

# Marlborough Town Council



## Property Committee

### Minutes of a meeting of the Property Committee held Monday, 22 July 2024 in the Council Chamber, Marlborough Town Hall at 7.00pm

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<b>PRESENT</b>	Councillor Mervyn Hall	Chair
	Councillor Kym-Marie Cleasby	Town Mayor
	Councillor Lisa Farrell	
	Councillor Mark Cooper	
	Councillor Caroline Thomas	
	Councillor Caroline Sadler	
	Clare Harris	Deputy Town Clerk
	Dawn Whitehall	Corporate Services Officer

#### ALSO

**PRESENT** 1 member of the public

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#### **PUBLIC QUESTION TIME**

There were no questions.

#### **117/24 APOLOGIES**

Apologies for absence were received from **Councillor Trow**.

#### **118/24 DECLARATIONS**

There were no declarations of interest.

#### **119/24 CHAIR'S ANNOUNCEMENTS**

The Town Council had received a courtesy request from the Bowls Club to remove pillars supporting the access gate in order to move the gate to be parallel with the clubhouse wall. When completed this would improve the appearance and increase the available space for car parking. Works had been due to commence on Friday, 19 July.

#### **120/24 MINUTES**

**RESOLVED:** that the minutes of the meeting held 29 April 2024 were approved as a true record and signed by the Chair

**121/24 ACTION LOG**

Members noted the updated action log.

**122/24 FINANCE REPORT Q1**

Members noted a Property Committee finance report for Q1 (month 3) with one question arising: whether it was correct that no current annual budget figure was shown for the Marlborough Community and Youth Centre (MCYC).

**123/24 REPORT ON TOWN COUNCIL PROPERTIES**

Members noted the report by the Office Manager. Discussion points and questions included:

- 3b Kingsbury Street – the **Deputy Town Clerk** updated members on the current legal status of this property. Members expressed frustration at the length of time the legal process was taking and asked for clarification about whether the studio was currently occupied and whether a landlord inspection could be carried out as soon as possible
- Scaffolding had recently been erected at the Town Hall for the installation of a flue to vent the new boilers; it was anticipated that it would only be required for a few days and had been achieved without a requirement for a Traffic Order
- Whether the Boxing Club still use the Elcot Lane Pavilion regularly and the financial status of the arrangement

ACTION: provide an update to members on 3b Kingsbury Street clarifying current status and actions

ACTION: clarify the current status of Marlborough Boxing Club's use of the Elcot Lane Pavilion

**124/24 VENUE BOOKINGS**

Members noted the most recent hiring figures for the Town Hall and MCYC. Discussion points included:

- The Youth Club was now meeting twice a week at MCYC
- Whether it would be possible to use MCYC for both youth clubs and parish council meetings when they were scheduled for the same day as they used different parts of the building and started at different times
- Whether a new column could be added to the Town Hall sheet to show funeral/memorial hirings
- Income had gone down for MCYC when compared with the same period last year; it had increased for the Town Hall

ACTION: check whether MCYC could accommodate parish council and youth club hirings on the same day

ACTION: provide more detail to explain the disparity in MCYC educational group bookings between this year and last year

ACTION: provide funeral/memorial figures as a separate item on future hiring reports

**125/24 TOWN HALL HEATING**

The project was progressing to schedule: the new gas boilers had been installed and were ready to be connected. Scaffolding had been erected to allow the installation of a flue.

**126/24 WORKSHOP EXTENSION**

Documentation for the second phase of the project was expected from the Town Council's agent soon.

Although not related to this agenda item, **Councillor Farrell** referred to an earlier agreement for the Marlborough Youth Forum (MYF) to use the first-floor meeting room at MCYC as a secure storage space and private space to hold safeguarding discussions. However, this had not happened because the room was currently used as an office by the Grounds Manager while the workshop was unavailable. Questions arising included when the room would be vacated by the Grounds Manager; whether the Town Council Apprentice Youth Worker would use this office, and if so, whether it would still be available as a shared space for the MYF.

ACTION: **Councillor Farrell** asked that a timeline (stages, if dates were not possible) and plan for use of the first-floor meeting room to be provided in writing

**127/24 COMMUNITY AND YOUTH CENTRE**

Members noted the Town Clerk's report and recommendations.

**Asset Transfer**

The final copy of the asset transfer document had been received from Wiltshire Council earlier in the day.

**Maintenance Requirements**

Members considered the Town Clerk's detailed report and proposed 2-year maintenance schedule. Comments included:

- Members noted the asbestos report, including that asbestos had been found present above the IT and pool room ceiling tiles; the **Chair** also

raised concern that some users often poked pool cues through the ceiling tiles

- There were different views on whether to repair the boundary wall or replace it with railings, and more information was requested
- That, once surveyed, any work to the roof may require a substantial sum
- A proposed MCYC Management Committee was supported: Members suggested this should comprise one or more Officers, one or more Councillors and one or more service users. They also discussed whether a budget should be allocated to be managed within the Town Clerk’s delegated authority. The group would need to begin by electing a Chair and drawing up terms of reference to be agreed by the Town Council

**RESOLVED:** (i) that the building and maintenance needs of the Community and Youth Centre are agreed as stated in principle including the proposed priority order and general timeline with the exception of the repairs to the boundary wall, where more information was requested

**RESOLVED:** (ii) to establish a Marlborough Community and Youth Centre Management Committee and formulate a 1–3-year management and development plan

**128/24 FIRE RISK ASSESSMENTS**

Members noted the Town Clerk’s report and considered work to be undertaken on fire risk assessments for Council properties.

Since writing the report, the **Deputy Town Clerk** confirmed that more quotes had been obtained from fire risk providers, and that they fell comfortably within the Town Clerk’s delegated financial authority.

**RESOLVED:** that fire risk assessments are progressed for 5 High Street and Kingsbury Street properties as soon as possible, with a commissioning decision delegated to the Chair and Town Clerk if required

**ACTION:** other outstanding fire risk assessments should be considered at the next Committee meeting to agree any priority order for implementation if required

The meeting closed at 7.42 pm

Signed: ..... Date: .....  
Chair