

Marlborough Town Council



17th May 2022

Dear Councillor

Full Town Council

I hereby **summon** you to a **Meeting of Marlborough Town Council** which will be held on **Monday, 23rd May 2022 at 7pm** in the **Court Room, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

This meeting will be held in the Court 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 thirty 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.

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

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

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Full Council. The time allocated for this should not exceed 10 minutes and be limited to one 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.

IDEAS FOR AFFORDABLE ECO-FRIENDLY HOMES

A presentation by St Johns Students on their award-winning ideas for affordable Eco-friendly homes in Marlborough

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 ClerkMembers 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 meeting held 9 May 2022
5. **Action Log**

To note and review the Action Log
6. **Environmental Impact Assessment and Carbon Audit**

To agree the commission of services to carry out an Environmental Impact Assessment and Carbon Audit of the Council's buildings and services

7. Platinum Jubilee celebrations

To receive and note an update on the Platinum Jubilee Celebrations

8. Committee Minutes

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: Planning – 4 April 2022, Amenities and Open Spaces – 7 February 2022, and Finance and Policy – 14 February 2022. These minutes have been approved by committees and circulated to Members and are available to download from www.marlborough-tc.gov.uk or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

9. 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

- 3/22 ELECTION OF DEPUTY TOWN MAYOR FOR THE YEAR 2022/2023**
Proposed by Councillor Barrett-Moreton and seconded by Councillor Fogg that Councillor Donald Heath be elected as Deputy Mayor for the ensuing year
RESOLVED: that Councillor Heath be elected as Deputy Town Mayor for 2022/2023
- 4/22 DECLARATION OF ACCEPTANCE OF OFFICE BY THE DEPUTY TOWN MAYOR**
Councillor Heath signed his Declaration of Acceptance of Office
- 5/22** The retiring Town Mayor, the Town Clerk, Deputy Mayor, Mayor's Chaplain, Town Crier and Macebearers processed from the Court Room, followed by the newly elected Town Mayor and her Chaplain, to the Mayor's Parlour
- 6/22** The newly elected Town Mayor and Deputy Town Mayor, the retiring Town Mayor, the Town Clerk, Town Crier and Macebearers and Mayor's Chaplain processed into the Court Room
- 7/22** The newly elected Town Mayor gave thanks for her election and named her charities for 2022/2023 as The Jubilee Centre, Friends of Marlborough St Mary's Primary School, Love Marlborough Kids Meals, Kennet Community Transport, Macmillan and Minal Village Hall. She presented Mayor's Awards to Genevieve Hall and Tia Campbell.
- 8/22** The Town Mayor presented her Consort with her badge
- 9/22** A vote of thanks was proposed by Councillor Barrett-Moreton to the retiring Town Mayor and seconded by Councillor Fogg
- 10/22** The retiring Town Mayor gave his reply and presented his Mayoress with her badge. He presented cheques to his charities: Friends of Savernake Hospital, Marlborough Area Poverty Action Group and MND (Motor Neurone Disease Association)
- 11/22 APOLOGIES**
Apologies for absence were received from Councillors Ross, Allen, Davies and Sheppard
- 12/22 MINUTES**
RESOLVED: that the minutes of the meeting held 11 April 2022 were approved as a true record and signed by the Town Mayor
- 13/22 COMMON SEAL**
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 7.30 pm

To note and review the Action Log

91	Forestry England consultation on plans for Savernake Forest	475/21	Full Town Council	Town Clerk	Complete	11 April 2022		Letter sent 14.4.22 to FE by Town Clerk on behalf of MTC outlining objections as agreed and inviting them to re-consult and re-engage with residents on the matter (and offered MTC assistance in this).
92	Christchurch Asset of Community Value application to WC	476/21	Full Town Council	Town Clerk	Complete	11 April 2022		Application sent 29.4.22

To agree the commission of services to carry out an Environmental Impact Assessment and Carbon Audit of the Council's buildings and services

Purpose

The purpose of this report is to inform the Council of a proposal to commission the services of an external environmental audit company to carry out an Environmental Impact Assessment and Carbon Audit (EIACA), outline the scope of the proposed work and seek the Council's support to proceed.

Proposal

Cllr Waltham and the Town Clerk have approached a number of companies who offer this service. These varied greatly in their service offer and cost, with some citing in the region of £15k for their services.

It is proposed to ask a company called '*Greenleaf*' to carry out an EIACA for Marlborough Town Council's activities and properties including:

- the Town Hall
- Marlborough Community & Youth Centre
- Offices at 5 High Street
- Flats & Shop
- Cottages
- Workshop
- Associated staff behaviours.

Outcomes

As a result of the service the Council would receive:

- A full tailored list of recommendations and roadmap to the various stages of carbon zero.
- A Greenleaf Certificate of Sustainable Practice or a Work in Progress Certificate towards Sustainable Practice.
- Software licence to web and app-based tools for 1 year to allow the Council to track its full impact organisation-wide in real-time, or near real-time, throughout the year.
- (Optional) Up to 6 x Social Media press releases on the part of Greenleaf regarding the Council's movement and achievements towards carbon zero.

Timeframe and process

- Opening meeting – 30/45 mins
- Site visit & survey – 2 days (all sites)
- Data collation and report writing – 5/9 working days
- Closing meeting – 30/45 mins

Software set up & support:

- Introduction and training for handling staff – 30 mins
- UK based support provided 09:00 to 21:00, 7 days per week.

Considerations

Financial and Resource implications

The cost would be £2,250, which could be funded from the Climate Emergency Reserve which has £3,975 available.

Legal implications

The EIACA report is written for publication and is the Council's property post-release. The service agreement they offer provides non-disclosure terms ensuring Greenleaf will not share any confidential information gathered throughout the audit without explicit written consent from the Council.

Climate Emergency implications

This commission and action would support the Council's Environment and Climate Protection Policy Statement adopted on 25.06.2021.

Recommendation

It is recommended that the Council supports the commission of Greenleaf's service to carry out a EIACA as described. Members are asked to instruct the Town Clerk accordingly.

Town Clerk 14.5.22

Purpose

The purpose of this report is to update the Council on the Platinum Jubilee celebrations. Please see the following programme of events:



Platinum Jubilee Celebrations Marlborough & Manton

Monday 30 May & Tuesday 31 May

Exhibition of Marlborough's Royal Links

Town Hall, 10am-3pm

This Merchant's House exhibition showcases memorabilia and photographs ranging from Queen Victoria to Queen Elizabeth II

Tuesday 31 May

The Merchant's House presents Royal Fashion in the age of Queen Victoria

A talk by Jo Badger

Town Hall at 1.45pm

In this talk Jo charts the development of women's fashion during Queen Victoria's reign, with an emphasis on the clothing worn by Victoria and her descendants.

This is a ticketed event¹

Thursday 2 June

High Street Party Marlborough High Street 2-5pm

Live Music | Street Entertainers
Children's Fancy Dress Parade² | Ice Cream
Vans | Face Painting | Balloon Modelling
Make a Crown | Party Tables³ | Picnic Area

Commemorative Tree Planting

Priory Gardens at 2.45pm

To be planted by the Town Mayor for
The Queen's Green Canopy

Platinum Jubilee Beacon

Marlborough Common

The Beacon will be lit at 9.45pm
Event starts at 9.30pm

www.marlborough-tc.gov.uk/whats-on/platinum-jubilee-celebrations

¹ www.themerchantshouse.co.uk/events/details/78 or on the door

² Entry forms available at www.marlborough-tc.gov.uk/whats-on/high-street-party

³ www.eventbrite.co.uk/e/platinum-jubilee-high-street-party-tickets-332956320317



Friday 3 June

Afternoon Tea Party

Bring a picnic rug to Salisbury Road
Recreation Ground, 3.30-5pm

Hosted by Emmanuel Church to celebrate the
Queen & her Christian faith
Music | Cream Tea | Games | Stalls

Saturday 4 June

Royal Connections Tours

Marlborough College

9.30am to midday

30-minute self-guided walking tours of the
College's Royal Connections. Pick up a leaflet
at the gate, read the stories & follow the map

Classic Cars

Marlborough High Street

10.30am and 2pm

Cavalcades around the town at 10.30am and
2pm, and a display in the High Street alongside
the market

Organised by U3A in Kennet

Church Bells

12 noon

Celebratory quarter peal of church bells at
St Mary's, Marlborough

Family Festival

The Parade, 12noon onwards

Live music, food, fun & games
Organised by The Parade Cinema

Sunday 5 June

Jubilee Bake Off

Town Hall, 2-4pm

Enter your Jubilee cupcakes & showstopper
bakes: email jubileebake2022@gmail.com
Guest Judging at 4pm

Manton Street Party

Bridge Street, 2-7pm

45-minute ring of bells at St George's, 1.30 pm
Live Music | Food | Drink

Royal Picnic

The Common

2pm-10pm

Hosted by Marlborough Rotary: Live Music
Dance Show | Bluebelles Choir | Food Stalls
Face Painting | Punch & Judy | Sports

2 to 5 June

St Peter's Church open Thursday to Sunday for a Festival of Flags & Flowers,
Tower Tours and picnics in the churchyard

www.marlborough-tc.gov.uk/whats-on/platinum-jubilee-celebrations



Programme designed by Georgia Montague
Email: enquiries@marlborough-tc.gov.uk or call 01672 512487

MARLBOROUGH TOWN COUNCIL



Some headlines:

- All 200 High Street party tables were booked out within 72 hours of going live
- Space available for people to take part in the 'lounge areas'
- Volunteer assistance needed to help run the High Street party
- A very successful bunting workshop took place at the Town Hall on 6th May, with 15 volunteers offering their time and skill, and a second one is planned for the 20th May [Marlborough Town Council - Sew! Sew! Quick! Quick! Sew! \(marlborough-tc.gov.uk\)](http://marlborough-tc.gov.uk)
- 50 'platinum guests' have accepted their invitation to the party (as of 14.5.22), with the support of local care homes
- Publicity materials are complete and rolling out across the parish
- Additional dressage for the High Street party will be provide by City Dressing, with thanks to Wiltshire Council as part of their county wide town centre contract

ITEM 8

COMMITTEE MINUTES

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ITEM 9

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.