

## MARLBOROUGH TOWN COUNCIL

### FULL TOWN COUNCIL

Minutes of a Meeting of the **Full Town Council** held on **Monday 23<sup>rd</sup> September, 2013** in the **Council Chamber, Town Hall, Marlborough** at 7.00 pm.

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<b>PRESENT</b>	Councillor G. Loosmore Councillor S.R. Dobson Councillor Mrs E.M. Hannaford-Dobson Councillor A. Ross Councillor Mrs P. Dow Councillor Mrs M. Rose Councillor N. Barrett-Morton Councillor Ms. L. Farrell Councillor R. Allen Councillor J. Cook Councillor B. Lam Councillor M. Hall Councillor A. Light	Town Mayor
<b>ALSO PRESENT</b>	Mrs. S. Parker Mrs S. Fry Mr. G. Isaaman Ms. A. Mauremootoo Chief Inspector R. Bull The Revd. Cannon Studdert-Kennedy Plus 2 members of the public	Town Clerk Office Manager Marlborough News Online Wiltshire Gazette & Herald Wiltshire Constabulary

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The Mayor introduced Mr. Alan Beamish of the Trussell Trust (Devizes) who gave a short presentation on the Trust's work around collecting for food banks in Devizes and Marlborough. Over the last year more than 1,500 people had been helped through the scheme. A weekly collection took place between 10am and 12pm each Friday at Christchurch. Regular collections also took place at local supermarkets which had all contributed generously and in different ways. It was suggested that the work of the food bank was advertised on the Town Council website and that the Trust considers applying for a grant through the Small Grants Scheme. The Mayor thanked Mr. Beamish reiterating that that all Councillors fully supported the Trust's work.

#### **PRAYERS**

The Revd. Cannon Studdert-Kennedy opened the meeting with Prayers.

#### **PUBLIC QUESTION TIME**

**Mrs V. Compton** – stated that the Friends of Savernake Hospital would be holding a Defibrillator Training Day on 23<sup>rd</sup> October at the Town Hall between 11.00am and 7.00pm. All were welcome to attend.

#### **CRIME AND DISORDER**

The Mayor introduced Chief Inspector Roger Bull and passed thanks on to his Officers for their prompt action following the recent robbery in the High Street. The Mayor also confirmed that proposals were being sought for CCTV systems and that this would be discussed at a future meeting of the Town Council. A copy of the Police Report submitted by Inspector Mark Thompson was circulated.

All Councillors passed on condolences to Inspector Mark Thompson on his recent bereavement.

**Chief Insp. Bull** reported that the Inspector's report was positive and that the recent robbery in the High Street was an isolated incident and rare for the area. Marlborough was a safe town and there had been a 15% drop in reported crime over the last few months. There had been a small increase in vehicle crime in relation to theft from cars and it was important for everyone to be vigilant about locking vehicles and not leaving valuables on view. Also, it remained important to report all crimes to help build up a true picture of criminal activity in the town.

**Cllr. Allen** – asked if many crimes were left unreported and also whether there were drug problems at local schools

**Chief Insp. Bull** – replied that some crimes were not reported for various reasons. These included fear of creating a fuss, a lack of confidence in the Police and sometimes misplaced loyalty. Most schools were indeed affected in some way by drugs but it was not appropriate to comment on individual schools.

Clearly, drugs had to be dealt with at source. Police resources were centered around the M4 Corridor, a major route for drugs in the wider area. As drugs gangs focused efforts in Bristol and Swindon, it was inevitable that Marlborough and other towns would be targeted.

**Cllr. N. Fogg** - asked whether the police were able to act to prevent lorries being directed along narrow roads by Satellite Navigation systems. (There had been a recent case where a juggernaut had collided with a property in Hyde Lane causing considerable disruption).

**Chief Insp. Bull** – replied that HGV traffic concerns were a nationwide problem and the police had little powers to act to combat this.

**Cllr. S.R. Dobson** - asked if figures set out in the report included recent High Street crimes

**Chief Insp. Bull** – replied that they didn't as the crime figures produced were collated up until 31<sup>st</sup> August.

The Mayor thanked Chief Inspector Bull for attending the meeting.

**TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS AND REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

**Cllr. J. Cook** – asked if Wiltshire Councillors would look into how the owners of the former Asia Grill site at London Road could be encouraged to complete works already started as the building was unsightly at an important access route into the town.

**Cllr. S.R. Dobson** – replied that he would follow this up but that it was likely that unless the building was a danger to the public, little action could be taken.

**Cllr. N. Fogg** – suggested that a little local publicity might help the situation.

**Cllr. Mrs P. Dow** – asked that a letter be sent to the site owners from the Town Council.

**Cllr. M. Hall** – asked if there were any Low Emission Zones in Wiltshire, especially in the Marlborough area.

**Cllr. S.R. Dobson** – replied that he was not aware of any

**Cllr. N. Fogg** – replied that he was aware of a monitoring group

**The Mayor** - stated that there was an Air Quality Management Zone covering the whole of Marlborough, a result of the working group looking at the de-priming of the major north/south road running through the town.

**The Town Clerk** – reminded Members that an amendment had been made to the Wiltshire Core Strategy during the recent Examination In Public around improvements to air quality management in Marlborough.

**Cllr. R. Allen** – welcomed the speed at which the re-surfacing of the High Street had been carried out. However, pavements and other paved areas off the High Street remained in poor condition.

**Cllr. S.R. Dobson** – stated that there were still a number of properties on the High Street that own their own frontages. He would take this up with the appropriate Officers at Wiltshire Council.

**Cllr. N. Fogg** – agreed to do the same.

**The Mayor** – stated that he had discussed these problems Wiltshire Council Officers. One way forward might be a 5-7 year improvement programme to rectify High Street pavement problems.

**Cllr. J. Cook (as the Town Council's representative to CATG)** – said that it was important that requests for project work be submitted to CATG early. Though expensive, works to High Street pavements should be highlighted to this Area Board sub-group soon.

**Cllr. Mrs E.M. Hannaford-Dobson** – enquired if S106 money could be used to improve the condition of the pavements.

**Cllr. R. Allen** – replied that he understood that there were constraints on S106

expenditure and criteria for the scheme had been already set by Wiltshire Council.

**Cllr. S Dobson** – reminded Members that there was an Area Board meeting on Tuesday 24<sup>th</sup> September in the Town Hall at 7.00 pm where the focus would be on a Marlborough Campus. There would also be a presentation on the AONB by Oliver Cripps. He also encouraged Members to complete Wiltshire Council's *What Matters to You* survey. This could be completed online and a link had been posted on the Town Council's website.

**249/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors B. Castle, A. Kirk Wilson and N. Fogg.

**250/13 DECLARATIONS OF INTEREST**

There were no declarations of interest or requests for dispensations received.

**251/13 MAYOR'S ANNOUNCEMENTS**

The Mayor re-iterated his thanks to the Police for the handling of the robbery at Deacon & Son Jewellers. This had been an excellent example of police work supported by vigilant members of the community.

The High Street re-surfacing project had been completed ahead of schedule. There were ancillary works to complete, namely ironwork adjustments, gully emptying and the replacement of bollards but, this would take only localised traffic and pedestrian management over the next couple of weeks.

The Mayor thanked Visit Wiltshire and Hidden Britain for co-hosting with the Town Council the Tourism Development Event in the Town Hall on the 17<sup>th</sup> September. It had been well attended and the Town Council would be working with them on a small number of projects.

Staff were already working towards Christmas and looking at trees for the town, the lights switch-on and the running of a competition with local primary schools to design a Mayoral Christmas card.

As our Town Crier, Mr. Alfie Johnson was no longer able to walk in civic processions he had agreed to be represented at events by Luke Callaghan, a 17 year old student who was already a reserve Mace-Bearer.

Congratulations were passed to Duncan Lorrain who had been selected as Wiltshire Boys U17's Player of the Year. He had achieved the highest batting average (over 50) plus the highest number of catches during the season.

The Mayor read out a note from Mr Tony Gray expressing his gratitude to the Council for flying the Town Flag at half-mast on the day of his wife's funeral. (Mrs Gray had been a former Mayoress).

The Mayor read out a letter received from the Private Secretary to the Duke and Duchess of Cambridge thanking the Mayor, Councillors and Townspeople of

Marlborough for the letter of congratulations sent following the birth of their son, Prince George.

**252/13 MINUTES**

**RESOLVED:** that the minutes of the Full Town Council meeting held on 12<sup>th</sup> August, 2013 be approved and signed as a correct record.

**253/13 TOWN CLERK'S REPORT**

**RESOLVED:** unanimously that the contents of the Town Clerk's report be noted.

**254/13 STONEBRIDGE MEADOW**

The Town Clerk's report and recommendation from the Amenities and Open Spaces Committee were noted. Main points discussed were that:

- The management of the meadow was an ongoing process
- The importance of resolving the issue of public access to the river
- The survey in summer 2014 would be welcome and at that stage, residents would have a better idea of the project's progress

It was agreed that the proposal for a joint press release between ARK and the Town Council should include

- That this is the first year that the meadow has been managed for at least 10 years and that clear progress will be seen in the second year.
- That progress was moving towards meeting the objectives set out in the agreed Management Plan.
- Acknowledgement that ARK's specialism and expertise was not meadow management. However, expert advisers had helped to draw up the plan but there was room for further advice (e.g. from Natural England). Also, that the Town Council's Head Gardener is now fully involved
- Recognition that there was a lack of public amenity and recreation space (over 85% of respondents to the consultation would like to see picnicking on the meadow) and that this is being addressed
- That communication is being improved in terms of letting the public know how the meadow would progress and the (sometimes scruffy) journey to get there. This will include more information about the meadow through a new notice board and interpretation panels. There is also a dedicated Facebook page
- That discussions continue about public access to the river.
- A consultation/survey will be undertaken in summer 2014 to judge public feeling about the meadow

**RESOLVED:** unanimously that a joint press release is issued between the Town Council and ARK.

**255/13 YOUTH COUNCIL**

The Town Clerk's report was noted. Main points discussed included that:

- This had been a long-held ambition of the Town Council and the current Mayor had referred to it as a chief aim for his Mayoral year
- Guidance might be sought from the Youth Worker based at Aldbourne who had established a successful Youth Council

- As a Working Party, other members of the community could be invited to sit on the group
- All recommendations would be referred to Full Town Council.

**RESOLVED:** unanimously that Councillors R. Allen, J. Cook, A. Light, L Farrell, B. Lam, M. Rose and the Town Mayor form a Working Party to look at working with young people to set up a Youth Council.

**256/13**

### **HONESTY BIKES**

The Town Clerk's report was noted. Councillor J Cook outlined the proposals for the project. Main points discussed included:

- That this proposal was welcomed as an innovative project and a first for Wiltshire
- The proposed logo was clever and creative
- That similar projects were already working well in Scandinavian countries
- The need to work with other groups and businesses in the town to take it forward successfully

**RESOLVED:** that Members support the proposal for Honestybikes and await the outcome of discussions with other interested groups.

**257/13**

### **ALLOTMENT ASSOCIATION**

**RESOLVED:** that the Town Mayor be appointed as the Town Council's representative to the Marlborough Allotment Association in line with a recommendation by the Amenities and Open Spaces Committee.

**258/13**

### **CHURCHILL COURT**

The report by the Town Clerk was noted. Main points of discussion included:

- Health and safety risks at the site
- The costs of maintenance of the land and trees at the site
- The objections to a public walkway so close to the homes of elderly people living at Churchill Court
- The change in requirements for a riverside walk at that location
- The possible value of the land
- The need to safeguard the land for the future which could be achieved through a lease agreement with the owners.

**RESOLVED:** by 7 votes for with 6 against that the Town Council's solicitor negotiates the release of all of the land in the ownership of the Town Council at the Churchill Court site back to the owners.

**259/13**

### **TOWN COUNCIL OFFICES –Opening Hours**

The Town Clerk's report and recommendation from the Staffing Committee were noted. Also, that the Grounds Team looks at erecting temporary fencing to counter health and safety issues

**RESOLVED:** that the Town Council changes its office opening hours to 10am – 4.00pm, Monday – Friday. These changes to take effect from 1<sup>st</sup> October. Also, that

all necessary changes are made to communicate this to the public by changing the plaque outside the Council Offices, updating the website, etc.

**260/13**

**EXTERNAL AUDIT**

Members noted the contents of the External Audit report. The Chair of the Finance and Policy Committee explained the minor points raised by the Auditors. The issue of Charity Trust money which is held temporarily in a Town Council account is being addressed through the Finance and Policy Committee.

**RESOLVED:** that the External Audit report be approved.

**261/13**

**LIAISON WITH OUTSIDE BODIES**

The following updates were given-

**Marlborough YC/YAG** – Cllr. J. Cook reported that he had recently attended a YAG meeting at the Youth Centre which had been very informative.

**Chamber of Commerce** – The Mayor reported that a new President had recently been appointed and that there would be a drive to increase membership.

**WALC** – Cllr. Allen reported that, unfortunately, a meeting scheduled for 17<sup>th</sup> September clashed with the Full Council meeting. This had happened in the past and he had approached WALC about varying its meeting days.

**Marlborough Link** – Cllr. Mrs Dow reported that she has been appointed as Vice Chairman and that there was a shortage of volunteer drivers. It was agreed that an appeal for drivers be posted on the Town Council website.

**Marlborough Fire Station Liaison** – Cllr. Mrs Dow reported that a meeting of the fire Forum needs to be arranged.

**Marlborough Welfare Trust** – It was agreed that the Town Clerk investigated Town Council representation for this organisation.

**Transition Marlborough** - Cllrs Cook and Rose had attended a recent and enjoyable 'Jive' event held following the AGM.

**Air Training Corps** – Cllr Barrett-Morton reported that membership was increasing. The Air Training Corp's 60<sup>th</sup> Anniversary Parade was to take place in February 2014 and would be hosted by the Marlborough ATC.

**Kennet Community Transport** - Cllr. Farrell reported that the next meeting would be held on the 29<sup>th</sup> October.

**KVAT** – the Mayor reported that audiences were growing. He had attended a recent, well attended Memorial Service in Winchester for the former Chair, John Cornell.

**Sports Forum** – Cllr. Ross reported that the Forum had recently held its AGM and was looking to hold its annual fundraising dinner early next year.

**262/13**

**MEMBER'S QUESTION TIME**

There were no questions.

**263/13 SEALING OF DOCUMENTS**

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

**264/13 EXCLUSION OF PRESS AND PUBLIC.**

**RESOLVED:** that, in view of the confidential nature of the business about to be transacted, that the press and public be excluded from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission of Meetings) Act 1960.

**265/13 STAFFING ISSUES**

The Town Clerk’s report and recommendations from the Staffing Committee were noted. The issues were as follows:

- i) Job Evaluation and Staffing Review

**RESOLVED:** that all recommendations from the recent Job Evaluation and Staffing Review be accepted and referred to the Staffing Committee for implementation as necessary and those with financial implications be referred to the Finance and Policy Committee.

- ii) Employee Handbook

**RESOLVED:** that the draft Employee Handbook be adopted subject to a standard paragraph being added around confidentiality and that it be delegated to the Town Clerk to add other minor amendments in line with the Council’s policies and best practice.

- iii) Confirmation of Permanent Position of Town Clerk

**RESOLVED:** that the Town Clerk’s permanent position with the Town Council is confirmed.

The meeting closed at 9.05 pm.

Signed .....  
Chairman

Date .....