

**MARLBOROUGH TOWN COUNCIL
FULL TOWN COUNCIL**

Minutes of a **Meeting** of the **Full Town Council** which was held on **Monday, 6th November 2017** in the
Council Chamber, Town Hall, Marlborough at 7 pm

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| PRESENT | Councillor M. Hall Councillor B. Castle Councillor Mrs P. Dow Councillor N. Fogg Councillor A. Ross Councillor L. Farrell Councillor P. Cairns Councillor M. Cooper Councillor H. Forbes Councillor E. Northeast Councillor S. Price Councillor A. Wilson Councillor D. Heath | Town Mayor |
| ALSO PRESENT | Mrs S. Parker Mrs D. Whitehall Fr. Blacker PC Herbert Councillor S. Dobson Mr T. Millett Ms J. Corbett Plus 8 members of the public | Town Clerk Administrator Mayor's Chaplain Wiltshire Constabulary Unitary Councillor – Marlborough East Marlborough.News Gazette & Herald |

The meeting was preceded by a presentation from Mr Robin Pritchard about 'Marlborough Rising', a music festival being planned for 2018

PRAYERS

Fr. Blacker opened the meeting with prayers.

Fr. Black left the meeting

PUBLIC QUESTION TIME

Mr R Allen, Resident, George Lane – referred to rent for Town Council-owned residential properties and that some were close to market rental value and others were not. He asked how long it would be before they were all at that level. The **Town Mayor** assured Mr Allen that he would be provided with a written response.

Mrs M Hannaford-Dobson, Resident, Back Lane – referred to £23,500 received by the Town Council under the S106 scheme approximately three years ago which had been set aside specifically for improving Cooper's Meadow play equipment. She asked why no action had yet been taken to improve this amenity for children and visitors to the town and questioned whether Councillors considered the grazing of sheep during the summer months to be more important than upgrading the play equipment. The **Town Mayor** understood that Mrs Hannaford-Dobson had already received a written reply from the Town Clerk. Mrs Hannaford-Dobson acknowledged this but said she was addressing her question to Councillors rather than the Town Clerk. The Mayor confirmed a further written reply would be provided.

CRIME AND DISORDER

PC Herbert provided a written report from the Community Policing team and gave a summary of the priorities and a verbal update on recent crimes reported in the area. A campaign would run from 13-26 November to allow people to surrender firearms. PC Herbert answered questions from members of the public about uninsured cars and a police investigation.

PC Herbert left the meeting

TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

The **Town Mayor** asked **Cllr. Dobson** whether he had any news about progress with linking the cycle path to the Business Park as he had noticed that a gate had been locked across the path thereby restricting access. **Cllr. Dobson** understood from the Wiltshire Council Officer that there had been a delay in discussions with the owner of the Business Park and he would make further enquiries.

Cllr. Fogg referred to a project aiming to convert the redundant chapel in the Parade (previously an antiques centre) into a cinema. There was to be an open event at site on Saturday, 11th November between 10am – 1230pm. No plans had yet been submitted, but he had had a positive meeting with the group behind the project and it was hoped there would be a presentation about it at the December Full Town Council.

Cllr. Fogg understood that, under a Wiltshire Council scheme, a 50% payment could be claimed towards costs to repair/improve public footpaths in the town if the Town Council could fund the remaining balance.

Cllr. Fogg had received a copy of a letter from Claire Perry, MP to Wiltshire Council raising her concerns about the ongoing car parking charges review. He passed the letter to the Town Clerk to make it available for Members to read. Separately, he had received a very moving letter from a lady who worked in the town to say that if the cost of her season ticket increased by the proposed amount she would no longer be able to work in Marlborough.

Lastly, **Cllr. Fogg** asked whether it would be possible to find out whether there were any covenants attached to the former St Peter's School building concerning its future use.

349/17 APOLOGIES

Apologies for absence were received from Cllrs. Kirk Wilson, Loosmore and Barrett-Morton.

350/17 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no declarations.

351/17 MAYOR'S ANNOUNCEMENTS

The Mayor encouraged all Councillors to vote in the Aviva Community Campaign for funding for the Marlborough Community & Youth Centre. The project had received more than 1,300 votes so was doing well, but there was stiff competition from across the country. Voting was open until 21st November. There was also a chance of winning £4,000 from Tesco's Bags of Help campaign – he asked Members to spread the word and put their blue discs in the right box in Tesco's Marlborough store.

Members were reminded that Armistice Day was on Saturday, 11th November and the Remembrance Parade was Sunday 12th November. These were important events in the civic calendar and the Sunday Parade was attended by many members of the public. This would be covered in more detail in a later agenda item.

Members were reminded about the Christmas Lights Switch-on on 1st December. This year the Town Council was running the market as well as dealing with most of the event management. Councillors were asked to volunteer for marshalling duty for the road closure - the Rotary Club help with this but, extra volunteers were needed. Members should let the Office Manager, Sue Fry, know if they were able to help out.

The Town Clerk had reminded Wiltshire Council of the Town Council's interest in taking on further Community Asset Transfers and devolved services. Councillors would remember that some initial work was done with WC on a list of what these might be but, this had been put on hold pending the outcome of a review. That review was about to conclude with a report being submitted to Wiltshire Council's Cabinet on Tuesday, 7th November. The Town Council needed to know about this quickly to ensure it made provision for it in its budget setting.

There had been recent press articles about the closure of police stations – a letter had been received from the Police & Crime Commissioner stating that no changes would be made to the existing site in Marlborough until a suitable alternative had been found. A copy of the letter was passed to Members.

352/17

MINUTES

RESOLVED: that the Minutes of the Extraordinary Full Town Council held Monday 18th September were approved and signed as a true record by the Town Mayor

353/17

TOWN CLERK'S REPORT

Members noted the Town Clerk's report.

354/17

ACTION PLAN 2017-2021

Members noted the Town Clerk's report and considered a draft Action Plan to cover the 4 year term of the current Council. Amendments had been highlighted in red and these were agreed with no additional changes.

RESOLVED: (i) that no further amendments were required to the Action Plan

RESOLVED: (ii) to adopt the Action Plan and post it online so that it was easily accessible and open for comment by members of the community

355/17

MARLBOROUGH COMMUNITY & YOUTH CENTRE

Members noted the Town Clerk's report and the minutes of the Working Party meeting of 1st November 2017 and a number of recommendations. The **Town Mayor** was pleased to report that McCarthy & Stone had agreed to provide some funding towards the project and details would be provided soon. Comments included:

- It wasn't clear from the terms & conditions or booking form whether any advance deposit would be required to secure bookings or cover damage
- The section on the booking form referring to the maximum period of hire should be clarified
- The need for a cigarette butt container on the outside the building.

RESOLVED: (i) that the booking form, charges and terms and conditions were agreed subject to suggested amendments and that bookings be taken from January 2018. Arrangements for the hiring of the first floor office would be handled separately.

RESOLVED: (ii) the additional works go ahead as recommended

RESOLVED: (iii) that an opening event will be held on 15th December 2017.

RESOLVED: (iv) to arrange a visit to Riverside Community Centre in Malmesbury in January 2018

356/17 A RAILWAY STATION FOR MARLBOROUGH

Following a recent presentation by Transition Marlborough about a railway station, Members considered whether to request a feasibility study.

RESOLVED: to write to Wiltshire Council to ask it to support the request for a feasibility study

Cllr. Dobson and four members of the public left the meeting

357/17 GEORGE LANE PUBLIC TOILETS – PHASE 2

Members considered a number of recommendations from the Property Committee about the second phase of the project.

Work to the roof – to obtain a split quotation for each side of the roof with options to replace the roof tiles, together with costs for installing solar panels

CCTV cameras – to install two cameras

WiFi – to install a node to extend the town's Free Community WiFi (managed by Marlborough Area Development Trust (MADT)) subject to the installation of broadband lines for the CCTV

Additional toilet cubicle – to convert the former disabled toilet into an additional cubicle to incorporate a pull-down changing table

Back room of building – to commission architect's drawings to show the possibilities to convert this room and extend the building to incorporate a Tourist Information Point and Community Space

Defibrillator – to equip the building with a defibrillator

Landscaping – to obtain quotes for work to trees and other landscaping to improve the vista to Cooper's Meadow

RESOLVED: (i) that suggestions for men's urinals, a personal care room and coach driver's rest room be discarded due to lack of evidence for demand

RESOLVED: (ii) that works go ahead in line with contractors' quotes for CCTV installation and an additional toilet cubicle and that quotations should be sought for repairs to the roof, a defibrillator and landscaping work. Also that architects drawings are commissioned to show the possibility of extending the building to incorporate a Tourist Information Point and a community space.

RESOLVED: (iii) that a Project Manager is taken on to take some of the work forward

Two members of the public left the meeting

358/17 TOURISM INITIATIVE AND WI-FI SIGNAGE

Members considered signage for promoting Community Wi-Fi and the establishment of a collaborative Tourism Working Party.

RESOLVED: (i) that costings for Community Wi-Fi promotional signage be obtained for the next Full Town Council (11th December 2017)

RESOLVED: (ii) that a Working Party is established with other partners to take forward a Tourism Initiative and that a first meeting be held at the Merchant's House on Tuesday, 5th December 2017 at 10.30 am. Nominated representatives were the Town Mayor and Cllr. Heath

359/17 EXTERNAL AUDIT

Members noted the clear External Audit report for 2016/17 as recommended by the Finance & Policy Committee.

360/17 EAR MARKED RESERVES

Members noted the Town Clerk's report and a recommendation from the Finance & Policy Committee.

RESOLVED: that the proceeds from the sale of Chantry Lane toilets are moved to an ear marked reserve

361/17 INVESTMENTS

Members considered a recommendation by the Finance & Policy Committee to invest £131,364 with CCLA (Churches, Charities and Local Authorities).

RESOLVED: that an investment is made with CCLA in its Deposit Fund

362/17 MARLBOROUGH CHRISTMAS LUNCH

Cllr. Farrell invited Members to volunteer to help with the free Community Christmas Lunch.

RESOLVED: to offer free use of the Town Hall on 25th December 2017 for the Community Christmas Lunch

363/17 CHRISTMAS AND NEW YEAR OPENING HOURS

RESOLVED: that the office is closed from 5pm on Thursday 21st December 2017, re-opening on Tuesday, 2nd January 2018, with Friday 22nd December awarded as a privilege holiday for staff

364/17 CIVIC WORKING PARTY – ARMISTICE DAY AND REMEMBRANCE PARADE

Members noted the minutes of the meeting of the Civic Working Party and the details of the Armistice Day and Remembrance Sunday arrangements. The High Sherriff, Lady Marland, would attend the ceremony on Armistice Day and Claire Perry, MP, would be attending Marlborough's Remembrance Parade.

RESOLVED: that a Civic Dinner is held on Friday, 9th February 2018

365/17 LIAISON WITH OUTSIDE BODIES

Cllrs. Castle and **Price** had attended a meeting of the Wiltshire Association of Local Councils (WALC) and Cllr. Castle gave a verbal update of proceedings. It had been noted that there were more co-options than by-elections now taking place. The administrative costs of the latter were a charge to town and parish councils.

Cllr. Cairns had recently attended Transition Marlborough's AGM where the main focus had been on the Railway Station campaign. He had also attended the annual forum of the North Wessex Downs AONB where improvements to signage for pedestrians had been discussed.

Cllrs. Cooper and **Castle** had attended a recent meeting of the Allotment Association where all sites had been represented. A number of outstanding issues would be submitted to the November Amenities & Open Spaces Committee.

- 366/17 COMMITTEE MINUTES**
RESOLVED: that in accordance with para 3.1 of the Scheme of Delegation, the following minutes of Committee meetings were noted: **Planning – 29th August, 18th September and 9th October; Amenities & Open Spaces – 17th July; Finance & Policy – 12th June and Property – 3rd July 2017**
- 367/17 MEMBER’S QUESTION TIME**
 No questions had been submitted.
- 368/17 COMMON SEAL**
 Proposed by Cllr. Castle and seconded by Cllr. Dow 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
- 369/17 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
- Members of the press and public and Mrs Whitehall left the meeting*
- 370/17 STAFFING MATTERS**
 The Town Clerk gave Members a verbal update about a staffing issue.
- RESOLVED:** that the confidential minute (Min.267/17) relating to one item discussed at the Full Town Council meeting held on Monday, 18th September 2017 was approved and signed as a true record by the Town Mayor.

The meeting closed at 8.25 pm

Signed: Date:
 Town Mayor