

# Marlborough Town Council

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11 June 2024

To: Councillors serving on the Amenities and Open Spaces Committee – Councillors Mark Cooper (Chair), Kelvyn Shantry (Vice Chair), Lisa Farrell, Mark Luson, Susannah O’Brien, Andrew Ross, James Sheppard, Emily Trow and the Town Mayor Councillor Kym-Marie Cleasby

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, 17 June 2024** 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 1 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 15 April 2024
- 5. Action Log**  
To receive an update on the Action Log
- 6. Stonebridge Meadow**  
To review the Stonebridge Meadow agreement
- 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 Amenities and Open Spaces Finance Report for Month 2 2024-25
- 10. Grounds Team Capacity and Sickness Cover**  
To consider the need for ensuring service delivery in the event of loss of capacity through sickness or unplanned external demand
- 11. Workshop Extension**  
To receive a verbal update on the workshop extension
- 12. Cemetery Extension**  
To receive an update on the consultation plan
- 13. Cemetery Report**  
To note any Grants of Exclusive Rights of Burial issued  
To note any recently approved Memorials and Inscriptions
- 14. Allotments**  
To receive an update report from Councillor Luson on the Allotment Association & allotments

**15. To Exclude the Press and Public**

Under the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and representatives of the press and broadcast media 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

**16. Tractor Clutch**

To consider quotes for the Iseki Tg5470 tractor clutch repair

To approve and sign the minutes of the meeting held 15 April 2024

## Marlborough Town Council



### Amenities and Open Spaces Committee

Minutes of a meeting of the Amenities & Open Spaces Committee held Monday, 15 April 2024 in the Council Chamber, Marlborough Town Hall at 7pm

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<b>PRESENT</b>	Councillor Mark Cooper	Chair
	Councillor Nicholas Fogg	Town Mayor
	Councillor Andrew Ross	
	Councillor Lisa Farrell	Vice Chair
	Councillor Mark Lusson	
	Councillor Emily Trow	
	Richard Spencer-Williams	Town Clerk
	Nigel Weatherly	Grounds Manager
	Dawn Whitehall	Corporate Services Officer
<b>ALSO</b>		
<b>PRESENT</b>	Councillor Kym-Marie Cleasby	Observing
	Two members of the public	

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#### **PUBLIC QUESTION TIME**

**Mr Stewart Dobson (resident and former Councillor)** – assumed that any Councillors who were members of Action for the River Kennet (ARK) would declare an interest **and**

asked Members to consider whether Stonebridge Meadow, particularly the area nearest to the Stonebridge Lane entrance, met the intended requirement of the aim stated in the agreement to “*provide open access amenity land for the benefit of the inhabitants of the Borough of Marlborough*”; did it fit the categories of amenity land such as “park, garden, playground, graveyard, educational space etc”?

**and**

presumed any income received by ARK from grazing cattle would be split between ARK and the Town Council.

**The Chair** thanked him for his questions, which would be borne in mind when Members discussed agenda item 12 (Stonebridge Meadow agreement).

**RESOLVED:** to move item 12 up the agenda for the benefit of members of the public present

**315/23 APOLOGIES**

Apologies for absence were received from **Councillors Sheppard** and **O'Brien**.

**316/23 DECLARATIONS**

**Councillors Cooper** and **Luson** – agenda item 17 – Allotments – pecuniary interest. The Vice Chair, Councillor Lisa Farrell, agreed to chair the item.

**317/23 CHAIR'S ANNOUNCEMENTS**

As this was the last Committee meeting of the municipal year **the Chair** took the opportunity to thank Members and staff for their help and support during the past year.

**318/23 MINUTES**

**RESOLVED:** that the minutes of the meeting held 15 January 2024 were approved as a true record and signed by the Chair

**319/23 ACTION LOG**

Members noted the updated action log.

**320/23 GROUNDS MANAGER'S REPORT**

Members noted the Grounds Manager's Report. Matters arising included:

- To give more attention to Salisbury Road Recreation Ground (e.g. removal of hedge trimmings and spoil; inspection and husbandry of shrubs and hedges; general upkeep)
- Members' appreciation and commiserations for the difficult task of maintaining open spaces in recent periods of prolonged and extreme wet weather
- That more watering cans had been ordered to replace those that had gone missing from the Cemetery

**The Chair** asked **Mr Weatherly** to pass on the Committee's thanks to the team for their work, especially at times when the weather had been against them.

**321/23 TREE REPORT**

Members noted the report on the Council's trees and works completed/pending.

**322/23 FINANCE REPORT**

Members noted the Amenities & Open Spaces finance report for month 11 2023-24; there were no questions arising.

**323/23 WYE HOUSE GARDENS PLAY AREA**

Members noted the Town Clerk's report and that a new toddler's play area had been opened by The Mayor at Wye House Gardens on 25 March, and that the project had been completed £3,000 under budget. The **Chair** thanked the Grounds Team and all

who had been involved in creating this fantastic facility which would provide enjoyment for the next generation for many years.

### **324/23 WORKSHOP EXTENSION**

The **Town Clerk** gave a verbal update on phase 1 of the project. Preparation of the area for the storage barn was on track (photographs were tabled) and the building should be installed in a few weeks' time. Some landscaping had been addressed during the site preparation, originally scheduled for a later stage in the project.

### **325/23 CEMETERY EXTENSION CONSULTATION PLAN**

Members noted the **Town Clerk's** report and the proposed approach to public consultation about a land swap necessary to enable the Cemetery to be extended.

Options for distribution of ballot papers included post (~£4,000); hand delivery by Councillors and/or staff (~£500 if casual labour was needed) or no home delivery (£0) but with a reliance on wide communication of the ballot.

Members' preference was for hand delivery, and that all Councillors should be asked to help with this to support the staff, which would allow checks to be made that the distribution had been done correctly while keeping the option open to hire helpers if necessary.

**RESOLVED:** that the consultation plan is agreed; that ballot papers be hand delivered to the addresses listed on the electoral register, and that all Councillors be requested to help with the delivery alongside Town Council staff

### **326/23 STONEBRIDGE MEADOW**

Members considered the Stonebridge Meadow Management Agreement.

During a suspension of Standing Orders, **Marian Hannaford-Dobson** (resident, and former Councillor) made a statement, points of which included that she had been party to the original agreement between the Town Council and ARK when there had been talk about picnic tables and space for ball games and picnics. Earlier in the day she had visited the site and observed what she believed were dangerous trees, some of which had fallen into the river, one or two on land. Councillors were here to look after residents of the town and didn't owe anything to anyone else. The site was taken up so that residents could have a safe place to go. She felt people of this town were being neglected. It had cost a lot to purchase the land and she believed it also cost £5K/year to maintain plus spending on projects. People used to be able to play ball at Coopers Meadow, but sheep now prevented that. The cow field at Stonebridge took up more space; another area is too rough to walk through. She questioned whether there was really much amenity land that people could use.

Discussion points included:

- There had been a helpful site visit for Councillors to Stonebridge Meadow in August 2023

- Whether Coopers Meadow had originally been intended as a space for picnics; that students at St John's wanted to go there to eat lunch and play ball games; whether ARK had taken more control of both Coopers and Stonebridge Meadows
- That there were not many areas where people could sit and enjoy the river at Stonebridge Meadow
- It was a good location for dog walkers
- Children enjoyed the animals, but the public wanted to use the areas too
- Whether too much riverbank had been given over to nature conservation (a section at Priory Gardens was mentioned)
- Endorsement for the superb conservation work carried out by ARK
- Whether creating more amenity space would have an impact on staff
- The need to maintain a balance between open access and areas for wildlife; it was believed that the space was big enough for both
- Whether some maintenance was required; the recent very wet weather had not helped
- That the site was a water meadow
- At the time of purchase there had also been discussions about whether the site was suitable for allotments or playing fields
- That the joint project had evolved over the years into what was now an ARK-led facility for ecological projects; whether this could (or should) be recalibrated
- It was important to create space, walks and seating for the public
- A desire not to see the area mowed down to common ground
- That there were multiple ways to define 'amenity land'
- That the Stonebridge Meadow Management Agreement (SMMA) was a short document
- Whether it would be possible to create more recreation space by changing the agreement, perhaps a matter for discussion in the next municipal year
- That the SMMA passed on responsibility to the Management Committee
- The SMMA gave ARK and the Town Council equal status
- Whether it was appropriate for the Committee to debate the legal agreement; or whether it was a matter for the Management Committee
- Whether the Committee wished to revisit the original agreement
- Whether to ask the Town Council representatives (**Councillors Shantry and O'Brien** for 2023-24) to pursue the question of amenity space at the Management Committee
- Whether the agreement was satisfactory as it was, but that perhaps more proactive engagement at the Management Committee was needed
- That ARK should be commended on their work to protect the River Kennet, a valuable chalk stream, and this work had been acknowledged including by BBC Countryfile
- River schools had provided valuable education for children
- That there was no proposal on the agenda nor any detailed information before the Committee to consider; therefore, it may be foolish to take a decision without looking into the situation in more detail, understanding the nature of the land and how to extend its use while maintaining diversity

- That in 2021 the Town Council and Management Committee had agreed to a 3-year trial to allow the amenity area to grow longer with mown paths within it; 2024 would be the end of that trial (***A&OS Committee 10 January 2022 (Agenda (Grounds Manager’s Report and Appendix)) and Min. No. 362/21***)
- Whether to ask the Town Council’s representatives to take a request to the Management Committee to discuss the provision of more visible access to the beautiful river and make space for picnics, ball games and a few benches at Stonebridge Meadow
- It was noted that the agreement stated an equal partnership, with the Management Committee to be comprised of two representatives each from ARK and the Town Council. However, this was not always the case and at times there could be unequal representation at the meeting. It was agreed that equal partnership should be emphasised and reinforced.

**RESOLVED:** (i) to ask the Town Council’s representatives at the Stonebridge Meadow Management Committee to take forward the A&OS Committee’s request for an increase in recreational space and a better view of the river

**RESOLVED:** (ii) to recommend that in future the Town Council representatives at the Stonebridge Meadow Management Committee should be appointed from the membership of the Amenities & Open Spaces Committee

*Two members of the public left the meeting*

### **327/23 CEMETERY GRAVE DIGGING**

Members considered a proposed draft Grave Digging Policy (Adjacent Graves) for referral to the Finance and Policy Committee and then Full Town Council for adoption.

Members requested a new point in the ‘*Before the burial*’ section to provide prior communication to owners of adjacent graves to pro-actively alert them to upcoming work.

**RESOLVED:** that the draft policy is approved with one addition, and to recommend the draft policy to the Finance & Policy Committee and then Full Council for ratification

### **328/23 SALISBURY ROAD RECREATION GROUND**

Members considered two reports by the Deputy Town Clerk and proposals to add additional CCTV cameras and a car park barrier at the Marlborough Community & Youth Centre at The Recreation Ground to act as deterrents and to aid efforts to combat antisocial behaviour and/or criminality at The Recreation Ground.

Discussion points included:

#### CCTV

- To ascertain the length of time that CCTV recording was possible, and what impact a 50% reduction would have



- Whether a grant could be requested from the police towards the cost of extending the CCTV coverage (e.g. PCC Community Action Fund Grant)
- That the project was eligible for Community Infrastructure Levy (CIL) funds
- Whether to go ahead with two new cameras installed by the existing supplier
- Whether to bring forward a review of the whole CCTV system

Members agreed in principle to the addition of two cameras at the Recreation Ground.

**RESOLVED:** (i) to request a review of the CCTV system and include the addition of 2 more cameras at the Recreation Ground

### Car Park Barrier

Benefits would include denying access to vehicles where, particularly at night, there were complaints from residents about drug taking/dealing and noise from car music systems. In addition, unauthorised parking often resulted in a lack of parking space for people attending events at the Youth Centre. It was agreed that communication with neighbours and residents should be conducted prior to the installation to inform them that they should seek alternative parking. Clear signage about use of the car park, explaining what action would be taken in relation to unauthorised parking was also requested by Members.

**RESOLVED:** (ii) to purchase a manual swing barrier for the entrance to the Marlborough Community and Youth Centre car park; to give advance warning to nearby residents and to install clear signage explaining car park use

### **329/23 MEMORIAL BENCH REQUEST**

**RESOLVED:** that a request for a memorial bench at Coopers Meadow was approved

### **330/23 CEMETERY REPORT**

- (i) Members noted Grants of Exclusive Rights of Burial that had been issued for the period 2 January to 18 March 2024
- (ii) Members noted inscriptions that had been approved for the period 2 January to 18 March 2024

### **331/23 ALLOTMENTS**

**Councillor Luson** gave a verbal update of recent interactions with the Allotment Association (AA). An AA meeting was being held at the same time as this meeting (15 April). Ongoing actions including seeking a lawnmower for the St John's Close site (the Grounds Manager offered to check whether he had a suitable machine). Stonebridge allotments remained affected by flooding; Elcot allotment holders were preparing for a new season.

*Councillors Cooper and Luson did not vote on the following item and Vice Chair Councillor Lisa Farrell led the discussion*

Members noted the **Town Clerk's** report about Stonebridge Allotments which had been affected by floods on 5 January 2024. Discussion points included:

- Advice from the Food Standards Agency and the Royal Horticultural Society is not to eat food touched or covered by floodwater or sewage for a year
- Six allotment holders had given up their plots after the flood, with two requesting refunds. It was likely more would come forward, or that plots would simply be abandoned
- Whether to offer a reduction or refund
- Whether to offer a 'retention' fee
- That those wishing to retain their plots for future years would be required to maintain them
- That there was a waiting list for plots

**RESOLVED:** to offer Stonebridge allotment holders a 50% reduction as a 'retainer' fee for 2024-25, making it clear that plots should be maintained in order to reclaim them for growing produce in 2025

The meeting closed at 8.41 pm

## ITEM 5

## ACTION LOG

To receive an update on the Action Log

Ref	Action	Min No	Owner	Status	Meeting date	Notes
187	Investigate feasibility of automatic/ANPR barrier to MCYC car park	258/23	Town Clerk	In Progress	9 October 2023	6 24 Barrier agreed at AOS 15 4 24. Barrier ordered and delivered 31 5 24. Installation planned by end of June. Partnership meeting with Police planned for 17 June (tbc) to discuss joint management of barrier /issues
188	Add CCTV coverage at MC&YC	253/23	Town Clerk	In Progress	9 October 2023	3 6 24 Barrier agreed at AOS 15 4 24. Barrier ordered and delivered 31 5 24. Installation planned by end of June. Partnership meeting with Police planned for 17 June (tbc) to discuss joint management of barrier /issues
209	Check whether there is adequate and prominent dog fouling signage at the Common	392/23	Town Clerk	In Progress	15 January 2024	There are four dog fouling signs on the Common attached to other signs regarding use of the Common. This could be increased to at least 8; suggest an AOS project for 2024 25?

To review the Stonebridge Meadow Management agreement

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## Purpose

The purpose of this report is to appraise of the progress in respect of the Committee's resolutions regarding the Stonebridge Meadow Management agreement, and to ask the Committee to further consider the matter, with specific attention to the *Amenity* aspect of the agreement and meadow itself. i.e. definition and land use.

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## Background

At the last Committee meeting the Stonebridge Meadow Management Agreement was reviewed. At this meeting, the Committee resolved to:

- (i) to ask the Town Council's representatives at the Stonebridge Meadow Management Committee to take forward the A&OS Committee's request for an increase in recreational space and a better view of the river*
- (ii) to recommend that in future the Town Council representatives at the Stonebridge Meadow Management Committee should be appointed from the membership of the Amenities & Open Spaces Committee*

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## Status

- (i) Following this at the Stonebridge Meadow Management Committee (SMMC) meeting on 30 April, the need to clarify definitions of 'amenity', and to consider what the Council may want to see other than what is provided for currently, was raised by Cllrs Shantry and O'Brien.

Consequently, as the following extract taken from the meeting SMMC minute states:

*'It was suggested that the whole issue of the 'amenity area' (the area between the wetland to the conservation grazing area) at Stonebridge be put on the agenda for the next Open Spaces meeting and that ARK are invited to attend where it can be properly debated.'*

- (ii) At the Full Council meeting on 28 May 2024, it was agreed that both Cllrs O'Brien and Shantry would be on the Amenities and Open Spaces Committee, as well as remain council representatives on the SMMC.

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## Considerations

- ARK owns 49.333%
- The Town Council owns 50.667%
- The agreement has a shared aim to:  
*'further the charitable objects of ARK and to*

*provide open access amenity land for the benefit of the inhabitants of the Borough of Marlborough'*

- The partnership agrees a management plan Stonebridge Meadow each year
- ARK has the casting vote on any matters falling under their responsibility in the annual management plan
- The Council has the casting vote on any matters falling under their responsibility in the annual management plan
- There shall be no casting vote in the event of disagreement on any other matter
- There is an annual allocated budget for 2024 25 of £1,000.
- There is currently an EMR for Stonebridge Meadow of £4,822.

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## Recommendation

The Committee is asked to consider the matter, with specific attention to the *Amenity* aspect of the agreement and meadow itself. i.e. the definition and land use; and what or how the 'amenity area' (the area between the wetland to the conservation grazing area) at Stonebridge might be managed in addition to what is currently agreed and practised, as requested by the SMC.

**Town Clerk 4.6.24**

## ITEM 7

## GROUNDS MANAGER'S REPORT

To note and consider the Grounds Manager's Report

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### General

This spring has definitely had a wet start with several April showers keeping the grass and weeds growing, but it has made up for it in May and now into June; the grass and weeds are really growing almost as fast as we can cut it and hoe them out.

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### Workload

We have been delayed on some of our open spaces' maintenance due to staff illnesses and the purchase and installation of the large new planters at each end of the High Street and outside the Jubilee Centre which in all took just over a week to get installed, filled and planted. This project work has had a knock-on effect to our routine maintenance which we will hopefully get back on track now. We are well into summer maintenance throughout the town and are making good progress. We are trying to make sure that we get all our open spaces mown at least once every two weeks.

### Bedding displays

We have removed all our winter bedding and have prepared the planters for the summer bedding. We have added some fresh compost and some slow-release fertiliser to feed the plants through

the summer. The planters have been filled with water in preparation for this year's new plants which we will finish planting over the next couple of weeks.

## **Play equipment**

Again, there has been an increase in the amount graffiti around some of our play areas. The repairs to the play surfaces in Coopers Meadow Recreation Ground has been completed. We have removed one of the cradle swings from Orchard Road play area as it was damaged. A new swing seat is being ordered. 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 one or two breakdowns over the last month of which most breakdowns we repair in house. The PTO clutch has gone on the Iseki Tg5470 tractor (this has lasted 6 years). I am awaiting a quote for the cost for a new clutch but we when we had this done before it cost £2,900. I think this repair should be done as we only pay a one off payment of around £120 for this tractor and it is greatly needed.

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## **Site Specific**

### **Salisbury Road Recreation Ground**

The football season has now finished. The pitches have stood up well for the season however as usual there is a small amount of repair work to be done on the goalmouth areas of the pitches. We are hoping to give this area a good look at once we have caught up with our backlog of work.

### **St Mary's Church**

This area has been very popular meeting point with sometimes large groups congregating in the evenings this has led to an increase in the amount of litter. Routine maintenance is ongoing in this area. There are a few weeds along Patten Alley which I am hoping to get treated this coming month.

### **The Green**

The epicormic growth on the lime trees has started grow quickly again we will be keeping a close eye on this, so the growth does not block the sight lines for pedestrians and traffic on the Silverless Street junction. Routine maintenance is scheduled for this area.

### **War Memorials**

No issues to report on these sites. Routine maintenance is scheduled.

### **The Cemetery**

We have received several comments on the length of the grass in the cemetery. Unfortunately, due to our workload, staff sickness, and capacity, combined with the elemental factors, the grass cutting has been hampered or exacerbated. We are working hard to get this sorted and back into our routine.

**I did purchase two new metal watering cans for the cemetery unfortunately these only lasted about a week before someone removed them again. Do we need to supply watering cans at around £20 each for people to take away?**

## **Old Cemetery**

The control of the nettles has started again this year, and this area will be treated a couple of times throughout the summer. We are planning to give this area a fall cut in the coming weeks.

## **The Priory**

Summer maintenance is well underway with scheduled routes for mowing and strimming. The bench in memory of Mrs Dobie which was located at the front of the Jubilee Centre has been installed in Priory Gardens. The summer bedding plants will be planted in the next coming weeks.

## **Coopers Meadow**

The sheep are due to come back into Coopers meadow for the summer. The maintenance in this area has been delayed due to the high-water table. There are still a few branches that require chipping from previous tree works carried out, but the ground was too wet to allow access for a chipper, it is hoped to get these cleared this month.

## **The Common**

The Common is undergoing routine maintenance. I am talking to a local farmer to see if he would be interested in the hay from the longer grassed area on the Common this year as it was too wet to do this last year.

## **Manton - Jubilee field**

This area is very well used, and the play equipment is very popular. Routine maintenance is scheduled for this area.

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

We have commenced our seasonal maintenance programme. There has been a request from the Open Gardens group to include Wye House Gardens on this year's event. Wye House play area is being well used at weekends.

## **Elcot Rec**

With the football season now finished we are planning some goalmouth repairs to this area. I would like to do some more work on the drainage and compaction work to improve the quality of the grass on the pitch surfaces once the season has finished.

## **Stonebridge Meadow**

Regular maintenance visits to maintain the amenity area the footpaths are carried out. It has been too wet to get the mower along the river path at the moment I am keeping a close eye on this area to keep the pathways open. We have received the quote for the two additional trees that require some work doing to them.

## **Grounds Manager 3.6.24**

## 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	Frees Avenue	All roadside trees	Reassessing for vehicle height due to insurance claim	Tree surgeon	£950 plus VAT Done
2	Victorian Cemetery	X3 large limes	Height risk (neighbouring property/require pollarding)	August / actioned	£1700 Done
3	The Common	Beech	to be felled due to rotted base	Tree surgeon	£195+VAT Done
		Horse Chestnut	to be felled due to safety reasons	Tree surgeon	£795+VAT Done
		Beech	as above and poor condition	Tree surgeon	£395+VAT Done
4	Coopers Meadow	X2 Ash Trees (George Lane border)	Require removal due to ash die back	Tree surgeon	£595+VAT Done
		X1 Ash tree (by toilet block)	As above	Tree surgeon	£595+VAT Done
		X3 Lime trees	Need felling due to integrity of tree and safety		£250+VAT Done
5	Priory Gardens	Yew Tree	Felled	MTC Grounds team	MTC Staff Winter works
		Larch	Felled	Tree surgeon	Done

Priority	Location	Tree	Status	Implementation	Cost
6	Stonebridge Meadow	Black Poplars Deadwood removal	Reduce height	Tree surgeon	Quote for 5 trees £5,250 plus VAT Two additional trees £2,995 plus VAT
7	The Cemetery	Field Maple	Collapsed tree/needs removal	Tree surgeon due to size	<b>This can be done in house by grounds manager</b>
8	Churchill Court		Tree husbandry required	MTC Grounds team	MTC Staff Winter works
9	Elcot Lane	Silver Birch	Require removal of secondary leader	MTC Grounds team	MTC Staff Winter works
10	Jubilee Field Manton		Tree husbandry required Higher canopy work	MTC Grounds team Tree surgeon	MTC Staff Winter works
11	Plume of Feathers		Tree husbandry required Higher canopy work	MTC Grounds team Tree surgeon	MTC Staff Winter works
12	Priory Gardens		Tree husbandry required Higher canopy work	MTC Grounds team Tree surgeon	MTC Staff Winter works
13	Salisbury Rd Recreation Ground		Tree husbandry required Higher canopy work	MTC Grounds team Tree surgeon	MTC Staff Winter works
14	The Green	Cherry trees	Maintain canopy height	MTC Grounds team	MTC Staff Winter works
15	Wye House Garden/Play area		Low level tree husbandry	MTC Grounds team	MTC Staff Winter works



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## Proposal

Members are asked to note the above report and **in particular to consider its support to proceed with the work quoted for at Stonebridge Meadow.**

NB The 'tree works' budget currently is £17,500. ARK has agreed to pay 50% of the net costs at £4,122 (i.e. excluding VAT).

**Grounds Manager 17.06.2024**

## ITEM 9

## FINANCE REPORT

To note and consider the Amenities and Open Spaces Finance Report for Month 2 2024 25

Please see appendix.

**Town Clerk 21.3.24**

## ITEM 10

## GROUNDS TEAM CAPACITY AND SICKNESS COVER

To consider the need for ensuring service delivery in the event of loss of capacity through sickness or unplanned external demand.

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### Purpose

The purpose of this report is to ask the Committee to consider the issue of the grounds team capacity, and in particular how significant staff sickness can impact on its capability to deliver required or expected services and to the level required.

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### Status

The Grounds Team comprises of the Grounds Manager, a Supervisor, and four other staff members. In addition, 0.5 of one of the caretaking posts will assist in grounds team duties if the workload demands their contribution.

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### Considerations

In recent weeks, a number of staff were off sick at the same time, or concurrently. This significantly hampered the team's capacity to deliver all the required core services and meet the need of additional project work. Some of the core services included grass cutting and tending the cemetery.

In particular, to the Cemetery patrons such reduction in service delivery does have a detrimental impact and does often lead to complaints or upset given the sensitive nature of the setting.

Also, as a result of not being able to carry out the usual service delivery to the expected standard, negative comments were made against the Council. Although these comments were made indirectly via social media, they do still present a reputational challenge to the Council as a whole.

There is currently no contingency in the staffing budget for sick cover.

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## Proposal

To help avoid such occurrences the Committee are asked to consider what practices or resources might help manage such occurrences, and in particular whether a 'staff sickness' contingency should be requested as part of the 2025 26 budget setting process.

The Committee are asked to consider the matter and instruct the Town Clerk accordingly.

**Town Clerk 5 6 24**

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## ITEM 11

## WORKSHOP EXTENSION

To receive a verbal update on the workshop extension

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## ITEM 12

## CEMETERY EXTENSION

To receive an update on the consultation plan

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## Purpose

The purpose of this report is to update the Committee on the outline plan for the consultation with the residents on the proposed land swap needed to extend the cemetery.

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## Background

The current proposal, ratified by the Marlborough Neighbourhood Plan referendum (which cites the proposed land swap), is to swap a land parcel of 'common land' adjacent to the cemetery, with a soon-to-be-owned land parcel adjacent to the Rabley View development. As the proposed land parcel is part of the Marlborough Common, the Planning Inspectorate have confirmed that under the Commons Act 2006 s16 (<https://www.gov.uk/government/publications/application-form-to-deregister-common-land-or-village-greens>) the Council are required to 'consult' the 'commoners' of Marlborough.

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## Update

### Timeline

The proposed consultation process was agreed at the last Committee meeting. The initial timeline spanning April – June will not be achieved, as the handover of the land from GreenSquare Accord has yet to happen.

On 9 May, at our request, the Town Clerk and Grounds Manager had a site meeting with GreenSquare Accord to discuss 'completion tasks' and foresee any potential practical handover issues. GreenSquare Accord were in the process of finalising the clearance and tidying of the site, and landscaping of the land parcel that may become common land. They have then to complete the installation of an access gate, and the initial length of pathway which will lead from the new housing development into the land parcel in question. This work really needs to be completed before public consultation is carried out. The whole aesthetics of the area could affect people's perception and views of how it might be enjoyed.

NB The handover is also held up by their play equipment contractor whom GreenSquare Accord have been finding it difficult to hold to account; all the equipment is in situ, and only some pieces are erected. It all should have been installed and completed by now.

In the meantime, preparatory work for the consultation process will continue over the summer months and begin as soon as possible.

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## Proposal

Members are asked to note the report.

### Town Clerk 3.6.24

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## ITEM 13

## CEMETERY REPORT

To note Grants of Exclusive Rights of Burial issued and memorials and inscriptions approved for the period 22 March to 3 June 2024.

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

Name of deceased	Grave No.	Cemetery Section	Type of Burial	Funeral Director
Sandra Alice Vyze	38	J	New Double Ashes	DJ Bewley
John Robin Vyze	38	J	New Double Ashes	DJ Bewley
Norman Ernest Lawrence	131	G	Reopen Burial	Claridge
Sylvie Elisabeth Clarke	92	H	New Single	Claridge
Anne Notton	86	H	New Double	Claridge
William Arthur Dibley	103	FCR	Reopen Ashes	Dianne Mackinder
Eric Charles Liddiard	39	J	New Ashes	N/A
Prudeunce Anne Groffman	85	H	Ashes on a single grave	Claridge

## Memorial Applications – Inscriptions and Additional Inscriptions

Name of deceased	Stone	Grave No.	Section	Inscription to read
Derek Greenaway	Additional Inscription	68	G	Together Again 'Julia' "DEREK" GREENAWAY 18 <sup>th</sup> May 1929 6 <sup>th</sup> Sept. 2023 Missed you so very very much 'DEREK'
John Alan Dunsmuir Sullivan	Additional Inscription	151	FCR	also his beloved wife <b>Frances Victoria Sullivan</b> "Vicky" 22.4.44 – 1.8.22 "Parted by death, now reunited In Heaven"
William Dibley	Additional Inscription	103	FCR	William "Bill" Arthur Dibley Born 25 Jan 1925 Died MARLBOROUGH 27 Dec 2019 A dearly loved Husband Father & Opa Who holds thee now not death but love
Percy Cook	Additional Inscription	275	D	A dear Father, Grandfather and Great Grandfather
Juliette Alison Plank	Dark Grey Granite	30	J	In loving memory of Juliette Alison Plank 2 <sup>nd</sup> Apr. 1970 – 16 <sup>th</sup> Dec. 2023 A loving wife, mum, nanna, Daughter & friend  Fly high – Kia Kaha
Eric Charles Liddiard	Blue Pearl Granite	39	J	Cherished memories of Eric Charles Liddiard 12.2.1930 – 24.10.2019  Always loved

Name of deceased	Stone	Grave No.	Section	Inscription to read
Raymond & Margaret Dawkins	Replacement memorial & additional inscription	46	D	<p>RAYMOND J.H. DAWKINS Died 30.04.2020 Aged 82 Years Husband, Father, Grampy, Dad-Dad His eyes lit up and twinkled with love</p> <p>MARGARET DAWKINS Died 14.09.2023 Aged 89 Years Wife, Mother, Grandmother, Supergran Loved and missed by family and friends</p>
Ronald, Isabella & Thelma Webb	Replacement memorial	10	FCR	<p>Ronald Webb who died 25 May 1981 aged 68 years a much loved man Isabella his cherished wife, a beloved mother and grandmother, who died 31 December 2001 aged 90 years and beloved daughter, sister and mother Thelma 12.8.1940 – 3.11.1986 <i>Mavis, Malcolm, and Sarah</i></p>

## Recommendation

Members are asked to note the most recent grants and approved inscriptions.

**Town Clerk 28.03.24**

## ITEM 14

## ALLOTMENT REPORT

To receive a verbal update report from Councillor Luson on the Allotment Association

## ITEM 15

## TO EXCLUDE THE 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.

## ITEM 16

## TRACTOR CLUTCH

To consider quotes for the Iseki Tg5470 tractor clutch repair

AOS BUDGET MONTH 2

	Actual Year To Date	Current Annual	Variance Annual	Funds Available	% Spent	EMR Transfer	NOTES
<b>INCOME</b>							
1101 CEMETERY	3,854	15,880	12,026		24.3%		
1100 ALLOTMENTS	106	1,391	1,285		7.6%		
1102 GOLF CLUB	█	█	█		16.7%		REDACTED
1103 OPEN SPACES	1,547	9,075	7,528		17.0%		
1106 SHOWMENS GUILD	0	2,438	2,438		0.0%		
1111 RUGBY CLUB	█	█	█		100.0%		REDACTED
<b>Total Income</b>	<b>9,835</b>	<b>51,862</b>	<b>42,027</b>				
<b>EXPENDITURE</b>							
4036 OLD CEMETERY	0	500	500	500	0.0%		
4006 ST JOHNS TRUST	0	250	250	250	0.0%		
<b>204 WORKSHOP</b>							
4027 INTRUDER ALARM	74	2,100	2,026	2,026	3.5%		
4042 PERSONAL PROTECTIVE EQUIPMENT	10	1,000	990	990	1.0%		
4043 PICK-UP LEASE	445	600	155	155	74.1%		
4044 VEHICLE TAX/INS.	0	400	400	400	0.0%		
4045 VEHICLE PETROL/DERV	1,336	9,000	7,664	7,664	14.8%		
4047 WORKSHOP TOOLS ETC	221	3,000	2,779	2,779	7.4%		
4048 VEHICLE MAINTENANCE	3,274	12,000	8,726	8,726	27.3%		
4050 WORKSHOP MISC	161	1,000	839	839	16.1%		
4315 REFUSE COLLECTION	827	4,000	3,173	3,173	20.7%		
4320 MOWER	256	4,200	3,944	3,944	6.1%		
4323 MISTUBISHI LEASE	377	2,400	2,023	2,023	15.7%		
4332 WESSEX MOWER LEASE	1,102	7,000	5,898	5,898	15.7%		
4339 ISEKI TRACTOR LEASE 2023	1,746	10,000	8,254	8,254	17.5%		
<b>210 OPEN SPACES</b>							
4038 MAINTENANCE	1,011	9,000	7,989	7,989	11.2%		
4220 OPEN SPACES PLANTS	0	4,800	4,800	4,800	0.0%		
4223 PLAY EQUIP/MAINT/REPLACEMENT	0	3,500	3,500	3,500	0.0%		
4314 AOS PROJECTS	21,882	10,000	-11,882	-11,882	218.8%	19,256	
4318 TREE SURVEY & WORKS	0	17,500	17,500	17,500	0.0%		
4324 RTV/Husqvana	681	3,500	2,819	2,819	19.5%		
4325 STONEBRIDGE MEADOWS	0	1,000	1,000	1,000	0.0%		
4327 ISEKI TRACTOR TG6490	413	7,000	6,587	6,587	5.9%		
4330 MULTI PURPOSE MOWER	156	3,100	2,944	2,944	5.0%		
4331 FRONT LOADER/BACK HOE LEASE	262	3,200	2,938	2,938	8.2%		
4335 FREES AVENUE TREES	0	1,000	1,000	1,000	0.0%		
4337 SKATE PARK LIGHTING	0	500	500	500	0.0%		
4401 NEW WORKSHOP	26,948	0	-26,948	-26,948	0.0%	26,948	
4402 ISEKI RIDE-ON MOWER	850	3,000	2,150	2,150	28.3%		
4403 KAWASAKI MULE 24	928	5,360	4,432	4,432	17.3%		
4404 TRAFFIC MANAGEMENT	0	1,500	1,500	1,500	0.0%		
<b>Total Expenditure</b>	<b>62,960</b>	<b>131,410</b>	<b>68,450</b>	<b>68,450</b>			