

Marlborough Town Council



28 March 2023

To: Councillors serving on the Amenities and Open Spaces Committee – Councillors Noel Barrett-Morton, Mark Cooper, Donald Heath (Vice Chairman), Nicholas Fogg, Mark Luson, James Sheppard, Caroline Thomas and the Town Mayor Councillor Lisa Farrell

Dear Councillor

Amenities & Open Spaces Committee

You are **summoned** to attend the next meeting of the **Amenities and Open Spaces Committee**, which will be held on **Monday, 3 April 2023 at 7pm**.

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 Amenities & Open Spaces Committee. The time allocated for this should not exceed 10 minutes and be limited to 1 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 1 March 2023

5. Action Log

To receive an update on the Action Log

6. Grounds Manager's Report

To note the Grounds Manager's Report

7. Ash Dieback Report

To note the report on the Council's Ash trees

8. London Road War Memorial

To note and consider the proposed replanting plan for London Road War memorial

9. New Cemetery

To receive an update report and consider the next steps for the development of the new cemetery

10. Risk Management Scheme

To note and consider the updated Risk Management Scheme

11. Wye House Garden

To consider the revised tender for Wye House Gardens play area

12. Cemetery Report

To note any Grants of Exclusive Rights of Burial issued

To note any memorials and inscriptions approved

13. Allotments

To receive an update report from Cllr Luson on the Allotment Association & allotments

To approve and sign the minutes of the meeting held 1 March 2022

Marlborough Town Council



Amenities and Open Spaces Committee

Minutes of a meeting of the Amenities & Open Spaces Committee held
Wednesday, 1 March 2023 in the Council Chamber, Marlborough Town Hall at 6pm

PRESENT Councillor Donald Heath Chair
Councillor Nicholas Fogg
Councillor Noel Barrett-Morton
Councillor Mark Cooper
Councillor Mark Luson

ALSO

PRESENT Richard Spencer-Williams Town Clerk
Nigel Weatherly Grounds Manager
Dawn Whitehall Corporate Services Officer

PUBLIC QUESTION TIME

There were no members of the public in attendance.

264/22 APOLOGIES

Apologies for absence were received from the **Town Mayor** and **Councillor Thomas**.

265/22 DECLARATIONS

Councillors Cooper and **Luson** – agenda item 8 – Amenities & Open Spaces Charges – pecuniary interest.

266/22 CHAIR'S ANNOUNCEMENTS

There were no announcements.

267/22 MINUTES

RESOLVED: that the minutes of the meeting held 10 October 2022 were confirmed as a true record and signed by the Chair

268/22 ACTION LOG

Members noted the updated action log.

269/22 **GROUNDS MANAGER'S REPORT**

Members noted the Grounds Manager's Report. **Mr Weatherly** answered questions about safety fencing and damaged play equipment at The Recreation Ground, damaged fencing at Orchard Road Play Area and repairs to the wall at Priory Gardens, and the capping stones.

To prevent heat stress to roses at the 7th Wiltshire Regiment War Memorial, Members agreed to the Grounds Manager's recommendation to relocate the roses to beds within the turf and for the existing rose beds to either be planted with seasonal bulbs/wildflowers or turfed to the pavement edge.

ACTION: provide a design and pricing for the 7th Wiltshire Regiment Memorial garden layout

270/22 **BUDGET REPORT**

Members noted the Committee budget report for Q3 2022-23, and that the budget was on track.

271/22 **AMENITIES AND OPEN SPACES CHARGES**

Councillors Cooper and Luson did not vote on this item

RESOLVED: that the Committee agrees a 10% increase for the Cemetery and Open Spaces rates for 2023-24

272/22 **PLAY EQUIPMENT MAINTENANCE COSTS**

Members considered play areas, their equipment, and whether to create an asset management and investment plan for annual budgeting purposes. Discussion points included:

Wye House Gardens – Toddlers' Play Area

- Since the report was produced this toddlers' play area had been closed for safety reasons and would remain so
- A recent invitation to tender had resulted in only one response
- Whether to repeat the invitation to tender
- Whether to reframe the tender exercise to emphasise and attract landscaping companies rather than play equipment manufacturers
- Whether to link the upgrade to a Coronation theme and/or other similar projects in the town
- Whether to work with schools to create a sensory/protected space for young children and their families
- Whether to create an ornate children's garden to match the theme of Wye House Gardens, with perhaps one or two items of play equipment
- Whether to create a safe and level environment and then to involve others, e.g. schools, to develop the space in partnership with the Town Council
- Whether to consult with residents

RESOLVED: to draft an updated invitation to tender and consult with St Mary's School

The Common

- Whether to replace the swings with a design more in keeping with the natural environment
- Whether to remove the swings, and when
- That the swings, while not visibly appealing, were very well used
- Whether to replace or extend the children's trim trail to provide a discreet exercise trail for adults and teenagers around the Common
- Whether budget could be shared with the Wye House Gardens Play Area project
- To be mindful of the sensitivities of placing any equipment on common land

ACTION: Town Clerk to create a report of options based on the ideas discussed

273/22 TRAINING AREA ON THE COMMON

Members noted the Town Clerk's report, and that the Planning Application had not yet been decided by Wiltshire Council.

274/22 QUEEN'S GREEN CANOPY

Members noted the Town Clerk's report, and that all 70 trees for the 70 years of Queen Elizabeth II's reign had now been planted.

275/22 NEW CEMETERY

Members noted the Town Clerk's report setting out proposed next steps to this long-term project.

RESOLVED: to recommend to Full Town Council to support the project in principal and to apply for a Public Works Loan for funding

276/22 MARLBOROUGH COMMON GOVERNANCE

No meetings had taken place as the Chair, Councillor Jo Waltham, had resigned from the Town Council.

RESOLVED: to place this working party in abeyance and reappoint members at the start of the 2023/24 Council year

277/22 CEMETERY REPORT

Members noted the Grants of Exclusive Rights of Burial that had been issued, and Memorial and Inscription Applications that had been approved.

278/22 ALLOTMENTS

As it was the winter season there had been no meetings of the Allotment Association, and the Association members had no issues to raise with the Committee.

279/22 STONEBRIDGE MEADOW

The Chair reminded Members that prior to the 2020 Covid-19 pandemic, budget had been set aside in Ear Marked Reserves (EMR) to contribute to a new bridge to link Stonebridge Meadow with the boardwalk on the other side of the river to create a

circular walk. The project had not progressed. He proposed that some of the funds be reallocated as follows:

- Bird Watching Panels: three wood and woven willow panels used by schools and the public for bird watching had been vandalised beyond repair. The panels had been removed by Action for the River Kennet (ARK) volunteers and it was proposed that they be replaced.
- Boardwalk near Poulton Bridge: this short boardwalk had sunk, and the grass path it joined was becoming increasingly waterlogged. It was proposed to lift, replace and extend the boardwalk as far as the gate to the livestock area so that the area would be more accessible in wet weather.
- Material costs for both was estimated at £3,800. ARK would pay for installation and had asked whether the Town Council could pay for the materials.
- Ideally the work should be done in the late spring.

The **Town Clerk** noted that there was £1,182 remaining in the A&OS budget for 2022-23, also that there is an EMR for Stonebridge Meadow.

RESOLVED: in collaboration with Action for the River Kennet, to replace bird watching panels and repair and improve a section of boardwalk at Stonebridge Meadow, with a Town Council contribution of £3,800 for materials

280/22 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

281/22 BIODIVERSITY PLAN

Members considered quotations to commission a service to create a biodiversity plan. A decision had originally been scheduled for January, and it may now be too late to begin this work which should take place in the spring. If the work was to roll over into 2024, it allowed more time to develop the proposal and explore options for creating a plan.

RESOLVED: to consult with partner organisations to gather more information and defer a decision to a future meeting

The meeting closed at 7.08 pm

ITEM 5**ACTION LOG**

To receive an update on the Action Log

Ref	Description	Minute No	Source	Assigned to	Status	Meeting or start date	Notes
73	Cemetery Extension	506/21	A&OS Committee	Town Clerk	In Progress	25 April 2022	Include Cemetery Extension report in 11 7 22 A&OS agenda. On agenda as standing item. Full progress report will be provided on 3 4 23. On agenda 3 4 23
146	Provide design and pricing for 7th Wilts Memorial garden layout	269/22	A&OS Committee	Grounds Manager	In Progress	01 March 2023	On agenda 3 4 23
147	Create report of options for the swings/trim trail at Marlborough Common	272/22	A&OS Committee	Town Clerk	In Progress	01 March 2023	Pending

To note the Grounds Manager's Report

Workload

Spring has finally arrived. We are commencing our spring/summer maintenance routine throughout the town. Mowing and weeding strimming edging and generally tidying up and improving Marlborough's open spaces. The grass cutting is scheduled for fortnightly cuts weather permitting.

Bedding displays

This year's winter bedding has given a bright splash of colour to our planters in the High Street. The winter bedding will be removed in mid-May in preparation for the summer bedding in early June. The additional barrier planters will be installed on the front of the Town Hall at the end of May ready to be planted up in June.

Machinery

All our small machinery is ready for the season ahead. Pedestrian lawn mowers, strimmers, hedge cutters and blowers have been serviced and the ride-on mowers have been checked and lubricated. We have ordered the new tractor and mower which should hopefully be with us mid-April.

Play Equipment

The Play equipment inspections are recorded monthly. All play areas are being well used throughout the towns open spaces. The sunken round about on Salisbury Road is currently closed off due to damaged safety surface. I have chased up the second quote but I have not had a reply as yet .

Site Specific**Salisbury Road Recreation Ground**

The Recreation ground is well used by the local community. The football pitches are holding up well, although I would like to again do some work on the drainage and compaction work to improve the quality of the grass on the pitch surfaces. The play equipment is very well used. We have had to close off the sunken roundabout due to the safety surface being damaged.

St Mary's Churchyard

We have commenced our seasonal maintenance programme. We will be doing some turf maintenance through the church yard in April (scarify and over seed the lawn areas).

The Green

We have commenced our seasonal maintenance programme. Again with this area we will aim to do some turf maintenance in April scarify and over seed.

War Memorials

We have commenced our seasonal maintenance programme. I have been looking into ideas for the re-location of the rose beds at London Road memorial.

The Cemetery

We have had a few burials and ashes internments over the last couple of months. We have commenced our seasonal maintenance programme. We try to get the cemetery cut once a fortnight weather permitting.

Victorian Cemetery

The work to reduce the yew hedge on the western side of the cemetery was completed in 2018 with a major improvement we will remove some more of dead material through this spring and summer to improve the regrowth on the hedge. We will continue to remove the brambles throughout this season and control the invasive weeds such as nettles brambles and Dock leaves.

The Priory

We have commenced our seasonal maintenance programme. We will aim to do some turf maintenance in April scarify and over seed.

Coopers Meadow

We have commenced our seasonal maintenance programme. This area is still very wet under foot. This area is still heavily used by the public. Regular litter picks are carried out around the picnic benches in the meadow where the local teenagers seem to like to congregate. Control of vegetation (Stinging Nettles) in the meadow close to the back fence line is high on the list for this year.

The Common

This area is well used by the local community. The football pitch is holding up well although we would like again to do some work on the drainage and compaction work to improve the quality of the grass on the pitch surfaces. The area for parking is getting a bit rutted and will be re-levelled as soon as the ground conditions allow.

Manton - Jubilee Field

We have commenced our seasonal maintenance programme. We have done some repair work to the perimeter fence of the play area as this was not replaced when the play area was re-developed. The exterior wall has been damaged by a vehicle I have asked a local builder to quote for the repair

Wye House Gardens

We have commenced our seasonal maintenance programme. We will be scarifying and over seeding the lawn in the upcoming months

Wye House Play Area

Wye House play area is closed for safety reasons.

Elcot Rec

The football pitch is heavily used in this area showing the signs of being well used. We will be doing some work on the drainage and compaction work to improve the quality of the grass on the pitch surfaces.

Orchard Road Play Area

The equipment is in good order. I am waiting for quotes to replace the fencing with metal rails.

Stonebridge Meadow

The meadow is still very wet under foot and as yet we have not cut any grass in this area. We will commence the maintenance programme as soon as the ground conditions allow.

Recommendations

Members are asked to note this report

Grounds Manager 21.3.23

ITEM 7

ASH DIEBACK

To note the report on the Council's Ash trees

Purpose

The purpose of this report is to appraise the Committee of the ash dieback threat to the Council's Ash trees and status and approach to the disease, for Committee consideration.

Background

Ash dieback is a fungal disease that can spread from tree to tree. Trees affected by dieback can become brittle and unstable and can shed branches in windy conditions. Where such a tree is alongside a road or path the Town Council needs to take action to protect itself and the public, we would be negligent not to. Trees well away from public access can be left to die since standing dead wood is a valuable wildlife habitat.

We first noticed ash dieback a few years ago in Coopers Meadow: this tree was felled to ground level. In an attempt to slow the spread of the disease this action has slowed the spread in Coopers' Meadow .

Ash dieback was brought to the attention of the A&OS Committee last year when we were concerned about the condition of the larger trees, especially those that are close to the edge of the road on Frees Avenue.

Current Status

In the last year we have spent a considerable amount of money £6,830 employing one of the local tree surgeons trying to maintain the ash trees along the side of Frees Avenue, which has meant some have been pollarded and others have been felled. X8 trees were pollarded, and X3 trees were felled.

Ash trees locations on the Council's estate are:

- Churchill Court X 2
- Coopers' Meadow x 13
- Priory Garden x 1
- Stonebridge Meadow x 2
- Cemeteries X 4
- The Common x 25
- Wye House X 1

Total 48 ash trees

Where it is found to be necessary to fell a tree, we will always aim to replant a new suitable tree in a similar location.

Sadly, it is a sight that we will have to get used to since most of the trees involved are ash trees and most of them will have been infected with ash dieback - a disease that will kill some 90% of ash trees over the next few years.

Grounds Manager 22.3.23

ITEM 8

LONDON ROAD WAR MEMORIAL

To note and consider the proposed replanting plan for London Road War memorial

Purpose

The purpose of this report is to ask the Committee to consider the plan to move the roses at London Road War memorial.

Background

For several years now the roses have struggled at this location. We have replaced the majority of the roses over the last few years.

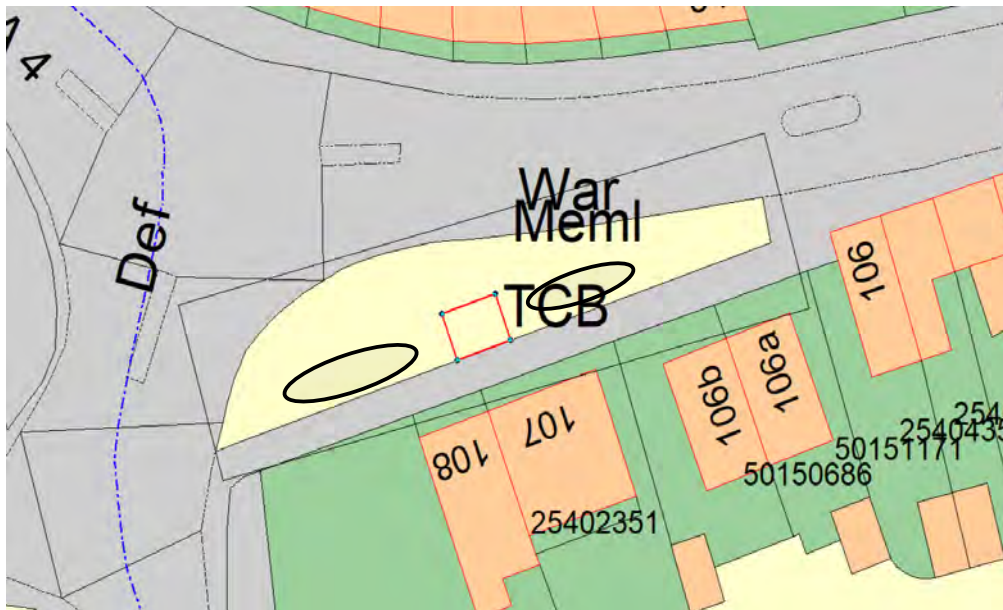
Current Status

The location of the rose borders is part of the reason that the roses have failed to get established. They are planted in a narrow strip that is directly next to a large tarmac area which during the summer months heats up including the soil on the edge of the border. The rose border needs to be moved away from the edge of the tarmac to a more central area of the grass verge.

Proposal

There are currently two areas which at the moment are covered in flowering daffodils. I would recommend that we remove the turf from these areas once the daffodils have finished flowering, then dig the daffodils out and save them to replant later in the year to where the roses are currently planted

We could then dig an oval shaped bed on either side and then purchase 40 new roses (20 for each side). We will incorporate plenty of mulch into the newly formed borders in an attempt to retain better moisture levels around the roses which will help them get established.



The roses are approximately £20 each in a 5ltr pot: total cost £800

Recommendation

It is recommended that the roses are relocated as stated. Members are asked to consider the proposal and instruct the Town Clerk accordingly.

Grounds Manager/ Town Clerk 21 3 23

Purpose

The purpose of this report is to update Members on the first steps in the process of developing the new cemetery on land adjacent to the existing.

Background

At a meeting of the Amenities and Open Space Committee on 1 March 2023 Members noted the Town Clerk's report setting out proposed next steps to this long-term project and RESOLVED: *to recommend to Full Town Council to support the project in principal and to apply for a Public Works Loan for funding.*

Since this meeting, further research has been carried out into the necessary assessments, surveys and planning requirements etc.

Current Status

Having carried out research into cemetery extensions managed by other Town Councils, it became quite apparent that these are quite complex and lengthy projects which require an element of expertise, in particular around the many assessments, surveys and reports required, some by law, and others which are required as part of the planning process, before you can even put a spade in the ground.

Many Town Councils commission specialist consultants to project manage the process to ensure compliance. Contact has been made with one main consultant, who has provided (pro bono) some initial guidance and an indication as to costs involved in this work.

Preliminary work

All cemeteries are required under current EA guidance to consider groundwater protection. Any extensions to an existing site must comply with the requirements. This would be a first/priority step in the process. There are three levels of assessments required (Tier 1, Tier 2 or Tier 2 + Flux). We have been advised that a Tier 2 assessment would be required.

Cost circa £4,000 + VAT.

We would also be required to carry out soil management and waste classification works, which would be simpler and more cost effective if carried out at the same time.

Cost circa £1,000 + VAT.

The following essential work would also be required (in order of priority – 1 being highest):

- **Planning pre-App application** – 1
- **Preliminary Ecological Appraisal** (planning requirement) – 1
- **Planning & Needs Assessment** (planning requirement) – 1

- **Utilities Plan** – 1
- **Site Location Plan** (planning requirement) – 1
- **Topographical Survey** – 1
- **SuDS Policy & Design** (planning requirement) – 2
- **Biodiversity Audit Calculation Report** – (planning requirement) - 2
- **Design and Access statement** – 2
- **Detailed Site Layout** (planning requirement) – 2
- **Detailed Drainage Design & Plan** (planning requirement) – 2
- **Landscape Planting Scheme** (planning requirement) – 2
- **Planning Application Submission to Wiltshire Council** – 3

Estimated costs for essential preliminary works to include the co-ordination and management of the project to planning decision stage, total circa £33K + VAT.

There are a number of low priority assessments and surveys which may or may not be required, dependant on the findings of the above, each with an associated cost as follows:

- **Flood risk assessment**
- **Arboricultural survey**
- **Geophysical Survey**
- **Heritage Asset Statement**
- **Written Scheme for Investigation for Archaeology**

Cost circa £12,000 +VAT

- **Field Evaluation for archaeology/post investigation** –if deemed necessary following preliminary reports.

Cost circa £10-20K as advised

Total estimated cost for preliminary work £65,000

Advisory

A tender process to appoint an appropriate contractor to undertake the grounds works would follow. Costs unknown at present.

Proposal

Members are requested to consider the information contained within this report and agree a way forward.

Clare Harris – Assistant Town Clerk

To note and consider the updated Risk Management Scheme**Purpose**

The purpose of this report is for the Committee to note and consider the updated Risk Management Scheme (aka Risk Assessment Scheme).

Background and current status

The Risk Management Scheme is corporately 'owned' by all Councillors, who at the first business meeting in May each year, adopt the scheme and with this assume corporate responsibility for the risks identified in the scheme.

The Finance and Policy Committee considered the updated Risk Management Scheme on 30 January 2023, and requested that all Councillors have the opportunity to read and consider it before the formal presentation to Full Council for adoption, prior to the May meeting. They also requested that this be considered at Committee level.

The updated version (Appendix 1) includes all the identified risks of the current scheme and has an enhanced method for assessing and illustrating the risk, and some additional areas of risk added. The current scheme can be found via this link [Agenda for Extraordinary Full Town Council Meeting, 16 May 2022 \(marlborough-tc.gov.uk\)](#)

Recommendation

Members are asked to note and consider the new Risk Management Scheme. Feedback to the Town Clerk on the risks is invited for inclusion or amendment prior to the Annual Council meeting in May.

Town Clerk 17 3 23

To consider the revised tender for Wye House Gardens play area**Purpose**

The purpose of this report is to ask the Committee to consider and agree the re-drafted tender for Why House Play area.

Background

In October the Committee agreed to go to tender for a refurbishment of the play area at Wye House Gardens. A tender was agreed and advertised in November 2022. Only one tender was received. At the AOS Committee meeting in March it was agreed that the tender should be

redrafted, emphasising the ‘landscaping’ and ‘sensory’ aspects of the project, with a view to re-advertising the work.

It was also suggested that the area could be implemented as a ‘Coronation Garden’ project in partnership with local primary schools, as a ‘legacy’ project marking the Kings Coronation year.

Current Status

Please see Appendix 2 for the re-drafted tender for discussion.

Proposal

It is proposed that:

1. the new tender is adopted (subject to suggested amendments by the Committee), and readvertised as soon as possible, with a targeted marketing towards landscaping services.

and

2. that this project is implemented as a legacy and engagement project.

Recommendation

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

Town Clerk 21 3 23

ITEM 12

CEMETERY REPORT

To note any Grants of Exclusive Rights of Burial issued

To note any memorials and inscriptions approved

Period 4.1.23 – 21.3.23

Exclusive Right of Burial/Notice of Interment/Purchase

Name of deceased	Grave No.	Cemetery Section	Type of Burial	Funeral Director
Katherine Jean Rickards	330	D	New Double	Charles Winchcombe
Harold Eric Caswell	160	FFCR	Ashes Reopen	Claridge
Catherine Elizabeth Offley	22	JCR	New Ashes	N/A

Memorial Applications – Inscriptions and Additional Inscriptions

Name of deceased	Stone	Grave No.	Section	Inscription to read -
Patricia Harley	Additional Inscription	143	D	DEARLY LOVED WIFE MOTHER AND NAN PATRICIA HARLEY DIED 12 TH MAY 2019 ALWAYS LOVING ALWAYS LOVED
Geoffrey Skittrall	Replace existing tablet with wedge	179	FFCR	IN LOVING MEMORY OR OUR PARENTS GEOFFREY SKITTRALL OR MARLBOROUGH 8 TH JULY 1931 – 1 ST NOVEMBER 2018 PATRICIA ANN SKITTRALL (nee TAYLER) 10 TH APRIL 1936 – 7 TH OCTOBER 2020 FOREVER IN OUR HEARTS
Peter William Ball	Additional Inscription	144	G	IN LOVING MEMORY OF A DEVOTED HUSBAND, FATHER BROTHER AND UNCLE PETER WILLIAM BALL 'MOFOKENG' 04.07.1949 – 24.03.2022 "BOBALANG KA KHOTSO BAFOKENG" A BELOVED, LOVING COUPLE REUNITED
Edward Arthur Grandy	Grey & Black Granite	19	JCR	In Loving Memory of Edward Arthur Grandy 9 th October 1943 – 19 th February 2022 Forever in our hearts Forever blowing bubbles
Karon Staniland	Charcoal Grey Granite	70	H	KARON STANILAND Artist, teacher and friend To everyone who knew her Born Jersey 29 th July 1932 Died Marlborough 6 th May 2020 See you later alligator...
Mary Elizabeth Wigmore	Dark Grey Granite	182	G	Memories of my dear Wife MARY ELIZABETH WIGMORE "BOBSIE" Née Bower 26.6.1927-26.10.2022 95 YEARS With all my love Desmond
Charles Emmanuel Cannings	Ebony Black Granite	108	D	CHERISHED MEMORIES OF Charles Emmanuel

				Cannings 5 th August 1905 14 th January 1985
Andrew Mark Nash	Dark Grey Granite	53	H	IN LOVING MEMORY OF ANDREW MARK NASH "TIME TO SAY GOODBYE" TAKEN FROM US TOO SOON HUSBAND OF MARIA A&M ♥ DEAREST FATHER, PRECIOUS GRANDAD, BELOVED SON & BROTHER, UNCLE & FRIEND TO MANY. DEARLY MISSED X FOREVER IN OUR HEARTS "DON'T COUNT THE DAYS MAKE THE DAYS COUNT"
David Churchley	Black Granite	21	JCR	David Churchley "Dar" 24.6.1932 12.6.2022 Much loved Husband, Dad & Grandad Love you Always
Helen & Harold Caswell	Dark Grey Granite	160	FFCR	Much Loved Sadly Missed HELEN HAROLD CASWELL CASWELL 18.02.1937 19.12.1932 - - 25.11.2015 04.09.2022 Reunited

ITEM 13

ALLOTMENT REPORT

To receive a verbal update report from Councillor Luson on the Allotment Association and allotments.

Marlborough Town Council



Risk Management Scheme

AUTHOR: Town Clerk

RESPONSIBILITY: Marlborough Town Council

DATE ADOPTED: TBA

REVIEW DATE: TBA

- i. The purpose of the Risk Management Scheme is to ensure that Marlborough Town Council is fully aware of its risks and has in place a strategy to manage these risks.
- ii. This Risk Management Scheme aims to ensure that Marlborough Town Council protects its employees, assets, liabilities, reputation and community against potential losses. Marlborough Town Council recognises that it has a responsibility to manage internal and external risk and is committed to the implementation of a risk management strategy to protect the council.
- iii. The Risk Management Scheme is an essential feature of good governance. The Scheme recognises that risk management applies to all aspects of the Council's work.
- iv. The Risk Management Scheme will be reviewed on an annual basis, or as needed should circumstances change or give rise to the need to re-assess the Council's control measures. To this end the Council recognises the Risk Management scheme is both to record, as well as act as a working document that should be used to enable continuous improvement in respect of safeguarding Marlborough Town Council's concerns and assets.

v. A six-point matrix system, as outlined below, is used to assess and rate the risks as identified.

		Impact					
		Incidental	Minor	Moderate	Major	Severe	Catastrophic
Likelihood	Highly unlikely	1	2	3	4	5	6
	Very unlikely	2	4	6	8	10	12
	Unlikely	3	6	9	12	15	18
	Likely	4	8	12	16	20	24
	Very likely	5	10	15	20	25	30
	Highly likely	6	12	18	24	30	36

	Acceptable risk
	Managed risk
	Unacceptable risk

ASSETS								
	Risk	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Lack of protection of physical assets	Likely	Moderate	12	Buildings and assets insured (Long term 3-year agreement with – Zurich) Regular maintenance and servicing of vehicles and tools	8	Insurance renewed as required	April for June 2025
2	Damage to or loss of Council property (buildings, furniture, equipment)	Likely	Moderate	12	Material damage and all risks insurance in place. Vehicle insurance in place. Insured Asset register in place; reviewed annually or as needed Remedial work executed as soon as reasonable possible to ensure integrity of buildings and assets maintained Fire/Security Alarms Regular maintenance arrangements and checks	8	Insurance renewed as required Review /amend Asset register	April 2023, or as needed
3	Legal liability as a consequence of property ownership	Likely	Moderate	12	Insurance cover in place for all existing properties (owned and leasehold) New Assured Shorthold Tenancies for residential properties and in line with latest legislation in 2017	4	Annual building visual inspection by Council (Town Clerk and Chair Property) in addition to agent inspections to ensure familiarity	September 2023

					External Property Management professionals Timely remedial work in response to regular building inspections		with property condition	
4	Lack of proper registration with HMLR	Unlikely	Minor	6	Gapping exercise with mapping of land and property assets Statutory Declaration	4	Update land and property asset register, and statutory declaration	January 2023
5	Inadequate insurance cover for shared assets (Stonebridge Meadow – in partnership with Action for the River Kennet)	Unlikely	Moderate	6	Day to day activities overseen by a Management Committee. Public Liability Insurance of £10m held by each partner.	4	Copy of up-to-date certificate held on file	Received 9 1 23
6	Inadequate insurance cover for new buildings and those taken as Community Asset	Unlikely	Moderate	6	Insurance valuations taken of all new acquisitions and included on Insurance Policy. All added to insured asset register. Building Surveys undertaken for new acquisitions; added to policy as required	4	Property valuations to be updated	June 2022

	Transfers or leases							
7	Inadequate security of buildings and equipment	Very Unlikely	Major	8	Intruder alarms on Town Hall and Workshop buildings Panic button installed for lone office worker in reception area CCTV in Town Hall and Offices and at Community & Youth Centre (plus improved external lighting) and George Lane Toilet Block; regular professional checks/servicing on CCTV and alarms Insignia properly safe protected as recommended by insurers Staff procedures when vacating buildings monitored, and managed Cash level minimal and kept secure in safe	4		Annually Check date
8	Inadequate maintenance of buildings and corporate properties	Very unlikely	Moderate	6	Annual property inspections Statutory electrical tests/ smoke and carbon monoxide alarms fitted and emergency lighting tests. EPC reports made Surveyor's and asbestos reports	3		

					Schedule of dilapidations made on exit of commercial tenants. Qualified tradesmen commissioned for maintenance (also dealt with via professional property agents)			
9	Signs / Notice boards in bad repair, or bins overloaded	Unlikely	Minor	4	Ground staff check daily/ weekly; timely remedial work or replacement when damaged. Bins emptied routinely.	2		
10	Vehicles – unsafe – employee or third-party litigation	Likely	Moderate	12	DVLA and legal requirements met (MOT/servicing/ Insurance/tax). Daily checks by council drivers and recorded; defects reported to Grounds Manager / Town Clerk and addressed. Suitability of vehicles assessed and managed as part of asset management plan; annual budget consideration required.			

FINANCIAL								
	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Banking - Inadequate funds in place and lack of transparency in expenditure	Highly unlikely	Moderate	3	<p>Monies held by High Street Bank and CCLA (dealing with local authorities)</p> <p>Financial Regulations in place with amendments as necessary; reviewed and adopted annually by FC.</p> <p>Regular budget reporting in place (to all F&P committee meetings)</p> <p>Expenditure over £500 posted on website</p> <p>All Annual Returns and Audits posted on website</p> <p>Background to setting of precept published as part of the Annual Report.</p>	2	Review investment policy	June 2023
2	Precept setting - Lack of forward planning, budgetary controls and precept setting mechanisms	Highly unlikely	Major	4	<p>Financial Regulations in place sound quarterly budgeting reporting, with requirements for all committees to submit requirements to F&P/FTC to an agreed timetable.</p> <p>RFO and Chair of F&P work closely to monitor financial</p>	3		

					position over each fiscal / democratic year			
3	Non-compliance with borrowing restrictions	Highly unlikely	Moderate	3	Budget line in place for any new borrowing and proper process followed via MLUCH and PWLB	2		
4	Loss of cash through theft or dishonesty	Very unlikely	Moderate	6	Clear financial procedures Adequate insurance (Fidelity Guarantee) for staff and Cllrs Internal checks Receipts used. Use of cash kept to minimum; electronic banking where possible	3		
5	Poor financial controls and records	Highly unlikely	Major	4	Financial Regulations in place Internal (including 2 interim audits) and external audit. 3 signatures on cheques Proper recording of grant awards Monthly reconciliation prepared by Office Manager for signature by Cllr(s)/Town Clerk/RFO Monthly budget monitoring by RFO. Quarterly reporting to F&P Committee	4		

					Use of cash kept to minimum; electronic banking where possible 3-4 months General Reserves to cover any unforeseen deficit OMEGA system backed up regularly (cloud stored data)			
6	Non-compliance with HMRC Regulations	Very unlikely	Moderate	6	VAT payments and claims calculated by accounts system VAT partial exemption to be calculated annually	3		
7	Election costs – too high and can vary (Council cannot control vacancies or election request.	Likely	Moderate	12	Election costs included in precept and relevant EMR; ensure sufficient funds	4	Review funds needed annually as part of budgeting process.	Sept/Oct
8	Grants - Inappropriate use or illegal use of precept (LGA s137)	Unlikely	Minor	6	Grant criteria published. Maintain s137 expenditure record/ account if required RFO to monitor	2		

INFORMATION MANAGEMENT

	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Lack of proper document control, timely reporting via in the Minutes and safe keeping	Very unlikely	moderate	6	All minutes approved by Council or Committee. Minutes made available to press and public via website www.marlborough-tc.gov.uk All committee minutes posted on line within days of meetings Deeds, leases cemetery records kept in appropriate fire safe. Proper list of legal documents retained. Some original legal documents in safe keeping of council solicitors Off-site back up of computer Regular back up of Omega accounting system	3		
2	GDPR breach	Likely	moderate	9	GDPR training for relevant staff PCs managed locked of secured when left/ turned off when not is use Information managed to reduce risk	6	Refresher training all office staff	June 2023

3	Loss of records through theft, fire, damage, or corruption	Unlikely	Major	12	<p>Ensure security of Council office and mitigate risks posed by fire and theft. (e.g. cemetery records stored in metal fire resistant safe, security checks, good pc protocol, routine fire alarm and H&S checks).</p> <p>Ensure adequate backups and insurance.</p> <p>Ensure provision of anti-virus software (via provider).</p>	8		
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HEALTH AND SAFETY

	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Noncompliance with H&S Legislation	Likely	Moderate	12	Services of H&S Adviser– <i>WorkNest</i> in place Council Policy Statement in place Proper training programme in place H&S schedule of actions Monitor H&S via Management team meetings First Aid trained staff	9		

COUNCILLOR PROPRIETY

	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Failure to register Members' interests Councillors benefitting from being on the Council Council becomes dominated by one or two individuals or cliques form Breach of Confidentiality	3	3	9	NALC Code of Conduct adopted 2012 puts emphasis on Members to declare interests. It is an offence not to comply with rules. Clear Standing Orders regarding conduct of meetings Transparency in Council expenditure Transparency of Council decisions; democratic process, as defined in SO's is upheld and monitored by Town Clerk. Complaints procedure in place. Standing Orders sets this out at para 13	6	Need to monitor on ongoing basis to ensure credibility and integrity of Council	

EMPLOYER LIABILITY

	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Non-compliance with Employment Law Non-compliance with H&S regulations Non-compliance with Inland Revenue requirements	Very unlikely	Major	8	Services of Employment & H&S Advisors – <i>Ellis Whittam</i> Staffing Sub Committee handles staffing issues Employees Handbook Membership of SLCC and WALC Staff training – regularly / and as needed Internal Audit checks Health and Safety practices monitored Employer and Public liability insurance in place	6	Town Clerk, Ground Manager to do refresher relevant H&S training	August 2023 Insurance reviewed in 2025

BIUSINESS RECOVERY / CONTINUITY

	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Council unable to operate due to loss of key staff or records	Very unlikely	Moderate	6	Clear office procedures Clear budgetary procedures Up to date job descriptions Monitoring of leave and sickness Off-site back up of computers Business Continuity insurance in place Employment Advice from <i>WorkNest</i> Back up of computers Succession planning	3	Review staff structure and roles (SSC) to ensure sufficient progression in structure e.g. Senior Caretaker?	February 2023

COMPLIANCE AND LAW

	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Noncompliance (in particular) to H&S Equal Opportunities Human rights Disability and Discrimination Employment Law Freedom of Information Act General Data Protection Regulation (GDPR)	Unlikely	Moderate	9	<p>Advice from <i>Ellis Whittam</i> on H&S and Employment Law Clear policies and procedures around statutory obligations FOI Publication Scheme Proper processes being put in place and external DPO appointed in 2018</p> <p>Refresher training for staff and Councillors every 4 years of as needed</p>	6	<p>Audit training of staff and Cllrs; arrange refresher training on GDPR</p> <p>H&S training for key staff</p>	June 2023

OTHER LIABILITY

	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Damage to third party property or individual Legal liability due to service or amenity provided (incl. burial grounds, The Common, Priory Gardens) Old Victorian Cemetery	Unlikely	Major	12	Public liability insurance (£10m) Regular checks of amenities/facilities ROSPA/insurers checks of play areas and regular checks of equipment at Town Hall. 3-yearly tree surveys undertaken Some safety measures put in place on at risk graves H&S procedures in place for volunteers Ensure sufficient budget allocation to support measures	8		

INVITATION TO TENDER**Garden design and Landscaping Services Required for****A Sensory Garden****at****Wye House Gardens Play Area**

Creative tenders are invited to refresh the play area at Wye House Gardens in Marlborough. We are looking for something a bit different to the usual play equipment, which has maximum effect for minimum impact.

Providers should provide a fully costed design that encompasses the following:

- Re- surfacing the site, allowing all season accessibility for preschool children, children with additional needs, and accessibility for push chairs, and people with limited mobility.
- Re-instating the play area boundary to provide a safe space for children up to 5years, and for older children with special needs
- A safe 'sensory experience' that enables exploration, creative play, and an appreciation of the natural environment, and with some provision for children's horticultural projects e.g., border planters of beds
- Provision for quiet reflection for elderly people

Once received the Council will select its preferred tenders and will carry out targeted community consultation to ascertain best value and relevance, and as such tenders should allow a 3-month window of validity. On acceptance of tender a scheme of works will be required.

Budget guide circa £25,000

Location: [Marlborough Parks, Gardens, Open Spaces & Playgrounds – Google My Maps](#)

Tender closing date: XXXXXXXXXXXXXXXX

Contact details: Richard Spencer-Williams, Town Clerk Email: townclerk@marlborough-tc.gov.uk Tel: 01672 512487

Marlborough Town Council

