



Marlborough Town Council



ANNUAL REPORT 2018-19



TABLE OF CONTENTS

| | |
|-----------------------------------|---------|
| Town Mayor's Report | Page 2 |
| Planning Committee | Page 7 |
| Finance & Policy Committee | Page 11 |
| Property Committee | Page 16 |
| Amenities & Open Spaces Committee | Page 19 |
| Staffing Sub Committee | Page 23 |
| Civic & Ceremonial | Page 27 |
| Contact | Page 28 |

TOWN MAYOR'S REPORT

Councillor Lisa Farrell

This has been a busy year for our Mayor and First Citizen, Councillor Lisa Farrell, who has really put the community at the top of her list of priorities. It has been a year where she has been visiting schools and care homes, making presentations to local groups, attending charity concerts and opening local shops and craft fairs. She has welcomed Japanese exchange students, attended meetings of Brownies, Guides and Scouts, switched on the Christmas Lights and cheered on the BBC Children in Need Rickshaw Challenge. She has even been the opening batswoman in our annual cricket match. In all, she has attended more than 70 civic events as well as representing Marlborough at civic occasions in other towns and cities in the South West.

Close to her heart is her work with young people and she has taken this year as an opportunity to re-launch the Marlborough Youth Council and also to facilitate a new forum with heads of local schools to exchange views on local issues. She continues to work with volunteers at the Marlborough Youth Project at the Community and Youth Centre at St Margaret's Mead – a building she successfully campaigned hard to bring over to the Town Council and a project which was recognised by Community First as the best community project in the county. Another initiative she spearheaded with fellow Councillors was a complete upgrade of the play area at Coopers Meadow which was opened in November 2018.

Keeping our community safe, particularly the vulnerable, is hugely important to the Mayor and she has accompanied the local police on patrols to help her understanding of local and often difficult issues. She also heads up the local Community Speed Watch scheme and has gathered evidence to improve highway safety on the London Road as well as lending support to speed restrictions on the A346.



The Mayor and consort, son Bryan Rumbold



L-R: Welcoming Japanese exchange students; with Preshute Primary School pupils

On top of her civic duties she is the Chairman of the Town Council so has responsibility for chairing Full Council and attending scheduled committee meetings, helping to drive forward new projects and improving community engagement through discussing local concerns with residents in Marlborough and Manton.

Amongst all of this and her full time job at Marlborough College, she has also found time to raise funds for her seven mayoral charities – Preshute School, Marlborough St Mary's Primary School, New Road Day Centre, Jubilee Centre, MacMillan Cancer, the Finlay Foundation and Kennet Community Transport.

This report takes a trip around some of the activities and events the Mayor and her Town Council have been involved with on behalf of their communities during 2018/19.

Community First Award

At the annual Community First award ceremony at Devizes Town Hall on Thursday, 11 October, our Mayor collected the winner's trophy for the best Local Council Community Project from Lord-Lieutenant of Wiltshire, Mrs Sarah Rose Troughton. This was awarded to the Town Council in recognition of its work towards taking on the former Youth Centre at St Margaret's Mead and transforming it into the Marlborough Community & Youth Centre now used by a variety of local voluntary and community groups.

Well done to everyone who made this happen.



The Lord-Lieutenant presents the Community First award

4th Military Intelligence Battalion (4MI)

Another year when links between Marlborough and 4MI have been strengthened further. The Battalion played a major role in the work around WW1 commemorative events in November 2018, particularly the Remembrance Parade. Soldiers have helped out at a number of community events as well as joining the Mayor's teams for cricket and golf and have raised funds for the Mayor's charities too.

This year Councillors and staff were invited to Bulford Camp where 4MI is based. This was an opportunity to learn more about life in the British Army and how the Battalion works as a regular Army unit under the command of 1st Intelligence, Surveillance and Reconnaissance Brigade supporting partners in HQ (UK) Division, the Armoured Infantry Brigades.

It's clear how important Marlborough is to the Battalion, there are various pictures and items of memorabilia displayed at Bulford – even the Battalion's mascot is a greyhound as featured on the Town Crest and he regularly appears on parade!

The Town Council is grateful for all the work and support from 4MI and looks forward to our continued partnership for many years to come.



4MI on duty at the Remembrance Parade (photos: Neil Goodwin)

WW1 – Marlborough Remembers

Thousands turned out for commemorations to mark the centenary of the end of WW1. A special reading of Wilfred Owen's poems and letters preceded a weekend of events including the laying of wreaths at the 7th Wiltshire Regiment War Memorial, laying of poppies on Commonwealth War Graves at the cemeteries and a Roll of Honour tribute evening at the Town Hall.



Laying wreaths at the 7th Wiltshire Regiment Memorial; Roll of Honour event in the Town Hall; Major Jenkinson of the Royal Signals lays a wreath at a Commonwealth War Grave at the Cemetery (photo: Neil Goodwin)

The sun shone down on the High Street on Sunday, 11 November as Phoenix Brass led the parade to the War Memorial at New Road. More than 100 soldiers from the 4th Military Intelligence Battalion marched behind them in front of the Town Council, Royal British Legion, Royal Navy Association, Cadets, Wiltshire Police, the Dorset & Wiltshire Fire & Rescue Service, Churches Together, Scouts, Guides, Brownies and many more. After wreath laying and a 2 minutes silence, a packed congregation attended a special service in St Mary's Church.

The whole weekend culminated in a beacon being lit on The Common by Marlborough's Mayor as part of the national Battle's Over campaign with a bugler sounding the Last Post, the Town Crier reading a Cry for Peace and the names of Marlborough's fallen from the Great War, with St Mary's Church bells ringing in the background. A proud and poignant commemoration.



The parade marches from the High Street to the War Memorial (photos: Neil Goodwin) and the beacon on The Common

Christmas Lights Switch-on

Another fabulous Christmas Lights Switch-on on Friday, 30 November 2018 with hundreds turning out to enjoy the start of Marlborough's festive season. Father Christmas was kept busy in his Grotto right through until it was time for his reindeer to whisk him away. The Christmas Market was excellent, lining the centre of the High Street with lots more stalls than in previous years. There were children's fairground rides too. Our compere, Mark Jones, ably assisted by Nigel Kerton, did an excellent job keeping the crowds entertained and introducing our talented acts onto the stage - St John's Band, Marlborough Academy of Dance & Drama, Eleanor Williams and Kirsty McLean, the Marlborough Community Choir and rounded off by popular local band, The Vooz.

Our Mayor was escorted by Father Christmas in his sleigh as she, her Macebearers and the Town Crier made their way to the stage. There she met TV's Paul Martin and presented Andrew Barnett with his award as Citizen of the Year. Then everyone joined in for the countdown and switched on those lights.



Andrew Barnett, Paul Martin and children join the Mayor in the countdown to the switch-on

Our thanks go to all those involved – The Rotary Club, The Lions Club, Wheelers Electrical Contractors, Five Star Security, TH White, David Owen & Co, Pino's Ristorante, Charles Winchcombe & Sons, David Dudley Jewellers, The Food Gallery, The Polly Tea Rooms, Tesco, Waitrose, Canalside Christmas Trees, SLCA, the Showmen's Guild, Awdry, Bailey & Douglas, 4MI and volunteer marshals

Citizen of the Year 2018

Marlborough's Citizen of the Year is Andrew Barnett who moved to Marlborough almost 30 years ago where he has been a volunteer for the 2nd Marlborough Scouts ever since. He helped to form the scout group then took on various roles from Assistant Cub Leader to Group Scout Leader. Andrew volunteers because he really enjoys working with young people and seeing them grow in confidence, achieving things they believed were beyond their reach. Sometimes his work has included involving young people with special educational needs and Andrew has been pivotal in helping to make sure they are seamlessly integrated into the scouts.

Thank you to everyone who nominated Andrew - a very worthy winner.



Citizen of the Year –
Andrew Barnett

Our Litter Heroes

In spring, the Town Council organised a series of four litter picks organised as part of Keep Britain Tidy campaign – The Great British Spring Clean 2019. More than 50 volunteers took part - Town Councillors, local Police Officers and PCSOs, ARK and Marlborough in Bloom volunteers, students from Marlborough College,

members of the Youth Council, staff from Rick Stein and residents. Lots of litter was collected from right across the town – the High Street and Priory Gardens, Manton, College Fields and Barton Park, Rabley Wood, St Margaret's Mead, Salisbury Road and the Recreation Ground.



Litter picks were organised in the town centre, Manton, Rabley Wood & St Margaret's Mead

It's clear that there is an appetite for keeping Marlborough tidy and that local residents would like litter picks to become a regular event, perhaps on a monthly basis. If you would be interested in volunteering for this, please contact, Clare Harris, our Assistant Town Clerk.

Blue Plaque for Bob Pelham

In February 2019, a special commemorative event took place to honour Bob Pelham, founder of Pelham Puppets. Our Mayor and Bob's nieces, Astrid and Sue Pelham, unveiled the plaque at 1-3 Kingsbury Street where the earliest puppets were created. What started as a small business, first known as Wonky Toys, became Pelham Puppets in 1947. Many of Marlborough's residents may well have worked in the Kingsbury Street workshop or later at the factory in London Road from where puppets were exported all over the world. The factory closed in 1986. In July 2017, the Town Council in partnership with David Leech and the British Puppet & Model Theatre Guild supported by a dedicated committee of volunteers, hosted a festival to celebrate the company's 70th anniversary. The two day event included a Puppet Parade along the High Street headed up by the Phoenix Brass Band playing the theme tune from Thunderbirds and various events celebrating puppetry - even Muffin the Mule put in an appearance!



This blue plaque has been added to the Town Council's leaflet - *Marlborough - Blue Plaque Walk*.

Great West Way

Marlborough's tourism offer is fast becoming integral to the town's vibrant economy. Marlborough sits on the Great West Way – a new 125 mile premier touring route between London and Bristol based on ancient routes, roaming through idyllic

countryside, quaint villages and elegant towns. Marlborough has so much to welcome visitors – a good choice of restaurants, pubs, independent shops and events as well as being within easy reach of other local attractions. The Council has become part of the Ambassador Scheme to ensure that the town is promoted as an important destination on this route. It will also be recruiting, on a part time basis, a Tourism Officer to drive this forward.



PLANNING COMMITTEE

Chairman: Councillor Andy Wilson

All Town Councillors sit on this committee (with the Mayor in an ex-officio role so with no vote) and meet every 3 weeks to consider planning applications, road closures, premises licences, works to trees and planning associated consultations. In total, the committee will have met 17 times in 2018/19.



Planning Applications

It's important to remember that the Town Council is a consultee on planning issues – decisions are made by the Local Planning Authority (LPA) – Wiltshire Council (WC). Here's a look at the number of planning applications received this year compared to previous years:

| | 2015/16 | 2016/17 | 2017/18 | 2018/19* |
|---------------------------------|-----------------------|---------|---------|----------|
| Town Council Comment | Planning Applications | | | |
| No objection | 133 | 136 | 171 | 126 |
| Objection | 18 | 18 | 5 | 4 |
| No comment (withdrawn or noted) | | | | 4 |
| Total applications received | 151 | 146 | 176 | 136 |

*to 8 April

In 2018/19, Wiltshire Council refused six applications. Only one of the four applications where the Town Council had raised objections was refused. That application went to appeal (for a detached house in Bath Road) and was dismissed by the Inspector. Councillors need to make sure that any objections are made on sound material planning grounds which link to the National Planning Policy Framework (NPPF) and policies set out in the Wiltshire Core Strategy.

Rabley Wood View

In spite of a strong campaign by residents, which was supported by the Town Council, outline planning permission was granted for housing at the amenity area at Rabley Wood. At the start of 2019, it was announced that GreenSquare (a locally based Housing Association) would be developing the site. The Town Council which maintains the play area at the site under a licence with WC, has received legal notice to remove the equipment. This has to be done by 1 May 2019 to enable development to start. Councillors will meet with the developer as the build progresses and raise any issues.

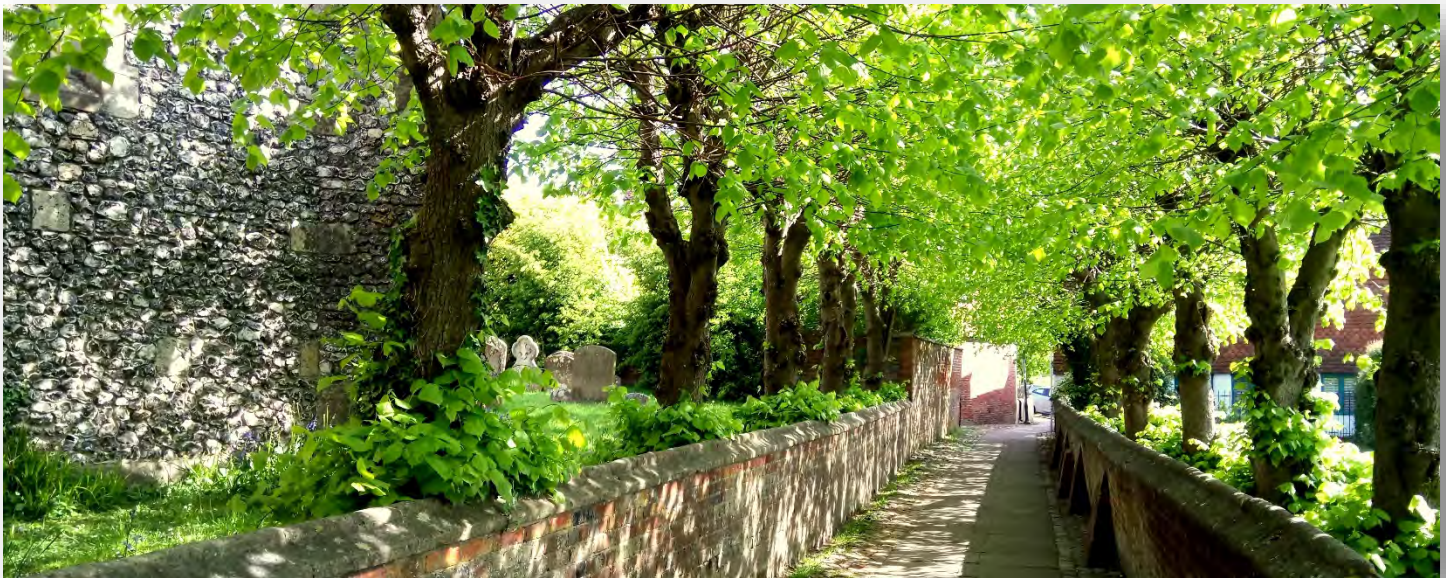
Key Challenges and Controversial Issues

Councillors recognise that key challenges are a lack of affordable housing and parking space. Land for both is being sought through the Neighbourhood Plan. After obtaining feasibility studies and favourable pre-application planning advice, the Town Council had hoped to acquire WC-owned land at Kelham Gardens for car parking but, disappointingly, was unsuccessful in its attempts to have this transferred as a community asset and later, in its bid to buy the land.

Other controversial issues have included the future use of the former St Peter's School which is being disposed of by Wiltshire Council and now for sale on the open market. The Town Council continues to press for use of the site or some of it for the benefit of the community. Plans around the future use of the now closed Police Station at George Lane are also being closely monitored as is the search for a site for a larger Medical Centre.

Marlborough's two Unitary Councillors, Cllrs Stewart Dobson and Nick Fogg, are active in representing local people on planning issues and both have places on WC's Eastern Area Planning Committee.

Trees



Pollarded lime trees at Patten Alley in spring

Marlborough's Tree Warden is Councillor Don Heath who has a good knowledge of the town's trees and advises on various applications for works (felling, pollarding, etc.) and often visits sites. He is also the local town and parish representative to the Council of Partners for the North Wessex Downs Area of Outstanding Natural Beauty and is always pleased to hear from those with an interest in environmental conservation.

A total of 42 applications for tree works were received in 2018/19, one of which was refused by Wiltshire Council.

| | 2016/17 | 2017/18 | 2018/19* |
|-----------------------------|---------------|---------|----------|
| Town Council Comment | Work to Trees | | |
| No objection | 44 | 19 | 30 |
| Objection | 3 | 0 | 5 |
| Total applications received | 47 | 19 | 42 |

*to 8 April

Consultations

A major consultation has been the Wiltshire Electoral Review run by the Local Government Boundary Commission for England. The Planning Committee has responded to its two consultations with objections to recommendations that outlying villages be absorbed into the two Marlborough divisions which would create a

rural/urban mix. Furthermore this would result in the loss of the West Selkley Division which would leave the Area Board with only three Unitary Councillors, so less influence for the Marlborough area at County Hall.

The Town Council has also responded to consultations on the Wiltshire Council Housing Allocations paper and on the review of the Wiltshire Core Strategy (now known as the Local Plan) and its extension to 2036.

The Town Council's own consultation about 20mph limits in 2017/18 provided evidence towards the implementation of 20mph speed restrictions in some areas of the town being implemented in summer 2019 and has also prompted a re-evaluation of speed limits at George Lane.

Community Area Transport Group (CATG)

The Town Council's representative to this WC Area Board sub-group is Councillor Mervyn Hall. Up to now highways issues have been raised via Wiltshire Council and passed to the Town Council for support and then passed to CATG for consideration. In 2019/20 issues will be passed directly to the Town Council.

In the last year, the sort of issues going forward have included no cycling signs at Figgins Lane, 20mph speed restrictions, a request for a mini roundabout at the junction to the Acres/A346 (not supported as a CATG project), safety works at London Road, railings and a widening of the footpath along A4. This forum has also enabled Cllr Hall to raise concerns about the safety of children walking to Marlborough St Mary's particularly the need for a formal crossing and appropriate signage and this is now being reviewed in the autumn.

The total project budget for CATG in 2018/19 was small (£19,613) and is shared between 19 parishes. All projects have to have a 25% contribution from the town or parish council benefitting from any works.

Emergency Planning



Vehicles stuck in the snow on Kingsbury Street (photo: Sue Round); grit bins near the Leisure Centre

A Working Party headed up by Cllrs Price and Cairns, has been working on a review of the Emergency Plan. This is vital to be able to take a coordinated approach with other agencies in the event of flooding, loss of utilities, pandemic flu, and, as witnessed in 2018 and 2019, snowfall. As part of the preparatory work around this, audits have been undertaken of the town's grit bins and priority gullies. Volunteers are key in any emergency situation and if you are interested in being part of an Emergency Volunteer Group – do let us know.

Speed Indicator Devices

During 2018/19, the Planning Committee agreed to the purchase of a Speed Indicator Device (known as a SID) for the town. These flash the current speed limit (e.g. 30, 40), if a vehicle approaches which is exceeding that speed. We have been working closely with our local Highways Engineer to identify sites in Marlborough and Manton. This device will rotate at different sites and will be installed early in 2019/20.



Yellow Lines

Consultation on parking and waiting restrictions is another process where the Town Council will now become more involved. Recent requests for 2019/20 have been for roads around St Luke's Court, The Green, Frees Avenue and High Street, Manton. In a town where parking is at a real premium, Councillors have to carefully consider the reasons for building in yellow lines. Sites that are agreed are still subject to a statutory public consultation under the road Traffic Regulation Act 1984. If objections are raised then decisions on whether the restrictions should go ahead rest with Wiltshire Council.

Marlborough Area Neighbourhood Plan (MANP)

Cllrs Hall and Cairns are Chair and Vice Chair of the Steering Group working on the production of the Marlborough Area Neighbourhood Plan (MANP) which covers land use in Marlborough with Manton and the neighbouring parishes of Mildenhall, Preshute and Savernake. The group is made up of representatives from those parishes as well as other interested groups and individuals. The Town Council is the qualifying body for the process.

Following initial public consultation, a Housing Needs Analysis, Car Parking Study and Town Centre Benchmarking exercise, a Call for Sites has now been made to landowners for land to meet identified community need. This is around 100 affordable homes, land for parking, a new school site for Preshute, a new Medical Centre, recreation and sports facilities and a new cemetery. A good number of sites have been submitted and the Steering Group is now assessing each one for its suitability.

With Marlborough being within an Area of Outstanding Natural Beauty (AONB), there are constraints which may be applicable to some of these sites and Wiltshire Council will need to screen each one and it's likely that both a formal Strategic Environmental Assessment as well as a Habitat Regulations Assessment will be needed. Other work around the Plan involves designating areas of green space which will help protect our open spaces. Once all this work has been done, robust policies can be put in place and a community-led Plan drawn up which will help to influence future land use and development in Marlborough for many years.

The process is a long one and the Steering Group is grateful for all the local input it has received. Public feedback and consultation on sites is planned for later in the year.



Cllrs. Mervyn Hall and Peter Cairns



Marlborough
Area Neighbourhood Plan

Read more at the Neighbourhood Plan website, www.manp.co.uk

FINANCE & POLICY COMMITTEE

Chairman: Councillor Andrew Ross

The Finance & Policy Committee is responsible for the management of the Council's finances and policies and met four times in 2018/19. Its most important work is to steer the Town Council in setting its budgets. It considers what funds it needs (the costs of running services, staff salaries, capital projects, etc.) and matches its estimates against planned income (funds from investments, rental income, venue hire and more). The shortfall is what it needs to raise from local council tax payers and known as the precept. Wiltshire Council collects this on behalf of the Town Council and it is paid in two instalments during the financial year.



The overall Council Tax you pay helps towards a variety of services. The largest proportion is for those provided by Wiltshire Council - education, roads, car parks, bin collections, social services, etc. right across the county. Also collected by Wiltshire Council are the precepts set by Wiltshire Police Authority and Wiltshire Fire & Rescue Services. The proportion of the Council Tax collected for the running of your Town Council and your most local services is around 10% of your overall annual Council Tax bill.

How your money is spent

| | | |
|---|--|--|
| Maintenance and management of - the Town Hall, the Community & Youth Centre, 3 commercial and 7 residential properties, The Common, The Green, Salisbury Road Recreational Ground, Elcot Lane Playing Fields, Skate Park, 6 Children's Play Areas, Priory Gardens, Wye House Gardens, St. Mary's Churchyard, Stonebridge and Coopers Meadows, 3 Allotment sites, 2 War Memorials, Floral Displays, Football Pitches, Cemeteries and 1,500 trees | | |
| Management of a CCTV system | Event Management – Royal Visits, Civic Dinners, Christmas Lights Switch-on and Festive Market and various community events | Management of public toilets |
| Consultation and assessment of all relevant planning applications | Administration of burial records, cemetery space, plaques & memorials | Civic work around Military links, Remembrance Parade, Armistice Day, etc. |
| Administration of a Small Grants Scheme and CIL allocation | Local communication via the website, social media, newsletter and notice boards | Work towards securing external grant funding and implementing new projects |
| Information about Wiltshire Council services and liaison with other external agencies (e.g. Wiltshire Police) | | Tourism promotion |

2018/19 Expenditure and Income

2018/19 Expenditure

TOWN HALL, PROPERTIES AND BUILDINGS



Town Hall
£78,915



Community & Youth Centre
£18,275



Corporate Properties
& Public Toilets £42,718

Total Expenditure - £139,908

OPEN SPACES, AMENITIES AND CEMETERIES



Open Spaces £195,969
(e.g. play areas, plants, projects,
mowing equipment)



Amenities £29,311
(e.g. allotments, workshop, vehicles)



Cemeteries
£4,077

Total Expenditure - £229,357

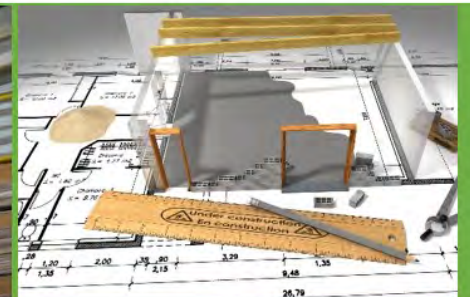
CIVIC, DEMOCRATIC, PLANNING AND ADMINISTRATION



Civic (including grants)
£27,467



Administration & Democratic
£211,711



Planning
£4,752

Total Expenditure - £243,930

AT 28 FEBRUARY 2018/19 TOTAL EXPENDITURE IS £613,195

This is expenditure as at 28 February 2019
Audited accounts will be published at the end of June and available to the public

2018/19 Income

| | | |
|---|--|--|
|  |  |  |
| Precept £626,331 | Corporate Properties £111,037 (e.g. commercial/residential, Town Hall, Community Centre, public toilets) | Other £44,680 (e.g. rents, cemetery and allotment income, bank interest etc) |
| As at 28 February 2019, total income is £782,048 | | |

This is income as at 28 February 2019
Audited accounts will be published at the end of June and available to the public

Budget Setting

Every year, Town Councillors scrutinise income and expenditure budgets carefully to ensure best value but, there are costs over which there is little or no control – tax, superannuation, national salary rises, utilities, business rates, maintenance costs of buildings, etc. Alongside this, we look at new project delivery and taking on more assets and services from Wiltshire Council. In the last two years, this council has taken on public toilets and the Community and Youth Centre from Wiltshire Council and bought two small flats from Aster Housing. In 2018/19, it has held a number of events such as the WW1 commemorations and the Christmas Lights Switch-on. In the next couple of years, there'll be other projects such as upgrading the play area at Manton, a Civil War Re-enactment, additional CCTV, a workshop for the Grounds Team and possibly a car park and new cemetery. To meet this growing workload, we have taken on an Assistant Town Clerk and a part time Assistant Caretaker for our venues and will shortly recruit a Tourism Officer.

Reserves

As at 28 February 2018, general reserves (also known as free reserves) are in excess of £200,000. Ear marked reserves total £371,403 (these are set aside for specific projects). The audited accounts to 31 March 2019 will be available to view from the end of June 2019.

Borrowing

In 2016/17, the Town Council took on a loan from the Public Works Loan Board of £90,190 at a preferential annual rate of interest of 1.62% with annual payments of £9,805.66 over a 10 year period. This was to fund refurbishment work at the public toilets at George Lane and was repaid in the last financial year. Currently the Town Council has no loans.

S106 Funding

In 2018/19, a total of £28,336.34 was received in developers' contributions (S106 funding) which was used towards the upgrade of the Coopers Meadow Play Area.

Community Infrastructure Levy (CIL)

This is a charge that local authorities (i.e. Wiltshire Council) can set on new developments in order to raise funds to help fund infrastructure, facilities and services (e.g. schools, recreation or transport improvements) needed to support new homes and businesses. In Wiltshire, a proportion of this is passed to town and parish councils to use at a local level. Where a Neighbourhood Plan is in place, this will be 25% of the CIL receipt and where there is no Plan, 15% is paid. (The Marlborough Area Neighbourhood Plan is currently being progressed and publication is likely to be in 2019/20.)

During 2018/19 the total CIL funds received was £47,321.55. An allocation of £10,000 was made to Marlborough Tennis Club towards works at its new site leaving a balance of unallocated funds of £37,321.55.

Councillor Allowances

Only the Town Mayor receives an allowance for civic duties. In 2018/19 this was £3,400. There is also a set allowance of £650 to cover travel expenses (the current Mayor has attended more than 70 functions/events in Wiltshire and further afield during 2018/19). A small budget of £500 has been set aside for other Councillors' travel expenses.

Local Council Tax/Precept for 2019/20

Councillors made a decision to raise the precept by 3.81% for 2019/2020 (lower than most other local towns) which will raise a precept of £669,875. This means that the Band D figure will be £195.13pa which equates to a rise of £7.16p or 59p per month. This is good value especially when looking at what has been achieved in the last couple of years.



The Mayor's first official engagement was to attend Salisbury's Mayor Making ceremony

Wiltshire Council – Devolution of Services

Budgets will be affected by the devolution of services and asset transfers from Wiltshire Council over the coming 1-3 years. Wiltshire Council aims to have finished transferring services and assets with all towns by May 2021. Marlborough Town Council is waiting to hear when it is expected to start negotiations and Councillors have ring-fenced £46,000 towards the work involved with it.

The Town Council has already taken on the George Lane public toilets and Coopers Meadow and runs the Community & Youth Centre under a 7 year lease with WC (we are keen to take on the freehold of this as soon as possible). Devolved services are likely to include street cleaning, leaf clearance, litter picking and more grass and verge cutting. Over time, it's likely that these services can be provided locally at better value and to a higher standard.

It will come at a cost and will undoubtedly have an effect on the precept for years 2020/21. Salisbury City and Devizes and Chippenham Town Councils have all taken on a package of services and assets with significant effects on the setting of local precepts. Your Town Council will ensure that residents in Marlborough and Manton are kept informed of progress on this.

2018/19 Grant Awards

With a budget of £6,600, the Finance & Policy Committee has granted awards to nine organisations, all meeting criteria showing that the work they do benefits Marlborough:

| GRANT RECIPIENT | AMOUNT |
|---------------------------------|-----------|
| Revitalise Respite Holidays | £708 |
| Marlborough parkrun | £496 |
| Marlborough District Rangers | £800 |
| Greatwood Charity | £705 |
| Marlborough Development Trust | £440 |
| Jackdaw's Music Education Trust | £150 |
| Marlborough Tennis | £1,188.21 |
| Arts Together | £1,184.50 |
| The Merchant's House Trust | £928.29 |



Ewa Sojka of Revitalise receives a grant cheque from The Mayor



PROPERTY COMMITTEE

Chairman: Councillor Noel Barrett-Morton

The Property Committee is responsible for all Town Council owned properties and has met 4 times in the last year. In 2018/19, the estimated income stream from the Town Hall and its other properties has raised approximately 74% of our total estimated income – all helping to keep down the precept bill. The insured value of property within the Town Council's responsibility is in excess of £11m.



Town Hall

The iconic Town Hall is managed by our Office Manager, Sue Fry, who also oversees the work of our busy Caretaker, Alan Brown. Day to day maintenance is complemented by external service agreements, annual machinery checks and health and safety inspections. Major ongoing projects in the last year have included work towards the installation of a public toilet in the basement of the Town Hall as well as a small office and improved storage space, all due to be completed in early 2019/20.



A drone's eye view of Marlborough and the Town Hall cupola (photo: Overdrones)

The building was first opened in 1903 and as a listed building needs careful structural monitoring. A drone survey has recently been undertaken to identify those external areas (roof, masonry, etc.) which may need remedial works in the short and long term. A Working Party, headed up by Cllr. Susie Price, has also been looking at improving how the Town Hall is marketed to potential hirers.

An approximate breakdown of bookings for 2019/188 is shown in the table:

| FUNCTION | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|---|------------|------------|------------|------------|
| Wedding receptions | 7 | 5 | 11 | 15 |
| Wedding ceremonies | 16 | 18 | 29 | 18 |
| Sales, craft fairs, fundraising coffee mornings | 27 | 25 | 18 | 31 |
| Meetings (excluding Town Council) | 32 | 37 | 31 | 32 |
| Film nights | 41 | 33 | 24 | 6 |
| Private parties, training events, fundraising nights, other | 58 | 55 | 66 | 80 |
| TOTAL | 181 | 173 | 179 | 182 |

Marlborough Community & Youth Centre

Since taking this building on from Wiltshire Council under a 7 year lease in 2017 and after extensive refurbishment, it is becoming an important centre for local community groups. It offers its own car park, a multi-use sports hall, a sound proofed music room, a social area with a pool table and large screen TV, a computer suite, a fully equipped kitchen, a coffee bar area and office space. The building is alarmed and covered by a CCTV system. Caretaker, Martin Phipps, works closely with hirers to ensure that everything runs smoothly.

Youth clubs, sports teams, health and fitness groups, educational classes, service providers (e.g. Wiltshire Police and Wiltshire Council) and private hirers all use the facilities. Marlborough Youth Football Club uses the specially reconfigured changing rooms and adjacent pitch at weekends.



Still in its first operational year, improvements continue with old security fencing and gates being replaced and a new drinking water fountain and bottle re-fill station installed to help save on plastic bottle usage.

An approximate breakdown of bookings for 2019/188 is shown in the table:

| YOUTH GROUPS | HEALTH & FITNESS | PRE-SCHOOL GROUPS | EDUCATIONAL | PRIVATE HIRE | PUBLIC BODIES |
|--------------|------------------|-------------------|-------------|--------------|---------------|
| 82 | 157 | 38 | 112 | 17 | 6 |

Commercial and Residential Properties

The Council owns three shops and seven residential properties. All of these corporate properties are managed and rented out through our professional property agents, Carter Jonas. Different arrangements are in place for some Council-owned assets from which community groups, sports clubs or Trusts operate (e.g. The Merchant's House, the Bowls Club, Rugby Club and Boxing Club.)

Public Toilets



A new cubicle was added at the George Lane toilet building in 2018

This building in the George Lane Car Park was taken on from Wiltshire Council in 2017 and refurbished with new, unisex toilets and an additional cubicle added in the last year. The usage charge of 20p has helped towards running costs (cleaning, utilities, business rates, etc). Phase 2 of the project has now started which involves new roof tiles, installation of CCTV and the refurbishment of the rest of the building to create a Community Room and a small Tourist Information Point. These works will be completed early in 2019/20.

New Projects

In the coming year, work will begin towards creating a new workshop facility for the Grounds Team. With more services being provided by our own team and more to come from Wiltshire Council, the current facility at the Salisbury Road Recreation Ground is no longer fit for purpose.

AMENITIES & OPEN SPACES COMMITTEE

Chairman: Councillor Mark Cooper

The Amenities and Open Spaces Committee met five times in 2018/19 and with such a large estate, there is plenty to oversee. Integral to this committee's work is our Grounds Team, headed up by Grounds Manager, Nigel Weatherly. Based at the Workshop at the Recreation Ground, our team maintains various open spaces in and around Marlborough and Manton – The Common, The Green, Priory Gardens and Wye House Gardens, Elcot Lane Village Green, the Recreation Ground and Skate Park, Jubilee Field, cemeteries, play areas and much more. They cut grass, pick litter, maintain our street furniture and bus shelters, plant and look after floral displays and bedding, mark out pitches and keep any eye on the condition of trees (more than 1,500 of them) as well dealing with the street preparations for events – all the things that make a difference to residents and have a real impact on our visitors.



Coopers Meadow Play Area

During the November half term, our Town Mayor and Councillor Cooper (pictured on the front cover) cut the red ribbon declaring our re-designed and upgraded play area open. Here, young children enjoy new equipment which includes swings, a jungle climber, a firefighter's pole, climbing ladder, slides and more. It is all the more special because children helped to design it.



Families exploring the new Cooper's Meadow play area on the opening day

Costs totalled just over £50,000 and the project was funded mainly through developers S106 contributions and payments from the Community Infrastructure Levy (CIL) with Creative Play (UK) Ltd winning the contract to build it through a competitive tendering process.

Recognised with an award from South West in Bloom, Coopers Meadow is a wonderful open space for the whole community and now it has a fabulous play area for young families and their children to have fun in.

The Common

This is used for sport and recreation as well as being a popular place for dog walkers. It's also a venue for various events and activities (e.g. circuses, fairs, pigeon liberations). It's a permanent home to the Golf Club, Rugby Club, Model Flying Club and now Marlborough Tennis. The Town Council was pleased to be able to allocate £10,000 of Community Infrastructure Levy funding towards this project in 2018/19. Marlborough Youth Football Club uses the football pitch and training site too. It is so good to see that these clubs attract lots of junior players.

Following its promotion to a higher league, the Council has been working closely with Marlborough Rugby Football Club to help it adapt to new requirements. This has included special permission being sought to enable temporary barriers to be put up around the pitch to keep spectators safe as well as a fixtures board.

Marlborough Common parkrun

After many months of preparation, Town Councillors are delighted that this 5 km run is now taking place on The Common at 9 am every Saturday as it does in locations across the country. It is managed by volunteers with just under 150 runners turning out each week and it is going from strength to strength.

Allotments

A new community-led Allotment Association has been formed to oversee the Elcot Lane, St John's Close and Stonebridge sites. It has been agreed that one plot at St John's will be given over as a community garden. Software has been purchased to help streamline administration and a new model Tenancy Agreement is in place.

Stonebridge Meadow



Councillor Don Heath leading a bird watching group at Stonebridge Meadow (photo: Anna Forbes)

This 15 acre award winning water meadow is jointly owned and maintained by the Town Council and Action for the River Kennet (ARK). It is a wonderful area of wildlife and nature conservation with an amenity area and just a short walk from the town centre. Day to day management is dealt with through a Management Committee and Cllrs Hall, Castle and Heath are the Town Council's representatives to it. Activities are coordinated throughout the year by ARK's hardworking Project Officer, Anna Forbes. Councillor Heath, a keen

bird watcher, also lends his expertise to various events. Further wetland work and tree cutting is proposed for 2019/20.

Cemetery

The Grounds Team maintains the cemetery at Frees Avenue to a high standard and they are responsible for the digging and preparation of burial plots. Our Civic Secretary, Linda Chapman, works closely with team members, funeral directors and stonemasons to ensure that burials and interments are handled sympathetically and with dignity.

| BURIALS AND INTERMENTS | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|------------------------|---------|---------|---------|---------|---------|
| Ashes Interments | 11 | 7 | 15 | 13 | 12 |
| Burials | 9 | 8 | 14 | 20 | 17 |

The Council is looking for additional space for a cemetery through the Marlborough Area Neighbourhood Plan and this was included as a land requirement in a recent Call for Sites exercise.

Victorian Cemetery

The Friends of the Old Victorian Cemetery, working with our Grounds Team, continue to make enormous progress at this special site. This year the Council commissioned the Institute of Cemetery and Crematorium Management (ICCM) to produce a Management Plan and this extensive report recommends a number of actions for improvements. Safety training was also given to our team during the three day visit.



These ornate cast iron surrounds may be unique to Marlborough

This closed cemetery is steeped in local history and well worth a visit – the ICCM experts were impressed and commented that this was a cemetery with some unique features rarely seen elsewhere (e.g. ironwork railings). Our thanks go to former Mayor, Margaret Rose, who heads up the Friends Group and also to Kim Wakeham and David Sherratt for their input on this cemetery's historical significance.

Priory Gardens

These gardens form a beautiful piece of open space right in the centre of town, directly accessible from the heart of the High Street via a path from the High Street. Councillors recognise that, as in all public spaces, from time to time, there will be problems with noise, litter and other nuisance. Priory Gardens is a special amenity, well maintained by our Grounds Team with flower beds and green space and a place for all to enjoy their leisure time. Everyone is welcome – residents and visitors, young and not so young. We expect all users to be courteous and respectful to others in the gardens and to those living in close proximity. To help ensure that the area remains secure, the Council is arranging for CCTV coverage in 2019/20 and will continue to work closely with our local policing team about all public spaces.

South West in Bloom – Another Gold

At the South West in Bloom Awards Ceremony in Yeovil on 4 October 2018, Marlborough was again awarded Gold and the South West Travel Association Trophy as well as the Sponsors Cup for the most meritorious entry. A special discretionary award, the Sutton Seeds Cup for an Outstanding Area of Nature Conservation, was presented to Action for the River Kennet for its work at Stonebridge Meadow. Entries in the Its Your Neighbourhood Scheme also won top accolades - Alma Place, The Merchant's House, Old Victorian Cemetery, the Water Front Garden, Marlborough Community Orchard, Marlborough College, Preshute School, St Peters Churchyard, Plume of Feathers Garden, The Mead and Coopers Meadow.

Our Grounds Team puts a huge amount of effort into this competition and takes pride in helping to lever the town into top position. The 2018 preparations for Marlborough's entry were filmed for the BBC2 series about the In Bloom competition – a whole programme was dedicated to Marlborough and broadcast on 13 April.



The Marlborough in Bloom community bring home the silverware

Our congratulations and thanks go to all members of the Grounds Team and to Steve Pascall and Anne Lovett, Chair and Vice Chair of Marlborough in Bloom (MiB), who, with their committee, help steer the town towards success

In the lead up to SWiB in 2019, Cllr Harry Forbes represents the Town Council on the MiB Committee supported by Assistant Town Clerk, Clare Harris and Grounds Manager, Nigel Weatherly.

New Projects

Project focus in 2019/20 will be additional lighting for the Skate Park in the Recreation Ground – this will require planning permission and public consultation. Another exciting initiative is an upgrade to the play area at the Jubilee Field in Manton. This is a well thought out project presented to the Town Council by a group of young mothers and residents keen to see improvements in this important part of Marlborough and Councillors are happy to support it.

STAFFING SUB-COMMITTEE

Chairman: Councillor Peggy Dow

The Staffing Sub-Committee deals with HR and other employment related issues and has met 6 times over the last year. In 2018/19 the Council employed 9 full time and 4 part time members of staff plus 2 seasonal workers, all headed up by qualified Town Clerk, Shelley Parker.

Staff are based at 3 sites – the Council Offices at 5, High Street, the Workshop and the Community and Youth Centre at St Margaret's Mead. The Town Clerk and her Senior Managers, Clare Harris, Sue Fry and Nigel Weatherly oversee day to day administration, venue management, accounts, democratic services, civic occasions, tourist information, the Council's commercial and residential property portfolio as well as project management and the maintenance of our gardens, cemeteries and other open spaces.

In the last year, staff have had responsibilities for event management around the Mop Fairs, Christmas Lights Switch-on, a Christmas Market, WW1 commemorations and the Remembrance Parade, a Civic Service, a Blue Plaque unveiling and opening of the new play area at Coopers Meadow. Associated work around planning these events includes promotion and marketing, organising road closures, diversion signage and parking.

This is all alongside day to day work – litter picking, cutting grass, administering burials, work to trees, planting, venue hire, research and report writing, etc. The Town Council has a land ownership far higher than most councils of a comparable size and this all affects the workload in terms of maintaining it as well as insurance, liability and the legal implications that sit with it.

Staffing Changes

A Staffing Review took place early in 2018/19 to look at how the growing workload could be handled so that staff levels are sufficient and resilient to the coming devolution of services and other assets from Wiltshire Council. An agreed solution was the recruitment of a full time Assistant Town Clerk, a part time Tourism Officer and an Assistant Caretaker.

Extended Office Accommodation

Due to an increase in staffing levels, some modest refurbishment work has taken place in the adjacent flat in the same building to open up more office space for new members of staff. This also includes a meeting room and staff room/kitchen.



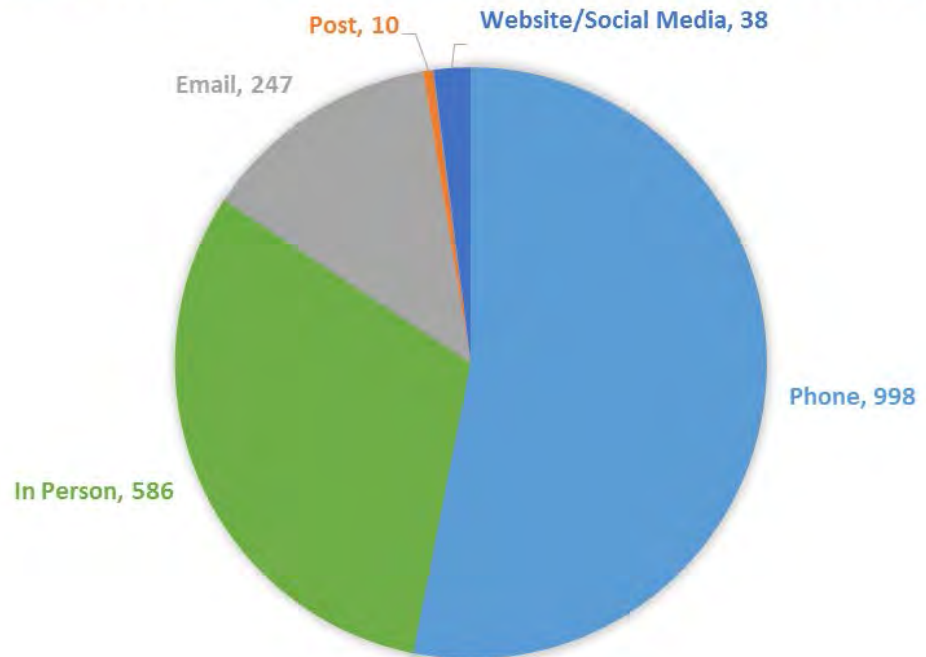
Enquiries

We receive many wide ranging enquiries every day.

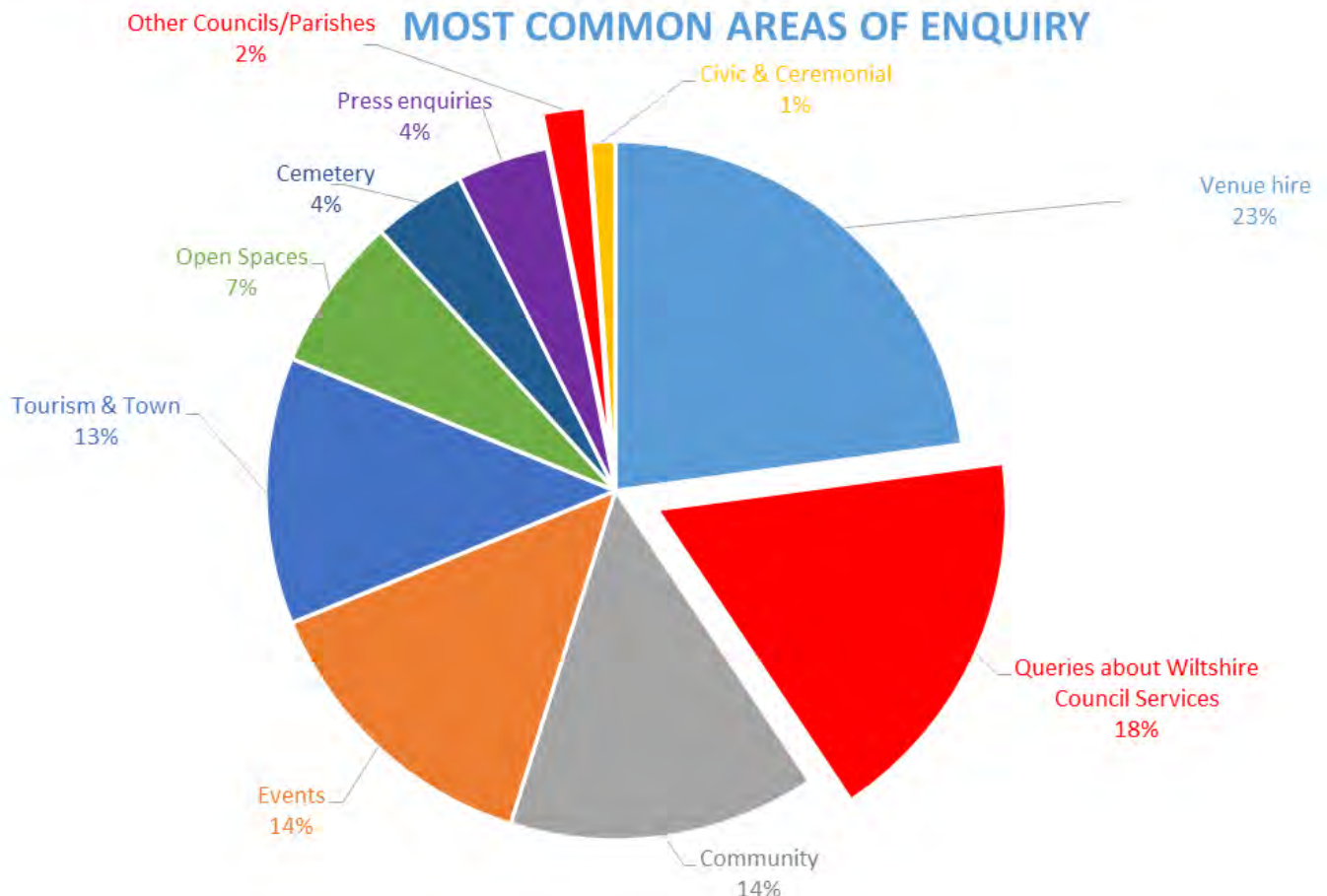
These graphs give an idea of the number and type of enquiry received at our Enquiry Point on a daily basis.

These figures do not include other business-related enquires received direct by members of staff

HOW WE RECEIVED ALL 1,801 ENQUIRIES IN 2018/19

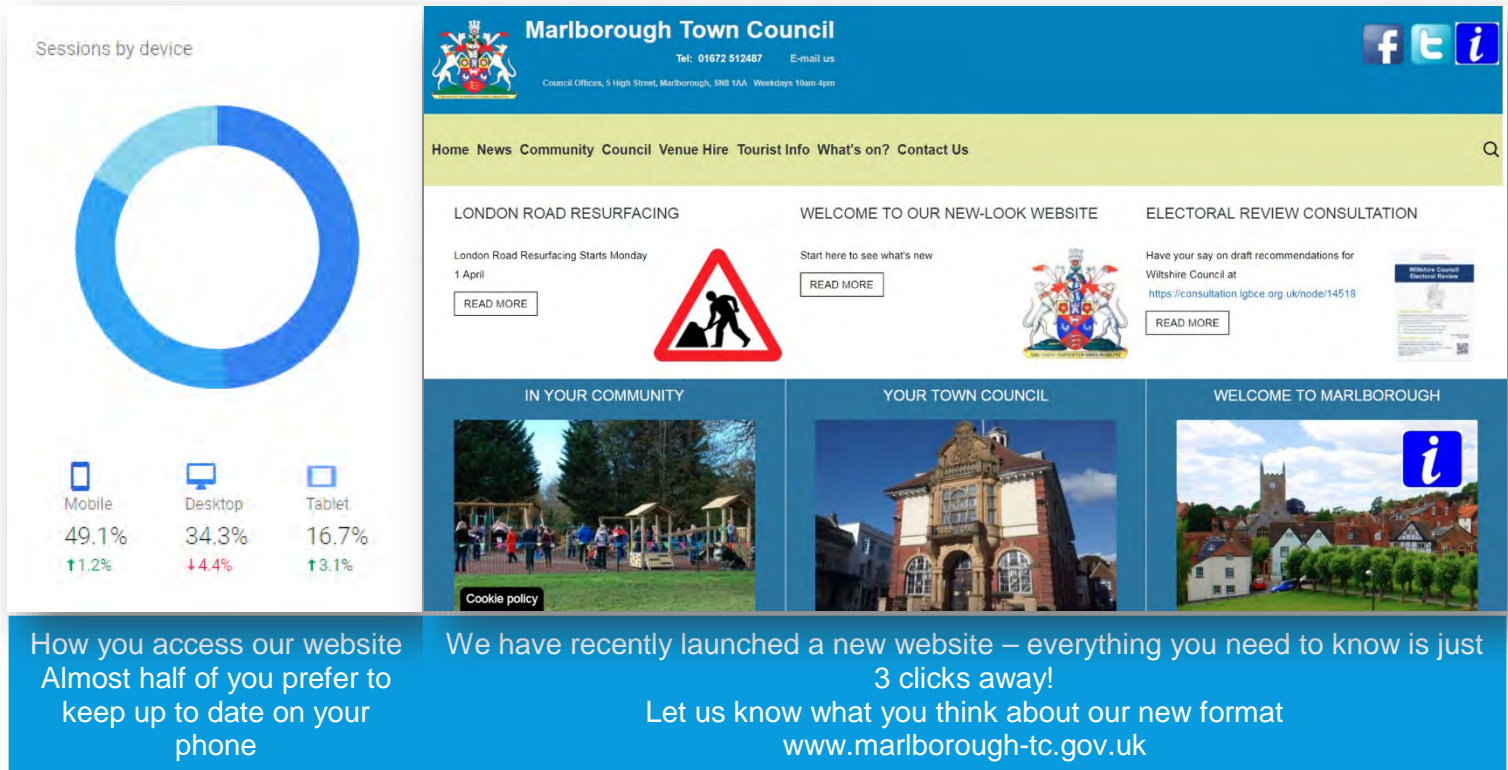


MOST COMMON AREAS OF ENQUIRY



Website and Social Media

An important part of the Town Council's role is the effective use of our website and social media. This helps to engage with communities, keeping them informed about Town Council activities and what's happening at a local level. Our proficient and efficient Webmaster, Dawn Whitehall, makes sure the website is kept up to date. Here are some stats:



How you access our website
Almost half of you prefer to keep up to date on your phone

We have recently launched a new website – everything you need to know is just 3 clicks away!
Let us know what you think about our new format
www.marlbrough-tc.gov.uk



Our Facebook page is becoming more popular growing from under 600 followers in 2017 to over 1,000 in 2019. Shares mean some posts reach several thousand people
@MarlboroughTC



On Twitter we currently have 737 followers, but with people more likely to retweet or click on hashtags, tweets often reach a much wider audience than follower numbers suggest: our tweet in this picture reached 6,186 people. @MTCWilts

Farewell to...

We have said farewell to Michael Haines who left the Grounds Team for new green pastures in autumn 2018 and also to Dave Martin, a seasonal worker, whose green fingers helped keep the town's much admired floral displays in top form.

Welcome to...

We welcome our new Assistant Town Clerk, Clare Harris, who comes to us with around 20 years' experience of the town and parish council sector. Previously, Clare has worked at Calne Town Council and was most recently Deputy Town Clerk at Melksham Town Council. She certainly has a wealth of Wiltshire knowledge and holds the sector specific Certificate of Local Council Administration (CiLCA). She is quickly settling in and is already fast becoming an asset. Ever the adventurer, Clare will be raising money for the Alzheimer's Society with a skydive in mid-June – a flying start!

We also welcome Ashley Tarrant who has been working as one of our seasonal workers and also to Trevor Deery who has very recently joined the team as an Assistant Caretaker.



Our Grounds team celebrate a Gold win at South West in Bloom with Steve Pascall & the Mayor



We said hello to Clare Harris, Assistant Town Clerk



SLCC President Sarah Jeffries presenting Town Clerk Shelley Parker with her award

Congratulations to...

Well done to our Town Clerk, Shelley Parker who was awarded The Society of Local Council Clerk's David Trafford prize for her work on the Community Governance degree course at De Montfort University. It is an annual award made to an active Clerk consistently achieving high marks for all course modules.

Councillors' thanks go to all staff – Shelley Parker, Clare Harris, Sue Fry, Linda Chapman, Alan Brown, Martin Phipps, Trevor Deery, Dawn Whitehall, Barbara Chandler, Nigel Weatherly, Ryan Atcherley, Aaron Presley, Mark Stroud and Ashley Tarrant

CIVIC AND CEREMONIAL



Town Crier Mike Tupman (L) & Mace Bearers Bob Dobie and Barry Mercer (R). Civic Service on 24 June

The Town Mayor is supported by our Civic Secretary, Mrs Linda Chapman, who works hard coordinating the Mayor's many engagements and Town Council-led civic events. Mrs Chapman also works in close liaison with 4 Military Intelligence Battalion and our Officers of Dignity.

Our Officers of Dignity

Our honorary Macebearers, Bob Dobie and Barry Mercer, attended 11 civic events this year - Mayor Making, the Annual Civic Service, welcoming Japanese exchange students, opening of the Mop Fairs, WW1 Wreath Laying, the Remembrance Parade and Beacon Lighting Ceremonies, the Christmas Lights Switch-on, the Marlborough College Carol Service, Commonwealth Day and The Merchant's House Peppercorn Rent Ceremony.

Our Town Crier, Mike Tupman has attended these and made 'shouts' at fêtes and other events too. Following on from his competition successes in previous years, he represented Marlborough at the Royal Wootton Bassett Town Crier competition and was awarded second place – a great achievement.

We are grateful for the effort put in by our Town Crier and Officers of Dignity who really help to keep the town's historic traditions alive.

CONTACT

YOUR TOWN COUNCILLORS EAST WARD



PEGGY DOW

01672 512074
padow@
marlborough-tc.gov.uk

LISA FARRELL

01672 514844
lfarrell@
marlborough-tc.gov.uk



HARRY FORBES

07423 061 562
hforbes@
marlborough-tc.gov.uk

MERVYN HALL

01672 511463
mhall@
marlborough-tc.gov.uk



ALEXANDER KIRK WILSON

01672 513861
akirkwilson@
marlborough-tc.gov.uk

EDWARD NORTHEAST

enortheast@
marlborough-tc.gov.uk



ANDREW ROSS

01672 512169
arwross@
marlborough-tc.gov.uk

ANDY WILSON

01380 698608
awilson@
marlborough-tc.gov.uk



YOUR TOWN COUNCILLORS

WEST WARD



NOEL BARRETT-MORTON

01672 519831
noelbmorton@
marlborough-tc.gov.uk

PETER CAIRNS

07561 123144
pcairns@
marlborough-tc.gov.uk



BRYAN CASTLE

01672 513955
bcastle@
marlborough-tc.gov.uk

MARK COOPER

01672 514747
mcooper@
marlborough-tc.gov.uk



NICHOLAS FOGG

01672 512656
njfogg@
marlborough-tc.gov.uk

DONALD HEATH

07533 809827
dheath@
marlborough-tc.gov.uk



GUY LOOSMORE

01672 513185
gloosmore@
marlborough-tc.gov.uk

SUSIE PRICE

07938 691497
sprice@
marlborough-tc.gov.uk



5 High Street, Marlborough SN8 1AA
01672 512487 - enquiries@marlborough-tc.gov.uk - www.marlborough-tc.gov.uk

AUTHOR: SHELLEY PARKER, TOWN CLERK

DESIGN: DAWN WHITEHALL, ADMINISTRATOR/WEBMASTER

Published April 2019