

Marlborough Town Council



4 October 2022

To: Councillors serving on the Amenities and Open Spaces Committee – Councillors Noel Barrett-Morton, Mark Cooper, Nicholas Fogg, Donald Heath (Vice Chairman), Mark Luson, James Sheppard, Caroline Thomas, Jo Waltham (Chair) and the Town Mayor Cllr 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 **10 October 2022** 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 Chairman. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
To receive any declarations of interest or requests for dispensation
- 3. Chair's Announcements**
- 4. Minutes**
To approve and sign the minutes of the meeting held 11 July 2022
- 5. Action Log**
To receive an update on the Action Log
- 6. Grounds Manager's Report**
To note and consider the Grounds Manager's Report
- 7. Amenities and Open Spaces Project Overview and Priorities**
To consider and clarify the Committee's priority projects for 2023/24
- 8. Wye House Gardens Play Area**
To consider the tender specification for Wye House Gardens and a request to the Finance and Policy Committee for CIL funds
- 9. New Cemetery**
To note and consider the update report on the development of the new cemetery
- 10. Climate, Environment and Biodiversity Management**
To note the update report on the Council's options for Climate Emergency and Environment protection work, and Biodiversity Management
- 11. Marlborough Common Access Management**
To note the report on the work undertaken to ensure the prevention of unwanted vehicle access on the Common
- 12. Marlborough Common Governance**
To consider the progression of the Governance arrangements for Marlborough Common
- 13. Wye House Gardens Access**
To consider the access arrangements for Wye House Gardens
- 14. Budget Consideration for 2023/24**
To note the Amenities and Open Spaces budget report for Quarter 3 2022/23, and consider the Committee's budget requirements for 2023/24

15. Cemetery Report

To note any Grants of Exclusive Rights of Burial issued

To note any memorials and inscriptions approved

16. Allotments

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

Marlborough Town Council



Amenities and Open Spaces Committee

Minutes of a meeting of the Amenities & Open Spaces Committee, which was held on Monday, 11 July 2022 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT Councillor Jo Waltham Chair
 Councillor Nicholas Fogg
 Councillor Noel Barrett-Morton
 Councillor Mark Cooper
 Councillor Donald Heath
 Councillor James Sheppard
 Councillor Mark Luson

ALSO

PRESENT Richard Spencer-Williams Town Clerk
 Dawn Whitehall Corporate Services Officer
 Susan Round Marlborough.News

PUBLIC QUESTION TIME

There were no questions.

88/22 APOLOGIES

Apologies for absence were received from **Councillors Thomas** and **The Town Mayor**. **Councillor Barrett-Morton** would need to leave the meeting at 8.30pm.

89/22 DECLARATIONS

There were no declarations.

90/22 CHAIR'S ANNOUNCEMENTS

Cllr Waltham was pleased to announce that the new fence at Coopers Meadow was now erected, and that the sheep would soon be returning.

The Interview date for an additional Grounds Person was set as 21 July 2022.

91/22 MINUTES

RESOLVED: that the minutes of the meeting held 25 April 2022 were approved as a true record and signed by the Chair

92/22 ACTION LOG

Members noted the updated action log.

93/22 GROUNDS MANAGER'S REPORT

Members noted the Ground's Manager's Report. The Grounds Manager's request to carry out crown reduction work on trees in Priory Gardens along the side of Figgins Lane near River Park at a cost of £3100 was considered.

RESOLVED: to carry out crown reduction work to trees in Priory Gardens near Figgins Lane and River Park

94/22 QUARTERLY BUDGET REPORT

Members noted the Amenities and Open Spaces budget report for Quarter 1 2022-23.

The Committee noted the Quarter 1 2022-23 report.

95/22 PROJECTS OVERVIEW

Members noted the Town Clerk's report, current progress and proposals for taking the Committee's projects forward:

Specifically, Members discussed the **priority order** for each project. Discussion points included:

- the merits and risks
- funding options of each project
- the health and safety implications of the wall at Figgins Lane
- the funding opportunity for the Farming in Protected Landscapes (FiPL) funding and the need to submit this in time for North Wessex Downs consideration between now and the end of March
- the complexity of, and need to research, the steps required to create a new cemetery
- recognition that bio-diversity management now features in increasing areas of the Council's work
- that some play areas were in more need than others
- Wiltshire Council has yet to confirm when the s106 funds attributed to Salisbury Recreation Ground will be transferred
- Although not complete, much of the work for the training area on Marlborough Common has for now been carried out

RESOLVED: (i) that the priority order for A&OS projects should be:

1. Wall at Figgins Lane (immediate)
2. Rabley View/ land at Tin Pit FiPL application and feasibility (2022-23)
3. Cemetery (2022 27)
4. Biodiversity Management Plan (2023-24)
5. Play Areas – Wye House Gardens and the Common (2022-24)
6. Salisbury Road Recreation Ground (2023-24)
7. Training Area on the Common (ongoing as needed)

Further site-specific **resolutions** were:

Rabley Wood View /Land at Tin Pit

RESOLVED: (ii) to work in partnership with Wiltshire Wildlife Trust in pursuit of a joint FiPL funding application, initially aimed at specific funding capacity for a feasibility study in pursuit of a development and management plan for our combined land interests adjacent to the River Og

Wye House Play Area and Marlborough Common

RESOLVED: (iii) to form a working party of **Councillor Lusson** and the **Town Clerk** to work with relevant sectors of the community and develop a costed concept plan; and for funding options to be then considered and reported back to the Committee.

ACTION POINT: the Town Clerk to provide a site plan showing the access rights and site boundary of Wye House Gardens and Play Area

Salisbury Road Recreation Ground

Points of consideration were:

- The s106 funding and when it would be available
- Contact had already been made to start fact finding about Multi-Use Games Areas (MUGA) and costs
- It may be possible to fit two or three MUGA facilities on the proposed hard standing site which would meet a wider range of need, but would cost more
- Previous experience of using dedicated project management services for play areas had proved to deliver excellent outcomes e.g., Coopers Meadow, and Jubilee Field Manton
- Some ideas presented may not now be so relevant e.g., antisocial behaviour had not been such an issue as 'post lockdown'
- Installation of additional CCTV at the Community and Youth Centre may mean a car park barrier would not be needed
- Budget consideration to allow for project management and equipment

RESOLVED: (iv) to obtain a quote for services to project manage Salisbury Recreation Ground Project/s for budget consideration at the next Committee meeting

Biodiversity Management Plan

- Recognition that this is a growing area of responsibility and work for the Council
- Whether to create capacity in-house or commission services as needed
- The need to understand what any such post or service would be asked to do
- That the 'Green Audit' was commissioned to address carbon footprint and reduction, it does not directly address protecting and developing biodiversity
- That funds would need to be allocated to support this work in the 2023 24 precept and budget setting process

The Chair and committee noted that this item linked to ITEM 12, and that further consideration of this matter would be covered later in the meeting.

RESOLVED: (v) that a bio-diversity plan was needed

Priory Gardens

Discussion included:

- It was agreed that the wall at Figgins Lane was in need of immediate repair. It was also recognised a planned approach to its maintenance was preferable.
- Whether a heritage grant could be obtained towards the ongoing cost?

RESOLVED: (vi) to proceed with the work to Figgins Lane wall as a priority, with a request to the Finance and Policy Committee for release of sufficient reserves to cover the cost of repair

RESOLVED: (vii) to consider the need for funds for the ongoing repair of the whole wall during the budget setting process.

96/22

NEW CEMETERY

Members noted the Town Clerk's Report and initial work undertaken towards securing additional cemetery land. Discussion points included:

- That additional external services would be needed to undertake this project
- Thus far some useful contacts had been made for such services
- The allocated EMR is not sufficient to fund the services offer, and it is likely more funds will be needed
- The potential need for a land swap to ensure the 'common land' offer remains in Marlborough
- Time was limited so steady progress would be needed
- How this project links in with the project at Rabley View/Land at Tin Pit
- DEFRA and Wiltshire Council planning implications, and how in particular the support of the former (via its due processes) was key to advancing the proposed location

RESOLVED: (i) to seek guidance from the Planning Inspectorate in Bristol (DEFRA) as to the feasibility of the proposed land option and land swap site, and to report this to the Committee at the next meeting

RESOLVED: (ii) that the New Cemetery should be a standing item on the agenda until completion

97/22

BENCHES AND TREES AT COLLEGE FIELDS AND BARTON PARK

Members considered a request received from College Fields and Barton Park Residents Association (CF&BRPRA) for five trees with benches to be installed around the neighbourhood area to provide resting places and contribute towards the Queen's Green Canopy. Discussion points included:

- The Town Council is not the landowner for any of these locations
- That benches should preferably be made from hardwood
- The Grounds Manager recommended native hardwood trees such as Oak or Beech for larger spaces

- The Grounds Manager recommended suitable trees for smaller spaces including Handkerchief trees, Flowering Cherry; Flowering Hawthorn, Judas Tree Katsura, Gleditsia
- Costs: benches were estimated at £400 each plus installation costs, and trees between £50-150 each
- Installation and maintenance, and impact on workload
- Recognition that there had been offers from the CF&BRPRA to assist with the planting and installation of trees and benches, and the possible sponsorship of trees

RESOLVED: that the Committee supports the request with the offer of:

- i. Professional advice and Town Council labour to assist with tree planting
- ii. To cover the cost of the purchase of trees if no sponsor can be found for the tree at the same time as the bench, with the latter being the preferred outcome
- iii. To add the locations for benches to the Council's 'memorial bench' list, and to work with and support CF&BRPRA in identifying possible sponsors
- iv. To support the CF&BRPRA request and liaise with Wiltshire Council to support the request and seek relevant permissions
- v. To assume ongoing maintenance for the trees
- vi. To assume ongoing maintenance for the benches in line with the Council's existing practice for memorial benches

98/22

RAIN GAUGE AT TIN PIT

Members considered a request from the Environment Agency to site a rain gauge on land owned by the Town Council at Tin Pit.

RESOLVED: to support the Environment Agency's request to site a rain gauge at Tin Pit (as described)

Councillor Barrett-Morton left the meeting

99/22

CLIMATE AND ENVIRONMENT OFFICER

Members considered a proposal to create a new staff position to progress the Town Council's actions and projects related to environmental and climate protection.

Discussion points included:

- The Town Council declared a Climate Emergency in 2020 and adopted an Environment and Climate Protection Policy Statement in 2021
- Wiltshire Council's commitment to become carbon neutral by 2030 and Wiltshire Council's aspiration for the whole county to become carbon neutral
- Government aspirations for UK to be carbon neutral by 2050 and pledge to reduce national emissions by 68% by 2030
- Similar roles had been created at Corsham, Frome and Salisbury
- Whether to create a 0.5 FTE Climate and Environment Officer post
- Whether to outsource the role
- The additional capacity would allow for the creation of a biodiversity management plan, execution of existing actions and any new actions arising

from the forthcoming Environmental Impact Assessment audit and building community engagement

- Any decision would be subject to ratification by the Staffing Sub Committee and budget considerations
- Whether to conduct an audit prior to defining the role or service

RESOLVED: for the Town Clerk to prepare or obtain for consideration at the October Committee meeting a:

- costed specification for a 'biodiversity audit'
- relevant Climate and Environment officer Job Description and cost
- comparative commissioned service offer

100/22 CEMETERY REPORT

Members noted Grants of Exclusive Rights of Burial issued and Memorials and Inscriptions approved.

101/22 ALLOTMENTS

Councillor Lusson provided a verbal update on the allotments and Allotment Association (AA). He was pleased to report the gate had been installed at Stonebridge Lane and asked for the AA's thanks to be conveyed to the Grounds Team.

The AA has asked whether the regulations at Stonebridge Lane could be updated. Currently no artificial pesticides or slug pellets are allowed due to the proximity to the river Kennet. The request was for an amendment to allow organic pesticides in line with more recent regulations. **Councillor Sheppard** pointed out that to prevent any harm to the river it should be noted that even 'organic' pesticides were noxious and could be harmful. It was suggested that advice be sought as to whether there are any safe organic options; for a list of requested options be drawn up for consideration, and whether bodies such as ARK or WWT could provide advice.

ACTION POINT: **Councillors Lusson, Waltham, Heath** and the **Town Clerk** to liaise

102/22 FESTIVAL OF FLOWERS

Members noted that the Festival of Flowers Walking Trail and photo album were live. As the Festival ran for the whole of July, Members were encouraged to submit photographs and/or encourage others to take part. The **Chair** asked for thanks to be conveyed to the Grounds Team for the new planting in the London Road phone box.

The meeting closed at 8.50 pm

To receive an update on the Action Log

#	Description	Minute Number	Source	Assigned to	Status	Meeting or start date	Notes
72	A&OS projects: draft a more detailed project list	382/21	A&OS Committee	Town Clerk, Assistant Town Clerk, Grounds Manager	In Progress	7 February 2022	Create draft timeline, resources (internal/external), dependencies etc to allow Members to make informed prioritisation decisions. Report to A&OS for consideration of implementation plan 11.7.22. Further investigation of projects by Town Clerk and on agenda for 10.10.22.
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.
74	Queen's Green Canopy	508/21	A&OS Committee	Town Clerk, Councillors Heath and Waltham	Complete	25 April 2022	Forward WC green spaces map to Councillors Heath and Waltham to investigate opportunities for tree planting. Sent 27.4.22
78	Provide a site plan showing the access rights and site boundary of Wye House Gardens and play area	95/22	A&OS Committee	Town Clerk	Complete	11 July 2022	On agenda for 10.10.22.
79	Liaise re request to use organic chemicals at Stonebridge Allotments	101/22	A&OS Committee	Town Clerk & Cllrs Luson, Waltham, Heath	Complete	11 July 2022	

To note the Grounds Manager's Report and consider any recommendations.

General

We are now coming to the end of a long hot summer season. This season has been exceptionally dry which has reduced our grass cutting routine especially through the hot part of the summer. The dry conditions have given us the opportunity to get some other jobs done around our open spaces. We are still working towards raising the standards of maintenance and improving our open spaces. We have a new member on the grounds team Riki, who has settled in well and is currently working through the Priory Gardens and assisting the team.

Workload

We have put a new gate in at the entrance to Stonebridge Meadow to prevent unwanted vehicles from entering the site. The gate size has been changed in the allotment site at Stonebridge Lane to improve vehicular access into the site. The fence along the side of Elcot Allotments has been re-tensioned.

The Holm Oak tree in the Victorian cemetery split in half which created some work for the team to cut and clear the fallen trunk and branches. A large section of the willow in Coopers meadow split out which also had to be cut and cleared.

Autumn brings the Mop Fairs to the High Street which means road closures and traffic management. Again this year the traffic signage was put further out on the approach roads with two weeks advanced warning of road closures which will help with most of the major routes in and out of town.

Bedding displays

The bedding displays have again looked good this year with numerous compliments from members of the public. A more than regular watering, feeding, and dead heading routine has helped keep the planters looking good until the hose pipe ban started. The winter bedding order has been placed and should be delivered in the next month.

Machinery

We have had a couple of minor issues with the machinery such as punctures, and the tractors and mower being serviced. The rough mower is showing its age and will need some repairs over the winter months.

Play Equipment

We have had several issues this summer with wear and tear, as well as some vandalism. The surface in Coopers' Meadow has worn down in a couple of areas which meant that we have had to remove two of the swings for health and safety reasons. These areas have now been repaired under the warranty. The multi play unit in Coopers broke a couple of weeks ago which unfortunately meant that we had to close the play area as a health and safety reason; this has also been repaired under warranty.

One of the cradle swings in Salisbury Road rec has been removed again due to the safety surfacing failing as this is several years old now a new surface has been ordered and will be installed as soon as it arrives. The shackle which supports the seat on the zipline on Salisbury Road Rec has also

been removed as it was severely worn. A replacement shackle has been ordered and will be installed as soon as we receive it.

Health and safety inspections are done monthly and recorded.

Site Specific

Salisbury Road Recreation Ground

Grass cutting on the football pitch is done weekly. Football pitches are holding up well although we are only at the start of the football season. The skate park is very well used. Litter picking is an ongoing task. One of the swings and zip line have been removed as mentioned in the play equipment section.

St Mary's Churchyard

Continue weekly maintenance in the church yard.

The Green

Routine maintenance is being carried out. The epicormic growth from the bottom of the trees will be removed when the leaves fall in the autumn. The posts around the green will be straightened over the winter months.

War Memorials

More frequent maintenance visits have been scheduled to maintain the standards. The roses on the Wiltshire regiment memorial have suffered during the long hot summer. Most of them have died and have been removed. Alternative more sustainable planting is being explored. Some additional chippings have been added to the surface.

The Cemetery

Grass cutting and follow up strimming are done when required.

Old Cemetery

Grass cutting and follow up strimming are done when required.

The Priory

The summer bedding displays have struggled this year due to the hot dry conditions. A change of plants for next summer that will handle the drier conditions, is being looked into. The Oak tree planted for the late Queen's platinum jubilee is doing well and has been regularly watered. The wall repair will be starting in the next month.

Coopers Meadow

We have had repeated vandalism issues in the play area which was mentioned earlier. Routine maintenance continues in the meadow. The new stock fencing has been installed. The willow tree that broke out has been cut and cleared.

The Common

Grass cutting on the football pitch is weekly. Light tree pruning and removal of epicormic growth has been carried out to raise the canopy levels for ease of mowing. The longer grass areas have

been cut and bailed by a local farmer. Security work has been carried out on the Common to prevent unwanted vehicles accessing the Common.

Manton - Jubilee Field

Grass cutting and strimming has been carried out. A section of fence around the play area was replaced during the summer. The hedge is due to be cut soon. There is an additional tree being planted later this year as part of the Queen's green canopy.

Wye House Gardens

Regular maintenance to maintain the standards is regularly carried out. The pond dried out during the hot months, but this should refill when it rains. There are still a few more gaps that we can fill in by lifting and dividing some of the plants, which will be done later this year.

Wye House Play Area

The area has been maintained as best it can be. The grass has been cut, a section of fencing has been repaired, and some of the play equipment that were showing rough edges have been sanded.

Elcot Rec

Grass cutting on the football pitch is done weekly. Some new trees have been ordered and will be planted later this year as part of the Queen's green canopy. The allotment fence has been retensioned. The memorial bench has been installed in line with the laurel hedge around the Boxing Club.

Orchard Road Play Area

The area has been checked with no apparent issues over the past couple of months.

Stonebridge Meadow

Regular maintenance visits to maintain the foot path and river walk are done to keep the grass down and cut the brambles back from the path. The amenity area was cut as agreed for the summer months with several compliments from members of the public. The long grass that grew through the summer has now been cut and the clippings removed from site. The semicircle area between the walk way and Stonebridge Lane has been cut as part of the Stonebridge management plan.

Recommendations

Members are asked to note this report, and consider the Grounds Manager's recommendations.

Grounds Manager 30.9.22

ITEM 7 AMENITIES AND OPEN SPACES PROJECT OVERVIEW AND PRIORITIES

To consider and clarify the Committee's priority projects for 2023/24

Purpose

The purpose of this report is to provide the Committee with an overview of its current projects, as agreed in priority order at the last Committee meeting, in order for the Committee to review their priority order to inform the budget setting process for 2023/24.

Background

At the last Committee meeting the following priorities were agreed:

1. Wall at Figgins Lane (immediate)
 2. Rabley View/ land at Tin Pits FiPL application and feasibility (2022-23)
 3. Cemetery (2022-27)
 4. Bio Diversity Management Plan (2023-24)
 5. Play Areas – Wye House Gardens and the Common (2022-24)
 6. Salisbury Road Recreation Ground (2023-24)
 7. Training Area on the Common (ongoing as needed)
-

Current Status

Figgins Lane wall has been executed, with the funds being agreed, and a contractor has been commissioned to do the repair. Therefore, this does not necessarily need to be considered, but it should be noted for budgeting purposes the Committee agreed a budget line should be established to save funds for future repairs to the wall.

Additionally, Item 8 outlines a proposal by the Play Area Working Party to request CIL funds to refurbish and landscape the play area at Wye House Gardens. If this is agreed and supported by the Finance and Policy Committee then this will not need to be considered as a 2023-24 budgeted project.

Additionally, the Committee will need to consider other budgeting requirements that support the Amenities & Open Spaces work, namely the replacement of the ground staff vehicles (tractor, pick up, ride on mower, tractor mower). The Grounds Manager is currently investigating both purchase and lease costs for each. An additional meeting may be needed to assess cost and how to fund these vehicles.

Proposal

It is proposed that the Amenities and Open Spaces Committee agrees the following as its list of priorities for budgeting purposes based on the assumption the Wye House Play Area is funded from the CIL funds this year):

1. **Grounds works vehicle replacement** (purchase or lease tbc) 2023-25
2. **Rabley View/land at Tin Pits** FiPL application and feasibility (2022-23)-ongoing
3. **Cemetery** (2022-27) – to complete feasibility assessment in 2022-23 and review; but will require annual funding allocation to build the reserve.

4. **Bio Diversity Management Plan (2023-24)** – feasibility assessment for commissioned or in-house capacity
5. **Salisbury Road Recreation Ground (2023-24)** - subject to s106 funds confirmation/CIL funds
6. **Play Areas at the Common (2023-24)** – subject to sufficient progress on road safety
7. **Training Area** on the Common (ongoing as needed)

Recommendation

It is recommended that the Committee adopts the proposed list of priorities, and that this is used to inform the budget and precept setting process. Members are asked to consider the matter and instruct the Town Clerk accordingly.

ITEM 8

WYE HOUSE GARDENS PLAY AREA

To consider the tender specification for Wye House Gardens and a request to the Finance and Policy Committee for CIL funds

Purpose

The purpose of this report is to update the Committee on the progress of the Play Areas Working Party (PAWP) and for the Committee to consider the PAWP proposal to request CIL funds from the Finance and Policy Committee for Wye House Gardens play area.

Background

Following the last Committee meeting, the PAWP met on 21 July 2022 to consider ideas and options for both the Wye House Gardens Play Area, and the play equipment provision on the Common. It also considered the proposal to site a Multi-Use Games Area (MUGA) at Salisbury Road Recreation Ground.

Current Status

Some initial indicative proposals and costings by one play equipment provider were used to inform the discussions of the PAWP (these were presented as A3 concept plans which can be shared in hard copy form at the Committee meeting).

The outline concepts combined with the indicative costs led the PAWP to conclude that the Wye House Gardens play area could be primarily developed, with a 'sensory' experience combined with a quiet seating area for the users in mind. Secondly, the MUGA at Salisbury Road Recreation Ground was feasible, but only when the Council is in receipt of the s106 funds expected from the development agreement pertaining to the old Police Station site. Thirdly a 'trim trail' at the Common could be explored, as it was thought this kind of provision could be sensitively installed on the Common, but that this should wait until progress had been made on the road safety issues surrounding the Common.

Proposal

Therefore, the PAWP is proposing to the Committee that the Wye House Gardens play area is progressed as a priority, as it is thought to be both achievable and affordable.

Having explored ideas of what could be done at this site, other than simply installing traditional play equipment, a simple tender has been devised for the Committee to consider. (Please see Appendix 1). The tender is devised to encourage a creative response within a clear budget parameter. It lends more to 'landscaping' (e.g., planting, use of natural materials for seating, creative use of space to encourage outdoor play) than the depositing of equipment. It also addresses the need to replace the boundary fence and the surfacing.

If the Committee is in agreement with the approach and general concept of the project, a request to the Finance and Policy Committee would be required to release funds from the CIL EMR for circa. £30k. The budget figure requested is built on initial indicative costs provided by providers. Actual quotes for a final concept may differ.

If the request is agreed by the Finance and Policy Committee then an invitation to tender would be advertised.

Recommendation

Members are asked to consider the proposals by the PAWP, including the approach, tender and budget request, and instruct the Town Clerk accordingly.

It is recommended that the Committee supports the PAWP proposals.

ITEM 9

NEW CEMETERY

To note and consider the update report on the development of the new cemetery

Purpose

The purpose of this report is to update the Committee of further work undertaken in pursuit of the need to extend the Cemetery.

Current Status

Planning

CDS Planning services have been contacted, who have advised on, and provided costs for undertaking a range of preparatory work such as detailed plans for the planning application, ground, site and tree surveys, and supporting reports and plans (e.g. biodiversity gain).

Research

Attempts have been made to contact other local councils with limited success. Hadley Town Council in Suffolk has assisted in supplying some information on a cemetery they created. The cost for this was just short of £500k for groundworks for a 3.3 acre site in 2020 (LINK: [Cemetery Extension – Hadleigh Town Council](#)). The plot that the Council is looking at is 2910M² which equals

0.719 of an acre. Based on current experience of demand for the cemetery it is estimated that this plot would last 20-30 years.

Further research continues.

Planning Inspectorate

The Planning inspectorate have confirmed that as the 'owners' of the common land the Town Council can apply under s16 of the Commons Act 2006 to deregister and exchange common land.

Considerations

Financial

Indicative costs as far as can be ascertained thus far are:

Planning services	circa. £50,000
Groundworks	circa. £160,000 (e.g. ground treatment, Vehicle access, paths, borders etc)
Biodiversity net gain	circa. £5,000
Total	circa. £225,000

(Further work is needed to ascertain at least an indicative cost of the project).

There is an EMR of £32,000 for the cemetery extension. It is clear that creating a new cemetery will require significantly more funds. It may be that the planning services are commissioned from the reserves; to provide the Council with a clear plan and permissions to extend the cemetery, and to enable an informed costing. At this juncture a Public Works Loan could be considered and applied for.

Legal

The following allow for the Council to pursue this project:

- Open Spaces Act 1906 ss 9&10
- Local Government Act 1972 s214
- Parish Councils & Burials Authorities
- (Misc. Provisions) Act 1970 s 1

Recommendation

Members are asked to note the report. Members are also advised to consider a budget allocation in this year's (and subsequent years') budget that can then be accrued over a 5–7-year period into the EMR and/or a request to the Finance and Policy Committee for reserves funds to pay for the planning services to advance this priority project. Equally a Public Works Loan could be considered.

As an aspect to the financial planning for this project the Committee may want to review its cemetery charges to assess how they could further incentivise interments over burials, as the former require less land space.

Town Clerk 30.9.22

ITEM 10 CLIMATE, ENVIRONMENT, AND BIODIVERSITY MANAGEMENT

To note the update report on the Council's options for Climate Emergency and Environment protection work, and Biodiversity Management

Purpose

The purpose of this report is to note the update for the Committee on the progress of advancing the Council's capacity to deliver on its climate and environmental protection responsibilities, and its capability to positively manage biodiversity enhancements in its open spaces.

Background

At the last Committee meeting the following was resolved:

RESOLVED: for the Town Clerk to prepare or obtain for consideration at the October Committee meeting a:

- costed specification for a 'biodiversity audit'
 - relevant Climate and Environment officer Job Description and cost
 - comparative commissioned service offer
-

Current Status

Two potential providers of a 'biodiversity audit' and a supporting commissioned service have been contacted, and we are now waiting for both to provide a potential audit specification and costed outline service that could offer the Council support in assisting in developing and managing its biodiversity enhancements in the future.

A possible job description for an in-house post has been drafted (please see Appendix 2). It is envisaged that such a post would be employed on a FTE 0.5 basis and would cost circa. £15,000 (including on costs).

The economic climate is such that the Council will be challenged to keep its precept low in 2023/24. As such if a new post is proposed by the Committee at this juncture, it is likely that it will also be required to accommodate the cost of this from within its existing budget. The current staffing budget does not allow for this additional spend and given the immediate priority to find funds for ground works vehicles, and maintain existing service, it may not be the best timing to directly employ a member of staff to fullfull this function.

Proposal

A more likley outcome in the near future is for the Council to utilise a commissioned service that advises on climate and environmental issues, and biodiversity enhancement. If this were to be the case it may be that the Committee considers as a next step commissioning a service that carries out a 'Bio-diversity Audit' coupled with a 'Bio-diversity Plan' that encompasses the Council open spaces. Therefore it may be that the Committee consider proposing a budget request in the region of £4k that could develop this area of work in 2023/24.

Recommendation

It is recommended that the Committee consider the proposal for a budget allocation in 2023/24 to support the 'Commissioning of a service to do a Biodiversity audit and Plan', as part of its budget setting process.

ITEM 11

MARLBOROUGH COMMON ACCESS MANAGEMENT

To note the report on the work undertaken to ensure the prevention of unwanted vehicle access on the Common

Background

In June there was a major incident on Marlborough Common when a large number of travellers accessed the Common as Jennings Fair were setting up. The latter attempted to prevent the unwarranted access by the travellers leading to tension between both parties. The Police attended in significant numbers to intervene. The travellers were escorted out of Wiltshire by the Police, and the Jennings Fair had to be postponed.

On 4 August 2022 a significant number of travellers (circa. X20 units) unlawfully accessed the Common by removing an access gate off its hinges, and via an 'accessible' part of The Common (Herd Street). The Grounds Manager was also assaulted when he attempted to intervene. The Town Clerk served them 24hrs notice to vacate on the same day, accompanied by Wiltshire Police (circa. 40 officers).

Marlborough Rugby Football Club (MRFC) fixtures, a Park run and a Pigeon Liberation event were all cancelled as a result of the situation.

On Saturday 6 August and in the ensuing week the Council's grounds staff spent several combined hours carrying out a tidy up of the Common.

In addition to the disruption to the community, it is estimated the whole 'exercise' cost in the region £5k minimum.

Reportedly travellers have gain unwarranted access to the Common on other occasions over the past few years on a fairly regular basis.

In response to this issue and the latest episode the Town Clerk, and the Senior Grounds Person, met on site at the Common with representatives from the MRFC and the Golf Club to 'survey' the Common's boundary with a view to ensuring its integrity.

A number of actions were identified including re-welding the pins and lock arrangement on the access gates, firming up key places with soil, placing large logs to impede vehicle access at a few key points, and replacing the wooden posts at the Cemetery Car Park, along with a few drop down posts a key locations. (Please refer to Appendix 3).

Current Status

The whole scheme cost just over £1,000, the main cost for making good the Cemetery car park, which needing doing anyway.

All works have been carried out in the month of August, except for the installation of four more drop down posts adjacent to the MRFC car park, and the Jubilee Orchard, and firming up a few areas at the start of the footpaths in these locations. This work aims to be completed by the first week of October.

The remaining vulnerability is the Golf Club entrance. Steve Scott Bowen, the Golf Club Manager, undertook to explore the idea of installing an electronic barrier that could be used on the occasions when it was felt needed (they remain keen to keep the Golf Club welcoming and 'accessible' to all). NB they have not confirmed if they will or can action this. It is possible to access the Common by vehicle via the Golf Club entrance.

ITEM 12

MARLBOROUGH COMMON GOVERNANCE

To consider the progression of the Governance arrangements for Marlborough Common

Purpose

The purpose of this report is to ask the Committee to consider the Governance arrangements for Marlborough Common and to then consider how best to progress this matter.

Background

In 2021-22 a 'Common Working Party' (CWP) was formed, which looked primarily at the initial matter in hand of the request by Marlborough Rugby Football Club and Marlborough Youth Football Club for a 'training area'. Its duties in this respect were discharged. A second strand of its mandate was to consider how best to develop the overall governance of the Common.

The CWP last met on 2 February 2022. At this meeting, the following was resolved:

'Common Management Strategy'

The CWP discussed the areas for governance. It was agreed there was a lot of work involved, and so to proceed the areas should be prioritized.

AGREED Mapping the Common should be the next priority. Including a:

1. Land registry exercise - accounting for any 'land parcels,' land swaps, and historical arrangements
2. Ground radar survey '

Current Status

The first suggestion was to simply tap into local knowledge and archives, to try to map out what could be concluded from the information available about what is thought to make up the Common

land. This suggestion has not been progressed to date. This could still be pursued but it should be noted that this could be very labour intensive, so if carried out it is recommended that clear expectation of the outcome is considered.

A ground radar survey was investigated by the Town Clerk and Grounds Manager. The cost to cover the proposed training area was circa. £8,500. Therefore, a survey of this sort for the whole Common would be unjustifiably expensive and so this matter was not pursued.

However, in addition to these two matters there remains a need to review the overall management arrangements for the Common, given its status, sensitivities, and various uses. The question remains 'are the current management arrangements best serving the Commoners (including all users groups), whilst ensuring the integrity of the Common?'

Proposal

It is proposed to refresh and re-state the CWP in terms of its membership and to re-clarify its aims, with a focus on the management arrangements of the Common, with the various interest groups and needs of the Commoners in mind. Part of this may also be to review the systems, structures, and procedures used to administer the use of the Common.

Recommendation

It is recommended that a small working party is reformed on a time limited basis to review the current arrangements for how the Common is managed, and for the working party to report back to the Committee its findings and any recommendations.

ITEM 13

WYE HOUSE GARDENS ACCESS

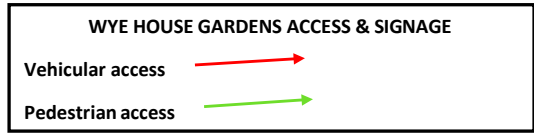
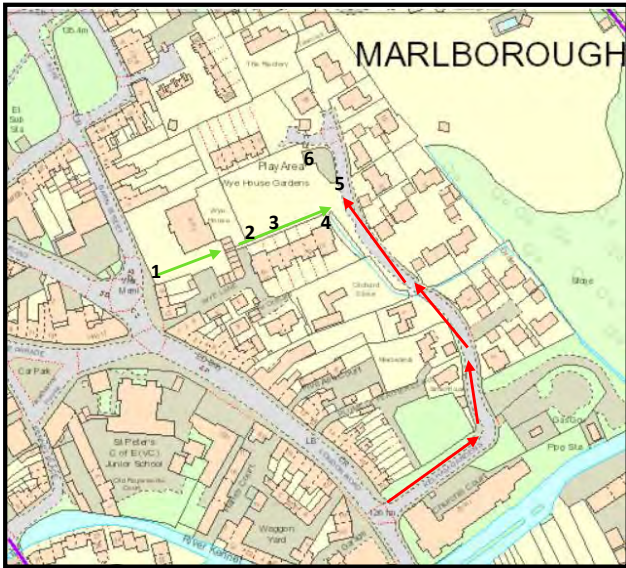
To consider the access arrangements for Wye House Gardens

Purpose

Following the last Committee meeting, the purpose of this report is to advise the Committee of the current access arrangements for Wye House Gardens, in order that they can be reviewed to ensure the access points and access rights are provided for in the best public interest.

Current Status

The map and diagrams below show the current access arrangements.



Recommendation

The Committee are asked to review the current arrangements and signage to ensure they best serve the public interest, whilst providing for the interest of immediate residents.

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

To note the Amenities and Open Spaces budget report for Quarter 3 2022-23, and consider the Committee's budget requirements for 2023/24

Purpose

The purpose of this report is to provide the Committee with both a quarterly budget report (month 5) and also proposed budget figures to enable consideration of the Committee's budget requirements for 2023/24; with a view to making its request to the Finance and Policy Committee.

Current Status and Proposed budget

Please refer to Appendix 4.

Considerations

The Committee will also need to consider provision for the following via the precept or as a request from reserves:

Works Vehicles: The grounds team need to replace the following vehicles over the course of the next 1-3 years. Purchase prices have been obtained, and lease offers are being investigated:

- Compact Tractor £45,000
- Ride on mower £21,500
- 4x4 Pick Up £30,000

There is currently an EMR of £14,903 set aside for Open Spaces Machinery.

Bio Diversity Plan: the budget proposed makes some provision to scope commissioned services, but not to provide for additional in-house staff capacity.

New Cemetery: a budget line to accrue funds towards the cemetery may be required.

Figgins Lane Wall: a budget line to accrue funds towards an EMR that funds the repair of Figgins Lane wall may be required.

Recommendation

Members are asked to note the budget position for month 5 and consider budget requirements for 2023/24, for referral to the Finance and Policy Committee for consideration.

The Committee's view is also invited in response to the proposed restructuring of some budget lines.

Members are asked to instruct the Town Clerk accordingly.

- i. To note any Grants of Exclusive Rights of Burial issued
- ii. To note any memorials and inscriptions approved

CEMETERY INFORMATION

Period 1 10 22 – 27 9 22

Exclusive Right of Burial/Notice of Interment/Purchase

Name of deceased	Grave No.	Cemetery Section	Type of Burial	Funeral Director
Graham Roy O'Sullivan	18	JCR	Ashes	Daniel Claridge
Jacqueline Ann Dicks	194	C	Ashes reopen	Daniel Claridge
Alan John Dicks	194	C	Ashes reopen	Daniel Claridge
Men Jack Chin	170	D	Sprinkling ashes on a single grave	Daniel Claridge
Sylvia Margaret Sprules	127	FCR	Ashes reopen	Dianne Mackinder
Patricia Ann Skittrall	179	FFCR	Ashes reopen	Daniel Claridge
Edward Arthur Grandy	19	JCR	New Ashes	N/A

Memorial Applications – Inscriptions and Additional Inscriptions

Name of deceased	Stone	Grave No.	Section	Inscription to read -
Peter James Gunning	Dark Grey Granite	17	JCR	<p>PETER JAMES GUNNING 23RD OCT 1941 7TH MAY 2022 ASKED FOR SO LITTLE AND GAVE SO VERY MUCH</p> <p>FOREVER IN OUR HEARTS</p>
John Kenneth Whitaker & Nancy Whitaker	Portland	20	JCR	<p>IN LOVING MEMORY OF JOHN KENNETH WHITAKER 1916-2001 & NANCY WHITAKER 1920-2016 REUNITED</p>
Sidney John Green	Dark Grey Granite	76	H	<p>In Loving Memory of Sidney John Green 'Taffy' 25th August 1933 1st February 2022</p>

				A loving Husband, Father, Grandfather, Great Grandfather and Friend Too dearly loved to be forgotten
Barbara Beryl Witts	Additional Inscription	59	D	BARBARA BERYL WITTS DIED 25 TH JULY 2018 AGED 98 YEARS RISEN FROM THE FAITH + TO GLORY
Jane Angela McMackin	Sea Grey Granite	352	D	IN LOVING MEMORY OF JANE ANGELA "NANNA" McMACKIN 9.7.1951-4.12.2021 Beloved Wife, Mother & Grandmother Forever in our thoughts Rest in Peace
Margaret Killick	Additional Inscription	45	H	MARGARET KILLICK 1942-2021 Much loved Wife, Mother And Grandmother At peace with her beloved Tony
Sylvia Margaret Sprules	Additional Inscription	127	FCR	SYLVIA MARGARET SPRULES WIFE, MOTHER, GRANDMOTHER & Gt GRANDMOTHER 22.07.1936 25.06.2022 TOGETHER FOREVER
Valerie Pinker	Purbeck stone	16	JCR	Val VALERIE PINKER née Gowland 14 th September 1927 11 th September 2021 Deeply loved

ITEM 16

ALLOTMENT REPORT

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

INVITATION TO TENDER**For****Marlborough Town Council****Wye House Gardens Play Area**

Creative tenders are invited to provide and install a new and refreshed 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 and scheme of works that encompasses the following:
 - Provision for children up to 5years
 - A safe 'sensory experience' that enables exploration, creative play, and an appreciation of the natural environment
 - Re- surfacing the site, and re-instating the play area boundary
 - Inclusivity and accessibility for children with additional needs
 - Provision for quiet reflection for elderly people

Budget guide circa £25,000

Location

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

Tender closing date: XXXXXX

Contact details

Richard Spencer-Williams, Town Clerk

email; townclerk@marlborough-tc.gov.uk / telephone 01672 512487



POST	<p><i>DRAFT</i></p> <p>Climate Protection and Biodiversity Officer</p> <p>Salary £12500 FTE 0.5 (18.5hrs)</p>
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Role and Responsibilities

The post holder will develop, monitor and support the implementation of Councils Climate and Environment Protection policy, and proactively advise the Council and its officers on environmental sustainability, climate change, carbon reduction and bio-diversity enhancement. In particular to:

Maintain and update a record of action taken in support of the Council's Climate and Environmental Protection Policy

Provide reports on Council's progress made in response to Climate and Environmental Protection Policy

Provide advice to the Council and it's Officers on the effective implementation of Climate and Environmental Protection Policy through their projects

Input into the development of strategic policies and plans

Keep abreast of national and regional policy issues and changes, represent the Council at Officer level and advise the council on the appropriate responses

Signpost best practice and funding opportunities for improving environmental performance to services and partners.

Prepare reports for decisions and make presentations to Council, Committee, Officer, and external meetings.

Working Environment

The role will be primarily office based, although attendance at site meetings will be required. The post holder will also be required to travel to meet with the public and to meetings with partners and stakeholders.

Problem solving and decision-making

The postholder will be required to use their knowledge and experience to assess and advise members and officers on the most appropriate course of action on carbon management, climate change adaptation, environmental and biodiversity management. They will need to assess the environmental implications of proposals and decisions and advise on appropriate action and agree action plans to achieve Council goals.

The post holder will need to be skilled at evaluating policy, data and information and assessing the potential impact of actions with a view to developing targets, policies and project plans. They will work to inform Council policy and practice and target setting and an appropriate level of competence is required. They will need to check the quality and accuracy of information provided by others and ensure the relevance of this to the Council.

The post holder will resolve the majority of the problems relating to the work area but may need to refer some decisions such as complex policy and strategic issues, new legislative requirements and potential service problems to the Assistant Town Clerk or Town Clerk.

The post holder will be expected to plan and manage their work within a time frame agreed with the Assistant Town Clerk or Town Clerk.

Contacts and Relationships

Line manager – Assistant Town Clerk

Council Officers, and Town Clerk as required

Councillor

Residents and the public

Partners – such as ARK, Transition Marlborough, Wiltshire Wildlife Trust , AONB, Wiltshire Council

Knowledge, Skills, and Experience

Operational experience within an organisation, delivering similar services.

A relevant professional qualification or will have equivalent relevant demonstrable professional experience.

Able to build positive relationships with colleagues, the Council, Council-wide contacts and partner organisations

Able to independently oversee projects and work programmes.

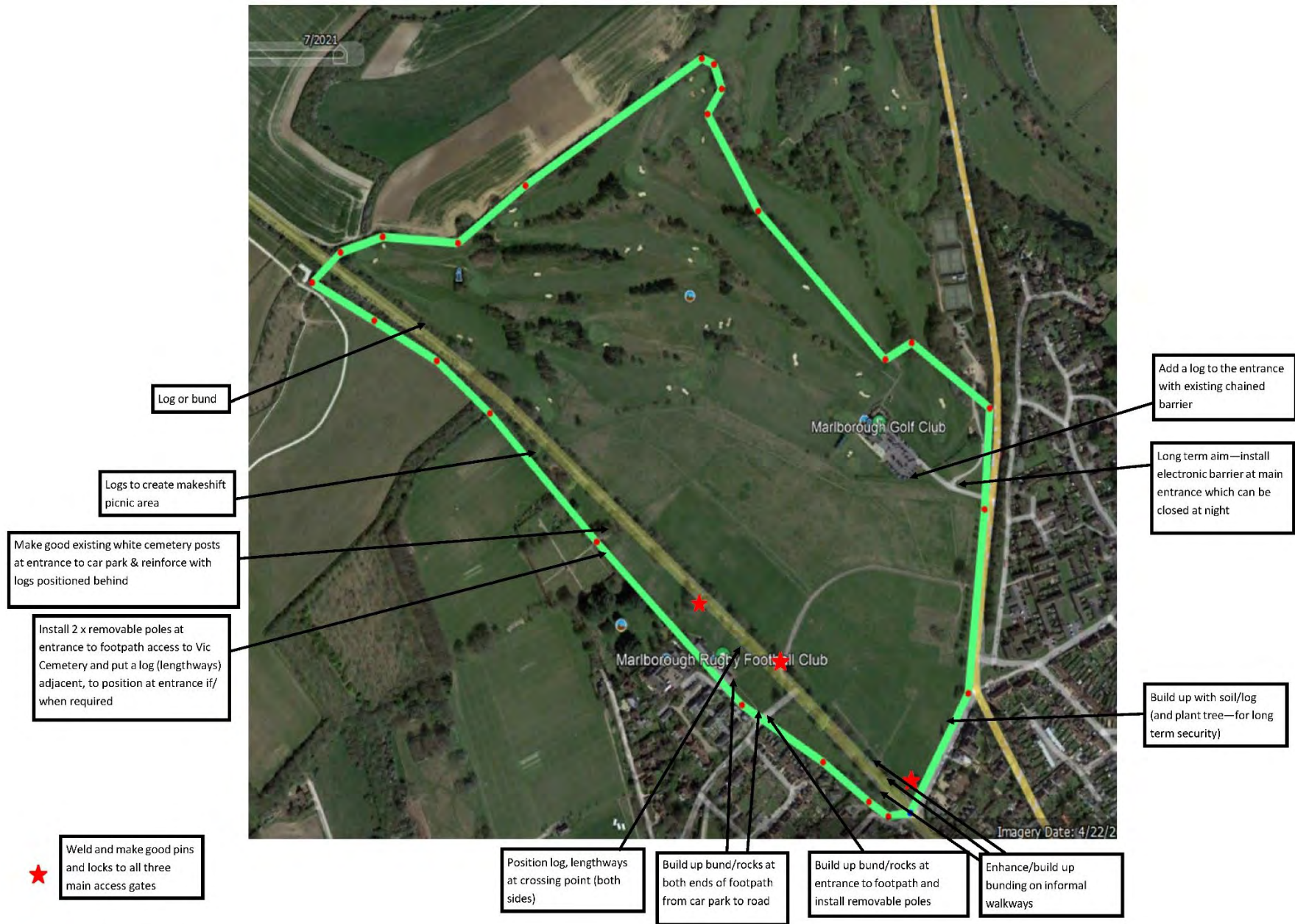
Able to show excellent verbal and written communication by being able to understand and explain complex information to technical and non-technical audiences at all levels.

Good interpersonal skills and ability to communicate with managers and colleagues and to negotiate with and influence a range of audiences

Good numeracy and analytical skills.

Able to work flexibly, cope with competing demands through good time management, work under pressure, and manage their own workload.

Able to demonstrate the Council's values and behaviours.



Month No: 5		Detailed Income & Expenditure by Budget Heading 01/09/2022											Page 1	
		Actual Last Year		Actual Year To Date		Current Annual Budget		Variance Annual		% Spent		2023 24 advised		
		Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure			
INCOME														
	1102	INCOME-GOLF CLUB								33.30%			Same	
	1103	INCOME OPEN SPACES	7875		3189		2500	689		127.60%		2500	2021 22 Inflated re insurance	
	1106	INCOME - SHOWMENS GUILD	2300		0		2300	2300		0.00%		2300	Decrease	
	1111	INCOME - RUGBY CLUB								115.50%			Proposed to centralise	
	1100	INCOME-ALLOTMENTS	1,704		26		1150	1125		2.20%		1150		
	1101	INCOME-CEMETERY	15,989		5239		13125	7886		39.90%		14,000		
		TOTAL	50,868		16,523		42,153	25,630				30,428		
EXPENDITURE														
		STAFF COSTS												
	4004	WAGES/SUPERANN		149,923		59,881		181,848		121,967		192,758	6% INCREASE	
		CEMTERY												
	4011	CEMTERY BUSINESS RATES		434		505		440		(65)		505		
	4036	OLD CEMTERY		350		99		1000		901		750		
	4038	MAINTENANCE		5237		2523		5000		2477		5000		
		ALLOTMENTS												
	4006	ST JOHNS TRUST		250		0		250		250		250		
	4012	WATER/SEWERAGE CHGS		371		0		500		500		500		
	4038	MAINTENANCE		0		99		200		101		200		
		WORKSHOP												
	4009	TRAVEL		0		0		200		200		100		
	4011	BUSINESS RATES		2645		1323		2850		1527		3000		
	4012	WATER/SEWERAGE CHGS		1201		0		500		500		500		
	4014	ELECTRICITY		3178		934		3125		2191		3437	10% INCREASE	
	4027	INTRUDER ALARM		1049		1226		2000		774		2000		
	4038	MAINTENANCE		1468		61		1500		1439		1500		
	4039	PERSONNEL CLOTHING		590		152		800		648		1500		
	4042	PERSONAL PROTECTIVE EQUIPMENT		397		838		500		(338)		500		
	4043	PICK-UP LEASE		545		445		600		155		600	REVIEW	
	4044	VEHICLE TAX/INS.		275		290		500		210		500		
	4045	VEHICLE PETROL/DERV		5961		1957		6500		4543		6500		
	4047	WORKSHOP TOOLS ETC		2916		297		2000		1703		2000	ELECTRIC STRIMMER PENDING	
	4048	MOWER MAINTENANCE		1770		1822		4000		2178		4000	REVIEW	
	4049	TRACTOR MAINTENANCE		990		444		5000		4556		5000		
	4050	WORKSHOP MISC		326		62		200		138		200		
	4301	FIRE EXTINGUISHERS		170		0		300		300		300		
	4315	REFUSE COLLECTION		2700		1189		3000		1811		3000		
	4320	MOWER		4095		1706		4200		2494		4200		
	4321	PICK UP MAINTENANCE		638		105		3000		2895		2000		
	4323	MISTUBISHI LEASE		2259		1011		2259		1248		2259		
		OPEN SPACES												
	4024	SUBSCRIPTIONS		195		95		200		105		200		
	4038	MAINTENANCE		6792		2637		5000		2363		5000		
	4054	LEGAL & PROFESSIONAL		5956		0		7000		7000		8000	RABLEY LAND,WWT, BIODIVERSITY PLAN	
	4072	EQUIPMENT		351		914		1500		586		1500		
	4220	OPEN SPACES PLANTS		4103		3893		5500		1607		550		
	4223	PLAY EQUIP/MAINT/REPLACEMENT		1074		329		2500		2171		2500		
	4314	AOS PROJECTS		9331		5247		10000		4753		10000		
	4318	TREE SURVEY & WORKS		395		12781		15000		2219		15000		
	4324	RTV VEHICLE		3197		0		3500		3500		3500	REVIEW	
	4325	STONEBRIDGE MEADOWS		1089		318		1500		1182		1500		
	4326	BRITAIN IN BLOOM		282		0		300		300		300		
	4327	NEW TRACTOR LEASE		6880		2887		7000		4113		7000		
	4330	MULTI PURPOSE MOWER		3097		1290		3100		1810		3100		
	4331	FRONT LOADER/BACK HOE		3144		1392		3200		1808		3200		
	4335	FREES AVENUE TREES		0		0		1000		1000		1000		
	4337	SKATE PARK LIGHTING		0		0		500		500		500		
		Income	50,868		16532		42,153	25543		39.3%				
		Expenditure			108,752		299,072	190,723		36.4%		305,909	2.3% Increase	