

**TOWN CLERK'S REPORT
FULL TOWN COUNCIL – MONDAY, 16 APRIL 2018**

Summary This is a report of follow-up to resolutions made at Full Town Council. This is a Standing Item on the agenda to update Members. Once follow-up is completed or taken on by a Committee, items will be marked as closed. Ongoing items will be brought back to Council when a new decision is required or when a fuller update is needed.

Min. 403/15, 234/16	Civil War Re-enactment – This has been set for 27/28 July 2019. There is currently a small amount held in ear marked reserves for this event. The next meeting of organisers is scheduled for 20 th April 2018. Ongoing
Min.21/17	Review of the Scheme of Delegation – A point about attendance at committee meetings calling into question the legality of Para. 8.1 of the Scheme about whether all Councillors have a right to attend any committee meeting has been referred to WALC which will be raising it with the Legal Team at the National Association of Local Councils (NALC) - Ongoing
Min.180.17	Promotion of Community WiFi in Marlborough – Following the meeting on 6 November, further follow up action is being taken in terms of looking at examples in other towns, particularly Henley.– Ongoing
Min.448/17	Marlborough Rising – On 11 December, it was resolved that comments on a road closure application be sent to WC and that a meeting takes place with festival organisers. Comments were passed to the Traffic Order Team at WC. This road closure application has subsequently been withdrawn. Closed.
Min. 450/17	WW1 Beacons of Light – SEE AGENDA ITEM 9
Min.490/17	Tourism Working Party (TWP) – On 22 January, it was resolved that the TWP liaises with VisitWiltshire about the new coordinated approach to tourism. Also, that accommodation providers and others be invited to join the TWP and that a Town Guide is taken forward. David Andrews, Chief Executive of VisitWiltshire will be attending the next meeting the TWP in May. Ongoing
Min. 554/17	20mph Consultation - On 5 March, Members resolved to hold a public consultation on the options in the 20mph Speed Restriction Assessment. This is live online at: http://www.marlborough-tc.gov.uk/survey Paper copy versions are also available at the Library and Town Council offices. The consultation runs to 27 th April. The issue will be discussed in a public open session at the Annual Town Meeting on Monday, 23 rd April 2018. A decision about the Town Council response to the proposed options will be made at an Extraordinary Full Town Council meeting on 30 th April. Ongoing
Min 555/17	Town Hall Basement – The Terms of Reference for the Working Party were agreed and also that a Project Manager be taken on to draw up a spec for the works. This is being followed through by the Property Committee. Closed
Min. 556/17	Flag Flying – On 5 March it was agreed to fly the Town Flag every day when other flags were not flying and that the Town Clerk would draft a Flag Flying policy (this will be submitted via the Finance & Policy Committee). Remedial works to the flag pole are being followed up. Closed

Community Asset Transfer Request

Summary – This report asks Members to consider making a request for a Community Asset Transfer (CAT) of Wiltshire Council-owned land at Kelham Gardens.

1. Background

At a meeting of the Wiltshire Council Cabinet on 24th Wiltshire Council's Cabinet, its Members will be asked to consider removing restrictions on the disposal of a small strip of land at Kelham Gardens. Agreement to the disposal of the land was originally agreed by Cabinet on 3rd July 2017. It has been suggested that the Town Council uses this as an opportunity to request that the land is transferred to the Town Council as a Community Asset Transfer.

2. What could the land be used for?

It is well documented that there is a shortage of parking spaces in Marlborough (this is evidenced via the Car Parking Survey commissioned in 2017 through MANP which can be viewed at: <http://www.manp.co.uk/Transport-amp3b-Parking.aspx>)

Ahead of Members considering the possibility of acquiring the land for this purpose, the Town Clerk commissioned professional advice from both a Planning Consultant and an outline Feasibility and Budget Cost Report. The Planning Appraisal is at **Appendix 1** and the Feasibility and Budget Cost Report is at **Appendix 2**. (*Councillors only*)

In short and as set out in the Executive Summary of the Planning Appraisal:

'There will be a **need for planning permission** for the car park both as a use and in respect of its construction. **Planning policies** for the area favour many uses in principle, and parking policies appear to positively support use as a car park. However, there are practical constraints which will need to be dealt with to satisfy planning policies on highways matters, contamination and flood risk. There is a substantial history of **planning applications** in the area involving this site as part of a larger site involving the land adjacent. This suggests that residential development has been acceptable in principle and a temporary car park permission was granted in 1986. This assessment leads us to the view that there is a **reasonable likelihood** that a car park planning permission can be obtained, **provided** that Wiltshire Council can be satisfied on the technical matters that constrain the site: notably in respect of highways, contamination and flood risk matters.'

And from the conclusion of the Feasibility Study

'The provision of a car parking facility at the site off Kelham Gardens presents a number of challenges, but none of these are insurmountable, and it is feasible. It will be possible to provide at least 30 car parking spaces and 3 accessible car parking spaces.'

3. Community Asset Transfers

The Town Council has already expressed its interest to Wiltshire Council in the transfer of a number of assets and services (in the last 2 years it has taken on Coopers Meadow, the George Lane Toilet Block and the Community & Youth Centre (under a 7 year lease). The process of transferring assets has been slow and many other town and parish councils are also awaiting news on how this will be taken forward.

At the Wiltshire Cabinet meeting of 17th November 2017, a Service Delegation and Asset Transfer Policy was approved. This is at **Appendix 3**. The presentation of the policy by Cllr

Philip Whitehead can be seen on webcast at: https://wiltshire.public-tv/core/portal/webcast_interactive/315460 (Item 9 Service Delegation and Asset Transfer)

An initial and informal approach to Officers at Wiltshire Council's Estates Team indicates that it is unlikely to be given the go ahead as it would be a standalone transfer rather than part of a package of delegated services or assets and that it has already been agreed that the land is surplus and for disposal. However, this appears to be outside of the usual scope of the policy and Members may still like to consider applying for it as a CAT especially as Wiltshire Council is aware of the need for addressing residents parking needs in Marlborough.

4. Financial Implications

There is no dedicated budget in place for the building of a car park but the Town Council would be eligible to obtain funding via the Public Works Loan Board. A resident's car park would be relatively easy to administer and much less costly than a public car park which would require pay and display machines, cameras, etc. Initial estimated costs are high but there is scope for reduction. A resident's car park would attract a revenue stream.

5. Point to Note

One suggestion has been that WC installs a car park at the site or works together with the Town Council on the project

6. Cabinet Meeting

Members may like to consider nominating a Town Councillor to attend the Cabinet Meeting on 24th April to make the case for a Community Asset Transfer. It is understood that the Unitary Councillor for the East Ward, Cllr Stewart Dobson, has already discussed the possibility of a CAT with the Portfolio Holder for Finance, Procurement, IT and Operational Assets, Cllr Philip Whitehead.

Town Clerk's Recommendation

The Town Clerk recommends that Members:

- i) Decide whether or not to request a Community Asset Transfer of the land at Kelham Gardens for use for residents parking and, if so, that a formal request is made as soon as possible and
- ii) Nominate a Town Councillor to represent the Town Council at the Cabinet Meeting of 24th April where this land is to be discussed

Town Clerk

April 2018

A Wiltshire Forum for Town Mayors and Chairmen

Summary – This report asks Members to consider a proposal that future Town Mayors attend a Forum for Wiltshire Market Town Mayors and Chairmen.

1. Background

Along with other Town Mayors and Chairmen of Councils, Councillor Mervyn Hall was invited to attend a meeting in Devizes on Tuesday, 27th March 2018. This was set up to discuss a number of topical issues affecting all Town Councils. These included Neighbourhood Planning, Community Hubs, Community Area Boards, Housing, Asset Transfers and various community initiatives.

The Town Mayor will give a verbal update and details of the main points of the issues discussed at the meeting.

The proposal is that these meetings are held regularly and that future Town Mayors and Council Chairmen attend them subject to each Council's approval.

Town Clerk's Recommendation

The Town Clerk recommends that Members consider agreeing that Marlborough Town Mayors or (if unavailable) Deputy Mayors attend future meetings of the Wiltshire Market Towns Forum for Town Mayors and Council Chairmen.

Town Clerk

April 2018

WW1 Commemorations

Summary – This report asked Members to note the minutes of the most recent meeting of the Civic Working Party and consider a recommendation about this year's WW1 Commemorations

1. Background

The minutes of the meeting of the most recent Civic Working Party are at **Appendix 1**. This lists some changes to the arrangements for the Remembrance Parade and Armistice Day for 2018, a special year marking the centenary of the end of World War 1

2. WW1 Commemorations

A number of events and activities will be taking place over the weekend of 9th /10th /11th November. For the Town Council, so far, these are:

Friday, 9 November – Wreath laying at the 7th Wiltshire Regiment War Memorial and laying of poppies on Commonwealth War Graves

Saturday, 10 November – Town Hall event. To include songs from WW1 by local organisations and a reading of the names of all those on the Memorial plus others not named. This could be done by either children or a member of 4MI Battalion

Sunday, 11 November – Remembrance Parade. Lighting of beacon on The Common (The Rotary Club has agreed to help coordinate this). The Town Clerk has registered this as part of the wider national event - *Battle's Over – A National Tribute*.

3. Other Marlborough WW1 Commemorations

There are a number of commemorative activities taking place in the town. For example, the History Society is undertaking a WW1 commemoration project, Marlborough College has published a book (*Marlborough College and The Great War in 100 Stories*) and will be holding events. There is also the naming of the streets in the new Redrow development in honour of Marlborough soldiers who served in the Great War and the planting of the commemorative wood on The Common. Members may feel that it is worth drawing these events together or having some sort of coordination of them so that there is a definitive list of how Marlborough is commemorating this significant event in the town's history.

Both the 4MI Battalion and the Royal British Legion will be kept informed and be consulted about the arrangements.

4. Financial Implications

There is no dedicated budget for the WW1 Commemorations but there are 2018/19 budget lines, of course, for the Remembrance Parade (£2,000 increased from £500 to help cover the estimated additional costs) and an overall Events Budget (£7,000).

Civic Working Party Recommendations

The Civic Working Party recommends that Members agree that the recommended changes to Armistice Day and the Remembrance Parade should go ahead noting particularly that 2018 would be a special year marking the centenary of the end of World War 1 which may require more resources than in previous years.

Also

Members may also like to consider whether an approach should be made to other organisations so that the events can be coordinated more as a whole town commemoration *and*

That another Civic Working Party is held soon, particularly to discuss a format for the proposed Town Hall event on Saturday, 10th November 2018.