

# Marlborough Town Council

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10 March 2026

To: Councillors serving on the Amenities and Open Spaces Committee – Councillors Mark Cooper (Chair), Kelvyn Shantry, Lisa Farrell (Vice-Chair), Mark Luson, 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 March 2026** at **7.00pm**.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

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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.

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## 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 meeting held 19 January 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. Victorian Cemetery and Arboretum**  
To receive a verbal update report on the Victorian Cemetery and Arboretum from Councillor Sadler
- 10. Allotments**  
To note the update report on the Allotment Committees
- 11. Budget Report**  
To note and consider the Committee's Budget Report for Month 10
- 12. 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 meeting held on 19 January 2025

## Marlborough Town Council



### Amenities and Open Spaces Committee

Minutes of a meeting of the Amenities & Open Spaces Committee held Monday,  
19 January 2026 in the Council Chamber, Marlborough Town Hall at 7pm

<b>PRESENT</b>	Councillor Mark Cooper	Chair
	Councillor Emily Trow	Town Mayor ( <i>ex officio</i> )
	Councillor Lisa Farrell	Vice Chair
	Councillor Kelvyn Shantry	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Councillor Caroline Wrench	
	Richard Spencer-Williams	Town Clerk
	Nigel Weatherly	Grounds Manager
	Dawn Whitehall	Corporate Services Officer

#### PUBLIC QUESTION TIME

There were no members of the public present.

#### 337/25 APOLOGIES

Apologies for absence were received from **Councillors Luson and Morgan**.

#### 338/25 DECLARATIONS

**Councillor Cooper** – item 11 (allotments) – non-pecuniary.

#### 339/25 CHAIR'S ANNOUNCEMENTS

The new vehicles for the Grounds team were now in use: the Chair thanked colleagues on the Finance & Policy Committee for approving the expenditure.

#### 340/25 MINUTES

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

### **341/25 ACTION LOG**

Members noted the updated action log. The Town Clerk provided an update on benches at College Fields and Barton Park, where a licence had been agreed for a further two benches for the residents' association. The Town Council was assisting with creating footings, but the residents would look after the benches.

### **342/25 STONEBRIDGE MEADOW**

Members noted the minutes of the Stonebridge Meadow Management Committee held 2 September 2025 and received a verbal report from **Councillors Shantry and O'Brien** of the most recent meeting held 12 December:

- Topics of discussion had been dog fouling, mowing of the amenity area, mown paths and wildflowers
- All work was within budget (Action for the River Kennet (ARK)) had spent just under £3,000 and Marlborough Town Council £500 year to date
- Tree surveys take place every 3 years, and the next one was due in 2027
- The wooden boardwalk on the St Johns Trust land of the Wild River Reserve (on the north bank of the river, not in Stonebridge Meadow) had reached the end of its life. A Crowdfunding campaign was under way to raise money to replace it with recycled plastic material to match that already in place in the meadow
- The annual public review meeting would take place in early March

Members discussed the increased mown amenity space and picnic bench, noting that the risk of additional litter or anti-social behaviour had not transpired. The **Chair** felt there was now a better balance between conservation area and amenity space. There had been some antisocial behaviour last summer resulting in damage at the Poulton Bridge part of the Meadow, which had been reported to the police.

### **343/25 GROUNDS MANAGER'S REPORT**

Members noted the Grounds Manager's report.

### **344/25 TREE REPORT**

Members noted planned works to trees and their priority order, and tree works that had been completed.

### **345/25 CEMETERY EXTENSION**

Members noted the Town Clerk's update report on the consultation plan regarding proposals to extend the Cemetery onto Marlborough Common and swap the land for a larger, new piece of common land adjacent to the play area at Hawthorn Meadow. Discussion points included:

- A landscape sign-off meeting between GreenSquare Accord, Wiltshire Council and the Town Council for the play area had been set for 6 February, postponed from 6 January as poor weather had prevented work to complete the site taking place.

- The land handover to the Town Council would be dependent upon all works being completed and the necessary signoffs. The play area handover was not linked to the consultation dates. The consultation was purely about the status of 'common land'.
- Communications about the Cemetery consultation would begin in February. There would be opportunities for members of the public to ask questions at a Town Council meeting on 23 March and on-site at both parcels of land on 28 March, with the vote on 16 April.
- The communications plan was not dependent upon the sign-off for the Hawthorn Meadow play area being agreed.
- Whether Councillors could help support the on-site consultation event on 28 March.

### **346/25 VICTORIAN CEMETERY AND ARBORETUM**

**Councillor Sadler** gave a verbal update report following the most recent meeting with the Friends Group held on 31 October, where discussion points included:

- The open day in August had gone well and members were keen to repeat it, acknowledging the great support received from Town Council officers
- An action plan for the cemetery including items added by the Grounds Manager
- Recognition that expert guidance would be needed to ensure the correct positioning of bat boxes
- As the Treasurer had not been present members had not been able to progress the Charitable Incorporated Organisation status

The next meeting was scheduled for 6 February.

### **347/25 ALLOTMENTS**

Members noted the Town Clerk's report and that there had been no meetings since the last A&OS Committee meeting. A meeting with Elcot Lane and St John's Close allotmenters was scheduled for 3 March and Stonebridge Lane allotmenters on 17 March.

### **348/25 BUDGET REPORT**

Members noted the Committee budget report for month 8. The Town Clerk answered questions about the difference between actual and budget spend, explaining that the higher current spend was due to the purchase of the new vehicles. Money had been transferred from general reserves to fund this, and the Finance & Policy Committee has oversight of and monitors the overall budget to ensure general reserves remain within the guidance amount.

### **349/25 VEHICLE ACCESS MANAGEMENT**

Members noted the Town Clerk's report and considered proposals to create vehicle barriers at the Salisbury Road entrance to the Recreation Ground and the footpath adjacent to the Cemetery at Marlborough Common. Discussion points included:

- The **Town Clerk** was currently in discussion with Wiltshire Council about a proposed barrier to prevent vehicle access to the path through the Recreation Ground, linking St Margaret's Mead to Salisbury Road. Advice from a Highways Engineer indicated this may require a Traffic Regulation Order, and discussions would continue to find a way forward.
- It was noted that quad vehicles were using the path as well as driving on the grass, often with no lights at night.
- Examples were given of similar successful schemes in public parks in Cambridge.

**RESOLVED:** that subject to agreement by Wiltshire Council Highways the proposed plans for vehicle access barriers at Salisbury Road Recreation Ground and Marlborough Common are approved

### **350/25 REQUEST FROM MINAL PARISH COUNCIL**

Members considered a request from Mildenhall (Minal) Parish Council to extend the Town Council's litter bin collection service to include four bins adjacent to footpaths in Minal Parish. Discussion points included:

- Whether the Grounds team had the capacity to take on this work
- That Minal appeared to be getting a good deal with the current contract at £58 per month. The Grounds Manager had estimated an internal cost to the Town Council of £93 per month
- Whether more bins, or bigger bins, would help
- Whether there were suitable locations to add more bins near paths MILD 25 and 21 within the Marlborough parish boundary
- Whether Sustrans had the capacity to place bins on the old railway path
- Whether the Grounds Manager could meet with the Clerk and/or Chair of Minal to offer practical advice and solutions
- Whether agreeing to provide this service would set a precedent for other neighbouring parishes, and how the Town Council would manage that situation

**RESOLVED:** that due to demand on staff time the Town Council regrets it is unable to meet the request, and to advise Minal Parish Council about the realistic costs and offer further advice

### **351/25 CEMETERY REPORT**

Members noted the most recent Exclusive Rights of Burial that had been issued, and recent approved applications for memorial inscriptions.

The meeting closed at 7.58 pm

**ITEM 5****ACTION LOG**

To receive an update on the Action Log

Ref	Action	Min. No	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	In Progress	14.10.24	Cllr Sheppard to follow up

**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 3.3.26**

**ITEM 7****GROUNDS MANAGER'S REPORT**

To note and consider the Grounds Manager's Report

**General workload**

Spring has finally arrived. We are getting ready to start our spring/summer maintenance routine throughout the town, mowing and weeding, strimming, edging and generally tidying up and improving Marlborough's open spaces. The grass cutting is scheduled for fortnightly cuts weather permitting.

**Bedding displays**

This year's winter bedding has given a bright splash of colour to our planters in the High Street. The planter next to the entrance sign on Salisbury Road has been replaced. The winter bedding will be removed in mid-May in preparation for the summer bedding in early June.

**Bio-diversity improvements**

The ground has been too wet to progress this. When the ground dries out, we aim to remove the turf.

## Play equipment

The Play equipment inspections are recorded monthly. All play areas are being well used throughout the town's open spaces. The Zurich insurance report highlighted a few parts that were recommended to be changed: these have been ordered and will be installed as soon as they arrive.

## Machinery

All our small machinery is ready for the season ahead. The pedestrian lawn mowers, strimmers, hedge cutters and blowers have been serviced. The ride-on mowers are still waiting to be serviced but have been booked in. One of the mules had the drive belt snap and this has been taken to T H White for service and repair. The other mule plus the Iseki SXG327 and the Husqvarna P524 are booked in for a servicing.

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## Site specific

### Salisbury Road Recreation Ground

The Recreation Ground is well used by the local community. The football pitches are holding up well although we will be doing some drainage and compaction work to improve the quality of the grass on the pitch surfaces in the next six weeks or when the ground conditions are right.

### St Mary's Churchyard

We have commenced our seasonal maintenance programme. We aim to do some turf maintenance through the church yard in April to scarify and over seed the lawn areas. The sunken grave at the rear of the church has now been filled in and the headstone re situated.

### The Green

We aim to do some turf maintenance in April to scarify and over seed the Green. We have cleaned up and re fitted the posts around the Green. There are a couple of sections that require additional posts which we will install next month.

### War Memorials

The majority of the plants we planted last year are good. Some of the Hebe and Lavender have failed to grow which we will replace. We will also reseed this area with the poppy and corn flower mix to see if this will grow this year as last year was too dry for these seeds to get established.

### The Cemetery

We have had a few burials and ashes internments over the last couple of months, and aim to get the cemetery cut once a fortnight weather permitting.

### Victorian Cemetery

The work to reduce the yew hedge on the western side of the cemetery started in 2018 with a major reduction of the top. We continue this work each year and will continue to remove some

more dead material through this spring and summer to improve the regrowth on the hedge. We will continue to remove the brambles throughout this season and control the invasive weeds such as nettles, brambles and Dock leaves.

### **Priory Gardens**

We will do some turf maintenance, scarify and over seed this area in April.

### **Coopers Meadow**

This area is still very wet under foot, and is used heavily used by the public. Regular litter picks are carried out around the picnic benches in the meadow where the local young people seem to like to congregate. Control of vegetation (Stinging Nettles) in the meadow close to the back fence line is high on the list for this year.

### **The Common**

This area is well used by the local community. The football training area is holding up well although again we aim to do some work on the drainage and compaction to improve the quality of the grass on the pitch surfaces. The area for parking is getting a little bit rutted and will be re levelled as soon as the ground conditions allow.

### **Manton - Jubilee Field**

We have done some repair work to the perimeter fence of the play area as this was not replaced when the play area was re developed.

### **Wye House Gardens & Play Area**

We will be scarifying and over seeding the lawn in the upcoming months.

### **Elcot Rec**

The football pitch is well used in this area showing the signs of being well used. We will do some work on the drainage and compaction work to improve the quality of the grass on the pitch surfaces in the next month.

### **Stonebridge Meadow**

The meadow is still very wet under foot, and as yet, we have not cut any grass in this area. We will commence the maintenance programme as soon as the ground conditions allow.

### **Grounds Manager 1.3.26**

### 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 Priory Gardens	1516 Larch	Booked in for 12 <sup>th</sup> March	Tree surgeon	£2,300 plus VAT for all three
2	The Priory Gardens	1517 Larch	Booked in for 12 <sup>th</sup> March	Tree surgeon	
3	The Priory Gardens	1518 Larch	Booked in for 12 <sup>th</sup> March	Tree surgeon	
4	Coopers Meadow	X1 Willow Tree	Booked in for 13 <sup>th</sup> March	Tree surgeon	£1,200 for both plus VAT
		1x Willow	Booked in for 13 <sup>th</sup> March	Tree surgeon	
5	The Victorian Cemetery	4x Yew	Reduce by 25% Booked in 16 <sup>th</sup> March		£3,850 plus VAT
6	The Victorian Cemetery	2x Yew	Reduce by 25% Booked in 16 <sup>th</sup> March	Tree surgeon	£1,100 plus VAT
7	The Victorian Cemetery	1x Ash	Fell and grind out stump Booked 17 <sup>th</sup> March	Tree surgeon	

#### Proposal

Members are asked to note the above.

**Grounds Manager 1 3 26**

## ITEM 9

## VICTORIAN CEMETERY AND ARBORETUM

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

## ITEM 10

## ALLOTMENTS

To note the update report on the Allotment Committees from Cllr Cooper, Luson and the Town Clerk

A meeting with the Elcot and St Johns allotment holders took place on 3 March. A meeting with the Stonebridge allotment holders has been scheduled for 17 March (both meetings 6pm in the Court Room, Town Hall). A verbal update report will be given at the Committee meeting.

**Town Clerk 6 3 26**

## ITEM 11

## BUDGET REPORT

To note and consider the Committee's Budget Report for Month 10 2025 26

(Please refer to Appendix for budget overview)

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### Recommendation

Members are asked to instruct the Town Clerk accordingly.

**Town Clerk 6 3 26**

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

## CEMETERY INFORMATION 06.01.2026 – 04.03.2026

### Exclusive Right of Burial/Notice of Interment/Purchase

Name of deceased	Grave No.	Cemetery Section	Type of Burial	Funeral Director
Pamela Elizabeth Clements	328	D	Reopen Burial	Claridge
Jacqueline Margaret Bundy	99	H	New Double	Claridge
Hugh Charles Leader	17	D	Ashes on a single burial	Claridge
Marilyn Rhoda McNicholas	52	H	Reopen Burial	Claridge
John Christopher Neale	181	G	New Double	Claridge

### Memorial Applications – Inscriptions and Additional Inscriptions

Name of deceased	Stone	Grave No.	Section	Inscription to read -
David Dobie	Black Granite	95	H	In Loving Memory of A devoted Husband, Dad and Grandad David "Danny" Dobie 1934 – 2025 Forever in our thoughts
Janise Trotman	Black Granite polished	10	J	In loving memory of Janise Trotman 7.12.1960 – 8.2.2021 Much loved Mum, Wife & Nan  In life we loved you dearly, In death we love you still. In our hearts you hold a place, No one will ever fill
Dennis James Lavis	Additional inscription	J	8	DENNIS JAMES LAVIS 27 <sup>TH</sup> APRIL 1933 9 <sup>TH</sup> SEPTEMBER 2024
Maurice James Hilliar	Additional inscription	H	79	And Her devoted Husband MAURICE JAMES HILLIAR Who departed this life 14 <sup>th</sup> September 2025 Aged 79 years

Name of deceased	Stone	Grave No.	Section	Inscription to read -
Kathleen Lye	Additional inscription	383	D	KATH (MARY) LYE Died 31 <sup>st</sup> July 2025 AGED 95
Patricia Doreen & Kenneth Henry Frank Munson	Green Granite	74	H	In Loving Memory of PATRICIA DOREEN MUNSON Devoted Wife, Mum and Nanna 28 <sup>th</sup> May 1933 – 10 <sup>th</sup> April 2021 Aged 87  KENNETH HENRY FRANK MUNSON Loyal Husband, Dad and Grandpa 18 <sup>th</sup> June 1928 – 19 <sup>th</sup> May 2025 Aged 96  We love you both with all our hearts, and always will. Now together forever



## MARLBOROUGH TOWN COUNCIL

## INCOME AND EXPENDITURE BY BUDGET HEADING

Month No: 10

Actual Year	Current	Variance	Funds	% Spent	Transfer	NOTES
To Date	Annual Budget	Annual Total	Available		to/from EMR	

## KEY

Over

On budget

Saving

**AMENITIES AND OPEN SPACES  
INCOME**

1101 CEMETERY	£16,359	£15,880	-479	103.0%		
1100 INCOME-ALLOTMENTS	£778	£750	-28	103.8%		
1102 INCOME-GOLF CLUB						
1103 INCOME OPEN SPACES	£6,182	£9,982	£3,800	61.9%		Cancellations due to weather
1106 INCOME - SHOWMENS GUILD	£2,438	£2,438	£0	100.0%		
1111 INCOME - RUGBY CLUB						

**EXPENDITURE**
**Cemetery**

4036 OLD CEMETERY	£532	£500	-32	-32	106.4%	
<b>Allotments</b>						
4006 ST JOHNS TRUST	£250	£250	£0	£0	100.0%	
<b>Workshop</b>						
4027 INTRUDER ALARM	£1,367	£2,174	£808	£808	62.9%	
4042 PERSONAL PROTECTIVE EQUIPMENT	£338	£1,000	£662	£662	33.8%	
4043 PICK-UP LEASE	£445	£600	£155	£155	74.1%	
4044 VEHICLE TAX/INS.	£834	£415	-419	-419	200.9%	New vehicles
4045 VEHICLE PETROL/DERV	£5,835	£9,315	£3,480	£3,480	62.6%	
4047 WORKSHOP TOOLS ETC	£2,125	£3,000	£875	£875	70.8%	
4048 VEHICLE MAINTENANCE	£65,621	£12,420	-53,201	-53,201	528.3%	New vehicles
4050 WORKSHOP MISC	£6,534	£6,200	-334	-334	105.4%	Include tipping trailer £4.5k
4315 REFUSE COLLECTION	£4,364	£4,140	-224	-224	105.4%	Increase costs/ recycling
4320 MOWER	£2,304	£4,200	£1,896	£1,896	54.9%	
4323 MISTUBISHI LEASE	£1,694	£2,400	£706	£706	70.6%	
4332 WESSEX MOWER LEASE	£5,511	£7,000	£1,489	£1,489	78.7%	
4339 ISEKI TRACTOR LEASE 2023	£8,732	£10,000	£1,268	£1,268	87.3%	
<b>Open Spaces</b>						
4038 MAINTENANCE	£7,382	£9,000	£1,618	£1,618	82.0%	
4220 OPEN SPACES PLANTS	£5,031	£5,300	£269	£269	94.9%	
4223 PLAY EQUIP/MAINT/REPLACEMENT	£2,127	£3,500	£1,373	£1,373	60.8%	
4314 AOS PROJECTS	£12,589	£10,000	-2,589	-2,589	125.9%	£9,226 Matting. Vehicle defences pending
4318 TREE SURVEY & WORKS	£1,050	£17,500	£16,450	£16,450	6.0%	
4324 RTV/Husqvana	£3,280	£3,500	£220	£220	93.7%	
4325 STONEBRIDGE MEADOWS	£495	£1,000	£505	£505	49.5%	
4327 ISEKI TRACTOR TG6490	£3,817	£7,000	£3,183	£3,183	54.5%	
4330 MULTI PURPOSE MOWER	£1,404	£3,100	£1,696	£1,696	45.3%	
4331 FRONT LOADER/BACK HOE LEASE	£2,489	£3,200	£711	£711	77.8%	
4335 TREE PLANTING	£0	£1,000	£1,000	£1,000	0.0%	
4337 SKATE PARK LIGHTING	£0	£500	£500	£500	0.0%	
4401 NEW WORKSHOP	£87,362	£0	-87,362	-87,362	0.0%	£87,362
4402 ISEKI RIDE-ON MOWER	£4,094	£3,000	-1,094	-1,094	136.5%	
4403 KAWASAKI MULE 24	£4,470	£5,360	£890	£890	83.4%	
4404 TRAFFIC MANAGEMENT	£0	£1,500	£1,500	£1,500	0.0%	
4407 WALLS & FENCES	£10,574	£0	-10,574	-10,574	0.0%	£10,574 Manton wall

<b>Income</b>	£50,537	£58,075	£7,538		87.0%	
<b>Expenditure</b>	£252,651	£138,074	-114,577	-114,577	183.0%	