

## Safe Re-opening of the High Street

**Summary** – This report asks Members to Note the final design from Wiltshire Council for the widening of pavements in the High Street under the national Re-opening of the High Streets Safely scheme administered by Wiltshire Council. Also, to consider promotional signage and short videos.

### 1. Background

At Full Town Council on 29 June 2020, the following resolutions were made:

**RESOLVED:** (i) to widen the pavements along the full length of both sides of the High Street to allow for the free and safe flow of pedestrians past queues and pinch points

**RESOLVED:** (ii) to use the Town Council's allocation of free parking days and to pursue the parking ticket redemption scheme and to delegate to the Town Clerk to identify the best pattern of location and timing to support trade, adjusting the scheme if necessary

**RESOLVED:** (iii) to request additional funding for hand sanitizer stations and signage, and to delegate to the Town Clerk to identify the best locations and quantities

Update: Support for the scheme as set out at **i)** above was passed onto WC and a final design has been drawn up. **ii)** Once an implementation date is known the Town Clerk will arrange for free parking days, weekly over the summer (or as long as the allocation of 1196 spaces lasts for). These days are likely to be on a Wednesday or Friday and start from 9.30am (it's important to remember that though charges are waived, any time restrictions will still apply). **iii)** Four hand sanitiser stations have been ordered through the scheme, but promotional signage costs cannot be met by it.

### 2. Final Design

Professional Highways engineers have drawn up a viable design and this is at **Appendix 1**. The bus stop, taxi rank and disabled parking bays are retained. (One disabled space will be re-located). Some free parking on the north and south sides of the street will remain. The design widens the narrowest areas making it much easier to socially distance as well as enabling some in the hospitality sector to have chairs and tables out on the pavement. We are awaiting details on when the scheme will be implemented

### 3. Promotional Signage

As promotional signage does not meet the scheme's criteria, Members may like to consider funding temporary signs on the approaches to the town. This has been done effectively in other towns (e.g. Devizes). No costs have yet been obtained, but this is not an expensive outlay. Highways permissions may be required. Some towns are also using short videos as promotional tools to help encourage people back into their High Streets.

### 4. Community Engagement

Members will be aware of local interest in the scheme as well as press coverage and may like to consider having a FAQs page on the Town Council website (this is working well in Malmesbury where the scheme has been running for a month or so). This might help to clarify scheme details and clear up some misconceptions.

### 5. Points to Note

- Cafes, restaurants and pubs can now apply for fast tracked temporary pavement licences via Wiltshire Council at: <http://www.wiltshire.gov.uk/licences-permits-temporary-pavement-licences>

- The Town Council's Tourism Officer has written a promotional article piece about Hilliers and Hughenden Yards which will be given wide circulation

**6. Financial Implications**

There are no costs to the Town Council for the scheme itself (widening the pavements and hand sanitiser stations). The cost of promotional signage and videos would fall to the Town Council's budgets.

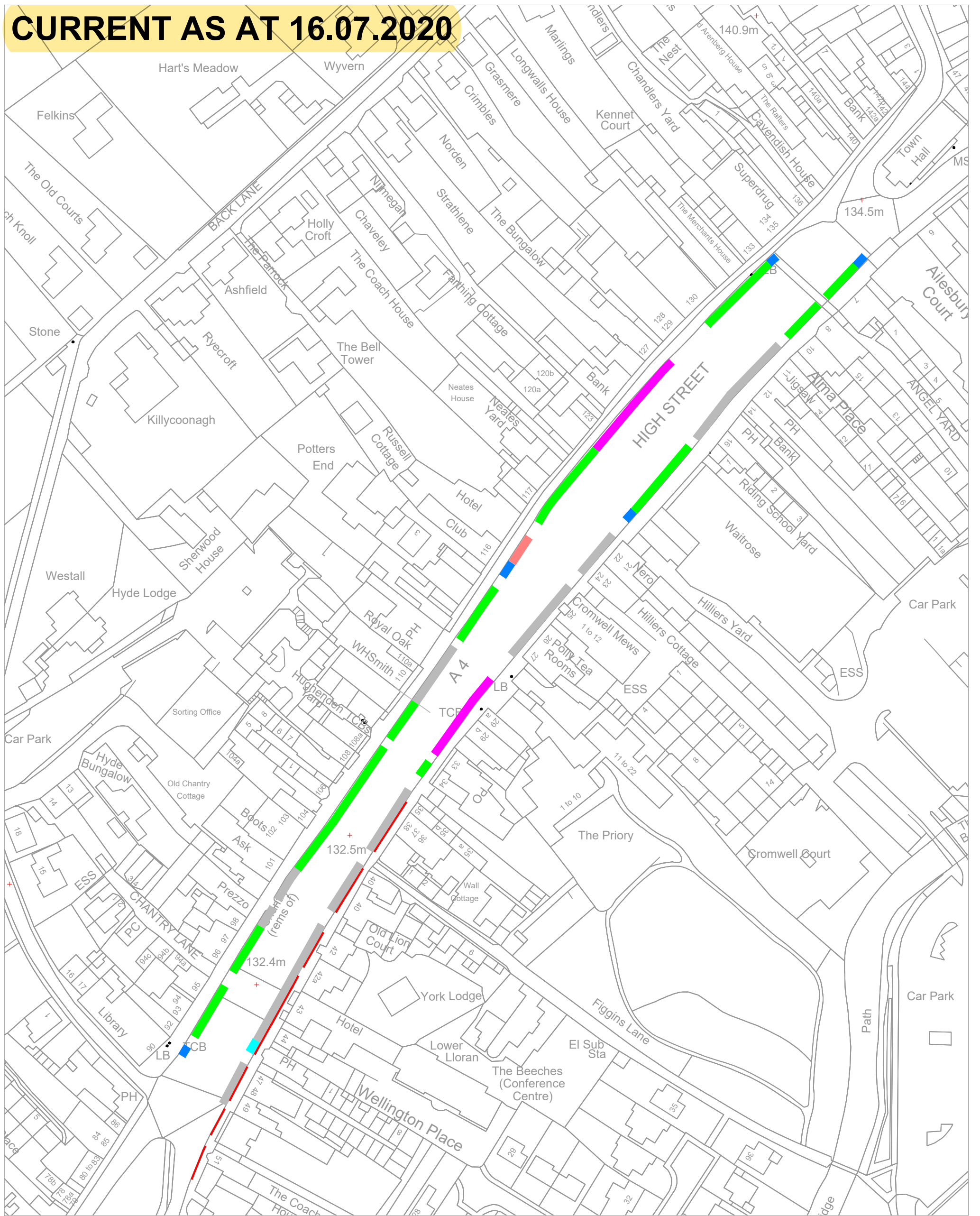
**Town Clerk's Recommendations**

The Town Clerk recommends that Members note the Highways design for the scheme and agrees that temporary promotional signage is erected on approaches to the town (subject to relevant permissions) and short promotional videos commissioned.

**Town Clerk**

**16 July 2020**

**CURRENT AS AT 16.07.2020**



- NOTES:
- █ Existing parking
  - █ Existing disabled parking
  - █ Existing bus stop
  - █ Existing taxi bay
  - Existing railings
  - █ Proposed parking suspension
  - █ Proposed disabled parking suspension



**Traffic & Network Management**  
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Wiltshire Council (100049050) 2020

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REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION
DRAWING PURPOSE:					
DRAFT					

PROJECT:		Highways Social Distancing Project	
DRAWING TITLE:		Marlborough High Street Proposed temporary parking suspension	
SCALES:	1/1250	SHEET SIZE:	A3
DRAWING No.	2020/ 051/D003	REVISION:	0
FILE REF:	U\ highways social distancing		

## Returning to the New Normal

**Summary** – This report asks Members to note a verbal update on any new guidance issued by central government on the lifting of restrictions around the Coronavirus pandemic and consider any implications or new actions for the Town Council.

### 1. Background

As members are aware, as lockdown restrictions have been lifted, decisions have been made quickly to implement changes necessary to ensure that any open space, building, or facility is COVID safe before re-opening. Here is an extract from the minutes of the Full Council meeting of 29 June 2020:

#### 53/20 RETURNING TO A NEW NORMAL

Councillors noted a report from the Town Clerk and considered recommendations about re-opening Town Council buildings and facilities. The **Town Clerk** gave a verbal update on the latest legislation and government guidance affecting Town Council services, facilities and buildings.

Deep cleans of all buildings would take place w/c 6 July 2020 starting with the Town Hall ahead of a planned wedding (now permitted for up to 30 people from 4 July). Hand sanitizer and PPE stations were already in place and the Grounds Team was working to inspect and clean all play equipment prior to re-opening on 4 July. The play area at Manton would close again on 12 July for work to begin to upgrade the play equipment.

Members considered the following recommended actions:

- That decisions on whether Town Council-led events should go ahead should be made three months ahead of the scheduled event date
- That once the office at 5 High Street is COVID safe (following a deep clean), it re-open to the public for an initial 4 hours a day (10:00-14:00, Mon-Fri)
- That staff should continue to work towards preparing all buildings for re-opening and being COVID safe in readiness for lifting of restrictions
- To open both access points to Priory Gardens from 6 July
- Once the Town Hall and Marlborough Community & Youth Centre have been deep cleaned and are COVID safe then these can be opened, but only in line with government guidance
- That Town Council play areas are inspected and prepared for opening on Saturday, 4 July, in line with government guidance
- That staff should continue to work from home where they can
- To provide an update on latest guidance and review all decisions at the next Full Town Council meeting on 20 July 2020.

**RESOLVED:** to take all recommended actions towards re-opening Town Council buildings and facilities

### 2. An Update

Risk assessments are in place (using advice from Ellis Whittam, our H&S Advisers). Deep Cleans of buildings are almost completed. The office will open to the public 10am -2pm on 20 July (the new entry system will be installed that week). PPE and hand sanitisers are available for all visitors entering the building. Signage is displayed. Office staff wear visors or masks when dealing with visitors. Both access points to Priory Gardens are open. Our first (socially distanced) wedding ceremony took place in the Town Hall on 10 July. All play areas are now open (except for the one at Jubilee Field, Manton as it is currently being upgraded), regularly inspected and sanitised daily. Staff are working from home and from the office. Members agreed that decisions on whether events involving the Council should still take place be considered 3 months ahead of scheduled dates. The Town Clerk is

liaising with the Showmen's Guild about plans for the October Mop Fairs and the Assistant Town Clerk is arranging a meeting to discuss the Christmas Lights Switch-on event scheduled for November.

### 3. Points to Note

- Government guidance is not always clear, and this is especially the case with the use of community buildings (Town Hall and the Marlborough Community & Youth Centre). Relevant guidance on this is at:  
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>  
However, this is slightly at odds with legislation recently issued at:  
<https://www.legislation.gov.uk/ukxi/2020/684/regulation/1/made>  
It is not clear whether there is a limit on all gatherings of over 30 or whether, if there is someone or an organisation responsible and accountable, any size of gathering is possible. Staff are liaising with other councils to look at common practice on this.
- The National Association of Local Councils (NALC) advice issued on 16 July still strongly advises local councils to continue to meet remotely, without the need for face-to-face contact. However, guidance has been issued on "hybrid" or "blended" meetings (which may include both remote and physical attendance) which may be relevant moving forward. (Councillors have previously discussed moving to physical meetings in the Town Hall in September)
- It is not yet clear if all employees are now expected to return to normal working environments
- It is not yet clear if masks/face coverings must be worn in office environments
- The Prime Minister will be making new announcements at a Press Conference on 17 July 2020 (after this report issues) and the Town Clerk will update Members on this at the meeting

### 4. For Review

Since the public toilets were opened on 30 May they have been cleaned twice a day which incurs additional cost – Members may like to now consider reverting to cleaning once a day.

### Town Clerk's Recommendations

The Town Clerk recommends that Members note the update report and consider any further government announcements to act on and also if twice daily cleaning of the public toilets should continue.

**Town Clerk**

**16 July 2020**

## Co-option of Town Councillor (East Ward)

**Summary** – To consider the timetable for the co-option of a new Town Councillor.

### 1. Background

At an Extraordinary Full Council meeting on 24 February 2020 (Min.482/19), Members noted that a letter of resignation had been received by the Town Mayor/Chairman of the Council from Councillor E Northeast (East Ward). Following this, the process of advertising the vacancy was followed with Wiltshire Council and (as formally confirmed by the Electoral Services Officer), no requests were received to hold a by-election and the Town Council is able to co-opt a new Town Councillor to represent the East Ward. (Confirmation of this was not received by WC until May due to lockdown measures).

### 2. Timing of Co-option

Co-option should normally take place 'as soon as practicable' and the Council may, now that restrictions on lockdown are being lifted, like to consider holding the co-option on **Monday, 7 September 2020**. *(It is hoped that meetings will have resumed in the Town Hall by that date)*

### 3. Process for Co-option

The opportunity to become a Town Councillor will be advertised widely during July and August through the Town Council's website, social media channels, posters and the Council's newsletter in Town and Country magazine.

### Town Clerk's Recommendation

The Town Clerk recommends that Members agree

- i) that the co-option should take place on **Monday, 7 September 2020**
- ii) that co-option to the vacancy is advertised widely as suggested

**Town Clerk**

**16 July 2020**

## Management Agreement

**Summary** – This report asks Members to consider the adoption of a Management Agreement to transfer obligations for Marlborough Town Council as ‘Managing Trustee’ of the Jubilee Field to Marlborough Town Council so giving it the legal basis for expenditure.

### 1. Background

Jubilee Field, Manton is held as a Land Trust with Marlborough Town Council as its ‘Management Trustee.’ For well over 15 years, this Trust has been held in abeyance with the management and expenditure dealt with automatically by the Town Council. Professional advice has been sought about how to formalise this from Wellers Law Group (specialists in dealing with charities and trusts in the local council sector).

It is advised that a Management Agreement is drawn up formalising the Town Council’s expenditure on its management of this land. The agreement at **Appendix 1** (drafted by the Wellers Law Group) transfers the obligation for the Jubilee Field from the Charity to the Town Council and gives the Town Council the legal basis for the expenditure which it is incurring. (The objects of the Charity are to supply recreational facilities for the village of Manton and this is reflected in the Agreement.)

### Financial Implications

Professional fees have been incurred with this work of circa £700.

### Points to Note

Wellers Law Group are also being consulted about the Herbert Leaf Charity

### Town Clerk’s Recommendation

The Town Clerk recommends that Members agree to adopt the Management Agreement and that it is signed off. Also, that nil returns are lodged with the Charity Commission.

### Town Clerk

16 July 2020