

# Marlborough Town Council



5 April 2022

Dear Councillor

## FULL TOWN COUNCIL

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **11 April 2022 at 7pm** in the **Court Room, Marlborough Town Hall**.

The meeting will be preceded by a **presentation by Homes4Wiltshire at 6.30pm**

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

This meeting will be held in the Assembly 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.

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.

6.30 pm

## PRESENTATION: Homes4Wiltshire

*Homes4Wiltshire is a Choice Based Lettings scheme for people seeking accommodation because their present homes are unsuitable and is a partnership between Wiltshire Council and about 30 landlords providing affordable homes in the area*  
[\(https://www.homes4wiltshire.co.uk/\)](https://www.homes4wiltshire.co.uk/)



7.00 pm

## PRAYERS

## PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Council. 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

## CRIME AND DISORDER

A member of Wiltshire Police will be invited to give a report and answer questions from Councillors and members of the public (not to exceed 10 minutes)

## TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Not to exceed 10 minutes

## AGENDA

### LENGTH OF SERVICE AWARDS

Marlborough Town Council Awards to Sue Fry and Ryan Atcherley in recognition of their 30 years of service in the Council and to the town of Marlborough

1. **Apologies for absence**
2. **Declarations of interest**
  - a) To receive any Declaration(s) of Interest under Marlborough Town Council's Code of Conduct issued in accordance with the Localism Act 2011
  - b) To consider any dispensation requests received by the Town ClerkMembers are reminded that they are obliged to notify the Monitoring Officer of a change to disclosable interests, or a new interest as defined in Appendices A and B of the Code of Conduct within 28 days of becoming aware of it. These should be passed on to the Town Clerk to register online.
3. **Mayor's Announcements**
4. **Minutes**

To approve and sign the minutes of the meeting held on 28 February 2022
5. **Action Log**

To note and review the Action Log

- 6. Savernake Forest**  
To consider a response to the Land Management Plan for Savernake Forest
- 7. Christchurch**  
To consider an application to register the Methodist Church as an Asset for Community Value
- 8. New Workshop**  
To receive an initial draft plan and costing for the proposed new workshop at the Salisbury Road Recreation Ground site, and consider the Council's preference for its site allocation for the workshop development
- 9. Corporate Identity Policy**  
To consider the proposed draft Corporate Identity policy for adoption
- 10. Swindon 105.5 Radio**  
To consider Swindon 105.5 Radio's request for support
- 11. Platinum Jubilee Celebrations and Tree Planting**  
To receive an update on the Platinum Jubilee Celebrations and Tree Planting
- 12. Climate Emergency Working Party Update**  
To receive an update report from the CEWP
- 13. Outside Bodies Representatives Update** – as requested A brief update by Council representatives of Outside Bodies
- 14. Call-In**  
Resolution of the Finance and Policy meeting on 14 March (minute 445/21)
- 15. Committee Minutes** - In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: Planning – 10 January, 7 February, 21 February and 14 March 2022, Amenities and Open Spaces – 10 January 2022, Property – 4 October 2021 and 24 January 2022, and Finance and Policy – 6 December 2021. These minutes have been approved by committees and circulated to Members and are available to download from [www.marlborough-tc.gov.uk](http://www.marlborough-tc.gov.uk) or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.
- 16. Members' Question Time**  
Questions to be submitted to the Town Clerk by midday on the day of the meeting and not to exceed 10 minutes
- 17. Exclusion of Press and Public**
- 18. Mayor Awards**  
To consider Council support for nominations for the Mayor's Community Awards
- 19. Common Seal**  
To authorise the fixing of the Common Seal of Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting



to for help as so far nothing had been done. **The Mayor** thanked the resident, and sympathised with him. It was unfortunate that no-one from Wiltshire Police was available to attend the meeting, but he assured him that the matter would be passed on and Marlborough's Wiltshire Councillors would also follow up his concerns. Points noted included:

- A request to keep the Town Council informed
- To report every incident to 101, and keep a record of the crime/reference numbers
- That fences to restrict access to the area had been removed

ACTION POINT: Follow up with Police/Wiltshire Council

### **CRIME AND DISORDER**

No officer was available to attend the meeting.

### **QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS**

**Councillor Davies** wanted to make Members aware of changes to funding routes for the Jubilee Centre and New Road Day Centre, now known as The Enablement Hub. Both received grants from a fund that was to be closed, and it was proposed to withdraw grant funding over a 2-year period and invite the clubs to apply for funding from an open framework. Both would be supported through the transition phase.

Discussion points included:

- Whether there would be a likely drop in funding
- Whether any reduction in funding would threaten either club
- That budget would be available via Adult Social Care to meet care needs (assuming assessments would confirm eligibility)
- Whether the Jubilee Centre would need to increase its charges
- Whether there would be a knock-on effect on Kennet Community Transport
- That both centres were excellent, and that **Councillor Davies** would continue to fully support them and help with fundraising

Members were reminded that the next meeting of the Community Area Transport Group was Thursday, 3 March.

**Councillor Sheppard** believed the condition of the A346 was becoming dangerous due to potholes and was doing his best to push for repairs.

**Councillor Waltham** asked Wiltshire Councillors to clarify whether recent policy changes would result in the electric vehicle (EV) charger points in George Lane, redundant for several years, being repaired or replaced.

**The Mayor** was disappointed that car park charges were to be applied on Sundays and asked for clarification about what the charges would be.

ACTION POINT: **Councillor Davies** to check whether George Lane EV charger points would be replaced, and to clarify proposed cost of Sunday parking

*Councillor Loosmore joined the meeting*

## **GREAT WEST WAY**

David Andrews (Chief Executive, Visit Wiltshire and Great West Way (GWW)) gave a presentation about the current status, future plans and tourism opportunities of the GWW touring route, and asked for input and feedback. Comments or questions arising included:

- Promoting sustainable tourism, and whether a lack of EV charger points would be a hindrance
- That the route planner on the website was an excellent feature and negated the need for an app
- That GWW was a company limited by guarantee, so not for profit. Anyone could apply to join the advisory board which already included bodies such as English Heritage, the Canal Trust and individual tourism businesses
- A Destinations Group, of which Marlborough was a member, would restart meetings that had halted during the Coronavirus pandemic
- The difficulty of obtaining feedback/evaluations from customers

**The Mayor** thanked Mr Andrews for his time; it was a great project and Marlborough was proud of what it had to offer visitors.

### **405/21 APOLOGIES**

Apologies for absence were received from **Councillors Farrell, Allen and Thomas**.

### **406/21 DECLARATIONS**

There were no declarations.

### **407/21 MAYOR'S ANNOUNCEMENTS**

Congratulations to Clare Harris, Assistant Town Clerk, on her invitation to a garden party at Buckingham Palace in May in recognition of her work to support the community throughout the pandemic. Councillor Hall had previously been recognised for his Mayoral Service, and his attendance had been rescheduled for 2023.

The Mayor thanked the Grounds Team for their work dealing with fallen trees during recent storms, both in Coopers Meadow and for helping to clear a fallen tree from the highway at St Peters Church.

The Mayor was sure that the situation in Ukraine was at the forefront of everyone's minds, and that all were keen to help with appeals or requests for donations. If Councillors knew of organisations helping in this way they were asked to share details with the Town Clerk.

### **408/21 MINUTES**

**RESOLVED:** that the minutes of the meeting held 17 January 2022 were approved as a true record and signed by the Town Mayor

### **409/21 ACTION LOG**

The action log was noted with no updates.

#### **410/21 TOWN SIGNAGE**

The Mayor thanked the Tourism Officer for a comprehensive report and proposals for improving signage across the town. Matters arising and feedback included:

- Once Members gave approval to the approach, proposals could be costed and a detailed proposal brought back for approval, possibly to be offered for tender as a single project
- To keep all signage consistent in terms of appearance
- That the style for information boards should match other signage
- To ensure clear, easy to read signage to direct people to car parks, especially George Lane
- That A-frames on the pavement were subject to planning permission
- Whether data was available to understand the questions that were asked most frequently by visitors
- Support for the proposed use of icons and accessibility considerations
- The project presented a real opportunity to showcase what made Marlborough special
- That QR codes were intended, and details would be included in later proposals
- Whether funding would be available from Wiltshire Council for QR codes

**RESOLVED:** that the proposals for signage were approved in principle subject to a fully costed proposal to be presented at a future meeting (the first meeting after Mayor Making was agreed)

#### **411/21 CALENDAR OF MEETINGS**

Members considered alternative options for meeting dates for 2022-23.

**RESOLVED:** that the calendar of meetings for 2022-23 was agreed as presented in Option A.

#### **412/21 DARK SKIES**

Members noted the evaluation report for the Dark Skies Festival that took place in October 2021. The **Mayor** thanked **Councillor Heath**, the **Assistant Town Clerk** and the **Town Clerk** as he appreciated how much work had been involved.

#### **413/21 PLATINUM JUBILEE CELEBRATIONS AND TREE PLANTING**

Members considered the proposed approach and programme to celebrate the Queen's Platinum Jubilee.

**Councillor Luson** highlighted that two sub groups still required volunteers to step forward to take a lead: the sub groups were those looking to involve and include children and older people. **Councillor Davies** agreed to take up the lead for the sub group for children's involvement.

**RESOLVED:** that the programme and approach for the Platinum Jubilee Celebrations be adopted.

*The Tourism Officer left the meeting*

- 414/21 HERBERT LEAF CHARITY**  
Members considered the steps necessary to establish a trust so that the Herbert Leaf Bequest, which currently stood at £69,738.64, could be accessed and administered for the benefit of the community.  
**RESOLVED:** that the Declaration of Trust for the Herbert Leaf Trust be adopted
- 415/21 CLIMATE EMERGENCY WORKING PARTY**  
Members noted an update from the Climate Emergency Working Party and the proposed Marlborough Climate Day planned for 2 April, and that any offers of help and support on the day would be gratefully received.
- 416/21 ALLOTMENT ASSOCIATION REPRESENTATIVE**  
**RESOLVED:** that **Councillor Lusson** be the elected representative for the Town Council at the Allotment Association
- 417/21 OUTSIDE BODIES**  
**Councillor Fogg** reported that good work by the public transport lobby group Option 24/7 had prevented major planned reductions in bus routes and frequencies. Plans were being drawn up for a 'super bus route' to link urban centres as well as to increase the frequency of the X5 service between Swindon and Salisbury. Other improvements to services were expected for the X76 service to Bath, which linked Marlborough, Calne and Melksham as well as a direct service between Marlborough and Devizes being reintroduced. **Councillor Fogg** would provide a report via the **Town Clerk** and suggested that Lee Fletcher of Option 24/7 be invited to present to a future meeting.
- 418/21 COMMITTEE MINUTES**  
**RESOLVED:** that in accordance with para 3.1 of the Scheme of Delegation, the approved minutes of the following committee meetings were noted: **Property** – 4 October 2021; **Planning** – 10 January 2022; **Amenities and Open Spaces** – 10 January 2022 and **Finance and Policy** – 6 December 2021
- 419/21 MEMBERS' QUESTION TIME**  
No questions had been submitted.
- 420/21 COMMON SEAL**  
Proposed by **Councillor Fogg** and seconded by **Councillor Ross** and  
**RESOLVED:** that the Common Seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decisions of the meeting

The meeting closed at 9 pm

## To note and review the Action Log

#	Description	Minute #	Source	Owner	Status	Meeting or start date	Notes
66	eComms policy: Councillor Waltham, the Town Clerk and Webmaster to review	398/21	Full Town Council	Town Clerk, Cllr Waltham, Webmaster	In Progress	17 January 2022	meeting with Cllr JW, Town Clerk, webmaster on 2.2.22. Webmaster to amend policy for clarity - for re-presentation to FC
84	Freedom of Information request to Wiltshire Council seeking details of contractual arrangements with Aster Homes (raised at Full Town Council Meeting, 13 December 2021, Questions to and from Wiltshire Councillors		Full Town Council	Town Clerk	Complete	13 December 2021	FOI request made on 11.1.22. WC replied 2.2.22; information forwarded to FC 2.2.22
85	To clarify what time the High Street entrance to Priory Gardens is normally locked	384/21	Full Town Council	Town Clerk	Complete	17 January 2022	Gate High Street side currently locked 4.30pm winter time / summer time 6.30pm.
88	Check if EV chargers at George Lane car park are to be replaced?		Full Town Council	Cllr Davies	Complete	28 February 2022	Cllr Davies contacted Cllr Mark McCelland (Cabinet Member for Transport, Waste, Street scene and Flooding) on 28.2.22, who confirmed both chargers are to be replaced.

## Purpose

Forestry England has published a Land Management Plan<sup>1</sup> for Savernake Forest. Members are asked to consider **Councillor Thomas's** proposed Council response to Forestry England in this respect.

---

## Proposal

"That Marlborough Town Council strongly objects to the Forestry Commission's proposals to:

- ban all vehicular access to the forest with the exception of Postern Hill car park
- extend this car park to accommodate 300 vehicles
- and introduce a parking charge.

The Council believes this move will take away the rights of access enjoyed by thousands every year; open access granted for years before and since the 1930s when the Forestry Commission became tenants. We fully appreciate conservation is key, but conservation measures need to be taken with the public, not against them in order to be successful. Your website states "We know that decisions are better, and mistakes are less when a diverse group of people work together". The Marlborough public are such a diverse group.

The Council is aware local and national media have referred to an internal document that outlines Forestry England's proposals that are not explicit in the Savernake Land Management Plan. We believe that the Forestry Commission has not undertaken a transparent consultation to initially justify such proposals, nor has it properly consulted on them with insufficient time for the public to respond.

The Forestry Commission is a public body with responsibilities under the Equality Act 2010. The Act requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people from different groups
- foster good relations between people from different groups

Such actions will, in our opinion work against all three points and will:

- introduce discrimination and reduce opportunity by severely limiting access to the forest to wide sections of the local and wider population who experience limited physical abilities, have young children and/or suffer from financial constraints, while benefiting the fit hikers and off-road cyclists. Your own web site states, "Our forests only work for our visitors if they are accessible" and that "Our continued success, as an employer and a provider of first-class services to the public, depends on our track record on equality, diversity and inclusion". Restricting access as proposed would damage any such a track record.

---

1

[https://www.forestryengland.uk/sites/default/files/documents/09089\\_FCE\\_SavernakeForest\\_LandManagementPlan\\_AW\\_web.pdf](https://www.forestryengland.uk/sites/default/files/documents/09089_FCE_SavernakeForest_LandManagementPlan_AW_web.pdf)

- Further reduce equality of opportunity as the accessible sites are more likely to experience damage done by people concentrated in one area – as is already evident around the Postern Hill site
- encourage poor parking practices, with resulting safety implications while damaging relationships with those living nearby, in numerous sites around the forest as drivers attempt to avoid the parking charges and/or seek to access quite areas not dominated by those concentrated around Postern Hill.

We also suggest the Commission needs to undertake an objective Equality Impact Assessment to support such proposals – with the public’s views taken into account.’ Cllr Thomas

---

## Links

Survey: [Our shared forest - Savernake Forest | Forestry England](#)

Land Management Plan: [09089\\_FCE\\_SavernakeForest\\_LandManagementPlan\\_AW\\_web.pdf \(forestryengland.uk\)](#)

News Article: [Earl of Cardigan goes to war with Forestry England over Savernake Forest plans | Daily Mail Online](#)

---

## Recommendation

Members are asked to consider the proposal and any response to Forestry England and instruct the Town Clerk accordingly.

---

## ITEM 7

## CHRISTCHURCH

To consider a Council application to Wiltshire Council to register Christchurch Methodist Church as an Asset of Community Value.

The Christchurch Methodist Church, New Road, Marlborough is due to close for its usual community functions from 31 August 2022 and is potentially to be put up for sale.

---

## Links

[Nominating an Asset of Community Value \(ACV\) and Community Right to Bid - MyCommunity Summary-community-ownership-of-assets-toolkit.pdf \(wiltshire.gov.uk\)](#)

[Heritage at Risk Legislation: Community Right to Bid for Assets of Community Value | Historic England](#)

[Right to bid for assets of community value - Wiltshire Council](#)

---

## Recommendation

Members are asked to consider the matter and instruct the Town Clerk accordingly

### Purpose

On 22 November 2021, the Council carefully considered the implications of developing the new workshop on a site adjacent to the Marlborough Golf Club's workshop at land off Port Hill. (Please see Appendix 1)

---

### Background

It was resolved to put the plans for a new workshop on a site at Marlborough Common on hold and to develop an alternative plan to refurbish and develop the existing workshop at the Recreation Ground site, within the current budget. Once in receipt of both, the Council considered this would be the appropriate juncture to make an informed decision of the best site option.

The Council's land agent has now prepared an initial draft outline plan with some options that could be achieved at the existing site at Salisbury Recreation Ground (please see Appendix 2).

Chris Carey from Woolley and Wallace will be in attendance at the meeting to answer any questions.

The Council currently has an Ear Marked Reserve of £164,272 set aside for this project.

---

### Recommendation

Members are asked to consider the outline proposals for developing the workshop at the existing site in comparison to the site at Port Hill, and agree the Council's preferred site option. Members are then asked to instruct the Town Clerk accordingly.

### Purpose

To consider the proposed draft Corporate Identity policy (overleaf) for adoption.

---

### Background

On 14 March 2022 the Finance and Policy Committee resolved to refer the draft 'Corporate Identity Policy' to Full Council with a recommendation that it be adopted (*Min. No. 400/21*).

---

### Recommendation

Members are asked to consider this matter and instruct the Town Clerk accordingly.



# MARLBOROUGH TOWN COUNCIL

## Corporate Identity Policy Statement

Author: Town Clerk  
Version: First Draft  
Adopted: tba  
Review Date: tba

---

### Purpose

This document sets out the policy for the use of the Town crest with or without “Marlborough Town Council” text (hereafter referred to as ‘MTC badge’) to be applied for the purpose of the clear identification of Town Council Staff, Councillors, Officers and/or vehicle or other assets.

---

### Scope

This document deals with the use of the MTC badge and/or other workwear to clearly define corporate identity. It is intended that it will form part of a series of policies and documents to support an overall brand definition.

This document does not define the design, appearance, layout, colours, or other design content of the MTC badge.

This document does not define all areas that could be regarded as ‘branded’ – for example printed material, buildings, events, press releases or online.

---

### Introduction

Marlborough Town Council recognises the importance and merits for its staff, resources, assets, services, documents, online presence, and events to be clearly identifiable. Reasons are twofold: to be accountable, and to ensure due recognition is afforded by residents, the public and partners for the services and outcomes resulting from the funds and work of the Council as a whole.

Marlborough Town Council further acknowledges the positive impact of its councillors, staff, resources, assets, services, and events being clearly identifiable to the public, residents, and partners.

---

### Application

Marlborough Town Council supports the proactive and positive use of signage, ‘badging’ its assets and resources where appropriate, including areas of the town, play areas, open spaces signage, litter bins, vehicles, work issue clothing, identification cards or lanyards for staff.

Marlborough Town Council recognises the safeguarding responsibilities that comes with the issue of some ‘badged’ resources and will endeavour to exercise reasonable due diligence in the

management of such items issued. Equally Marlborough Town Council will expect its Councillors and Staff to exercise personal responsibility and due diligence when wearing or using badged items in the public domain.

Marlborough Town Council acknowledges the resource implications in supporting this policy and will endeavour to ensure any requirements in respect of this policy statement will be both afforded and committed by the Council through its budget management and setting process.

The Council aims to ensure its staff and councillors develop awareness and knowledge of the 'MTC badge' and will actively seek to encourage all roles to support its endeavour to raise the positive profile of the Council as a whole.

Marlborough Town Council recognises its obligation to take such steps as are necessary and practicable, to limit any detrimental impact of making councillors, staff, resources, assets, services, and events publicly exposed; and will exercise its duty of care, and responsibilities under the Health and Safety at Work Act 1974 in its decision making, and when enacting this policy.

---

## Implementation

Marlborough Town Council will implement this policy in line with and in support of all other policies, and in particular in respect of the 'Climate Emergency Policy Statement,' it will only endeavour to develop and use 'badge' items that are core or essential to the effective implementation of this policy, and where possible avoid the use of single use plastics.

On occasion staff, Councillors and resources will be required to be readily identifiable, and this will be made clear by management instruction. Where there is a requirement for staff to readily identify themselves, and they fail to do so, disciplinary action may be taken.

---

## Review

This policy will be reviewed every three years, or as required, by the Finance and Policy Committee, in conjunction with the Town Clerk.

---

## ITEM 10

## SWINDON 105.5 RADIO

### To consider Swindon 105.5 Radio's request for support

Swindon 105.5 is a not-for-profit community broadcasting organisation licenced by OFCOM. Shirley Ludford the station manager has contacted Councillor Sheppard seeking support from Marlborough Town Council in their application to extend their service.

SWINDON 105.5 will be applying for the Small-Scale DAB licence for Swindon. To help ensure that Marlborough is covered, SWINDON 105.5 requested OFCOM add Marlborough to the licence area to which they agreed. This means programmes from SWINDON 105.5 would reach and cover Marlborough.

If this is secured Swindon 105.5 will aim to recruit and train local interested people in producing an initial weekly "This is Marlborough" programme, and then to develop this with a more dedicated Marlborough programming. One Marlborough resident has just started training with them and is planning his first interview with a Marlborough author.

There is also an opportunity for local business to support the initiative - and to advertise on the channel.

They have carried out a virtual technical planning mapping exercise and identified the Savernake Hospital as a good location for the (very small) transmitter to be placed. This would not interfere with any other equipment at all and give good reach to the Marlborough area.

Costs to Swindon 105.5 if they were to extend will be £7,000 for a transmitter, set-up, and installation. Running costs will be 60-70 pence per day for electricity.

Swindon 105.5 are requesting a letter of support from the Council, to help them demonstrate there is interest in supporting their application and why.

[SWINDON 105.5 | It's your local | Wiltshire, England \(swindon1055.co.uk\):  
https://www.swindon1055.co.uk/](https://www.swindon1055.co.uk/)

---

## Recommendation

Members are asked to consider the request and instruct the Town Clerk accordingly.

**Town Clerk 31.03.2022**

## ITEM 11 PLATINUM JUBILEE CELEBRATIONS & TREE PLANTING

### Purpose

The purpose of this report is to receive an update on the Platinum Jubilee Celebrations (2-5 June 2022) and Tree Planting.

---

### Current Status

A preliminary community consultation workshop was held on 18 January 2022, 7-8pm at the Town Hall.

The Platinum Jubilee Working Party (PJWP) continues to meet bi-weekly to monitor and receive progress updates from the range of sub group working parties and ensure coordination. All the sub groups comprise of Councillors and community volunteers with council officer support where needed. (Working Party Chairs are Councillors Farrell and Luson).

The sub groups are:

- High Street Party Sub-Group
- Shop/Business Engagement
- Bunting & Children's Resources Sub-Group
- Great Marlborough Bake Off Sub-Group
- Older Person's Sub-Group

- The Parade Sub-Group
- Tree Planting Sub-Group

### **High Street Party**

It is envisaged this will entail a seating area of 200 tables in one half of the High Street, a 'lounge' area in the other half, street entertainment and local bands. Security, ice cream vans and first aid has been booked. (Officer Led)

### **Shop /Business Engagement**

Shops and businesses in the High Street and adjacent areas are being contacted to find out their intentions for the Platinum Jubilee days. They are being encouraged to create window displays and have special Platinum Jubilee products where suitable. Overall, the response has been positive with hospitality businesses keen to get involved. (Officer Led)

### **Bunting & Children's Resources Sub-Group**

Ways of making bunting are being explored involving school or community groups. The aim is to have bunting around the borders and across the High Street. Crown making and craft activities with a royal theme are also being planned for children to take part in the Town Hall when the High Street party is happening. (Sub Group Chair – Councillor Jane Davies)

### **Great Marlborough Bake Off Sub-Group**

In the Town Hall on Sunday afternoon to compliment the Tea Dance. The bake off will have three categories 'Signature Technical Bake,' 'Showstopper Bake,' and a possible business category. There will be a small entrance fee with the proceeds going towards a relevant charity. (Group Lead – Councillor Cleasby)

### **Older Person's Sub-Group**

Aim of the group is to ensure inclusion of the older generation in the celebrations. Links are being made with each of the care, nursing, and retirement homes in town. The group is looking at ways of including intergenerational activities into the celebrations. (Sub Group Chair – Councillor Farrell)

### **The Parade Sub-Group**

The aim is to hold a street party in the Parade. There has been initial interest from a range of businesses and shops in The Parade and London Road. The event is to be held on the Sunday afternoon and aims to include a film screening (possibly outdoors), stalls, and live music. (Group Lead - Caroline Wrench/David Williams, with office support)

### **Tree Planting Sub-Group**

The aim is to plant 70 trees across the town. Locations will determine the species planted. Expert advice is being sought to ensure the right decisions are made. Wiltshire Council and Aster are being consulted as some of the locations put forward are on their land. The aim is to plant a single ceremonial tree for the actual Jubilee with the others planted later in the year. Volunteers will be needed to help plant the trees. (Group Leads Councillors Heath and Waltham)

### **The Festival of Flowers**

Marlborough Town Council will promote and facilitate the 'Festival of Flowers' aiming to launch on our website by 15 April. Members of the community will be invited to 'sign up' and prepare

for a month-long community initiative in July that will encourage people to create ‘Platinum Jubilee’ floral displays. If opting in, these participants will be invited to allow people to view these displays and send in photographs to the Council office where they will be posted on the website in a gallery as a central celebration of residents’ horticultural efforts.

### Community Led Events

Community led events confirmed to date are:

- Manton Residents Association Street Party
- U3A Cavalcade Tour of Classic Cars
- Royal Connections tour at Marlborough College
- Royal Platinum Picnic on the Common run by the Rotary

### Communications

Communications for the programme will start to build in earnest over April, via the Council website and social media accounts. Students studying photography, or art and design are to be invited to assist in the production of the marketing material and to act as ‘official photographers’ on the day.

---

## Programme

The proposed programme as it stands so far is as follows:

Town Council Led		Community Led	Joint Working
<b>Thursday 2 June</b>			
1pm set up 2pm-5pm			High Street Party
2pm	<ul style="list-style-type: none"> <li>• Town Crier proclamation on Town Hall steps to announce the beacon lighting</li> <li>• Town Mayor to kick off the High Street party which starts at 2pm</li> </ul>		
Evening	Beacon lighting on The Common: <ul style="list-style-type: none"> <li>• 9.35pm Piper</li> <li>• 9.40pm Bugler</li> <li>• 9.45pm Choir singing to coincide with the beacon lighting</li> </ul>		
<b>Friday 3 June</b>			
Evening		Community campfire/BBQ – Marlborough 2 <sup>nd</sup> Scouts to organize	
Evening		Music recital – St George’s Church, Preshute	

Town Council Led		Community Led	Joint Working
<b>Saturday 4 June</b>			
AM			'Royal Connections' Tour – Marlborough College 2-3 hours in the AM
		Celebratory full peal of bells at St Mary's and St George's	
		Classic car show by U3A in the High Street alongside the market	
PM		Parade Cinema – pop-up food fest/outdoor café/BBQ/special films/The Bluebelles to sing	
<b>Sunday 5 June</b>			
AM		Civic Service at St Mary's Church	
	'Chat with the Town Mayor' – children/young people		
PM	Great Marlborough Bake-Off		Tea Dance at the Town Hall – CH to liaise with Jive Temptation
		Manton Street Party	
2pm-10pm			Rotary Royal Platinum Picnic on The Common

St Peter's Church & The Merchant's House are both currently considering their input and how best to get involved. The Merchant's House are planning free flow visits to the house and museum on Thursday, Friday & Saturday (rather than people having to book a tour – entry fees would still apply)

\*NB Some independently run additions to the programme may yet follow.

---

## Officer Led Initiatives

Currently there are two initiatives that the Council staff have undertaken:

- High Street Party
- Shops and Business Engagement

---

## Considerations

### Financial implications

It is clear that the Council may need to provide a budget allocation to support this work in the region of £10,000 and it is envisaged this will be found in the 2021-22 savings.

---

## Recommendation

Members are asked to note this programme.

**Town Clerk 31.03.2022**

## Purpose

To note an update on progress from the Climate Emergency Working Group.

---

## Background

The Climate Emergency Working group was formed in November 2020 and meets on a monthly basis. It comprises Town & Unitary Councillors with representation from local environmental groups and experts which include Transition Marlborough, Action for the River Kennet (ARK), The Citizen's Climate Lobby, St John's Academy and Wiltshire Council.

The purpose of the working group is to support the development of a Climate Emergency Strategy and Action Plan, following the Town Council's declaration of a Climate Emergency on 7 September 2020.

Notes of all working group meetings are available from the Assistant Town Clerk on request.

---

## Current Status

The working group has been focussing on the organisation of Marlborough Climate Day which took place on Saturday 2 April 2022 from 10am to 4pm in the Town Hall. A verbal update on how this went can be given at the Full Council meeting.

Other areas of focus are:

- Sourcing options for providers who can carry out environmental impact audits of the Council services, assets, and practices.
- Exploring the feasibility and options for installing EV chargers.

A National Lottery funding application for the 'Green Badge Scheme' was not successful and the working party is now exploring other ways of achieving this.

---

## Recommendation

Members are asked to note this report.

**Town Clerk 31.03.2022**

To receive verbal updates from Councillor representatives to Outside Bodies.

**Councillor Waltham** has called in the resolution of the Finance and Policy meeting on 14 March, minute reference 445/21, on the basis it does not include or refer to the Climate Emergency EMR for viring funds from the 2021-22 budget savings.

*“With reference to the budget and precept resolution as stated in the minutes of 4.1.22, and informed by the agenda budget report of the Full Town Council of 4 January, clarification is sought from the Full Council as to whether they wish to vire funds from the 2021-22 budget savings to the Climate Emergency EMR.”*

This call-in is supported by **Councillors Thomas** and **Luson**.

## References

### Full Council 4 January 2022

Please see Appendix 3

### Finance and Policy Committee 14 March 2022

#### 445/21 **EAR MARKED RESERVES**

*Members considered the current EMRs and the viring of funds from the 2021-22 budget savings if appropriate for the creation of new EMRs. The current EMRs were accepted, and Members agreed the virement of savings to:*

- *Events budget – to allow for the 2022 Platinum Jubilee celebrations*
- *Town Hall reserves – potential insulation of the roof*
- *New workshop*
- *Emergency fund*

**RESOLVED:** *that current Ear Marked Reserves remain for 2022-23, and savings from 2021-22 budget be vired to EMRs to increase the events budget, and further increase EMRs for Town Hall Works, Workshop Extension and Emergency Fund; with the exact sums to be agreed by Cllr Ross and the Town Clerk on completion of the year end accounts.*

---

## Recommendation

Members are asked to clarify whether they wish to vire funds from the 2021-22 budget savings to the Climate Emergency EMR, and to instruct the Town Clerk accordingly.

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: Planning – 10 January, 7 February, 21 February and 14 March 2022, Amenities and Open Spaces – 10 January 2022, Property – 4 October 2021 and 24 January 2022, and Finance and Policy – 6 December 2021. These minutes have been approved by committees and circulated to Members and are available to download from [www.marlborough-tc.gov.uk](http://www.marlborough-tc.gov.uk) or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

**ITEM 16****MEMBERS' QUESTION TIME**

Questions to be submitted to the Town Clerk by midday on the day of the meeting and not to exceed 10 minutes

**ITEM 17****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.

**ITEM 18****MAYOR'S COMMUNITY AWARDS**

To consider nominations for the Mayor's Community Awards<sup>2</sup>.

**ITEM 19****COMMON SEAL**

To authorise the fixing of the Common Seal of Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting

---

<sup>2</sup> [https://www.marlborough-tc.gov.uk/images/corporate/Mayors\\_Community\\_Awards\\_Policy\\_20.01.2020.pdf](https://www.marlborough-tc.gov.uk/images/corporate/Mayors_Community_Awards_Policy_20.01.2020.pdf)

### Planning

- I. The planning application for the new workshop at land off Port Hill was approved on 16 July 2021.

### Site Ground Preparation

- II. Woolly and Wallace, who are acting as agents for the project, have been liaising with companies to obtain quotes for removal and levelling of the site. This entails the removal of 3,000 tonnes of soil. Although the waste is inert it is officially classed as waste and needs to be dealt with accordingly.
- III. The requirements for this work have also been advertised on Contract Finder, in keeping with the Public Contracts Regulations 2015, and advertised via local networks also.
- IV. To inform the soil excavation quote process, a topological survey was commissioned to assess the soil quality of the site. The survey reported the site was 'contaminated' with oil. It is hoped this is superficial and does not reflect the full extent of the soil. If excavation were to begin it will be easier to ascertain the full soil quality. However, it should be noted the soil quality has a bearing on the removal cost as the condition of the soil informs to some extent how it can be dealt with once removed.
- V. Additionally, it was envisaged some of the soil could have been used for Marlborough Golf Club to create bunds to 'demark' the driving range area. If this were to be the case the soil would need to be of a standard compatible with the Common, and its various wildlife and biodiversity. It is not clear at this stage if the Golf Club are to proceed with creating bunds, or if the timeline of the Workshop project fits with the Golf Clubs aspirations (NB the Golf Club would need planning consent from the Planning Inspectorate and planning permission from Wiltshire Council if they were to proceed).
- VI. If Marlborough Golf Club took some of the spoil to use around the course, this would assist in lowering the project costs, however we would have to ensure that they have all the correct waste acceptance licences and exemptions in place.
- VII. Also, in line with the Public Contracts Regulations 2015 the contract to build the Workshop has also been advertised on Contract Finder, with a deadline of the end of October, and advertised via local networks also.
- VIII. Quotes to date for the soil removal have been obtained from four companies and range from between £65,000 - £100,000. It is worth being aware that the above quotes have been provided on the basis that the soil is not contaminated.

## Building Construction

- IX. We have received a number of quotes for the building. Indicative costs for budgeting purposes see the quotes range from circa £90k -£100k for the main building only, with an additional sum of circa £100k for the internal fit out, including such things as utilities and sewerage.
- X. It is also worth noting that over the last 12+ months, the cost of steel and wood has risen by 100%.
- XI. It has been advised that to realise this project a budget of £225,000 for the construction would be needed to ensure that all the hidden costs can be covered.
- XII. The build costs combined with the soil removal would mean £290,000 would be needed to now support this project.
- XIII. Currently the Council has an Ear Marked Reserve (EMR) of £166,112 allocated to this project.
- XIV. Therefore, if the Council wants to proceed with this project it will need to budget and plan for an increased budget of circa. £124,000.
- XV. The options are:
- A. To proceed as planned** to create additional funds from any underspend in 2021-22, other EMRs or reserves, as well as via the precept; and **pressing ahead in 2022 to completion.**
  - B. To proceed as planned** to create additional funds from any underspend in 2021-22, other EMR or reserves, as well as via the precept; and managing the project **over a 2–3 year period until completion. i.e., have a 2–3-year financial plan.**
  - C. A **Public Works Loan** of the necessary funds.
  - D. **Consider alternative options** e.g., could the workshop be redeveloped at the existing site for less cost?
- XVI. Given the significant increase in the budget needed and the potential impact on other areas of the Councils services or projects the Full Council is asked to consider and re-confirm how it wants to proceed with this matter prior to the 2022-23 budget agreement and precept setting.

**Town Clerk 26.10.2021**

## 2.1: Viability Study



### VIABILITY STUDY

<b>Viability Study:</b>	Potential development / expansion of the Marlborough Town Council grounds department site.
<b>Client:</b>	Marlborough Town Council
<b>Date:</b>	March 2022
<b>Agent:</b>	Chris Cary MRICS FAAV Senior Rural Chartered Surveyor RICS Registered Valuer

*Neither the whole nor any part of this report nor any references to it should be included in any published document, circular or statement, nor published in any way without Woolley & Wallis having given prior written approval as to the form and context in which it may appear.*

4-5 Hughenden Yard, High Street, Marlborough, Wiltshire, SN8 1LT  
01672 515252, marlborough@w-w.co.uk , w-w.co.uk

## 1.0 INTRODUCTION

- 1.1 Woolley & Wallis have been instructed by Marlborough Town Council to consider the viability of developing the existing grounds department site at Salisbury Road to service the current and future needs of the Grounds Department.
- 1.2 This report considers the potential storage area that the building situated at the golf club could provide as granted under PL/2021/04223. It also aims to explore the increased floor area which the existing site could provide the department with.

## 2.0 POTENTIAL BUILDING AT THE GOLF CLUB (PL/2021/04223)

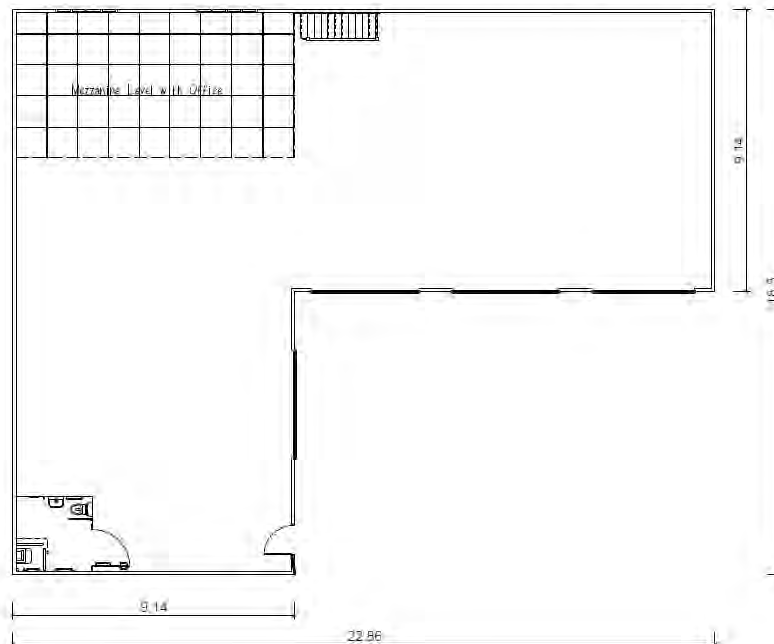
- 2.1 The proposed building at the golf club would provide a large open plan floor area with 4 full height roller shutter doors to aid access.

The floor area is detailed below:

<u>Area</u>	<u>Sq.m</u>
<u>Ground Floor</u>	
Open ground floor area	250.36
Storage under Mezzanine	40.5
WC / Shower Room	6.25
<u>First Floor</u>	
Mezzanine	40.5
<b>TOTAL</b>	<b>337.61</b>

*Ref Table 1*

- 2.2 Outside the proposed building there is a proposed large concrete forecourt which extends to **124 sq.m** which will provide room for parking while still leaving sufficient space to move equipment in and out of the building.



*Ref Image 1*

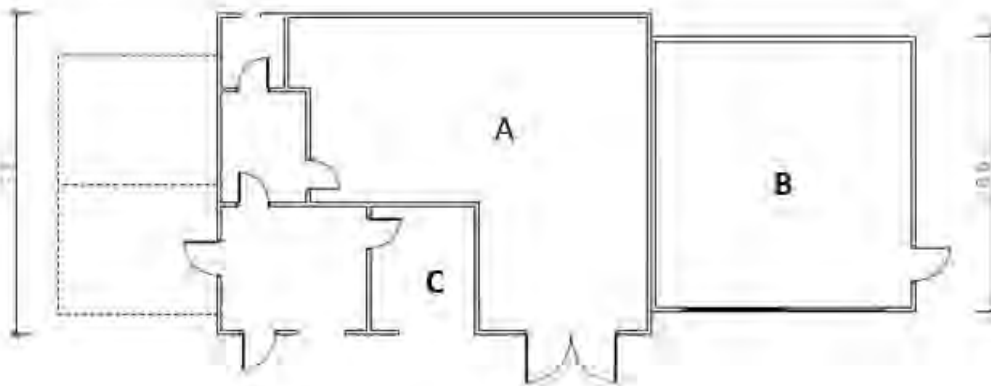
4-5 Hughenden Yard, High Street, Marlborough, Wiltshire, SN8 1LT  
01672 515252, marlborough@w-w.co.uk , w-w.co.uk

### 3.0 EXISTING GROUNDS DEPARTMENT BUILDING

3.1 The current building provides limited internal storage which is split between two attached buildings.

The floor area is detailed below:

Area	sq.m
Open storage area (A)	49.86 (poor access)
Square open storage area (B)	39.48
Secure small item storage area (C)	8.17
WC/ office/ boot room	17.06
<b>TOTAL</b>	<b>114.57</b>



## 4.0 POTENTIAL EXTENSION TO CURRENT BUILDING

- 4.1 The site itself prevents limitations with regards to extension or redevelopment of the site. In general, the site is compact.
- 4.2 The land to the south is a tarmac area which provides limited parking for the grounds department while at the same time providing access to the Bowls Club. Due to this, a front extension is not viable unless a new track could be erected across the recreation ground. An application for development within green spaces will be difficult to justify as any proposal that may lead to loss of recreation or green spaces is contra national and local planning policy.
- 4.3 The land to the west of the building currently houses two greenhouses which adjoin the existing building. Any development in this area would require the greenhouses to be repositioned. It is understood that the greenhouses are integral to the operation of the department.
- 4.4 The land to the north is currently underutilised and is occupied by a fairly redundant timber garden shed, a small block built shed also in disused condition, along with open on-floor storage for potted plants.  
This area directly adjoins a dwelling and its garden therefore impact upon neighbouring amenity should be considered.
- 4.5 The land to the east of the building is currently used for outside storage and again is underutilised. This area back onto Savernake Court Road and residential parking.



4-5 Hughenden Yard, High Street, Marlborough, Wiltshire, SN8 1LT  
01672 515252, marlborough@w-w.co.uk , w-w.co.uk

*Ref: Image 3*

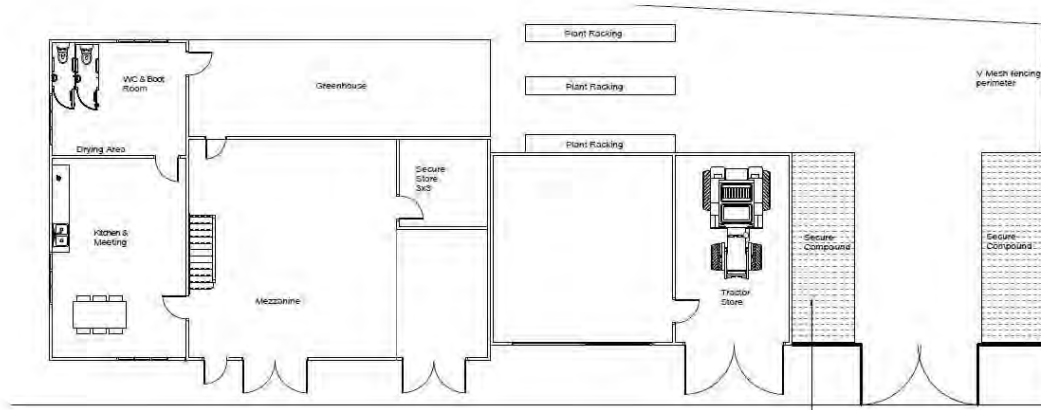


*Ref: Image 4*

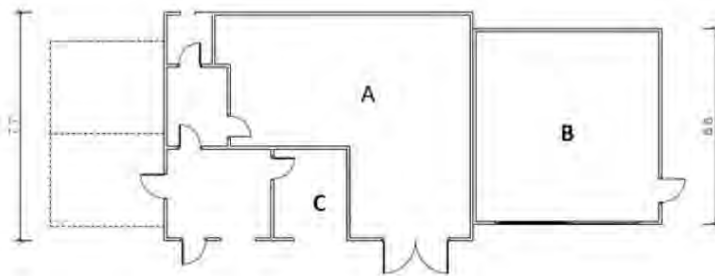
- 4.6 As shown in the Image 4 above, there is already a row of established mature conifers which will limit the effects of any development upon dwellings to the north.

Taking into account the above limitations we propose the following options:

## 5. Option 1



*Ref: Image 5 – Proposed Floorplan*



*Ref: Image 2 – Existing Floorplan*

- Removal of internal dividing walls within main building (see above), creation of a new double door to aid access.
- Single storey extension to the west elevation to house new WC's, boot room / drying area, kitchen, meeting room and an office if required.
- A single bay extension on the east elevation will provide further open storage with sufficient height to store a tractor.
- Widen the concrete forecourt to allow better parking and access.
- Soften the 90 degree corner along the access.
- Securely fence the outside compound to make the space secure
- Provision of head height covered storage areas – photographic example below (image 6). d
- A new feather board fence to be installed to the rear if this is deemed necessary.

4-5 Hughenden Yard, High Street, Marlborough, Wiltshire, SN8 1LT  
01672 515252, marlborough@w-w.co.uk , w-w.co.uk

MTC Option 1



4-5 Hughenden Yard, High Street, Marlborough, Wiltshire, SN8 1LT  
01672 515252, marlborough@w-w.co.uk, w-w.co.uk



*Wellimage*

Example of covered storage structures to be located within the compound area.

5.1 The potential floor area for option 1 is detailed below:

<u>Area – option 1</u>	<u>sq.m</u>
Storage area inc. secure storage	76.72
Second open storage area	39.48
Tractor Store	24.96
	<b>141.16</b>
Kitchen, meeting room	31.51
W/C, boot room / office	17.71
	<b>49.22</b>
<b>TOTAL</b>	<b>190.38 sq.m</b>

5.2 Current buildings measurements shown again for ease of comparison:

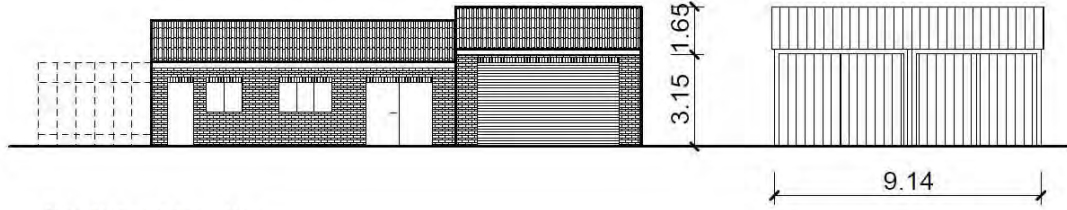
<i>Area – existing building</i>	<i>sq.m</i>
<i>Open storage area (A)</i>	<i>49.86 (bad access)</i>
<i>Square open storage area (B)</i>	<i>39.48</i>
<i>Secure small item storage area (C)</i>	<i>8.17</i>
	<b><i>96.51</i></b>
<i>WC/ office/ boot room</i>	<i>17.06</i>
<b><i>TOTAL</i></b>	<b><i>114.57</i></b>

5.3 Estimated costs for Option 1

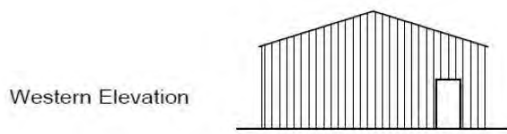
<u>Works</u>	Estimated Cost all plus VAT (£)
West extension, fitting out new WC, kitchen, Office.	£120,000
Alterations to existing building	£15,000 - £25,000
East Tractor Extension	£50,000 - £60,000
Fencing of compound area, purchasing covered shelters & rear fencing	£20,000
Widening Concrete forecourt and softening access corner	£20,000
Potential new greenhouse	£TBC
<b>TOTAL</b>	<b>£225,000 - £245,000</b>

*Please note the above figures are broad estimated given by contractors as at their time of inspection and are not formal quotes. The amounts provided are subject to fluctuation based on market prices, demand and other independent factors.*

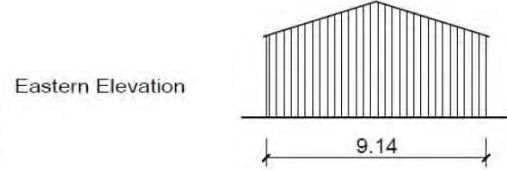
## 6.0 Option 2



Southern Elevation



Western Elevation



Eastern Elevation



### MTC Option 2



4-5 Hughenden Yard, High Street, Marlborough, Wiltshire, SN8 1LT  
01672 515252, marlborough@w-w.co.uk , w-w.co.uk

- Erect a standalone purpose-built steel portal framed shed, 30ft x 30ft (9.14m x 9.14m). Elevations to comprise a concrete panel with timber clad covering.
- Retain the existing building in its existing form with minor internal changes.
- Renovate the existing workman facilities to include a drying area and office.
- Demolish the two sheds to the rear to create more open storage and room for plants or shelving.
- The proposed changes to parking and the access track in Option 1 would also form part of this scheme.

6.1 The potential floor area is detailed below:

<u>Area</u>	<u>sq.m</u>
Open storage area (A)	49.86 (bad access)
Square open storage area (B)	39.48
Secure small item storage area (C)	8.17
	<b>96.51</b>
WC/ office/ boot room	17.06
Steel portal framed building	83.53
<b>TOTAL</b>	<b>198.1</b>

6.2 Estimated costs for Option 2

<u>Works</u>	<u>Estimated Cost all plus VAT (£)</u>
Renovation of interior of existing building – price dependant on level of works undertaken	£10,000 - £30,000 + VAT
Erection of 30' x 30' building with power floated floor	£60,000 - £70,000 + VAT
Widening Concrete forecourt and softening access corner	£20,000 + VAT
<b>TOTAL</b>	<b>£80,000 – £120,000 + VAT</b>

*Please note the above figures are estimated given by contractors as at their time of inspection and are not formal quotes. The amounts provided are subject to fluctuation based on market prices, demand and other independent factors.*

## 7.0 Option 3

- A combination of option 1 and option 2.
- A new steel portal framed barn could be erected along with an extension to the west elevation.
- The west elevation extension could be reduced in size to a level that the budget allows.
- The proposed changes to parking and the access track in Option 1 would also form part of this scheme.

### 7.1.0 Estimated costs for Option 3

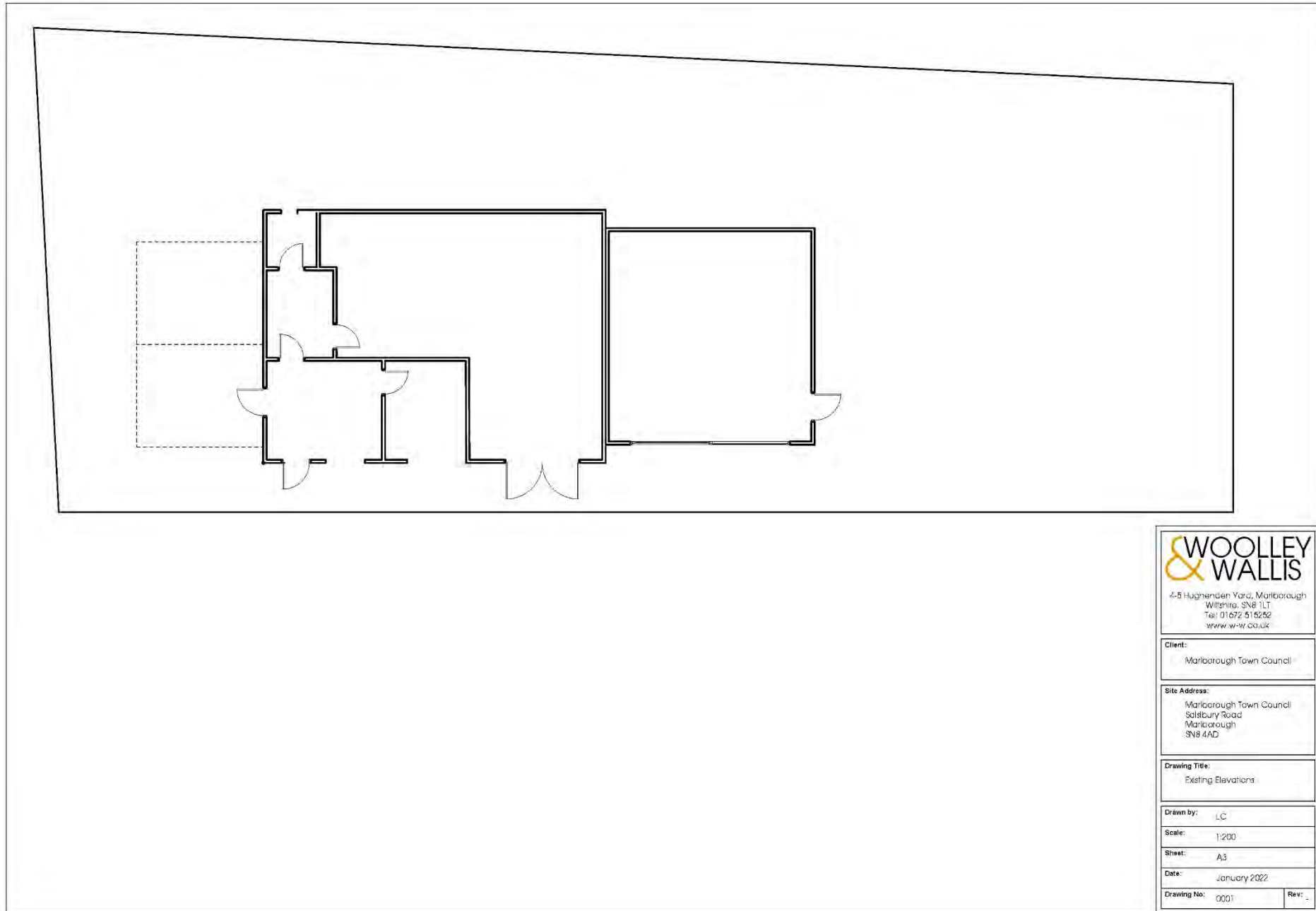
<u>Works</u>	<u>Estimated Cost all plus VAT (£)</u>
Erection of 30' x 30' building with concrete floor	£60,000 - £70,000 + VAT
Extension to west elevation – cost dependant on size and works required	£60,000 - £120,000 + VAT
Widening Concrete forecourt and softening access corner	£20,000 + VAT
<b>TOTAL</b>	<b>£140,000 – £210,000 + VAT</b>

- *Please note the above figures are estimated given by contractors as at their time of inspection and are not formal quotes. The amounts provided are subject to fluctuation based on market prices, demand and other independent factors.*

## 8.0 Conclusion

- 8.1 Although limited in size, the site in general is underutilised and provides a number of development opportunities.
- 8.2 Alongside the general lack of space that the existing unit provides, the site currently also provides a lack of parking, a tight access track and workman facilities which are generally in need of updating. Any future scheme should look to tackle all these issues.
- 8.3 In my opinion, given all of the factors considered within this study, a combination of option 1 and option 2 would provide much needed storage space along with a well needed update or even replacement of the existing workman facilities. The new standalone barn, access and parking could be prioritised and if the budget allows at the time, a western extension could be incorporated.

## 2.2: Existing Floorplan



**WOOLLEY & WALLIS**  
4-5 Hughenden Yard, Marlborough  
Wiltshire, SN8 1LT  
Tel: 01672 515252  
www.w-w.co.uk

**Client:**  
Marlborough Town Council

**Site Address:**  
Marlborough Town Council  
Salisbury Road  
Marlborough  
SN8 4AD

**Drawing Title:**  
Existing Elevations

**Drawn by:** LC

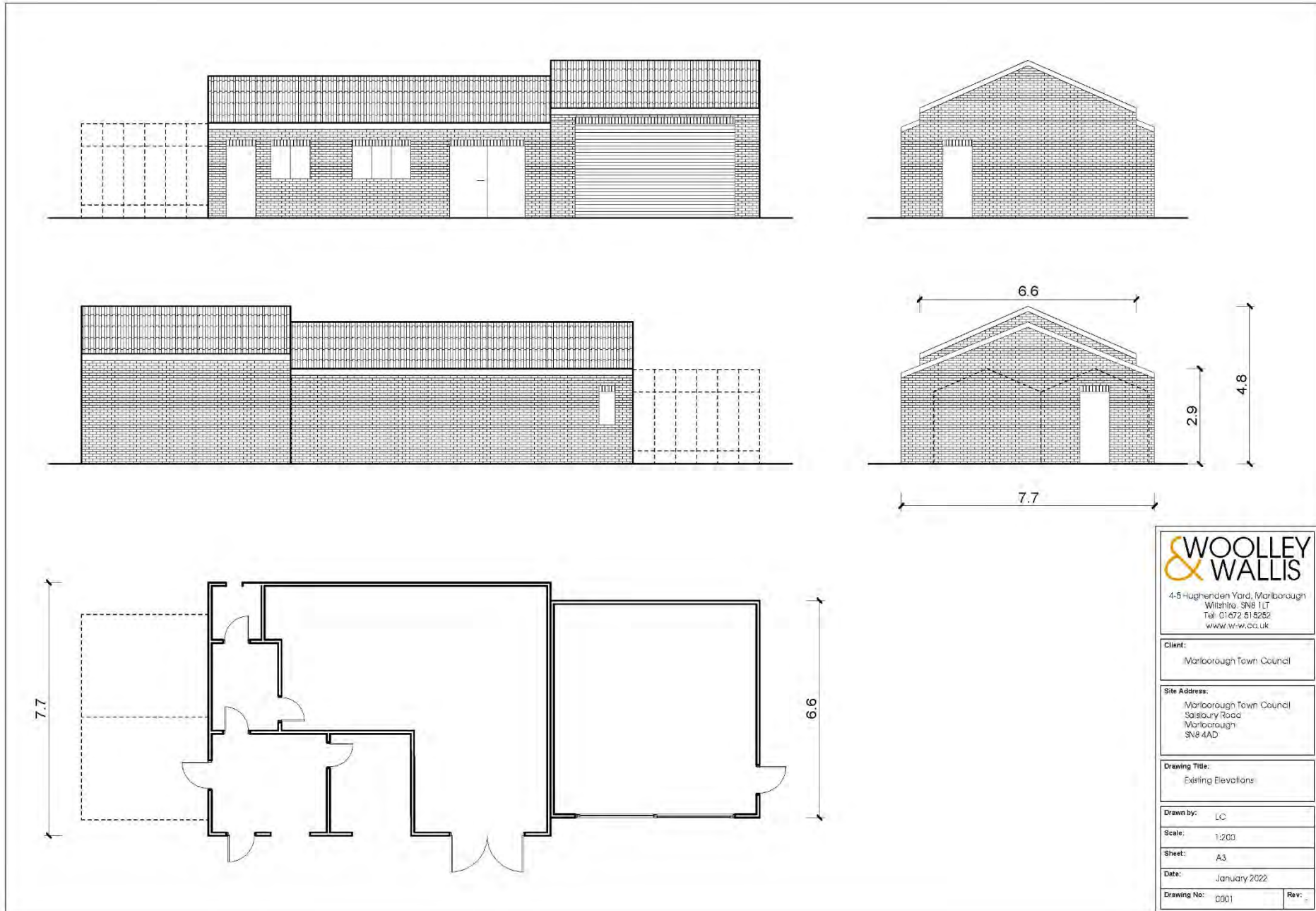
**Scale:** 1:200

**Sheet:** A3

**Date:** January 2022

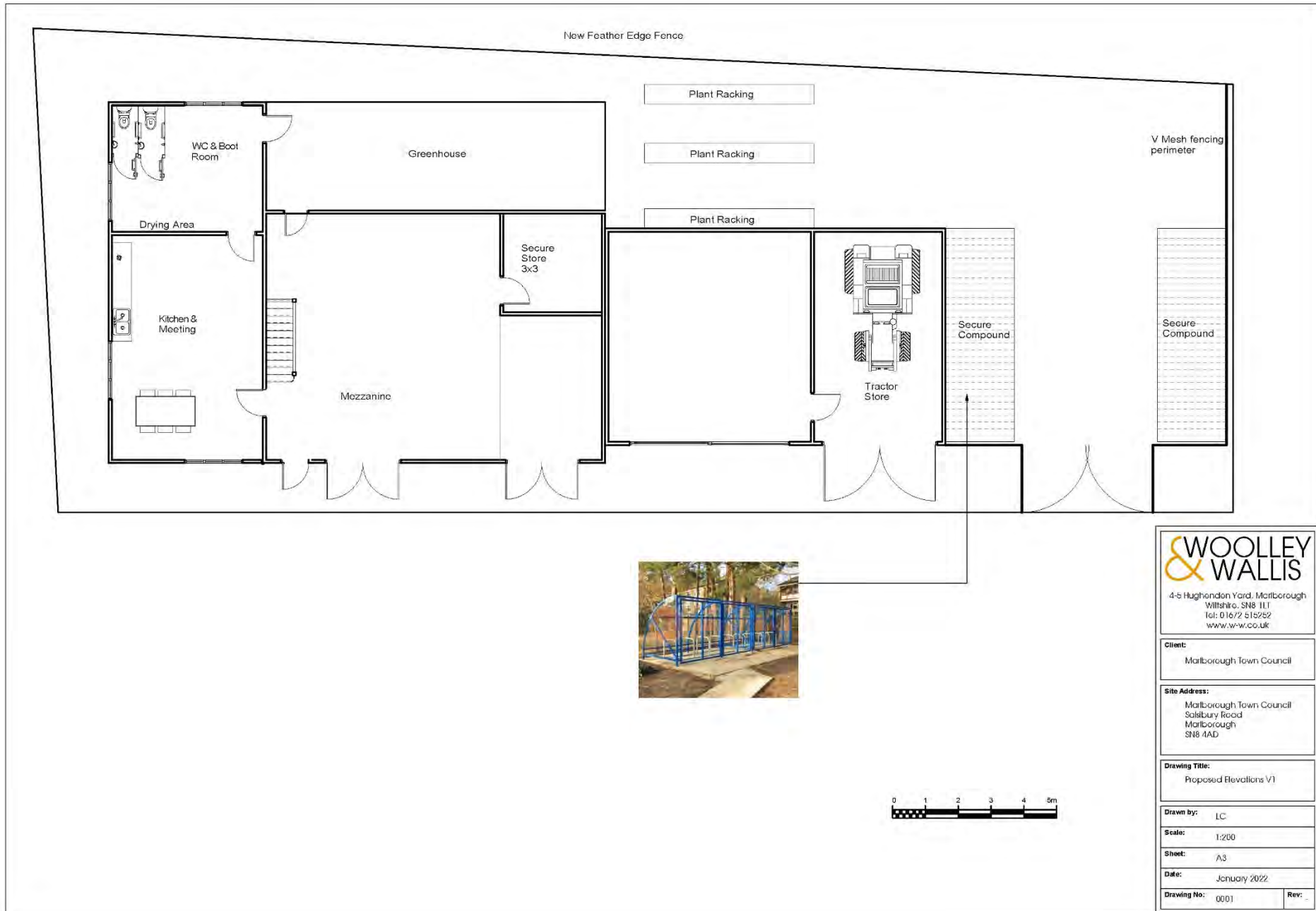
**Drawing No:** 0001      **Rev:** 1

## 2.3: Existing Elevations



<p>4-5 Hughsden Yard, Marlborough Wiltshire, SN8 1LT Tel: 01672 515252 www.w-w.co.uk</p>	
<b>Client:</b> Marlborough Town Council	
<b>Site Address:</b> Marlborough Town Council Salisbury Road Marlborough SN8 4AD	
<b>Drawing Title:</b> Existing Elevations	
<b>Drawn by:</b> LC	
<b>Scale:</b> 1:200	
<b>Sheet:</b> A3	
<b>Date:</b> January 2022	
<b>Drawing No:</b> 0001	<b>Rev:</b> 2

## 2.4: Proposed Floorplan



**WOOLLEY & WALLIS**  
 4-5 Hughenden Yard, Marlborough  
 Wiltshire, SN8 1LT  
 Tel: 01672 515252  
 www.w-w.co.uk

**Client:**  
 Marlborough Town Council

**Site Address:**  
 Marlborough Town Council  
 Salisbury Road  
 Marlborough  
 SN8 4AD

**Drawing Title:**  
 Proposed Elevations V1

**Drawn by:** LC

**Scale:** 1:200

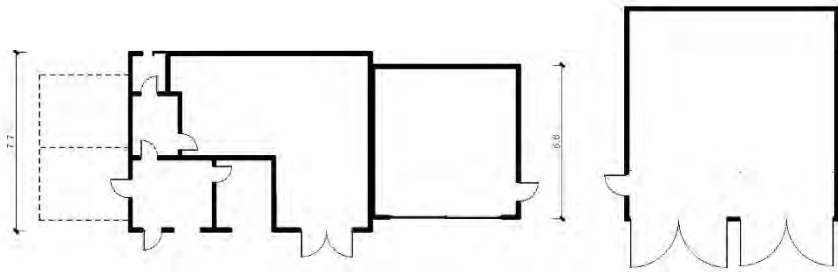
**Sheet:** A3

**Date:** January 2022

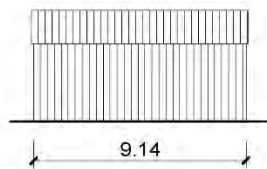
**Drawing No:** 0001      **Rev:** .

## 2.5: Proposed Elevations

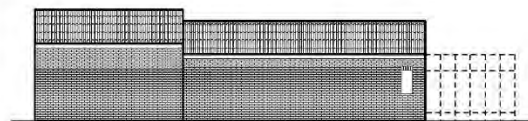
Floorplans



Southern Elevation



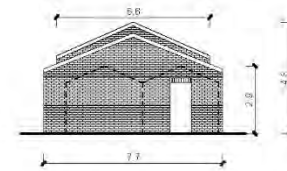
Northrn Elevation



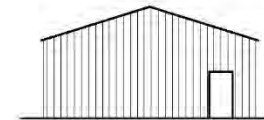
Eastern Elevation



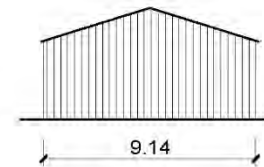
Western Elevation



Western Elevation



Eastern Elevation



**WOOLLEY & WALLIS**  
 4.5 Hughenden Yard, Marlborough  
 Wiltshire, SN8 1JT  
 Tel: 01672 515252  
 www.w-w.co.uk

Client:  
 Marlborough Town Council

Site Address:  
 Marlborough Town Council  
 Salisbury Road  
 Marlborough  
 SN8 4AD

Drawing Title:  
 Existing Elevations

Drawn by: LC

Scale: 1:200

Sheet: A3

Date: January 2022

Drawing No: 0001 Rev:

### 3.1: Extract from Agenda – Full Town Council – 4 January 2022

Relevant items are highlighted here. The full agenda can be downloaded at

[https://www.marlborough-tc.gov.uk/images/your-council/FTC\\_Agenda\\_4\\_January\\_2022.pdf](https://www.marlborough-tc.gov.uk/images/your-council/FTC_Agenda_4_January_2022.pdf).

1. Apologies for absence
2. Declarations of interest
3. Mayor's announcements
4. Budget and precept 2022-23

To consider and agree the budget and precept requirements for 2022-23 for submission to Wiltshire Council

5. Common seal

#### ITEM 4

#### BUDGET AND PRECEPT 2022-23

1. Councillors are asked to agree the annual budget and Precept for the year 2022-23.
2. When agreeing the budget, Members will need to take account of:
  - Inflation at 3-5% (which could exceed this %)
  - significant increases in electricity and gas as an on cost to existing Council goods and services.
  - Local Government Pay increases, to be agreed, but assumed to be up to 3%, although it is not clear if this applies at the time of authoring this report as a settlement has yet to be agreed nationally. If this year's pay settlement is not reached by the end of this financial year it is suggested any underspend in this year's staffing lines are protected to offset the potential additional cost to meet the 2021/22 obligation in 2022/23.
  - Expected rises in employer contributions to national insurance of an additional 1.25%
  - The Council's own recovery from the impact of the pandemic, and reclamation of some council capacity, which was previously reduced to help keep the 2020/21 precept increase as small as possible.
  - Staff incremental rises
3. In addition to maintaining existing services, Members will need to consider new council requirements, or aspirational projects or areas of service delivery, notably but not definitively:
  - Climate action in response to the Climate emergency
  - Biodiversity work, notably on the Common
  - The new workshop
  - Platinum Jubilee Celebrations
  - A new works vehicle
  - Town signage
4. The Council has a required General Reserve of £305,614 and accounted for £507,238 as a set of Ear Marked Reserves (EMRs) which support future Council needs (e.g., new Workshop, or Cemetery), or provide sufficient contingency for equipment or existing assets. The EMRs allocations will be checked and appropriately re-allocated at year end.
5. Where there are developments, additional or extended services not yet identified and agreed, the Council will need to consider associated costs, or strategies for either realising

or sustaining these aspirations.

6. The Council's precept increase for 2020/21 was agreed at 3.75% on a Band D equivalent which equated to an additional £7.74 per household. The total income received from the 2020/21 precept raised £744,373.
7. It should be noted that the 2020/21 precept was set to a level that allowed for the impact of the pandemic, and in real terms meant budget cuts, and some reduction in service capacity (e.g., the grounds staff).
8. Last year's tax base was 3476.60. The 2022-23 tax base is 3521.54.
9. Based on preliminary considerations by the Council Committees, it is suggested a 4.9% increase will be needed to support the recommended budget (please see appendix 1)
10. Based on last year's Precept figure of £744,373 a 4.9% increase would be a precept of £790,937 and would account for both the challenge to the Council to not only meet the increased inflationary rises in fuel and employer contributions, but also address some areas of service development such as the re-claiming of grounds staff capacity, climate action work (e.g., insulating/energy saving), biodiversity work, and the Queens Platinum Jubilee celebrations.
11. A 4.9% rise on the current Band D household is £224.11 and would equate to an additional £10.49 per household.
12. By comparison:
  - 0% increase would be a precept of £753,996 and would just allow for the inflationary rises in fuel and employer contributions only. It would not effectively provide for the previous years' service reduction, or any of the envisaged additional areas of service or activities.
  - 3.50% increase would be a precept of £780,373, at an additional cost per household of £7.49, and would mean an adjustment of -£10,564 to the recommended budget
  - 4.00% increase would be a precept of £784,141, at an additional cost per household of £8.55, and would mean an adjustment of -£6,796 to the recommended budget
13. Specifically noting the need to have a budget that supports and enables 'Climate Action,' rather than specifically relying on singular lines per Committee it is suggested a new EMR is created from any budget line savings at year end. It is envisaged this could create a fund in the region of £10,000-£20,000. (The exact figure will be known at the financial year end, when the EMRs will be revisited and re-allocated, and agreed). The advantage of this would mean all aspects of the Council could access the funds by request.
14. Please refer to associated budget spreadsheet for further budget analysis

## Legal Power

- i. Local Government Finance Act 1992 s41
- ii. Local Government Act 1972 s112

---

## 3.2: Extract from Minutes – Full Town Council – 4 January 2022

Relevant items are highlighted here. The minutes can be downloaded at [https://www.marlborough-tc.gov.uk/images/your-council/Approved EFTC Minutes 4 1 2022.pdf](https://www.marlborough-tc.gov.uk/images/your-council/Approved_EFTC_Minutes_4_1_2022.pdf)

---

### 347/21 BUDGET AND PRECEPT 2022-23

**Councillor Ross** introduced the topic and summarised the report and main points of consideration:

- This year the Finance and Policy Committee (F&P) had been unable to recommend a precept proposal as its meeting scheduled for 14 December had to be cancelled as it would not have been quorate
- The Planning and Standing Committees had all sat to make budget recommendations
- At a prior F&P meeting held 6 December the Committee had informally discussed the budget and had concluded that a 4.9% increase felt appropriate. While not an agreed decision, this had informed the preparation of the figures under discussion
- There was an increase in the tax base this year compared to a decrease last year
- The figure last year had resulted in a budget cut. This had directly affected the Grounds Team which had struggled because of the reduction in resources
- Some expenditure increases could not be avoided: for example salary increases in line with inflation, employer National Insurance contributions, and utility costs (energy increases could be up to 25%). Other non-discretionary costs included tax and business rates
- Committee projects were discretionary, and Community Infrastructure Levy (CIL) monies would be used to fund projects rather than the precept (for example upgrading play areas or contributing to a new bridge at Stonebridge Meadow)
- Everything requested by each Committee had been included within the budget
- Earmarked Reserves (EMR) were set aside for large expenditure items such as a new cemetery and Town Hall repairs
- **Climate Change was proposed as a new EMR, with the option to vire surplus funds from the current year (£3,900 had already been identified) – this approach would be added to the agenda for the next F&P meeting**
- Some large expenditure items to be funded from EMR were not shown in the budget: for example a new workshop and a heritage centre. The workshop must be a priority as the current facilities were no longer fit for purpose. Discussions with the Chair of the Property Committee had included exploring 'locked' and unused areas of the Town Hall as possible space to accommodate a Heritage Centre
- Emergency Planning was not included in the budget and could be reviewed when setting EMR at financial year end

In conclusion **Councillor Ross** proposed a Precept of £790,937.

For a Band D household this 4.9% increase would equate to £10.49 per household - to £224.11 per annum.

Discussion points included:

- It was important to recognise that the current high level of inflation created a burden on families as well as the council – they would need to absorb increases to food, rent/mortgage, energy, fuel, travel and NI
- Larger towns had the ability to set lower increases due to having a much bigger tax base with service costs essentially remaining the same. Any comparisons should therefore be drawn between similar sized towns, e.g. to compare Marlborough to Corsham rather than Chippenham
- Other income streams were matters for standing Committees, for example Cemetery charges, venue hire fees and rental income. Although they may increase, the impact on the overall budget would be minimal
- Clarification that F&P had held informal discussions around likely acceptable precept figures but not agreed a figure or made a recommendation. It had been unable to do this at the planned meeting to carry this out because the extra-ordinary meeting on 14 December had been inquorate and consequently had to be cancelled
- **Final figures for any surplus to vire to EMR, and what those could be, could not be decided until financial year end. Concerns were expressed about whether already agreed work around Climate Change could be funded**
- Whether a document could be shared to show current estimates for EMR
- Whether budgets were forecast beyond the next year
- Whether the Community Area Transport Group (CATG) budget should be reduced
- That some parishes contributed more than 25% to CATG projects
- Whether to remove or reduce the civic budget
- A reminder that budget provisions did not have to be spent but nothing could be spent without a budget provision

**RESOLVED:** that Committee Budgets were agreed and that a net budget precept requirement to levy to Wiltshire Council for 2022/23 be £790,937

The precept increase is equivalent to 4.9% for a Band D property (£224.11 per annum; an increase of £10.49)

The Mayor thanked Councillors for an excellent debate, and **Councillor Ross** and the **Town Clerk** for their hard work to bring the budget proposals together.