

Marlborough Town Council



27 August 2024

Dear Councillor

Full Town Council

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **Monday, 2 September 2024 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 and ask a question they should 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.

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 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)

PRESENTATION BY ASTER HOUSING ASSOCIATION

To receive a presentation by Josh Dear (Regional Head of Housing – Wiltshire) at Aster Housing Association on their 'Lettings Policy' followed by Q&As

TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Not to exceed 10 minutes

AGENDA

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 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.
3. **Mayor's Announcements**
4. **Minutes**
To approve and sign the minutes of the meeting held 24 June 2024
5. **Action Log**
To review the Action Log
6. **Florence & Walter John Charitable Trust**
To consider a request for trustees
7. **Grave Digging Policy – Adjacent Graves Policy**
To consider for adoption the draft Grave Digging Policy – adjacent graves Policy

8. Land at Rabley View

To consider the request by residents of Portfield Road to purchase land from Marlborough Town Council

9. Marlborough Market

To receive an update report on the work of the Market Working Party

10. Banking in Marlborough

To receive a verbal update by Mayor Councillor Cleasby on the banking offer in Marlborough

11. VE Day 8th May

To consider council support to run an event to celebrate VE Day in May 2025

12. 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

13. Outside Bodies

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

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** – 20 May, 10 June, 15 July and 29 July 2024; **Property Committee** – 29 April 2024; and **Finance and Policy Committee** - 22 April 2024. These minutes have been approved by committees and circulated to Members and are available to download from <https://www.marlborough-tc.gov.uk/council/> or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

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 24 June 2024

Marlborough Town Council



Full Town Council

Minutes of a meeting of Marlborough Town Council held Monday, 24 June 2024 in the Court Room, Marlborough Town Hall at 7pm

PRESENT	Councillor Kym-Marie Cleasby	Town Mayor
	Councillor Emily Trow	Deputy Mayor
	Councillor Andrew Ross	
	Councillor Lisa Farrell	
	Councillor Mark Cooper	
	Councillor Jane Davies	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Rev. Chris Smith	Mayor's Chaplain
	Reuben Davies	Mayoral Scout
	Nicky Mason	Stonewater Housing Association
	Neil Goodwin	Marlborough.News
	Two members of the public	

PRAYERS

Rev. Chris Smith opened the meeting with prayers.

MAYORAL SCOUT

The **Town Mayor** introduced **Reuben Davies** to the Full Town Council meeting. The Mayor was keen to involve young people by appointing a Mayoral Scout and congratulated Reuben on being the very first Marlborough Scout to be put forward for this role, which would include accompanying the Mayor at civic events. This was a new concept for Marlborough, although there were Mayoral Scouts at other towns and cities around the country. She hoped the Marlborough appointment would become a tradition to take forward. As well as learning about civic life, the role would also help Reuben towards his Challenge badge.

Reuben would soon be taking up an academic scholarship at Marlborough College. This meant his studies would prevent him fulfilling the role for the whole year. The Mayor thanked him for attending the meeting, looked forward to involving him over the next couple of months and to meeting his successor.

PUBLIC QUESTION TIME

Amy Levin (market trader) – felt it was important for market traders to be included in any discussions about the market’s future and prospects, and asked whether this was something the Council would consider. The **Town Mayor** confirmed that it would; there was an agenda item later in the meeting.

Three people left the meeting

CRIME AND DISORDER

No officer was able to attend the meeting, but a written report had been provided and was tabled for Members.

PRESENTATION

Nicky Mason, Head of Partnerships at Stonewater Housing Association gave a presentation on their lettings policy and answered questions. Points of note included:

- Stonewater has 130 properties in Marlborough, all of which are let out
- Homes are allocated in the ratio 75% (plus) via Wiltshire Council’s housing register, with up to 25% leeway for direct lettings by Stonewater (e.g. rehoming in the case of emergency). In reality, this usually creeps closer to 95% via the local authority
- Eligibility has two stages: (1) Homes4Wiltshire policy (2) Stonewater policy (a hard copy would be made available)
- There were some differences between eligibility policies, e.g. Stonewater’s policy allows under-occupancy by one room to allow for family growth: the local authority policy does not
- Members asked questions about Stonewater’s policy on disposals, in particular a specific example, which Nicky offered to follow up if the details could be provided. It was noted that they sometimes sell properties to local authorities
- Stonewater purchases properties on the open market
- The balance between disposals/acquisitions is managed at a national level, not by town
- **Councillor Farrell** asked that the need for 3-bedroom properties be taken into account by Stonewater
- **Councillor Davies** reminded Councillors that Wiltshire Council has an ambition to build 1,000 new houses in 5 years to increase its stock of social housing, and this included a development at Cherry Orchard

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillor Farrell asked whether any progress had been made in ascertaining the status of the former Police Station site in George Lane, and whether the Police and Crime Commissioner (PCC) could attend a meeting to explain the benefits of closing this building for the police officers or anyone else. The **Town Clerk** confirmed that the PCC was on his list of people to invite to present to Council.

Councillor Davies confirmed that Wiltshire Council was investing over £2M in upgrading Marlborough Leisure Centre and welcomed **Councillor Sadler’s** suggestion

to involve the community in smartening up the appearance of the front of the building.

75/24 APOLOGIES

Apologies for absence were received from **Councillors Fogg, Hall, Shantry, Thomas, Luson and Kohrt.**

76/24 DECLARATIONS

There were no declarations of interest.

77/24 MAYOR'S ANNOUNCEMENTS

- The Mayor asked Members to support the upcoming Health and Wellbeing Open Day at St Peters on 6 July, and to publicise the event among their networks.
- Two apprentice positions at the Town Council were open for application and the Mayor asked Members to share this information. Marlborough was doing something quite bold and important for the town in creating these opportunities.
- The Mayor intended to provide an update on the banking situation in the town at the next Full Council meeting, and asked anyone with information to provide it to her or the Town Clerk no later than 23 August.
- The Mayor was looking forward to the Marlborough Festival taking place 12-14 July which offered a great mix of music, food, theatre and more. Some events were free. A lot of businesses were involved, and she asked Members to support the festival and promote it among their networks.

78/24 MINUTES

RESOLVED: that the minutes of the meeting held 28 May 2024 were approved as a true record and signed by the Town Mayor

79/24 ACTION LOG

Members noted the updated action log.

80/24 INTERNAL AUDIT 2023/24

Members noted the internal audit report for the 2023-24 financial year.

81/24 ANNUAL GOVERNANCE STATEMENT 2023/24 SECTION 1

RESOLVED: that the Annual Governance Statement at Section 1 of the Annual Governance and Accountability Return (AGAR) was approved

82/24 ANNUAL GOVERNANCE STATEMENT 2023/24 SECTION 2

RESOLVED: that the Annual Accounting Statements at Section 2 of the Annual Governance and Accountability Return (AGAR) was approved

83/24 VISITORS AND TOURISM

Members noted the update report providing an overview of current and ongoing visitor and tourism work being undertaken by the Town Council.

RESOLVED: that the Town Clerk be appointed to represent the town and Council's interests at the emerging Wiltshire Local Visitor Economic Partnership (LVEP)

84/24

GREAT WEST WAY

Members considered whether to rejoin Great West Way.

Councillor Farrell had asked for the agenda item, concerned that perhaps Members had not done enough research into the benefits of membership prior to the decision not to renew membership as part of budget discussions in 2022. Feedback she had received from some businesses and members of the public was that the Council may have rushed into this decision: this agenda item was an opportunity for Members to discuss the merits of membership. Discussion points included:

- There was a good representation of Marlborough at Visit Wiltshire (VW)
- Great West Way (GWW) was separate to Visit Wiltshire: Marlborough was currently shown 4 times on its site despite its membership lapsing in April, so the town still received some benefit from GWW
- Staff did a good job in showing off what Marlborough has to offer on the Town Council's tourist information section of the website and social media channels
- The decision not to renew had been taken against a background of coming out of Coronavirus restrictions; a cost-of-living crisis and a desire to reduce the tax burden on residents as much as possible; a perception that membership did not represent good value for money at that point in time; and whether the gap created by withdrawing could be plugged by other methods of promoting the town
- There were two tiers of membership: Designated Destination Ambassador (the Town Council's previous membership) at £2,019 + VAT per annum, or Gateway Ambassador at £532 + VAT per annum, both were a 3-year commitment
- The benefits of including the branding, e.g. on town signs and tourism leaflets
- The benefits of encouraging tourism and promoting town events
- A presentation to the 28 February 2022 Full Council meeting by the Chief Executive of VW/GWW about the then-current status, future plans and tourism opportunities of the GWW touring route had been somewhat lacklustre
- Members were happy to listen to those in the town who felt there would be benefit in rejoining
- Whether the onus was on GWW to demonstrate the benefits
- Whether GWW/VW could have done more to help its members prepare for the return of tourism after the Covid restrictions were lifted
- That withdrawing from GWW would cut off the town's source of visitors (and revenue) by those arranging tour parties from overseas, particularly in Europe
- Whether to rejoin at a lower level (Gateway Ambassador) and then discuss the benefits and opportunity of upgrading with GWW
- Whether the Gateway Ambassador membership would include the town's inclusion in promotion to overseas tour organisers; and to ask this specifically to GWW

RESOLVED: to join the Great West Way Gateway Ambassador scheme at £532+VAT and to investigate the value in upgrading to Designated Destination Ambassador for consideration at a future meeting

85/24 WILTSHIRE TOWNS PROGRAMME

Members noted the update report and considered the proposed 2024-25 and 2025-26 Wiltshire Towns Programme funding application.

RESOLVED: to use the 2024-26 Wiltshire Towns Programme funds to commission services to carry out a community consultation resulting in a 'vision document' with a primary lead focus "to enhance and improve the pedestrian experience of Marlborough Town Centre – with a focus on access, space and place"

86/24 CIVIC WORKING PARTY

RESOLVED: to reestablish the Civic Working Party membership

Councillor Farrell agreed to join the Civic Working Party.

87/24 FLOOD PLAN

Members noted the update report on the Council's Flood Plan. Discussion points included:

- A great deal of pride in what had been achieved, and a recognition of the contribution of everyone who had taken part
- 15 flood warden volunteers had been recruited with training ongoing
- Strong partnership working was in place with all relevant agencies
- A meeting on 12 June - *The Marlborough Flood: Understanding the Bigger Picture* - had been very well attended with good engagement from residents
- 19 October had been set for a Flood Fair at the Town Hall (details to follow), intended to provide practical ideas and solutions for residents such as how to prepare for flooding and ways to prevent flood damage

Marlborough's strong response to the flood had been recognised more widely. For example, Council officers had been asked to participate in regional events such as a top-level emergency services review, and Marlborough was to be used by the Environment Agency in a pilot model / location to trial a new Local Authority *Rapid Adaptation Pathways Assessment* (RAPA) toolkit. RAPA is a methodology used to quickly assess and respond to the risks and challenges posed by climate change. The **Town Mayor** asked that the minutes should record Councillors' thanks to the Town Council **staff** involved, to **Councillor Lusson** who had chaired the working party and to residents and everyone else who had been involved.

88/24 STAFFING COMMITTEE

Members noted the update report on recruitment for Level 3 Apprentice Information Officer and Level 6 (degree level) Apprentice Youth Worker positions.

89/24 THE MARKET

Members considered how the Town Council can best support the sustainable development of Marlborough market:

- Whether to set up a dedicated working party (membership to include Marlborough Town Council, market traders, retailers and town centre

organisations and other relevant stakeholders) or to add the market to the remit of the Town Centre Working Party

- **Councillors Trow** and **Sadler** volunteered to join the Town Centre Working Party
- **Councillors Farrell, Trow** and the **Town Mayor** volunteered to join a Market Working Party; members not present would be asked to express their interest in becoming members

RESOLVED: to set up a specific working party to include engagement from the Council, market traders, High Street traders, retailers and organisations, and other relevant stakeholders to:

(a) establish the current situation

(b) identify the need, problems and opportunities in respect of the market

(c) develop a plan for a sustainable and vibrant market

90/24 COMPLAINTS PROCEDURE

RESOLVED: that the revised Complaints Procedure be adopted as presented

91/24 MEMBERS' QUESTION TIME

No questions had been submitted.

92/24 OUTSIDE BODIES

Councillor Farrell had attended a second meeting with the heads of schools where they had discussed a need to support children moving from primary to secondary school by creating safe zones for them across the town.

93/24 COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, Members noted the approved minutes of the following meetings: **Planning** – 18 March, 8 April and 7 May 2024 and **Amenities and Open Spaces** – 15 April 2024

94/24 COMMON SEAL

Proposed by **Councillor Ross** and seconded by **Councillor Farrell** 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

ITEM 5

ACTION LOG

To review the Action Log

There are no outstanding Full Council actions.

Town Clerk 20 8 24

To consider a request for trustees

Purpose

The purpose of this report is to ask the Council to consider if any member might be available to volunteer for the position of trustee for the Florence and Walter John Charitable Trust

Request

The following request was received by Anne Hancock on behalf of the Florence and Walter John Charitable Trust

'The Burchell Trust is looking for new trustees!

The Florence and Walter John Charitable Trust (charity number 264371) was set up by Mr Burchell in 1972. He was Mayor of Marlborough on three occasions and a Wiltshire County Councillor for many years. Mr Burchell was an active member of the Methodist Church throughout his life. He wished the financial resources that he had built up in his lifetime to be made available to the people of Marlborough on his death. He was advised to set up a private Charitable Trust, the object of which was to be the provision of housing for people of retirement age and the relief of poverty. The current Trustees manage the assets to the Trust which primarily comprise of the flats at Savernake Court, Marlborough SN8 4AG. The trustees receive no payment except for out-of-pocket expenses. We are looking to engage two new trustees to provide a broad range of expertise to administer the Trust and who have the needs of local residents at heart. We thought that a town councillor would have local knowledge to be just that person! We know that you are busy people already and give lots to our community, but the role of a trustee is not a huge one. We plan to meet 4 times a year.'

Proposal

The Council are asked to consider the matter, and whether there are one or two members who might have the time to take on the role of trustee and instruct the Town Clerk accordingly.

Town Clerk 21 8 24

To consider for adoption the draft *Grave Digging Policy – Adjacent Graves Policy*

Purpose

The purpose of this report is to ask the Council to consider for adoption a proposed *draft Grave Digging Policy (adjacent graves)*, which has been referred and considered by both the Finance and Policy Committee and the Amenities and Open Spaces Committee.

Background

The A&OS Committee considered and agreed this draft policy on 5 April 2024 (*Min. No. 527/23*). The Finance and Policy Committee considered and agreed this draft policy on 8 July 2025 (*Min. No. 106/24*).

When a grave is required to be re-opened and it is located within a row of existing graves, it is necessary to drive the tractor/excavator over them to access the required grave. Also, on occasions it is necessary to deposit the excavated soil on adjacent graves.

It is unfortunate that this practice can lead to some surface damage on the existing graves, and potentially leave some earth spoil where previously it was grass. This scenario can be exacerbated by the weather conditions (e.g. if it is very wet when the grave has to be dug).

From time to time, we have received complaints from relatives of those buried in the adjacent graves about this practice.

Status

Whilst there is some established 'usual' practice for carrying out this grave digging practice when adjacent graves are involved, there is not a set 'policy' outlining what the Council reasonably expects of its staff, and equally what the family, friends and visitors to the cemetery can reasonably expect.

Considerations

Having a specific policy would assist in implementing and managing gravedigging adjacent to other graves.

Proposal

It is proposed that the draft policy below is adopted by Full Council:

Grave Digging Adjacent Graves Policy

This policy sets out the procedure for grave digging at Marlborough Town Cemetery with particular reference to burials taking place amongst other graves.

Before the Burial

- *Once the grave space has been identified the Grounds Team will contact the Cemetery Administrator to inform them which graves may be affected by the burial.*
- *The Cemetery Administrator will contact the owners of adjacent grave spaces informing them that there will be a burial in a nearby grave and that their grave may be affected and give them a copy of this policy.*
- *The Grounds Teams will set down a metal template in the precise location of the grave to be prepared.*
- *The metal template is edged using an edging iron.*
- *Where possible the turf is lifted, ready to be re-laid after the burial.*
- *Where access is required to graves that sit adjacent and near the required grave, a ground guard will be laid to minimise the impact on surrounding graves by the vehicle used (currently the Iseki TG6490 - 5 tonnes) driving over them.*
- *The grave will be dug from the head or foot end, depending on location.*
- *The spoil from the prepared grave will be placed on ground guards positioned on a pathway, if this is not possible then it will be placed on the nearest best placed adjacent accessible grave.*

- *The spoil will be covered with a tarpaulin, the tractor will be removed, and the ground guards lifted.*
- *The ground where the tractor has driven will be inspected and if any damage is found at this time, the surface of the ground will be made good as far as possible to the original form.*
- *More ground guards / tarpaulins will be placed around the grave to act as protection for the adjacent graves to the burial from footfall.*

After the Burial

- *The Grounds Team will replace the ground guards for the purpose of backfilling the grave. Once the grave has been finished the tractor and ground guards will be removed.*
- *The Grounds Team will tidy around all of the affected graves, refilling any impacted areas on the adjacent graves by the tractor or footfall, with subsoil (if needed), topsoil and grass seed.*
- *The Grounds Manager (or in their absence the Grounds Foreman, or in their absence the Senior Groundsman) will take a photograph of the grave and send it to the Cemetery Administrator as confirmation that the burial has been completed as per this policy.*
- *If the Cemetery Administrator is unavailable, the Grounds Team will report to the Office Manager or the Deputy Town Clerk.*
- *If there has been some damage to the surrounding graves, or matters of concern, the Grounds Team will report this to the Cemetery Administrator (or Office Manager or the Deputy Town Clerk) with photographs of the affected area. This information will be logged alongside the photographs of the affected area.*
- *The Cemetery Administrator (or Office Manager or the Deputy Town Clerk) will attempt to proactively contact the owners of the affected graves by email, telephone, or letter, detailing the damage done but reassuring them that it has been rectified as per this policy.*

The Council recognise that this policy is more relevant during the winter months or during extended periods of wet weather.

NB This policy was drafted in consultation with the Grounds Manager and Cemetery Administrator.

Recommendation

Members are asked to consider the proposed draft ‘*Grave Digging Policy (adjacent graves)*’ for adoption by Full Council.

Town Clerk 20 8 24

To consider the request by residents of Portfield Road to purchase land from Marlborough Town Council

Purpose

The purpose of this report is to ask the Council to consider a request from a number of residents who live and own properties at 15, 16, 17, 18 and 20 Portfield Road, Rabley Wood View.

Background

This matter comes to Full Council as it spans the interests of the Planning, Finance and Policy, and Amenities and Open Spaces Committees.

The Council has received a request by a number of residents who have properties along Portfield Road, to purchase parcels of land which border with the land parcel soon to be transferred to the Council from GreenSquare Accord. These proposed purchases would extend their gardens which back onto the land at Rabley Wood.

On 13 August the Town Clerk and Grounds Manager met the owners of no. 17 and 18 to view the site location, ascertain the nature of the request and assess the implications.

Status

The proposed area represents a narrow strip of land which runs along the border of the Rabley Wood View land parcel, behind and adjacent to the interested properties.

It currently has been left to grow and comprises of numerous trees, shrubs, and natural hedging.

It needs proper maintenance and tree works. It has had minimal grounds maintenance work on it by GreenSquare Accord. There reportedly has been some minor tree work carried out by them on some Ash trees, clearing ivy from the trunks, and cutting a few tree limbs which appear to have 'ash dieback'. A couple of residents with an interest in the wildlife and conservation aspects of the land have done some low-level maintenance work immediately by their gardens.

There is a low stock fence which offer some demarcation to the boundary, but as far as can be ascertained is set back around 3 metres from the actual land boundary (which butts up to the Portfield Road residencies garden fences). The land strip in question is approximately 10-15 metres wide and runs along where the new houses adjoin the Rabley Wood View Land Parcel.

Please refer to Appendix 1 for illustration of the land strip.

Considerations

- The **New Cemetery** is dependent on the *Marlborough Area Neighbourhood Plan's* proposal to swap land at **Marlborough Common** with **Rabley Wood**. The parcel of land with the strip being requested is part of this land. The need for more cemetery space and the needs of the 'commoners' for access land should be considered and weighed against the immediate interests of the Portfield Road residents. This said it is of the view of the Town Clerk and Grounds Manager that neither would be fundamentally compromised if the strip requested were surrendered.

- **Conservation and neighbouring land interests** have a definite bearing on this site. The Council's aim to offer and secure this land at Rabley Wood View as 'common land', plus the fact the Wiltshire Wildlife Trust have established a conservation site at Bay Meadows, the adjacent Council land at Tin Pit, plus the River Og along the easterly border of these areas, in essence will all serve to create and protect a conservation interest for Marlborough residents. Any settlement would need to ensure these factors are upheld.

The two residents met on site (No 17 and 18) clearly had a keen interest in wildlife, nature and conservation; and shared numerous accounts of encounters with hedgehogs, bats, muntjac deer, and owls (amongst others).

- **Council resources and implications for maintaining the land in question** are a real consideration; the land strip in question will need ongoing maintenance and tree works. This will come at a cost both in the short term as and when the land is handed over to the Council, and in the long term. Any transfer of this land strip would also transfer responsibility for its management.
- **There is an income opportunity** from the sale of the land strips. Equally the Council could consider a lease arrangement.
- **Legal costs** would be involved, and these would need to be considered in any potential arrangements.
- **Timing** is a factor, and it is recommended that if Members are minded to progress this request, a principal decision to support it should come prior to consultation on the land swap (so that there is a clear 'offer' to the residents and 'commoners').

Proposal

The proposal is for the Council to either:

- A. Principally agree the request; and with this for a Working Party comprising of the Chairs or Vice Chairs (or another member of the relevant committee) of the Planning, Finance and Policy, and the Amenities and Open Spaces Committee, plus the Town Clerk to convene, to agree the council's terms of sale and/ or negotiating position.
Or
- B. To decline the offer.
Or
- C. Make an alternative offer e.g. rental agreement.

Recommendation

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

Town Clerk 21 8 24

To receive an update report on the work of the Market Working Party

Background

At the Annual Town Meeting on 22 April 2024 a member of the public raised a question about Marlborough markets.

In June, at a Full Council meeting members discussed how best to support the sustainable development of the market.

A working party was formed, made up of the Town Mayor, Deputy Town Mayor and Councillor Farrell, the Deputy Town Clerk and three (2 x existing and 1 x former) market traders. Terms of reference were drafted and can be found at Appendix 2.

Status

One of the first actions of the working group was to assess the current situation. It was agreed that a good starting point would be to seek the views of those who trade at the markets and those who shop there. Surveys were created for both traders and customers. Traders' surveys were created and shared directly, and a public online customer survey was also created. Both surveys will close on 13 September 2024.

Links to the online customer survey have been posted on the town council website and socials, shared to Marlborough Notice Board and with councillors/officers, with a request to share on. Please click here for the customer survey <https://marlborough-tc.gov.uk/marlborough-market-survey>.

The results of the survey will aid and inform the next steps of the working group.

Deputy Town Clerk 20 8 24

To receive a verbal update by Town Mayor Councillor Cleasby on the banking offer in Marlborough

To consider Council support to run an event to celebrate VE Day in May 2025

Purpose

The purpose of this report is to ask the Council to consider holding a VE Day 80th Anniversary 'Shared moment of celebration' event on 8 May 2025.

Background and Status

Remembering and recognising the end of the Second World War, there will be a national programme of events marking the 80th anniversary of VE day on Thursday 8 May 2025.

Following national guidance from the King's pageant master's this is likely to include a:

- Town Crier shout at 8 AM on the Town Hall steps
- Civic Procession, leading to the Lighting of the Beacon with a tribute being read at 9.30PM
- Fish and Chips throughout the day: fish and chips was not rationed by Prime Minister Churchill during the whole of WWII, and 'fish and chips' are being suggested as a feature of the VE programme as a tribute to the fishermen who fished the seas and the farmers and land girls who worked in the fields.

Proposal

It is proposed that the Council supports a VE Day event and refers the matter to the Civic Working party for further planning.

Town Clerk 20 8 24

ITEM 12

MEMBERS' QUESTION TIME

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

ITEM 13

OUTSIDE BODIES

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

ITEM 14

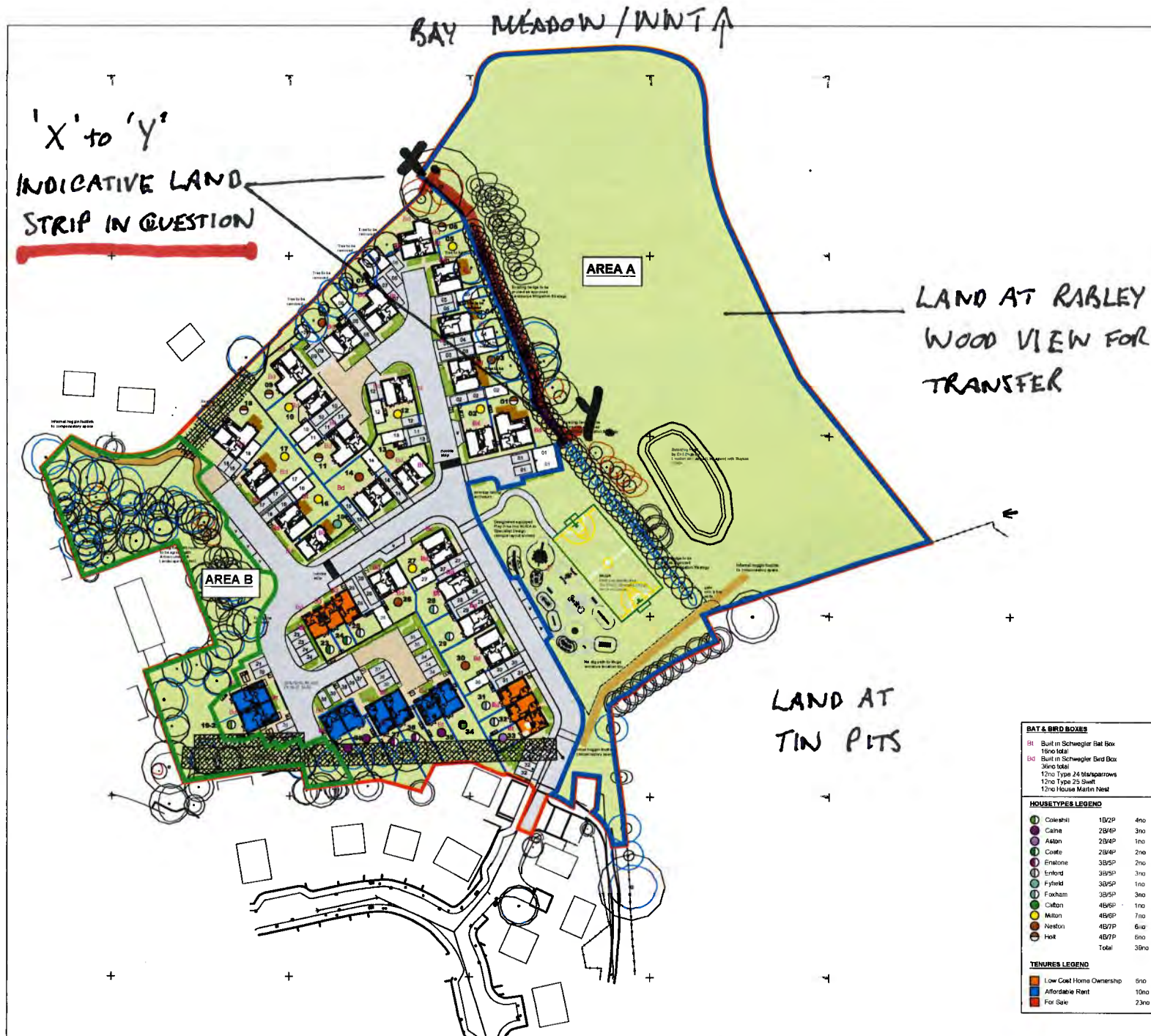
COMMITTEE MINUTES

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ITEM 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

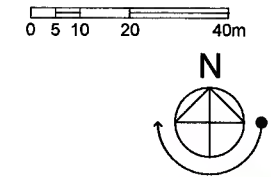


Contractors must check all dimensions on site. Only figured dimensions are to be worked from. Discrepancies must be reported to the Architect before proceeding.
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REVISIONS:

S	13.05.20	Field gate added. New drainage easements indicated.	CAB
T	03.07.20	Rumble strips added and road edges adjusted to reflect shared surface.	CAB
U	16.07.20	Road edges adjusted after C.Eng. update. Some front door access routes adjusted.	CAB
V	01.11.20	Drawing scale changed to 1:1000 to fit A3 paper size.	CAB

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The Design Team
Asset Management
Methuen Park
Chippenham
Wiltshire
SN14 0GU
Tel 01249 465465
greensquaregroup.com
Architectural Services **GreenSquare**

Project
Land at Rabley Wood View Marlborough
Drawing Title
Site Layout

File Location: S:\TEAM ASSET MANAGEMENT\2018 PROJECTS		
Date	Status	
10.04.19	Planning	
Scale	Drawn by	Checked by
1:1000 @ A3	RS	-
Project No.	Drawing No.	Revision
18-038	P/SL/100/	V

BAT & BIRD BOXES

- B1 Built in Schwegler Bat Box
15no total
- B2 Built in Schwegler Bird Box
36no total
- 12no Type 24 Martinsparrows
- 12no Type 25 Swift
- 12no House Martin Nest

HOUSETYPES LEGEND

1	Colehill	1B/2P	4no
2	Caine	2B/4P	3no
3	Aslon	2B/4P	1no
4	Coate	2B/4P	2no
5	Emstone	3B/5P	2no
6	Enford	3B/5P	3no
7	Fyfield	3B/5P	1no
8	Foxham	3B/5P	3no
9	Cifton	4B/6P	1no
10	Milton	4B/6P	7no
11	Norton	4B/7P	6no
12	Holt	4B/7P	6no
	Total		39no

TENURES LEGEND

- Low Cost Home Ownership 6no
- Affordable Rent 10no
- For Sale 23no









Marlborough Town Council

Marlborough Markets Working Party

Terms of Reference

1. Membership

Membership will comprise of Councillors of the Town Council with representatives of outside groups and organisations invited to attend as and when required. Town Council membership will be appointed by Full Council.

2. Chair

A Chair and Vice-Chair will be appointed at the first meeting of the working party. As the working party is affiliated to the Town Council, these roles will normally fall to Town Councillors.

3. Powers

As set out in para 6.1 of the Town Council's Scheme of Delegation, working parties cannot make decisions on behalf of the Town Council and any recommendations made will be subject to approval by Full Council. Working party meetings are not normally open to the press and public.

4. Responsibilities

The working party will establish the current situation of the market, identify the need, challenges and opportunities and develop a plan for a sustainable and vibrant market going forward. Any recommendations will be submitted to Full Council for consideration.

25th July 2024