

Marlborough Town Council



26th October 2021

Dear Councillor

Full Town Council

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **Monday, 1st November 2021** at **7pm** in the **Assembly Room, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams

Town Clerk

This meeting will be held in the Assembly Room 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.

There will be twenty places for members of the public to attend. 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.

All those in attendance at the meeting will be required to wear a face mask when moving around the Town Hall, unless or exempt, or when seated.

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.

PRAYERS

PRESENTATIONS TO EX-COUNCILLORS OF THE COUNCIL TERM 2017-21

CLLrs P Cairns, P Dow, A Kirk-Wilson, S Price, and A Wilson have been invited to attend to be thanked for their service in the council term 2017-21

PUBLIC QUESTION TIME

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

CRIME AND DISORDER

A member of Wiltshire Police will be invited to give a report and answer questions from Councillors and members of the public (not to exceed 10 minutes)

TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Not to exceed 10 minutes

AGENDA

1. Apologies for absence

2. Declarations of interest

a) To receive any Declaration(s) of Interest under Marlborough Town Council's Code of Conduct issued in accordance with the Localism Act 2011

b) To consider any dispensation requests received by the Town Clerk

Members are reminded that they are obliged to notify the Monitoring Officer of a change to disclosable interests, or a new interest as defined in Appendices A and B of the Code of Conduct within 28 days of becoming aware of it. These should be passed on to the Town Clerk to register online.

3. Mayor's announcements

4. Minutes

To approve and sign the minutes of the meetings held 6th September and 11th October 2021

5. Town Clerk's Action Log

To receive an update on the Town Clerk's Action Log

6. Queen's Platinum Jubilee

To consider the Council's plans to celebrate the Queen's Platinum Jubilee

7. Development Planning Workshops

To consider the outcomes of the Development Planning Workshops

8. Environment and Climate Protection Policy

To consider the Environment and Climate Protection Policy and how it can positively influence those services and activities that fall under the remit of the Full Council

9. Members' Question Time

Questions to be submitted to the Town Clerk by midday on the day of the meeting and not to exceed 10 minutes

10. Common Seal

To authorise the fixing of the Common Seal of Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting

The **Mayor** thanked **Mr Goodwin** for his questions and comments, which will be passed back to the **Town Clerk** for him to review and respond direct. The **Mayor** went on to say that Officers make every attempt to record discussions with accuracy, however the town council is always happy to listen to comments, review and revise our practices. The poor acoustics in the Assembly Hall do not help, however the town council are looking at ways to improve communication and audibility at meetings for members, officers, and members of the public in attendance. There is an item on tonight's agenda to discuss and resolve that very issue.

CRIME AND DISORDER

There was no representation from **Wiltshire Police** in attendance. It was noted however that at the previous meeting, lots of questions were asked and taken away by the PC in attendance.

ACTION: The **Town Clerk** to follow up and seek responses to previously posed questions.

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillor Cleasby raised a question regarding Wiltshire Council's contracts with housing associations (Aster in particular). Councillor Thomas confirmed that she has been unable to obtain an answer at present but will persist. She has logged a formal complaint and put a request in to the cabinet member for housing for a response.

Councillor Hall asked a couple of questions of **Councillor Clewer** in relation to neighbourhood planning; the lack of a five-year land supply and the unachievable 2-year target for reviewing plans. **Councillor Clewer** responded, as frustrated as **Councillor Hall** with the ever-changing requirements around the five-year land supply, which currently sits around 4.7 years. A large development in the Trowbridge area took two long years to come forward (now being developed) and this has had an impact on the demonstrable supply. He is hopeful that when the supply is recalculated later this year, Wiltshire Council will have its five-year land supply confirmed. He understands the frustrations around the requirement for plans to be reviewed after 2 years and the volume work required. It is hoped that the planning bill, coming soon (or a ministerial decision), will look to address this. In an ideal world, neighbourhood plans would be aligned with local plans in terms of timeframe and revisions.

The **Mayor** stated that the Library is set to open soon and wondered if any of the unitary councillors knew what the opening hours might be going forward. **Councillor Davies** to find out and report back.

184/21 APOLOGIES

Apologies for absence were received from **Deputy Town Mayor, Councillor Farrell, Councillors Hillier, Loosmore and Ross.**

185/21 DECLARATIONS

There were no declarations of interest or requests for dispensation.

186/21 CHAIRMAN'S ANNOUNCEMENTS

Marlborough in Bloom judging day took place on Thursday 29th July on a beautiful sunny day. The judge was very impressed, not just with our floral displays but the town in general, and he promises to return. The results will be announced at presentation day, in Weston-Super-Mare on Thursday 7th October 2021. If any councillors wish to attend this event, please contact the **Assistant Town Clerk** who can organise tickets. Unfortunately, the **Mayor** is unable to attend as he is involved in the 4MI Freedom Parade through the town that same day.

187/21

MINUTES

RESOLVED: that the minutes of the meeting held on 19th July 2021 were approved as a true record and signed by the Chairman

188/21

ACTIONS UPDATE

Councillor Fogg asked for a Twinning Working Party meeting to be convened asap.

Members noted the remainder of the updates.

189/21

REQUEST FOR A CLOTHING BANK AT THE COMMUNITY & YOUTH CENTRE

Member discussed the request and whilst they fully supported the proposal, they would rather that a parking space is not taken up for this purpose. The car park is relatively small, and all of the spaces are required when the facility is in full use.

RESOLVED: To approve the request for the siting of a clothing bank, by Recycling Solutions on behalf of Wiltshire Air Ambulance at the Community & Youth Centre, in an alternative location other than a parking bay, on a three-month trial.

190/21

FURTHER CONSIDERATION OF CATG REQUESTS

Members discussed the Manton 5 Point Safety Scheme and a recent request submitted by the **Town Clerk** to the Wiltshire Council CATG officer seeking advice on whether it would be a suitable project for the Substantive Highways Scheme Fund. Unfortunately, the **Town Clerk** has not yet received a response, so no further update on this could be provided, however members were made aware that any works accepted as part of this scheme may require a contribution from the town council or another party. If we had a view from Wiltshire Council as to the estimated cost of such a project, the town council would be in a better position to make an informed decision on the level of contribution required. Members may wish to await this information so that a balanced decision can be made.

Councillor Davies confirmed that only fully worked up (and costed) schemes can be taken forward for consideration and so at this time, the Manton 5 Point Safety Scheme would not be deemed suitable. NB. The closing date for applications is 17th September 2021.

Councillor Davies had submitted by email two CATG requests for consideration at this evening's meeting however, she remains unsure of the correct process for the handling of these requests. **The Mayor** confirmed that currently CATG requests are submitted by members for consideration at the Planning Committee. If it is felt that Full Council is a preferred forum for these discussions, so that approval for proposals and funding contributions can be agreed in advance, then the existing process could be revised, to make the ongoing applications to CATG smoother. It was suggested that this could be raised for discussion at the next visioning workshop which is being held on 15th September 2021.

It was noted that there are already 3 x substantive proposals sitting with CATG, to include safe crossings at the High Street and on Port Hill and these should remain for consideration.

Councillor Allen gave some background to a proposal put forward for a safe crossing on the High St, with specific consideration given to usage by those with visual impairment, however the suggestion that came back from Wiltshire Council at that time, did not take this aspect into consideration. **Councillor Allen** requested and received permission from council to take this issue back up at CATG to ask for some revisions to this design.

ACTIONS:

- **The Town Clerk** to contact Manton residents with an update on the 5 Point Safety Scheme application to the Substantive Highways Scheme Fund

- The process for CATG requests is raised and discussed at the forthcoming visioning workshop on 15th September 2021.
- **Councillor Allen** to go back to CATG at the next meeting on 16th September 2021 to seek a revision to the design submitted by Wiltshire Council for the safe crossing on the High Street

191/21 ELECTION OF REPRESENTATIVES FOR STONEBRIDGE MANAGEMENT COMMITTEE AND THE ALLOTMENT ASSOCIATION

RESOLVED:

- **Councillor Waltham** is elected as representative on the Stonebridge Management Committee.
- **Councillor Heath** is elected as interim representative on the Allotment Association, until another Councillor can take up the role on a permanent basis.

192/21 COMMITTEE MINUTES

RESOLVED: that in accordance with para 3.1 of the Scheme of Delegation, the following approved minutes of committee meetings were noted: **Planning** – 5th July, 26th July & 16th August 2021, **Property** – 6th April 2021 and **Amenities and Open Spaces** – 21st June 2021.

In addition, members wished to note the issues raised by Neil Goodwin on the accuracy of the minutes of the Planning Committee minutes meeting held 5 July 2021 (Min. No. 108/21) which will be addressed by the **Town Clerk**.

193/21 MEMBER'S QUESTION TIME

Councillor Thomas raised a question, previously to the Town Clerk with a request for a review of our Speed Indicator Device (SID) and the current process in place for its deployment and rotation. The **Assistant Town Clerk** confirmed that she is working with the **Town Clerk** on a report for a future agenda, as requested.

194/21 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: 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 about to be transacted.

Mr Goodwin and Councillor Clewer left the room.

195/21 MICROPHONE SYSTEM FOR COUNCIL MEETINGS

The **Town Clerk's** report was discussed, and the following points/questions raised:

- It was noted that any system purchased could be used as part of a hire package for users of town council venues, to recover costs.
- Any new system could be used for future civic events, such as Mayor Making etc.
- A wireless system would be preferable to a cabled system.
- There is a requirement for this new system to be able to interface with the existing sound system in the Assembly Room.
- Can the cost be justified for the length of time this equipment maybe required?
- Clear & effective communication in meetings is a fundamental part of democracy.
- Whilst some members were keen for meetings to return to the Council Chamber as soon as possible, negating the need for this equipment long-term, some members would prefer to continue meeting in the Assembly Room, with its space and good ventilation.

PUBLIC QUESTION TIME

There were no questions.

228/21 APOLOGIES

Apologies for absence were received from **Councillors Fogg** and **Sheppard**.

The Town clerk read out a statement by Councillor Fogg as follows: "I understand that a person with whom I've enjoyed an intimate relationship for a considerable number of years is putting herself forward for selection as a town councillor and I feel therefore that it would be inappropriate for me to participate in these proceedings."

229/21 DECLARATIONS

There were no declarations.

230/21 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: 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

231/21 INTERVIEWS FOR COUNCILLOR CO-OPTION

RESOLVED: to conduct voting by paper ballot

There were two candidates, Mrs Edwina Fogg, and Mr Dominic Gregory. The interview process was the same for each: a five-minute presentation, followed by six set questions from the Mayor and Committee Chairs or Vice Chairs. Each candidate was invited in separately and left the room after their interview.

Following the interviews, discussion points included:

- That both were strong candidates who would bring different benefits and skills to the Town Council
- Whether both candidates should be invited to join appropriate Working Parties where their skills, interest and experience could benefit Marlborough, irrespective of whether they were successful in their election

Voting slips were completed and collected. There were 6 votes for each candidate, with one abstention. Therefore, **Mr Dominic Gregory** was duly elected via the **Town Mayor's** casting vote.

232/21 COMMON SEAL

Proposed by **Councillor Ross** and seconded by **Councillor Loosmore** and

RESOLVED: that the Common Seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decisions of the meeting.

The meeting closed at 8.15 pm

Signed: Date:
Town Mayor

ITEM 5 TOWN CLERK'S ACTION LOG

To receive an update on the Town Clerk's Action Log

Description	Assigned to	Source	Status	Start Date	Due Date	Notes
Twinning working Party	Town Clerk	Full Council	In Progress	19/07/2021		First meeting 14.10.21. - Cancelled due to Cllr apologies.
MANP Submission	Town Clerk	Full Council	In Progress	19/07/2021	20/08/2021	Submitted to WC At Reg 16 stage. Consultation runs from 20/9/21-8/11/21
Public question / Mr May re: MANP	Town Clerk	Full Council	Complete	19/07/2021	23/07/2021	
Update on Police response to questions raised	Town Clerk	Full Council	Complete	19.7.21	6.9.21	Emailed FC Police response 9.10.21
PA System	Town Clerk	Full Council	Complete	06/09/2021	01/11/2021	M&YC Microphones trialled. No more microphones can be added as advised by supplier.

To consider the Council's plans to celebrate the Queen's Platinum Jubilee

1. On 2nd June 2022 we will celebrate another unique milestone in our history, Her Majesty The Queen's 70th year as our Monarch and Head of the Commonwealth - her Platinum Jubilee.
2. The May Bank Holiday Weekend will be moved to Thursday 2nd June and an additional Bank Holiday on Friday 3rd June will see a four-day weekend to celebrate Her Majesty The Queen's Platinum Jubilee from the 2nd to the 5th June 2022.
3. Communities across the nation, UK Overseas Territories and the Commonwealth are being invited to participate in lighting beacons. More than 1,500 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories, and one in each of the capital cities of Commonwealth countries in recognition of The Queen's long and selfless service. The beacons will enable local communities, individuals, and organisations to pay tribute to her as part of the official Platinum Jubilee Weekend of celebrations.
4. Local ideas that have been expressed to date are:
 - a 'Community Picnic' on the Common, possibly with some fun organised team challenges and games, ending with the lighting of the Beacon, and
 - promoting a themed 'Platinum Jubilee Bake' via the various hospitality outlets in Marlborough.
5. This matter was also considered at the Amenities and Open Spaces Committee on the 31.8.21, with a view to identifying possible locations for planting trees to commemorate the occasion.
6. 4MI Battalion has notionally expressed interest in supporting any Council event.
7. A budget allocation will be needed to support any events or activities.
8. The Council is asked to consider this matter and instruct the Town Clerk accordingly, and whether the Council would like to develop it's plans via a working party or via the Council staff?

LINKS: [The Queen's Platinum Jubilee 2022](#)
[The-Queens-Platinum-Jubilee-Beacons-Guide.pdf \(slcc.co.uk\)](#)

To consider the outcomes of the Development Workshops

- I. There were three in-house Council workshops on the 14th, 21st and the 15th of September, from which there were a number of outcomes that could be adopted by the Council and its Committees to inform the development plan for the next Council term, as follows:
 - **Climate Emergency** – this was seen as overarching, and integral to all Council services and activities, with MTC being proactive and leading by example
 - **Town ‘Centre’ Plan** – and having a well thought through plan could influence key other stakeholders and partners towards a shared vision
 - **Maximising Marlborough’s assets** – including capitalising on the open spaces, river, and venues
 - **Traffic Plan** – and how a well thought through plan could influence key other stakeholders and partners towards a shared vision
 - **Ensuring the Marlborough Area Neighborhood Plan**
 - **Civic services and program** – as an inherent given of the Councils offer and part of the Towns ‘brand’
 - **Eco -Tourism** – seen to offer opportunities in support of other aspirations
 - **Youth, Community, and Business engagement** – with models of approach, strategy, and resourcing
 - **Cultural Development and Events** – seen as key to ensure shared experiences for community cohesion, and being forward thinking in terms of bringing back events
 - **Influence and Enabling** – how the Council can use its position effectively in support of other goals
 - **Affordable rented accommodation** – are there more opportunities to increase Council stock, plus other models to do this?
 - **Heritage** – linked to tourism, and cultural development/events/ Civic?
 - **Partnerships** – linked to the Council adopting a proactive enabling role, and seeking to maximise opportunities for Marlborough
 - **Devolution of Services (inc. possibly High St Market)** – what may be taken on from WC, and the need to ensure this is supported by sufficient resource
 - **The Common** – management and utilisation
 - **Business and employment development (BID)** – is there scope to create opportunities for small businesses, a ‘business hub’, young people?
 - **Maintain the existing** – not ‘blank canvas’ – need to ensure we maintain what MTC currently has
 - **Resourcing and Finance** – all aspirations should be supported realistically, and also could look at creative ways to draw in resources to enable developments in a managed way (e.g., 1/2/5/10 yrs.)
 - **Evidence Based** – needed to support new initiatives going forward – reference to WC’s Joint Strategic Assessment.

- II. Full Council is asked to consider;
 - which of these it may consider relevant to its remit, and from these which if any it should adopt as thematic aims that could feature in a 2021-2025 Council Development Plan?
 - to preliminarily identify the financial implications of any broad aims the Full Council considers for adoption, with a view to informing the 2022/23 budget and precept setting.
- III. Members are asked to instruct the Town Clerk accordingly

ITEM 8 ENVIRONMENT AND CLIMATE PROTECTION POLICY

To consider the Environment and Climate Protection Policy*, and how it can positively influence those services and activities that fall under the remit of the Full Council.

- I. The Council adopted its Environment and Climate Protection Policy Statement on the 28.6.21.
- II. The Full Council is now asked to consider the policy and how it can be used to positively influence those services and activities that fall under the remit and scope of the full Council.

**Please see appendix 1 for policy*

Marlborough Town Council



Environment and Climate Protection Policy Statement

Author: Town Clerk

Adopted: 28.6.21

Review Date: June 2024

Policy Statement

- 1. Marlborough Town Council is committed to protecting the health and wellbeing of our local environment and beyond.*
- 2. Marlborough Town Council acknowledges that non-recyclable single use plastics (SUPs) are a threat to our wildlife and environment on a local, national, and global scale.*
- 3. Marlborough Town Council further acknowledges the effect of global warming and global climate emergency, which has been declared by the UK Government and by Wiltshire Council.*
- 4. Marlborough Town Council recognises its obligation to take such steps as are necessary and practicable, to limit any detrimental impact its services and activities has on the immediate local and wider environment and on the global climate.*
- 5. The Council, committees, and staff will proactively exercise its collective knowledge and awareness to ensure an informed approach to its considerations in respect of all Council responsibilities, commissions and purchases, contractual agreements, engagement of services, projects, events, and practices, with the overall aim to reduce its environmental impact and achieve carbon neutrality in line with Government policy.*

6. *The Council aims to ensure its staff and councillors develop its awareness and knowledge of the 'Climate Emergency' and mitigating factors through the acquisition of information and skills in order to limit its impact on the environment and climate.*
7. *Marlborough Town Council commits to a comprehensive appraisal of its current operations to assess and understand its environmental impact, and to outline its areas for improvement and subsequent actions; and will ensure the necessary resources are prioritized to ensure this happens at the start of a Council term and every subsequent year thereafter, to ensure that the Council is able to perform all its duties as required by environmental legislation.*
8. *The Council is also committed to supporting and encouraging residents and community groups, to take such actions as are necessary and practicable, to limit their detrimental impact on the environment and the global climate. In order to do this, the Council is committed to consulting with residents, to better understand how it can support in this work.*

This policy will be reviewed every three years, or as needed, by the Finance and Policy Committee, in conjunction with the Town Clerk