

Marlborough Town Council



1st February 2022

To: Councillors serving on the Amenities and Open Spaces Committee – Councillors Noel Barrett-Morton, Lisa Farrell (Vice Chair), Donald Heath (Chairman), Mark Lusson, Andrew Ross, James Sheppard, Caroline Thomas, Jo Waltham and the Town Mayor, Councillor Mark Cooper

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 on **7th February 2022** immediately following the **Planning Committee** and not before 7.30 pm.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

This meeting will be held in the Court Room at the Town Hall according to the latest Government Covid Safety Guidelines, and managed according to the Health and Safety at Work Act 1974(2) e.

There will be twenty places for members of the public to attend. If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate.

All those in attendance at the meeting will be required to wear a face mask when moving around the Town Hall unless exempt, or when seated

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this by noon on the Friday prior to the meeting and provide their question in writing at the same time. Some members of the public may not be allowed to attend if all the allocated seats are taken.

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 1 question per person unless directed otherwise by the Chairman. 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. Chairman's Announcements**
- 4. Minutes**
To approve and sign the minutes of the meeting held 10th January 2021
- 5. Action Log**
To receive an update on the Action Log
- 6. Quarterly Budget Report**
To note the Amenities and Open Spaces budget report for Quarter 3 2021-22
- 7. Grounds Equipment Review**
To review and consider the equipment needs for the Grounds Team
- 8. Development Plan Priority Projects**
To consider and agree the Committee's projects in a priority order
- 9. Open Spaces Working Party**
To note the work progressed by the Open Spaces Working Party
- 10. To re-elect the Allotment Association Representative**
- 11. Cemetery Report**
 - i) To note any Grants of Exclusive Rights of Burial issued
 - ii) To note any memorials and inscriptions approved
- 12. Exclusion of Press and Public**
That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
- 13. Coopers Meadow Fencing**

To approve and sign the minutes of the meeting held 10th January 2022:

Marlborough Town Council



Amenities and Open Spaces Committee

Minutes of a meeting of the Amenities and Open Spaces Committee held Monday,
10 January 2022 in the Court Room, Marlborough Town Hall at 8.05pm

PRESENT Councillor Donald Heath Chairman
Councillor Mark Cooper Town Mayor
Councillor Andrew Ross
Councillor Jo Waltham
Councillor James Sheppard
Councillor Caroline Thomas

ALSO

PRESENT Richard Spencer-Williams Town Clerk
Dawn Whitehall Administrator
Nigel Weatherly Grounds Manager
Neil Goodwin Marlborough.News
Plus 3 members of the public

PRESENTATION: MARLBOROUGH FLOWER FESTIVAL

The Chairman welcomed **Val Compton** to the meeting who outlined her proposal to replace the annual South West in Bloom entry with a Flower Festival to tie in with the Platinum Jubilee year. Salient points included:

- To aim to be more inclusive – not just focusing on the MiB judging route and date, but for the whole town, all year
- A tie in with Jubilee year to “Make Marlborough fit for a Queen”
- To ask for volunteers (*a mums and dads army!*)
- Not to be prescriptive: to leave it to residents, shops and businesses to ‘do their bit’
- To see the town through the eyes of a visitor, then make improvements. An example was the poor state of the signs on bridges over the Kennet
- To avoid the considerable resource time involved in planning and preparation for South West in Bloom entries

Members were very supportive of her proposals, particularly as the Marlborough in Bloom Committee no longer existed, meaning that any work required for a town

entry would fall to Town Council staff. They also hoped she would get involved with the working party to plan activities around the Jubilee celebrations.

PUBLIC QUESTION TIME

Representatives of College Fields & Barton Park Residents Association asked how CFBPRA could be involved in (a) replacing trees cut down in the Ash Dieback tree management programme and (b) the Jubilee tree planting programme.

The Chairman thanked them. It was suggested they link in with the Platinum Jubilee consultation day, and would be invited to feed into any working party that may be formed in either respect, and a written response would be provided via the Town Clerk.

363/21 APOLOGIES

Apologies for absence were received from **Councillors Barrett-Morton and Farrell**.

364/21 DECLARATIONS

There were no declarations.

365/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman commented on the new fence at the Recreation Ground cottages which had really smartened up the appearance of the area.

366/21 MINUTES

RESOLVED: that the minutes of the meeting held 22 November 2021 were approved as a true record and signed by the Chairman

367/21 ACTION LOG

Members noted the updated action log. Comments included:

12: inventory list: work was still ongoing to compile a full list. **Councillor Ross** was concerned that some of the larger items, especially vehicles, represented "brand Marlborough" and could give a poor perception if not in the best condition. The **Grounds Manager** was investigating electric vehicles, and had two demonstrations scheduled for later in the week. It was agreed to add an agenda item to the next meeting to review the inventory list, focusing on the bigger items.

ACTION POINT: to review the grounds equipment inventory at the next meeting

13: **Councillor Thomas** would investigate whether any green spaces or verges owned by Wiltshire Council would be suitable locations for Jubilee tree planting.

14: the new dog waste bin for the footpath between Manton Hollow and Barton Park had been delivered and would be installed w/c 17 January.

368/21 GROUNDS MANAGER'S REPORT

Members noted the Grounds Manager's report. Questions and matters arising included:

- That the specification for quotations for replacement of toddler play equipment at Wye House Gardens was in line with the most recent discussions and should include sensory equipment
- That the new lighting at the Skatepark was a great success with no light spread, and was being well used. Anticipated issues from nearby residents had not come to fruition and there had been no complaints. **Councillor Ross** recommended that all Councillors should be invited to view them and that the improved facility should be publicised.
- There was still a requirement for improved signage at Marlborough Cemetery both to help identify (brand) the location as well as clarify that the car park was for Cemetery visitors only. It was agreed to incorporate this into the ongoing work around signage and branding.
- Whether all graffiti was being reported to the police, and whether a photographic record should be made. The Town Clerk confirmed that a log of all incidents of antisocial behaviour, graffiti or vandalism was maintained and shared with police where appropriate.
- A request to provide rough estimates of replacement fencing at Coopers Meadow to the Chair of the Finance & Policy Committee
- Whether the gravel area at the 7th Wiltshire Regiment memorial could be weeded and tidied up
- Whether stepping stones could be incorporated into the War Memorial to provide a more stable surface for people laying wreaths

ACTION POINT: to include the requirement for improved signage at Marlborough Cemetery in ongoing work to review/brand signage.

Members considered the mowing of the amenity area at Stonebridge Meadow:

- It was unclear whether this was:
 - a request for the A&OS Committee to consider, or
 - whether a trial had already been decided with Councillor representative agreement given on behalf of the Town Council at the Stonebridge Meadow Management Committee (SMMC).

(Attendees who had been at the meeting stated different recollections of the outcome)

- SMMC had discussed two actions: to reduce the frequency of mowing to allow shorter wildflowers such as daisies and buttercups to grow, without affecting its use for picnics, dog walkers etc and when mown, to leave the cut grass at a slightly longer length
- Whether to create pockets of amenity areas with mown paths between them and around seats (roughly 50% left long)
- Whether to trial for a period, and how long that should be (1 and 3 years were mentioned)
- Concern that amenity space would be lost
- Whether there should be an on-site meeting to properly understand what was being proposed (or had been agreed)
- Whether a clear proposed plan and regime was required
- Whether a decision taken at the SMMC could be reversed by A&OS

RESOLVED: that the Committee supports the proposal to reduce mowing to allow the growth of short wildflowers without any loss of amenity space but requires a management plan, and that the Town Council's representatives will feed this back to the Stonebridge Meadow Management Committee

Members of the public left the meeting

369/21 OPEN SPACES WORKING PARTY

Members noted the work progressed by the Open Spaces Working Party. Discussion points included:

- Whether to apply to the Area Board for LYN funds for youth provision at The Common
- Whether there was too much emphasis on anti-social behaviour in the report
- Whether the OSWP should include proposals to address problems caused by dog fouling
- That a new bridge at Stonebridge Meadow to link to the boardwalk had already been agreed and budgeted
- Whether any plans for the Recreation Ground should be made in conjunction with the project to upgrade the workshop
- A reminder that the OSWP can make recommendations, not decisions: its recommendations will be considered by the A&OS Committee

The next meeting was scheduled for February and the Chairman encouraged more Councillors to attend.

The Grounds Manager left the meeting

370/21 REQUEST TO TRADE AT RUGBY CLUB CAR PARK

Members considered a request for a mobile pizza vendor to trade from the Rugby Club Car Park every other Thursday or Saturday (never both) between 16:30-20:30:

- MRFC had no objection to the request
- As landlords the Committee had an opportunity to grant permission prior to any licence applications being submitted
- Whether the Common was an appropriate location for regular trade
- Whether it would set a precedent for other fast-food providers to seek permission
- Whether other locations should be suggested, for example to share different evenings with the existing trader at George Lane car park
- To clarify the legal implications relating to trading on Common land
- Whether MRFC would receive any financial gain
- Whether to allow a trial period, making it clear that this would not set a precedent for other businesses
- Whether the Town Council could specify days and times, or whether MRFC would wish to tie it in with home games and/or training dates

RESOLVED: to give permission for a 6-month trial period for Pizza Revolution to trade either every other Thursday or Saturday (never both) between 16:30-20:30 using a customer pager facility to fulfil orders, subject to clarification and confirmation of the trading licensing requirements from Wiltshire Council

371/21

CEMETERY REPORT

Members noted recent Grants of Exclusive Rights of Burial and memorials and inscriptions which had been approved.

Members expressed sadness to note the passing of Mr Gordon Heath who had been the Town Council's Health and Safety Officer.

The meeting closed at 9.33 pm

Signed:
Chairman

Date:

ITEM 5

ACTION LOG

14	Request for dog waste bin at Manton Hollow: Grounds Manager to prepare a costing for the placement of a bin at MARL1/Manton Hollow	179/21	A&OS Committee	Grounds Manager	Complete	31/08/2021	15/11/2021	Costing received 02/11/2021. Verbal report can be given at meeting. 24/11/2021 - agreed to purchase the bin at a cost of £309.56. 10/01/2022: delivered to Town Council, planned installation w/c 17 Jan. Work commenced 28/01/2022, installed 31/01/2022
16	Cemetery signage: need to improve signage to (a) make it easier for people to find the Cemetery (b) clarify parking rules to be incorporated into Branding/Signage Review work	368/21	A&OS Committee	Town Clerk/Tourism Officer	In Progress	10/01/2022		Tourism Officer briefed; to feed into Signage plan
17	To review the grounds equipment inventory at the next meeting	367/21	A&OS Committee	Town Clerk / Grounds Manager	In Progress	10/01/2022		Agenda item 7 10/1/22

ITEM 6		QUARTERLY BUDGET REPORT			
Amenities & Open Spaces		Month 10	Actual YTD	Budget	% Spent
200	OS STAFF COSTS				
4004	WAGES/NI/SUPERANN		118,263	161,284	73.3
		OS STAFF COSTS :- Indirect Expenditure	118,263	161,284	73.3
202	CEMETERY				
1101	INCOME-CEMETERY		10,065	12,500	80.5
4011	BUSINESS RATES		434	420	103.3
4036	OLD CEMETERY		350	1,000	35.0
4038	MAINTENANCE		3,638	5,000	72.8
		CEMETERY :- Indirect Expenditure	4,422	6,420	68.9
203	ALLOTMENTS				
1100	INCOME-ALLOTMENTS		13	1,150	1.1
4006	ST JOHNS TRUST		250	250	100.0
4012	WATER/SEWERAGE CHGS		371	255	145.3
4038	MAINTENANCE		0	300	0.0
		ALLOTMENTS :- Indirect Expenditure	621	805	77.1
204	WORKSHOP				
4009	TRAVEL		0	200	0.0
4011	BUSINESS RATES		2,645	2,700	98.0
4012	WATER/SEWERAGE CHGS		0	900	0.0
4014	ELECTRICITY		1,813	2,500	72.5
4027	INTRUDER ALARM		974	2,000	48.7
4038	MAINTENANCE		1,345	1,500	89.6
4039	PERSONNEL CLOTHING		370	800	46.3
4042	PERSONAL PROTECTIVE EQUIPMENT		134	800	16.7
4043	PICK-UP LEASE		545	600	90.8
4044	VEHICLE TAX/INS.		275	500	55.0
4045	VEHICLE PETROL/DERV		5,303	6,500	81.6
4047	WORKSHOP TOOLS ETC		2,880	2,000	144.0
4048	MOWER MAINTENANCE		751	4,000	18.8
4049	TRACTOR MAINTENANCE		750	5,000	15.0
4050	WORKSHOP MISC		271	200	135.4
4301	FIRE EXTINGUISHERS		0	300	0.0
4315	REFUSE COLLECTION		2,224	2,800	79.4
4320	MOWER		3,413	4,200	81.3
4321	PICK UP MAINTENANCE		432	3,000	14.4
4323	MISTUBISHI LEASE		1,883	2,259	83.3
		WORKSHOP :- Indirect Expenditure	26,006	42,759	60.8
210	OPEN SPACES				
1103	INCOME OPEN SPACES		7,801	2,500	312.1
1106	INCOME - SHOWMENS GUILD		2,300	2,300	100.0
4024	SUBSCRIPTIONS		195	200	97.5
4038	MAINTENANCE		6,183	3,000	206.1
4054	LEGAL & PROFESSIONAL		4,573	7,000	65.3
4072	EQUIPMENT		351	1,500	23.4
4220	OPEN SPACES PLANTS		4,087	5,500	74.3
4223	PLAY EQUIP/MAINT/REPLACEMENT		529	2,500	21.2
4314	AOS PROJECTS		7,272	10,000	72.7
4318	TREE SURVEY & WORKS		395	15,000	2.6
4324	RTV VEHICLE		2,100	3,500	60.0
4325	STONEBRIDGE MEADOWS		704	1,500	46.9
4326	BRITAIN IN BLOOM		282	300	93.9
4327	NEW TRACTOR LEASE		5,739	7,000	82.0
4330	MULTI PURPOSE MOWER		2,581	3,100	83.2
4331	FRONT LOADER/BACK HOE		2,620	3,200	81.9
4335	FREES AVENUE TREES		0	1,000	0.0
4337	SKATE PARK LIGHTING		0	500	0.0
		OPEN SPACES :- Indirect Expenditure	37,609	64,800	58.0
		Grand Totals – Income	39,429	41,450	95.1
		Expenditure	186,921	276,068	67.7

The Committee is asked to note and consider the Grounds Equipment Register (*see Appendix 1*), and what needs to be provided to meet the future needs of the Grounds Team and to ensure they are effective in carrying out their duties.

Additional items to improve and enhance the existing equipment and vehicles that could be considered for purchase or lease are:

	Description	Costs shown are approximate where known
1	An additional (electric) vehicle of similar size to the Kawasaki mule <i>Some funds may be available due to change in Kawasaki mule lease – end of February</i>	
2	Mitsubishi I200 Pickup	£270 per month
3	Ford Transit pickup including lights, chevrons for roadside working	Circa £35,000
4	Extendable pole chainsaw	£555.10
5	Large mower for main grass areas to reduce mowing time	£17,600
6	Tractor to power (5) above mower	£31,600
7	Replacement mower for Iseki SXG19 and road legal	£13,200
8	3.5 tonne tipping trailer	£4,500
9	New chain harrows for The Common	£1,600
10	Turf brush for sports pitches	

Members are asked to instruct the Town Clerk accordingly.

ITEM 8

DEVELOPMENT PLAN PRIORITY PROJECTS

Purpose

The purpose of this report is to enable the Committee to consider and prioritise its relevant projects that feature in the Council's '*draft Development and Action Plan 2021-2025*'.

Background

At Full Council on 17th January 2022, when considering the Council's *draft Development and Action Plan 2021-2025*, it was resolved (**Min. No. 386/21**) for:

(i) each Committee to debate the action plan and identify priorities for items within its remit
And

(ii) each Committee to agree a clear list of projects, in priority order, to be actioned one at a time. Also, to review existing ongoing work, check that it is still relevant against the Service Delivery Plan framework and to allocate resource in line with availability

See Appendix 2 for draft Development and Action Plan

Current Status

There are a number of projects or areas of development in the draft plan that fall under the Amenities and Open Spaces Committee:

- Training Area on The Common (live project)
- Workshop (live project)
Currently reporting to Full Council and in conjunction with the Property Committee
- Jubilee Tree Planting Programme (live project)
- Preparation for Devolution – Grounds Team Time Analysis and subsequent tasks
Not specific to A&OS Committee but is likely to have a significant impact on its remit
- Salisbury Road Recreation Ground site plan, possibly but not definitively including:
 - Additional CCTV at Salisbury Road Recreation Ground
 - Multi Use Games Area at Salisbury Road Recreation Ground
 - Community & Youth Centre – possible fenced outside area
- The Town Signage Plan
- Wye House Gardens play area
- Rabley Wood
- New Cemetery

Considerations

When considering the projects, the Committee should account for the resource, and climate emergency implications.

The Marlborough Neighbourhood Plan, although yet to be adopted, provides for an ‘informal car park’ on the Common, adjacent to the existing Rugby Club car park.

Financial

The Council currently has the following relevant EMRs:

New Cemetery	£ 32,000
Informal Car park	£ 10,000
Devolution of Services	£ 46,000
Workshop Extension	£164,270

Additionally, the Council has CIL funds to be utilised (full status report will be made to the Finance and Policy Committee on 14th February 2022).

A s106 settlement is pending attributed to the development of the old Police Station, which potentially supports developments at Salisbury Recreation Ground, but this has yet to be confirmed.

Recommendation

The Committee is asked to confirm and consider those projects and areas for development in line with the Full Council resolutions and instruct the Town Clerk accordingly.

Town Clerk 28.1.22

ITEM 9

OPEN SPACES WORKING PARTY UPDATE

To note that the Open Space Working Party met on 18th January 2022, and the following matters were covered:

1. The OSWP reviewed the table and made some amendments or additions, namely:
 - Explore the provision for 'primary' age children that could be placed on the Common
 - Explore the instatement of x2 large 'log' benches aimed for use by older children/ young people
 - Noting that Elcot Playing Field could possible 3G pitch space
 - To consult with residents in respect of Wye House Gardens
2. Discussion points included:
 - **The Common** - the need to provide 5- 11 yrs., as well as 12-17yrs, and safety needs to be at the forefront of considerations when planning provision, and the instatement of a crossing to the Common would be a pre-requisite for an equipment installation
 - **Rabley Wood** play area would probably provide for a distinct catchment
 - **Coopers Meadow** – to re-explore the possibility of installing x2 large 'log benches' for older young people
 - **Salisbury Recreation Ground** - to re-explore the barrier/ management system
 - **Elcot Lane** – as one of two possible sites for the new 3G pitch
 - **Wye House Gardens** – a discussion was had to clarify the thinking around the use of this site and how it could be developed. It was noted engagement had been established via Councillor Waltham, and this would be a good place to start.
3. The next meeting date is 15th February

Town Clerk 28.1.22

ITEM 11

CEMETERY REPORT

- i. To note any Grants of Exclusive Rights of Burial issued
- ii. To note any memorials and inscriptions approved

for the period 8 January to 7 February 2022

Exclusive Right of Burial/Notice of Interment/Purchase

Name of deceased	Grave No.	Cemetery Section	Type of Burial	Funeral Director
Joyce Howard	12	J	Cremation	D Mackinder

Memorial Applications – Inscriptions and Additional Inscriptions

Name of deceased	Stone	Grave No.	Section	Inscription to read -
Garrick & Margaret Bowyer	Grey Granite	13	J	In Loving Memory Of Garrick Dermod Bowyer MiD TD Died 7 March 2009 Aged 89 Reunited Forever Margaret Mary Bowyer Died 17 February 2021 Aged 98 Never Forgotten
Michael Haggard	Light Grey Granite	15	J	In Loving Memory of Michael V D Haggard 14 th April 1936-28 th Sept 2021 Beloved Husband Father and Grandpa
Gordon Heath	Light Grey Granite	14	J	Gordon Heath 25.1.1942 29.1.2020 Always in our thoughts Forever in our hearts

ITEM 12



EXCLUSION OF PRESS AND PUBLIC




To consider whether, under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

To consider Coopers Meadow fencing.


CONFIDENTIAL

Asset Register – Grounds
January 2022



LEASED EQUIPMENT			
Equipment	Detail	Renewal Date	NOTES
<p>Amazone smart cur 1800</p> 	<p>Multi-purpose flail mower collector/scarifier. This machine is powered by the Iseki TG5470</p> <p>Cutting tool - Flails Locations used - The Common , Stonebridge Mdw, Coopers Meadow, The Priory Gardens</p> <p>Lease period 5 years Start date April 2018</p>	<p>End date March 2023</p>	
<p>McConnel PA4330</p> 	<p>McConnel PA4330 flail hedge cutter This is currently being refitted to attach to the Iseki TG6490</p> <p>Locations used Swindon Road bank and hedges</p> <p>Lease period 5 years Start date November 2017</p>	<p>End date October 2023</p>	



<p>Husqvarna P524 EFI</p> 	<p>Ride on lawn mower - 4 stroke petrol engine - 48 inch cut</p> <p>Cutting tool Blades X3</p> <p>Location used - The Cemetery, The Green, Elcot lane</p> <p>Leases period 3 years Start Date June 2020</p>	<p>End Date May 2023</p>	
<p>Kawasaki Mule Pro DX</p> 	<p>All terrain utility vehicle</p> <p>Year of registration 2016 Milage 9,484</p> <p>Locations used - On all open spaces</p> <p>Lease period 5 Years Start date 2016</p>	<p>End date 2021</p>	
<p>Mitsubishi L200</p> 	<p>Pickup</p> <p>Year of registration 2014 Milage 37,839</p> <p>Locations used - On all open spaces</p> <p>Lease period 5 Years Start date 2014</p>	<p>End date 2019 Now continued</p>	



<p>Izuzu Gafter</p> 	<p>Pickup tipper</p> <p>Year of registration 2012 Milage 36,681</p> <p>Locations used - On all open spaces</p> <p>Lease period 5 years Start date 2012</p>	<p>End date 2017</p> <p>Now Continued</p>	
<p>Iseki TG 5470</p> 	<p>Compact tractor used for powering Trimax 210 mower- Pulling chain, harrows and roller</p> <p>Locations used - All large open spaces</p> <p>Lease period 5 years but now on going Start date</p>	<p>End date</p>	




<p>Lewis 38Q front loader</p> 	<p>This is currently fitted to the Iseki TG6490</p> <p>Locations used - All large open spaces</p> <p>Lease period 5 years Start date September 2017</p>	<p>End date August 2023</p>	
<p>Iseki TG 6490</p> 	<p>Compact tractor used for flail mower and front loader - This compact tractor is currently fitted with a Lewis 38Q front loader and a McConnel PA 4330 flail hedge cutter</p> <p>Locations used -All large open spaces</p> <p>Lease period 5 years Start date September 2017</p>	<p>End date August 2023</p>	
<p>Lewis 320s Backhoe</p> 	<p>This is currently being refitted to attach to the Iseki TG5470</p> <p>Locations used - Mainly in the cemetery but all large open spaces</p> <p>Lease period 5 years Start date September 2017</p>	<p>End date August 2023</p>	




TOWN COUNCIL OWNED EQUIPMENT




Equipment	Detail	Replacement Date	Notes
Allen Hover Mower 	4 stroke Petrol engine - 18 inch cut Cutting tool Strimmer cord Locations used - War memorials , St Marys churchyard Date of purchase Prior to 2012 Annual hrs usage 10 max Cost to purchase Unknown Cost to replace Reliability 50% difficult to start may be through not enough use		
Iseki SXG 19 	Item description Iseki SXG19 with high discharge collector 3 cylinder diesel 48 inch cut Cutting tool 3x blades Locations used Cemeteries, Priory gardens, The Green, Elcot Lane Date of purchase Unknow prior to 2012 Annual hrs usage 100hrs Cost to purchase Unknown Cost to replace £18,000		





<p>Rover Combat</p> 	<p>Light weight Lawn mower - 4 stroke petrol engine 18-inch-wide Rotary mower</p> <p>Cutting tool Blade</p> <p>Locations used - The Cemeteries</p> <p>Date of purchase Unknown prior to 2012 Average Annual hrs usage 150Hrs Cost to purchase Unknown Cost to replace£550.00 Reliability 100%</p>		
<p>John Deere C52VK</p> 	<p>4 stroke petrol engine - 21-inch-wide Rotary mower</p> <p>Cutting tool Blade</p> <p>Locations used - The Cemeteries</p> <p>Date of purchase Unknown prior to 2012 Average Annual hrs usage 75 hrs Cost to purchase £1300 Cost to replace £1400 Reliability 100%</p>		





<p>Hayter Harrier 56</p> 	<p>4 stroke petrol engine - 21 inch wide rotary mower with rear roller</p> <p>Cutting tool Blade</p> <p>Locations used - Priory Gardens , St Mary's Churchyard Wye House, War memorials</p> <p>Date of purchase 2013 Annual hrs usage 50 Cost to purchase £950 Cost to replace £1250</p>		
<p>Ariens 3 in 1</p> 	<p>4 stroke Petrol engine - 22 inch wide cut Rotary mower - With mulching capabilities</p> <p>Cutting tool Blade</p> <p>Locations used - Sports pitches</p> <p>Date of purchase Unknown Prior to 2012 Annual hrs usage 120hrs Cost to purchase Unknown Cost to replace Additional info New engine fitted in 2013 Reliability 75% can be difficult to start</p>		



<p>Honda HRD 536</p> 	<p>4 stroke petrol engine - 21-inch-wide Rotary mower with rear roller</p> <p>Cutting tool Blade</p> <p>Locations used Priory Gardens, St Mary's Churchyard Wye house, War memorials</p> <p>Date of purchase 2018 Average Annual hrs usage 150Hrs Cost to purchase £1300 Cost to replace £1400 Reliability 100%</p>		
<p>Ariens String Trimmer</p> 	<p>Rough cutter 4 stroke petrol engine - String trimmer</p> <p>Cutting tool Strimmer cord</p> <p>Locations used - Elcot allotment fence</p> <p>Date of purchase Unknown Prior to 2012 Annual hrs usage 5 Cost to purchase Unknown Cost to replace Unknown Reliability 100%</p>		
<p>Honda Issy</p> 	<p>4 stroke petrol engine 18-inch-wide Rotary mower</p> <p>Cutting tool Blade</p> <p>Locations used - The Cemeteries</p> <p>Date of purchase Unknown Average Annual hrs usage 150Hrs Cost to purchase £1100 Cost to replace £1200 Reliability 100%</p>		

<p>Orec Bank Cutter</p> 	<p>Banks/Rough mower - 4 stroke petrol engine - 28 inch wide cut</p> <p>Locations used Stonebridge meadow, Tinpit, The Common</p> <p>Date of purchase Unknown prior to 2012 Annual hrs usage 100 Cost to purchase Unknow Replacement cost £3500.00</p>		
<p>Trimax 210 Pro Cut</p> 	<p>This mower is 2.1 metres wide.</p> <p>This is our large area mower this mower is powered by the Iseki Tg5470</p> <p>Locations used - All large open spaces</p> <p>History - We originally leased this mower on a three-year lease. When the lease expired MTC purchased it</p>		
<p>STIHL BGA 200</p> 	<p>Leaf blower - AP 3000L Battery powered</p> <p>Date of purchase September 2021 Annual hrs usage Unknown Cost to purchase £296.00</p>		

<p>STIHL HLA66</p> 	<p>Battery operated AP300 Medium reach hedge cutter</p> <p>Date of purchase September 2021 Annual hrs usage Unknown yet Cost to purchase £260.00</p>		
<p>Trackmaster Snow Thrower</p> 			
<p>Schepach 100L</p> 	<p>Compressor</p> <p>Date of purchase March 2021 Annual hrs usage 30 Cost to purchase £330.00</p>		

<p>Stanley SG2400</p> 	<p>Portable generator 4 stroke petrol engine</p> <p>Locations used - Everywhere</p> <p>Date of purchase 2020 Annual hrs usage 50 Cost to purchase £230 Cost to replace £250</p>		
<p>STIHL FS 420</p> 	<p>Brush cutter - 2 strike petrol engine</p> <p>Date of purchase 2014 Annual hrs usage 60hrs Cost to purchase £600.00</p>		
<p>STIHL AR3000L Battery & Carrier</p> 	<p>Battery pack for Stihl AP range</p> <p>Date of purchase September 2021 Annual hrs usage Unknown Cost to purchase £1306 including carry system</p>		
<p>STIHL HSA 94 R</p> 	<p>Hedgecutter - Battery powered AP 3000l</p> <p>Date of purchase September 2021 Annual hrs usage Unknow yet Cost to purchase £355.00</p>		

<p>STIHL FSA135R</p> 	<p>Battery operated by AP300 batteries</p> <p>Date of purchase September 2021 Annual hrs usage Unknown as yet Cost to purchase £360</p>		
<p>STIHL MS261</p> 	<p>chainsaw - 2 stroke petrol engine</p> <p>Date of purchase November 2021 Annual hrs usage Not yet known Cost to purchase £585</p>		
<p>STIHL App 300 & Charger</p> 	<p>Rechargeable batteries & charger</p> <p>Date of purchase September 2021 Annual hrs usage Unknown Cost to purchase £200 per battery and charger</p>		
<p>STIHL HLA 86</p> 	<p>Battery operated AP300 Telescopic long reach hedge cutter</p> <p>Date of purchase September 2021 Annual hrs usage Unknown yet Cost to purchase £350.00</p>		

<p>STIHL MS 362</p> 	<p>2 stroke petrol engine chain saw</p> <p>Date of purchase September 2021 Annual hrs usage Unknown as yet Cost to purchase £710</p>		
<p>Karcher K2 Pressure Washer</p> 	<p>Pressure washer</p> <p>Date of purchase 2022 Annual hrs usage Unknow Cost to purchase £83.00</p>		

MARLBOROUGH TOWN COUNCIL



SERVICE DELIVERY PLAN 2021-2025

Author: Town Clerk

Date adopted: tbc

Review date: tbc

P	Aim	Objective	Actions	When	Who	£	T
1 Climate Emergency Response							
	To minimise the Council's carbon footprint and environmental impact with the aim to be carbon neutral by 2031	To reduce unnecessary energy consumption and the Council's carbon footprint	Energy saving policy and practices in Council buildings	Ongoing	Overarching, and integral to all Council services and activities. (Full Council, all Committees, Councillors, Staff)	Yes	
			Maximise opportunities for building insulation in MTC estate	2022	CEWP - support and develop partnership network	Yes	
			Carry out a Town Council audit/environmental impact assessment	2022		Yes	
			Renew energy providers with 100% renewable energy sources	2023	TC, OM	Yes	
			Develop biodiversity and carbon reduction practices across the estate, specifically a plan for: <ul style="list-style-type: none"> • Tree planting • Wildflower planting 	2022 – ongoing	A&OS, GM, GT	Yes	Yes
		To encourage increased awareness of environmental issues, challenges, and solutions in all sections of the Council in the Community	Support and develop partnership network	2021 – ongoing	ARK, Transition Marlborough, business and community sectors, schools, partners, tenants	Yes	
			Biannual Dark Skies event	2023/25	North Wessex Downs AONB, Marlborough College, schools	Yes	
			To provide relevant need-led training for Council staff and Councillors as required to support the progression of the above	Ongoing	F&P, SC, TC	Yes	
2 Properties							
	Ensure the Council's properties are maintained to a good standard and are fit for purpose (Properties – Town Hall, Community and Youth Centre, 1&2 Rec Cottages, Kingsbury St Flats, 5 High St Offices and Flat, Shops – Bike/Physio, George Lane toilets, Town Hall Toilets, workshop)	To expediently carry out any remedial maintenance works as identified	Respond to needed remedial works as identified by the property agent inspections	2022 – ongoing	TC, OM	Yes	
		To proactively carry out medium term maintenance works that ensure the integrity and good upkeep of the properties	Carry out overview of Council properties and agree 3-year maintenance schedule and precept accordingly	2022 – ongoing	PR, F&P	Yes	Yes
		To ensure the instatement of an improved grounds team workshop offer	To complete a plan for the use of the existing workshop site and assess feasibility against the site at land adjacent to The Common; and for a FC decision on the development option, with a view to begin works on the chosen workshop site	2022	FC	Yes	

P	Aim	Objective	Actions	When	Who	£	T
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3 Open Spaces, Parks, Play Areas

<p>Maximise and ensure the integrity of the Town's Parks and Open Spaces and Play Areas</p> <p>The Common, Salisbury Road Recreation Ground, Elcot Playing Fields, Stonebridge Meadow, Wye House Gardens, Plume of Feathers, The Green, Coopers Meadow, Jubilee Field, Priory Gardens, War memorials, Orchard Road, Churchill Court Trees, verges, Tin Pit, Rabley Wood, Victorian Cemetery</p>	<p>To ensure each town park, open space or play area:</p> <ul style="list-style-type: none"> Is maintained to a high and safe standard Is relevant to the range of needs in the Community Offers a safe and purposeful user experience 	Bin emptying / replacement	Daily/ weekly	GT	Yes	
		Health and safety inspections	Daily	GT	Yes	
		ROSPA inspections	Annual		Yes	
		Maintain existing benches and play equipment/areas	Ongoing		Yes	
		Support existing allotment sites (x3) as appropriate/agreed	Ongoing		Yes	
		Review and devise overview plan for open spaces and play areas; and identify supporting resource and finance plan as required, including, subject to feasibility:	2021-2022/25	OSWP, A&OS, SC, F&P, partners (WC, schools and Police, ARK, TM)	Yes	Yes
		<ul style="list-style-type: none"> MUGA at Salisbury Road Recreation Ground Fenced outdoor group area at MC&YC Wye House Gardens concept, landscaping/apparatus installation as relevant Possible youth shelter/area on edge of The Common 				
		Support TM in the development of the Jubilee Community Orchard	2022-2025	A&OS, GM, GT, TO	Yes	
		Maintain skatepark		ATC, GM, GT	Yes	
		Ensure the positive development of the Rabley Wood site, working in partnership with Wiltshire Wildlife Trust as required	2022-2025	A&OS, F&P, FC, TC, GM	Yes	Yes
Monitor and review resource base in relation to expectation as required	Ongoing		Yes			

4 Town Centre Plan

Develop a Town Centre Plan	To influence other key stakeholders and partners towards a shared vision	To develop a Town Centre Plan through a combination of: <ul style="list-style-type: none"> Community consultation Commission of relevant services 	2022-2025	PC, TC	Yes	Yes
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5 Traffic Plan

Promote and increase road safety and pedestrian experience in the town	To develop a 'Traffic Plan' to support in influencing other key stakeholders and partners towards a shared vision	Create Traffic Management Plan through a combination of: <ul style="list-style-type: none"> Community consultation Commission of relevant services 	2022-23	PC, WC	Yes	Yes
		Evolve current SID management practice	2021-ongoing	PC, F&P, FC, TC, ATC, GM, GT	Yes	
	To challenge speeding by the effective deployment of SIDs	Purchase second SID	2021-ongoing	PC, F&P, FC, TC, ATC, GM, GT	Yes	
		Monitor and increase capacity if needed	2021-ongoing	PC, F&P, FC, TC, ATC, GM, GT	Yes	

P	Aim	Objective	Actions	When	Who	£	T
6 Neighbourhood Plan							
	Ensuring the Marlborough Area Neighbourhood Plan	To support the MANP through the referendum stage, and until adoption is achieved	Support the MANP Steering Group in the task of managing the NP process, and as guided by WC	2021-2022	MANP SG, PL, FC, TC, WC	Yes	Yes
			Restate the MANP Steering Group and review the MANP as required	2023		Yes	
			Commission further consultancy if required. Apply for grant funding if available or identify funds via precept to support review if needed	2024		Yes	
		To advocate affordable rented accommodation	Increase MTC stock if opportunity presents		FC, PC	Yes	
			MTC to consider enabling role of Community Led Housing Initiative	2024	PC	Yes	Yes
			To proactively advocate the needs of existing Housing Association tenants	2022	PC	Yes	

7 Civic Offer							
	To ensure the Town's Civic services and program as part of the Town's "brand" including: <ul style="list-style-type: none"> • Mayor Making • Remembrance Sunday • Armistice Day • Marlborough Mop • Christmas Lights and switch-on • Marlborough College Carol Service • Mayoral end of term event • Peppercorn rent ceremony 	To ensure each event is delivered to a high standard	To ensure timely event plans are in place and communicated to all parties	Annually	All staff, FC, all relevant partners		
			Recruit and induct Civic Secretary	2022			
			Review and replenish gowns/regalia	2022		Yes	
			Consider succession planning for Mace Bearers and Town Crier	2023			

P	Aim	Objective	Actions	When	Who	£	T
8	Cemetery						
	To ensure the burial needs of the town are met	Maintain existing Cemetery to high standard, and associated supporting administration	Regular grounds maintenance	Ongoing	GM, GT, OM	Yes	
			Induct Civic Secretary	2022			
		Secure additional land site for a new Cemetery	Research Cemetery legal and religious, planning, requirements	2022-25	A&OS, TC, GM	Yes	Yes
			Formulate development plan and costing			Yes	Yes

9	Marlborough Common						
	To ensure the effective management and utilisation of The Common	To clarify and agree a set of guiding principal considerations for the governance of The Common, including: <ul style="list-style-type: none"> • Legal • Environmental • Commoner needs and rights • Health and safety • Practical and administration 	CWP to draft proposal of principal considerations in consultation with A&OS, F&P; FC to agree in consultation with TC, OM, GM	2022	FC, A&OS, CWP, F&P, TC, GM, OM		Yes
		To carry out a land survey of The Common to ensure an accurate understanding of the topography by the Council	To commission a survey	2022	CWP, TC, GM	Yes	
		To establish and Operational Management Forum (OMF) for the Common comprising key stakeholders	Consider and agree TORs for OMF Establish inaugural meeting and quarterly dates	2022	A&OS, TC, GM		Yes
		To oversee the creation of a 'training area' by MRFC and MYFC	Monitor and implement as per FC resolutions	2022	FC, CWP, TC, GM, MRFC, MRC		Yes

P	Aim	Objective	Actions	When	Who	£	T
10	Devolution						
	To improve service delivery to the town via devolution of services from Wiltshire Council (inc. possibly High Street markets)	Establish what services or assets may be taken on from Wiltshire Council in a sustainable way	Clarify WC committed to MC&YC	2022	TC, ATC, GM, WC	Yes	Yes
			Time analysis of GT current duties	2023	TC, ATC, GM	Yes	Yes
		Ensure preparatory groundwork is carried out to ensure smooth transition and sustainable service devolution	Catalogue devolution offer with time analysis, costing, staffing need (grounds or otherwise as appropriate), and formulate sustainability plan	2023-24		Yes	Yes
			MTC to consider devolution officer, agree financial plan to ensure service sustainability, including precept implication (level and timing)	2023-24	SC, TC, ATC, GM	Yes	Yes
			Devise and implement training plan to underpin new services if required	2023-24	SC, TC, ATC, GM	Yes	Yes
			Staff recruitment as needed	2024	SC, TC, GM, ATC, OM	Yes	Yes
			Progress new workshop prior to extending devolution of ground staff duties	2022-24	FC, TC, GM	Yes	Yes
			Clarify what WC support can be sustained via direct delivery or as advisory resource (e.g. Highways, Sparkle Team, Parish Steward, grit bin, gullies)	2023-24	FC, TC, ATC, GM	Yes	Yes
			Ensure necessary legal agreements are in place	2023-24		Yes	Yes
			Implement service devolution as per plan	2024		Yes	Yes

11	Maximising Assets						
	To maximise Marlborough's assets for the benefit of the town (see also no. 3, Parks, Open Spaces, Play areas and no. 7, Civic offer)	To maximise the use of MTC's assets through an effective marketing and branding strategy	Raised profile of the Town Hall – events, weddings, wakes, groups, offering targeted Town Hall open days	2022-ongoing	OM, ATC, CT		
			Raised profile of the Community and Youth Centre	Ongoing			
			Consider marketing and branding strategy	2022-2023	FC, PR		Yes
			Improved CCTV – Salisbury Road Recreation Ground	2023		Yes	
			To devise and implement a comprehensive signage plan for the town	2022-23	F&P		
			Clarify CIL funds	Ongoing			
		To ensure easy user passage between town locations	Secure budget line	2022-23/24	TC, ATC, OM, CT		
		To ensure the necessary resource is in place to support the communicated offer	Management oversight, and evidence-based electronic monitoring system	2022-ongoing	ATC		Yes
		To ensure the service delivery is implemented to a high standard	Sustain Community Fridge, recruit volunteer co-ordinator	2022	TC		

P	Aim	Objective	Actions	When	Who	£	T
		Up to date asset register	Ensure the land register is completed for all MTC assets; seek to secure legal internship to carry out registration work	2022-24			Yes

12 Eco-Tourism

To promote the concept of 'Eco-Tourism' as an approach and product supported by Marlborough's location	To establish a partnership forum, and TORs to support 'Eco-Tourism'	Draft TORs, and agree membership	2022-25	FC, F&P, A&OS			
		Contact and engage relevant stakeholders and partners	2022	TC, ATC, TO			
	To identify the scope of 'Eco-Tourism' opportunities in Marlborough area	Vision and mapping exercise; agree scope of opportunities to focus on	2022				Yes
		To devise an 'Eco-Tourism' strategy and development plan clarifying the opportunities presented	To review "Marlborough in Bloom" or "Flower Festival"	2022			Yes
			Promote services and activities via website, social media, Marlborough Town and Country magazine	2022			Yes
			Capitalise on use of Great West Way in support of concept	2022			Yes

13 Heritage Centre

To capitalise on the heritage assets held by Marlborough Town Council, as an integral part of the civic experience offered by the Council	Develop a heritage centre feasibility plan	Establish working party to devise draft feasibility plan	2022-23	F&P, FC, TC/ATC		Yes
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14 Community Engagement

To engage young people, the Community and business sector in support of shared goals and needs (see also 1, 3, 4, 5, 6, 9 and 120)	Establish scope of engagement with target stakeholders	Agree list of target stakeholders	2022-ongoing	FC, TC, ATC, TO		Yes
		Identify opportunities to synergise with MTC aims, or in support of youth, community, or business sector needs	Run business engagement event at Town Hall	2022	TC, ATC, TO, FC	
	Encourage and support instatement of Local Youth Network		2022	TC, WC		Yes
	To maximise the use of MTC s137 funding to lever community engagement	Promote youth and community use of s137 grants	2022-ongoing	TC, ATC, TO		Yes
		Establish "youth" budget line	2022/23	F&P, FC	Yes	Yes

P	Aim	Objective	Actions	When	Who	£	T
15 Cultural Development							
	To increase the Council's cultural development offer and events (see also 7 and 11)	Ensure positive shared experiences for community cohesion, and be forward thinking in terms of bringing back events	Identify additional events and associated resource	2022-ongoing	FC, F&P, A&OS, TC	Yes	Yes
16 Partnerships							
	To proactively establish Marlborough Town Council's role in influencing and enabling, and partnerships	To maximise opportunities for Marlborough residents	To ensure effect Marlborough Town Council representation with outside bodies	2022-ongoing	FC, TC, ATC		Yes
			Establish a working party to devise engagement plan, clarifying the scope of opportunities and stakeholders or partners where Marlborough Town Council would aim to lever maximum influence in support of its aims and objectives	2022			Yes
17 Business and Employment							
	To support and enable business and employment development (see also 14)	Work with Wiltshire Council Economic Development and other partners to identify opportunities for small businesses, a "business hub" or young people?	Contact Wiltshire Council Economic Development, SWLEP; explore funding opportunities of initiatives the Town Council can facilitate or support	2022/23	FC, TC, TO, WC		Yes



P	Aim	Objective	Actions	When	Who	£	T
18 Resourcing and Finance							
	All aspirations should be supported realistically, and also could look at creative ways to draw in resources to enable developments in a managed way (e.g. 1/2/5/10 years)	To ensure all aims are realized and managed within Local Government Financial Regulations	Regular monitoring of accounts and budgets	Monthly	TC, OM, Chair of F&P		
			Annual accounts	March/April annually	TC, OM, F&P, FC		
			AGAR and External Audit	May/June – September annually			
			Quarterly budget reports	July, October, January, April annually	All Committees		
			Precept and budget setting	October-December/January annually	All Committees, FC, TC		
		To ensure each aspirational aim is supported by the necessary resource (time and money)	Refer to each aim		All Committees, FC, TC		
		Maximise use of CIL funds	Agree use of existing CIL funds	2022	F&P, TC		
		Maximise use of s106 funds	Allocate funds to Tennis Club and MRFC as agreed	2022	F&P, TC		
Clarify position with Marlborough Sports Forum re: 3G pitch	2022		FC, TC				

Glossary of terms

A&OS Amenities & Open Spaces Committee
CEWP Climate Emergency Working Party
F&P Finance & Policy Committee
GT Grounds Team
MTC Marlborough Town Council
OSWP Open Spaces Working Party
SBMC Stonebridge Meadow Management Committee
TM Transition Marlborough

ARK Action for the River Kennet
CT Caretaking Team
FC Full Council
MC&YC Marlborough Community & Youth Centre
MYFC Marlborough Youth Football Club
PL Planning Committee
SWELP Swindon & Wiltshire Local Enterprise Partnership
TO Tourism Officer

ATC Assistant Town Clerk
CWR Common Working Party
GM Grounds Manager
MRFC Marlborough Rugby Football Club
OM Office Manager
PR Property Committee
TC Town Clerk
WC Wiltshire Council