

**MARLBOROUGH TOWN COUNCIL
FULL TOWN COUNCIL**

Minutes of a **Meeting** of **Marlborough Town Council** which was held on **Monday, 12th December 2016** in the **Council Chamber, Town Hall, Marlborough** at 7.00 pm

PRESENT	Councillor N. Barrett-Morton Councillor S. Dobson Councillor B. Castle Councillor Mrs. E.M. Hannaford-Dobson Councillor Mrs P. Dow Councillor N. Fogg Councillor A. Ross Councillor A. Kirk Wilson Councillor Mrs M. Rose Councillor G. Loosmore Councillor L. Farrell Councillor J. Cook Councillor R. Allen Councillor M. Hall Councillor A. Light	Town Mayor
ALSO PRESENT	Mrs S. Parker Mrs D. Whitehall Rev. Dr J. Blokland Mr N. Goodwin Mr R. Mills Mr T. Buxton Plus 2 members of the public	Town Clerk Administrator Mayor's Chaplain Marlborough.News Gazette & Herald Project Manager

PRAYERS

The Revd. Dr. Janneke Blokland opened the meeting with prayers. Members remained standing for a minute's silence in memory of Mr John O'Keefe, Marlborough's Town Cryer from 1988-93. The Mayor said that Mr O'Keefe had been a member of the courageous Arctic Convoy for which he received an Arctic Convoy Star from Claire Perry, MP and was a true son of Marlborough.

PUBLIC QUESTION TIME

Mr Ian Mellor, Farrar Drive – asked Councillors to support an application by local residents to register land at College Fields/Barton Park as a Village Green at a forthcoming meeting of the Eastern Area Planning Board in Devizes on 5th January 2017. **The Mayor** thanked Mr Mellor for drawing the matter to Members' attention and confirmed that Marlborough Town Council had raised no objection when the application had come before them in August 2015. An agenda item would cover this later in the meeting.

CRIME AND DISORDER

A written report had been provided to Members although no Officer was able to attend the meeting.

TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Cllr. Castle – had been approached by a member of the public concerning the alleyway next to Lloyds Bank linking the High Street to Back Lane. It was in a very dirty condition, including human excrement. While the lady had reported it to Wiltshire Council several times, no action appeared to have been taken. He urged Unitary Councillors to follow this up. **Cllr. Hannaford-Dobson** confirmed that this was one of the public footpaths allocated to her to oversee as a Town Councillor. She had also spoken with the lady and advised her how to report issues to Wiltshire Council. **Cllr. Fogg** was aware of this and also had concerns about inadequate lighting and he would continue to press for improvements. **Cllr. Dobson** agreed that all Members should continue to press the issue. The matter would be raised at a Community Area Transport Group meeting to be held on 15th December.

Cllr. Loosmore – noted that Ministers were debating whether to allow local authorities to increase their precept to help fund the increasing demands for social care and asked Unitary Councillors to report back if there was any decision that might have a local impact.

395/16

APOLOGIES

Apologies for absence were received from Cllr. Lam.

396/16

DECLARATIONS OF INTEREST

Cllr. Farrell – agenda item 13 – Application for a Town Green – non-pecuniary.

397/16

MAYOR'S ANNOUNCEMENTS

As this was the last meeting before Christmas, the Mayor wished everyone a very Happy Christmas and a prosperous New Year. He invited Councillors and the press for a festive drink in the Court Room after the meeting.

A presentation about Air Quality would be held ahead of the first meeting of 2017 – a Planning Committee meeting. This would take place in the Council Chamber starting at 6.30 pm.

398/16

MINUTES

RESOLVED: that the Minutes of the Extraordinary Meeting of Full Town Council held on Monday, 21st November 2016 were approved as a correct record and signed by the Mayor.

399/16

TOWN CLERK'S REPORT

Members noted the content of the Town Clerk's Report. **Cllr. Cook** noted that the report contained far fewer items than it had in previous years and congratulated the Town Council and Town Clerk on the work that was being completed.

400/16

PURCHASE OF FLATS AT 3, KINGSBURY STREET

The Town Clerk's report was noted and she answered questions and reported that preliminary costings indicated that refurbishment works were likely to fall between £7,500 and £9,500 per flat with additional costs related to the communal areas. Members were keen to progress with refurbishment in order to rent out the two studio flats as soon as possible, both to generate income and to make two homes available.

RESOLVED: (i) that, following completion of the property purchase on 16th December 2016 when ownership of the whole building would sit with the Town Council, to refurbish and rent out the two studio flats

RESOLVED: (ii) that a specification is drawn up for approval by the Property Committee

Cllr. Light did not vote

401/16

PUBLIC TOILETS

As Members would be discussing commercially sensitive information, Councillor Hall proposed and Councillor Light seconded a motion that members of the public and press be excluded from the meeting during the discussion of this item.

RESOLVED: 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 this item of business as publicity would be prejudicial to the public interest because of the confidential and commercial nature of the business to be transacted.

Members of the press and public left the meeting

Members considered tender bids from companies for the upgrading of the public toilets in George Lane. The Town Clerk and Project Manager, Tim Buxton, answered questions. Other main discussion points included:

- That major changes to the specification at this stage would cause delays to Phase 1 (the installation of new toilets) and require re-specification
- Members were keen to move ahead as soon as possible in order to meet their commitments to the public to re-open the toilets in Spring 2017
- Suggestions for the provision of urinals could be considered for Phase 2 of the project.

Members noted that the work would be undertaken under Schedule 12 of the Town and Country Planning (General Permitted Development) (England) Order 2015. Also, that enquiries had been made with HM Revenue & Customs as well as local authority advisors about VAT implications and the advice was that VAT could be reclaimed by the Town Council for this refurbishment work.

RESOLVED: that Marlborough Town Council accepts the tender bid for £82,900 from Healthmatic and that and an additional 10% contingency budget should be included for the refurbishment of the toilets at George Lane. On

completion of Phase 1, consideration will be given to the provision of urinals as part of Phase 2 of the project.

Members of the press and public returned to the meeting, Mr Buxton left the meeting

402/16

PUBLIC TOILETS – PUBLIC WORKS LOAN

Members noted a report from the Town Clerk and guidance about Town and Parish Council Borrowing in England. Discussion points included that:

- Prior to applying for a loan from the Public Works Loan Board, approval to borrow must be sought from the Secretary of State via the Department of Communities and Local Government (DCLG)
- Once approval was received from DCLG, the decision to apply for a Public Works Loan would be required and it was hoped this could be taken by Full Town Council at its meeting in January 2017
- As set out in the Town Clerk's report, preliminary estimates for the refurbishment works had been £125,000 and a consultation with the public had been based on this figure. The actual cost based on tender approval (Minute 401/16 above) was up to £92,000 so less money would be needed to be borrowed.

RESOLVED: to seek the approval of the Secretary of State at the Department of Communities and Local Government for the approval for proposed borrowing for capital expenditure of up to £92,000 for the refurbishment of the public toilets at George Lane, Marlborough.

403/16

CONSULTATION ON DRAFT WILTSHIRE PLAYING PITCH STRATEGY AND WILTSHIRE OPEN SPACE STUDY COMMUNITY AREA PROFILES

The Town Council had been asked to respond by 9th January 2017 to a consultation on Wiltshire's Playing Pitch Strategy and Open Spaces Study – Community Areas Profile. The documents contained a number of inaccuracies and/or omissions for Marlborough and the Leisure Services Team at Wiltshire Council was keen that the right information was included and had offered an extension for response to Friday, 27th January 2017 in order that a thorough response could be prepared. Though normally dealt with via the Amenities & Open Spaces Committee, this did not next meet until 30th January so, a response would be considered at Full Town Council on Monday, 23rd January Preliminary comments included:

- Football pitches at Salisbury Road Recreation Ground had been omitted
- There was no reference to Stonebridge Meadow
- Whether to include cemeteries and allotments
- Whether to include future requirements or areas currently under discussion
- The importance of input from the Marlborough Area Neighbourhood Plan Steering Group and, in particular, the Working Party looking at Countryside and Recreation.

RESOLVED: to delegate to the Town Clerk and Grounds Manager to submit potential amendments and consultation comments to the Full Council meeting on Monday, 23rd January and so meeting the 27th January deadline

- 404/16 EXTERNAL AUDIT**
Members noted the External Audit report for 2015/16 which identified no areas of concern with only a minor observation around the order of signing the Annual Governance and Accounting Statements under the same minute reference.
- 405/16 TOWN COUNCIL INVESTMENT POLICY**
Members considered a draft Investment Strategy.
- RESOLVED:** that the Investment Strategy be finalised with figures for 2017/18 at the next Finance & Policy Meeting for submission to Full Town Council for adoption
- 406/16 ADOPTION OF A LONE WORKING POLICY**
RESOLVED: to adopt the Lone Working Policy as recommended by the Finance & Policy Committee
- 407/16 APPLICATION FOR A TOWN GREEN**
Members noted a report by the Town Clerk about a forthcoming meeting of the Eastern Area Planning Committee which would include consideration of an application for a Town Green at Barton Park. This would take place in the Wessex Room at the Corn Exchange in Devizes on 5th January 2017 at 6pm.
- 408/16 TOWN COUNCIL DOCUMENTS AND MINUTES**
Members noted a report from the Town Clerk and considered future storage of Council Minute Books and old documents.
- RESOLVED:** (i) to delegate to the Town Clerk to investigate the cost of binding Town Council Minutes
- RESOLVED:** (ii) To store all Council Minutes with the Wiltshire History Centre
- RESOLVED:** (iii) to invite the History Centre to look at the documents held by the Town Council with a view to future storage.
- 409/16 COMMITTEE MINUTES**
RESOLVED: that in accordance with para 3.1 of the Scheme of Delegation, the approved minutes of the following Committee meetings be noted: **Planning Committee** – 31st October – **Finance & Policy Committee** – 19th September – **Staff Sub Committee** – 30th August
- 410/16 LIAISON WITH OUTSIDE BODIES**
Community Area Transport Group – Cllr. Allen drew Members' attention to an agenda item for the meeting on Thursday, 15th December which listed areas for potential resurfacing schemes for the next financial year (2017/18). There was nothing in Marlborough itself, even though Members had been pressing for some years for works to improve The Parade, George Lane and London Road and the Town Clerk had raised the matter following the Planning Committee on 21st November (Min. 364/16: RESOLVED to delegate to the Town Clerk to write to Wiltshire Council requesting the resurfacing of George Lane and The Parade be reinstated on the priority list of scheduled works). A supporting report

acknowledged that A-Roads in Marlborough were generally in worse condition than other areas in Wiltshire.

Local Youth Network (LYN) – Cllr. Hannaford-Dobson advised Members that a meeting to be held early in the New Year would consider grant requests and encouraged anyone involved with Youth Groups to apply

Kennet Community Transport – Cllr. Kirk Wilson was pleased to report that KCT was offering transport to those attending the Christmas Day Lunch in the Town Hall. Having recently begun providing school bus services to students at St John’s Academy drivers had found the children to be a credit to the town.

Mencap – Cllr. Rose reminded Members they were all welcome at the Mencap Carol Service taking place in St Mary’s on Tuesday, 13th December at 7pm.

Allotment Association – Cllr. Castle was pleased to see a healthy attendance at the recent Annual General Meeting and updated Members on discussions about potential changes to how plots at the St John’s Close site could be used. This would come before the Amenities & Open Spaces Committee in due course.

411/16 MEMBERS’ QUESTION TIME

No questions had been submitted

412/16 TO AUTHORISE THE FIXING OF THE COMMON SEAL OF THE MARLBOROUGH TOWN COUNCIL TO ALL DOCUMENTS NECESSARY TO GIVE EFFECT TO THE DECISIONS OF THE MEETING

Proposed by Cllr. Dobson and seconded by Cllr. Castle and

RESOLVED: that the Common Seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decision of the Council

The meeting closed at 8.10 pm

Signed
Town Mayor

Date