

# Marlborough Town Council

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9 January 2023

To: Councillors serving on the Amenities and Open Spaces Committee – Councillors Noel Barrett-Morton, Mark Cooper (Chair), Lisa Farrell (Vice Chair), Mark Luson, Susannah O'Brien, Andrew Ross, James Sheppard, Emily Trow and the Town Mayor Councillor Nicholas Fogg

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 **15 January 2024** at **7.00pm**

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

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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.

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## 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 9 October 2023
- 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. Tree Report**  
To note the report on the Council's trees
- 8. Finance Report**  
To note and consider Amenities and Open Spaces Finance Report for month 8
- 9. Wye House Garden Play Area**  
To receive a verbal update on the Wye House Play Area project
- 10. Workshop Extension**  
To receive a verbal update on the workshop extension
- 11. Application to Wiltshire Council for small tree planting at Barton Park / College Fields**  
To consider a request by Transition Marlborough (and an application to Wiltshire Council) to plant apple trees at Barton Park/College Fields
- 12. Cemetery Report**  
To note any Grants of Exclusive Rights of Burial issued  
To note any recently approved Memorials and Inscriptions
- 13. Allotments**  
To receive an update report from Councillor Luson on the Allotment Association & allotments

To approve and sign the minutes of the meeting held 9 October 2023

## Marlborough Town Council



### Amenities & Open Spaces Committee

Minutes of a meeting of the Amenities & Open Spaces Committee held Monday, 9 October 2023 in the Council Chamber, Marlborough Town Hall at 7pm

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<b>PRESENT</b>	Councillor Mark Cooper	Chair
	Councillor Nicholas Fogg	Town Mayor
	Councillor Andrew Ross	
	Councillor Noel Barrett-Morton	
	Councillor Lisa Farrell	Vice Chair
	Councillor James Sheppard	
	Councillor Susannah O'Brien	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
<b>ALSO</b>		
<b>PRESENT</b>	Councillor Emily Trow	Observing
	Plus 1 member of the public	

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#### **PUBLIC QUESTION TIME**

There were no questions.

#### **247/23 APOLOGIES**

Apologies for absence were received from **Councillor Luson**.

#### **248/23 DECLARATIONS**

**Councillor Cooper** – agenda item 13 – Cemetery Report.

#### **249/23 CHAIR'S ANNOUNCEMENTS**

In August, and following an action agreed at the previous meeting (*Min. No. 108/23*), **Councillors Cooper, Farrell, O'Brien**, and the **Town Clerk** met with **Anna Forbes, Project Manager for Action for the River Kennet (ARK)** who showed them around Stonebridge Meadow, where lots of good schemes were taking place. It was a good visit, and the **Chair** encouraged anyone who hasn't visited it recently to do so.

**250/23 MINUTES**

**RESOLVED:** that the minutes of the meeting held 10 July 2023 were approved as a true record and signed by the Chair

**251/23 ACTION LOG**

Members noted the updated Action Log.

**252/23 GROUNDS MANAGER'S REPORT**

Members noted the Grounds Manager's report, and the **Chair** thanked **Mr Weatherly** and his team for their hard work.

**Councillor Farrell** asked when the Skate Park lighting would be working again.

ACTION: expedite repair of faulty timer switch for Skate Park lights

**253/23 TREE REPORT**

Members noted the report of agreed works to trees. A discussion about the rare Black Poplars at Stonebridge Meadow included:

- The tree surgeon had recommended removal of deadwood and height reduction, which had been agreed by the Committee at the previous meeting
- A number of mature trees had already been lost, and there was a risk that the size of the existing canopy added to the likelihood of damage to the Black Poplars during high winds
- ARK disagreed that the work was necessary

Members noted the tree surgeon's advice and gave their full support for the work to proceed as planned.

**254/23 COMMITTEE PRIORITIES**

Members noted the Town Clerk's report listing the current year's priorities and considered priority projects recommended for 2024-25:

- Members fully supported works to improve and protect the surface of Marlborough Common when used for event parking, noting that the success of Marlborough Rugby Football Club would likely bring an increase in numbers of spectator vehicles
- Members noted that there might be an opportunity to bring Grounds staff PPE/workwear forward if current year budget allows
- Whether to move the cemetery extension to the top of the list for 2024-25

**RESOLVED:** that the priority projects to submit to the 2024-25 budgeting process were agreed with one change

1. Cemetery extension
2. Workshop extension
3. Grounds works vehicle replacement

4. Grounds staff PPE and protective workwear uniform
5. Biodiversity management
6. Land at Tin Pit
7. Parking arrangements at Marlborough Common
8. Salisbury Road Recreation Ground
9. Training area at Marlborough Common

### **255/23 FINANCE REPORT AND 2024-25 BUDGET**

Members noted the finance report for month 5 and considered the Committee's budget requirements for 2024-25 to submit to the annual budgeting process.

The proposed budget included the replacement of 3 vehicles, and the overall increase of approximately £18,000 reflected increases in market rates, e.g. fuel, tools, and service provider rates.

**RESOLVED:** that the proposed 2024-25 Amenities & Open Spaces is agreed for submission to the annual budgeting process

### **256/23 WYE HOUSE GARDEN PLAY AREA**

The **Town Clerk** gave a verbal update on the project to upgrade the toddler's play area at Wye House Gardens:

- Town Council staff had cleared and levelled the site
- A date had been agreed to erect a new fence
- Sleepers and timber for planters and seating had been delivered
- Suitable modular wooden play equipment designed for very young children had been identified

The **Chair** thanked all involved.

### **257/23 NEW CEMETERY**

Members noted the Town Clerk's report and considered whether to proceed to public consultation concerning a land swap, or alternatively whether to install a columbarium:

- A land swap would be dependent upon receiving a parcel of land from GreenSquare Accord at Rabley Wood View/Tin Pit (anticipated for May/June 2024)
- Consultation would be to 'commoners' (i.e. registered electors) and key stakeholders
- Whether to use the Town Council's website consultation tool
- Whether a 'poll card' referendum would be possible (dependent upon Wiltshire Council's elections team)
- Whether to clearly state the Town Council's preference for a 'yes/no' response

**RESOLVED:** to recommend to Full Town Council that a consultation about a land swap be conducted in May/June 2024 to enable the Cemetery to be extended

**ANTISOCIAL BEHAVIOUR AT SALISBURY ROAD RECREATION GROUND**

Members noted the Town Clerk's report and recent incidents of antisocial behaviour and/or minor criminality at Salisbury Road Recreation Ground (and Coopers Meadow) and considered proposals to help reduce future occurrences. Discussion points included:

- Whether the police were using the CCTV effectively
- Whether there could be a more visible police presence
- Whether to revisit proposals to install a car park barrier
- Whether an automatic barrier using smart technology (e.g. ANPR : automatic number plate recognition) could be installed
- Whether operation of a manual barrier system would be dependent upon staff, hirers or could be outsourced to a security company
- Whether questions about policing ongoing antisocial behaviour at The Recreation Ground could be highlighted at the Area Board meeting on 10 October where the Chief Constable would be present
- That more engagement and action was needed from all parties to safeguard young children from the influence of drugs and the attention of drug dealers
- Whether to approach the new Head at St John's School to seek a partnership approach
- Whether to ask Wiltshire Police to provide more specific reports to Full Town Council meetings, including the number of incidents reported vs those investigated/solved
- Whether to install additional lighting, and/or use existing lighting more effectively, as a deterrent

Members supported the proposals in the Town Clerk's report with the addition of the installation of a car park barrier and improvements to lighting at the Marlborough Community & Youth Centre, car park and skate park.

**RESOLVED:** That, with two additions, the proposals are agreed and to seek endorsement from Full Town Council

1. Install additional CCTV cameras to cover all aspects of the Community and Youth Centre external boundaries (namely the aspect facing the field) where possible
2. Replace the existing bin with a more robust bin and relocate within view of CCTV
3. Set up a youth council to represent the experience of young people using the Recreation Ground and other open spaces to the Council, partners, and the community
4. Seek to create the right partnership response including the police, schools, youth service providers and parents to ensure the right culture setting for the Recreation Ground
5. Seek to utilise the Community and Youth Centre more for the benefit of children and young people
6. Seek endorsement of 3, 4 and 5 from Full Council

7. Install a barrier at the entrance to the Community and Youth Centre car park
8. Improve lighting

**ACTIONS:** investigate feasibility of automatic/ANPR barriers and ask Wiltshire Police for detailed reports for Full Council meetings

*Councillor Farrell took the Chair for the following item*

**259/23**

**CEMETERY REPORT**

Members noted recent grants of Exclusive Rights of Burial that had been issued, and Memorial Inscriptions that had been approved.

**260/23**

**ALLOTMENTS**

There was no verbal update as **Councillor Lusson** was unable to attend the meeting.

**261/23**

**MEMORIAL BENCH REQUEST**

**RESOLVED:** that the application for a memorial bench at the Diamond Jubilee Orchard on Marlborough Common is approved

**262/23**

**REWILDING REQUEST**

Members considered whether to support a request from resident Sara Daw proposing that strimming of footpath MARL30 is suspended March-October to allow wildflowers and wildlife to flourish, and to forward the request to Wiltshire Council under the Wild about Wiltshire scheme:

- Whether leaving the area uncut from March to October would prevent students using the space to sit and meet socially
- Whether the request related to the border of the path only, rather than all grass areas
- Whether the request specifying the exact area to be left unmown was clear enough
- Whether to strim paths through wildflowers in the wider areas, similar to those at Marlborough Common
- Whether the end-of-season mow would be conducted by Wiltshire Council or its contractors, with all materials removed from site
- Whether to trial for a year

**RESOLVED:** to support the resident's request to Wiltshire Council to leave the borders of footpath MARL30 unmown between March-October to enable wildflowers to flourish: to be mown at the end of September with all material removed and to trial the scheme for one year

The meeting closed at 8.02 pm

## To receive an update on the Action Log

Ref	Detail	Min No	Owner	Status	Meeting date	Notes
184	Graffiti on walls at old railway bridge, Salisbury Road	116/23	Cllr. Sheppard	In Progress	10 July 2023	Councillor Sheppard to discuss a joint approach to cleaning graffiti with Wiltshire Council
186	Chase up repair of faulty timer switch for Skate Park lights	252/23	Grounds Manager	Complete	09 October 2023	Resolved 25 9 23
187	Investigate feasibility of automatic/ANPR barrier to MCYC car park	258/23	Town Clerk	In Progress	09 October 2023	Deputy Town Clerk investigating options; report to be provided at April meeting.
188	Add CCTV coverage at MC&YC	253/23	Town Clerk	In Progress	09 October 2023	Deputy Town Clerk investigating options; report to be provided at April meeting.
208	Relocate new bin in view of CCTV	253/23	Town Clerk	In Progress	09 October 2023	Steel bin on order; to be installed (fixed to ground) in front of MC&YC next to outside rail, in better view of CCTV.

## ITEM 6

## GROUNDS MANAGER'S REPORT

## To note and consider the Grounds Manager's Report

**General**

It has now come to the end of the Autumn/Winter season. This season has been very wet. Although good progress has been made, the wet conditions have delayed the progress with the Wye House play area development and has also delayed the start of our annual hedge cutting.

**Workload**

Planning permission has been agreed for the workshop development. We have some work to do to prepare the site, including tidying unwanted waste, and disposing of the old shed.

There are a few other projects that we are hoping to get done over the winter months, including:

- The bridge at Wye House gardens needs replacing.
- Preparing 'dogs on lead' signs for Coopers Meadow.
- Painting the bus shelters and the swings on the Common.
- Fencing work at Orchard Road Play area.



## **Bedding Displays**

The winter bedding has been planted out and should give the High Street some colour before the summer months.

## **Play Equipment**

We have had several issues this summer with wear and tear and have had to keep checking and tightening nuts and bolts that work loose. The safety surface on Salisbury Road Recreation Ground has now been replaced. Health and safety inspections are conducted monthly and recorded.

## **Machinery**

We have had a couple of minor issues with the machinery over the last year such as a damaged drive gearbox on the mower deck on the 14-year-old Iseki. The tractors and mowers have been serviced. I am hoping the Full Town Council will have agreed the request for new Iseki ride on lawn mower and another Kawasaki Mule.

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## **Site Specific**

### **Salisbury Road Recreation Ground**

The swing seats that had split have been replaced. The safety surface repair is now complete on the spinning dish and sunken roundabout. We have had a couple of litter bins that have been set on fire and a replacement metal litter bin has been ordered for the Youth Centre.

### **St Mary's Churchyard**

We are continuing with regular maintenance in the churchyard.

### **The Green**

Routine maintenance is being carried out. The epicormic growth from the bottom of the trees was removed and the trees were pollarded before the Christmas lights were installed.

### **War Memorials**

We have scheduled regular maintenance to improve the quality in this area. We plan to create new borders and install new roses over the next couple of months. The new roses are currently being cared for in the greenhouse.

### **The Cemetery**

Routine maintenance is carried out in the cemetery when required. The hedge cutting has now started. The Holm Oak has been planted, with a helping hand from the Mayor. The annual cut was completed in early September. The Japanese knot weed treatment is working.

### **Priory Gardens**

The Winter bedding displays have been planted. The lawn has been Verti drained. We have a Yew tree that needs to be cut down that will get done over the winter months.

### **Orchard Road**

Regular maintenance is carried out in this area. We do have some fencing work to get done prior to the grass cutting season starting in a few months.

### Coopers Meadow

Routine maintenance continues in the meadow. Some tree removal has been done to remove two Ash trees that have Ash dieback and to remove a couple of seriously failing lime trees that have been pollarded and have now failed.

### The Common

The new swings and chains have been installed and they are due repainted in the coming months which has been delayed due to the wet weather. The new training area has been defined with a rope boundary. The area has been treated with an herbicide to eliminate the worst of the weeds. The remaining long grass was cut down and is being removed.

### Jubilee Field Manton

One of the leg raise bars is still damaged. A quote has been requested on several occasions. The hedges are due to be cut soon. An additional fruit tree was planted by the Community Orchard group.

### Wye House Gardens

Regular maintenance is carried out to maintain the standards. This area has greatly improved over the summer months.

### Wye House Play Area

This play area is currently closed and is being revamped. We levelled the area, and a type one surface was laid and compacted. A new fence has been installed. The two pieces of play equipment have been installed. When the weather is right the rubber mulch surfacing will be laid by our chosen contractor. The sleepers for the planters and benches are on site we just need dry weather to allow us to make these.

### Elcot Lane

Grass cutting on the football pitch is as required with over marking on a weekly rota.

### Stonebridge Meadow

Regular maintenance visits to maintain the footpath are carried out when the ground conditions allow. I have requested a quote from a couple of tree surgeons for the works required to reduce some of the black poplars.

**Grounds Manager 8 1 24**

## ITEM 7

## TREE REPORT

**To note 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 that 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	Frees Avenue	All roadside trees	Reassessing for vehicle height due to insurance claim	Tree surgeon	£950 plus VAT <b>Done</b>
2	Victorian Cemetery	X3 large limes	Height risk (neighbouring property/require pollarding)	August / actioned	£1700 <b>Done</b>
3	The Common	Beech	– to be felled due to rot ed base	Tree surgeon	£195+VAT <b>Done</b>
		Horse Chestnut	– to be felled due to safety reasons	Tree surgeon	£795+VAT <b>Done</b>
		Beech	– as above and poor condition	Tree surgeon	£395+VAT <b>Done</b>
4	Coopers Meadow  <b>These trees are scheduled to be done late October</b>	X2 Ash Trees (George Lane border)	Require removal due to ash die back	Tree surgeon	£595+VAT <b>Done</b>
		X1 Ash tree (by toilet block)	As above	Tree surgeon	£595+VAT <b>Done</b>
		X3 Lime trees	Need felling due to integrity of tree and safety		£250+VAT <b>Done</b>
5	Priory Gardens	Yew Tree	Felled	MTC Grounds team	MTC Staff Winter works
		Larch	Felled	Tree surgeon	<b>Done</b>
6	Stonebridge Meadow	Black Poplars	Reduce height	Tree surgeon	<b>Awaiting quote</b>

		Deadwood removal			
7	The Cemetery	Field Maple	Collapsed tree/needs removal	Tree surgeon due to size	<b>Awaiting quote</b>
8	Churchill Court		Tree husbandry required	MTC Grounds team	MTC Staff Winter works
9	Elcot Lane	Silver Birch	Require removal of secondary leader	MTC Grounds team	MTC Staff Winter works
10	Jubilee Field Manton		Tree husbandry required  Higher canopy work	MTC Grounds team  Tree surgeon	MTC Staff Winter works
11	Plume of Feathers		Tree husbandry required  Higher canopy work	MTC Grounds team  Tree surgeon	MTC Staff Winter works
12	Priory Gardens		Tree husbandry required  Higher canopy work	MTC Grounds team  Tree surgeon	MTC Staff Winter works
13	Salisbury Rd Recreation Ground		Tree husbandry required  Higher canopy work	MTC Grounds team  Tree surgeon	MTC Staff Winter works
14	The Green	Cherry trees	Maintain canopy height	MTC Grounds team	MTC Staff Winter works
15	Wye House Garden/Play area		Low level tree husbandry	MTC Grounds team	MTC Staff Winter works

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## Proposal

Members are asked to note the above.

**Town Clerk/Grounds Manager 8 1 24**

To note and consider Amenities and Open Spaces Finance Report for month 8 2023 24

Marlborough Town Council							KEY
AOS Committee							Overspend
Annual Budget -(Actual YTD Month 9) as of 3 1 24							Additional income
		Last Year			Current Year		
		Budget	Actual	Budget	Actual YTD		NOTES
<b>INCOME</b>							
1101	INCOME -CEMETERY	£13,125	£13,754	£14,437	£20,307	140%	
1100	INCOME-ALLOTMENTS	£1,150	£1,851	£1,265	£56	4.40%	
1102	INCOME-GOLF CLUB						
1103	INCOME OPEN SPACES	£2,500	£5,996	£8,250	£4,439	53.80%	INCOME PENDING
1106	INCOME - SHOWMENS GUILD	£2,300	£2,300	£2,300	£2,300	100.00%	
1111	INCOME - RUGBY CLUB						
	<b>Total Income</b>	<b>£42,075</b>	<b>£48,854</b>	<b>£49,330</b>	<b>£42,680</b>		
<b>EXPENDITURE</b>							
<b>CEMETERY &amp; ALLOTMENTS</b>							
4011	BUSINESS RATES	£440	£505	£0	£0	AMALGAMATED	
4036	OLD CEMETERY	£1,000	£294	£500	£667	133.30%	ADDITIONAL INCOME
4038	MAINTENANCE	£5,000	£5,068	£0	£0	AMALGAMATED	
4006	ST JOHNS TRUST	£250	£250	£250	£250	100.00%	
4012	WATER/SEWERAGE CHGS	£500	£0	£0	£0	AMALGAMATED	
4038	MAINTENANCE	£200	£158	£0	£0	AMALGAMATED	
<b>WORKSHOP</b>							
4009	TRAVEL	£200	£0	£0	£0	AMALGAMATED	
4011	BUSINESS RATES	£2,850	£2,645	£0	£0	AMALGAMATED	
4012	WATER/SEWERAGE CHGS	£500	£264	£0	£0	AMALGAMATED	
4014	ELECTRICITY	£3,125	£2,170	£0	£0	AMALGAMATED	
4027	INTRUDER ALARM	£2,000	£1,782	£2,000	£1,194	59.70%	
4031	BIODIVERSITY PLAN	£0	£0	£5,000	£0	0.00%	PENDING
4038	MAINTENANCE	£1,500	£1,739	£0	£0	AMALGAMATED	
4039	PERSONNEL CLOTHING	£800	£517	£0	£0	AMALGAMATED	
4042	PERSONAL PROTECTIVE EQUIPMENT	£500	£904	£500	£357	71.40%	
4043	PICK-UP LEASE	£600	£545	£600	£545	90.80%	
4044	VEHICLE TAX/INS.	£500	£290	£350	£320	91.40%	
4045	VEHICLE PETROL/DERV	£6,500	£7,196	£6,000	£5,949	99.10%	OVERSPEND
4047	WORKSHOP TOOLS ETC	£2,000	£1,824	£2,000	£1,697	84.90%	
4048	VEHICLE MAINTENANCE	£4,000	£3,220	£12,000	£5,576	46.50%	
4049	TRACTOR MAINTENANCE	£5,000	£7,343	£0	£0	AMALGAMATED	
4050	WORKSHOP MISC	£200	£196	£200	£140	69.80%	
4301	FIRE EXTINGUISHERS	£300	£334	£0	£0	AMALGAMATED	
4315	REFUSE COLLECTION	£3,000	£3,050	£3,000	£3,749	125%	PLANNED OVERSPEND
4320	MOWER	£4,200	£4,095	£4,200	£2,560	60.00%	
4321	PICK UP MAINTENANCE	£3,000	£1,263	£0	£0	AMALGAMATED	
4323	MISTUBISHI LEASE	£2,259	£2,354	£2,259	£1,694	75.00%	
4332	WESSEX MOWER LEASE	£0	£0	£7,000	£5,031	71.90%	
4339	ISEKI TRACTOR LEASE 2023	£0	£0	£10,000	£7,877	78.80%	
210	<b>OPEN SPACES</b>						
4024	SUBSCRIPTIONS	£200	£95	£0	£0	AMALGAMATED	
4038	MAINTENANCE	£5,000	£6,639	£7,200	£6,874	95.50%	
4054	LEGAL	£7,000	£2,690	£0	£0	AMALGAMATED	
4072	EQUIPMENT	£1,500	£990	£0	£0	AMALGAMATED	
4220	OPEN SPACES PLANTS	£5,500	£5,535	£4,800	£5,135	107.00%	
4223	PLAY EQUIP/MAINT/REPLACEMENT	£2,500	£905	£2,500	£2,689	107.50%	
4314	AOS PROJECTS	£10,000	£22,065	£10,000	£16,401	164.00%	
4318	TREE SURVEY & WORKS	£15,000	£19,881	£15,000	£4,225		
4324	RTV VEHICLE	£3,500	£748	£3,500	£0		
4325	STONEBRIDGE MEADOWS	£1,500	£4,176	£1,000	£125	12.50%	
4327	ISEKI TRACTOR TG6490	£7,000	£6,146	£7,000	£3,616	51.70%	
4330	MULTI PURPOSE MOWER	£3,100	£3,097	£3,100	£1,710	55.20%	
4331	FRONT LOADER/BACK HOE LEASE	£3,200	£3,144	£3,200	£1,572	49.10%	
4335	FREES AVENUE TREES	£1,000	£749	£1,000	£273	27.30%	
4337	SKATE PARK LIGHTING	£500	£0	£500	£0	0.00%	
4401	NEW WORKSHOP	£0	£0	£0	£29,925		
	<b>Income</b>	<b>£42,075</b>	<b>£48,854</b>	<b>£49,330</b>	<b>£42,680</b>	<b>86.10%</b>	
	<b>Expenditure</b>	<b>£109,834</b>	<b>£118,591</b>	<b>£114,659</b>	<b>£110,151</b>	<b>96.10%</b>	

Town Clerk 3 1 24

## ITEM 9

## WYE HOUSE GARDEN PLAY AREA

To receive a verbal update on the Wye House Gardens play area project

## ITEM 10

## WORKSHOP EXTENSION

To receive a verbal update on the workshop extension

## ITEM 11

## APPLICATION TO WILTSHIRE COUNCIL FOR SMALL TREE PLANTING AT BARTON PARK / COLLEGE FIELDS

To consider a request by Transition Marlborough and Marlborough Community Orchard (and an application to Wiltshire Council) to plant x8 apple trees at Barton Park/College Fields

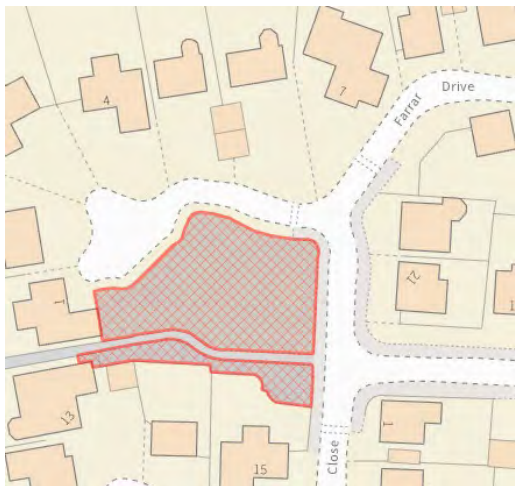
### Background & Current Status

Transition Marlborough (TM) on behalf of Marlborough Community Orchard, have requested to plant x8 apple trees of Wiltshire variety in three locations in the Barton Park / College Field area;

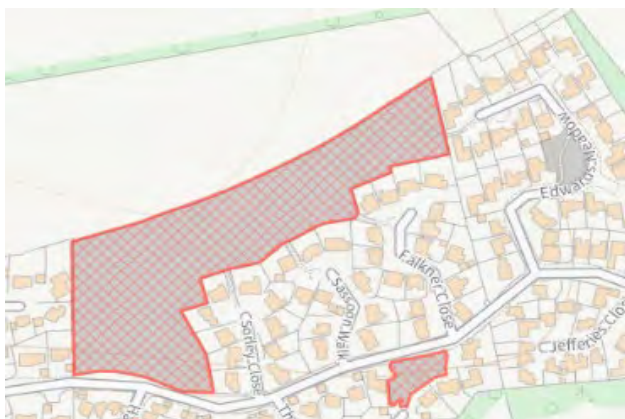
1. Golding Avenue/MacNeice Drive



## 2. Farrar Drive



## 3. Morris Road/College Fields



This means a request and application to Wiltshire Council (WC) as the land parcels in question are part of their estate. (NB the application comes from the Town Council on behalf of TM).

This is a re-application by TM for plantings agreed by WC back in 2012. However, the WC policy for tree planting has changed since 2012, and now feature within their devolution policy;

*'Where Wiltshire Council resources allow, the preferred route is to transfer the freehold of the land identified for the tree planting, bin or bench to the Parish Council including the surrounding open space, potentially along with other open spaces in the Parish. This will enable the applicant to consider further related activities and/or maintenance of the land without reference back to the council. It will also remove the land from any Wiltshire Council grounds maintenance contracts in place.'*

(Please see Appendix 1 for full policy explanation).

The land that would be allocated along with the permission to plant is outlined in the previously shown maps.

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## Considerations

- Whilst the application was pending with WC, Transition Marlborough pressed ahead and planted trees at the requested locations (Regardless of official support from Marlborough Town Council, or WC).
- The maintenance of the areas around the trees would need to be ensured by the Town Council (directly or indirectly).
- Clarity is still being sought from TM by Marlborough Town Council and WC on the location and land parcel boundaries at the Morris Road/College Fields site.
- The total land area for all requested sites is about 4.5 acres, which the Town Council grounds team would need to assimilate into their work schedule.

## Financial & Resource Implications

The Grounds Manager estimates the additional demand on the grounds team would equate to approximately 15 working days for x1 member of staff per annum, at a cost of £2,100.

## Legal Implications

As stated in the WC guidance notes, *there is also an indemnity risks associated with an increased number of trees, through the risk of branch or tree failure and injury / damage to persons or property.* However, the trees are not high-risk species (in terms of size and stature), and they would be planted in locations with a good amount of space from properties.

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## Proposal

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

**Town Clerk 3 1 24**



To note any Grants of Exclusive Rights of Burial issued  
To note any memorials and inscriptions approved

## CEMETERY INFORMATION

Period 27.9.23 – 2.1.24

## Exclusive Right of Burial/Notice of Interment/Purchase

Name of deceased	Grave No.	Cemetery Section	Type of Burial	Funeral Director
Derek Greenaway	68	G	Reopen burial	Claridge
Alan Leslie Chandler	83	H	New Double	Claridge
Margaret Dawkins formerly Margaret Randall	46	D	Reopen burial	F Curtis & Son
Ivy Kathleen Amor	84	H	New Double	Mead Family Funerals
Nicholas John William Hatch	32	J	New Ashes	Claridge
Susan Bickerstaff	148	FCR	Reopen ashes	N/A
Patricia Janet Hayward otherwise Janet Hayward	91	H	New Single	Claridge
Monica Anne Raisey	31	J	New Ashes	Claridge
Gerald Neil Groffman	85	H	New Single	Claridge
Linda Chapman	51	G	Reopen Burial	Dianne Mackinder
Monica Dolores Bryant	32	G	Reopen Ashes	N/A
Phyllis Mary Pegrum	336	D	Reopen Burial	Dianne Mackinder

## Memorial Applications – Inscriptions and Additional Inscriptions

Name of deceased	Stone	Grave No.	Section	Inscription to read -
Letitia Elizabeth Mary Kenny	Additional Inscription	289	D	LETITIA ELIZABETH MARY KENNY 18.3.1930 – 6.8.2023 Together again
Susan Hilliar	Opal Red Granite	79	H	In Loving Memory of Me devoted wife SUSAN PAULINE HILLIAR Who departed this life 12 <sup>th</sup> May 2023 Aged 76 years
Garry John Powell	Grey Sandstone	66	H	Garry John Powell 6 <sup>th</sup> December 1934 – 30 <sup>th</sup> May 2020 Master Butcher & Restaurateur Husband to Lesley,

				Father, Grandfather And Great Grandfather  "What's it got to do with you"
Kathleen & James Maguire	Light grey granite	65	FCR	IN LOVING MEMORY OF KATHLEEN JAMES VIOLET JOSEPH MAGUIRE MAGUIRE BORN 1919 BORN 1927 DIED 1996 DIED 1999
Katherine Jean Rickards	Polished granite	330	D	IN LOVING MEMORY OF KATHERINE 'JEAN' RICKARDS 1932-2022 A Wonderful Mother, Nan and Much Loved Friend FOREVER IN OUR HEARTS
Patricia Ethel Painter	Additional Inscription	115	G	ALSO OF PATRICIA ETHEL née YOCKNEY 08.11.1927 23.05.2023 LOVING WIFE, MOTHER, GRANDMOTHER & GREAT GRANDMOTHER <i>REUNITED</i>
Jean Maher	Dark Grey Granite	69	H	In Loving Memory of JEAN MAHER 1929-2023 Aged 93 Mum, Granny and Great Granny Your life Mum has been quite a journey and against all the odds you have achieved a lot. Now rest in peace

## Memorial Restorations

Name of deceased	Stone	Grave No.	Section	Work to be done
Ronald & Mary Ockwell	Existing memorial	101	FCR	Clean and repaint existing memorial

## ITEM 13

## ALLOTMENT REPORT

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

**Town and Parish Council tree planting on Wiltshire Council land - Guidance Notes****Background**

The aim of this process is to facilitate suitable community led single tree or memorial tree planting schemes and the positioning of bins and benches, primarily to improve local amenity.

Applications will **only be considered from Town or Parish Councils**, to ensure that appropriate local support has been gained and assurance that ongoing maintenance will be undertaken. Applications will only be considered from Town and Parish Councils. If you are member of the public or another form of body or organisation, please approach your Town or Parish Council for assistance.

Please note that we are unable to undertake site searches in order to suggest sites that may be suitable for such proposals.

**Tree planting and community gardens or wildflower planting:**

Tree planting and community gardens or wildflower planting must take place on Wiltshire Council owned public open space only, normally where the land is subject to covenants or small-scale amenity land that has no other operational or strategic purpose or development potential.

The process excludes:

- Replacement of trees felled due to ash die back
- Trees planted as a condition of a planning application
- Trees planted by tenants on the Rural Estate
- Any large scale planting scheme that may be undertaken by the Council

**Considerations**

The planting of trees or wildflower planting on council land has a number of biodiversity and environmental benefits but does create liabilities on the council through management and maintenance. Firstly, the grounds maintenance and associated equipment become more difficult through the introduction of trees. Secondly, the council has limited resource and budget to maintain trees not on a public highway, with new trees creating burdens, albeit not necessarily immediately, but through the life of a tree.

There is also an indemnity risks associated with an increased number of trees, through the risk of branch or tree failure and injury / damage to persons or property.

**Bins and Benches:**

New litter and dog waste bins and benches must be installed on Wiltshire Council owned public open space only, normally where the land is subject to covenants or small-scale amenity land that has no other operational or strategic purpose or development potential.

**Considerations**

Such facilities can improve the public amenity of an area but do create liabilities on the council through management and maintenance. Firstly, the grounds maintenance and associated equipment become more difficult through the introduction of additional structures. Secondly, the council has limited resource and budget to maintain new structures and in the particular case of litterbins, to provide the regular emptying that they require.

**Process for granting permission**

**For Parish Councils** – where Wiltshire Council resources allow, the preferred route is to transfer the freehold of the land identified for the tree planting, bin or bench to the Parish Council including the surrounding open space, potentially along with other open spaces in the Parish. This will enable the applicant to consider further related activities and/or maintenance of the land without reference back to the council. It will also remove the land from any Wiltshire Council grounds maintenance contracts in place.

Maintenance agreements secured via the grant of a Licence Agreement for a smaller area will be granted in exceptional cases only after detailed explanation from the applicant setting out why freehold transfer is not possible.

**For Town Councils** - pending a wide scale review of the assets within the town under the Service Devolution and Asset Transfer Policy, the preferred route is to transfer the maintenance responsibility for the land identified for the tree planting, bin or bench to the Town Council including the surrounding open space via a maintenance agreement secured via licence.

In the case of such maintenance / licence agreements (for either town or parish council) the licensee will not be permitted to include or refer to the licence area or the Works in any formal Environmental or Climate Change mitigation scheme with which it is involved during the licence period.

Applicants should complete the application form, providing all of the requested information with accompanying maps and specifications and submit them to [estates@wiltshire.gov.uk](mailto:estates@wiltshire.gov.uk)

The application will be reviewed by the Estates, Highways and Streetscene Teams and the Town or Parish Council will then be contacted to either take the matter forward via Asset Transfer or Licence Agreement or discuss why this may not be possible. The review will consider whether the land is subject to existing covenants to maintain as open space, the extent of the open space and any strategic aims of the Council.

## Town and Parish Council tree planting on Wiltshire Council land – Application Form

Application for small scale tree planting, community garden or wildflower planting, and siting of bins and benches on Public Open Space

### Information required:

Name of applicant	Marlborough Town Council	
Contact details of applicant	Council Offices, 5 High Street	
Address of proposed site	Barton Park/College Fields, Marlborough	
Description of the site including current use	<p><b>Open space at the junction of Morris Road/College Fields in Marlborough</b>-The replacement of two Wiltshire variety apple trees which died with two more on mm106 semi-dwarfing rootstock complete with stakes, and protective netting around the trunks as well as watering tubes and mulch. This brings the number of trees back up to the eight originally agreed for this site.</p> <p><b>Open space at the junction of Golding Avenue/MacNeice Drive on Barton Park, Marlborough</b>-Three Wiltshire variety apple trees on mm106 semi-dwarfing rootstock, complete with stakes and protective netting around trunks together with watering tubes and mulch</p> <p><b>Open space at Farrar Drive on Barton Park, Marlborough</b>-Three Wiltshire variety apple trees on mm106 semi-dwarfing rootstock, complete with stakes and protective netting around trunks together with watering tubes and mulch.</p>	
Description of the proposal (complete as relevant)	Number, type, and size of bins	n/a
	Number, type, and size of benches	n/a
	Number, species, size, and origin of trees	<b>X8 Wiltshire variety apple trees which died on mm106 semi-dwarfing rootstock complete with stakes, and protective netting around the trunks as well as watering tubes and mulch.</b>
	Details of the community garden or wildflower planting	
Background to the proposal including reasons for applying	<b>All of these plantings form part of the Marlborough Community Orchard (MCO) project under the auspices of Transition Marlborough. all final planting positions will be agreed with Marlborough Town Council Estates department. This is also a re application for plantings agreed by Wiltshire Council back in 2012</b>	
Is a plan illustrating the extent of the proposal for Public Open Space and the locations of the proposed bins, benches and trees provided (as appropriate)	NO	

Please confirm whether you are willing to undertake the maintenance of:	The whole of the area of Public Open Space identified	No (delete as appropriate)
	A smaller area of the Public Open Space (please show on plan)	No (delete as appropriate)
	Only the bin, bench, trees	Yes (delete as appropriate)
Please confirm whether any community engagement has taken place in relation to these proposals and provide evidence of support, where applicable		Yes, this request has come for, and in support of Transition Marlborough community group.
If you are a Parish Council, please confirm whether you would consider taking the freehold of the Area.		No

Applicants should provide this application form, with accompanying site plan and (if available) specification, to [estates@wiltshire.gov.uk](mailto:estates@wiltshire.gov.uk)