

Marlborough Town Council



10 January 2023

To: Councillors serving on the Amenities and Open Spaces Committee – Councillors Noel Barrett-Morton, Mark Cooper, Donald Heath (Vice Chairman), Nicholas Fogg, Mark Luson, James Sheppard, Caroline Thomas, 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 **16 January 2023** at **7pm**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

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

If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this by noon on the Friday prior to the meeting and provide their question in writing at the same time. Some members of the public may not be allowed to attend if all the allocated seats are taken.

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

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Amenities & Open Spaces Committee. The time allocated for this should not exceed 10 minutes and be limited to 1 question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
To receive any declarations of interest or requests for dispensation
- 3. Chair's Announcements**
- 4. Minutes**
To approve and sign the minutes of the meeting held 10 October 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. Budget Report**
To note and consider the Committee budget report for Qtr.3 2022 23
- 8. Amenities and Open Spaces Charges**
To review and consider the charges for use of Council amenities and open spaces for 2023 24
- 9. Play Equipment Maintenance Costs**
To review and plan for the maintenance costs for the Council's play equipment
- 10. Training Area on the Common**
To receive an update on the Training Area on the Common
- 11. Queen's Green Canopy**
To receive an update report on the Queen's Green Canopy
- 12. New Cemetery**
To receive an update report and consider the next steps for the development of the new cemetery
- 13. Marlborough Common Governance**
To receive a verbal update report from the Common Working Party
- 14. Cemetery Report**
To note any Grants of Exclusive Rights of Burial issued
To note any memorials and inscriptions approved

15. Allotments

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

16. Exclusion of Press and Public

To agree that, under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted, and on the grounds of commercial sensitivity.

17. Bio Diversity Plan

To consider and agree a commissioned service for a Bio-diversity Plan

Marlborough Town Council



Amenities and Open Spaces Committee

Minutes of a meeting of the Amenities & Open Spaces Committee held Monday,
10 October 2022 in the Court Room, Marlborough Town Hall at 7pm

PRESENT Councillor Jo Waltham Chair
Councillor Nicholas Fogg
Councillor Noel Barrett-Morton
Councillor Mark Cooper
Councillor Donald Heath
Councillor Caroline Thomas

ALSO

PRESENT Richard Spencer-Williams Town Clerk
Dawn Whitehall Corporate Services Officer

PUBLIC QUESTION TIME

There were no questions.

187/22 APOLOGIES

Apologies for absence were received from the **Town Mayor**.

188/22 DECLARATIONS

There were no declarations.

189/22 CHAIR'S ANNOUNCEMENTS

There were no announcements.

190/22 MINUTES

RESOLVED: that the minutes of the meeting held 11 July 2022 were approved as a true record and signed by the Chair

191/22 ACTION LOG

Members noted the updated action log.

#74: Queen's Green Canopy: trees had been ordered and would be planted soon.

192/22 GROUNDS MANAGER'S REPORT

Members noted the Grounds Manager's report.

193/22 PROJECTS OVERVIEW AND PRIORITIES

Members considered which projects should be priorities in readiness for the precept and budgeting process. Some circumstances had changed since the prioritised projects were agreed in July:

- a joint project with the Wiltshire Wildlife Trust (WWT) was now unlikely to proceed in the short term as WWT had put activities on hold
- there was a need to replace vehicles for the Grounds team
- an assumption that upgrading the play area at Wye House Gardens could be funded from Community Infrastructure Levy (CIL) funds

For 2023/24 budgeting preparation, an amended list of projects was agreed in priority order:

1. Grounds works vehicle replacements (purchase or lease tbc) 2023-25
2. Cemetery extension (2022-27) – to complete feasibility assessment in 2022-23 and review (will require annual funding allocations to build reserves)
3. Biodiversity management plan (2023-24)
4. Salisbury Road Recreation Ground (2023-24) subject to s106 funds confirmation and/or CIL funds
5. Play area at The Common (2023-24)
6. Training area on The Common (ongoing as needed)
7. Rabley View/land at Tin Pit FiPL application and feasibility (2022-23)

RESOLVED: that the priority list of projects is adopted

194/22 WYE HOUSE GARDENS PLAY AREA

Members noted a report and considered proposals by the Play Areas Working Party (PAWP) setting out an approach to upgrading the play area at Wye House Gardens.

One play equipment provider had provided an indicative proposal and costings, and this was displayed at the meeting in hard copy format. Others were awaited.

Members discussed the proposal:

- The area would be designed with seating, play and sensory planting and materials in mind: possible examples included a willow tunnel or play hut rather than traditional play equipment
- The area would be aimed at children under 5, although it would also be a calm space for anyone to use
- Costs were anticipated at around £25,000 (half the cost of Coopers Meadow play area)
- The proposed approach would be to issue an invitation to tender
- Whether the upgrade was good value
- Whether the area would get much use; the current equipment was in a poor state leading to it being used infrequently
- The location was close to the High Street and to family homes so would be accessible for families with small children

- Whether new signage would be required
- Whether to hold a launch event to publicise the new area
- Whether to contact interested parties (nurseries, pre-school, junior school parents) to gain feedback
- Whether the scheme was complex enough to warrant the additional expense of employing a project manager
- It was likely that Town Council staff had the capacity to manage the project

RESOLVED: that the proposed invitation to tender is agreed, and to request the Finance and Policy Committee to release funds from the CIL Ear Marked Reserve for circa. £30,000

195/22 NEW CEMETERY

Members noted the Town Clerk's project update report and considered his recommendations:

- The project was in the early stages, and information, estimated costs and assumptions would likely change as details become clearer over time
- Based on current demand, the potential 0.7-acre plot was estimated to provide cemetery space for the next 20-30 years
- Whether to discourage burials and promote ashes interments, which would take less space and be a more sustainable use of land
- Whether to review the current regulations relating to rights and charges for burials depending on whether the deceased resides within the parish
- Whether, when cemetery fees are next reviewed (usually January), to recommend an increase in line with inflation (for example, by 10%); whether out-of-parish burial rights should continue to be offered, and whether the cost of purchasing a plot (currently x3 the in-parish fee) should be increased
- Whether to communicate that owners of pre-purchased plots can sell the exclusive rights of burial if they believe they will never be used
- General agreement to move forward with the proposed location, noting that no other landowners had been forthcoming when the Marlborough Area Neighbourhood Plan Steering Group had issued a call for sites
- Cost: the Town Council had already set aside an Ear Marked Reserve of £32,000, although at least another £200,000 would be needed. Funding options discussed included adding to the reserve year-on-year, increasing the precept and financing options such as a Public Works Loan: the latter was the preferred option
- A decision on when to consult about a land swap to compensate for the loss of Common land would be required

ACTION POINT: Town Clerk to investigate Public Works Loan

196/22 CLIMATE, ENVIRONMENT AND BIODIVERSITY MANAGEMENT

Members noted the Town Clerk's update report and considered recommendations.

Members discussed whether to create a part-time job for an Officer to take responsibility for climate, environment and biodiversity (estimated at approx. £15,000 pa) or instead whether to commission a biodiversity audit (estimated at £4,000). At the Full Town Council meeting held 3 October, the Town Council had agreed¹ to keep budgets as low as possible. Therefore Members agreed not to proceed with creating a new role at this time.

RESOLVED: to include the commissioning of a service to conduct a biodiversity audit and create a biodiversity plan in the Committee's 2023/24 budget proposal to the Finance & Policy Committee

197/22 MARLBOROUGH COMMON ACCESS MANAGEMENT

Members noted works that had been undertaken at Marlborough Common, at a cost to the Town Council of £1,000, to ensure the prevention of unwanted vehicle access to the Common in future.

198/22 MARLBOROUGH COMMON GOVERNANCE

Members noted the Town Clerk's report and considered whether to reinstate a working party to oversee the management of Marlborough Common with the needs of various interest groups and Commoners in mind.

RESOLVED: to create a Common Working Party (CWP) to review the current arrangements about how the Common is managed, and to report back to the Committee with its recommendations and findings

Councillors Fogg, Barrett-Morton and Waltham agreed to join the CWP along with Town Council Officers.

199/22 WYE HOUSE GARDENS ACCESS

Members considered signage and public access to Wye House Gardens:

- Whether signs related to private areas belonging to Wye House could give the wrong impression that the public were not allowed in the gardens
- Whether to hold a celebratory event in the gardens linked to the opening of the upgraded play area
- Whether to hold events for the elderly in the gardens
- Whether to publicise that the gardens are open to all, and invite the public to pick the apples from the Community Orchard trees
- Whether a new, more prominent sign, at a cost of approximately £100, should be purchased for the gate

RESOLVED: to purchase a new sign for the entrance to Wye House Gardens
Councillor Barrett-Morton left the meeting

¹ Min. No. 181/22 RESOLVED: that, with the cost-of-living pressures in mind, the Town Council intends to increase the precept by the absolute minimum necessary for the Council to achieve a balanced budget and fulfil its responsibilities to residents in 2023-24, and for the Council and its Committees to plan their priorities for 2023/24 with this in mind

200/22 BUDGET 2023/24

Members noted the A&OS budget report for quarter 3 and considered the requirements for 2023/24. The Town Clerk provided an updated budget sheet as there had been an error in the document distributed with the agenda. Each line was reviewed, and several changes were agreed and noted by the Town Clerk. Key discussion points included:

- Agreement in principle to the suggestion by the Chair of the Finance & Policy Committee to move duplicate line items from Committee budgets to centralised budgets, where the Committee had no control over the spend e.g. business rates, legal fees etc
- To consolidate certain duplicated line items (e.g. individual vehicle maintenance budget lines into a single budget line)
- Whether to clarify the current EMRs with clear descriptions
- When annual charges are reviewed (usually January) whether to agree set amounts or inflation-linked % increases for 2023/24 fees (e.g. hiring open spaces)
- To reduce the budget for bedding plants by 50%
- To use the CCTV EMR for CCTV in Coopers Meadow (where the play area had incurred significant costs to replace equipment damaged by vandalism)
- To create a new budget line for play area upgrades/CIL/s106 projects
- To create a new budget line for a biodiversity audit (agreed above in 196/22)

ACTION POINT: the Chair asked the Town Clerk to provide a report to a future meeting to list all the play areas, date when the equipment was last replaced, expected lifespan and estimated costs of upgrade/replacement

RESOLVED: (i) that the restructuring of some budget lines was agreed

RESOLVED: (ii) that, with changes agreed at the meeting, the 2023/24 budget requirements for Amenities & Open Spaces be proposed to the Finance & Policy Committee

201/22 CEMETERY REPORT

Members noted approved Grants of Exclusive Rights of Burial that had been issued and Memorial Inscriptions that had been approved.

202/22 ALLOTMENTS

There was no verbal update as Councillor Luson was not present at the meeting.

The meeting closed at 9.21 pm

Signed:

Date:

ITEM 5**ACTION LOG****To receive an update on the Action Log**

Ref	Description	Minute No	Source	Assigned to	Status	Meeting or start date	Notes
73	Cemetery Extension	506/21	A&OS Committee	Town Clerk	In Progress	25 April 2022	Include Cemetery Extension report in 11 7 22 A&OS agenda. On agenda as standing item. Full progress report will be provided on 3 4 23.
74	Queens Green Canopy	508/21	A&OS Committee	Town Clerk, Councillor Heath, Councillor Waltham	Complete	25 April 2022	Forward WC green spaces map to Cllrs Heath and Waltham to investigate opportunities for tree planting. Sent 27.4.22 10.10.22: trees had been ordered and would be planted soon. Update report on agenda for 16 1 23.
	Queens Green Canopy	508/21	A&OS Committee	Councillor Sheppard	Complete	25 April 2022	Update report on agenda for 16 1 23.
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	Cllr JW, Town Clerk, Grounds Manager had site meeting on the 19 10 22. Agreed sign locations; either side approach to the gardens. Signs ordered/ received, to be installed by end of January 2023.
109	Investigate public works loan re cemetery extension	195/22	A&OS Committee	Town Clerk	Complete	10 October 2022	Update report 16 1 23.
110	Create list of play areas, date last upgraded, expected lifespan and estimate cost of replacement	200/22	A&OS Committee	Town Clerk	Complete	10 October 2022	On agenda 16 1 23.

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

General

We are well into winter maintenance throughout the town and are making good progress despite the cold weather just before Christmas. All our events went well and to plan.

Workload

It is at this time of year where we get the opportunity to carry out repairs to machinery and do what we call seasonal works such as fence and gate maintenance and installations as well as maintaining the benches and cleaning the litter bins as well as hedge cutting and bus shelter maintenance.

Bedding displays

We have planted out our winter bedding plants. They have been replanted with a mixture of Cheiranthus/Pansies Bellis/ Primrose/Polyanthus. Although these plants do not trail, they will give a splash of colour to our open spaces. The order for next summer's bedding plants has been placed.

Machinery

We have had a good year with the machinery with no major issues as in previous years. Our hand-held equipment will be serviced in house by the grounds team. The smaller ride on mower and pedestrian mowers will also be serviced in house over the next couple of months.

Play Equipment

The play areas are being well used around the town. The safety surface in Coopers' Meadow has been repaired where it had worn away beneath the basket swing again. We are continuing to over mark the 5 football pitches and repair and worn area.

Site Specific

Salisbury Road Recreation Ground

This area is well used. We have had a few issues with graffiti on litter bins and play equipment and the skate park which we will clean off as part of our winter maintenance. The skate park is well used. We continue to litter pick and empty the bin three times a week in this area. The Beech Hedge at the rear of Combe End house needs some work doing I will contact the home to ask what their plans are for the hedge as it is getting taller and is in need of cutting.

St Mary's Churchyard

St Marys churchyard continues to be a popular meeting place for the young people of Marlborough. We check this area daily for any litter and check the litter bins. We will order some turf in the early spring to repair the worn area around the bench in the churchyard. The Church has requested to not cut the bank at the rear of the church as often.

The Green

The Christmas tree will be removed on Friday the 6th January. The benches will be removed and cleaned over the next month before being re-oiled and returned. The laurel hedge around the substation is due to be trimmed again in the next few months.

War Memorials

I have enquired into new roses for the Wiltshire memorial and advise that we should consider re locating the roses, so they are in the middle of the grass area away from the edge where they get stressed due to the summer heat and limited amount of water. I would recommend that the strips where the roses currently sit, are replanted with seasonal bulbs to give some colour throughout the year.

The Cemetery

We have had a few burials and ashes internments over the last few months, leaf clearance and hedge cutting are due to be carried out this month.

Victorian Cemetery

We will continue with the hedge cutting. We remove some more of the dead wood from the Yew hedge at the rear of the cemetery to encourage the new shoots to develop and to clear the few remaining brambles where they are growing through the hedge line.

The Priory

The Priory continues to be well used. The wall repair has been carried out. The mortar between the brick joints has been frosted. The company have been contacted to make them aware of the mortar issue and they have agreed to repair the mortar issue after March to reduce the risk of further frost damage. Regular maintenance visits to the garden continue to keep the weeds under control, carry out daily litter picks and bins to be checked. A willow tree will be planted in the gardens to replace the one that died a few years ago this is part of 'The Queen's Green Canopy.'

Coopers Meadow

The play equipment continues to be highly popular in the meadow. We have had a couple of reports of damage to the larger play frame this has now been repaired by the company who installed the equipment. The stock fencing around the meadow is in good order. There is some brush wood to clear from this area once the ground conditions allow.

The Common

The Common has been well used all year. We have installed a railed crossing point for the people to cross the road. Marlborough parkrun are using the Common to hold the weekly 5 kilometre run every Saturday. MRFC continue with regular fixtures and MYFC continue to use the Common for training and playing games. We have several trees to plant along the side of the Common as part of 'The Queen's green canopy.'

Manton - Jubilee Field

The play equipment is being very well used. The hedges will be cut over the next couple of months.

We have re edged the path making it wider.

Wye House Gardens

The garden at Wye House continue to improve each year. Again, this year we will continue to lift dividing more of the herbaceous plants to fill in any gaps. Regular checks for litter and general condition of plants will continue throughout the winter months. The bridge over the pond will undergo some maintenance work through the winter months.

Wye House Play Area

There are a small repairs required on the perimeter fencing. There is a build-up of moss that is growing on the safety surface that will require some cleaning.

Elcot Rec

This area is used by dog walkers and for sporting events. Weekly site visits are carried out to check for litter and for any problems. The fence line along the side of the allotments site has been restrained. We have planted six trees as part of 'The Queen's Green Canopy.'

Orchard Road Play Area

The play area is doing well in general. There are a few bar ends that need to be replaced, and one of the gate closing springs has broken so no longer closes the gate. The litter bin needs replacing with a larger bin. We are awaiting prices for replacement litter bin, closure spring, and bar ends; and subject to budget allowance, will order the relevant parts and carry out remedial action when they are received.

Stonebridge Meadow

The meadow is another of our open spaces that gets very well used. There has been an increase in graffiti along the Stonebridge Lane wall which we are monitoring. Regular checks for litter and twice weekly litter bin checks. The hedge around the meadow has been cut to reduce the height. 15 trees have been planted in this area as part of The Queen's green canopy event for her seventy years of reign.

Recommendations

Members are asked to note this report and consider the Grounds Manager's recommendations regarding the Wiltshire War Memorial roses and planting; and are asked to instruct the Town Clerk accordingly.

Grounds Manager 6.1.23

To note and consider the Committee budget report for Qtr.3 2022 23

Marlborough Town Council

A & OS Budget 31.12.2022

		Actual Last Year	Actual Year to Date	Current Annual	Funds Available	% Spent
	INCOME					
1101	INCOME-CEMETERY	15989	11287	13125		86.0%
1100	INCOME-ALLOTMENTS	1704	35	1150		3.0%
1102	INCOME-GOLF CLUB	22500	18750	22500		83.3%
1103	INCOME OPEN SPACES	7875	5933	2500		237.3%
1106	INCOME - SHOWMENS GUILD	2300	2300	2300		100.0%
1111	INCOME - RUGBY CLUB	500	578	500		115.6%
	EXPENDITURE					
200	OS STAFF COSTS					
4004	WAGES/NI/SUPERANN	149923	127556	181848	54292	70.1%
202	CEMETERY					
4011	BUSINESS RATES	434	505	440	(65)	114.9%
4036	OLD CEMETERY	350	294	1000	706	29.4%
4038	MAINTENANCE	5237	4605	5000	395	92.1%
203	ALLOTMENTS					
4006	ST JOHNS TRUST	250	250	250	0	100.0%
4012	WATER/SEWERAGE CHGS	371	0	500	500	0.0%
4038	MAINTENANCE	0	158	200	42	78.9%
204	WORKSHOP					
4009	TRAVEL	0	0	200	200	0.0%
4011	BUSINESS RATES	2645	2645	2850	205	92.8%
4012	WATER/SEWERAGE CHGS	1201	0	500	500	0.0%
4014	ELECTRICITY	3178	1174	3125	1951	37.6%
4027	INTRUDER ALARM	1049	1514	2000	486	75.7%
4038	MAINTENANCE	1468	220	1500	1280	14.7%
4039	PERSONNEL CLOTHING	590	468	800	332	58.5%
4042	PERSONAL PROTECTIVE EQUIPMENT	397	904	500	(404)	180.9%
4043	PICK-UP LEASE	545	545	600	55	90.8%
4044	VEHICLE TAX/INS.	275	290	500	210	58.0%
4045	VEHICLE PETROL/DERV	5961	6023	6500	478	92.7%
4047	WORKSHOP TOOLS ETC	2916	1193	2000	807	59.6%
4048	MOWER MAINTENANCE	1770	1940	4000	2060	48.5%
4049	TRACTOR MAINTENANCE	990	710	5000	4290	14.2%
4050	WORKSHOP MISC	326	119	200	81	59.7%
4301	FIRE EXTINGUISHERS	170	0	300	300	0.0%
4315	REFUSE COLLECTION	2700	2264	3000	736	75.5%
4320	MOWER	4095	3072	4200	1128	73.1%
4321	PICK UP MAINTENANCE	638	711	3000	2289	23.7%
4323	MISTUBISHI LEASE	2259	1764	2259	495	78.1%
210	OPEN SPACES					
4024	SUBSCRIPTIONS	195	95	200	105	47.5%
4038	MAINTENANCE	6792	5436	5000	(436)	108.7%
4054	LEGAL & PROFESSIONAL	5956	0	7000	7000	0.0%
4072	EQUIPMENT	351	990	1500	510	66.0%
4220	OPEN SPACES PLANTS	4103	4896	5500	604	89.0%
4223	PLAY EQUIP/MAINT/REPLACEMENT	1074	590	2500	1910	23.6%
4314	AOS PROJECTS	9331	5671	10000	4329	56.7%
4318	TREE SURVEY & WORKS	395	16931	15000	(1,931)	112.9%
4324	RTV VEHICLE	3197	526	3500	2974	15.0%
4325	STONEBRIDGE MEADOWS	1089	318	1500	1182	21.2%
4326	BRITAIN IN BLOOM	282	0	300	300	0.0%
4327	NEW TRACTOR LEASE	6880	3044	7000	3956	43.5%
4330	MULTI PURPOSE MOWER	3097	2323	3100	777	74.9%
4331	FRONT LOADER/BACK HOE	3144	2440	3200	760	76.3%
4335	FREES AVENUE TREES	0	657	1000	343	65.7%
4337	SKATE PARK LIGHTING	0	0	500	500	0.0%
	Income	50868	38883	42075		92.4%
	Expenditure	235622	202844	299072	96228	67.8%

Purpose

To review and consider the charges for use of Council amenities and open spaces for 2023-24.

Background

The Full Council agreed this year's budget with a recommendation to increase all Council charges (cemetery, open spaces and building hire) by 10%. This was an attempt to increase overall income and help keep the precept rise as low as possible. Last year the rise was 3%.

Current Status and Proposed rates

Outlined below are the current charges for both the Cemetery and the Council's open spaces for 1 April 2022 – 31 March 2023 and proposed rates for 2023/24.

TOWN CEMETERY	2022/2023	2023/24 10% increase
Exclusive Right of Burial – (purchase of plot – 99 years)	£250.00	£275.00
Exclusive Right of Interment of Cremated Remains	£148.00	£162.80
Headstone or other acceptable Memorial	£110.00	£121.00
Small Vase and Base Stone	£51.00	£56.10
Additional Inscription	£44.00	£48.40
Transfer of Exclusive Right of Burial	£44.00	£48.40

- In the case of the burial of a child aged 16 years or under in the Children's Section, all fees are waived by Marlborough Town Council.
- All fees are trebled for purchase of a grave for persons residing outside the Civic Parish at the time of death. Ex-residents who have moved to nursing/residential homes outside the Parish for not more than seven years will pay normal fees (over seven years will incur double fees).
- The above standard rates apply only to those who have previously lived in the Civic Parish of Marlborough for at least 15 years prior to death.

BURIAL/CREMATION FEES	2022/2023	2023/24 10% increase
9' X 4' Single/Re-open	£433.00	£476.30
9' x 6' Double	£651.00	£716.10
2' x 2' Cremated Remains	£144.00	£158.40

ALLOTMENTS	2022/2023	2023/24 10% increase
Elcot Lane – Plot	£28.00	£30.80
Elcot Lane – Starter	£11.50	£12.65
Elcot Lane – Split Plot	£14.00	£15.40
St. John’s Close – Plot	£25.50	£28.05
St. John’s Close – Split Plot	£12.75	£14.02
Stonebridge Meadow	£25.50	£28.05

THE COMMON & RECREATION GROUND	2022/2023	2023/24 10% increase
Charity Hire of The Common per day	£14.00	£15.40
Commercial Hire of The Common per day (£500 bond required against possible reinstatement)	£134.00	£147.40
Recreation Ground, Salisbury Road	£13.00	£14.30

FOOTBALL PITCHES	2022/2023	2023/24 10% increase
Single Game	£51.00	£56.10
Per game paid half yearly in advance	£39.50	£43.45
Single Game (under 16’s)	£13.00	£14.30
Per game paid half yearly in advance (under 16’s)	£13.00	£14.30

Proposal

It is proposed to increase the rates by 10% in keeping with the 2023 24 budget agreed by Full Council.

Recommendation

It is recommended that the Committee agrees a 10% increase for the Cemetery and Open space rate for 2023 24. The Committee are asked to instruct the Town Clerk accordingly.

Town Clerk 5 1 23

ITEM 9

PLAY EQUIPMENT MAINTENANCE COSTS

Purpose

The purpose of this report is to appraise the Committee of the current status of the play areas and their respective equipment so that an asset management and investment plan can be formulated, and replacement equipment planned and budgeted for on an annual and ongoing basis.

Current Status

Below is a table with outline detail of each play area the Council maintains. Specific considerations for each are also stated.

WYE HOUSE GARDENS PLAY AREA (Kelham Gardens)	
Equipment	Slide, Sprung seesaw, Sprung bird, Sprung plane
What3Words	Waving.Breached.Larger
Date Installed/Upgraded	installed by Kompan in 2003
Installation Cost	Price when installed not available
Warranty	This equipment has no warranty
Replacement date	This play area is in need of repair or replacement
RECOMMENDED STATUS	PRIORITY 1
Considerations	£30k EMR allocated. Tender under review/ live.
THE COMMON	
Equipment	Double swing set
What3Words	indicate.scramble.neatly
Date Installed/Upgraded	installed in 2010/11 by Wicksteed leisure
Installation Cost	Price when installed not available
Warranty	This equipment has no warranty
Replacement advice	This equipment is still solid and is holding up well but is somewhat dated and could be improved. There is some safety surface damage which does need professional repairing.
RECOMMENDED STATUS	PRIORITY 2
Considerations	Indicative cost £2500; consider precept 2023 24
RUGBY CLUB TRIM TRAIL	
Equipment	Scramble tube, Zigzag posts, Sloping log walk, Walking in and out posts
What3Words	Playroom.centuries.choice
Date Installed/Upgraded	installed by Playdale in 2016
Installation Cost	£9,992
Warranty	This equipment has no warranty
Replacement advice	This equipment is holding up well
RECOMMENDED STATUS	PRIORITY 3
Considerations	Current equipment ok. May want to install new trail around Common in future for young people/adults?
SALISBURY ROAD RECREATION GROUND	
Equipment	Small multi play unit, Spinning dish, Spinning pole 1, Double ramp slide, Triple swing set, Basket swing 1, Sprung surf board, Play board 1, Spinning pole 2, Large multi play unit, Hip swing, Power walker, Cable glide unit, Teen shelter, Climbing rock, Basket swing 2, Sunken trampoline, Sunken roundabout, Curved mirrors, Play board 2, Speaker tubes
What3Words	Frown. Sleeping .dialect
Date Installed/Upgraded	Wicksteed leisure in 2010

Installation Cost	£32,339
Warranty	There is no warranty on this equipment
Replacement advice	This equipment is still solid and is holding up well There are a couple of safety surface issues which we have repaired ourselves but are in need of a professional repair
RECOMMENDED STATUS	PRIORITY 4
Considerations	£58k of CIL funds expected from old Police station development (yet to be received). May have to choose between upgrading existing equipment and MUGA aspiration?
ORCHARD ROAD PLAY AREA	
Equipment	Double swing unit, Multi play unit, Sprung seesaw, Sprung seat
What3Words	Scorch.masterful.strapped
Date Installed/Upgraded	installed by Playdale in 2016
Installation Cost	£2,793
Warranty	There is no warranty on this equipment
Replacement advice	This equipment is holding up well but have required a couple of repairs over the last year
RECOMMENDED STATUS	PRIORITY 5
Considerations	Consider annual precept allocation
COOPER'S MEADOW PLAY AREA	
Equipment	Large multi play unit, Small multi play unit, Basket swing, Double swing set, Net challenge
What3Words	District.thickened.email
Date Installed/Upgraded	upgraded in 2018 By Creative play
Installation Cost	£58,022
Warranty	There is a warranty for five years on the safety surface which ends 2023. There is no warranty on the equipment.
Replacement advice	This equipment is holding up well but have required a couple of repairs over the last year
RECOMMENDED STATUS	PRIORITY 6
Considerations	Condition good.
JUBILEE FIELD, MANTON	
Equipment	Double swing set, Slide, Tunnel, Small muti play unit, Assault course, Basket swing, Large multi play unit, Basketball hoop, Pull up bar, Parallel dips, Leg raiser, Step up beam
What3Words	Grapevine.wonderfully.Human
Date Installed/Upgraded	upgraded in 2020 By Dragon Play
Installation Cost	£79,706
Warranty	There is a 5-year warranty on the safety surface which ends 2025. There is no warranty on the equipment
Replacement advice	This equipment is holding up well but have required a couple of repairs over the last year
RECOMMENDED STATUS	PRIORITY 7
Considerations	Condition good.

Recommendations

Members are asked to consider an asset and financial plan for the play equipment and agree what level of precept may be appropriate for future budgeting purposes that will ensure the good upkeep of the play areas.

Members are asked to instruct the Town Clerk accordingly.

Town Clerk 4 1 23

ITEM 10

TRAINING AREA ON THE COMMON

Purpose

To update the Committee on the current status of the request by Marlborough Rugby Club and Marlborough Youth Football Club for a training area on the Common.

Current Status

On 1 December DEFRA notified the Council that, after careful consideration and consultation with a number of statutory consultees, they have granted consent for the 'training area' works on the Common under Section 38 of the Commons Act 2006.

MRFC (MYFC) planning application to Wiltshire Council was due a decision in May. However Wiltshire Council required more information regarding the bio-diversity mitigation work planned as part of the 'training area' project. MRFC/MYFC resubmitted an updated application with updated and improved bio-diversity plans. Subsequently Wiltshire Council have re-advertised the planning application for consultation. The planning application can be found here [Planning Application: PL/2022/01618 \(wiltshire.gov.uk\)](#). The decision deadline is 25 February 2023.

If planning consent is approved by Wiltshire Council MRFC now plan to implement this project in the summer/autumn 2023.

The Memorandum of Understanding is in the main completed but is yet to have some final detail in respect of the term, to be agreed by all parties. The Town Clerk is set to meet MRFC and MYFC on 11 January to hopefully advance or complete this exercise; and a verbal update can be given at the Committee meeting.

Town Clerk 5 1 23

Purpose

The purpose of this report is to update the Committee on the Council's 'Queen's Green Canopy' tree planting as part of the late Queen Elizabeth's Platinum Jubilee arrangements.

Background

The Council aimed to plant 70 trees on its estate in 2022/23 as part of HM Queen Elizabeth II Platinum Jubilee arrangements. The trees were to be planted in October/November 2022 or January to March 2023.

Current Status

To date trees have been planted at:

Elcot Lane playing fields - x6 (Aucers, Beech, and Hornbeam)
Stonebridge – ARK – x15 (Black Poplars White Willows, Alder)
Priory Garden – x1 (Oak Tree)

To be planted by the end of January 2023 (weather permitting)

Priory Garden – x1 (Willow Tree)
Marlborough Common - X6 Trees – Birch and Oak to be planted on the Common
Tin Pit – Copse of 41 (mix of silver birch, rowan, and wild cherry)

A photo call and press release has been planned for 1 February inviting the Mayor, Cllrs Waltham, Heath and Sheppard, plus relevant parties.

Town Clerk 4 1 23

Purpose

The purpose of this report is to update the Committee on work progressed in respect of developing the new cemetery; specifically fact finding regarding Public Works Loans, and for the Committee to consider next steps.

Background

At the last Committee meeting it was requested that more information be obtained about Public Works Loans, as this has been identified by the Council as the most feasible way of securing the necessary funds needed to create a new cemetery.

Current Status

Public Works Loan

Initial contact has been made with both the Public Works Loans Board (PWLB), and the Department for Levelling Up, Communities, and Housing (DLUCH).

These government offices have advised that:

- To obtain a loan from the PWLB borrowing approval is required from the Department for Levelling Up, Housing and Communities (DLUCH).
- Councils can apply for Capital purposes ONLY. (1. Giving financial assistance (grant) to any person, whether for use by that person or by a third party 2. Expenditure incurred on works to a land or building 3. Acquisition, production or construction of assets for use by or disposal to a person other than the LA 4. Initial costs of acquisition and construction, and costs incurred subsequently to enhance, replace part of, or service the asset).
- All councils are encouraged to let their County Associations (WALC) know of their borrowing requirements as soon as possible.
- Councils should not apply for borrowing approval until all negotiations have been completed and all other consents (e.g. planning permission and precept consultation) have been obtained.
- This is because other consents, such as planning permission, usually take a few months to be secured. As these components are key to the assessment of your application, without it, your application will be put on hold.
- The best time to submit a borrowing application to DLUCH will be once the council has undergone the following 6 step process which form the criteria by which an application will be assessed:
 1. resolution to borrow
 2. budget
 3. loan affordability
 4. business case
 5. precept increase (if applicable) and precept increase consultation (if applicable)
 6. general project consultation
- A council wishing to borrow more than £500,000 is encouraged to contact DLUCH as early as possible to discuss the approval process and their project. It can take up to 8 weeks or more for final borrowing approval.

Commons Act 2006

DEFRA has confirmed that the Council as the 'owners' of the common land will need to apply under s16 of the Commons Act 2006 to deregister and exchange common land. This will feature as step 6 criteria. (NB this will meet step 6 of the DLUCH criteria).

Proposal

It is proposed to progress this project using the DLUCH criteria as a framework for progressing this project.

Although the use of a Public Works Loan is highlighted in the budget report for 2023 24, given the amount involved and the commitment to the Council, the matter will need to be presented to Full Council who will need to resolve to agree to borrow; to satisfy step 1.

To determine step 2 (the budget) further research will be required to understand fully what will need to be accounted for to create the new cemetery.

NB The business case as it becomes fully clear can be revisited by Full Council thereafter to ensure full consideration of the undertaking and risk to the Council before proceeding.

Recommendation

It is recommended that the proposal to apply for a Public Works Loan is presented to Full Council for support, whilst alongside this work progresses to ascertain the necessary information to inform the budget.

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

Town Clerk 5 1 23

ITEM 13 MARLBOROUGH COMMON GOVERNANCE

To receive a verbal update report from the Common Working Party

ITEM 14 CEMETERY REPORT

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

CEMETERY INFORMATION

Period 29.6.22 – 4.1.23

Exclusive Right of Burial/Notice of Interment/Purchase

Name of deceased	Grave No.	Cemetery Section	Type of Burial	Funeral Director
Valerie Elizabeth Smith	114	FFCR	New Ashes	Daniel Claridge
David Whiting	64	H	New Double	Dianne Mackinder
John Kenneth Whitaker	20	JCR	New Ashes	Dianne Mackinder
Nancy Whitaker	20	JCR	Same Ashes as above	Dianne Mackinder
David Harry Hutchins	75	FCR	New Ashes	Dianne Mackinder
David William Churchley	21	JCR	New Ashes	Daniel Claridge
Mary Elizabeth Wigmore	182	G	New Double	Dianne Mackinder
Christopher John Ward	35	G	Ashes in a Double	A E Smith

Jennifer Ann Clarke	10	D	New Single	Daniel Claridge
Frances Victoria Sullivan	151	FCR	Ashes Reopen	Daniel Claridge
Teresa Eason	126	FFCR	Ashes Reopen	N/A
David Golding	71	H	New Single	WJ Beswetherick & Son Daniel Claridge
Geoffrey Alan Hickson	143	FCR	Ashes Reopen	Claridge

Memorial Applications – Inscriptions and Additional Inscriptions

Name of deceased	Stone	Grave No.	Section	Inscription to read -
David Hutchins	Light Grey Granite	75	FCR	IN LOVING MEMORY OF DAVID H. HUTCHINS 1939-2022 MISSED ALWAYS AND LOVED FOREVER
Clifford Davies	Additional Inscription	125	G	CLIFF DAVIES 7.8.40 TO 1.5.22 Beloved Husband Dad and Bampy
Christopher John Ward	Additional Inscription	35	G	Christopher John Ward 'John' 13 th March 1955 – 11 th October 2022 Reunited
Anthony Eason & Teresa Eason	Charcoal Grey Granite	126	FFCR	In Loving Memory Tony & Terry ANTHONY GORDON EASON C.B.E. 30 May 1938 28 December 2009 TERESA EASON (WONG KAM FUNG) 28 December 1932 13 February 2021

ITEM 15

ALLOTMENT REPORT

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

ITEM 16

EXCLUSION OF PRESS AND PUBLIC

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted, and on the grounds of commercial sensitivity.