

# Marlborough Town Council



28<sup>th</sup> June 2022

To: Councillors serving on the Property Committee – Councillors Richard Allen, Mark Cooper, Mervyn Hall (Vice Chair), Don Heath, Guy Loosmore (Chair), Kelvyn Shantry, plus the Town Mayor Councillor Lisa Farrell

Dear Councillor

## Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Monday, 4<sup>th</sup> July 2022 at 7.00pm** in the **Council Chamber, Marlborough Town Hall**.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

This meeting will be held in the Council Chamber at the Town Hall according to the latest Government Covid Safety Guidelines, and managed according to the Health and Safety at Work Act 1974(2)e.

If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to 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 by noon on the Friday 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.

## 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 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 4<sup>th</sup> April 2022
- 5. Action Log**  
To note and review the Action Log
- 6. Budget Update Report**  
To note the Property Committee budget update report for month 2
- 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. Community & Youth Centre and Town Hall Marketing**  
To note the '*occupancy reports*' and consider opportunities for marketing of the Community & Youth Centre and Town Hall
- 10. Town Hall Roof Insulation**  
To note the update report on the Town Hall roof insulation project
- 11. New Workshop**  
To note the update report on the new workshop
- 12. Swindon 105.5 Radio**  
To consider Swindon 105.5 Radio's request to install a radio antenna on the Town Hall roof
- 13. Refurbishment and remedial works at Kingsbury Street flats**  
To receive a report on repair works and consider further refurbishment work
- 14. Contactless Payment at the Public Toilets**  
To consider the installation of a contactless payment facility at the Town Hall and George Lane toilets
- 15. Property Valuations**  
To consider commissioning services to value the Town Council properties
- 16. February 2023 Meeting Date**  
To reconfirm the February 2023 meeting date

To approve and sign the minutes of the meeting held on 4<sup>th</sup> April 2022

## Marlborough Town Council



### Property Committee

Minutes of a meeting of the Property Committee held Monday, 4 April 2022  
in the Court Room, Marlborough Town Hall at 8.03pm

---

**PRESENT** Councillor Guy Loosmore Chairman  
Councillor Mark Cooper Town Mayor  
Councillor Mervyn Hall  
Councillor Jo Waltham  
Councillor Jane Davies

**ALSO**

**PRESENT** Richard Spencer-Williams Town Clerk  
Dawn Whitehall Corporate Services Officer  
Councillor James Sheppard  
Neil Goodwin Marlborough.News

---

#### **PUBLIC QUESTION TIME**

There were no questions.

#### **457/21 APOLOGIES**

Apologies for absence were received from **Councillors Fogg, Farrell, Allen and Cleasby.**

#### **458/21 DECLARATIONS**

There were no declarations of interest.

#### **459/21 CHAIRMAN'S ANNOUNCEMENTS**

As this was the last meeting of the municipal year the Chairman took the opportunity to thank Members, the Town Clerk and staff for their support.

#### **460/21 MINUTES**

**RESOLVED:** that the minutes of the meeting held 24 January 2022 were approved as a true record and signed by the Chairman

#### **461/21 ACTION LOG**

Members noted the updated action log. The Town Clerk gave a verbal update for #63: bus shelters – the Grounds Manager had agreed to provide a proposal for better maintenance of bus shelters for the Committee to consider.

#### 462/21 BUDGET

Members noted the Property Committee budget report to Month 11. It had been difficult to predict a budget at the start of the year with Coronavirus restrictions in place so it was good to see that Town Hall income was at 97.7% of budget and income from the George Lane public toilets and the Community Centre were above budget.

#### 463/21 TOWN COUNCIL PROPERTIES

Members noted the Office Manager's update report. The **Town Clerk** had received notice from a commercial tenant with an exit date of 16 June. The formal lease had expired at the start of the pandemic and the Town Council had supported them during a difficult period with a rolling 'tenancy at will' agreement. A meeting was arranged with the letting agent after which the Town Council would be able to discuss next steps with the property.

#### 464/21 VENUE BOOKINGS

The **Chairman** thanked the **Town Clerk** for providing a report comparing bookings for the Town Hall and Community Centre over a 3-year period. This highlighted the impact the Coronavirus restrictions made in 2020/21 and at the start of 2021/22 so it was encouraging that hirings were recovering, especially given that hirers behaviour had changed because of the pandemic. Bookings were looking positive going forward. Discussion points included:

- Whether it was possible to understand calculate the available capacity, and compare current/future bookings to the available capacity as a percentage
- Acknowledgement that there would always be some down time for maintenance, cleaning etc, and that some events such as weddings needed more set up/clear down time
- A recognition that the limitations of some physical aspects of the Town Hall (e.g., the size of the bar area) may affect bookings. Members had previously discussed a study to identify how facilities could be extended and improved to make the building even more attractive to potential hirers
- Whether there were alternative ways to handle bookings

**RESOLVED:** to provide a report to the next meeting to show hirings vs available capacity

#### 465/21 TOWN HALL MARKETING

Members held an open discussion about marketing the Town Hall. Discussion points included:

- **Councillor Hall** reminded Members that in 2019/20 a Town Hall Marketing Working Group had been active. In 2020 it had commissioned professional photographs and produced a brochure as well as focusing on marketing the building as a wedding venue. The **Town Clerk** confirmed that the brochure was available on the Town Council website as well as in hard copy on request
- Whether the Town Council had taken a stand at a recent wedding fair held in the Town Hall

- Whether the Town Council should be targeting wedding fairs to market the venue
- Whether to offer tours/open days for potential hirers to view the whole building, and discuss options
- Whether to hold open days to give residents and visitors the opportunity to view items such as the maces and explore the whole building once or twice each year
- Whether to prepare marketing mailshots targeted to businesses, churches, hotels or other audiences
- The Climate Action Day on 2 April had made the building accessible to the public; there had been enquiries on the day about potential hiring. The **Mayor** noted that it had been good to see the front staircases being used
- Having access to the balcony following refurbishment made a great difference: it had been used very effectively at the Christmas Lights Switch-on and could present an opportunity for the public to take photos from it and/or have 'selfies': use of the balcony was already being planned for the Platinum Jubilee High Street Party
- Whether to offer a 'pop up' museum while The Merchant's House was closed

The **Town Clerk** reminded Members that illness had affected staff capacity in recent weeks; he would review future bookings with the Office Manager. He and the **Tourism Officer** had discussed a potential 'twilight event' to showcase the Town Hall to business hirers; he would follow this up.

The **Chairman** agreed to discuss ideas at the next meeting.

#### 466/21 **THE MERCHANT'S HOUSE**

Members noted a report about a structural issue which had resulted in The Merchant's House being closed for tours and events, although the shop remained open.

**Councillor Hall** confirmed that the planned free access open day in March had been postponed but would be rearranged. A survey had identified issues in two places; he would attend a Building Committee meeting within the next few days to get more information.

*Councillor Sheppard left the meeting*

#### 467/21 **TOWN HALL ROOF INSULATION**

Members considered a report and recommendations for the insulation of the Town Hall roof. Discussion points included:

- In previous years the gas bill had been around £12,000 – it would be much higher following recent energy cost increases
- The estimated cost of the project was predicted to pay back within 6-7 years
- **Councillor Waltham** asked for kW use over the past 3 years so she could calculate the CO<sup>2</sup> savings

- This would be the Town Council's first big project towards reducing its carbon footprint
- A desire to complete the project before the winter
- Whether to inspect the roof insulation in all Town Council properties (commercial and residential); a climate audit would include this if one were to be commissioned

**RESOLVED:** (i) to instruct the Town Council's architect to prepare a technical specification in preparation for seeking quotations/invitations to tender

**RESOLVED:** (ii) to audit all Town Council properties to identify opportunities to improve roof insulation

**468/21 PUBLIC TOILETS**

Councillor Hall proposed a trial of a card (cashless) payment system for the public toilets. Discussion points included:

- Healthmatic had confirmed that a cashless system was available
- General use of cash was declining
- A 20p slot meant the price for use was fixed
- A cashless system would allow for price adjustments
- It was important to continue to take cash: not everyone uses contactless payment
- Whether to delegate a sum to the Town Clerk to commission a trial

**RESOLVED:** that a trial of cashless payment for the public toilets was agreed and a quote for a trial at one or two cubicles be considered at the June meeting

**469/21 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

*Mr Goodwin left the meeting*

**470/21 RENT REVIEW**

**RESOLVED:** that the recommended lease arrangement and annual rental rate were agreed

The meeting closed at 9pm

## To note and review the Action Log

#	Description	Minute No	Source	Action	Status	Date of meeting	Due date	Notes
61	To collate customer feedback from Community & Youth Centre hirers and provide reports twice per year	354/21	Property Committee	Town Clerk/ Office Manager	In Progress	24 January 2022	04 April 2022	Town Clerk discussed with SF, DW 10.3.22. Existing questionnaire to be updated and linked into online survey; and sent to hirers via email. Report to be generated.
63	Bus shelters: discuss Committee suggestions with Grounds Manager	355/21	Property Committee	Town Clerk	In Progress	24 January 2022	Ongoing	Town Clerk discussed with Grounds Manager 1.4.22 requesting concept and maintenance plan.

To note the Property Committee budget update report for month 2 (31.5.22)

Committee Budget Report 31.05.2022		Actual	Budget	%
110	<b>CORPORATE PROPERTIES</b>			
	<b>CORPORATE PROPERTIES: - Income</b>	13,382	95,690	14.0%
4054	LEGAL & PROFESSIONAL	0	10,000	0.0%
4062	MTCE/ELEC CORP. PROPS.	345	15,000	2.3%
4066	MARKETING	0	250	0.0%
4070	Defibs	0	1,000	0.0%
	<b>CORPORATE PROPERTIES: - Indirect Expenditure</b>	345	26,250	1.3%
	Net Income over Expenditure	13,037	69,440	
201	<b>TOWN HALL</b>			
	<b>INCOME -TOWN HALL</b>			
1050	INCOME-TOWN HALL	4,168	20,000	20.8%
1112	INCOME - TOILETS	0	500	0.0%
	TOWN HALL :- Income	4,168	20,500	20.3%
	<b>EXPENDITURE- TOWN HALL</b>			
4004	WAGES/NI/SUPERANN	8,386	63,979	13.1%
4011	BUSINESS RATES	8,233	17,300	47.6%
4012	WATER/SEWERAGE CHGS	854	1,000	85.4%
4014	ELECTRICITY	417	6,500	6.4%
4015	GAS	791	15,000	5.3%
4019	CLEANING MATERIALS	299	800	37.4%
4030	INTRUDER ALARM	350	2,000	17.5%
4035	SANITARY DISPOSAL	354	1,500	23.6%
4037	LIFT MAINTENANCE	457	3,000	15.2%
4038	MAINTENANCE	1,929	68,000	2.8%
4039	PERSONNEL CLOTHING	0	500	0.0%
4072	EQUIPMENT	50	800	6.2%
4300	BOILER MAINTENANCE	0	900	0.0%
4301	FIRE EXTINGUISHERS	0	700	0.0%
4304	LICENCES/PERFORMING	1,850	2,600	71.2%
4305	BROADBAND	148	2,100	7.1%
4315	REFUSE COLLECTION	203	1,000	20.3%
4998	MARKETING	0	750	0.0%
4999	PUBLIC TOILETS	0	7,000	0.0%
	<b>TOWN HALL :- Indirect Expenditure</b>	24,323	195,429	12.4%
	Net Income over Expenditure	(20,155)	(174,929)	
6000	plus Transfer from EMR	855		
	Movement to/(from) Gen Reserve	(19,300)		



205	<b>PUBLIC TOILETS</b>			
1112	<b>INCOME- TOILETS</b>	855	4,000	21.4%
	<b>PUBLIC TOILETS :- Income</b>	855	4,000	21.4%
	<b>EXPENDITURE- TOILETS</b>			
4011	BUSINESS RATES	0	1,000	0.0%
4306	COOPERS CORNER	0	1,000	0.0%
4313	PUBLIC TOILETS	3,263	16,000	20.4%
	<b>PUBLIC TOILETS :- Indirect Expenditure</b>	3,263	18,000	18.1%
	Net Income over Expenditure	(2,408)	(14,000)	
206	<b>MC and YC</b>			
1329	<b>MY &amp; MC- INCOME</b>	22	7,000	0.3%
	MC and YC :- Income	22	7,000	0.3%
	<b>MY &amp; MC - EXPENDITURE</b>			
4004	WAGES/NI/SUPERANN	1,625	12,000	13.5%
4011	BUSINESS RATES	1,397	2,900	48.2%
4012	WATER/SEWERAGE CHGS	319	1,000	31.9%
4014	ELECTRICITY	369	2,375	15.5%
4015	GAS	315	2,000	15.8%
4019	CLEANING MATERIALS	0	1,000	0.0%
4030	INTRUDER ALARM	376	2,000	18.8%
4035	SANITARY DISPOSAL	133	750	17.8%
4037	LIFT MAINTENANCE	0	750	0.0%
4039	PERSONNEL CLOTHING	18	150	11.9%
4072	EQUIPMENT	50	1,000	5.0%
4301	FIRE EXTINGUISHERS	0	250	0.0%
4304	LICENCES/PERFORMING	0	200	0.0%
4329	MC and YC	13	2,000	0.6%
	<b>MC and YC :- Indirect Expenditure</b>	4,615	28,375	16.3%
	Net Income over Expenditure	(4,593)	(21,375)	
	<b>Properties :- Income</b>	18,426	127,190	14.5%
	<b>Expenditure</b>	32,545	268,054	12.1%
	Net Income over Expenditure	(14,119)	(140,864)	
	plus Transfer from EMR	855		

To note the contents of a report by the Office Manager about Town Council-owned properties.

**5 High Street Offices** – Gas Safety Cert issued.

**5 High Street Shop** – Vacant, Marketing in progress

**5 High Street Flat 2** – Nothing to report

**The Merchant's House** – re-opened to public

**1/2 Kingsbury Street Shop** – Nothing to report

**1A Kingsbury Street Flat** – Minor plumbing repairs carried out

**2A Kingsbury Street Flat** – Heaters/shower to be replaced

**3 Kingsbury Street Shop** – Nothing to report

**3a Kingsbury Street Studio Flat** – Nothing to report

**3b Kingsbury Street Studio Flat** – Carpets to be cleaned and mould around windows to be addressed.

**Recreation Ground Cottage No. 1** – Strip light replaced.

**Recreation Ground Cottage No. 2** – Repairs to path, bathroom tiles re-fixed and repairs carried out to door seal.

**Elcot Lane Pavilion/Boxing Club** – Nothing to report

**Bowls Club** – New lease agreement finalised.

**Marlborough Community & Youth Centre** – Well used by local groups, annual fire extinguisher service complete

**Coopers Corner Toilets/Community Room/Tourist Info Point** – Community Fridge Project is running successfully and is well supported.

**Workshop** – See Agenda item 11

**Bus Shelters** – Refurbishment ongoing. Pending plan from Grounds Manager.

**General** - Legionella testing continues to take place monthly at the Town Hall, Offices and Marlborough Community & Youth Centre. Fire alarm service scheduled for Office, Town Hall and Kingsbury Street. Window cleaning carried out at Town Hall, Office and Kingsbury Street.

**Office Manager – June 2022**

---

## Recommendation

Members are asked to note this report.

# ITEM 8

# TOWN HALL AND COMMUNITY & YOUTH CENTRE BOOKINGS

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

## TOWN HALL HIRINGS 2022/2023

WEEK COMMENCING	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 e.g., NHS
04.04.2022	1			1		1	1		1
11.04.2022						1	1	1	
18.04.2022		1				1		1	1
25.04.2022			1				1		
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
02.05.2022		2			1				
09.05.2022		1	1			1	1	1	
16.05.2022		1		1		1	1	1	
23.05.2022					1	1	1		
30.05.2022							1		2
<b>ACC TOTAL</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>7</b>	<b>4</b>	<b>4</b>
06.06.2022	1				1				
13.06.2022	1	1		2	1	1		2	
20.06.2022					1		1		
27.06.2022				1	1				
<b>ACC TOTAL</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>6</b>	<b>4</b>

## MC & YC HIRINGS 2022/2023

WEEK COMMENCING	Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
04.04.2022	2	1	1	2			1		
11.04.2022		1						1	
18.04.2022				1		1		1	
25.04.2022	3	1	2	2			1	1	
<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>5</b>		<b>1</b>	<b>2</b>	<b>3</b>	
02.05.2022	2	1	1	2			1	2	
09.05.2022	3	1	2	2			1		
16.05.2022	3	1	2	2			1		
23.05.2022	3	1	1	2			1		
30.05.2022						1		1	2
<b>ACC TOTAL</b>	<b>16</b>	<b>7</b>	<b>9</b>	<b>13</b>		<b>2</b>	<b>6</b>	<b>6</b>	<b>2</b>
06.06.2022	3	1	2	2			1		
13.06.2022	3	1	2	2			1	1	1
20.06.2022	3	1	2	2			1		
27.06.2022	3	1	2	2			1		1
<b>ACC TOTAL</b>	<b>28</b>	<b>11</b>	<b>17</b>	<b>21</b>		<b>2</b>	<b>10</b>	<b>7</b>	<b>4</b>

## ITEM 9

## COMMUNITY & YOUTH CENTRE AND TOWN HALL MARKETING

To note the 'occupancy report' and consider the opportunities for the marketing of the Town Hall

### Purpose

The purpose of this report is to present the Committee with a 'snapshot' of usage of the Community and Youth Centre, and the Town Hall, to help inform Members' consideration of opportunities for the effective marketing of each facility.

### MC & YC USE (WEEKLY)

DAY	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	12AM
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
Sunday																	

	Regular use by local groups (term time only) **
	Blocks of 6-week hirings x 4 per year
	Use by junior sports teams during season (ad hoc)
	Language classes blocks of 8 weeks hiring x 2 (from 04.07)
	Available for private/one off bookings

\*\* During the holidays the building is used by various youth and sports groups.

## TOWN HALL USAGE APRIL – JUNE 2022

The figures below are presented as a percentage this is based on there being a total 84 hours per week per room available to hire.

This is calculated as follows –

12 hrs x 7 days per week x 4 weeks = 336 hours per month.

Points to note –

- As a small room the Council Chamber is only used for small weddings & meetings
- If there is a wedding ceremony taking place in one of the rooms we do not let the other rooms for the duration of the ceremony due to noise disturbance.
- If one of the rooms is being hired where there are groups of children present then we do not hire out other rooms due to safe guarding.

April	Hours	%
Court Room	29	9%
Assembly Room	52	16%
Council Chamber	6	2%

May	Hours	%
Court Room	12	4%
Assembly Room	47	14%
Council Chamber	13	4%

June	Hours	%
Court Room	25	8%
Assembly Room	23	7%
Council Chamber	7	7%

In comparison to the above an average **week** in November or December produce the following figures –

Week commencing 12 <sup>th</sup> December 2022	Hours	%
Court Room	43	52%
Assembly Room	48	58%
Council Chamber	6	7%

Week commencing 12 <sup>th</sup> December 2021	Hours	%
Court Room	40	48%
Assembly Room	23	28%
Council Chamber	2	3%

---

## Proposal

These reports were created manually drawing information from hand written diaries. The current booking system does not enable agile and 'intelligent' reporting.

## Considerations

An electronic booking system would allow greater data analysis.

## Recommendation

In order to advance a more intelligent and informed approach to this matter the Committee should consider investigating the use of an electronic booking system. Members are asked to consider this matter and instruct the Town Clerk accordingly.

**Town Clerk 24.6.22**

---

## ITEM 10

## TOWN HALL ROOF INSULATION

**To note the update report on the Town Hall roof insulation project**

---

### Background

Following the Committee's resolution on 4<sup>th</sup> April to insulate the Town Hall roof (*Min. No. 467/21 RESOLVED: to instruct the Town Council's architect to prepare a technical specification in preparation for seeking quotations/invitations to tender*) there was a site meeting at the Town Hall with Council's surveyor, the Town Clerk and the Caretaker to agree the next steps in progressing this work.

---

### Current status

Suitable companies have since been contacted with a view to a minimum of three quotes being obtained in line with the Council's financial regulations. It is intended that a minimum of three quotes will be with the Council and assessed mid-July for best value.

The current target implementation time is the first two weeks of August (subject to availability of materials) and times and dates have been identified within the Town Hall programme to do this work to avoid as much disruption as is possible.

---

### Recommendation

Members are asked to note the latest progress with the Town Hall roof insulation project.

**Town Clerk 24.6.22**

**To note the update report on the new workshop****Summary**

The EMR for the new workshop has been amended to £264,272 after 2021/22 year-end savings were reallocated. This provides a good workable budget that should go a long way to capitalizing on the site option (based on advised likely costs as presented to Full Council on 11 April 2022 by Woolley and Wallace).

A site meeting took place with our agent on 18 May to seek further clarification around the specification. An initial outline plan has been prepared (please see Appendix). The next step is to commission an architect to expand on concept drawings that include carbon reduction aspects and a concept plan that maximizes the site in support of the operational needs of the grounds staff.

Considerations for the architect are:

- Solar panels
- EV charging capacity
- Insulation
- Natural light
- Other opportunities for net zero building
- Electrics & utilities
- Additional parking and access
- Storage
- Costings

It may be that once the concept plan is clearer, and with this cost, that a phased timeline is considered over 1-3 year should aspects of the project need additional funding.

The aim is for a planning submission by the end of July (subject to architect).

**Recommendation**

Members are asked to note the progress of the new workshop project.

**Town Clerk 24.6.22**

---

**To consider Swindon 105.5 Radio's request to install a radio antenna on the Town Hall roof**

---

### Purpose

The purpose of this report is to inform the Committee, for consideration, of a request from Swindon 105.5 Radio to install an antenna on the Town Hall.

---

### Background

Swindon 105.5 Radio is a not-for-profit community broadcasting organisation licenced by OFCOM. They are in the process of applying for the Small-Scale DAB licence for Swindon. To help ensure that Marlborough is covered, SWINDON 105.5 Radio requested OFCOM add Marlborough to the licence area to which they agreed. This means programmes from SWINDON 105.5 Radio would reach and cover Marlborough.

For the service to offer Marlborough coverage Swindon 105.5 Radio planned to erect an antenna at Savernake Hospital. They approached Marlborough Town Council for principal support in their application to extend their service, and on 11 April Full Council resolved to support this (***Min. No. 479/21 RESOLVED: to write a letter of support for Swindon 105.5 Radio to extend its service to cover Marlborough***). On 13 April, a letter of support was sent to Swindon 105.5 Radio.

---

### Proposal

Following this on 18 April a further request was received by Swindon 105.5 Radio, asking if the antenna could be installed on the Town Hall. It transpired Savernake Hospital was not an option; Swindon 105.5 Radio had identified a mobile phone site situated at the back of Savernake Hospital, owned by MBNL. When they contacted MBNL, they learnt that it had recently been decommissioned so there is not a mast there anymore.

Other potential sites around the town that are commercially owned are looking expensive to use and as such potentially prohibitive.

---

### Considerations

Swindon 105.5 Radio have advised:

- The actual antenna is a cylinder, which can be painted to a less obvious colour than white, and is about 1.2m long. It would be attached to a pole, which would then be attached to the building.





- They have suggested it could be attached to the chimney stack at the back of the building as illustrated below. It would be relatively short (below the height of the existing roof).



- The connecting equipment is quite small - about 50cm high, 60cm wide, and 50cm deep. It plugs into a 13A socket.
- It would need an internet connection, which could be shared with an existing connection, or a dedicated one could be installed. It uses about 2Mb/s Internet data.
- The transmitter won't interfere with the existing internet. It's all checked very carefully by Swindon 105.5 Radio and Ofcom to make sure it doesn't create interference to existing services.

[SWINDON 105.5 | It's your local | Wiltshire, England \(swindon1055.co.uk\):  
https://www.swindon1055.co.uk/](https://www.swindon1055.co.uk/)

---

## Recommendation

The Committee is asked to consider the request and instruct the Town Clerk accordingly.

**Town Clerk 24.6.22**

## **ITEM 13 REFURBISHMENT WORKS AT KINGSBURY STREET FLATS**

**To receive a report on the repair works at Kingsbury Street Flats and consider recommendations for further refurbishment work**

---

### Purpose

The purpose of this report is to advise the Committee of remedial works carried out on some of its tenancies and advise of the future work needed to the Kingsbury Street property.

---

### Background

On 8 April the Chair of the Property Committee, Councillor Loosmore, and the Town Clerk visited its tenancy properties namely 1 & 2 Recreation Ground Cottages and the flats at Kingsbury Street, meeting a few of the tenants in the process.

---

### Current Status

The following actions were identified:

#### 2 Recreation Ground Cottages

- Replace 2 x slipped tiles,
- Investigate/repair uvpc door latch,
- remove existing gravel and replace with new to create level surface

All works have been carried out.

#### 2A Kingsbury Street

- Replace Shower and cubicle
- Replace heaters

Quotes have been obtained, and Carter Jonas have been instructed to carry out these works.

#### Kingsbury Street Flats – general

- Consider an action plan with possible tender for external works including but not limited to all external windows on frontage, guttering, roofing, fascias, communal area refresh and tidy.

---

### Proposal

That the external work to the Kingsbury Street property is carried out, and that either:

- A request for additional funds out of reserves is made to the Finance and Policy Committee, or
- Provision is made in the 2023/24 budget

---

### Considerations

The Town Clerk and Office Manager met with the Council's surveyor on 22 June to discuss a possible course of action. Identified considerations were:

- Application timeline and cost for planning and listed building consent.
- A road closure may be required to conduct some of the works , with a 12-14 week application process.
- Bespoke sash windows, with curved frontage will be required, and that supply of these are likely to need their own time allowance.
- Double glazing could be added as an energy saving measure.
- Access to the rear and in consulting with tenants will be needed. Short term overnight provision may be needed for tenants.
- Access to the rear for repairs to windows and soffits will need its own consideration.
- The work will require a company who can manage work and offer sufficient assurances.
- Project management capacity should be built into the job.
- A budget of £30-40k may be required.

The surveyor is making preliminary enquiries regarding the feasibility and timeline, costs, and practicalities.

#### Financial implications

The Property maintenance budget is currently £14,655.

Pending costs for work at Flat 2A Kingsbury Street are:

- Shower and cubicle replacement cost £2,712
- Heaters replacement cost £2,549

Remaining budget £9,394.

Quotes withstanding, additional funds will need to be found out this year's reserves or allowed for in the 2023-24 budget and precept.

## Legal implications

The Landlord and Tenant Act 1985<sup>1</sup> outlines the Council's landlord duties.

---

## Recommendation

That the external works to the Kingsbury Street property are carried out, and planned provision is made in the 2023-24 budget, in conjunction with our surveyor's advised timeline.

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

## Town Clerk 23.6.22

## ITEM 14 CONTACTLESS PAYMENT AT THE PUBLIC TOILETS

**To consider the installation of a contactless payment facility in the Town Hall and George Lane toilets**

### Purpose

The purpose of this report is to inform the Committee of the costs associated with adding contactless payment systems to the Council's public toilets for its consideration to trial.

---

### Background

This is presented to the Committee at its request.

---

### Current Status

The Council's public toilets at the Town Hall and George Lane are all currently coin operated.

---

### Proposal

To trial contactless payment system in one or more of the public toilets.

---

### Considerations

Our operator has advised contactless payment system can be added on to our coin operated systems and work in tandem.

The Benefits of adding contactless are:

- Greater flexibility for users, and therefore greater use
- Reduced risk to loss of income via vandalism and theft
- Time saved in coin collection and management

### Financial implications

- A quote has been received for £1,510 per toilet for the equipment and installation.
- There is a £10 per month administration fee charged per toilet by the operation of the contactless readers, with a charge of 2.95% of total transactions values on top of this.

---

<sup>1</sup> [Landlord and Tenant Act 1985 \(legislation.gov.uk\)](https://legislation.gov.uk)

- There is currently no budget allowance for this. The Town Hall EMR could be used to trial the installation of a contactless reader at the Town Hall. Administration costs would have to be offset against any public toilet ‘income.’

---

## Recommendation

The Committee is asked to consider whether to trial a contactless payment system at the Town Hall, or at another location with a request to the Finance and Policy Committee for funds. Alternatively, the Committee may want to consider factoring such trial in 2023/24 , with provision made in next year’s budget.

The Committee is asked to consider the matter and instruct the Town Clerk accordingly.

### Town Clerk 23.6.22

---

## ITEM 15

## PROPERTY VALUATIONS

**To consider and agree to proceed with commissioning services to value the Town Council properties**

---

### Background

The Council’s insurance policy renewal has just been completed. In the process it was flagged up by our insurer that it would be prudent to check the value of the Councils’ properties, particularly as property prices have risen considerably post-pandemic.

---

### Current Status

The current properties are recorded in the Asset Register as:

5 High Street	955,700.00
132 High Street (Merchants House)	1,923,899.00
Shops and Flats – Kingsbury Street (*including purchase of 2 flats 2016/17)	1,109,113.00*
Recreation Ground Cottages	722,771.00
Workshop and Car Park	258,109.00
Bowls Club and Pavilion	397,905.00
George Lane Toilet Block	1.00
Town Hall	2,823,745.00
<b>TOTAL</b>	<b>£8,191,243.00</b>

These values can be traced back to 2013.

The Council’s insurance schedule and cover is:

5 High Street	1,283,368.00
132 High Street (Merchants House)	2,553,043.00
1&2Kingsbury Street (1 shop & 2 flats)	1,279,560.00
3 Kingsbury Street (1shop & 2 flats)	767,990.00
Recreation Ground Cottages	291,963.00

Workshop and Car Park	288,154.00
Bowls Club Pavilion	529,341.00
George Lane Toilet Block	263,432.00
Town Hall	5,473,142.00
Elcot Lane Pavilion	243,725.00
Youth and Community Centre	585,405.00
<b>TOTAL</b>	<b>13,559,123.00</b>

---

## Proposal

To carry out valuations of all Council properties.

---

## Considerations

The Council's insurer has applied a 9.5 index linked value to all buildings where no recent valuation has been carried out.

There is a significant discrepancy between the Asset Register and the Insurance Schedule and cover, which exceeds the asset register. This suggests the Asset register needs updating, as Council need to know it is as relevant and as accurate as possible. A refreshed valuation of the properties is therefore needed.

### Financial implications

An initial quote for this work of £3,500 has been obtained. A further quote would need to be obtained to ensure best value.

There is a Property budget allocation of £10,000 for 'Legal and Professional' services. £8,400 is needed to cover our property agent costs, hence the Committee will need to seek other budgeted funds if it decides to proceed.

The valuations could be funded out of '101 Administration' where the Finance and Policy Committee presides over a £7,000 budget for professional services ( currently £6,994).

### Legal implications

The Council is required to provide a considered and adopted Asset register as part of its Annual Governance and Review process.

---

## Recommendation

Members are advised to instruct the Town Clerk to seek to commission professional services to carry out a valuation of the Council's properties, with a request to the Finance and Policy Committee for the funds.

**Town Clerk 23.6.22**

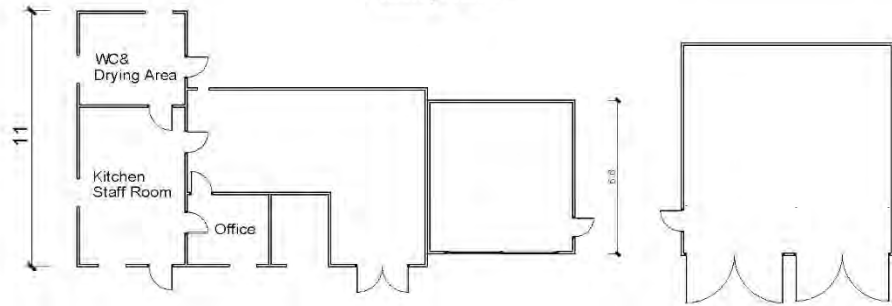
## ITEM 16

## FEBRUARY MEETING DATE

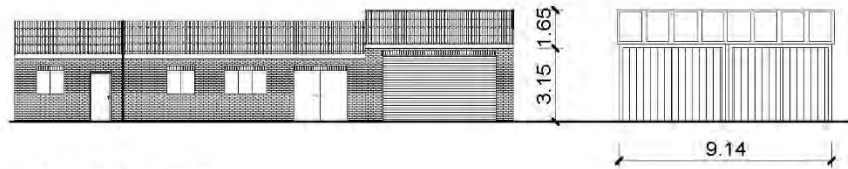
### To re-confirm the February 2023 meeting date

At the request of the Chair, it is proposed that the meeting scheduled for 14<sup>th</sup> February 2023 is moved to Tuesday 7<sup>th</sup> February 2023. Members are asked to agree and confirm the new date.

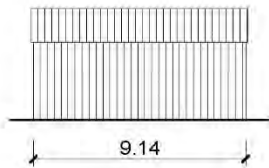
Floorplans



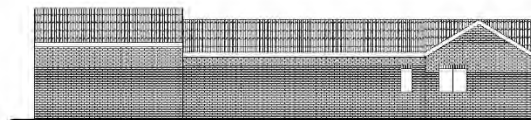
4.66



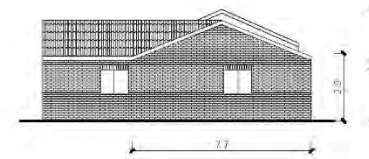
Southern Elevation



Northern Elevation

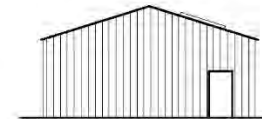


Eastern Elevation

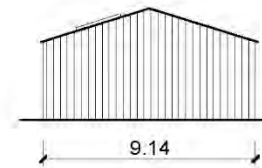


Western Elevation

Western Elevation



Eastern Elevation



<p>4.5 Hughenden Yard, Marlborough Wiltshire, SN8 1LT Tel: 01672 515252 www.w-w.co.uk</p>	
<p>Client: Marlborough Town Council</p>	
<p>Site Address: Marlborough Town Council Salisbury Road Marlborough SN8 4AD</p>	
<p>Drawing Title: Proposed Elevations</p>	
<p>Drawn by: LC</p>	
<p>Scale: 1:200</p>	
<p>Sheet: A3</p>	
<p>Date: May 2022</p>	
<p>Drawing No: 0002</p>	<p>Rev: .</p>