

Marlborough Town Council

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MARLBOROUGH
WILTSHIRE
SN8 1AA

30th March 2021

To: Councillors serving on the Property Committee – Cllrs. Loosmore (Chairman), S. Price (Vice-Chair), P. Dow, N. Fogg, A. Kirk Wilson, P. Cairns, A. Wilson and J. Waltham plus the Town Mayor

Dear Councillor,

You are summoned to attend the next meeting of the **Property Committee**, which will be held on **Tuesday 6th April 2021 immediately following the Planning Committee and not before 7.30 pm** via Zoom.

Yours faithfully

Richard Spencer-Williams

Mr R Spencer-Williams, PSLCC
Town Clerk

On 4 April 2020, the government introduced The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allows local councils to meet remotely. These regulations apply to meetings held before 7 May 2021.

This meeting will be held online using Zoom videoconferencing software. The press and members of the public are welcome to join the meeting by following this link:

<https://us02web.zoom.us/j/82907751075?pwd=N3k3djB4dktRcDhxZmpFRTBBCQy9CQT09>

Meeting ID: 829 0775 1075
Passcode: 254494

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 1 question per person unless directed otherwise by the Chairman. A full response may not be possible without further research and the Chairman may direct that a written or oral response be given.

A G E N D A

- 1. Apologies for Absence**
- 2. Declarations of Interest**
To receive any declarations of interest or requests for dispensations
- 3. Chairman's Announcements**

- 4. Minutes**
To approve and sign the minutes of the meeting held on Monday, 25th January 2021 as a correct record.
- 5. Report on Town Council Properties**
To note the contents of a report by the Office Manager about Town Council-owned properties.
- 6. New Workshop**
To note an updated report by the Town Clerk on the planning application for the new workshop at the Common.
- 7. Town Hall**
To note the Town Clerk's report including an update about the external works
- 8. Youth and Community Centre**
To note an update report by the Town Clerk on the Youth and Community Centre
- 9. George Lane Tourist Information facility**
To note an update report by the Town Clerk on the George Lane Tourist Information Facility
- 10. A general discussion relating to Property matters in support of the new Council term.**

ITEM 4 Minutes 25th January 2021

MARLBOROUGH TOWN COUNCIL PROPERTY COMMITTEE

Minutes of a meeting of the **Property Committee** which was held on **Monday, 25 January 2021** via videoconference at 6 pm

PRESENT: Councillor Guy Loosmore Chairman
Councillor Mark Cooper Town Mayor
Councillor Nicholas Fogg
Councillor Alexander Kirk Wilson
Councillor Peter Cairns
Councillor Andy Wilson
Councillor Jo Waltham

ALSO PRESENT: Mrs Shelley Parker Town Clerk
Dawn Whitehall Administrator
Councillor Donald Heath Observing
Councillor Jane Davies Wiltshire Councillor – West Selkley
Neil Goodwin Marlborough.News
Plus 1 member of the public

PUBLIC QUESTION TIME

There were no questions.

407/20 APOLOGIES
Apologies for absence were received from Councillor Susie Price.

408/20 DECLARATIONS OF INTEREST
There were no declarations.

409/20 CHAIRMAN'S ANNOUNCEMENTS
An Extraordinary Full Town Council meeting had been arranged for 6.30 pm on Monday, 1 February 2021 for Councillors to consider tender bids for external works to the Town Hall.

A new Town Hall marketing brochure was now available on the Town Council's website.

410/20 MINUTES
RESOLVED: that the minutes of the meeting held Monday, 15 December 2020 were approved as a true record and signed by the Chairman

411/20 REPORT ON TOWN COUNCIL PROPERTIES
The Office Manager's report was noted with no matters arising.

412/20 TOWN HALL
Members noted the Town Clerk's report, including an update about forthcoming external works.

413/20
414/20

REVIEW OF VENUE HIRE CHARGES

RESOLVED: that venue hire charges for 2021/22 were agreed.

NEW WORKSHOP

Members noted the Town Clerk’s report and considered approval for moving to the next stage of the project. Discussion points included:

- Following a tree survey, actions had been agreed with Marlborough Golf Club including felling of trees with Ash dieback disease (at shared cost) and the planting of a Hawthorn hedge to screen the new workshop
- Whether rainwater harvesting could be included in the development
- A desire to continue to hold open and transparent discussions with the Golf and Tennis Clubs
- Concerns about parking for members of the Tennis Club. Another meeting was taking place soon where possible solutions could be discussed
- Surfaces for car parking

RESOLVED: (i) that a planning application is submitted by Woolley & Wallis as soon as possible

RESOLVED: (ii) that discussions continue with the Golf and Tennis Clubs about any other issues raised about the area around the site

RESOLVED: (iii) that discussions begin with the Golf Club about the current lease

The meeting closed at 6.22 pm.

Signed: Date:
Chairman

Marlborough Town Council

Property Committee Meeting 6.4.21

ITEM 5 Town Council Properties

Summary - The Committee is asked to note the property updates.

1. **Town Hall** – Closed to the public due to pandemic lockdown. Regular checks are being carried out. Repairs have been carried out to the water boiler in kitchen. Lighting system has been cleaned and serviced. Annual fire extinguisher service has been completed.
2. **5 High St Offices** – Closed to the public due to pandemic lockdown. Fire Alarm annual service completed - still awaiting quote for system update. Annual fire extinguisher service has been completed. Repairs and annual service to gas boiler have been carried out.
3. **5 High St Shop** – Shop closed due to pandemic lockdown. Current lease expired and tenants remain under a 'Tenancy at Will' letter which continues the terms and conditions of the lease.
4. **5 High St Flat 2** – EICR carried out, nothing further to report.
5. **The Merchant's House** – Nothing to report
6. **1/2 Kingsbury St Shop** – Nothing to report
7. **1A Kingsbury St Flat** – small plumbing repair carried out. EICR carried out.
8. **2A Kingsbury St Flat** – EICR carried out. Nothing further to report.
9. **3 Kingsbury St Shop** – Closed due to pandemic lockdown.
10. **3a Kingsbury St. Studio Flat** – EICR carried out. Nothing further to report
11. **3b Kingsbury St. Studio Flat** – EICR carried out. Nothing further to report
12. **Recreation Ground Cottage No. 1** – Repairs to gas boiler. Annual gas safety check completed.
13. **Recreation Ground Cottage No. 2** – Annual gas safety check completed. Replacement bathroom suite to be fitted by end of March 2021.
14. **Elcot Lane Pavilion/Boxing Club** – Nothing to report
15. **Bowls Club** – Closed due to pandemic lockdown. New lease agreement to be finalised.
16. **Marlborough Community & Youth Centre** – Closed to the public due to pandemic lockdown. Regular checks are being carried out.
17. **Coopers Corner Toilets/Community Room/Tourist Inf Point** – Public toilets remain open during lockdown. Community Fridge Project to open when COVID restrictions allow. Regular checks carried out.

18. Workshop – See Agenda item 6

19. Bus Shelters – Refurbishment ongoing.

General - Window cleaning has been carried out at the Town Hall, Offices and Kingsbury Street. Legionella testing continues to take place monthly at the Town Hall, Offices and MC & YC. Annual Fire Alarm service carried out at Kingsbury Street.

Office Manager – 25th March 2021

ITEM 6 Workshop Update

Summary - The Committee is asked to note the following update on the workshop development.

1. Woolley and Wallace are in the final stages of preparing the application for submission, which should be submitted by 30th March. This is an eight-week process, with the application being out for public consultation weeks 3-6, and a decision from Wiltshire Council expected within weeks 7-8 (at the end of May).
2. There have been preliminary enquiries made regarding the surplus soil being used for a bund that is proposed to be placed on the golf club driving range, as a way of also avoiding the high cost of having the soil removed.
3. Further advice is needed from Wiltshire Council Planning if using the soil for bunding can happen as part of a permitted development.

ITEM 7 Town Hall Update

Summary – the Committee is asked to note the following update on the Town Hall.

Planned works are underway with high level repairs to the timber fascia's where some areas of rot were found as expected. The painting specification has been amended because the black fasciae and gutters were found to be painted with a bitumen-based paint. The gutters themselves are reportedly in relatively good condition and are being cleaned and the joints are to be re-sealed using a better more flexible sealant to the putty used before.

The process of obtaining approval for the one-way system in Kingsbury Street is ongoing and scaffolding will be erected there as soon as that is received.

The cleaning of the stone at the front of the Town Hall which was not part of the original quote has been requested whilst the scaffolding is erected. A price for this of approximately £1500 has been quoted, and the contractors have been instructed to go ahead. This will be covered in the contingency allowed within his project budget.

ITEM 8 Youth and Community Centre Update

Summary – the Council is asked to note the following update report for the Youth and Community centre, and in consider the matter raised in point 5.

1. The following groups were using the centre prior to lockdown and all of whom have expressed an interest in returning as the Lockdown restrictions and Government guidelines permit:
 - Kumon – 2 x per week
 - Pre School music classes – 3 x per week

- Toddler Group – once a week
 - Judo – once a week
 - Adults Dance Group – once a week
 - Barnardo's – Youth Club
 - Youth Club x 1
2. As from the 12th of April, as Government guidance allows, Kumon, pre–School Music classes, plus a one off 'Train Master' booking will be running at the centre.
 3. The Assistant Clerk is in receipt of one quote for the new barrier and awaiting two other quotes. With this, the signage design is ready.
 4. Wiltshire Council have given landlord permission confirming the skate park lighting power supply can be installed and confirmed the lighting can be installed as a permitted development. There are some groundworks needed to be completed by the ground staff to enable one of the lights to have a sufficient footing. A site management plan, including fencing is in the planning. Final arrangements are being made with the lighting contractor (including a site visit) for an implementation time to fall either after the Easter Holidays and before May half term, or after May half term and before the summer holiday period. The project timeline is 4-6 weeks.
 5. There has been regular broken glass found on the hard standing area on lower level where the rear exit opens into the grass play area. There is a section that has a small wall boundary and is used as a 'drinking' area. **Councillors may want to consider how this could be designed out;** possibly covering it with a 'caged' area that could be developed as secure outside social area, or to fill it to marry up with the adjacent grass.

ITEM 9 George Lane Tourist Information Point update

Summary – the Council is asked to note the following update report for the Tourist Information Point at George Lane

1. Proposed date of launch for the Tourism Room is Monday June 21st, to coincide with the town being awarded Coach Friendly Status. A tourism "i" sign has been put on the door so it can be more easily found.

ITEM 10 The Marlborough Players

Summary - To consider the request by The Marlborough Players to extend the period granted for concessionary rates.

1. The Marlborough Players has written to the Council on the 15th of February requesting to extend the current concessionary period for their next three productions.
2. This is due to the impact of the impact of Covid 19.
3. The Marlborough Players suffered a loss of income on their production in June 2020 due to the Government restrictions on numbers.

4. They have since been unable to run another production, and it is not clear now how viable the planned November production will be.
5. Therefore, the Marlborough Players hope to rescue running cost wherever possible until, such a time as they can be sure of their performance viability.
6. The Committee is asked to consider this request and instruct the Town Clerk accordingly.

RSW 29.3.21