

# Marlborough Town Council

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7 April 2026

To: Councillors serving on the Property Committee – Councillors Mark Cooper, Mervyn Hall (Chair), Caroline Sadler (Vice-Chair), Abi Beaumont, plus the Town Mayor Councillor Emily Trow

Dear Councillor

## Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Tuesday, 14 April 2026 at 7pm** in the **Council Chamber, Marlborough Town Hall**.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

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If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday before the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. Some members of the public may not be allowed to attend if all the allocated seats are taken.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this prior to the meeting and provide their question in writing at the same time.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

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## PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Property Committee. The time allocated for this should not exceed 10 minutes and be limited to one question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

## AGENDA

**1. Apologies for absence**

**2. Declarations of interest**

To receive any declarations of interest or requests for dispensation

**3. Chair's announcements**

**4. Minutes**

To approve and sign the minutes of the meeting held on 2 March 2026

**5. To Exclude the Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**6. Community and Youth Centre**

To consider the quotes for the replacement heating (boiler and/or system)

## 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

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

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#### **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 2<sup>nd</sup> 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

**ITEM 5 TO EXCLUDE THE PRESS AND PUBLIC**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted