

**MARLBOROUGH TOWN COUNCIL  
AMENITIES & OPEN SPACES COMMITTEE**

Minutes of a meeting of the **Amenities & Open Spaces Committee** which was held on **Monday, 2 September 2019** in the **Council Chamber, Town Hall, Marlborough** at 7.30pm

---

<b>PRESENT</b>	Councillor L. Farrell	Chairman
	Councillor M. Hall	Town Mayor
	Councillor B. Castle	
	Councillor A. Ross	
	Councillor N. Barrett-Morton	
	Councillor P. Cairns	
	Councillor M. Cooper	
<b>ALSO PRESENT</b>	Mrs S. Parker	Town Clerk
	Mr N. Weatherly	Grounds Manager
	Mrs D. Whitehall	Administrator
	Councillor A. Wilson	Observing
	Plus 1 member of the public	

---

**PUBLIC QUESTION TIME**

There were no questions.

**207/19**

**APOLOGIES**

Apologies for absence were received from Cllrs. Heath and Forbes.

**208/19**

**DECLARATIONS OF INTEREST**

Cllr. Ross – agenda item 12 (ii) – request for a Memorial Bench at Salisbury Road Recreation Ground – non-pecuniary interest.

The Town Clerk reminded Members about the process around Declarations of Interest:

- It was the responsibility of individual Members to declare an interest
- All Councillors had signed up to the Code of Conduct and had an obligation to register interests on the Register of Interests, which was available to view online at Wiltshire Council's website and also accessible via a link on the Town Council's website
- Though not obligatory, Members may, in terms of openness and transparency, choose to declare an interest at a meeting even if it is already logged on the Register but, again, the decision to do so rests with that Member and it was not for any other Member, the Chairman or the Town Clerk to prompt a declaration
- Members of the public could contact the Monitoring Officer at Wiltshire Council if they suspected there was a conflict of interest which had not been declared who would advise on the process to follow. Decisions on whether a breach had occurred was for Wiltshire Council's Standards Committee, which was responsible for investigating and determining allegations that a member of a parish council had failed to comply with the Code of Conduct.

**209/19**

**CHAIRMAN'S ANNOUNCEMENTS**

The Community Skatepark Day hosted by the Town Council on 21 August was well received. Organisers, King Ramps, ran the workshops and would certainly be welcomed back by the young people who attended. Members expressed their thanks to the Assistant Town Clerk

for organising the event.

**210/19**

**MINUTES**

**RESOLVED:** that the minutes of the meeting held 1 July 2019 were approved as a true record and signed by the Chairman

**211/19**

**TOWN CLERK'S REPORT**

Members noted the Town Clerk's report. The Town Clerk and Grounds Manager answered questions about signage at the riverbank near Churchill Court and dog fouling.

Min.635/19 – BT Phone Boxes on the High Street – it was noted that since taking a decision to adopt a phone kiosk in the High Street, BT had removed one from near the Jubilee Centre as it was under-used. There was concern that if the Town Council went ahead with adopting the remaining kiosk near the Library there would be no public telephone for people in the High Street, especially in case of emergencies. Through following the correct process (*para. 8a of Standing Orders*), it was agreed to add an item to the next Town Council agenda so that the decision could be rescinded.

**212/19**

**GROUND MANAGER'S REPORT**

Members noted the Ground Manager's report and considered a recommendation about football goalposts.

The Grounds Manager answered questions about grass cutting at the Cemetery, staffing levels, a litter bin at the Recreation Ground, damage to flower beds at Priory Gardens caused by ball games and replacement roses for the 7<sup>th</sup> Wiltshire Regiment Memorial.

Due to a rise in demand for football pitches, especially for Marlborough Youth Football Club (MYFC), teams were looking further afield to find enough pitches, including at Marlborough and Mildenhall Cricket Clubs. As a result, a request had been received from MYFC to relocate the portable goals currently stored at Marlborough Community & Youth Centre (MC&YC) to Marlborough Cricket Club. The goals would remain in the ownership of the Town Council. In return for marking out slightly larger pitches at the Recreation Ground, MYFC wished to purchase slightly larger folding goals to use at that site. These goals would be stored at MC&YC available for other groups to use if booked in advance via the Town Council office.

**RESOLVED:** that portable goals could be relocated to Marlborough Cricket Club, and that new, larger, goals would be purchased by MYFC and stored at MC&YC, available to any user if booked in advance via the Town Council office

**213/19**

**PRIORY GARDENS**

Members noted an update report by the Town Clerk and considered recommendations about CCTV installation and works to the paths and a wall.

CCTV

- Waitrose was supportive of a request to use power from a lamp post in Polly Gardens car park
- A tripartite agreement/licence was required between Waitrose, the Town Council and Wiltshire Council, which maintains the lamp post
- A survey might be required before any work could be carried out to the party wall
- Due to additional legal costs for the licence, as well as now having an idea of the costs of providing power, the estimated overall project cost would be in the region of £8,500-£9,500

**RESOLVED: (i)** that, noting increased costs involved, work should go ahead in line with previously made resolutions about the installation of CCTV cameras and that the Town Clerk continues liaison with Waitrose and John Lewis Partnership

#### Access into Priory Gardens

The cost of an extension to the metal fence between Waitrose-owned land and Priory Gardens on the bank of the River Kennet was £1,117. Waitrose had discussed a joint approach with the Town Council's Grounds Team, including dense landscaping on the Waitrose side of the fence as well as a possible financial contribution.

**RESOLVED: (ii)** that work goes ahead with Waitrose to minimise access into Priory Gardens via the riverbank

#### Works to Paths

Initial quotations had been received for resurfacing of paths, which were prohibitively high. No budget had been set aside for this work.

**RESOLVED: (iii)** that further quotes be obtained for the work to paths and alternatives specifications be considered to minimise costs

#### Wall

Members noted that quotations were being sought for repairs to a section of wall between Priory Gardens and Figgins Lane, which would be delegated to the Town Clerk to arrange as emergency works.

214/19

#### **COOPERS MEADOW**

Members noted the Town Clerk's report and considered future grazing in the meadow and work to the perimeter leat.

#### Grazing

In recent years during summer months sheep grazing the meadow had proved popular. Unfortunately, the farmer who provided the sheep was selling the flock so there had been no sheep in 2019. Alternatives were being investigated for 2020. A potential contact was provided to the Grounds Manager at the meeting.

**RESOLVED: (i)** to write to the farmer to thank him for providing sheep for the last few years, and that the Grounds Manager continues to search for a new flock for 2020

#### Leat

The Town Council's Emergency Planning Working Group had discussed flood risks and suggested that responsibilities around the clearance of the leat should be agreed. The leat provided an important mechanism for the dispersal of flood water at Coopers Meadow and for this to work effectively the leat should be kept clear. Discussions had already taken place with ARK's Project Manager, as ARK volunteers undertake an enormous amount of conservation work in and around the river at Coopers Meadow. There was uncertainty about whether an Environment Agency licence was required for the clearance of drainage channels.

**RESOLVED:** to seek advice at an upcoming Wiltshire Council Operational Flood Working Group Meeting, which would be attended by a representative from the Environment Agency

215/19

### **STONEBRIDGE MEADOW**

Members noted the minutes of the Stonebridge Meadow Management Committee held June 2019 and research into ownership of land adjacent to Stonebridge Close which could provide access into the Meadow.

Points of note from the research, and discussion points included:

- Title of the meadow itself and the land at the entrance to the Meadow into Stonebridge Close was in the joint ownership of the Town Council and Action for the River Kennet (ARK)
- The roadway in Stonebridge Close was publicly adopted
- There was a public footpath close to the potential access point
- That any vehicle entrance should be gated
- Whether a pedestrian gate might be preferable to an open access point

**RESOLVED:** that the findings of the additional research were noted and would be fed back to the Stonebridge Management Committee at its meeting on 18 September and that residents should be consulted about the request for the entrance between Stonebridge Close and the Meadow to be reopened

216/19

### **MANTON PLAY AREA**

Members noted a report from the Town Clerk with an update on recent progress with the project to refurbish and extend the play area at Jubilee Field (project AS2 on the Town Council's Action Plan and agreed by the Town Council (Min 277/18)). A Project Manager had been appointed and a draft tender document drawn up.

**RESOLVED:** that the tendering process can begin with no amendments to the draft tender document, and that resulting designs be submitted to Full Town Council for decision on 4 November. This would be followed by local consultation on the design for any final changes.

217/19

### **CEMETERIES**

**RESOLVED:** (i) that recent Grants of Exclusive Rights of Burial were noted

**RESOLVED:** (ii) that approved memorials and inscriptions were noted

218/19

### **MEMORIAL BENCHES**

Members noted a report by the Assistant Town Clerk about requests for two memorial benches.

**RESOLVED:** that the request for a Memorial Bench on The Green was approved

*Cllr. Ross sat back from the meeting and took no part in the discussion about the following item, and did not vote*

**RESOLVED:** that the request for a Memorial Bench at the Recreation Ground was approved

219/19

### **SKATEPARK LIGHTING**

Members noted an update report by the Assistant Town Clerk about bat surveys, required as part of the planning process prior to the submission of a formal planning application.

220/19

### **THE COMMON**

Members considered advertising on The Common as well as the location of two marker stones.

### Advertising

From time to time banners and advertising had been placed on the Common without permission and in breach of byelaws. To help promote certain events, the Town Council had provided a temporary banner frame which could be replaced with a more robust version. Members considered whether to allow ad hoc advertising to continue without permission, or whether unauthorised notices should be removed with the exception of those using the Town Council's frame (free of charge):

- The Common is governed by the Commons Act of 1899
- Byelaws relating to The Common had been issued in accordance with the Act
- The relevant byelaw states: *A person shall not without lawful authority post or paint any bill, placard, advertisement, or notices on any tree, or fence, erection or notice board on The Common*

**RESOLVED:** (i) to apply the byelaw so that unauthorised notices, banners, placards etc are removed and that all event advertising should be permitted only on a frame provided by the Town Council

### Marker Stones

Members discussed the two marker stones commemorating a school and a US Army Hospital near the access steps from Port Hill:

- Whether to relocate the stones nearer to the WW1 Beacon
- Whether there was a strong connection between the school and the beacon
- That as both stones commemorated different institutions at the same site, whether it made sense to move just one
- The proposal to move the stones was not on the current Action Plan
- There was no clear plan or proposal for what the beacon area might look like if the stones were to be moved
- Whether a working party should be convened at a future date to consult on and consider the location/relocation of the one or both stones

**RESOLVED:** that, in principal, it was agreed that the possibility of moving the 347<sup>th</sup> Station Hospital stone nearer to the beacon to create a permanent memorial area on the Common could be considered as an additional project for the Action Plan

**221/19**

### **NEW WORKSHOP**

Members noted a progress report by the Town Clerk about work towards creating a new workshop on The Common, and that ongoing work towards this build would sit with the Property Committee.

**222/19**

### **MARLBOROUGH IN BLOOM (MiB)**

Members noted the minutes of the most recent working party meeting. Cllr. Forbes had provided an update via the Town Clerk:

Relations with MiB continued to progress positively. The post judging day committee meeting was productive, with it being unanimously decided that Marlborough would accept an invitation to the national competition if invited (as it is broadly expected that it would be). Preparations for next year were already in full swing and plans for fundraising and publicity were being developed. When discussion turned to the theme for next year, Cllr. Forbes suggested moths, and this was accepted unanimously, with scope for children's art competitions, events with ARK and education with schools all possible around this theme. MiB was looking forward to working with MTC in upcoming community clean up days, where they plan to once again send representatives.

Members also discussed the need for an agreed set of roles and responsibilities to be drawn up for MiB and the Town Council.

223/19

**BUDGET AND PRECEPT SETTING**

Members noted a report by the Town Clerk and considered requirements for 2020/21.

Potential items discussed included:

- An assumption of increased requirements due to anticipated devolution of services from Wiltshire Council (e.g. a mechanical road sweeper)
- That it was possible to take on additional services without waiting for devolution from Wiltshire Council
- Whether there was any scope to approach other institutions with a view to sharing equipment

**RESOLVED:** that the Town Council should assume it would take responsibility for devolved services and make provision within the 2020/21 budget, and that the Grounds Manager should draw together a list of requirements and costs for the A&OS meeting on 18 November 2019

The meeting closed at 9.03 pm

Signed: ..... Date: .....  
Chairman