Marlborough Town Council

3 November 2026

Dear Councillor

Full Town Council

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **Monday 9 November 2026 at 7pm** in the **Court Room, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

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.

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. 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.

Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. Some people may not be allowed to attend if all the allocated seats are taken.

MOMENT FOR PRAYERS OR QUIET REFLECTION

With the Mayor's chaplain Reverend Mark Nightingale

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 one question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given

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

1. Apologies for absence

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 Clerk

Members 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.

2. Mayor's Announcements

3. Minutes

To approve and sign the minutes of the meeting held 7 September 2026

4. Action Log

To review the Action Log

5. Conclusion of Audit (AGAR) 2025 26

To note the Conclusion of the Annual Governance Accounting Return for 2025 26

6. Committee Membership and Outside Bodies

To consider councillor membership on the Finance and Policy, Town Promotion and Culture, and Property Committees; and a councillor representative for the allotments.

7. Wiltshire Council Resilience Hubs

To note the briefing note from Wiltshire Council on their Resilience Fund

8. Wiltshire Council Locally Identified Infrastructure Projects Fund

To note the briefing note from Wiltshire Council Locally Identified Infrastructure Projects Fund and consider relevant opportunities within Marlborough and Manton

9. Wiltshire Towns Programme

To note and consider the Wiltshire Towns Programme Grant Scheme

10. Civility and Respect Declaration

To consider a council commitment to the Civility and Respect Campaign

11. Resident Parking Policy

To consider the council's policy position on resident parking within Marlborough and Manton

12. Outside Bodies

An opportunity for Members to provide verbal updates on their representational roles to outside bodies

13. Committee Minutes

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 24 August and 14 September**; Amenities and Open Spaces** - 29 June; **Property** - 27 July 2026. These minutes have been approved by committees and circulated to Members and are available to download from https://www.marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2025-26 or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

Part 2

14. Herbert Leaf Charity

To note the financial position of the Herbert Leaf Charity and to receive an update report from the Herbert Leaf Working Party

15. 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 approve and sign the minutes of the meeting held 7 September 2026

Marlborough Town Council

Full Town Council

Minutes of a meeting of Marlborough Town Council held Monday, 7th September 2026 in the Court Room, Marlborough Town Hall at 7pm

PRESENT	Councillor Mark Luson	Town Mayor
	Councillor Emily Trow	Deputy Town Mayor
	Councillor Nicholas Fogg	
	Councillor Mark Cooper	
	Councillor Kym-Marie Cleasby	
	Councillor James Sheppard	
	Councillor Kelvyn Shantry	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Councillor Caroline Wrench	
	Councillor Kim Wakeham	
	Clare Williams	Deputy Town Clerk
	Sue Fry	Office Manager
ALSO PRESENT	Councillor Jane Davies	Wiltshire Councillor – Marlborough West
	Neil Goodwin	Marlborough.News
	Two members of the public	

MOMENT OF QUIET REFLECTION

The Mayor invited everyone present to join him for a moment of quiet reflection.

PUBLIC QUESTION TIME

John Spicer thanked the council for arranging the installation of the speed monitoring equipment on Hyde Lane so quickly. He enquired as to how the data/results would be used.

Cllr Jane Davies understood that 20mph signs had been erected but acknowledged that the repainting of the yellow lines and maybe some newly painted roundels on the road surface would be beneficial and would reinforce the new limit. **Cllr Davies** encouraged the Town Council (via **Cllr Sheppard**) to raise this issue with LHFIG.

Mr Spicer acknowledged that the signs were in place but that some were obscured by overgrown vegetation.

Cllr Cleasby suggested that the Town Council write to the Post Office requesting that their drivers take more care when driving in Hyde Lane and also that the contact is made with Marlborough College to ask that they cut back some of the hedge line obscuring the 20mph signage, that we believe they are responsible for.

It was noted that a location has been identified on Hyde Lane for the Town Council's SID and a request has been sent to Wiltshire Council to approve this location, however we are still awaiting a response.

Members will await the outcome of this evening's actions, the possible placement of the SID and the results of the traffic survey in Hyde Lane to inform next steps.

ACTION: – that the Town Clerk contacts the Post Office and Marlborough College as suggested.

Mr Spicer left the meeting

CRIME AND DISORDER
No officer was available to attend, but two written reports had been provided and were tabled for Councillors. Councillors were given some time to read through both reports. Comments included:

- It was quite alarming to read that Samurai swords had been among some of the weapons seized
- Noted that the fight continues against retail theft/shoplifting
- Members were hopeful that there would be an officer present at the next meeting
- Members were reminded that Wiltshire Police have a regular presence at Area Board meetings, with the next one taking place on 6th October 2026

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS
There were no questions.

175/26 APOLOGIES
Apologies for absence were received from **Councillors Hall, Farrell, Beaumont** and **Awbery.**

176/26 DECLARATIONS
There were no declarations of interest.

177/26 INTERVIEWS FOR COUNCILLOR CO-OPTION
The Mayor welcomed **Mr Richard Pitts** who had submitted an application for co-option as a Marlborough Town Councillor for west ward.

A written statement submitted by Mr Pitts had been circulated with the agenda.

Mr Pitts was invited to give a short presentation on why he had applied to become a town councillor.
Mr Pitts answered a number of scripted questions and then withdrew from the room to allow for discussion.

Having listened to the presentation and considered the answers to the questions put to him; members discussed the candidate and his suitability for the role of town councillor.

UNANIMOUSLY RESOLVED: that Mr Richard Pitts is duly elected as a Marlborough Town Councillor for West Ward.

Mr Pitts was welcomed back into the room.

The Mayor and Councillors congratulated Richard on his election to office, and he remained for the duration of the meeting.

178/26 MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

- The Mayor had sent a message to Marlborough Massachusetts congratulating them on their 250th Anniversary, to which a thank you reply has been received.
- The Mayor had recently attended a civic event at Stonehenge and took part in a procession.
- It was noted with regret that, the Freedom Parade planned for 3rd September was postponed again due to the marching band being unable to attend. Cllrs Fogg and Cleasby however attended a dinner hosted by 4MI Battalion that evening to celebrate the 25th anniversary of 4MI and 15th anniversary of the freedom of Marlborough.
- The Mayor noted that plans are ongoing for a specific Area Board meeting to focus on community safety and other related topics in Marlborough (to include current issues at Lower Prospect).
- Councillors were reminded that there is a People's Emergency Briefing, on the climate and nature crisis, taking place at St Peter's Church at 6.45pm on Tuesday 8th September. This will include a film screening followed by some discussion.
- Marlborough Litfest is taking place on 24-27th September, and Councillors were encouraged to attend this excellent event.
- The Mop Fairs take place in October, with the first one on 10th October 2026.

179/26 MINUTES

Councillor Cleasby asked that it be noted that she had given her apologies for the meeting held on 22nd June 2026 but that this was not recorded in the minutes.

RESOLVED: with one abstention and one amendment, that the minutes of the meeting held on 22nd June 2026 be confirmed as a true record and signed by the Town Mayor

180/26 ACTION LOG

Members noted the Action Log.

181/26 CHRISTMAS LIGHTS

Members noted the background to, and progress made with the infrastructure upgrade.

Discussion points included:

- Councillors were reminded that costs/budget implications are not being discussed this evening, only the design proposals for a new scheme.
- Whether traders should have been approached to contribute financially to funding the lighting scheme, as happens in most other towns.
- That the Youth Council had been involved in the design process, having created their own mood-board etc. and were fully supportive of the warm white design being proposed.

RESOLVED: to agree the design proposal for a new Christmas lighting scheme to replace the existing (as detailed in Appendix 2) for Christmas 2026 and beyond.

182/26 LAND REGISTRY SIGNATORIES

RESOLVED: to authorise the Mayor, Deputy Mayor and/or Chair of Finance & Policy Committee as signatories for title registration with Land Registry for Rabley Wood View (Play Area and Hawthorn Meadow).

183/26 OUTSIDE BODIES

Members were invited to provide verbal updates on their representational roles to outside bodies.

- **Cllr Fogg** stated that it was an honour to attend the 4MI Battalion Dinner along with **Cllr Cleasby** and passed on a copy of the evening's itinerary for Town Council archives.
- **Cllr Shantry** reported that he had attended Eel Fest on 29th August, which was organised by Action for the River Kennet. Despite the rain, a great day was had by all 70+ people who attended.

184/26 COMMITTEE MINUTES

In accordance with para. 3.1 of the Scheme of Delegation, Members noted the approved minutes of the following Committees – **Planning** 18th May, 8th June, 13th July, 3rd August; **Amenities and Open Spaces Committee** 16th March; **Finance and Policy Committee** 13th April and **Town and Culture Committee** 31st March and 16th June 2026.

185/26 **COMMON SEAL**

It was proposed by **Councillor Fogg,** seconded by **Councillor Cooper** 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 7.53pm

ITEM 5 ACTION LOG

To note and review the Action Log

Ref	Action	Owner	Minute No. & status	Meeting date	Notes
390	Contact Post Office re drivers in Hyde Lane, and College re cutting back hedges	Town Clerk	PQT **Complete**	07.09.26	9.9.26: Cllr Davies contacted Marlborough College direct, and they have confirmed that the hedge line and verge will be cut fully in the October half-term. In the meantime, however they will arrange for the sections that are obscuring the signs to be cut back in the coming days. **Letter has been sent to Royal Mail sorting office by Town Clerk.**

ITEM 6 CONCLUSION OF AUDIT (AGAR) 2025 26

To note the Conclusion of the Annual Governance Accounting Return for 2025 26

Please see Appendix 1

ITEM 7 COMMITTEE MEMBERSHIP AND OUTSIDE BODIES

To consider councillor membership on the Finance and Policy, Town Promotion and Culture, and Property Committees; and a councillor representative for the allotments.

Status

There are vacancies for members on the following committees:

- Finance and Policy x2 places
- Town Promotion and Culture x3 places (NB this committee currently meets between 5.30-7.30pm on Tuesdays)
- Property Committee x3 places
- Allotments - one vacancy to act as an allotments representative. (There are two positions. Cllr Cooper is stepping back from one, and Mayor Cllr Luson occupies the other). There are three allotment groups which meet with the council staff and councillor

representatives once or twice a year. The role also acts as an advocate liaising between the Town Clerk and allotment holders as required.

All these positions will be re-stated at the annual council meeting in May 2027.

Proposal

Members are invited to propose and consider nominations for the positions and instruct the Town Clerk accordingly.

Town Clerk 26 10 26

ITEM 8 WILTSHIRE COUNCIL RESILIENCE FUND

To note the briefing note from Wiltshire Council on their Resilience Hubs

Please see Appendix 2.

ITEM 9 LOCALLY IDENTIFIED INFRASTRUCTURE PROJECTS FUND

To note the briefing note from Wiltshire Council about the Locally Identified Infrastructure Projects Fund and consider relevant opportunities within Marlborough and Manton

Background

Wiltshire Council has introduced the Locally Identified Infrastructure Projects (LIIPs) Fund, a Strategic Community Infrastructure Levy programme intended to support locally identified infrastructure. (Please see Appendix 3)

Projects may be considered anywhere in Wiltshire but must demonstrate a clear relationship to growth or the impacts of development and satisfy CIL requirements.

The Council is invited to consider whether it wishes to pursue this funding opportunity and, if so, to identify suitable infrastructure projects for initial discussion with Wiltshire Council.

The LIIPs Fund

The LIIPs Fund is financed from Wiltshire Council's strategic CIL. Its annual allocation is flexible rather than a commitment to spend the full amount; awards depend on suitable projects meeting the relevant requirements.

- The proposal must be concerned with infrastructure and show a clear connection to planned growth or the effects of development.

- The application will need a defined project, robust costs, confirmed funding, a stated funding gap and credible delivery and management arrangements.
- Evidence of need, community benefit, value for money, readiness and wider outcomes - such as accessibility, health or environmental benefits will strengthen the case.
- Any dependencies, including land ownership, permissions, procurement, ongoing maintenance and match funding, should be identified before a full application.

Process and indicative timetable

1. Discuss the project with Wiltshire Council's Engagement and Partnerships Team.
2. Submit an Expression of Interest during October–November 2026.
3. If invited, submit a full application from November 2026 to early January 2027.
4. Strategic CIL assessment is expected in January 2027.
5. Area Board endorsement is expected during February–March 2027, followed by collective review from April 2027.

The published timetable is indicative and will be confirmed directly with Wiltshire Council before resources are committed.

Considerations

Assessment area	Questions for Council
Strategic fit	Does the project clearly respond to planned growth or the impacts of development, and does it provide lasting infrastructure benefit?
Evidence of need	Is there robust local evidence, consultation or adopted policy supporting the proposal?
Readiness and deliverability	Is the scope sufficiently developed, with ownership, consents, partners, costs, procurement and delivery arrangements understood?
Funding case	What is the total cost, funding gap, amount sought, available match funding and ongoing financial liability?
Benefits and value	What measurable community, accessibility, economic, health or environmental outcomes would result?
Risk	Could the proposal be regarded as routine maintenance, duplicate another funding route, or fail to meet the application timetable?

Proposal

Councillors are asked to consider possible project/s against the assessment areas above and instruct the Town Clerk accordingly. These can then be discussed informally with Wiltshire Council before a preferred proposal is selected.

Town Clerk 26 10 26

ITEM 10 WILTSHIRE TOWNS PROGRAMME

To note and consider the Wiltshire Towns Programme Grant Scheme

Purpose

This report summarises Wiltshire Council's Activating Places grant programme and highlights the opportunities, requirements and practical considerations for Marlborough Town Council and local partners.

Programme overview

In June 2026, Wiltshire Council approved the 2026/27 delivery plan for the remaining £700,000 of the Wiltshire Towns Programme. The wider programme has supported projects, events and business initiatives over the previous four years to increase footfall, strengthen town centres and improve resilience.

Activating Places is the principal grant opportunity. It has a total allocation of £220,000 and is intended to attract people into town centres, encourage participation and bring vacant town centre premises back into use. Funding is offered through an Events route and two Property routes.

Funding routes

Route	Purpose	Grant and funding rate	Key timing
Events	Medium and large-scale events combining several activities, such as festivals, markets, cultural or performance events, and community celebrations.	£5,000–£12,500; up to 100% of eligible costs.	Grant spent by 31 March 2027; event commenced no later than June 2027.
Pop-up and Temporary Use	Short-term occupation of a vacant town centre unit to test a business idea, creative project or community activity.	£1,000–£3,000; up to 75% of eligible costs, with at least 25% applicant contribution.	Grant spent by 31 March 2027.
Long-term Occupation	Support for a business or organisation taking a lease on vacant town centre premises.	£5,000–£12,500; up to 75% of eligible costs, with at least 25% applicant contribution.	Grant spent by 31 March 2027.

Eligibility and application process

Expressions of interest are invited from registered businesses, sole traders and self-employed people, registered charities, community interest companies and other registered social enterprises, and town or parish councils. Projects must meet the detailed guidance for their selected route.

Marlborough is one of the eligible towns. However, support applies only within Wiltshire Council's designated town centre and primary shopping areas, not throughout the whole settlement. Prospective applicants should confirm the precise boundary with the Activating Places team if there is any uncertainty.

1. Choose the appropriate funding route and check organisational, project and location eligibility.
2. Submit the relevant online Expression of Interest form.
3. Wiltshire Council undertakes an initial eligibility review.
4. Potentially suitable proposals may be invited to make a full application; an invitation is not a funding guarantee.

Full applications are assessed against the published programme criteria before a decision.

Please refer to the link:
https://www.wiltshire.gov.uk/wiltshire-towns-programme?fbclid=IwY2xjawVIPJVleHRuA2FlbQIxMABwZG9mBWJyaWQRMUc1N2htTmZ4N1I0elNEenJzcnRjBmFwcF9pZBAyMjIwMzkxNzg4MjAwODkyAAEemYUylAV96e4ssBFKI8bc6YOBWfNsqtsVCo0VpF-OkTi1mcJB7YCJKiYHkto_aem_Q4awOEkPj0loNr7yOzNbDA

Proposal

Councillors are asked to note and consider the Wiltshire Towns Programme grant opportunities and instruct the Town Clerk accordingly.

Town Clerk 26 10 26

ITEM 11 CIVILITY AND RESPECT DECLARATION

To consider a council commitment to the Civility and Respect Campaign

Background

The Civility and Respect campaign promotes consistently respectful behaviour across the local council sector. Signing up would provide a clear public commitment that councillors and employees will work together professionally, challenge unacceptable conduct and support a safe, inclusive working environment. The campaign is supported by the National Association of Local Councils (NALC), the Society Of Local Council Clerks (SLCC), and Wiltshire Council. It is also in keeping with the current council's Code of Conduct:

https://www.nalc.gov.uk/campaigns/civility-and-respect/civility-and-respect-pledge.html
SLCC | Civility & Respect Pledge
https://www.wiltshire.gov.uk/article/6447/Positive-Conduct-equals-Positive-Democracy
Code of conduct

Considerations

The Council has duties as an employer and should maintain standards that protect employees, councillors, volunteers, contractors and members of the public from bullying, harassment, victimisation and discrimination. A concise Dignity at Work Policy will establish expected conduct and a fair route for raising concerns.

The policy complements, and does not replace, the Council's Code of Conduct, employment contracts, grievance and disciplinary procedures, or statutory routes for dealing with unlawful conduct.

The Civility and Respect commitment and Dignity at Work Policy are requirements for the Local Council ward Scheme, which the council has stated it aspires to achieving in its Service Development Plan.

The Council is invited to make the campaign commitment and adopt the policy at Appendix 4.

Proposal

The Council is asked to consider support the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role	
Our council will make training available to staff and councillors on civility and respect matters if required	
Our council has signed up to the Code of Conduct for councillors	
Our council has good governance arrangements in place including staff contracts, and a dignity at work policy	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise	
Our council will commit to calling out bullying and harassment when and if it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g. via the Local Council Award Scheme	

Town Clerk 27 10 26

ITEM 12 RESIDENT PARKING POLICY

To consider the council's policy position on resident parking within Marlborough and Manton

Purpose

To ask Full Council to consider a resident parking policy for Marlborough.

Background

Parking affects access to homes, employment, shops and services across Marlborough. Different users often need the same limited spaces at different times and for a variety of purposes. A policy should therefore consider treating resident parking in relation to the overall needs, accessibility and day-to-day operation of the town.

Parking needs to be considered

- **Residents:** reasonable access near their homes, including provision for visitors, carers and tradespeople.
- **Commuters and residents working in the town:** appropriate longer-stay parking that does not displace residential or short-stay use, offering practical and affordable options for shifts and the working day.
- **Shoppers and visitors:** convenient short-stay spaces with sufficient turnover.
- **Businesses:** reliable customer access and arrangements that support staff and commercial activity.
- **Delivery drivers and service vehicles:** suitable loading locations and time windows that allow safe, efficient deliveries.

Policy objectives

A policy should aim to:

- protect reasonable access for residents, whilst recognising there will be no guarantee of a space;
- maintain turnover for shoppers and visitors;
- provide suitable longer stay options for commuters and workers;
- support local businesses and town centre activity;
- retain safe and workable loading arrangements;
- address accessibility needs and avoid displacing parking into nearby streets; and
- be clear, enforceable, financially sustainable and capable of review.

Evidence

Before a preferred option is selected, evidence should be gathered on occupancy and duration by location and time, existing restrictions and permits, demand from households and businesses, accessibility requirements, loading activity, enforcement issues, displacement risks and the availability of off-street parking.

Considerations

Findings of the Marlborough Traffic Study (2024)
The AtkinsRéalis study, commissioned by Wiltshire Council and Marlborough Town Council, examined the town centre network and modelled traffic flows and potential highway interventions through to 2041. It identified a network that can be vulnerable to disruption and increasing traffic demand. Its objectives included improving traffic-flow resilience and air quality, reducing collisions and carbon impacts, maintaining bus services, and retaining or improving provision for walking, cycling, pushchairs, mobility scooters, and the like.

The modelling indicates that changes to individual junctions or road layouts must be assessed as part of the wider network because benefits in one location may create delays, rerouting or other effects elsewhere. The study did not identify a single intervention that would remove the town's longer-term traffic pressures. Parking policy should therefore complement, rather than substitute for, wider transport measures.

For this report, the study supports a cautious, evidence-led approach. Any resident parking proposal should be tested for its effects on traffic circulation, queues, bus reliability, air quality, road safety, active travel, loading activity and displaced parking. It should also retain essential access for residents while recognising that the availability, location and duration of parking influences how vehicles move through the town centre.

Relevant authority and process
Wiltshire Council, as the highway authority, and the Local Highway and Footway Improvement Group (LHFIG) will have a role in considering any proposed resident parking arrangements on the public highway. Any request for highway changes should be progressed through the Highway Improvement Request process so that the issue can be assessed, prioritised and, where appropriate, developed with Wiltshire Council Highways and the LHFIG. This process should establish the responsible authority, the evidence required, the feasibility and likely cost of any scheme, and the arrangements for consultation, approval, implementation and enforcement.

Development of the policy could consider:

- early engagement with the responsible highway and parking authorities;
- consultation with affected streets, residents, employers, workers, traders, access groups and delivery operators;
- assessment of impacts on neighbouring areas and different user groups;
- transparent publication of evidence, options and consultation findings;
- consideration of phased or pilot implementation; and
- review after implementation against agreed measures such as occupancy, turnover, compliance, displacement and stakeholder feedback.

Financial implications
There will be costs incurred by residents, Marlborough Town Council and Wiltshire Council for surveys, consultation, scheme design, legal orders, signs, road markings, administration, permit systems and enforcement. A detailed business case should consider these costs.

Legal implications

Any scheme would need to be introduced and enforced by the WC Highways authority holding the relevant legal powers. The development process should address statutory consultation, traffic regulation requirements,

Health and Safety implications

Detailed design should preserve visibility, pedestrian routes, disabled access, emergency access, safe loading and traffic flow. The assessment should consider whether restrictions could create unsafe parking or additional vehicle circulation in adjoining streets.

Climate Emergency implications

A coordinated approach could reduce unnecessary circulation in search of parking and support walking, cycling, public transport, car sharing and electric vehicle infrastructure. Conversely, poorly designed restrictions could displace journeys or lengthen trips. Climate impacts should therefore form part of option appraisal and monitoring.

Proposal

It is proposed that the Council supports the preparation of an evidence led resident parking policy for Marlborough, developed with the relevant highway and parking authorities and through consultation with residents, businesses and other users, and that the Council:

1. agrees in principle that an evidence led resident parking policy for Marlborough should be explored;
2. agrees that the work must consider the needs of residents, commuters, people working in the town, shoppers, businesses and delivery drivers, together with accessibility and emergency service requirements;
3. **Forms a working party to progress the proposal**, with the scope of work to include a proportionate parking evidence based review, and stakeholder consultation plan; and which will then report back to Full Council with a draft recommended policy.

In support of the proposal, the policy work should take account of:

- resident permit zones in streets where evidence demonstrates persistent pressure;
- a bias towards streets where there is no off-street parking already in place;
- visitor, carer and essential service permits;
- time limited shared bays that change priority during the day;
- protected short stay spaces for shoppers and visitors;
- designated loading bays and delivery windows;
- longer stay provision or permits for commuters and town workers;
- provision for disabled badge holders and other accessibility needs;
- clear eligibility, pricing, enforcement and appeals arrangements; and
- a pilot period with published monitoring and review criteria.

The Council is asked to consider the matter and instruct the town clerk accordingly.

Town Clerk 27.10.26

ITEM 13 OUTSIDE BODIES

An opportunity for Members to provide verbal updates on their representational roles to outside bodies

ITEM 14 COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 24 August,14 September**; Amenities and Open Spaces** 29 June; **Property** 27 July 2026. These minutes have been approved by committees and circulated to Members and are available to download from https://www.marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2025-26 or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

PART 2

ITEM 15 HERBERT LEAF CHARITY

The purpose of this report is to ask the Council to note the Herbert Leaf Charitable Trust's financial position and receive a verbal update report from the Herbert Leaf Working Party.

Status

Constitutional position

The funds are held in a simple charitable 'trust'. Currently all members of the Council are 'trustees' of the charitable trust as a corporate body. As such this matter has come to the Council for consideration.

Financial position

The Herbert Leaf Trust has £73,002.37 (as of 26 10 26). £53,002.37 is held in a Barclays account, which benefits from circa 1.25% interest. £20,000 is now held in a Charity Bank account benefiting from 2.94% interest.

No funds have been spent from this fund to date.

Proposal

The Council is asked to note the financial position for the Herbert Leaf Charitable Trust, and the verbal report by the working party.

Town Clerk 26 10 26

ITEM 16 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.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

MARLBOROUGH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✔	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✔		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

22/06/2026

and recorded as minute reference:

71/26

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

https://www.marlborough-tc.gov.uk/

Section 2 – Accounting Statements 2025/26 for

MARLBOROUGH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	1,287,292	1,100,157	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	890,930	931,251	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	273,194	264,032	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	571,257	633,566	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	780,002	872,712	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,100,157	789,162	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	1,131,863	779,738	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	9,042,060	9,106,691	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✔	*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date 22/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

22/06/2026

as recorded in minute reference:

MINUTE REFERENCE 72/26

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Marlborough Town Council – WI0158**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'Yes', as it is not a sole managing trustee.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF LITTLEJOHN LLP Date 08/09/2026

Wiltshire Council

Briefing Note 26-21

Community Resilience Hubs and Supporting People to Build Financial Resilience 2026 - 2029

Service:	**Community Engagement and Partnerships**
Further Enquiries to:	**Richard Rogers and Rhys Schell**
Date Prepared:	**September 2026**
Contact:	**areaboards@wiltshire.gov.uk**

Purpose of the report

This briefing provides Area Boards with an overview of Wiltshire Council's Community Resilience Hub Programme, funded through the Department for Work and Pensions (DWP) Crisis and Resilience Fund (CRF), and outlines the role of Area Boards in supporting locally led solutions.

Background

Financial support is moving away from responding solely to crisis towards helping people build long-term financial resilience. Nationally, successful models bring services together in trusted community locations, enabling residents to access a range of support through a single point of contact.

The programme will adopt a "cash-first" approach, recognising that food aid should be a short-term safety net rather than a long-term solution. The focus of this hub programme is to help residents:

- Maximise household income.
- Access welfare, debt and benefits advice.
- Improve financial skills and confidence.
- Reduce reliance on emergency support.
- Improve long-term wellbeing and independence.

Guidance from DWP and examples from across the country demonstrate that local community resilience hubs can successfully connect residents to wider services including employment, housing, debt advice, digital inclusion and family support.

Examples of established models include:

- **The Collective Sharehouse, York**: Providing co-located services that have resulted in employment outcomes, financial gains for residents, and reduced dependence on food aid.

- **The Welcome Centre, Huddersfield**: Delivering a trauma-informed approach supported by a broad range of services designed to address the causes of hardship.
- **Spring Community Hub, Southwark**: Operating a person-centred model focused on building trust, supporting navigation through services, and improving long-term resilience.

Wiltshire Approach

Wiltshire's 18 community areas all have different needs, strengths and existing support networks. While many excellent services already exist, there is currently limited consistency to the countywide approach to financial resilience support. Access to help can vary significantly between communities.

This programme provides an opportunity to strengthen local partnerships, connect existing services, fill identified gaps and create more sustainable support systems based on local circumstances.

Potential models could include:

- Community support hubs.
- Enhanced partnership and referral networks.
- Mobile outreach services.
- Virtual or digital support offers.
- A combination of approaches determined locally.

A total of £1.5 million funding has been allocated from the Crisis and Resilience Fund approved until March 2029. This funding includes provision for a dedicated countywide programme officer to support delivery across Wiltshire. The Area Boards will be the key vehicle for local delivery.

Funding Governance

Each Area Board will have approximately £75,000 to invest. All proposals must demonstrate local support, value for money and alignment with programme objectives. Funding applications for this fund are encouraged between £10,000 to £75,000. Each application requires an accompanying full business plan. The application and business plan will be reviewed by officers. Eligible applications will be presented to the relevant Area Board for consideration.

The Community Resilience Hubs Fund can be invested into:

- Capital improvements and facilities.
- Staffing and volunteer coordination.
- Training and workforce development.
- Specialist support services.
- Equipment and digital infrastructure.
- Communications and community engagement.
- Food bank and community pantry development.

- Other activity supporting financial resilience.

Expected local impact and benefits

Improving financial resilience will deliver benefits for residents, communities and the council. For residents this includes:

- Improved financial stability and independence.
- Better access to advice and support.
- Increased confidence and practical life skills.
- Improved health, wellbeing and social inclusion.

For communities this includes:

- Stronger local partnerships.
- Better coordinated services.
- Increased community resilience.
- Stronger local economies through increased employment and spending.

For Wiltshire Council this includes:

- Reduced demand on crisis services.
- Lower homelessness and welfare assistance pressures.
- Improved council tax collection.
- Stronger referral pathways across council and partner services.

Role of Area Boards

Area Boards will play a key role in shaping and supporting local proposals. A single model will not work across all community areas. Each community area will develop its own solution. This involves, reviewing existing support services and assets, establishing the community need, assessing the partnership opportunities alongside the key local priorities.

The Area Board is asked to work with local partners, develop local solutions and to endorse a local project(s) that supports the funds objectives. It is important to note that this fund is available until March 2029.

Endorsed applications will be subject to a final review and sign off by the Communities Hub Panel. The Panel will consist of the Cabinet Member for Communities, Director of Leisure, Culture and Communities.

Summary

The Financial Resilience and Community Hub Programme represents a significant opportunity to strengthen local support networks, improve residents' financial resilience and create more coordinated community services across Wiltshire. Area Boards will be central to shaping locally led

solutions, endorsing investment proposals and ensuring that support reflects the needs and strengths of their communities.

Appendix A - Example scenarios for Community Hubs and Supporting People to Build Financial Resilience

1. Example Scenario: Mellford Community Resilience Hub

Situation

In the community area of Mellford, a food bank, community pantry, debt advice service, family support charity and employment support provider are all operating independently from different locations. Several organisations are based in ageing, inaccessible buildings with limited opening hours and increasing running costs. Residents often struggle to understand what support is available, have to repeat the challenges of their circumstances to multiple organisations, and can experience delays in accessing the right help. Demand for the foodbank has continued to increase with many residents using it on a regular or ongoing basis.

Task

The Strategic Engagement and Partnership Manager (SEPM), supported by the CRF Programme Officer, works with existing partners to undertakes a review of local provision to understand community needs, map existing services, identify gaps and explore opportunities for improved coordination and long-term sustainability.

Action

Local partners, residents, councillors and statutory services participate in a series of workshops and planning meetings. The review identifies an underused community centre in a central location that could be developed into a shared Community Resilience Hub. It also recognises that with a move to a cash-first approach, the space required by the foodbank will be greatly reduced.

A proposal is developed to:

- Refurbish the building to improve accessibility, including automatic doors, accessible toilets and improved signage.
- Create confidential interview rooms for advice services.
- Provide shared reception and digital facilities.
- Co-locate the food bank, Citizens Advice outreach, family support and employment support services.
- Establish a common referral system and coordinated opening hours.
- Develop a volunteer recruitment and training programme from the hub.
- Deliver budgeting, digital inclusion and "cook on a budget" sessions.

A funding application for £72,000 is submitted through the CRF governance process. The proposal is endorsed by the local Area Board, supported by the SEPM and assessed by the programme approval panel. Funding is approved as the project demonstrates strong partnership working, improved resident outcomes and a clear sustainability plan.

Result

The refurbished Mellford Community Resilience Hub becomes a single, accessible location where residents can access a range of support through a "no wrong door" approach.
Organisations now work alongside one another, making referrals quickly and sharing resources. Residents only need to tell their story once and can access multiple services during a single visit. The hub hosts regular advice sessions, benefit and debt support, employment guidance, digital inclusion activities and community learning programmes. The hub works seamlessly with Wiltshire Council services such as the Family Hub, library, Revenues and Benefits and housing.
By sharing premises and resources, organisations reduce costs, improve volunteer recruitment and strengthen partnership working. Residents gain quicker access to support, improve their financial resilience and become less reliant on emergency food provision over time.

Sustainability

The funding is used as a catalyst rather than a long-term subsidy. By bringing services together into one building, partner organisations significantly reduce their individual premises and utility costs. A local resilience hub steering group is established to oversee operations and future development, with costs shared between partners where appropriate.
The hub generates additional income through room hire, training courses and community events, while volunteers are trained to support reception, signposting and community activities. Stronger partnership working enables organisations to jointly bid for external grants and attract additional investment. Through a combination of shared resources, diversified income streams, volunteer capacity and ongoing partner commitment, the hub is able to continue operating and supporting residents beyond the end of CRF funding in March 2029. The funding is used as a catalyst rather than a long-term subsidy. The result is a sustainable, community-led model that strengthens financial resilience and reduces reliance on crisis support.

As a result:

- More residents access benefits and financial support they are entitled to.
- Improved working, referral pathways and sharing of information with WC services such as libraries, housing and revenues and benefits.
- Household incomes increase through income maximisation activities.
- Residents receive support to manage debt and reduce financial pressures.
- Increased council tax arrears recovery.
- Repeat reliance on emergency food parcels reduces.
- Residents develop greater confidence in managing their finances.
- Volunteers gain new skills and play an enhanced role in supporting the community.
- Local organisations work together through a coordinated "no wrong door" approach.

- Space previously used for food storage and provision can now be used for partner organisations offering support and training

2. Example Scenario: Woodchester Community Outreach Network

Situation

The Woodchester Community Area consists of one small market town and a large number of surrounding villages spread across a rural geography. A range of support services exist, including a food bank, community transport scheme, village wellbeing groups, housing support, advice services and family support organisations. However, services are delivered from different locations and many residents face barriers accessing support due to poor public transport, digital exclusion and a lack of awareness about what is available locally.
A review identifies that creating a single physical hub would not effectively serve the wider community, as many residents would still need to travel significant distances to access support.

Task

The Strategic Engagement and Partnership Manager (SEPM), supported by the CRF Programme Officer, works with local partners, councillors and residents to identify a model that improves access to support across the entire community area while building long-term financial resilience.

Action

A series of stakeholder workshops and community consultations are undertaken. The findings highlight the need for a coordinated outreach model rather than a single location.
A proposal is developed to:

- Establish a Woodchester Community Outreach Network.
- Create a shared referral and case management system.
- Develop a single website, telephone number and communications campaign promoting all local support services.
- Recruit a dedicated Community Connector to coordinate referrals and partner activity.
- Deliver regular outreach sessions in village halls, libraries, GP surgeries and community buildings across the area.
- Train local volunteers to become Community Champions, providing signposting and support within their own villages.
- Invest in tablets, laptops and Wi-Fi equipment to support digital access.
- Deliver digital inclusion sessions covering online banking, benefits applications, comparison websites, online safety and accessing council and NHS services.
- Strengthen existing community transport provision
- Pilot a mobile outreach service, taking advice and support directly into rural communities on a rotating basis.

A funding application for £72,000 is developed with local partners and endorsed by the Area Board. Following review through the CRF governance process, funding is approved due to the proposal's strong partnership approach, focus on accessibility and clear sustainability plan.

Result

Rather than residents travelling to a central hub, support is delivered through a coordinated network across the community area. Residents can access help through village outreach sessions, community venues, a single contact number, online support and a network of Community Champions. The Community Connector ensures organisations work together effectively and that residents are referred quickly to the most appropriate support. Residents no longer need to navigate multiple organisations independently or repeatedly explain their circumstances.
The digital inclusion programme enables residents to access services online, make benefit applications, manage household finances digitally and reduce isolation. Free access to devices and support sessions helps ensure that people who previously lacked confidence or equipment are not excluded from support.

Transport barriers are reduced through working with the mobile library and other community transport groups to link support with need. The model increases access to services for people living in smaller villages, strengthens collaboration between providers and improves awareness of available support throughout the area. The council receives increased council tax arrears, flattened demand into ASC within the area and reduced pressure on housing and customer services teams.

Sustainability

The Community Champion programme creates a network of trained local volunteers embedded within villages, providing trusted local contacts and reducing reliance on paid staff. Volunteers receive ongoing training, peer support, recognition events and development opportunities to improve recruitment and retention.

Existing community transport providers, parish councils and voluntary groups work together to coordinate volunteer drivers and maintain local transport solutions beyond the initial funding period. Digital inclusion skills become embedded within local libraries, community groups and volunteer-led support sessions, allowing residents to continue receiving assistance after the project funding ends. As the outreach model uses existing community venues rather than dedicated premises, ongoing costs remain low. Partners share responsibility for maintaining outreach sessions, referral pathways and communications, while jointly seeking additional external funding where required. By strengthening existing assets, building volunteer capacity, improving digital confidence and overcoming transport barriers, the Woodchester Community Outreach Network creates a sustainable and accessible model of support that continues beyond the life of the CRF programme while helping residents build long-term financial resilience.

Wiltshire Council

Briefing Note No. 26-20

Locally Identified Infrastructure Projects Fund

Service: **Engagement and Partnerships**

Further Enquiries to: **Ros Griffiths**

Date Prepared: **September 2026**

Contact: **areaboards@wiltshire.gov.uk**

This note explains the Locally Identified Infrastructure Projects Fund and how the application and decision process will work. Further information will be published on the Area Board webpage when the funding round opens.

A new funding opportunity for Wiltshire communities

On 15 July 2026, Wiltshire Council's Cabinet approved up to £250,000 each year for three years to support Locally Identified Infrastructure Projects (LIIPs). This provides a total allocation of up to £750,000 from 2026/27 to 2028/29.

The funding comes from the Strategic Community Infrastructure Levy, known as Strategic CIL. It will support local infrastructure projects that help address needs arising from growth and development.

The annual allocation is flexible rather than a commitment to spend the full amount. Funding will depend on suitable projects coming forward that meet the approved Strategic CIL criteria.

What is the LIIPs Fund?

The LIIPs Fund supports sufficiently developed and deliverable capital infrastructure projects that help accommodate growth and address the effects of development.

It is not a general grant fund. It complements, rather than replaces, existing funding sources such as:

- Neighbourhood CIL
- Section 106 funding
- Area Board capital funding
- Local Highway and Footway Improvement Groups (including Substantive Bids)
- Active Travel funding through the new Local Cycling and Walking Infrastructure Plan (LCWIP) funding programme
- External grants and other funding programmes

LIIPs funding bids are expected to be around £50,000 to £75,000 with at least the equivalent match funding coming from town and parish council sources, which may include town or parish council funding, neighbourhood CIL, grants, fundraising and partner contributions. This will help the annual

allocation support a reasonable spread of projects and ensure they are of the type that are likely to qualify for Strategic CIL funding.

What could the fund support?

Projects must provide or improve infrastructure and demonstrate a clear relationship to growth or development impacts.

Projects that may potentially be considered include:

- Community hall improvements or extensions serving needs arising from growth
- Sports pavilions and changing facilities
- Recreation and sports infrastructure
- Green infrastructure
- Flood resilience infrastructure
- Accessibility improvements to community infrastructure
- Public realm improvements
- Other capital community infrastructure supported by a clear Strategic CIL case

Walking, wheeling, cycling and local highway projects may be more appropriately considered through existing transport programmes, including the new LCWIP capital funding programme (details to follow).

The fund is unlikely to support:

- Events and activities
- Staffing costs
- Ongoing revenue expenditure
- Routine maintenance without a wider infrastructure justification
- General repairs unrelated to qualifying growth-related infrastructure
- Projects without a clear link to growth or development impacts
- Insufficiently developed proposals
- Projects that could reasonably be funded through another route

Community benefit is relevant, but the project needs to meet the approved Strategic CIL criteria. Projects may come forward from rural or urban areas, but all proposals must demonstrate a clear relationship to growth or development impacts in the area.

The role of town and parish councils

Town and parish councils will play the main role in bringing projects forward.

Town and parish councils will act as the accountable body for the funding, ensuring it is spent in accordance with the funding agreement with the council. They will also be responsible for delivery of the agreed project, although delivery may be undertaken in partnership with a third party, such as a community group or other organisation.

Town and parish councils will be responsible for:

- Contacting the Engagement and Partnerships Team to discuss potential projects
- Submitting Expressions of Interest and full applications
- Providing evidence of need, costs, funding and deliverability
- Exploring neighbourhood CIL and other funding sources

- Explaining who will deliver, own and maintain the infrastructure
- Delivering approved projects, or working with a partner organisation, and meeting the funding and reporting requirements.

Projects must be sufficiently developed to provide meaningful information about their scope, location, costs, funding gap, delivery arrangements and relationship to growth.

The role of Area Boards

Area Boards will provide local democratic input into the process.

Area Boards will:

- Consider assessed projects within their community areas
- Review the officer assessment and supporting information
- Take account of local priorities and community support
- Decide whether to endorse projects for collective review

Area Boards will not:

- Determine Strategic CIL eligibility
- Allocate Strategic CIL directly
- Make the final funding decision

Area Board endorsement does not guarantee that a project will receive funding.

How the process will work

The process starts with an initial discussion and Expression of Interest. Invited applicants will then submit a full application for Strategic CIL assessment and Area Board consideration. Endorsed projects will be reviewed collectively before the Cabinet Member makes the formal funding decision. The accompanying workflow and timetable diagram provides further information on each phase.

Stage	**Indicative timing**
Early engagement and Expressions of Interest	October to November 2026
Full applications developed and submitted	November 2026 to early January 2027
Strategic CIL assessment	January 2027
Area Board consideration and endorsement	February to March 2027
Collective review and funding recommendations	April 2027
Delegated Cabinet Member decision	May 2027
Funding agreements, delivery and monitoring	Following approval

The precise full application deadline will be published when the funding round opens.

The first funding round will open during 2026/27, with assessment and the funding decision continuing into 2027/28.

Key messages

- Up to £750,000 of Strategic CIL funding has been allocated to the programme over three years.

- Up to £250,000 will be available through each annual funding round, subject to suitable projects coming forward.
- Town and parish councils will bring projects forward through an Expression of Interest and full application process.
- Applicants must demonstrate a genuine funding gap and explore neighbourhood CIL and other funding sources that they can provide.
- Area Boards will provide local knowledge and input through an examination and endorsement process.
- All endorsed projects will be considered collectively before recommendations are made.
- Expressions of Interest and Area Board endorsement are important but do not guarantee funding.
- The formal funding decision will be made through an individual Cabinet Member decision in accordance with council procedures.
- The first funding round is expected to run from October 2026 to May 2027.

Further information

To discuss a potential project, town and parish councils should contact the Engagement and Partnerships Team at **areaboards@wiltshire.gov.uk**.

Further guidance and supporting documents will be available through the Area Board webpage when the funding round opens.

Locally Identified Infrastructure Projects

Workflow and Timetable

Period	Process Phase	Workflow Stages
Months 1–2	Early engagement and eligibility	Town and parish councils discuss projects with the Engagement and Partnerships Team and submit an Expression of Interest. The information is reviewed before applicants are advised whether to proceed to a full application.
Months 2–4	Full application	Invited town and parish councils develop and submit full applications by the published deadline.
Month 4	Strategic CIL assessment	Strategic Planning assesses completed applications against the approved Strategic CIL criteria.
Months 5–6	Area Board consideration and endorsement	Area Boards consider assessed projects, local priorities and community support before deciding whether to endorse them.
Month 7	Collective review	All Area Board-endorsed projects are reviewed collectively to identify recommendations for funding.
Month 8	Funding decision	Cabinet Member considers the recommendations and makes the formal funding decision in accordance with the council's constitution.
Following approval	Delivery and monitoring	Funding agreements are completed. Approved projects are then delivered, monitored and reported on.

First funding round: Month 1 is October 2026 and Month 8 is May 2027.

To discuss a potential project, contact the Engagement and Partnerships Team:
areaboards@wiltshire.gov.uk

Dignity at Work Policy

Policy statement. Marlborough Town Council is committed to a working environment in which everyone is treated with dignity, fairness and respect. Bullying, harassment, sexual harassment, discrimination and victimisation will not be tolerated.

Scope. This policy applies to councillors, employees, volunteers, contractors and others working with or for the Council. It covers Council premises, meetings, work-related events, travel, telephone calls, correspondence, social media and other digital communications.

Expected conduct. Everyone must communicate professionally; respect different views and protected characteristics; avoid intimidating, humiliating, offensive or unwanted behaviour; respect appropriate boundaries; and challenge or report unacceptable conduct. Robust but courteous debate, reasonable management action and legitimate scrutiny are not bullying when undertaken fairly.

Raising a concern. Where safe and appropriate, a person may explain that conduct is unwelcome and ask for it to stop. Advice or a confidential discussion may be sought from the Town Clerk. Concerns about the Town Clerk should be raised with the Mayor or the chair of the relevant staffing body. Concerns about a councillor may also fall within the Members' Code of Conduct process.

Response. The Council will take concerns seriously, assess immediate risks and consider informal resolution, mediation or a formal procedure as appropriate. Formal employment matters will be addressed under the relevant grievance or disciplinary procedure. Matters involving councillors will be referred through the applicable standards process. Criminal conduct or immediate danger may be referred to the police or another appropriate authority.

Fairness and confidentiality. All parties will be treated fairly, told the substance of allegations and given an opportunity to respond. Information will be shared only where necessary to investigate, protect people or meet legal obligations. Absolute confidentiality cannot be guaranteed.

Protection and support. Retaliation or victimisation against anyone who raises a genuine concern, gives evidence or supports a case is prohibited. Knowingly false or malicious allegations may themselves result in action. Reasonable support will be offered to those involved.

Responsibilities. All persons covered by this policy must uphold it. Councillors and managers must model respectful behaviour and act on concerns. The Town Clerk is responsible for implementation, records, guidance and training.

Review. This policy will be reviewed annually, and earlier when required by changes in law, guidance or Council arrangements.