

## MARLBOROUGH TOWN COUNCIL

### AMENITIES AND OPEN SPACES COMMITTEE

Minutes of a meeting of the **Amenities and Open Spaces Committee** held on the 25<sup>th</sup> November, 2013 in the **Council Chamber, Town Hall, Marlborough**, at 7.10 pm.

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<b>PRESENT</b>	Councillor B. Castle Councillor G. Loosmore Councillor Mrs M. Rose Councillor B. Lam Councillor J. Cook Councillor M. Hall Councillor A. Light	Chairman Town Mayor
<b>ALSO PRESENT</b>	Mrs S. Parker Mrs S. Fry Mr. R. Beale Councillor Mrs E.M. Hannaford-Dobson Councillor S. Dobson Councillor A. Ross Councillor A. Kirk Wilson  Mrs S. Pryor Mr. G. Isaaman	Town Clerk Office Manager Grounds and Estates Manager Observing Observing Observing Observing  The Adviser Marlborough News Online

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Prior to the commencement of the meeting, the Committee received a short presentation by Jon Davidson about proposals for the use and improvement of land at The Common by MYFC and MRFC.

**335/13**

#### **APOLOGIES**

An apology for absence was received from Councillor L. Farrell.

**336/13**

#### **DECLARATION(S) OF INTEREST**

There were no declarations of interest or requests for dispensations.

**337/13**

#### **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman distributed copies of ARK's Annual Report and commented that he had attended the recent AGM and had been impressed with how well the partnership between ARK and the Town Council was being reported. ARK had now started work on the new Fish Pass and was about to move forward with its plans for the River Og.

The Golf Club had been awarded funding to improve its facilities for the disabled.

There was disappointment about the damage caused to the football pitch at The Common which was now being restored by the Grounds Team.

Thanks were passed to TH White for help with the weighing of the Mill Wheel machinery.

The Chairman thanked all those Councillors who had attended the Town Tour Part Two in October.

The Chairman passed on his thanks to members of the Grounds Team who had rescued an owlet and passed it on to the RSPCA.

**338/13 MINUTES**

**RESOLVED:** by 5 votes for with 2 abstentions that the Minutes of the meeting held on Monday, 2nd September 2013 be approved and signed as a correct record by the Chairman.

**339/13 TOWN CLERK'S REPORT**

It was agreed that that the contents of the Town Clerk's report be noted. Main discussion points included:

- The extent of the Town Council's riparian ownership responsibilities and that, as with other town and parish councils, there was no policy in place. However, much work was undertaken by the Grounds Team to ensure that these responsibilities were undertaken.
- An approach by a local Undertaker about providing trestles and tapes for burials at the Cemetery. The Town Clerk will investigate if this service is provided by other town councils.
- That local residents making enquiries about the Plume of Feathers Garden were aware that the lease with the Richmond Fellowship expired in 2015.

**340/13 Grounds and Estate Manager's Report**

It was agreed that the Grounds and Estate Manager's report be noted. Main discussion points were:

**Dog Mess** - This continued to be a problem and that the Town Clerk would be arranging for a visit from an Enforcement Officer to talk to Councillors about various preventative options

**Storm Damage** - Appreciation was passed to the Grounds Team for the work undertaken in clearing fallen branches and trees from the Highway during the recent storm damage. It was worth noting too that clarification was needed around liability issues with Wiltshire Council as well as the possibility of remuneration through a service level agreement

**Skate Park** - The Grounds and Estate Manager would contact the manufacturer of the Skate Park for advice on surface repair.

**RESOLVED:** unanimously that up to £500 be approved for the erection of a small office at the Workshop and that this work to be carried out by the Grounds Team.

**RESOLVED:** that a Community Clear up Day will be held on the 26<sup>th</sup> January 2014 at the Churchyard and that members of the community be invited to join in.

**RESOLVED:** that a new layout plan of hay meadow areas is drafted and brought back to this committee for approval and that following the damage caused on the football pitch the code is changed to the barrier.

**RESOLVED:** that each allotment holder, on accepting the initial offer of a plot, be informed that the grounds team will carryout a one off application of a Glyphosate based weed killer.

341/13

### **MARLBOROUGH COMMON**

The following issues about The Common were discussed:

#### **i) Annual Meeting with the Rugby Club**

Main points of discussion included:

- Parking issues at the entrance to the Cemetery and associated signage requirements
- That it had been agreed that grass cuttings left on The Common would be removed to the Town Council's recycling area and that the Grounds and Estates Manager would be liaising direct with the Rugby Club's contactors on this
- Whether issues around rent should be decided by the A&OS Committee or the Property Committee and this might be made clearer following the review of the Scheme of Delegation currently under way.

During a **Suspension of Standing Orders**, Mr Jon Davidson (MYFC) confirmed that the MRFC would erect *No Parking* signage at the entrance to the Cemetery and that the Club was monitoring the situation and turning people away who attempted to park there.

**RESOLVED:** that the Notes of the Annual Meeting with the Rugby Club be noted and that the Club's audited accounts be requested and a proper rent review takes place in line with that set out in the lease.

*Councillor Cook left the meeting at 8.10pm*

#### **ii) Common User's Group**

**RESOLVED:** that the contents of the report of the CUG meeting held on the 6<sup>th</sup> November be noted.

#### **iii) Proposal for *Pitch Solutions* by MYFC and MRFC**

Councillors raised the following points:

- The merits of a properly formulated agreement between the Town Council and the Clubs around the use and improvements of land at The Common, drawing on the Clubs' *Pitch Solutions* proposals
- That an annual calendar of matches and events be forwarded to the Town Council
- Clarification be sought around liability issues

- The welcome growth of junior membership at the clubs and saturation points for current facilities
- The opportunities offered by planning gain attached to Crown Estates-owned land at Salisbury Road with the possible inclusion of a sporting complex, clubhouse and pitches

During a **Suspension of Standing Orders**, Mr Jon Davidson (MYFC) stated that:

- An annual calendar of matches and events would be sent to the Town Council
- The Clubs had public liability insurance covering players and coaches
- Prior to commencement of training or matches, the pitches are checked

**RESOLVED:** That the following recommendations be passed to Full Town Council:

- a) Reassurance is obtained from the Town Council's insurers to allow the existing informal arrangements for use of The Common to continue for a period of up to 2 years and that a statement from both Clubs is issued accepting liability
- b) That a proposal for use and improvement of land at The Common by MYFC and MRFC be worked up between the Clubs and representatives from the A&OS Committee.

#### iv) **Cemetery Extension**

**RESOLVED:** that the Town Clerk with the Chairs of the A&OS and F&P Committees and the Mayor undertakes some initial research with landowners about the possibility of acquiring land for a cemetery extension.

#### v) **Car Parking**

Main points of discussion were:

- The problems around a lack of parking for the cemetery and The Common
- The probable expiry of existing planning permission for a car park
- The effects of legislation changes governing development on common land, in particular surfacing (i.e. tarmac was not permitted under new rules)
- The work to be undertaken to protect land at The Common adjacent to the rugby pitches where damage was being caused by parked cars. This involved the use of mesh which allowed for parked cars on the grass.

**RESOLVED:** that the Town Clerk and Grounds and Estates Manager obtain quotes for appropriate mesh coverage for parked cars at the cemetery car park site and bring these back to the committee for consideration. Quotes for a height restriction bar should also be considered.

342/13

#### **SECTION 106 FUNDING**

Members were reminded that:

- The 2 projects covered by S106 funds linked to the completed New Road site were a) mesh at the Common to protect the ground for parked cars and b) Phase 2 of the footpath leading to the cemetery
- As agreed by Wiltshire Council, the remaining balance of funds (£2,872) would be met by S106 money linked to the development at Orchard Road and that this had been with the agreement of the Mayor and Deputy Mayor and in accordance with the Scheme of Delegation (para. 3.2).

- All works had to be completed by the end of the current Financial Year to meet the S106 criteria

**RESOLVED:** that Members note the Town Clerk's report and that S106 funding for the two projects related to improvements at The Common will be undertaken within the current Financial Year in line with S106 criteria.

**343/13**

**USE OF OPEN SPACES**

i) Members considered a request from the Dante Balloon Group to use the Common for the Icicle Balloon Meet over the weekend of 4<sup>th</sup> /5<sup>th</sup> January 2014.

**RESOLVED:** that the non commercial fee is charged together with the usual request for a returnable bond. The Grounds and Estate Manager liaises with the organisers to discuss any land issues. Alongside the usual requirement for public liability insurance, that a written statement is issued by the group confirming that each participating balloon is covered by insurance and that all aspects of event organisation is handled by the Dante Balloon Group.

ii) Members also considered a request from Gifford's Circus to return to the Common in August 2014.

**RESOLVED:** unanimously that the request from Gifford's Circus be granted subject to the usual conditions.

ii) Hiring Fees for 2014/2015

**RESOLVED:** that the hiring fees for the allotments, The Common and football pitches for 2014/2015 be agreed as set out in the attached appendix.

**344/13**

**STONEBRIDGE MEADOW**

It was agreed that the contents of the report by the Town Clerk be noted and also the notes of the Management Committee held on the 13<sup>th</sup> November, 2013.

**345/13**

**COOPER'S MEADOW**

Members discussed the current management arrangements for Coopers Meadow.

Main points included:

- That the existing plan had not been reviewed since first adopted
- That most of those with management responsibilities had left the Council
- That the land was leased by the Town Council from Wiltshire Council
- The excellent river work undertaken by ARK
- The importance of drawing on the expertise of the Grounds and Estates Manager.

**RESOLVED:** that the Grounds and Estates Manager draws up a Plan for Cooper's Meadow consulting ARK and other interested parties. This should be brought back to the A&OS Committee.

**346/13**

**CEMETERY**

**(a) Grants of Exclusive Rights of Burial and Notices of Internment**

**RESOLVED:** that the contents of the report on Grants of Exclusive Rights of Burial be received and noted.

**(b) Memorials and Inscriptions**

**RESOLVED:** that the contents of the report on Memorials and Inscriptions be received and noted.

**(c) Cemetery Fees 2014/2015**

**RESOLVED:** that the Cemetery Fees for 2014/2015 be accepted as set out in the attached appendix.

**347/13**

**MILL WHEEL**

Members noted the Town Clerk’s report. Main discussion points included:

- Legal advice strongly indicated that aspirations towards ownership of land at the preferred site at Town Mill would be difficult to achieve
- That T H White had weighed the machinery. The small wheel weighed 930kg and the larger one, 2980kg.
- Alternative sites could be at the Bridge Garage development or on Cooper’s Meadow. (The Town Clerk had approached the former at the request of the Committee and this proposal had been included in its planning application)

**RESOLVED:** any decision should be deferred until after discussions with Bridge Homes Development about its planning application.

**348/13**

**FENCE AND ELCOT LANE**

The Town Clerk’s report was noted and that a suggestion to replace the fence with hedge to delineate the boundary had been considered by the Football Club.

**RESOLVED:** that the Town Clerk investigates the position of boundary line and ownership of the existing fence.

**349/13**

**BRITAIN IN BLOOM**

**RESOLVED:** that it is delegated to the Town Clerk to find out more from South West in Bloom about registration and other requirements leading up to entry into the 2014 RHS Britain in Bloom competition as well as making enquiries of local community groups about driving the project forward.

**350/13**

**AMENITIES AND OPEN SPACES COMMITTEE- BUDGET SETTING 2014/2015**

Members noted the report and draft budget sheets.

**RESOLVED: RESOLVED:** unanimously that the A&OS Committee budget be presented to the Finance and Policy Committee for approval.

The meeting closed at 9.50 pm

Signed .....  
Chairman

Date .....