

# Marlborough Town Council

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11 July 2023

To: Councillors serving on the Property Committee – Councillors Kym-Marie Cleasby (Vice Chair), Mark Cooper, Mervyn Hall (Chair), Kelvyn Shantry, Caroline Thomas, plus the Town Mayor Councillor Nicholas Fogg

Dear Councillor

## Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Monday, 17 July 2023 at 7.00pm** 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 prior to the day of the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate.

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. 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 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 17 April 2023
- 5. Action log**  
To note and review the Action Log
- 6. Finance report**  
To note and consider a Property finance report for month 3
- 7. Report on Town Council properties**  
To note a report by the Office Manager about Town Council-owned properties
- 8. Town Hall and Community and Youth Centre bookings**  
To note the update report on the Town Hall and Community and Youth Centre bookings
- 9. 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 commercial or confidential nature of the business to be transacted.
- 10. Assembly Room floor**  
To consider quotes for the sanding and treatment of the Assembly Room floor
- 11. Property valuations**  
To consider quotes for valuations of council properties for insurance purposes
- 12. Conference microphones**  
To consider quotes for a set of conference microphones for the Town Hall
- 13. Town Hall heating**  
To consider commissioning a heating specialist service to advise on the replacement heating system for the Town Hall
- 14. Tenancy matters**

To approve and sign the minutes of the meeting held on 17 April 2023

## Marlborough Town Council



### Property Committee

Minutes of a meeting of the Property Committee held Monday, 17 April 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 Andrew Bumphrey	Town Clerk Corporate Services Officer Architect

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#### **PUBLIC QUESTION TIME**

No members of the public were present.

#### **331/22 APOLOGIES**

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

#### **332/22 DECLARATIONS**

There were no declarations.

#### **333/22 CHAIR'S ANNOUNCEMENTS**

There were no announcements.

#### **334/22 MINUTES**

**RESOLVED:** that the minutes of the meeting held 7 February 2023 were approved as a true record and signed by the Chair

#### **335/22 ACTION LOG**

Members noted the updated action log. Verbal updates included:

#141: property roof insulation – reports had now been received following inspections of residential properties, with recommendations to improve insulation in roof spaces above Flat 2 at 5 High Street and 2a and 2b Kingsbury Street.

**RESOLVED:** that roof insulation work is approved at 5 High Street and 2A and 3B Kingsbury Street at a cost of £3,978

#142: options to promote the Town Hall as a conference venue – quotes were still awaited on wireless microphone systems.

**336/22 REPORT ON TOWN COUNCIL PROPERTIES**

Members noted the Office Manager's report. **Councillor Hall** confirmed that the Merchant's House Trust had received planning permission to proceed with works to the staircase and fireplaces in the Panelled Room.

**337/22 TOWN HALL AND COMMUNITY CENTRE BOOKINGS**

Members noted the most recent report on venue hire.

ACTION: future reports to include comparison with 2019 hiring figures

*Andrew Bumphrey joined the meeting*

**338/22 PUBLIC TOILETS**

Members noted the Town Clerk's report on the damage caused at the public toilets.

In December 2022 and January 2023, the baby changing facilities in the toilets at George Lane were vandalised resulting in the unit being removed, the damage repaired and the toilets being reopened, at a cost of £771.10.

In January 2023 the baby changing facilities at the Town Hall were also vandalised. Remedial works were attempted in February but the contractors reported that the uneven wall surfaces made any repair likely to remain vulnerable to more damage. A revised quote is awaiting, and it is hoped to have the toilets back in action in time for the Coronation weekend.

**339/22 RISK MANAGEMENT SCHEME**

Members noted the Risk Management Scheme.

**340/22 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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 or commercial nature of the business to be transacted

**341/22 KINGSBURY STREET PROPERTY WINDOWS**

Members noted the Town Clerk's report and considered whether to issue an invitation to tender to replace 10 x sash windows at the Kingsbury Street property, or whether they could be repaired.

During a suspension of Standing Orders, the Town Council's Architect explained the Conservation Officer's presumption is against replacement where a repair is possible.

He had met with a building contractor on site to inspect the condition of the windows more closely, and tabled a report which confirmed that the windows could be repaired. Members noted repairing the windows would likely cost £20,000 less than the estimate for replacement.

**RESOLVED:** (i) to repair 10 sash windows at Kingsbury Street

**RESOLVED:** (ii) to budget £40,000 and to delegate to the Town Clerk, Chair or Vice Chair of the Property Committee and the Town Council's architect to seek four quotations for window repairs and to proceed with the work in summer 2023

The meeting closed at 7.34 pm

## ITEM 5

## ACTION LOG

### To note and review the Action Log

Ref	Description	Min No	Source	Who	Status	Date	Notes
140	Clarify the agreement between the Town Council and Transition Marlborough for the use of Coopers Corner for the Community Fridge	293/22	Property Committee	Town Clerk	In Progress	07.02.23	Have agreement via Transition Marlborough (TM) with Community Fridge Network (national standard 'body') dated November 2020. <b>28 3 23</b> No formal agreement with TM. TC and ATC met TM on <b>15 6 23</b> discussed and agreed need for agreement. TC and TM researching examples (there may be a national one already in circulation that can be used).
141	Assess status of roof insulation in Town Council owned properties	294/22	Property Committee	Town Clerk	In Progress	07.02.23	<b>28 3 23</b> tenancy properties have been inspected and assessed via property agent; await reports - verbal update at meeting <b>3 4 23</b> . <b>Insulation work principally agreed.</b> <b>5 7 23</b> second quote being sought.

## To note and consider a Property finance report for month 3

06/07/2023		Property Budget							
		Month 3							
				Actual Year	Current	Funds	% Spent	Transfer	
				To Date	Annual	Available		to/from EMR	
110	<b>CORPORATE PROPERTIES</b>								
1000	INCOME-HIGH ST SHOP						17.8%		
1002	INCOME-HIGH ST FLAT2						28.3%		
1003	INCOME-1 KINGSBURY						0.0%		
1004	INCOME-1A KINGSBURY						25.0%		
1005	INCOME-2A KINGSBURY						25.0%		
1006	INCOME-3 KINGSBURY						25.0%		
1007	INCOME-REC GND COT 1						25.0%		
1008	INCOME-REC GND COT 2						16.7%		
1011	INCOME - 3A KINGSBURY ST						25.0%		
1012	INCOME - 3B KINGSBURY ST						18.6%		
		<b>CORPORATE PROPERTIES :- Income</b>		17056	95690		17.8%		
4062	MTCE/ELEC CORP. PROPS.			4631	15000	10369	30.9%		
4066	MARKETING			0	250	250	0.0%		
4070	Defibs			0	750	750	0.0%		
201	<b>TOWN HALL</b>								
1050	INCOME-TOWN HALL			5890	20000		29.5%		
1112	Income Toilets			45	500		9.0%		
		<b>TOWN HALL :- Income</b>		5935	20500		29.0%		
4019	CLEANING MATERIALS			308	800	492	38.5%		
4030	INTRUDER ALARM			108	2000	1892	5.4%		
4035	SANITARY DISPOSAL			354	1600	1246	22.1%		
4037	LIFT MAINTENANCE			498	3100	2602	16.1%		
4038	MAINTENANCE			591	40000	39409	1.5%		
4300	BOILER MAINTENANCE			0	900	900	0.0%		
4304	LICENCES/PERFORMING			0	3000	3000	0.0%		
4305	BROADBAND			0	2100	2100	0.0%		
4315	REFUSE COLLECTION			388	1100	712	35.3%		
4998	MARKETING			0	200	200	0.0%		
4999	PUBLIC TOILETS			2280	7000	4720	32.6%		
		<b>TOWN HALL :- Indirect Expenditure</b>		4527	61800	57273	7.3%		
205	<b>PUBLIC TOILETS</b>								
1112	Income Toilets			700	4000		17.5%		
		<b>PUBLIC TOILETS :- Income</b>		700	4000		17.5%		
4306	COOPERS CORNER			120	800	680	15.0%		
4313	PUBLIC TOILETS			0	16600	16600	0.0%		
		<b>PUBLIC TOILETS :- Indirect Expenditure</b>		120	17400	17280	0.7%		
206	<b>MC and YC</b>								
1329	MY & MC INCOME			1913	7700		24.8%		
		<b>MC and YC :- Income</b>		1913	7700		24.8%		
4019	CLEANING MATERIALS			0	500	500	0.0%		
4030	INTRUDER ALARM			108	2000	1892	5.4%		
4035	SANITARY DISPOSAL			133	750	617	17.8%		
4037	LIFT MAINTENANCE			0	850	850	0.0%		
4072	EQUIPMENT			0	500	500	0.0%		
4304	LICENCES/PERFORMING			0	720	720	0.0%		
4329	MC and YC			283	1000	717	28.3%		
		<b>MC and YC :- Indirect Expenditure</b>		524	6320	5796	8.3%		
		<b>Income</b>		25603	127890		20.0%		
		<b>Expenditure</b>		9802	101520	91718	9.7%		

**To note a report by the Office Manager about Town Council-owned properties**

- **5 High St Offices** – Gas Safety Certificate issued
- **5 High St Shop** – Shop now open
- **5 High St Flat 2** – Nothing to report
- **1/2 Kingsbury St Shop** – Waiting for quotes to repair the hole in ceiling
- **1A Kingsbury St Flat** – New storage heater installed
- **2A Kingsbury St Flat** – Replacement shower pump installed, leak to roof repaired. Waiting for quotes for the boarding-up of loft space.
- **3 Kingsbury St Shop** – Waiting for quotes for replacement back door
- **3a Kingsbury St. Studio Flat** – loft space needs securing from pigeons; waiting for quotes.
- **3b Kingsbury St. Studio Flat** – loft space may need securing from pigeons; pending work to 3a.
- **Recreation Ground Cottage No. 1** – Nothing to report
- **Recreation Ground Cottage No. 2** – Replacement hinges and door sealant
- **Elcot Lane Pavilion/Boxing Club** – Nothing to report
- **Town Hall** - Repairs to gents toilets complete, door handles on front door replaced. Quotes are being sort for the repair of the flagpole on the Town Hall roof.
- **Marlborough Community & Youth Centre** – Repairs to drinking fountain complete
- **Coopers Corner Toilets/Community Room/Tourist Info Point** – Community Fridge Project is running successfully and is well supported.
- **Workshop** – Replacement of some light fittings to take place.
- **General** - Legionella testing continues to take place monthly at the Town Hall, Offices and MC & YC. Window cleaning carried out at Town Hall, Office, and Kingsbury St.
- **Kingsbury Street** – Clearing and cleaning of gutters on flat roof to be carried out every 6 months

**Office Manager – June 2023**

**ITEM 8 TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS**

To note the update report on the Town Hall and Community and Youth Centre bookings

VENUE HIRE – 3 YEAR COMPARISON

**INCOME**

TOWN HALL	2020/2021	2021/2022	2022/2023
	£5,782	£22,399	£24,713
MC & YC			
	£808	£9,634	£9,519

**HIRINGS**

TOWN HALL	2020/2021	2021/2022	2022/2023
Wedding Ceremonies – Court Room	7	12	14
Wedding Ceremonies – Council Chamber	6	15	14
Wedding Receptions	1	4	3
Sales	10	15	27
Meetings (Excluding MTC)	3	16	28
Plays/Films/Concerts	5	20	26
Elections/Referendum		2	1
Charity Dinners/Private	1	19	35
Organisations/Local Groups	2	26	26
<b>TOTAL</b>	<b>35</b>	<b>129</b>	<b>174</b>

MC & YC	2020/2021	2021/2022	2022/2023
Pre School Groups	16	137	122
Youth Groups	2	55	45
Fitness Groups	11	59	40
Education	17	81	90
Organisations/Local Groups	-	12	19
Parties/Private Hire	2	4	4
Football	-	-	-
<b>TOTAL</b>	<b>48</b>	<b>342</b>	<b>320</b>

**ITEM 9 EXCLUSION OF PRESS AND PUBLIC**

To consider whether, 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 commercial or confidential nature of the business to be transacted.



**ITEM 10****ASSEMBLY ROOM FLOOR****To consider quotes for the sanding and treatment of the Assembly Room floor**

The Senior Caretaker has advised the Assembly Room Floor needs sanding and a surface treatment. Two quotes have been obtained. Members are asked to consider the matter and decide on a contractor. (Please refer to Appendix 1)

**Financial Implication**

There is a Town Hall maintenance budget of £39,488 which can be used for this purpose.

**Town Clerk 5 7 23**

**ITEM 11****PROPERTY VALUATIONS****To consider quotes for valuations of council properties for insurance purposes**

The Council's property portfolio needs updating, primarily to ensure our level of insurance is sufficient, and also that the Asset Register is accurate. Two quotes have been obtained. Members are asked to consider the matter and decide on a contractor. (Please refer to Appendix 2)

**Financial Implication**

There is a legal budget of £14,000 which can be used for this purpose.

**Town Clerk 5 7 23**

**ITEM 12****CONFERENCE MICROPHONES****To consider quotes for a set of conference microphones for the Town Hall**

At the last Property Committee meeting it was agreed to re-obtain quotes for a set of conference microphones, as it was considered this facility could assist in marketing the Town Hall as a conference venue. The microphones system could also be used to enhance the acoustics at council meetings. Two quotes have been obtained. Members are asked to consider the matter and decide on a contractor. (Please refer to Appendix 3)

**Financial Implication**

There is a Town Hall maintenance budget of £39,488 which could be used for this purpose.

**Town Clerk 5 7 23**

## To consider commissioning a heating specialist service to advise on the replacement heating system for the Town Hall

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### Purpose

The purpose of this report is to ask the Committee to consider commissioning an independent heating engineer / service that can assess and scope options for replacement heating system in the Town Hall.

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### Background & Status

The current heating system is a twin gas boiler arrangement and was installed well over 25 years ago. Overall, the heating is difficult to regulate throughout the Town Hall, as the boilers feed the radiators in each chamber with hot water via a connected system of large metal pipes, which in themselves act as conductors and convectors of heat. Consequently, the thermostat in each chamber becomes inconsequential and temperature control is quite limited in the range that can be achieved. The only real means to moderate the heat output (and usage) is achieved by switching heating on and off. New thermostats have been added around 5 years ago but these did not make any real difference.

Parts are difficult to source and we have been advised these may be unable to be sourced in the foreseeable future.

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### Considerations

Given the nature of the Town Hall use, and many of its client groups' various needs, combined with the cost of energy and the requirement to be mindful of environmental impact and carbon emissions, there is a real need to review and, if possible, upgrade the heating system.

Replacing the heating system will come at a significant cost, which is currently unknown. 'Ball park' figures that have been stated by those involved thus far are suggesting this could be a £50,000 plus investment. NB this is not corroborated at this stage.

Rather than simply upgrade like for like, albeit no doubt a more modern boiler, it would seem prudent to explore what feasible options there are for heating the Town Hall, and assess the cost and benefit of these options, comparing the merits of each. It may be the options are limited given the status of the Town Hall, but a small investment now in the right expert advice could assist the Committee in making the best-informed decision on this investment.

After researching options for such advice, based on local recommendation, contact was made with Jones King Heating Consultants in Bristol. Following a site visit at the Town Hall on 3 February 2023 with the Town Clerk and Senior Caretaker they have offered a quote to do a heating feasibility study. (See Appendix 4 for full quote)

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## Proposal

It is proposed to commission Jones King Heating Consultants to do a feasibility study of the Town Hall heating. The Committee is to consider the matter and instruct the Town Clerk accordingly.

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## Financial Implication

There is a Town Hall maintenance budget of £39,488 which can be used for this purpose.

Town Clerk 6 7 23

ITEM 14

TENANCY MATTERS

CONFIDENTIAL