

**TOWN CLERK'S REPORT
FULL TOWN COUNCIL – MONDAY, 9 SEPTEMBER 2019**

Summary This is a report of follow-up to resolutions made at Full Town Council. This is a Standing Item on the agenda to update Members. Once follow-up is completed or taken on by a Committee, items will be marked as closed. Ongoing items will be brought back to Council when a new decision is required or when a fuller update is needed.

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| Min.23/18 | Review of the Scheme of Delegation – A point about attendance at committee meetings calling into question the legality of Para. 8.1 of the Scheme about whether all Councillors have a right to attend any committee meeting has been referred to WALC which has raised it with the Legal Team at the National Association of Local Councils (NALC). This has been re-requested by the town Clerk (August 2019) – Ongoing |
| Min.101/19 | VE Day Commemorations (8 May 2020) – On 24 June, Members agreed that the Civic Working Party should deal with the event management of this special celebration. The Civic Secretary is arranging for a meeting to take place with 4MI. This was discussed at the CWP on 2 September and will be handled by the F&P Committee. Closed |
| Min.103/19 | Citizen of the Year – Members agreed that a draft policy/criterion be drawn up for consideration by Full Town Council. Ongoing |
| Min.154/19 | Open Space at Barton Park – On 22 July, it was resolved to write to Wiltshire Council to request the provision of benches and litter bins on the Barton Park/College Fields Public Open Space and to further request that Wiltshire Council engages with local residents to make an assessment of what other facilities the local community needs at this location. This has been followed through and a response awaited. Closed |
| Min.157/19 | Christmas Lights Switch-on – On 22 January, it was agreed that the plans for the 22 November event go ahead and that other sponsors are sought. Ongoing |
| Min 158/19 | New Projector - On 22, July, it was resolved that a new projector should be bought for the town Hall. This has been ordered and will be installed in mid-September. Closed. |

Open Space at Barton Park

Summary – This report asks Members to consider giving Town Council support to a petition by local residents requesting that Wiltshire Council-owned open space at Barton Park be passed to Marlborough Town Council as an asset transfer. This petition will be presented to Wiltshire Council in the coming weeks.

1. Background

Local resident and petition organiser, Charmaine Bartlett has asked that this petition, which is still being signed by residents, be given support by the Town Council. The petition wording is at **Appendix 1**.

Members will recall that at the Full Council meeting of 22 July 2019, a Written Motion about the open space at Barton Park was discussed. The relevant extract from the minutes together with the resolution is as follows:



Courtesy of Marlborough.News

154/19 WRITTEN MOTION

In accordance with Standing Order 10, **Cllr. Cairns** had submitted a written motion for consideration:

“I propose that Marlborough Town Council requests Wiltshire Council to enable the provision of benches and litter bins on the Barton Park/College Fields Public Open Space. I further propose that Marlborough Town Council requests of Wiltshire Council that they engage with this part of Marlborough to make an assessment of what other facilities this local community needs at this location”

Cllr. Cairns added that this area was poorly served for recreational amenities such as benches, bins etc and had provided research that showed the area was well used and that provision of suitable facilities was appropriate.

Members discussed:

- The Marlborough Area Neighbourhood Plan proposed to include this area as a green space
- The area was owned by Wiltshire Council
- It was not yet known whether Wiltshire Council intended to include this land as part of proposed community asset transfers for 2020/21. If the land was transferred, then the Town Council would be able to make decisions about providing amenity and/or play equipment
- If the land remained with Wiltshire Council, the Town Council could request amenity facilities, though there was no certainty that this would be followed up

Members agreed that some level of amenity provision would benefit local residents.

RESOLVED: to write to Wiltshire Council to request the provision of benches and litter bins on the Barton Park/College Fields Public Open Space, and to further request that Wiltshire Council engages with local residents to make an assessment of what other facilities the local community needs at this location.

2. Points to Note

- Members are reminded that the petition will be submitted to Wiltshire Council and that the Town Council is being asked to support it
- Wiltshire Council's procedures on the handling of petitions is different from those of the Town Council and details are at:
<https://cms.wiltshire.gov.uk/mqGeneric.aspx?MD=Petitions%20Homepage>
- It remains unclear whether this open space will be part of a package of land for transfer as part of the devolution of services currently being undertaken by WC across the county. Marlborough is in tranche 4 of 5 tranches for this exercise and WC is reluctant to begin discussions until May 2020 (after tranches 1-3 have been completed). This is being challenged with WC officers.

Town Clerk's Recommendation

The Town Clerk recommends that Members consider whether to give support to this petition.

Town Clerk

4 September 2019

Project Plan 2017 – 2021

Summary – This report asks Members to consider the updated Project Plan 2017 – 2021 following a workshop held on 31 July to review it.

1. Background

Soon after the new council was elected in May 2017, Members agreed that an action plan should be drawn together setting out projects for the next 4 years. After various meetings to finalise it, the plan was adopted by the Town Council in November 2017. At the time, it was decided that so soon in a new council term and with many new councillors, it was too early to set out a strategy.

In June 2019 and at the halfway point in the council term, Members felt that it was a good point to review the Plan. The following is the relevant extract from the Full Council meeting of 24 June 2019:

99/19 PROJECT PLAN 2017-2021
 Members considered a report by the Town Clerk about reviewing the Project Plan for 2017-21 as well as whether the time was right to draw up a strategy and vision statement. The discussion included:

- Whether to draw up a strategy now, or wait until more was known about devolution of services from Wiltshire Council
- How and when to communicate and consult with members of the public

RESOLVED: to hold a workshop to review the Project Plan 2017-2021, to be followed by public consultation.

A workshop (open to all Cllrs) was held on 31 July 2019 and the reviewed Project Plan is at **Appendix 1**.

2. Does the Council need a Strategy?

Though the Project Plan meets many of Marlborough's aspirations, a strategy and vision statement would help set the direction of the council. It would be the umbrella document to steer the management of resources (people, budget setting, time, equipment, premises). It is also a performance tool in terms of how the public can measure the council's achievements. Most Town Councils have a strategic plan in place. Examples include:

Corsham Town Council - <https://www.corsham.gov.uk/webyep-system/data/userfiles/files/CTC%20Strategic%20Plan-Draft%204%20-%20FOR%20WEBSITE.pdf>

Chippenham Town Council - <http://www.chippenham.gov.uk/about/corporate-strategic-plan>

It would be relatively easy to draw a strategy together absorbing what has already been done and what is continuing. In fact, projects and proposals might fall neatly into themes – taking on more services at a local level to ensure best value and high standards (devolution of services, asset transfers), improving tourism opportunities to improve town's economic vibrancy (Tourism Officer, Coach Friendly Status, new toilets, etc), improving community cohesion (taking on of Youth Centre, upgrading play areas, various events). However, Members may feel that with devolution of services taking place in the next 1-2 years, that the time to put in place a forward strategic plan will be at the start of the next council term starting in May 2021.

3. Public Consultation

The resolution made on 24 June included that there should be consultation on the document. This could be promoted via our website and social media, asking for comments with hard copies being made available in the Council Offices. It should run for 6 weeks so, if dealt with quickly, feedback could be given at the next Full Council meeting on 4 November.

Town Clerk's Recommendation

The Town Clerk recommends that Member agree:

- i) any necessary amendments to the Project Plan
- ii) delegate to the Town Clerk to arrange a public consultation asking for comments on the document
- iii) whether to draw up a Vision and Strategic Plan now or after the upcoming devolution of services or at the start of the next council term - 2021–2025.

Town Clerk

9 September 2019

Wiltshire Police - Working with the Business Community

Summary – This report asks Members to consider co-hosting an open meeting with Wiltshire Police for the business community

1. Background

The Town Clerk and PC Emily Grigor (Community Coordinator for Marlborough & Pewsey) have been discussing ways of better collaboration with the local business community. This could take the form of an informal open meeting to which all traders and businesses are invited and take place on a weekday after shops and businesses close. This would be an opportunity for Wiltshire Police to give attendees a local crime update, tell them about the new Touchdown Point in the George Lane Car Park and let them know how to report crimes and about any new local initiatives. The Town Council could update them about the latest situation with the CCTV cameras in the town too.



A suggested date for this would be **Tuesday, 15 October 2019 at 6.15pm – 7.30pm in the Court Room of the Town Hall.** *(This date would need to be reviewed if there was a General election called for that day.)* Both Wiltshire Police and the Town Council could work together to promote this and use the Chamber of Commerce network to spread the word too.



2. Financial Implications

The only costs would involve refreshments (tea/coffee).

3. Points to Note

A Town Councillor may like to be involved in the arrangements around this, welcoming all to the meeting, etc. It would be good too for other Councillors to take part.

Town Clerk's Recommendation

The Town Clerk recommends that Members agree that an informal open meeting co-hosted by Wiltshire Police and the Town Council takes place on Tuesday, 15 October 2019 (or another date should this date not be possible).

Town Clerk

4 September 2019

Community Governance Review

Summary – This report asks Members to consider a request from Wiltshire Council to all town and parish councils inviting expressions of interest for those considering changes to governance arrangements, known as a Community Governance Review.

1. Background

Wiltshire Council has invited town and parish councils to lodge expressions of interest (EOIs) with them by 1 October 2019 for possible changes of local governance arrangements – known as a Community Governance Review. Wiltshire Council is responsible for these reviews.

An explanatory email from Democratic Services is at **Appendix 1**

Guidance on Community Governance Reviews is at **Appendix 2**

A Community Governance Request Form (Expression of Interest) is at **Appendix 3**

2. Boundary Review

The Local Government Boundary Commission for England (LGBCE) review of Wiltshire Council was delayed due to a further July consultation linked to the south of the county, but the recommendation for the Marlborough area has not changed. It is likely to be finalised in October 2019. As a reminder to Councillors, this is at **Appendix 4**

3. Points to Note

- Governance changes could amend the name of a parish or its wards (e.g. change the names of the East and West Marlborough wards), change the number of Councillors, create new wards (e.g. taking into account any new housing estates, or any of the changes set out in the LGBCE recommendations), change the external boundaries of the parish or create/abolish/merge or re-group parishes (e.g. combine another parish, say Preshute, with Marlborough),
- A Community Governance Review can also be triggered through public petitions
- That any governance changes must be followed up with consultation with those affected and it is advised that the Town Council liaises and consults soon with those affected by any possible changes
- That, at this stage, any expression of interest is just that and the Town Council can withdraw it any stage.
- That the timing of Community Governance Reviews has to be right. This call for EOIs is so that WC's own Electoral Review Committee can decide which should be reviewed in time for the May 2021 elections
- Those missing the October deadline or not agreed by the Electoral Review Committee will not be dealt with until after the May 2021 elections.

Town Clerk's Recommendation

The Town Clerk recommends that Members decide whether to lodge an Expression of Interest in a Community Governance Review and, if so, the governance changes they would like reviewed.

Town Clerk – 4 September 2019

Adoption of BT Kiosk

Summary – This report asks Members to revisit a decision to adopt a BT Kiosk in the High Street. As this decision was made on 23 April 2019 (Min.635/18), this requires the signatures of 6 Councillors in order to rescind the original decision. These have been obtained.

1. Background

At the Full Council meeting on 23 April, it was agreed that one of two BT kiosks in the High Street should be adopted by the Town Council. Here is the relevant extract from the meeting minutes:

635/18 ADOPTION OF BT PHONE BOXES

Members noted a report by the Assistant Town Clerk about the process for adopting a BT kiosk, and a proposal received from Marlborough in Bloom (MiB) to adopt two kiosks in the High Street (outside the Library and the Jubilee Centre).

Cllr. Forbes outlined the request which had originated in a MiB working party. South West in Bloom judges had commented on the poor condition of the kiosk near the Jubilee Centre. Members discussed:

- That the Town Council already owned two red phone boxes (at London Road, near Chopping Knife Lane and one in Manton (used as a book/magazine exchange)
- That there was another red phone box on The Green
- That the BT 'Adopt a Kiosk' scheme required payphones to be disconnected and removed
- Whether there was any flexibility with BT for a community to retain a working payphone but adopt the kiosk in order to maintain it locally. The Town Clerk agreed to make enquiries
- That the Jubilee Centre phone was used more frequently than the Library phone (355 calls and 90 calls in 12 months respectively)
- If both boxes were adopted, BT would need to conduct a public consultation about the proposals
- That adopted kiosks could be used for a variety of purposes e.g. flowers, book exchanges, although Members were keen not to implement anything that would affect the footfall at Marlborough Library
- Whether to adopt both, or retain one working payphone in the High Street
- Whether BT were obliged to maintain/repaint their kiosks
- Whether to adopt the kiosk at The Green
- Whether adopted kiosks could be repainted in different colours
- The long-term maintenance implications of adopting phone boxes

RESOLVED: to contact BT with a request to adopt both boxes in the High Street but retain a payphone within the kiosk at the Library. If this was not possible, to adopt just one

As the vote was carried, a proposed amendment to retain the Jubilee Centre box as a payphone and to adopt the boxes at the Library and The Green was not progressed.

2. Update

As result of this request, the Assistant Town Clerk has been liaising with BT about the adoption one of these kiosks. However, as Members will have noticed, BT has removed the one located by the Jubilee Centre. BT has confirmed that it was an under used kiosk and that, in line with Ofcom guidelines, consultation was not needed prior to its removal because there is another kiosk within 400 metres at the Library. The Town Council has subsequently requested to adopt this phone box. BT is required to carry out a full 90-day consultation with WC. This is currently being arranged and the Town Council will be notified of the outcome and ongoing process for its adoption.



However, with this change Councillors have asked that the adoption of the only remaining payphone is reconsidered. It is felt important that residents and visitors should have access to a payphone to enable them to make a call if they do not have a mobile phone. In addition, there is a defibrillator at this site too which requires telephone contact for the emergency services.

3. Point to Note

Members will want to be aware that this kiosk has listed status with Historic England.

4. Financial Implications

This has not been costed out but previous kiosks purchased by the Council have been bought for £1 each (Chopping Knife Lane and Manton).

Town Clerk's Recommendation

The Town Clerk recommends that Members consider withdrawing the request to adopt the only remaining BT kiosk in the High Street.

Town Clerk

4 September 2019

World of Puppets Festival

Summary – This report asks Members to consider support for the World of Puppets Festival in 2020

1. Background

Building on the successful Puppet Festival of 2017 which commemorated the 70th anniversary of Pelham Puppets, a second Puppet Festival is scheduled for 25 July 2020.

This is an event that the Town Council has already included in its Action Plan 2017-2021 as an upcoming project. The committee of volunteers has re-formed and has been meeting for the last 6 months to prepare for the 2020 event. This is made up of volunteers, representatives from the Rotary, the Town Clerk, puppeteers, an IT/marketing expert and others. Progress is being made in terms of the construction of a website, programme and bookings (there will be a wider variety of puppetry though Pelham Puppets will certainly be part of it all.) There will be a parade in the High Street with Phoenix Brass leading it as in 2017. The event will adhere to an Event Management Plan (EMP).



Grant funding is being applied for and sponsors are also being approached and Members may now like to consider a financial contribution towards the project and use of the Town Hall. The Committee has invited a Town Councillor to join the committee which meets on weekday evenings. As in 2017, it is suggested that the Town Council works again with the committee to run the event and acts again as the main coordinator (as with other recent town events).

2. Financial Implications

It is suggested that provision is made for the event as part of the autumn precept setting round for 2020/21 (circa. £5,000) and that free use of the Town Hall is offered for Saturday, 25 July. Like last time round, the event will be covered by the Council's insurance.

Town Clerk's Recommendation

The Town Clerk recommends that Members agree to contribute to the World of Puppets 2020 and that this is added to the budgets for the autumn precept setting round with free use of the Town Hall. Also, that a Town Councillor is nominated to join the committee.

Town Clerk

4 September 2019