

MARLBOROUGH TOWN COUNCIL

FULL TOWN COUNCIL

Minutes of a Meeting of the Full Town Council held on Monday, 7th November 2016 in the Council Chamber, Town Hall, Marlborough at 7.00 pm

PRESENT	Councillor N. Barrett-Morton	Town Mayor
	Councillor S. Dobson	
	Councillor B. Castle	
	Councillor Mrs E.M. Hannaford-Dobson	
	Councillor Mrs P. Dow	
	Councillor N. Fogg	
	Councillor A. Ross	
	Councillor A. Kirk Wilson	
	Councillor Mrs M. Rose	
	Councillor G. Loosmore	
	Councillor J. Cook	
	Councillor M. Hall	
	Councillor A. Light	
ALSO PRESENT	Mrs S. Parker	Town Clerk
	Mrs D. Whitehall	Administrator
	Revd. Dr. Janneke Blokland	Mayor's Chaplain
	Sgt. M. Andrews	Wiltshire Constabulary
	Mrs S. Pryor	The Adviser
	Mr R. Mills	Gazette & Herald
	Plus 1 member of the public	

PRAYERS

The Revd. Dr. Janneke Blokland opened the meeting with prayers.

PUBLIC QUESTION TIME

Mr David Leech, Director, Pelham Puppets – asked whether Councillors were aware that Pelham Puppets would be celebrating their 70th anniversary in 2017 and asked for the Town Council's support with a community event planned for this.

The Mayor thanked Mr Leech for his question – there was an agenda item to discuss this later in the meeting.

CRIME AND DISORDER

Sgt. Mark Andrews introduced himself to Members. He explained the new community policing model and answered questions about how cover would be provided. Sgt. Andrews confirmed that, to his knowledge, there were no plans to close Marlborough Police Station and that officers with local knowledge would remain part of the support team. A written report was also circulated.

TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Cllr. Hall – had contacted Claire Perry, MP who had written to both The Guinness Trust and Wiltshire Council raising concerns about the impact on tenants due to

plans to close Moffat House. **Cllr. Dobson** had also pursued the matter with Homes for Wiltshire who were optimistic the tenants would be able to find alternative accommodation before formal notice was issued.

Cllr. Dobson – Transport Planners at Wiltshire Council were in negotiations with the owners of the Business Park about completing the cycle path. Complications surrounded a steep bank and the possible need to divert underground services. Design was under way although it was likely that the work would not be completed until the 2017/18 financial year.

Cllr. Fogg – referred to a recent High Court ruling that the Government's plans to address air pollution were inadequate. It was likely this issue would come before the Town Council again and there had been a local meeting where the issue had been discussed. **Cllr. Cook** confirmed that the issue of pollution would be covered as part of the work being undertaken by the Neighbourhood Plan Steering Group.

Cllr. Fogg – several people had drawn his attention to the Kennet Place car park, where season ticket holders could not be guaranteed a parking space. He had taken the matter as far as he could, but asked whether this could be added to a future agenda so that the Town Council could perhaps pursue the matter, such as asking for Wiltshire Council's agreement for season ticket holders to be able to use other car parks if no spaces were available in Kennet Place.

Cllr. Fogg – referred to the recent appearance of street art and wondered whether the town had its own Banksy.

332/16

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. Farrell, Allen and Lam.

333/16

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr. Ross – agenda item 6 – Written Motion about Property Management – non-pecuniary. Cllr. Cook – agenda item 22 – Town Council Ownership and Boundary Issues – non-pecuniary.

334/16

MAYOR'S ANNOUNCEMENTS

The Mayor reminded Members that the Town Council would be marking Armistice Day at 11am with a 2 minute silence on the steps of the Town Hall on Friday, 11th November and that the Remembrance Parade would take place on Sunday, 13th November. Councillors had received details from the Civic Secretary and timings were set out on the Town Council website. He hoped that as many Councillors as possible would attend the Remembrance Day Parade. Civic duties may not be in Standing Orders but, personally, the Mayor believed that Councillors had a debt of gratitude to those who gave their lives for us and should show support to the people of Marlborough both dead and alive. All agreed these were important occasions.

Marlborough's increasingly successful Christmas Lights switch-on event would take place on Friday, 18th November with the countdown at 7 pm. Thanks, as usual, went to the Rotary and Lions Club for all their help.

The date of the Unitary and Town and Parish elections would be 4th May 2017.

335/16

MINUTES

RESOLVED: that the minutes of the meeting of the Extraordinary Full Town Council held on Monday 17th October 2016 be approved and signed as a correct record.

336/16

TOWN CLERK'S REPORT

The Town Clerk's report was noted. Cllr. Ross reported that Marlborough History Society would be pleased to support the Civil War Re-enactment planned in 2017 with an initial donation of £1,000.

Cllr. Ross left the room

337/16

WRITTEN MOTION FROM COUNCILLOR M HALL ABOUT THE MANAGEMENT OF CORPORATE PROPERTIES

In accordance with Standing Order 10, Cllr. M Hall (seconded by Cllr. Mrs P Dow) had submitted the following written motion:

In order to alleviate the workload on Council office staff, that the day to day management of council owned residential and commercial properties is contracted to a locally based, property management company in line with para. 11 of Financial Regulations. The review of rents and renewal of leases is to remain under the direct control of the Council.

Discussion points included:

- Workload on office staff involved in property management was significant and future Community Asset Transfers and devolution of services from Wiltshire Council would add to this
- Legal advice had previously recommended outsourcing property management to a professional agency
- Whether to add an amendment to the proposal that the management agency should advise on rent charges and that taking this advice did not oblige the Town Council to act on it
- Whether it was always desirable to charge market rates and that the Town Council had discussed this at previous meetings as well as the option to control rents

An amendment to the last sentence of the original motion was proposed and the motion was carried:

RESOLVED: in order to alleviate the workload on Council office staff, that the day to day management of council owned residential and commercial properties is contracted to a locally based property management company in line with para. 11 of Financial Regulations. The review of rents and renewal of leases is to remain under the direct control of the Council following advice from the property management company appointed

Cllr. Ross returned to the room

338/16

PELHAM PUPPETS FESTIVAL 2017

Councillors noted a report by the Town Clerk and considered a request for hire of the Town Hall and Priory Gardens and support for a Pelham Puppets Festival in 2017. This community event would mark the 70th anniversary of the well-known Marlborough grown puppet company. Discussion points included:

- The various events planned for the festival to be held between 7th-9th July 2017
- A desire to contribute free use of the Town Hall and Priory Gardens towards the success of the event
- Whether financial support could be provided from the Events Budget line
- That some events would need to be ticketed
- Whether a blue plaque could be arranged to mark the importance of Pelham Puppets to Marlborough
- That Town Council staff would be involved but not lead the event

RESOLVED: that Members welcome the proposal for the Great Marlborough Pelham Puppet Party and celebrations of its 70th anniversary and will contribute use of Priory Gardens and the Town Hall free of charge. Also that, if possible, budget be set aside in Ear Marked Reserves at the end of the financial year to support the event.

Councillor Light left the meeting due to not feeling well.

339/16

PUBLIC TOILETS

Councillors noted a progress report by the Town Clerk and minutes from the Public Toilets Working Party, and considered its recommendations and final proposals for refurbishment works at George Lane Toilets. Discussion points included that:

- The Town Council considered the renovation of public toilets in George Lane a priority with a desired finish in spring 2017
- A tender document had been prepared by the Project Manager
- Types of finish (e.g. to doors, floors and tiles), fixtures and fittings and that these should be specified at a later stage as well as the possibility of a canopy to provide shelter from rain
- Whether to include urinals
- That guidance from the British Toilet Association had been followed and a decision made on direct access, unisex toilets had been made at a previous Full Council meeting
- That decisions on Phase 2 of the project - a requirement for a coach driver's rest room, a personal care room and tourist information point could be taken later when more information was available and that it should not delay Phase 1 – building the toilets
- Whether the costs represented value for money
- That the overall cost of the project included the toilet build and associated equipment as well as the refurbishment of the remainder of the building
- Comments from the public who had responded to a consultation about applying for a Public Works Loan for up to £125,000 had included comment about the need for enhanced facilities for the disabled through a personal care room

A recorded vote was requested.

RESOLVED: (i) to move forward with the tender for the building of direct access toilets at George Lane including the provision of a disabled toilet facility and the basic refurbishment of the rest of the building (Phase 1) whilst a final decision is awaited on its future use (Phase 2).

RESOLVED: (ii) that the toilet provision is a chargeable service at 20p per use which will help offset revenue costs and help ensure a lower rise in the precept

Cllrs. Hall, Castle, Dow, Fogg, Loosmore, Kirk Wilson, Cook, Ross and the Town Mayor voted for.

Cllrs Dobson, Rose and Hannaford-Dobson voted against.

340/16

MARLBOROUGH AREA NEIGHBOURHOOD PLAN

Councillors noted a report by the Town Council and considered a request for expenditure from Ear Marked Reserves for a Housing Needs Assessment.

Discussion points included:

- Ear marked reserves had been set aside specifically for the Neighbourhood Plan
- Whether the estimated consultancy costs represented value for money
- Financial contributions from the smaller parishes included in the Plan
- Housing, along with parking, had been a clear priority raised by residents to be addressed by the Plan
- Whilst it was known there was a need for affordable housing, a survey would drill down to the specific local requirements in order that the Plan can be backed up by an evidence base to support its local policies
- It was important to use a credible consultancy – quotes had been obtained in line with Financial Regulations
- Potential availability of further funds from the Locality Fund (through the Department for Communities and Local Government) for later consultancy work, e.g. A Strategic Environmental Assessment (SEA)
- More detail would be available after a meeting with the preferred consultants to be held on 10th November 2016

RESOLVED: to approve expenditure from Ear Marked Reserves for up to £14,795 for the MANP Housing Needs Assessment

A member of the public left the meeting

341/16

MARLBOROUGH CHRISTMAS LUNCH

Councillors considered a request from the organisers for free use of the Town Hall on 25th December for the Community Christmas Lunch 2016.

RESOLVED: to grant free use of the Town Hall between 24th and 26th December for the Marlborough Christmas Lunch

342/16

MARLBOROUGH YOUTH COUNCIL

Members noted the minutes of the Marlborough Youth Council held 29th September 2016 and commended Cllr. Farrell on her hard work and commitment.

343/16

ADOPTION OF A DATA PROTECTION POLICY

RESOLVED: to adopt the Data Protection Policy as recommended by the Finance & Policy Committee

344/16

ADOPTION OF A FREEDOM OF INFORMATION POLICY

RESOLVED: to adopt the revised Freedom of Information Policy as recommended by the Finance & Policy Committee

345/16

CHRISTMAS AND NEW YEAR OPENING HOURS

Councillors noted a report by the Town Clerk and considered a recommendation about opening hours and holidays over the Christmas and New Year period.

RESOLVED: that the office is closed from 5pm on Thursday 22nd December, with Friday 23rd December awarded as a privilege holiday for all staff and that it re-opens on Tuesday, 3rd January 2017

346/16

KINGSBURY STREET PROPERTY

Councillors noted a progress report by the Town Clerk about a proposed purchase of property at jointly owned 3, Kingsbury Street. An Extraordinary Full Town Council meeting would be called to consider a final decision.

347/16

CIVIC WORKING PARTY

Councillors noted the most recent meeting minutes, a report by the Town Clerk and considered a recommendation from the Civic Working Party about a Civic Dinner in 2017.

RESOLVED: that a Civic Dinner should go ahead in February 2017

348/16

COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, Councillors noted the approved minutes of the following Committee meetings: **Planning Committee** – 30th August, 19th September and 10th October – **Amenities & Open Spaces Committee** – 18th July – **Property Committee** – 4th July – **Finance & Policy Committee** – 13th June.

349/16

LIAISON WITH OUTSIDE BODIES

Cllr. Hannaford-Dobson updated Members on Helen Bradley's appointment to Wiltshire Council's Local Youth Network (LYN) and that two positive meetings had recently taken place. Cllr. Rose had been voted Chairman.

350/16

MEMBERS' QUESTION TIME

No questions had been submitted.

351/16

TO AUTHORISE THE FIXING OF THE COMMON SEAL OF THE MARLBOROUGH TOWN COUNCIL TO ALL DOCUMENTS NECESSARY TO GIVE EFFECT TO THE DECISIONS OF THE MEETING

Proposed by Cllr. Dobson and seconded by Cllr. Castle and

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

352/16

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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

353/16

TOWN COUNCIL OWNERSHIP AND BOUNDARY ISSUES

Members noted a report and considered recommendations about land and property in Town Council ownership.

RESOLVED: to explore the implications of a time-limited license with a final decision to be taken at a future meeting.

Cllr. Cook did not vote.

354/16

SECURITY

Members noted a report and considered recommendations about property security.

RESOLVED: to make changes in order to improve the quality of surveillance cameras in a Town Council property

355/16

CITIZEN OF THE YEAR 2016

Members noted a report by the Town Clerk and considered nominations for Citizen of the Year 2016. The outcome would be revealed on 18th November at the Christmas Lights switch-on event. A Young Citizen of the Year award had been launched this year but, sadly, no nominations had been received.

The meeting closed at 9.15 pm

Signed
Town Mayor

Date