sales value
- Agreement that that it would be prudent to check the value of the Council's properties, particularly as property prices had risen considerably post pandemic
- Legal obligations: the Council was required to provide a considered and adopted Asset register as part of its Annual Governance and Review process
- Whether to set a regular timescale for future valuation updates, e.g. annually or once per 4-year Council term

RESOLVED: to include professional services to carry out a valuation of the Town Council's properties in the 2023/24 budget, and to schedule updates every 4 years

103/22 FEBRUARY 2023 MEETING DATE

RESOLVED: that the meeting scheduled for 14 February 2023 be moved to 7 February 2023

The meeting closed at 8.15 pm

Signed: Date:
Chair