

Marlborough Town Council



10 June 2025

To: Councillors serving on the Amenities and Open Spaces Committee – Councillors Mark Cooper (Chair), Kelvyn Shantry, Lisa Farrell (Vice-Chair), Mark Lusson, Susannah O'Brien, Peter Morgan, Caroline Sadler, Caroline Wrench, and the Town Mayor Councillor Emily Trow

Dear Councillor

Amenities & Open Spaces Committee

You are **summoned** to attend the next meeting of the **Amenities and Open Spaces Committee** which will be held in the **Council Chamber, Marlborough Town Hall** on **Monday, 16 June 2025** at **7.00pm**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend and ask a question they should notify the Town Clerk of this by noon on the day of the meeting and provide their question in writing at the same time.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Amenities & Open Spaces Committee. The time allocated for this should not exceed 10 minutes and be limited to one question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
To receive any declarations of interest or requests for dispensation
- 3. Chair's Announcements**
- 4. Minutes**
To approve and sign the minutes of the meetings held 15 April 2025
- 5. Action Log**
To receive an update on the Action Log
- 6. Stonebridge Meadow**
To receive a verbal update from Councillors Shantry and O'Brien
- 7. Grounds Manager's Report**
To note and consider the Grounds Manager's Report
- 8. Tree Report**
To note the report on the Council's trees
- 9. Finance Report**
To note and consider the Committee's Finance Report for Month 2
- 10. Workshop Extension**
To receive a verbal update on the workshop extension
- 11. Cemetery Extension**
To receive an update on the consultation plan and Hawthorn Meadow
- 12. Victorian Cemetery and Arboretum**
To receive an update report on the Victorian Cemetery and Arboretum from Councillor Sadler
- 13. Allotments**
To receive a verbal update report on the Allotment Committees and consider the request from St Johns Trust to renew the lease for Stonebridge Allotment site

14. Cemetery Regulations

To consider and agree the revised cemetery regulations

15. Cemetery Report

- i. To note any Grants of Exclusive Rights of Burial issued
- ii. To note any recently approved Memorials and Inscriptions

To approve and sign the minutes of the meetings held on 15 April 2025

Marlborough Town Council



Amenities and Open Spaces Committee

**Minutes of a meeting of the Amenities and Open Spaces Committee
held Tuesday, 15 April 2025 in the Court Room, Marlborough Town Hall at 7pm**

PRESENT	Councillor Mark Cooper	Chair
	Councillor Andrew Ross	
	Councillor Mark Lusson	
	Councillor Kelvyn Shantry	Vice Chair
	Councillor Emily Trow	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Councillor Caroline Sadler	Observing

PUBLIC QUESTION TIME

A written question had been received from **Adam Woodford**:

- “1. How much, if anything, will the Rugby Club be contributing to the cost of their new "informal" car park
2. How much is such a facility worth annually to the Rugby Club?
3. Have the Council yet identified what land is to be handed over to the Rugby Club when the entire Common has already been handed over?”

The **Chair** confirmed that neither the existing or proposed informal car park were the Rugby Club’s (MRFC) – both belonged to the Town Council and anyone could use them free of charge, and this would be the case for the proposed extension, allowing people who work in the town centre to park for free all day. All agreed that better signage might help to draw attention to this fact, and this could be something for the Committee to consider in 2025-26. It was noted that from time to time MRFC cordoned off spaces or placed cones there, which could give the impression that other people couldn’t park there. In terms of question 3 about land, there were two pitches and an informal training area added following a public consultation: the land had not been handed over to MRFC.

Separately, on behalf of a resident **Councillor Luson** asked whether the number of litter bins had been reduced. The **Town Clerk** explained that the Town Council looked after (and added) bins in parks and open spaces, but anything else was the responsibility of Wiltshire Council via its contractor. It was possible that bins may have been removed and not replaced if they had been damaged but further investigation would be needed to be able to answer this question.

455/24 APOLOGIES

Apologies for absence had been received from **Councillors Farrell, Sheppard, O'Brien**, the **Town Mayor Councillor Cleasby** and the **Grounds Manager**.

456/24 DECLARATIONS

Councillors Cooper and **Luson** – agenda item 14 (Allotments) – non-pecuniary interest.

457/24 CHAIR'S ANNOUNCEMENTS

A picnic bench had been placed at Stonebridge Meadow.

The Chair thanked Members for their hard work over the past year, with a big thank you to **Councillor Ross** for his service and hard work on behalf of the town over a number of years.

458/24 MINUTES

RESOLVED: that the minutes of the meeting held 13 January 2025 were approved as a true record and signed by the Chair

459/24 ACTION LOG

Members noted the updated action log.

460/24 STONEBRIDGE MEADOW

Members noted the minutes of the Stonebridge Management Committee meeting held 13 February 2025, and received a verbal update from **Councillor Shantry**:

- It was good news that the new picnic bench had been placed in the meadow
- There was an ongoing issue with dog fouling, and perhaps more signs were needed? Free bags (to bag it and bin it) were available at the entrance to the meadow, provided by Action for the River Kennet
- To give the public a better view of the river, a 10m strip of vegetation alongside the riverbank was to be cut back by volunteers with nearby log seating available

The **Chair** thanked **Councillors Shantry** and **O'Brien** for their representation at the Stonebridge Management Committee.

461/24 GROUNDS MANAGER'S REPORT

Members noted the Grounds Manager's report and passed their thanks to the team. Discussion points included:

- The **Chair** had recently visited the Cemetery and it looked very good
- Members noted that the Town Council would bear the cost of tree works at Priory Gardens to enable Aster to extend its car park for Priory residents and/or staff
- **Councillor Ross** drew the team's attention to broken kerbstones and rutting caused by construction vehicles at The Recreation Ground and also asked for the temporary storage area to be raked, seeded and made good as soon as possible. The **Town Clerk** confirmed the damage had been noted during a site meeting and would be put right once the workshop build project was complete

462/24 TREE REPORT

Members noted the report on the Council's trees.

463/24 FINANCE REPORT

Members noted the Amenities & Open Spaces finance report for month 11.

464/24 WORKSHOP EXTENSION

The **Town Clerk** gave a verbal update on work to extend the Grounds Team workshop at Salisbury Road Recreation Ground:

- The roof was on, doors had been installed and work was starting on the internal fittings
- Some of the surrounding land would need to be rationalised, e.g. to create easy slopes to allow for the use of wheelbarrows or trolleys
- The current phase should be complete by the end of April 2025
- Members discussed whether to hold an opening ceremony, and perhaps to name the building – it was important to celebrate what had been a big project for the Town Council. The option of asking a VIP such as a Deputy Lieutenant to open it was also considered

465/24 CEMETERY EXTENSION

Members noted the Town Clerk's update report and considered the draft plan for Hawthorn Meadow. Discussion points included:

- Although there had been delays in the handover of the play area and land to the Town Council, work by GreenSquare Accord was ongoing to reach a point where all the relevant signoffs could be achieved allowing the handover to take place
- A concern was whether the warranty period on the play equipment would be adequate – the kit had already been on site for a year
- Whether some areas could be handed over early, with corresponding funding given to the Town Council for tasks that its team could take on, e.g. seeding or turfing the banks
- The proposed plan for Hawthorn Meadow included a proposed path allowing continuous access through to Bay Meadows, with a new access gate wide enough for Town Council vehicles

RESOLVED: that the plan for Hawthorn Meadow is agreed in principle

466/24 VICTORIAN CEMETERY

Members considered a request by the Friends of the Victorian Cemetery to set up a Charitable Incorporated Organisation (CIO) with a Town Council Trustee:

- **Councillor Sadler** explained her role with the Friends group, and their aims to improve biodiversity
- A website was being created to allow the public to identify the plants
- Other proposals included a potential open day in June
- The main purpose of the CIO was to allow better access to funding and to work with the Town Council on a partnership model

RESOLVED: that the Committee supports the request to create a Charitable Incorporated Organisation for the Victorian Cemetery with a Town Council Trustee, and that this should be recommended to the Full Town Council for ratification

Councillor Sadler left the meeting

467/24 INFORMAL CAR PARK

Members considered the indicative plan for implementation of an informal car park on The Common. Discussion points included:

- Timing and perception: residents were rightly protective of The Common. The recently opened training area, a proposed Cemetery extension and a new car park added up to a lot of activity there
- Cost: rough estimates were that it would cost up to £100,000. There was £10,000 set aside as an ear marked reserve and it would qualify for CIL funding
- The proposal in the Neighbourhood Plan was for 60 spaces
- Policy 5 as written in the Neighbourhood Plan included specifying that ‘there will be no permanent buildings or structures or other urbanising effects such as paved footways or landscape bunding’. To prevent unwanted vehicle access to other areas on The Common, some type of boundary would be required and bunding was the best solution in terms of visual impact on the landscape. This would require the Neighbourhood Plan to be revised, and the Town Clerk explained the process to revise the plan
- That a new Neighbourhood Plan working group would need to be created
- It was noted that the National Planning Policy Framework would be changing, and the Wiltshire Local Plan was not yet agreed. Members discussed whether the review of the Marlborough Area Neighbourhood Plan (MANP) should be reviewed once both had been published, so that all implications for Marlborough could be understood
- Whether to take the project forward over the next few years, carrying out an internal review before entering a formal process once the MANP was ready to be reviewed

- Whether, with the project not being funded, it could turn into an ‘activity trap’ for the Town Council and should therefore be delayed (i.e. reviewing the MANP was a big job; and to consider whether £100,000 for 60 spaces represented good value)

RESOLVED: that the current plan for an informal car park is supported in principle, and the Town Council should look to incorporate material changes that would be required to the MANP into a wider review of the MANP informed by future updates to the National Planning Policy Framework and Wiltshire Local Plan, and to recommend this to Full Town Council

468/24 ALLOTMENTS

Members noted the Town Clerk’s report, and considered a draft plan for the Stonebridge Allotment site and whether to create separate committees for each of the three allotment sites.

Councillors Cooper and Luson did not vote on this agenda item

RESOLVED: (i) that the Allotment Committee moves to three smaller committees, with a Stonebridge Lane Allotment Committee meeting more frequently until such a time that everyone involved is confident the site will be able to be more sustainable to a satisfactory standard; and that each of these are supported by a Councillor, the Town Clerk, Grounds Manager and the Office Manager (if required)

RESOLVED: (ii) the draft outline plan for Stonebridge Allotments is supported in principle subject to further consideration and consultation with allotment holders, St Johns Trust and ARK, and that a supporting budget is identified

469/24 CEMETERY REPORT

Members noted recent Grants of Exclusive Rights of Burial that had been issued, and recently approved Memorials and Inscriptions.

The meeting closed at 8.38 pm

ITEM 5**ACTION LOG**

To receive an update on the Action Log

Ref	Action	Min. No	Assigned to	Status	Meeting date	Notes
250	Seek clarification from WC whether trees can be planted next to 4 benches at College Fields and Barton Park without MTC taking on land parcel management	205/24	Councillor Sheppard	In Progress	14.10.24	
252	Expedite delivery of soil or compost to Stonebridge Lane allotment site	214/24	Town Clerk	Complete	14.10.24	Soil delivery hampered by limited access due to building works at Stonebridge Lane. 4.6.25 Soil delivered in May.

ITEM 6**STONEBRIDGE MEADOW**

To receive a verbal update from Councillors Shantry and O'Brien

The Committee is asked to receive a verbal update report from Councillors Shantry and O'Brien, and consider any matters arising.

Members are asked to instruct the Town Clerk accordingly.

Town Clerk 3.6.25

ITEM 7**GROUNDS MANAGER'S REPORT**

To note and consider the Grounds Manager's Report

General workload

This spring has been different again with a very dry start with hardly any rain in April. This has kept the grass and weeds in check, until late May and now into June, when now the grass and weeds are growing almost as fast as we can cut it and hoe them out. We are well into the summer maintenance throughout the town and are making good progress, making sure that all of our open spaces get mown at least once every two weeks.

There are a few projects that we aim to get done as soon as we can manage:

- The improvements to the cemetery driveway

- The matting on The Common
- Repairs to Bowls Club fencing. These will get done as and when we can

Bedding displays

Due to the exceptionally dry spring, we have managed to get slightly ahead with our planter maintenance.

We have removed all our winter bedding and have prepared the planters for the summer bedding. The planters have been filled with water in preparation for the new plants which we have now started to plant out. Fresh compost and slow release fertiliser have been added to feed the plants through the summer.

There was a slight change in our bedding plant order as the Nepeta failed in the nursery and has been replaced with a variety of other plants.

Play equipment

There has been an increase in the amount of vandalism around some of our play areas. The wooden fence in Orchard Road has been vandalised and is scheduled to be replaced by the grounds team later in the summer. The rope chains were cut in Coopers Meadow play area these have now been replaced with new sets. We have removed one of the basket swings on Salisbury Road Recreation Ground as the rope/chains were also cut, and we are waiting on a price for a new swing seat and new rope chains.

The play areas and equipment are inspected monthly by the staff for health and safety purposes and repairs made when required.

Machinery

We have had a good start to the season with no issues so far. The Iseki tractor and Wessex mower have been serviced by the suppliers. The door catch on the older Kawasaki mule needs replacing I am waiting for the cost of this. All of our other equipment is working well at the moment in time.

Site specific

Salisbury Road Recreation Ground

The football season has now finished. The pitches have stood up well for the season. However, there is a small amount of repair work to be done on the goal mouth areas of the pitches to build the goal mouth levels back up and re seed them. We are starting to do some weed control around the skate park as a few clumps of stinging nettles have returned. There are some damaged branches on the pine trees at the rear of the Bowls Club that we are going to remove.

St Mary's Churchyard

This area has been very popular with sometimes large groups congregating in the evenings which has led to an increase in the amount of litter. Where there was a memorial bench the ground consequently became very worn. This has been levelled and sown with grass seed. Once this is established the bench will be returned to its location.

The Green

The epicormic growth on the lime trees has been reduced. The posts will be cleaned and straightened this month.

War Memorials

The new plants have been planted at the Wiltshire Regiment memorial. The poppy and cornflower seed have also been sown, and the latest rain will help them to germinate.

The Cemetery

Regular maintenance visits have kept the cemetery tidy. We have had several burials and ashes internments over the last few months. Some weed control on the cemetery paths will be done this month.

Victorian Cemetery

The maintenance schedule for the Victorian Cemetery agreed with the project group has changed started from this spring. The site has been divided into smaller sections with more cuts throughout the growing season at various times. The fence line has been repaired at the back of the care home. The Japanese Knotweed treatment regime appears to be working well.

Priory Gardens

Summer maintenance is well underway with fortnightly scheduled routes for mowing and strimming.

Coopers Meadow

This area is well used by members of the public. Regular maintenance visits are being carried out to cut the grass and control the litter.

The Common

The training area is now being maintained by the grounds team along with the rugby pitches integrally to or usual mowing regime on The Common. Park Run are still holding their weekly 5k run. The racing pigeons are released most weekends throughout the summer months.

Manton - Jubilee Field

This area is very well used. The Play equipment is very popular. Some of the old fencing around the infant play area needs replacing and a quote for this work is being obtained.

Wye House Gardens & Play Area

We have commenced our seasonal maintenance programme. There is a dead tree close to the pond that will require removing, and this can be done by the grounds team later this year.

Elcot Rec

Regular maintenance visits are ongoing. We have some repairs to do to the goal mouths. It is also the intention to do some more work on the drainage and compaction work to improve the quality of the grass on the pitch surfaces now the season has finished.

Stonebridge Meadow

Regular maintenance visits to maintain the seating pods in the amenity area and the footpath and river walk have been carried out.

Recommendation

Members are asked to note the report.

Grounds Manager 3.6.25

ITEM 8

TREE REPORT

To note and consider the report on the Council's trees

Purpose

The purpose of this report is to appraise the Committee of what tree works have been progressed or that are needed within the Council's estate, and in an advisory priority order.

Status

The table below outlines the key tree work required:

Priority	Location	Tree	Status	Implementation	Cost
1	The Common	1043 Beech	To be felled	Tree surgeon	£3,500 plus VAT
2	The Common	1188 horse chestnut	To be felled	Tree surgeon	£1,100 plus VAT
3	The Common	Beech	To be reduced by 30%	Tree surgeon	£2,800 plus VAT
4	Coopers Meadow	1 x willow Tree	To be felled	Tree surgeon	£1200 for both plus VAT
		1x willow	To be pollarded	Tree surgeon	

Priority	Location	Tree	Status	Implementation	Cost
5	Priory Gardens	3 x Larch	To be Felled	Tree surgeon	£2,300 plus VAT
6	The Victorian Cemetery	4x yew	Reduce by 25%	Tree surgeon	£,3850 plus VAT
7	The Victorian Cemetery	2x yew	Reduce by 25%	Tree surgeon	£1100 plus VAT

Proposal

Members are asked to note the above.

Grounds Manager 3.6.25

ITEM 9

FINANCE REPORT

To note and consider the Committee’s Finance Report for month 2

Please refer to Appendix 1.

ITEM 10

WORKSHOP EXTENSION

To receive a verbal update on the workshop extension

ITEM 11

CEMETERY EXTENSION

To receive an update on the consultation plan

Purpose

The purpose of this report is to update the Committee on the status of the play area at Rabley Wood View and land to the rear (*Hawthorn Meadow*); with a view to assessing the timing of the initial consultation on the proposed land swap with a parcel of land on Marlborough Common (to enable the cemetery extension)

Status

The Town Clerk received has received the following email updates from Greensquare Accord on the status of the Play Area and the land handover at Hawthorn Meadow:

25.2.25

‘the play equipment company eventually installed the equipment but right at the end of the planting season.

On inspection it was found they have left lots of things incomplete, missing bolts on the fencing, the gate grinding on a footpath they installed, a skewed back board to the basketball hoops, (items which we wouldn't normally expect), to name but a few things.

Having now requested their return several times, we have this morning issue a 7-day notice for their return to remediate or we will have to find another subcontractor.

Once the play area is installed correctly, we have finalised the field gate & path and the landscaping is concluded when planting season begins, I will then call out (OFFICER'S NAME REDACTED) from Wiltshire council to sign off implementation, (installation as design) so I obtain the council's provisional certificate.

I am also going to obtain our own RoSPA report so we can draw a line in the sand with the play equipment installer by a third party.

Sorry, this is all taking so long.'

10.3.25

Greensquare Accord then emailed to inform that the installers will be back on site the following week to complete their works and that they have commissioned a RoSPA report to coincide with their completion. There has also been communication between the Council and GreenSquare Accord regarding the wording for signs.

25 5 25

'The widened footpath to the meadow was installed last week and we now need the gate installed (different contractor) .

We have a quote for the re-landscape work required which is with our commercial team along with a quote for sanding the equipment required by the RoSPA report'.

Proposal

The Committee is asked to note the update and consider both the status and Council's position in relation to the land handover and instruct the Town Clerk accordingly.

Town Clerk 4 6 25

ITEM 12

VICTORIAN CEMETERY & ARBORETUM

To receive a verbal update report on the Victorian Cemetery and Arboretum from Councillor Sadler

ITEM 13

ALLOTMENTS

To receive a verbal update report on the Allotment Committees, and consider the request from St Johns Trust to renew the lease for Stonebridge Allotment site

St Johns Trust Lease

St Johns Trust have written to the Council to notify it that the rent for leasing the land at Stonebridge Lane will be increased in 2026 - 27 to £325 per annum. The current rent is £250 per annum, set in in 2016. Thereafter St Johns Trust will do rent review every five years.

Recommendation

Members are asked to note and consider the rent rise for acceptance and instruct the Town Clerk accordingly.

Town Clerk 3.6.25

ITEM 14

CEMETERY REGULATIONS

To consider and agree the revised Cemetery Regulations

Purpose

The purpose of this report is to ask the Committee to consider for adoption the reviewed Cemetery Regulations for burials or ashes interment. (see Appendices 2.1 and 2.2).

Status & Considerations

The Cemetery Regulations were last reviewed in March 2017. The proposed amendments are in red type for ease of reference.

Proposal

Members are asked to consider the revised regulations for adoption and instruct the Town Clerk accordingly.

Town Clerk/Civic, Cemetery & Engagement Officer 4.6.25

**To note any Grants of Exclusive Rights of Burial issued and recently approved Memorials and
Inscriptions
CEMETERY INFORMATION**

Period 24.03.2025 – 04.06.2025

i) Exclusive Right of Burial/Notice of Interment/Purchase

Name of deceased	Grave No.	Cemetery Section	Type of Burial	Funeral Director
Margaret Rose Pike	51	J	New Ashes	Claridge
Sally Amanda Bates	94	H	New Single	Claridge
Doreen Patricia Quirk	121	G	Ashes on a Double Depth Burial	Claridge
Dorina Maria Morley	78	G	Ashes on a Double Burial	Dianne Mackinder
David Edward Dobie	95	H	New Double	Claridge
Michael Graham Dobie	92	G	Reopen burial	Dianne Mackinder
Margaret Emily Esther Smith	96	H	New Single	Dianne Mackinder

ii) Memorial Applications – Inscriptions and Additional Inscriptions

Name of deceased	Stone	Grave No.	Section	Inscription to read -
Maureen Hicks	Light Grey Granite	47	J	IN LOVING MEMORY MAUREEN M. HICKS 16.02.1933 – 30.03.2023 FOREVER IN OUR HEARTS
Dorothy Jean Blythe	Dark Grey Granite	52	J	Remembered with love Dorothy Jean Blythe née Holland 07.09.1938 – 07.10.2024 AT PEACE
Barbara Jean Whiting	Black Granite	44	J	In loving memory of BARBARA JEAN WHITING 22 nd February 1940 28 th June 2024 Always in our thoughts

Name of deceased	Stone	Grave No.	Section	Inscription to read -
Patricia Marina Cavill	Additional Inscription	120	FFCR	PATRICIA MARINA CAVILL 11.6.1938 – 8.10.2024 REMEMBERED WITH LOVE NOW REUNITED
Linda Chapman	Additional Inscription	51	G	Also His Wife LINDA 1943-2023
David Golding	Cumbrian Green Slate	71	H	Remember with love DAVID GOLDING 1940-2022 sailor - pilgrim
Des Watts	Black Granite	48	J	In Loving memory of Des Watts 9.6.1943 – 29.12.2024 Just resting my eyes Y. N. W. A.
Patricia Joan Ridgway	Opal Pink Granite	28	J	Patricia Joan Ridgway 28.10.1936 – 06.04.2023 Wishing you were somehow here again

Recommendation

Members are asked to note the recent grants and approvals.

Civic, Cemetery & Engagement Officer 3.6.25

Month No: 2

Amenities & Open Spaces	Actual Year		Current		Funds	% Spent	Transfer	NOTES
	To Date		Annual Budget		Available		to/from EMR	
INCOME								
1101 INCOME-CEMETERY	£	2,758	£	15,880		17.4%		
1100 INCOME-ALLOTMENTS	£	45	£	750		6.1%		
1102 INCOME-GOLF CLUB								
1103 INCOME OPEN SPACES	£	119	£	9,982		1.2%		
1106 INCOME - SHOWMENS GUILD	£	-	£	2,438		0.0%		
1111 INCOME - RUGBY CLUB								
EXPENDITURE								
4036 OLD CEMETERY	£	51	£	500	£	449	10.2%	
4006 ST JOHNS TRUST	£	-	£	250	£	250	0.0%	
WORKSHOP								
4027 INTRUDER ALARM	£	272	£	2,174	£	1,902	12.5%	
4042 PERSONAL PROTECTIVE EQUIPMENT	£	-	£	1,000	£	1,000	0.0%	
4043 PICK-UP LEASE	£	445	£	600	£	155	74.1%	
4044 VEHICLE TAX/INS.	£	-	£	415	£	415	0.0%	
4045 VEHICLE PETROL/DERV	£	1,674	£	9,315	£	7,641	18.0%	
4047 WORKSHOP TOOLS ETC	£	10	£	3,000	£	2,990	0.3%	
4048 VEHICLE MAINTENANCE	£	799	£	12,420	£	11,621	6.4%	
4050 WORKSHOP MISC	£	4,739	£	6,200	£	1,461	76.4%	Tipping Trailer
4315 REFUSE COLLECTION	£	837	£	4,140	£	3,303	20.2%	
4320 MOWER	£	256	£	4,200	£	3,944	6.1%	
4323 MISTUBISHI LEASE	£	377	£	2,400	£	2,023	15.7%	
4332 WESSEX MOWER LEASE	£	1,102	£	7,000	£	5,898	15.7%	
4339 ISEKI TRACTOR LEASE 2023	£	1,746	£	10,000	£	8,254	17.5%	
OPEN SPACES								
4038 MAINTENANCE	£	293	£	9,000	£	8,707	3.3%	
4220 OPEN SPACES PLANTS	£	68	£	5,300	£	5,232	1.3%	
4223 PLAY EQUIP/MAINT/REPLACEMENT	£	687	£	3,500	£	2,813	19.6%	
4314 AOS PROJECTS	£	583	£	10,000	£	9,418	5.8%	
4318 TREE SURVEY & WORKS	£	-	£	17,500	£	17,500	0.0%	
4324 RTV/Husqvana	£	656	£	3,500	£	2,844	18.7%	
4325 STONEBRIDGE MEADOWS	£	-	£	1,000	£	1,000	0.0%	
4327 ISEKI TRACTOR TG6490	£	413	£	7,000	£	6,587	5.9%	
4330 MULTI PURPOSE MOWER	£	156	£	3,100	£	2,944	5.0%	
4331 FRONT LOADER/BACK HOE LEASE	£	262	£	3,200	£	2,938	8.2%	
4335 TREE PLANTING	£	-	£	1,000	£	1,000	0.0%	
4337 SKATE PARK LIGHTING	£	-	£	500	£	500	0.0%	
4401 NEW WORKSHOP	£	29,525	£	-	-29,525	0.0%	£	29,525 Workshop ext
4402 ISEKI RIDE-ON MOWER	£	819	£	3,000	£	2,181	27.3%	
4403 KAWASAKI MULE 24	£	894	£	5,360	£	4,466	16.7%	
4404 TRAFFIC MANAGEMENT	£	-	£	1,500	£	1,500	0.0%	
4407 WALLS & FENCES	£	5,210	£	-	-5,210	0.0%	£	5,210 Manton wall
Total Income	£	8,159	£	58,075			14.0%	
Total Expenditure	£	51,874	£	138,074	£	86,200	37.6%	

Rules & Regulations for Marlborough Town Cemetery

Procedures for before a burial or ashes interment

We would like to take this opportunity to express Marlborough Town Council’s sincere condolences on your bereavement. We understand that this is a difficult time for yourself and your family and would like to ask that you take a few minutes to read these regulations.

Our aim is to ensure that the cemetery is a special and respectful area in memory of the loved ones laid to rest there; a peaceful, safe and dignified place for all to visit. We are sure that you will appreciate that cemetery rules and regulations concerning memorials are in place to ensure the cemetery remains this way.

Location

Marlborough Town Cemetery is located just off Free’s Avenue on The Common. **What3words: executive.touched.forklift**

The hours for interments are Monday – Thursday 9.30am – 3pm & Friday 9.30am – 2pm. **Burials & interments must be completed within these hours. Timings must be approved by the Town Council at the time of booking.**

No interment shall take place outside these hours or at weekends, Christmas Day or Bank Holidays.

Purchasing a plot

You can purchase the burial rights to a grave space at the time an interment takes place. When a grave space is ‘purchased’ this refers to the purchase of the exclusive right of burial in the grave space and not the purchase of the land itself. This means that you do not own the land but have the exclusive right to say who can be buried in the grave. In accordance with The Local Authorities Cemeteries Order 1977 all burial rights are issued for a fixed period. Marlborough Town Council currently issues them for a period of 99 years. When you purchase the burial rights to a grave space you are issued with a Certificate of Exclusive Right of Burial.

You cannot pre-purchase a grave space.

To purchase an Exclusive Right of Burial you will need to complete a Grant of Exclusive Right of Burial form.

You must purchase the Exclusive right of Burial for a grave space in order to install a headstone or memorial.

Marlborough Town Council will determine the site of the grave. **People’s requests will be considered whilst balancing cemetery management concerns & environmental conditions.**

Fees will be tripled for the purchase of an Exclusive Right of Burial for anyone who has not lived within the parish of Marlborough for the past 15 years.

Fees will be doubled for the purchase of an Exclusive Right of Burial for anyone who is a resident of the parish of Marlborough but has been living in a residential or care home outside the parish for more than 7 years.

Burials and Interments

No burial or interment of ashes shall take place without the written permission of the Council. Article 10 (1) of the Local Authorities' Cemeteries Order 1977.

A notice period of at least 3 days is required for a burial or ashes interment.

To bury or inter the ashes of your loved one you will need to complete a Notice of Interment form. This will need to be returned to the Council Offices along with a Certificate for Burial, Coroner's Order for Burial or Certificate of Cremation before the interment can take place.

Only the grave owner of the exclusive right of burial can authorise the re-opening of a grave by signing the interment form. If the owner is to be interred in the grave space the authority must be signed by the next of kin or such person as may be approved by the Civic, Cemetery & Engagement Officer, Town Clerk or Deputy Town Clerk. If the registered owner is not available and cannot be contacted the grave cannot be reopened. If the owner is deceased, it will be necessary to officially transfer the ownership prior to the requested opening of the grave and this can be done by contacting the Council.

The scattering of ashes is not permitted on the surface of any grave space or within any other area of the cemetery due to the following reasons:

- It may cause distress or offence to other cemetery users
- Grounds maintenance machinery would not be able to operate on or around the area where the ashes are scattered as it would disturb or remove the remains
- There would be difficulty in ensuring legal records are properly maintained

Double burials are permitted however they are not side by side.

No vehicles are permitted to enter the cemetery apart from those approved by the Council which are accompanying a funeral.

You can have a minister or celebrant officiate your ceremony, however, this is not a requirement.

Once the burial or ashes interment has taken place a small wooden cross may temporarily be placed at the head of the grave space until a permanent memorial can be installed.

In no case shall human remains be removed except by an approved Exhumation licence from the Ministry of Justice (Burial Act 1857).

Please be aware that this is a working cemetery and while every effort is made to ensure that disruption to grave spaces and their surrounding area is kept to a minimum sometimes some disturbance is inevitable. Marlborough Town Council will endeavour to right this disturbance as soon as is practically possible.

General Conduct

All dogs must be kept on a lead and any fouling must be cleared up immediately.

You enter Marlborough Town Cemetery at your own risk. The Council will not accept liability for any injury or damage.

Please remain respectful of all users of the cemetery. We request that radios and the playing of music are not played unless it is part of your ceremony.

The funeral party must take responsibility for the conduct of the funeral goes and be respectful of other users of the cemetery.

No person shall wilfully create any disturbance or commit any nuisance in a cemetery (Article 18 The Local Authorities' Cemeteries Order 1977).

Please clear floral tributes once they start to deteriorate. Our groundsmen will clear any tributes that have not been cleared after one month. Bins are available in the cemetery.

A plan of the cemetery is kept at the Council Offices. A register of burials is also held dating back to 1924. If you are searching for specific records you may contact the Council who will search the records on your behalf. For records prior to this date, you will need to contact the Wiltshire & Swindon Archives at the Wiltshire & Swindon History Centre.

Any Rules & Regulations previously in force in respect of the cemetery are hereby superseded. The Council may from time make alterations in the foregoing Rules and Regulations and any Right of interment in a grave will be subject to these Rules and Regulations.

Rules & Regulations for Marlborough Town Cemetery

Procedures following a burial or ashes interment

We would like to take this opportunity to express Marlborough Town Council's sincere condolences on your bereavement. We understand that this is a difficult time for yourself and your family and would like to ask that you take a few minutes to read these regulations.

Our aim is to ensure that the cemetery is a special and respectful area in memory of the loved ones laid to rest there; a peaceful, safe and dignified place for all to visit. We are sure that you will appreciate that cemetery rules and regulations concerning memorials are in place to ensure the cemetery remains this way.

Memorials

New memorials and additional inscriptions to existing memorials require the written approval of the Council.

No memorials are to be installed until at least 6 months after a burial to allow the ground to settle. There is no settlement period for an ashes interment.

All memorials must be fitted by a BRAMM approved fitter and fitted to BS8415 Standards and comply to the NAMM Code of Working Practice.

Stonemasons are permitted to enter the cemetery for work purposes between the hours of 9am and 3pm weekdays, excluding Bank Holidays.

An identification plot number must be inscribed on the back of each memorial.

Flower receptacles may be incorporated into headstones. Flower receptacles and ornaments must be made of resin, frostproof clay or wood. Glass is not permitted due to the risk of breakage, creating safety issues. Where receptacles & ornaments have deteriorated sufficiently to become a safety hazard they will be removed.

It is not permitted to plant perennials, trees or shrubs on a grave space. If they are planted they will be removed.

Kerbstones may be permitted depending on the location of the grave. The dimensions of the kerbstone will be dependent on the location of the grave, and maintenance of the cemetery. A concrete pad will need to be included within the kerbstone set to prevent growth of vegetation.

Materials for kerbstones will need to be natural quarried. Small pebbles & chippings will only be allowed within kerbstones.

Any unauthorised memorials will be removed and costs may be incurred as per Article 14 of The Local Cemeteries Order 1977

All memorials are the sole responsibility of the owner of the Exclusive Right of Burial. They are responsible for ensuring that the memorial is kept in a good, safe condition and the Council cannot accept any liability for repairing damaged or fallen memorials or be held responsible for any damage, theft or vandalism or any other circumstances beyond the control of the Council.

Every care will be taken when the cemetery is being maintained, however, the owner must accept that possible damage to a kerb or headstone may occur. The Council will accept no responsibility for any repair as a consequence of damage.

The Council strongly recommends all grave owners obtain an appropriate insurance to protect the memorial from unforeseen circumstances. www.bridgeinsurance.com/scheme/stoneguard/

The Council will periodically inspect the safety of memorials. Any memorial classified as unsafe will be reported to the grave owner for them to arrange immediate repair. It is therefore important that contact details are kept up to date, and the Council must be informed of any change of address.

Dimension of Memorials

Memorials on full graves not to exceed 68.5cm (2ft 3ins) high, 53cm (1ft 9ins) wide and 7.5cm (3ins) thick with a base measuring no more than 61cm (2ft) wide, 30cm (1ft) back to front and 7.5cm (3ins) thick. Foundations must not exceed 122cm (4ft) wide & 61 cm (2ft) back to front. The overall height not to exceed 76cm (2ft 6ins)

Cremation memorials not to exceed 53cm (1ft 9ins) high, 46cm (1ft 6ins) wide and 7.5cm (3ins) thick with a base measuring no more than 56cm (1ft 10ins) wide, 30cm (1ft) back to front and 7.5cm (3ins) thick. Foundations must not exceed 68.5cm (2ft 3ins) and 61cm (2ft) back to front. The overall height must not exceed 61cm (2ft).

Transfer of Exclusive Right of Burial

In the event of the death of the registered owner, the Exclusive Right of Burial will need to be transferred for a memorial to be installed or an inscription to be added. This can be done by contacting the Council.

Maintenance of the Cemetery

The Council will mow the turfed areas and maintain the surroundings of the cemetery at its own expense but it will not clean or maintain memorials.

The Council reserves the right to operate its own maintenance programme which includes the right of the Council to remove dead flowers from graves where in the opinion of the Groundsman they are unsightly. Wreaths and any other Christmas decorations will be removed by the Groundsman from graves after one month has elapsed from Christmas Day.

To aid cemetery maintenance Marlborough Town Council requires that the placing of flowers on a grave be restricted to the use of a vase placed at the base of the headstone.

No weed killers or chemicals are to be used in the cemetery by the public. The Grounds team may use them at their discretion.

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