

Marlborough Town Council



23 June 2026

To: Councillors serving on the Amenities and Open Spaces Committee – Councillors Nicholas Awbery (Vice-Chair), Mark Cooper, Lisa Farrell, Susannah O'Brien, Caroline Sadler, Kelvyn Shantry, Emily Trow (Chair), Kim Wakeham, and the Town Mayor Councillor Mark Luson

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 in the **Council Chamber, Marlborough Town Hall** on **Monday, 29 June 2026** at **7.00 pm**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend and ask a question they should notify the Town Clerk of this by noon on the day of the meeting and provide their question in writing at the same time.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Amenities & Open Spaces Committee. The time allocated for this should not exceed 10 minutes and be limited to one question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
To receive any declarations of interest or requests for dispensation
- 3. Chair's Announcements**
- 4. Minutes**
To approve and sign the minutes of the meeting held 16 March 2026
- 5. Action Log**
To receive an update on the Action Log
- 6. Stonebridge Meadow**
To receive a verbal update from Councillors Shantry and O'Brien
- 7. Grounds Manager's Report**
To note and consider the Grounds Manager's Report
- 8. Tree Report**
To note the report on the Council's trees
- 9. Victorian Cemetery and Arboretum**
To receive a verbal update report on the Victorian Cemetery and Arboretum from Councillor Sadler
- 10. Cemetery Extension**
To receive an update report on the status of the cemetery extension project
- 11. Allotments**
To receive a verbal update report on the Allotments
- 12. Budget Report**
To note and consider the Committee's Budget Report for Month 2
- 13. Project Request**
Request to surface the entrance to the Common at Jackson's corner
- 14. Cemetery Report**
 - i. To note any Grants of Exclusive Rights of Burial issued
 - ii. To note any recently approved Memorials and Inscriptions

To approve and sign the minutes of the meeting held on 16 March 2026

Marlborough Town Council



Amenities and Open Spaces Committee

Minutes of a meeting of the Amenities & Open Spaces Committee held
Monday, 16 March 2026 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mark Cooper	Chair
	Councillor Emily Trow	Town Mayor (<i>ex officio</i>)
	Councillor Kelvyn Shantry	
	Councillor Susannah O'Brien	
	Councillor Caroline Wrench	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer

PUBLIC QUESTION TIME

There were no members of the public present, and no written questions had been received.

425/25 APOLOGIES

Apologies for absence were received from **Councillors Farrell, Luson, Sadler, Morgan** and the **Grounds Manager**.

426/25 DECLARATIONS

Councillor Cooper – agenda item 10 (allotments) – non-pecuniary interest.

427/25 CHAIR'S ANNOUNCEMENTS

The Chair thanked Members for their support in the past year where the Committee had made good progress, especially towards extending Marlborough Cemetery.

Interviews for a new member of the Grounds Team were taking place on 19 March.

The Grounds team had started to help with preparing the turf areas at the play area at Hawthorn Meadow.

The Chair read out an email from Marlborough Common parkrun: "I just wanted to let you know that lots and lots of people were very complimentary about how The Common looked on Saturday. The runners and walkers really appreciated the paths being trimmed and even though it was a bit gloomy, the whole Common looked great. We really appreciate the work your teams do".

The Chair read out an email from Sue Hine, the Parish Clerk for Mildenhall in response to the Committee's decision not to support a request to extend the Town Council's litter bin collection to Minal Parish (*Min. No. 350/25 at the meeting held 19 January 2026*): "Thank you for your email and I apologise for the delay in replying. Obviously we are disappointed and whilst understanding point 2 we feel that the distance between Marlborough and Mildenhall is particularly small and that the problem we are experiencing is largely from Marlborough residents which would not be the case with the other parishes. I have read the minutes and thank Nigel for his comments regarding costs and size of bins which is helpful. Councillors have already voted to increase the size of the Church Lane (Mild 21) and Werg bins (Mild 12) to 60L capacity. At this stage I am not sure whether Councillors would be happy at increasing the number of bins on the border with Marlborough. Thank you for your consideration of our issue and I may be in touch further in the future."

Having been a Town Councillor for nine years, including one year as Deputy Mayor, two years as Mayor and several years as chair of this Committee, **Councillor Cooper** would not be seeking nomination to return as Chair in municipal year 2026-27 although he hoped he would still be a member. He encouraged anyone interested in becoming Chair to consider putting their name forward.

428/25 MINUTES

RESOLVED: that the minutes of the meeting held 19 January 2026 were confirmed as a true record and signed by the Chair

429/25 ACTION LOG

Members noted the updated action log.

430/25 STONEBRIDGE MEADOW

Following a recent meeting of the Management Committee, **Councillors Shantry and O'Brien** provided a summary of topics discussed:

- Dog waste was still a problem
- An open day was being planned for August where members of the public and dog walkers would be invited to attend. This would also provide a vehicle to reiterate the reasons why dogs should be walked on leads within nature reserves
- The ground was too wet for the grounds team to begin the usual mowing routines including creating mown paths and the amenity area. It was hoped this could commence in April
- Budgets for both the Town Council and Action for the River Kennet (ARK) were forecast to be underspent at the end of the financial year

- Beavers had been observed in the Kennet at Kintbury: it was possible they may be spotted as far upstream as Marlborough at some point in the future
- Whether to include an item about antisocial behaviour at an Area Board meeting, perhaps in June
- The boardwalk on the north side of the river had reached the end of its life and had been removed. A crowdfunding campaign had been launched with around £4,000 of the £40,000 target raised so far. Other routes of funding were also being explored, including the possibility of obtaining a grant from Thames Water

431/25 **GROUND'S MANAGER'S REPORT**

Members noted the Grounds Manager's report with no matters arising.

Councillor Cooper had visited the Cemetery on Sunday (Mother's Day) and it was looking excellent. **Councillor Shantry** also commented on the amazing display of daffodils at the Victorian Cemetery & Arboretum.

The Chair noted that we were lucky to have so many open spaces in Marlborough and Manton, and he asked for the Committee's appreciation to be passed on to the Grounds Team for the work they do in looking after them all.

432/25 **TREE REPORT**

Members noted the report on the Council's trees, and that the priority works listed had now been completed.

433/25 **VICTORIAN CEMETERY & ARBORETUM**

Councillor Sadler was unable to attend the meeting but had provided a written report, which the **Town Clerk** read out. Key points were:

- A Planning Group meeting took place on 6 February where various aspects of plant and regular ground maintenance were discussed. Two cuts last year had made the grass healthier.
- It was suggested that a member of the Friends take photos for each season for social media.
- A reduction of height of some trees would take place in March.
- Paths to be improved from April when the weather is better.
- A Bat box had been acquired and Hedgehog boxes would also be ordered. Members discussed whether an Owl box was necessary, as owls may already be using trees for nesting.
- Charitable Incorporated Organisation (CIO): all discussed and agreed the aims of the CIO. **Councillor Sadler** would be the Town Council Trustee. An initial Trustee meeting took place on 10 March and a further Planning Group meeting was scheduled for 23 March to confirm the roles and responsibilities of both the CIO and the Volunteer group (e.g. clarity on funding for each), and to sign the CIO.

Councillor Shantry had recently attended a volunteer work day at the Victorian Cemetery & Arboretum. A question had been raised about the Community Champion awards and whether volunteer groups were eligible for nomination rather than individuals. The **Town Clerk** confirmed that they were, but it was too late to submit nominations for the 2026 awards which closed on 5 March.

434/25 ALLOTMENTS

Councillor Cooper and the **Town Clerk** met with allotmenters from Elcot Lane and St John’s Close on 3 March, and a meeting for Stonebridge allotments was taking place on 17 March. It had been agreed that the Elcot Lane/St John’s Close group would meet once a year. One issue that had been discussed was the lack of a water supply at St John’s close. The potential for a Rainscape project had been discussed.

435/25 BUDGET REPORT

Members noted the budget position at month 10, and the Town Clerk explained that where expenditure was over budget, the additional spend had been covered either from CIL funds, ear marked reserves or the general reserve in the case of the purchase of new vehicles for the Grounds Team. These replaced leased vehicles, so would be a one-off cost and their life was expected to be 5-7 years.

436/25 CEMETERY REPORT

Members noted the most recent grants of exclusive rights of burial that had been issued, and recently approved memorials and inscriptions.

As this was his last meeting as Chair, **Councillor Cooper** thanked Committee members, the Town Clerk and office and grounds staff for their support, and **Councillor Shantry** thanked the Chair for his service.

The meeting closed at 7.23 pm

ITEM 5 ACTION LOG

To receive an update on the Action Log

Ref	Action	Min. No	Status	Meeting date	Notes
250	Seek clarification from WC whether trees can be planted next to 4 benches at College Fields and Barton Park without MTC taking on land parcel management	205/24	In Progress	14.10.24	Cllr Sheppard to follow up

ITEM 6

STONEBRIDGE MEADOW

To receive a verbal update from Councillors Shantry and O'Brien

The Committee is asked to receive a verbal update report from Councillors Shantry and O'Brien, and consider any matters arising.

Members are asked to instruct the Town Clerk accordingly.

Town Clerk 28 5 26

ITEM 7

GROUNDS MANAGER'S REPORT

To note and consider the Grounds Manager's Report

General Workload

This spring followed a very wet winter. However almost since the start of spring we have had hardly any rain. This has been good in terms of accessing some of our wetter open spaces such as Coopers meadow and Stonebridge Meadow and allotment site, but more of a challenge for our winter bedding plants which were not so keen on the dry conditions. We are well into summer maintenance throughout the town and are making good progress. We are trying to make sure that we get all our open spaces mown at least once every two weeks.

We have had a good start to our spring/summer routine - the dry weather has helped with that. We have recruited Michal Daneck, who has been here for a month now and is fitting in well with the team.

We have put in a new barrier gate at the workshop driveway, and some knee rails across the end of Salisbury Road Recreation Ground as part of our vehicle management arrangements. A new gate has also been installed at the end of the path that leads to the cemetery. Again, this has been done to try and prevent unauthorised vehicle access onto the Common.



Bedding displays

We have removed all of the winter bedding plants as these dried out due to the weather and we have prepared the planters for the summer bedding. We have added some fresh compost and some slow-release fertiliser to feed the plants through the summer months. The planters have been filled with water in preparation for this year's new plants which we will be planting over the next couple of weeks.

Play equipment

There seems to have been an increase in the number of children around some of our play areas and they are all used very well. The repairs to the play surface in Coopers Meadow have been completed. The play areas and equipment are inspected monthly by the staff for health and safety purposes and repairs made when required.

Machinery

We have had a couple of minor breakdowns over the last month, and we have had to call out a mechanic a couple of times for the larger equipment, namely the Wessex tractor mower and to repair part of the drive shaft system (PTO shaft) on one of the tractors. The smaller equipment such as strimmers and hedge cutters we have repaired in house.

Site Specific

Salisbury Road Recreation Ground

The football season has now finished. The pitch has stood up well for the season however as usual there is a small amount of repair work to be done on the goal mouth areas of the pitch. We are hoping to give this area a good look at once we have had some rain.

St Mary's Churchyard

This area is a very popular meeting point for the teenagers. This has led to an increase in the amount of litter. Routine maintenance is ongoing in this area. There are a few weeds along Patten Alley which have been sprayed.

The Green

The posts around The Green have been cleaned up and straightened. I am looking at buying a few more posts to complete the post line along the Oxford Road side of The Green. The epicormic growth on the lime trees has started to grow again we will be keeping a close eye on this, so the growth does not block the sight lines for pedestrians and traffic on the Silverless Street junction. Routine maintenance is scheduled for this area.

War Memorials

No issues to report on these sites. Routine maintenance is scheduled.

The Cemetery

Routine maintenance is well under way in the cemetery. The grass is cut and strimmed on a fortnightly cycle weather permitting. The ornamental cherry tree in section FCR has been affected by the weather; between last summer's dry conditions followed by a wet winter and then a dry spring the tree is showing little sign of life. I have contacted our tree surgeon to ask if it is worth trying to pollard this tree to see if it will recover. I am waiting for a date so I can discuss this with the tree surgeon.

Victorian Cemetery

The control of the nettles has started again this year, and this area will be treated a couple of times throughout the summer. We are planning to give the central area a cut in the coming month.

Priory Gardens

Summer maintenance is well underway with scheduled routines for mowing and strimming. Sadly, another ornamental cherry tree in the Priory Gardens has also been severely affected by the weather (between last summer's dry conditions followed by a wet winter and then a very dry spring) and the tree is showing little sign of life. I have contacted our tree surgeon to ask if it is worth trying to pollard this tree to see if it will recover. The summer bedding plants will be planted in the next coming weeks.

Coopers Meadow

Our seasonal maintenance programme is well under way. We are going to tidy up around the community fridge to remove the weeds that are coming up through the block paving and also to reduce the vegetation around the rear rain planter and keep this in check going forward. The play area is very well used. Regular litter picks are carried out. Control of stinging nettles in this area is continuing this year.

The Common

The common is undergoing routine maintenance. I am talking to a local farmer to see if he would be interested in the hay from the longer grassed area. If the farmer would like the hay, I will need to do an environmental assessment to check for any ground nesting birds and any other creatures that could be living on the common before any work is carried out. I have noticed that the top has died on one of the lime trees near the height barrier on the clubhouse side of the common. I am waiting on a date from the tree surgeon as to when he can quote for this work.

Manton - Jubilee Field

This area is very well used. The play equipment is very popular. Routine maintenance is scheduled for this area.

Wye House Gardens & Play Area

We have commenced our seasonal maintenance programme. There has been a request from the Open Gardens group to include Wye House gardens on this year's event.

Elcot Rec

With the football season now finished we are planning some goal mouth repairs to this area. I would also like to do some more drainage and compaction work to improve the quality of the grass on the pitch surfaces once we have had some rain.

Stonebridge Meadow

Regular visits to maintain the amenity area and footpaths is carried out. The litter bins are checked on a regular basis. The semi-circle area near the board walk has been cut.

Grounds Manager 29 5 25

ITEM 8

TREE REPORT

To note and consider the report on the Council's trees

Purpose

The purpose of this report is to appraise the Committee of what tree works have been progressed or are needed within the Council's estate, and in an advisory priority order.

Status

The table below outlines the key tree work required:

Priority	Location	Tree	Status	Implementation	Cost
1	The Victorian Cemetery	1 Ash	Fell and grind out stump Booked 17 th March	Waiting for new date	Fell £1,100+VAT Grind stump £100+VAT
2	The Cemetery	1 ornamental Cherry	Waiting for tree surgeon date		
3	The Priory Gardens	1 ornamental Cherry	Waiting for tree surgeon date		
4	The Common	1 x Lime	Waiting for tree surgeon date		

Proposal

Members are asked to note the above.

Grounds Manager 28 5 26

ITEM 9

VICTORIAN CEMETERY AND ARBORETUM

To receive a verbal update report on the Victorian Cemetery and Arboretum from Councillor Sadler

ITEM 10

CEMETERY EXTENSION

To note an update report on the status of the cemetery extension project

Purpose

The purpose of this report is to update the Committee on the status of the cemetery extension project.

Status

Initial consultation was carried out between 13-16 April, asking parishioners if they supported the proposal to swap a parcel of land by the existing cemetery on Marlborough Common, with the larger land parcel at 'Hawthorn Meadow'. The former to be used to extend the cemetery, and the latter to be made common land.

The result was seventy seven to three in favour [Marlborough Town Council - Consultation Result](#)

GreenSquareAccord has principally agreed to transfer Hawthorn Meadow (in advance of transferring the play area at Rabley Wood View), and Wiltshire Council has certified this part of the Rabley Wood Development agreement.

The Council's legal services have been instructed to prepare and execute the transfer deeds and covenant documents.

Once the land is in the legal ownership of the Council, the DEFRA Section 16 application will be made (application to deregister and exchange common land, Commons Act 2006), and with this the statutory consultation will be carried out.

There is a fee for this of £4,900.

Proposal

Members are asked to note the report.

Town Clerk 26 5 26

ITEM 11

ALLOTMENTS

To receive a verbal update report on the Allotments from Councillors Cooper, Luson and the Town Clerk

To note and consider the Committee's Budget Report for Month 2 2025 26

Finance Report for Month 2

(Please refer to Appendix 1 for budget overview)

Recommendation

Town Clerk 26 5 26

Request to surface the entrance to the Common at Jackson's corner (the top of Kingsbury Street)

Purpose

The purpose of this report is to ask the Committee to consider the request by the Grounds Manager to resurface the entrance to Marlborough Common at Jackson's Corner.

Background, and Status

The entrance is used as an access point when Marlborough Common is used as a car park for events such as Council events, Jennings Fair, The Mop Fairs, Giffords Circus, sporting events, and car boot sales. Historically the entrance was tarmacked but has become heavily eroded over the years. The immediate section of the track leading in and out of the Common has become very pitted, to such an extent that vehicles using it can become damaged. This is a particular issue for both members of the public and the long wheel based HGV and trailers used by the aforementioned event providers.

Considerations

Current bookings that would benefit from this access point are:

June

28th Car boot sale

July

26th Car boot sale

August

1st MRFC Tournament

9th Car boot sale

10th – 24th Giffords Circus

September

6th Car boot sale

October

10th and 17th Mop Fairs

If agreed this work would need to be done ASAP. The 'AOS Projects' has £4,261 remaining.

NB the entrance half way up Frees Avenue opposite the MRFC clubhouse also needs attention, and this could be carried out next year.

Proposal

It is proposed to re-level and tarmac the entrance section (13m x 4.5m), at a cost of £3,736. Members are asked to consider the proposal and instruct the Town Clerk accordingly.

It is recommended that the Committee supports this proposal.

Town Clerk 2 6 26

ITEM 14

CEMETERY REPORT

To note any Grants of Exclusive Rights of Burial issued and recently approved Memorials and Inscriptions between 4 March and 29 May 2026.

Exclusive Right of Burial/Notice of Interment/Purchase

Name of deceased	Grave	Cemetery Section	Type of Burial	Funeral Director
William Charles Amor	84	H	Reopen Burial	Mead Family Funerals
Shirley Elizabeth Innes Chisholm-Batten	180	G	New Single	Dianne Mackinder
Peter Blythe	52	J	New Ashes	N/A
Jean Priscilla May	53	G	Ashes on a Double Depth Burial	Dianne Mackinder
Cynthia Joan Duke	33	H	Reopen Burial	Dianne Mackinder
Amelia Constance Barton	96	G	Ashes on a Double Depth Burial	N/A
Martin Charles William Evans	59	J	New double ashes	Dianne Mackinder
Annie Evans	59	J	New double ashes	Dianne Mackinder
Muriel Jane Mercer	100	H	New Double burial	Claridge

Memorial Applications – Inscriptions and Additional Inscriptions

Name of deceased	Stone	Grave	Section	Inscription to read -
Peter Blythe	Additional Inscription	52	J	PETER BLYTHE 10.09.1939 – 23.12.2025
Muriel Ruth Willis	Additional Inscription	124	G	REUNITED WITH BELOVED WIFE MURIEL RUTH WILLIS 1924 – 2025 Loved & remembered always

Name of deceased		Stone	Grave	Section	Inscription to read -
Christine Denise Taylor		Indian Dark Grey Granite	97	H	In Loving Memory of Christine Denise Taylor 1947 – 2025 A dear Wife to Richard Mother to Mark and Paul Friend to many <i>God has you in his keeping We have you in our hearts</i>
Linda Robinson		Additional inscription	136	F	LINDA ROBINSON 1935-2024 Much loved by Daughter, Son and all the Family
Adam Francis Harvey		126	G	Light Grey Granite	ADAM FRANCIS HARVEY 1937-2025 DEARLY LOVED AND MISSED BY HIS WIFE, DAUGHTER AND FAMILY HE ENJOYED LIFE AND BROUGHT JOY TO THOSE AROUND HIM. HIS SMILE REMAINS WITH US
Sandra Alice Vyze & John Robin Vyze		38	J	Black Granite	Treasured Memories Of Sandra Alice Vyze 09.11.1946 – 26.01.2022 Dear Wife, Mum, Nan and Great Grandmother John Robin Vyze 10.09.1942 – 21.03.2024 Dear Husband, Dad, Grampy and Great Grandfather Now Together Forever
Lucas Alexander Bozos		124A	FF	Lunar Grey	Lucas Alexander Bozos Born sleeping on 19.10.2025 <i>Our Angel Forever in our hearts</i>

AMENITIES AND OPEN SPACES									
		Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	NOTES		
	INCOME								KEY
1101	INCOME-CEMETERY	2,153	17,468		12.3%				Over
1100	INCOME-ALLOTMENTS	62	825		7.5%				On budget
1102	INCOME-GOLF CLUB								
1103	INCOME OPEN SPACES	1,099	10,980		10.0%				
1106	INCOME - SHOWMENS GUILD	0	2,300		0.0%				
1111	INCOME - RUGBY CLUB								
	EXPENDITURE								
	CEMETERY								
4036	OLD CEMETERY	0	515	515	0.0%				
4006	ST JOHNS TRUST	0	325	325	0.0%				
	WORKSHOP								
4027	INTRUDER ALARM	51	2,250	2,199	2.3%				
4042	PERSONAL PROTECTIVE EQUIPMENT	0	1,035	1,035	0.0%				
4043	PICK-UP LEASE	461	5,000	4,539	9.2%				
4044	VEHICLE TAX/INS.	0	438	438	0.0%				
4045	VEHICLE PETROL/DERV	2,369	9,640	7,271	24.6%				Price increases
4047	WORKSHOP TOOLS ETC	584	3,105	2,521	18.8%				
4048	VEHICLE MAINTENANCE	3,960	12,854	8,894	30.8%				Wessex mower, tractor PTO
4050	WORKSHOP MISC	176	6,417	6,241	2.7%				
4082	TIPPER TRUCK	0	5,000	5,000	0.0%				
4315	REFUSE COLLECTION	1,108	4,284	3,176	25.9%				Price increases,increase in bins
4320	MOWER	512	4,200	3,688	12.2%				
4332	WESSEX MOWER LEASE	1,102	7,000	5,898	15.7%				
4339	ISEKI TRACTOR LEASE 2023	1,746	10,000	8,254	17.5%				
	OPEN SPACES								
4038	MAINTENANCE	1,027	10,500	9,473	9.8%				
4220	OPEN SPACES PLANTS	465	5,485	5,020	8.5%				
4223	PLAY EQUIP/MAINT/REPLACEMENT	227	3,622	3,395	6.3%				
4314	AOS PROJECTS	4,261	10,350	6,089	41.2%				Vehicle access works
4318	TREE SURVEY & WORKS	695	18,112	17,417	3.8%				
4324	RTV/Husqvana	656	3,500	2,844	18.7%				
4327	ISEKI TRACTOR TG6490	826	7,000	6,174	11.8%				
4330	MULTI PURPOSE MOWER	312	3,100	2,788	10.1%				
4331	FRONT LOADER/BACK HOE LEASE	524	3,200	2,676	16.4%				
4335	TREE PLANTING	0	1,000	1,000	0.0%				
4337	SKATE PARK LIGHTING	0	500	500	0.0%				
4402	ISEKI RIDE-ON MOWER	819	3,000	2,181	27.3%				
4403	KAWASAKI MULE 24	894	5,360	4,466	16.7%				
4404	TRAFFIC MANAGEMENT	0	1,500	1,500	0.0%				
	Income	5,684	61,451	55,767	9.3%				
	Expenditure	22,776	148,292	0	15.4%				