

Marlborough Town Council



18 December 2025

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 **Monday, 5 January 2026 at 7pm** in the **Council Chamber, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

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.

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 27 October 2025
- 5. Action Log**
To note and review the Action Log
- 6. Report on Town Council Properties**
To note a report by the Office Manager about Town Council-owned properties
- 7. Town Hall and Community and Youth Centre Bookings**
To note the update report on the Town Hall and Community and Youth Centre bookings
- 8. Budget Report Month 5**
To note and consider a Property finance report for Month 11
- 9. Community and Youth Centre**
To consider the update report on the Community and Youth Centres water supply
- 10. Bowls Club**
To consider the request for a financial contribution towards improving their car park

Marlborough Town Council



Property Committee

Minutes of an extraordinary meeting of the Property Committee held Monday,
27 October 2025 in the Court Room, Marlborough Town Hall at 6pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Emily Trow	Town Mayor (<i>ex officio</i>)
	Councillor Mark Cooper	
	Councillor Caroline Sadler	Vice Chair
	Richard Spencer-Williams	Town Clerk

PUBLIC QUESTION TIME

There were no questions.

224/25 APOLOGIES

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

225/25 DECLARATIONS

There were no declarations of interest.

226/25 CHAIR'S ANNOUNCEMENTS

There were no announcements.

227/25 MINUTES

RESOLVED: that the minutes of the meeting held 29 September 2025 were confirmed as a true record and signed by the Chair

228/25 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that, under the Public Bodies (Admission to Meetings) Act 1960, members of 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

229/25 COURT ROOM CURTAINS

RESOLVED: to purchase replacement curtains for the Court Room at the Town Hall from D&R Furnishers, final price to be confirmed.

The meeting closed at 6.10 pm

To note and review the Action Log

Action	Min #	Status	Date of meeting	Notes
217				
Investigate options for repair and maintenance of rear windows and rainwater goods at Kingsbury Street properties, esp. whether scaffolding required	451/23	In Progress	19 February 2024	17.4.24 Architect and property agent contacted; specification/costing process started. Funding need on F&P agenda 22.4.24 – property EMR will need replenishing due to impact of boiler replacements at Town Hall. 9 7 24 Guttering now part of routine maintenance; awaiting architect response re: window repair works. 17 9 25 Architect specification received and tenders are being sought.
256				
Check the lease of Elcot Pavilion - still current? Review details and obligations within it re maintain/repair building	236/24	In Progress	22 October 2024	The trustees on the lease are out of date; the boxing club has been informed they need to offer two new names and are yet to provide these (reminder email sent 23.1.25). Email sent 29 7 25 to offer new lease and assist with roof. 4 8 25 Boxing Club acknowledged email; now awaiting contact by Boxing Club to sort trustees/lease. Follow up email sent 16 9 25. 16 12 25 RSW met Darren Newman and Jamie Reynolds on 31 10 25. Agreed to: <ul style="list-style-type: none"> - progress new lease. Legal services have been notified to create a new lease. - Obtain quotes for new roof - Seek to have the boxing club electricity supply come within the council's; and MTC invoice them. On 10 12 25 RSW emailed WC Engagement Manager to request support in linking with the Sports Development team with a view to apply for sport funding.

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

- **5 High St Offices** – Repairs to toilet. Fire alarm service complete. Rear roof section needs repair; quotes being sought.
- **5 High St Shop** – Fire alarm service complete
- **5 High St Flat 2** – Nothing to report
- **1/2 Kingsbury St Shop** – Nothing to report
- **1A Kingsbury St Flat** – Nothing to report
- **2A Kingsbury St Flat** – Nothing to report
- **3 Kingsbury St Shop** – Fire alarm service complete
- **3a Kingsbury St. Studio Flat** – Blocked drain cleared
- **3b Kingsbury St. Studio Flat** - Intercom repaired
- **Recreation Ground Cottage No.1** – Replacement lock fitted and chimney swept
- **Recreation Ground Cottage No. 2** – Nothing to report
- **Elcot Lane Pavilion/Boxing Club** – Roof is in need of refurbishment. Awaiting quotes from the Boxing club.
- **Bowls Club** – Nothing to report/ also see item 10
- **Town Hall** - Fire alarm service complete. Court Room curtains on order – expected late February 2026
- **Marlborough Community & Youth Centre** – Window repairs 4-10th December. Fire alarm service complete. Interior painting in progress.
- **Coopers Corner Toilets/Community Room/Tourist Inf Point** – Community Fridge Project is running successfully and is well supported. The Community Garden is thriving, and public gardening sessions are taking place.
- **Bus Shelters** – Refurbished. The shelter at the Common is scheduled for repair in December due to vandal damage.
- **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.

Office Manager/ Town Clerk – December 2025

ITEM 7**TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS**

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

TOWN HALL – APRIL 2025 TO NOVEMBER 2025

WEDDING CEREMONY COURT ROOM	WEDDING CEREMONY COUNCIL CHAMBER	WEDDING RECEPTION & CEREMONY	SALES	MEETINGS	COUNCIL EVENTS/ MEETINGS	PLAYS/FILMS CONCERTS ART	CHARITY DINNERS PRIVATE EVENTS	ORGANISATIONS EG NHS	WAKES/ FUNERAL
11	15	2	8	19	64	2	11	40	3

Total Income received as of 30.11.2025 - £23,915

TOWN HALL – APRIL 2024 TO NOVEMBER 2024

WEDDING CEREMONY COURT ROOM	WEDDING CEREMONY COUNCIL CHAMBER	WEDDING RECEPTION & CEREMONY	SALES	MEETINGS	COUNCIL EVENTS/ MEETINGS	PLAYS/FILMS CONCERTS ART	CHARITY DINNERS PRIVATE EVENTS	ORGANISATIONS EG NHS	WAKES/ FUNERAL
7	10	2	7	12	59	16	19	35	3

Total Income received as of 30.11.2024 - £23,607

For Town Hall hirings analysis see Appendix 1

MC & YC HIRINGS – APRIL 2025 TO NOVEMBER 2025

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
3	32	86		3	1		65	

Total Income received as of 30.11.2025 - £5,716

MC & YC HIRINGS – APRIL 2024 TO NOVEMBER 2024

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
32	25	89		4	2	22	40	3

Total Income received as of 30.11.2024 - £5,324

To note and consider the Property budget report for Month 8

Please refer to Appendix 2.

Town Clerk 8 12 25

To consider the report on the Community and Youth Centre's water supply

Purpose

The purpose of this report is to provide an update on the drinking water samples taken at the Marlborough Community & Youth Centre (MC&YC).

Current Status

Since the initial report to Property back in September ([Property Agenda 30 September 2025](#)), the following mitigation measures have been taken:

- Nickel and Lead sampling are now taking place on a quarterly basis with the first collection taking place in October. A request has been made for the consultant to log the data and submit this in a simple format for easier interpretation. These reports will be presented at Property Committee meetings going forward so that we can monitor the data on an ongoing basis.
- Lead Filters were installed under the sinks in both the ground floor kitchen and 1st floor kitchen in October and these already seem to be having a positive effect. The subsequent post flush samples show a significant reduction in lead levels, way below the regulatory level of 10 µg/l.
- Water Tank samples were taken to ensure that Nickel is not present in the drinking water. The data shows that the Nickel level is very low <5 µg/l (the regulatory level being 20 µg/l). This indicates that the elevated nickel sample from the last lot of samples was from the accessible toilet tap itself. This is not drinking water so not an immediate concern, but we are in the process of replacing these taps, as a precautionary measure.
- Quotes are being sourced for the advised water supply pipe replacement.

Proposal

Members are requested to note the update and actions taken to mitigate risk to hirers and users of the building.

Clare Williams – Deputy Town Clerk
16 12 25

ITEM 10

BOWLS CLUB

To consider the request for a financial contribution towards improving the Bowls Club car park

Purpose

The purpose of this report is to ask the Committee to consider a request by the Bowls Club for a financial contribution towards a planned improvement to the car park.

Request

David Lewis, Secretary for the Bowls Club, has approached the Council on their behalf, requesting a contribution of £2,500 towards improving the Bowls Club car park. The total cost of approximately £8,500. They believe the work will be a significant enhancement of the facility.

The club is pursuing the option of covering the parking area at the Bowls Club with tarmac. It is currently loose gravel with the area adjacent to the clubhouse already tarmac surfaced. The total area is shown on the image outlined in red. The club would then white line the area so that the space is used 'optimally'. The club would add signage indicating the car park is for the use of members and visitors to the Bowls Club.



Considerations

Lease

1. The current lease outlines the car park as part of the premises agreement.
2. Clause 3.5.2.1 and 3.11.1 – 3.11.3 requires the club to comply with any necessary consents from competent authorities, obtain relevant permissions and serve any required notices.
3. Consent from the Council is required for this proposal (3.5.2.2)
4. There is no specific clause pertaining to the car park or its development.

Car Park usage

The car park serves both the Bowls Club members and also serves as accessible parking for groups which hire the premises out of club hours. The Bowls Club require income from external hirers to help meet running costs.

When the car park is at its busiest it can become difficult to manage and the club believe delineating the area with white lines will help both maximise the car park and make it safer.

Proposal

Members are asked to consider the matter and instruct the Town Clerk accordingly.

Town Clerk 10 12 25

TOWN HALL HIRINGS 2025/2026

DATE	EVENT	COURT ROOM	ASSEMBLY ROOM	COUNCIL CHAMBER	TIMINGS	INCOME
01.04.2025	MEETING		COMMERCIAL HIRE		1 HR	57
02.04.2025	MEETING	LOCAL ORG.			2.5HR	45
04.04.2025	WEDDING			PRIVATE HIRE	2 HRS	92
09.04.2025	MEETING		LOCAL ORG		3 HRS	72
11.04.2025	SPORTS DINNER		LOCAL ORG		14 HRS	336
12.04.2025	WEDDING	PRIVATE HIRE			2 HRS	250
24.04.2025	MEETING		LOCAL ORG		3.5 HRS	84
26.04.2025	ANNIVERSARY DINNER	LOCAL ORG.			DR	531
	AS ABOVE		LOCAL ORG		DR	792
03.05.2025	WEDDING	PRIVATE HIRE			1.5 HRS	228
04.05.2025	WEDDING	PRIVATE HIRE			1.5 HRS	228
06.05.2025	MEETING		LOCAL ORG		6 HRS	162.5
07.05.2025	MEETING	LOCAL ORG.			2.5 HRS	45
09.05.2025	WEDDING			PRIVATE HIRE	2 HRS	101
10.05.2025	WEDDING	PRIVATE HIRE			2 HRS	228
10.05.2025	RECEPTION		PRIVATE HIRE		DR	720
14.05.2025	MEETING		LOCAL ORG		3 HRS	72
15.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
15.05.2025	MEETING		LOCAL ORG		3 HRS	72
16.05.2025	SALE	LOCAL ORG.			3 HRS	54
17.05.2025	SALE	LOCAL ORG.			4 HRS	212
20.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
20.05.2025	SALE	LOCAL ORG.			8 HRS	144
21.05.2025	SALE	LOCAL ORG.			6.5 HRS	117
21.05.2025	FASHION SHOW		LOCAL ORG.		9 HRS	216
22.05.2025	MEETING		LOCAL ORG		3.5 HRS	84
23.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
27.05.2025	WEDDING			PRIVATE HIRE	2 HRS	101
31.05.2025	SALE	COMMERCIAL HIRE			9 HRS	522
02.06.2025	WEDDING			PRIVATE HIRE	2 HRS	101
03.06.2025	MEETING		AREA BOARD		5 HRS	120
04.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
04.06.2025	MEETING	LOCAL ORG.			2.5 HRS	45
06.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
06.06.2025	WEDDING			PRIVATE HIRE	2 HRS	101
07.06.2025	WEDDING	PRIVATE HIRE			2 HRS	250
11.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
17.06.2025	MEETING			PRIVATE HIRE	2 HRS	36
19.06.2025	MEETING		LOCAL ORG.		3.5 HRS	84
21.06.2025	WEDDING		PRIVATE HIRE		2 HRS	250
22.06.2025	MARL FEST.		PRIVATE HIRE		9 HRS	369
28.06.2025	WEDDING	PRIVATE HIRE			2 HRS	250
02.07.2025	MEETING	LOCAL ORG.			2.5 HRS	45
05.07.2025	WEDDING	PRIVATE HIRE			2 HRS	250
10.07.2025	DANCE CLASS		LOCAL ORG		3 HRS	72
12.07.2025	WEDDING			PRIVATE HIRE	2 HRS	101
13.07.2025	DANCE CLASS			PRIVATE HIRE	6 HRS	270
18.07.2025	WEDDING			PRIVATE HIRE	2 HRS	101

APPENDIX 1

18.07.2025	WAKE			PRIVATE HIRE	5 HRS	225
19.07.2025	WRESTLING			COMMERCIAL HIRE	5 HRS	327.5
24.07.2025	MEETING		LOCAL ORG		3.5 HRS	84
25.07.2025	CONCERT			COMMERCIAL HIRE	7 HRS	364
30.07.2025	MEETING			LOCAL ORG	3.5 HRS	84
01.08.2025	PARTY			PRIVATE HIRE	6 HRS	334.5
02.08.2025	WEDDING	PRIVATE HIRE			2 HRS	250
12.08.2025	WEDDING	PRIVATE HIRE			2 HRS	250
13.08.2025	MEETING		LOCAL ORG.		3 HRS	72
23.08.2025	WEDDING	PRIVATE HIRE			2HRS	250
28.08.2025	MEETING		LOCAL ORG.		3.5 HRS	84
31.08.2025	CONCERT		LOCAL ORG.		3 HRS	135
03.09.2025	MEETING	LOCAL ORG.			5 HRS	126
03.09.2025	MEETING	LOCAL ORG,			2.5 HRS	45
05.09.2025	WEDDING			PRIVATE HIRE	2 HRS	101
10.09.2025	MEETING		LOCAL ORG.		3 HRS	72
12.09.2025	WEDDING			PRIVATE HIRE	2 HRS	101
13.09.2025	WEDDING		PRIVATE HIRE		2HRS	250
18.09.2025	MEETING		LOCAL ORG		3.5 HRS	84
19.09.2025	PRESENTATION EVENING		LOCAL ORG.		5 HRS	120
20.09.2025	SALE	COMMERCIAL HIRE			9 HRS	522
25.09.2025	LIT FEST	LIT FEST	LITFEST	LITFEST	4 DAYS	3610.5
30.09.2025	MEETING		LOCAL ORG		5 HRS	120
01.10.2025	MEETING	LOCAL ORG			2.5 HRS	45
02.10.2025	SALE	COMMERCIAL HIRE			11 HRS	555.5
06.10.2025	WEDDING			PRIVATE HIRE	2 HRS	101
08.10.2025	MEETING		LOCAL ORG		3 HRS	72
11.10.2025	WEDDING			PRIVATE HIRE	2 HRS	101
14.10.2025	MEETING		PRIVATE HIRE		2.5 HRS	142.5
15.10.2025	WEDDING			PRIVATE HIRE	2 HRS	101
21.10.2025	MEETING	LOCAL ORG	LOCAL ORG	LOCAL ORG	9 HRS	270
27.10.2025	MEETING		LOCAL ORG		6 HRS	144
28.10.2025	PARTY	LOCAL ORG	LOCAL ORG		9 HRS	378
30.10.2025	WEDDING			PRIVATE HIRE	2 HRS	101
31.10.2025	WEDDING	PRIVATE HIRE			2 HRS	250
31.10.2025	WEDDING RECEPTION		PRIVATE HIRE		DAY	504.5
01.11.2025	SALE	COMMERCIAL HIRE			9 HRS	522
05.11.2025	MEETING	LOCAL ORG			2.5 HRS	45
12.11.2025	MEETING		LOCAL ORG		3 HRS	72
12.11.2025	MEETING	LOCAL ORG			5 HRS	90.5
14.11.2025	COMEDY CLUB		PRIVATE HIRE		6 HRS	342
15.11.2025	PARTY		PRIVATE HIRE		6.5 HRS	405
20.11.2025	WEDDING			PRIVATE HIRE	2 HRS	101
21.11.2025	WAKE		PRIVATE HIRE		5 HRS	1665
22.11.2025	SALE	COMMERCIAL HIRE			9 HRS	522
24.11.2025	BOOK LAUNCH	PRIVATE HIRE			2 HRS	36
26.11.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
27.11.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
27.11.2025	MEETING		LOCAL ORG		3 HRS	72
01.12.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
01.12.2025	MEETING	LOCAL ORG			3 HRS	54

Property Budget Month 8
Committee Report

	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	EMR Transfer NOTES
INCOME					
110 CORPORATE PROPERTIES					
1000 INCOME-HIGH ST SHOP					
1002 INCOME-HIGH ST FLAT2					
1003 INCOME-1 KINGSBURY					
1004 INCOME-1A KINGSBURY					
1005 INCOME-2A KINGSBURY					
1006 INCOME-3 KINGSBURY					
1007 INCOME-REC GND COT 1					
1008 INCOME-REC GND COT 2					
1011 INCOME - 3A KINGSBURY ST					
1012 INCOME - 3B KINGSBURY ST					
1112 PUBLIC TOILETS	£ 1,730	£ 3,000	£ 1,270	57.7%	
1329 MY & MC INCOME	£ 5,716	£ 8,000	£ 2,284	71.5%	
EXPENDITURE					
PROPERTIES					
4062 MTCE/ELEC CORP. PROPS.	£ 15,849	£ 15,000	-849	105.7%	Car park wall, FRAs
4065 IRRECOVERABLE VAT	£ 5,053	£ -	-5,053	0.0%	
4066 MARKETING	£ -	£ 250	£ 250	0.0%	
4070 Defibs	£ 1,114	£ 750	-364	148.5%	1020 Replacement defib
201 TOWN HALL					
1050 INCOME-TOWN HALL	£ 23,915	£ 27,500	£ 3,585	87.0%	
4019 CLEANING MATERIALS	£ 771	£ 1,000	£ 229	77.1%	
4030 INTRUDER ALARM	£ 815	£ 2,000	£ 1,185	40.8%	
4035 SANITARY DISPOSAL	£ 418	£ 1,600	£ 1,182	26.1%	
4037 LIFT MAINTENANCE	£ 1,136	£ 3,415	£ 2,279	33.3%	
4038 MAINTENANCE	£ 36,037	£ 40,000	£ 3,963	90.1%	3000 Feasibility study
4065 IRRECOVERABLE VAT	£ 3,400	£ -	-3,400	0.0%	
4300 BOILER MAINTENANCE	£ 244	£ 930	£ 686	26.2%	
4304 LICENCES/PERFORMING	£ 1,393	£ 3,000	£ 1,607	46.4%	
4305 BROADBAND	£ -	£ 2,100	£ 2,100	0.0%	
4315 REFUSE COLLECTION	£ 1,279	£ 1,550	£ 271	82.5%	
4998 MARKETING	£ 575	£ 200	-375	287.5%	WC Registrar brochure
4999 PUBLIC TOILETS	£ 3,565	£ 7,200	£ 3,635	49.5%	
4306 COOPERS CORNER	£ 444	£ 800	£ 356	55.5%	
4313 PUBLIC TOILETS	£ 6,662	£ 17,100	£ 10,438	39.0%	
206 COMMUNITY and YOUTH CENTRE					
4019 CLEANING MATERIALS	£ 475	£ 400	-75	118.8%	
4030 INTRUDER ALARM	£ 876	£ 2,070	£ 1,194	42.3%	
4035 SANITARY DISPOSAL	£ 418	£ 775	£ 357	53.9%	
4037 LIFT MAINTENANCE	£ 355	£ 880	£ 525	40.3%	
4038 MAINTENANCE	£ 12,154	£ -	-12,154	0.0%	10263 Hall,patio, painting
4072 EQUIPMENT	£ 81	£ 500	£ 419	16.2%	
4304 LICENCES/PERFORMING	£ 526	£ 330	-196	159.3%	
Income	£ 93,105	£ 140,266	£ 47,161	66.4%	
Expenditure	£ 93,640	£ 101,850	£ 8,210	91.9%	

OVER
SAVING
ON BUDGET
NB Target 66.6%