

# Marlborough Town Council



## Property Committee

Minutes of a meeting of the Property Committee held Tuesday, 7 February 2023 in the Council Chamber, Marlborough Town Hall at 7pm

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<b>PRESENT</b>	Councillor Mervyn Hall Councillor Mark Cooper Councillor Kelvyn Shantry	Chair
<b>ALSO PRESENT</b>	Richard Spencer-Williams Dawn Whitehall	Town Clerk Corporate Services Officer

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### **PUBLIC QUESTION TIME**

There were no members of the public present.

### **288/22 APOLOGIES**

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

### **289/22 DECLARATIONS**

There were no declarations.

### **290/22 CHAIR'S ANNOUNCEMENTS**

There were no announcements.

### **291/22 MINUTES**

**RESOLVED:** that the minutes of the meeting held 31 October 2022 were approved as a true record and signed by the Chair

### **292/22 ACTION LOG**

Members noted the updated action log. Verbal updates included:

#111: repair works at Kingsbury Street properties: the architect had agreed to attend the next meeting to explain the options and costs involved with the replacement of the sash windows

#113: research electronic booking systems and costs: as costs were prohibitive and manual reporting met the Committee's requirements it was agreed to close this action

**293/22 BUDGET UPDATE REPORT Q3**

Members noted the budget report to December 2022, which at an acceptable level.

Members noted that income from commercial properties was lower than forecast as a shop had been vacant for a while: a tenancy had now been agreed.

The discrepancy with water charges was likely due to erratic billing.

ACTION: Clarify the agreement between the Town Council and Transition Marlborough for the use of Coopers Corner for the Community Fridge

**294/22 REPORT ON TOWN COUNCIL PROPERTIES**

Members noted the Office Manager's report.

ACTION: assess status of roof insulation in Town Council owned properties

**295/22 TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS**

Members noted that bookings were healthy for both venues. A comparison to 2018/19 and/or an annual overview would be helpful for future reports.

**296/22 TOWN HALL MARKETING**

Members noted the update report and considered additional marketing needs.

Members discussed whether to market the Town Hall as a conference venue, which would require a microphone system. Full Council had previously rejected the purchase but Members believed it might be the right time to revisit the opportunities that a microphone system would offer to attract corporate hirers to the venue.

ACTION: prepare a preliminary report for the next meeting setting out options and costs involved for marketing the Town Hall as a conference venue

**297/22 SHOP 5 HIGH STREET**

The Town Clerk confirmed that the new tenancy agreement was in place, and the new tenant had begun redecoration and hoped to commence trading around March 2023 subject to obtaining planning permission for signage.

**298/22 ENERGY AND ENVIRONMENTAL IMPACT MANAGEMENT**

Members noted the status report and considered whether there was scope to improve energy efficiency and reduce environmental impact at the Town Council's properties. Discussion points included:

- Residential properties had been inspected with EPC energy performance certificates issued
- The Town Hall roof had recently been insulated

- Options for replacing the Town Hall heating system were already being investigated
- A priority project was already in progress to replace sash windows at Kingsbury Street
- Gas boilers in residential properties were fairly new and would not need replacing for several years; other properties were fitted with electric heaters
- Whether roof insulation at residential properties, 5 High Street and the Community Centre could be improved
- Whether solar panels were an option on properties without listed building status
- There was little scope in the current year’s budget for additional projects

Members felt the current status and ongoing projects placed the Town Council in a reasonable position regarding the environmental impact of its properties and, having already agreed an action to check the status of roof insulation, felt no further action was required at this time.

**299/22 NEW WORKSHOP**

The Town Clerk had met the agent and architect several times, and a further meeting would take place later in the week to agree the final drawings for submission for planning permission. Discussion points included:

- More details were required on costs
- There were natural phases for approaching the project – levelling ground and erecting a barn; extending the existing building; fitting out and installing solar panels; erecting a boundary fence
- Whether a project manager would be required
- Managing the project without hindering the performance of the Grounds Team
- Engaging with neighbours at the site

The meeting closed at 8.14 pm

Signed: .....  
Chair

Date: .....