

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 29 April 2024 in the Council Chamber, Marlborough Town Hall at 6.52pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Nicholas Fogg	Town Mayor
	Councillor Mark Cooper	
	Councillor Kym-Marie Cleasby	Vice Chair
	Councillor Kelvyn Shantry	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO PRESENT	Councillor Lisa Farrell	Observing
	Councillor Caroline Sadler	Observing

PUBLIC QUESTION TIME

There were no members of the public present.

543/23 APOLOGIES

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

544/23 DECLARATIONS

There were no declarations of interest.

545/23 CHAIR'S ANNOUNCEMENTS

There were no announcements.

546/23 MINUTES

RESOLVED: that the minutes of the meeting held 19 February 2024 were approved as a true record and signed by the Chair

547/23 ACTION LOG

Members noted the updated action log.

The Town Clerk had a meeting arranged at the Kingsbury Street property with the Town Council's architect to assess the rear windows and rainwater goods and agree a specification for the works (Action 217).

548/23 FINANCE REPORT

Members noted the Property Committee finance report for Q4 (month 12).

Discussion points included:

- Income from venue hire was above budget
- Income from public toilets was below budget
- Expenditure on public toilets maintenance was over budget, due to vandalism leading to expensive repairs
- Generally, the budget was in a good position at month 12

Councillor Sadler joined the meeting

549/23 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report. The Town Clerk asked Members to note that the hearing loop at the Town Hall had been repaired and was now functioning properly.

550/23 VENUE BOOKINGS

Members noted the most recent hiring figures for the Town Hall and Community and Youth Centre.

551/23 TOWN HALL HEATING

The Town Clerk gave a verbal update on progress towards replacing the boilers at the Town Hall:

- Contractors had now been selected for both the building work and the heating system replacement
- Updated prices were expected following a recent meeting where changes to the specification had been discussed
- The target date for installation was July-August 2024: it was possible some preparation work could be done in advance. No bookings for the Town Hall were being taken during this period. The exact timing would be dependent upon obtaining a temporary road closure order from Wiltshire Council

Councillor Farrell joined the meeting

552/23 WORKSHOP EXTENSION

The Town Clerk gave a verbal update on the project to extend the workshop at Salisbury Road Recreation Ground, which was proceeding on schedule. He passed around some photographs of progress as of a few weeks ago – phase 1 was expected to be complete in the current week. Phase 2 would focus on site security and fencing.

COMMUNITY AND YOUTH CENTRE

Members received an update on the asset transfer of the Community and Youth Centre at St Margarets Mead from Wiltshire Council to Marlborough Town Council and considered the maintenance requirements of the building.

Asset Transfer

Two outstanding matters relating to the legal transfer were discussed:

- The Town Council's solicitor had advised that the Transfer Deed expressly states that the property is transferred subject to all matters that would have been discovered had proper searches and title investigations been undertaken. Accordingly, he had instructed his legal services team to carry out the normal due diligence searches and to undertake the normal due diligence exercise to ascertain what those things may be or are. **Councillor Fogg** questioned the use of the word 'proper' which could be interpreted as imprecise, although due diligence was assumed.

ACTION: for the avoidance of doubt, to ask the solicitor to clarify 'proper' searches

- Since writing the report, it had been confirmed that the skate park was a Town Council asset and not part of the footprint of the asset transfer

Maintenance Requirements

Members noted the Town Clerk's report and the extensive observations following site visits, together with actions already taken, short term actions and considered the maintenance needs and in particular a proposal for a Management Committee and the formulation of a 1-3 year management and development plan. Discussion points included:

- Actions already taken included fitting a new hot water tank, addressing storage, making sure the lift is accessible, arranging a deep clean and actions around emergency access and alarm controls
- Whether a survey should be conducted of the flat roof to check its current condition and estimate its lifespan in order to be able to budget for any future works
- Whether to conduct a survey of the whole building
- Whether to ask regular users what they would like to see addressed in terms of maintenance or improvements
- Whether volunteers could be sought to help with internal redecoration
- The disabled access ramp was uneven and could be made more accessible
- Whether external paving and paths could become a safety/accessibility issue
- Development opportunities included potentially adding wall art and making better use of the hard standing area at the rear of the building for community benefit

- Whether to create a management committee to oversee the building, needs of the users, and support the effective and efficient running and development of the centre
- To take up an offer of an 'informal' view of works required prior to commissioning any structural surveys other than the roof

RESOLVED: (i) to commission a survey of the flat roof to determine its condition and expected lifespan

RESOLVED: (ii) to create a schedule of internal and external maintenance tasks

RESOLVED: (iii) to create a 1-3 year management and development plan to encompass, in consultation with user groups and stakeholders, the observation points in the Town Clerk's report

RESOLVED: (iv) to create a user group or sub-committee, to be ratified by Full Council, as part of the delegated governance structure

The meeting closed at 7.29 pm

Signed:
Chair

Date: