

**Minutes of the Property and Amenities Committee Meeting held at  
Corsham Town Hall on Wednesday 27 November 2024**

**Present** Councillor T Ellis (Chair)  
Councillors S Abbott, H Belcher OBE, J Robertson and G Ward

**In Attendance** D Martin (Chief Executive)  
J Whittleton (Head of Technical Services)

**In Attendance Online** Councillors J Brook, R Hopkinson and N Brakspear

**P&A 44/24 Apologies**

Apologies were received from Councillor R Williams.

**P&A 45/24 Public Question Time and Petitions**

A member of the public raised questions about *agenda item 8 - Traffic Regulation Order LJB/TRO/CORM1*, regarding a proposed waiting restriction at Freestone Way/Hatton Way. They were not in favour of the proposal.

**P&A 46/24 Declarations of Interest**

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

There were none.

**P&A 47/24 Matters Arising from the Minutes of the Property and Amenities Committee meeting held on 25 September 2024**

There were none.

**P&A 48/24 A Town Transport Plan for Corsham (*Minute P&A 12/24 and others*)**

Martin Revill (Head of Transport) and Oliver Harte (Graduate Project Specialist) from consultants, Urban Foresight, joined the meeting online in order to give the Committee an update on work to produce a Town Transport Plan. They stated that their approach to the development of the Transport Plan involved four stages: establishing a vision and defining objectives; examining the evidence – from stakeholders, data and best practice; identifying potential interventions, investments and services; and, prioritising those interventions that best meet the objectives.

To date, Urban Foresight had conducted a vision workshop, site visits, started one-to-one engagement meetings and were undertaking data and evidence collation and analysis.

When identifying problems and defining objectives they had highlighted the following six areas:

- Traffic and road safety. To reduce the volume and speed of vehicle traffic in and through Corsham especially at school times.
- Active travel. To create a welcoming and safe environment for everyone that encourages walking, wheeling and cycling.
- Parking. To effectively manage parking facilities to maintain a vibrant town centre while balancing the environmental impact.
- Local public transport. To increase access for everyone to key employment, education, healthcare, social and leisure opportunities through viable public transport.
- Longer distance connectivity. To unlock employment, business, retail and tourism opportunities through promoting better regional and national connectivity.
- Transport emissions. To reduce emissions from motorised transport in support of carbon reduction and to improve local air quality.

Urban Foresight were currently working on a longlist of potential investments and interventions. They were also working to develop an assessment framework to assess and prioritise these potential interventions.

Their next steps would include completing the engagement, finalising the longlist of potential investments and interventions, assessing interventions against the defined objectives, recommending priorities for the Town Council to pursue whether by investment themselves or in partnership with other agencies and producing the final report by the end of January 2025.

A question and answer session then took place. The following points were raised:

- Whether the workshop was attended by a broad enough section of residents/service providers. It was hoped that any gaps would be filled through one-to-one engagement. Urban Foresight pointed out that it had been very useful to speak to Councillor Tanvir Bush about accessibility;
- That the final report would be forward looking and consider what transport provision/demands might look like in the future e.g. EV charging;
- That free parking in the town centre car parks costs a lot of money to essentially encourage car use. Giving thought to encouraging bus use might be a better use of money;
- The extent to which Gastard and Neston are served by buses and the difficulties of workers accessing key business parks and students accessing college sites;
- That all schools in Wiltshire were required to have a School Travel Plan. If the schools could not provide them, then Ruth Durrant (School Travel

Plan Advisor) at Wiltshire Council might be a useful person at Wiltshire Council to engage with;

- The difficulties of making interventions in an old town;
- That funding was starting to emerge following the new Government coming to office. Having an agreed Town Transport Plan would put Corsham in an advantageous position in regard to funding opportunities. It was pointed out that Urban Foresight should speak to Dave Thomas (Head of Asset Management and Commissioning) at Wiltshire Council about the substantive bid process.

### **Resolved**

To note the informative update from Urban Foresight and the progress made thus far.

#### **P&A 49/24 Park Place Allotments (*Minute P&A 22/24*)**

The Head of Technical Services gave an update on efforts to deliver a new allotment site at Park Place. He stated that the contractor was due to start work on 6 January 2025 and that the work was estimated to take 4-6 weeks to complete. Arrangements were in place with Wessex Water to provide a new water supply to the site and their work would be carried out after the contractor had finished on site (the contractor would be laying the internal piping and installing the two water troughs). The Town Council aimed to allocate the fourteen plots and get tenants on site by the start of the next growing season i.e. spring 2025.

Issues discussed included:

- That there was a waiting list for the Park Place allotments and that this was made up of local residents who lived on the development; and
- Plots would be allocated in the normal fashion i.e. offered to those first on the waiting list.

### **Resolved**

To note the update.

#### **P&A 50/24 Update on Local Highway Improvement Group (LHFIG) Issues (*Minute P&A 39/24 and others*)**

The Head of Technical Services gave an update on LHFIG issues:

- The seal date for the Corsham 20mph scheme would be 27 January 2025. Works on site were scheduled to take place within two weeks of that date;
- Objections had been received to the Traffic Regulation Order relating to Park Lane, Potley Lane, Pickwick Road, Freestone Way and Cross Keys Road. As such, it would be necessary for a report to be prepared and taken to the Cabinet Member for Highways, Street Scene and Flooding;

- The LHFIG had advised that the request relating to the bus stop outside the Pound Arts Centre was more properly raised with Passenger Transport, as it was not an official stop. The Head of Technical Services had written to the Passenger Transport Unit to raise this issue; and
- The LHFIG had advised that the request relating to a Corsham active travel route should be raised directly with the Senior Transport Planner. The Head of Technical Service had now done this and had been told that the issue could be looked at when the Corsham Local Cycling and Walking Infrastructure Plan (LCWIP) work got underway.

### **Resolved**

To note the update.

### **P&A 51/24 Traffic Regulation Order LJB/TRO/CORM1 (*Minute P&A 07/24 and others*)**

Representations were received by a resident in relation to proposals to place double yellow lines around the roundabout on Freestone Way (nearest the Co-op). They objected to the proposed scheme and stated that it would have an adverse impact on traffic flows, would push parking further down Freestone Way and would have an impact on residents who used the area for parking. He asked how the Town Council came to make such a recommendation to Wiltshire Council and why no risk assessment or traffic flow analysis had taken place.

Issues discussed included:

- That it had not been possible to trace the proposed double yellow lines back to a Highway Request Form. There had been a request relating to the Hatton Way/Macie Drive junction in January 2022. It was possible that the proposal came from this request and was put forward either in error or from the Senior Traffic Engineer considering the wider area and coming up with the proposal;
- That parking within 10 metres of a junction constitutes a road traffic offence under the Highway Code and that the Senior Traffic Engineer witnessed two incidents of concern when they visited; and
- That the properties facing onto the roundabout do have parking at the rear. However, as Wiltshire Council have not installed lighting, some residents were reluctant to use it.

### **Resolved**

To ask Wiltshire Council to remove this proposal from the Traffic Regulation Order and to ask the Senior Traffic Engineer to visit the site and to consider the best approach to road/pedestrian safety at this location (including the Freestone Way roundabout and the Hatton Way/Macie Drive junction).

**P&A 52/24 Requests for Highway Improvements and Traffic Surveys (*Minute P&A 40/24 and others*)**

Consideration was given to the following Highway Improvement Requests.

Velley Hill. Request for Double Yellow Lines.

Issues discussed included:

- That the consultation undertaken with local residents had found that 27 of 29 respondents were opposed to the proposal. Many of the respondents had stated that parked vehicles served to suppress traffic speed and that putting down double yellow lines would encourage more speeding through the village. Some properties did not have private drives and putting in waiting restrictions would prevent those residents parking near their homes and present difficulties for deliveries/visitors.

**Resolved**

Not to support the request.

Hatton Way. Request for Double Yellow Lines.

Issues discussed included:

- Whether double yellow lines should be put on the second side of Hatton Way and whether this would push the parking issue elsewhere; and
- That Councillors representing the Pickwick Ward should continue to monitor parking at this location.

**Resolved**

Not to support the request.

Park Lane. Request to lower the speed limit and to install a section of path leading to a crossing at the junction with Skynet Drive.

Issues discussed included:

- That speed limits along Park Lane had recently been assessed and that there was not any scope for lowering them further at this juncture;
- That Skynet Drive was not a Public Right of Way, but a permissive path and that the MOD would need to give approval to any path on its land; and
- That a crossing at this location would probably not serve many pedestrians. A crossing might be better placed near the science park.

**Resolved**

Not to support the request.

Dicketts Road. Request for bus stop markings.

Issues discussed included:

- That parking was problematic at this location and the proposal could lead to the loss of four parking spaces.

**Resolved**

To support the request going forward to the LHFIG with the recommendation that a kerbed build-out occupying only one parking space be looked at. This would entail buses stopping in the road and would not involve the loss of multiple parking spaces.

Short Stay Car Park. Request to mark the pedestrian route through the car park.

Issues discussed included:

- That the issue was probably best raised with the Martingate Centre and with Parking Services rather than the LHFIG.

**Resolved**

To raise the request with Martingate at the next quarterly meeting.

Station Road. Request for tactile paving near the Grove Road junction.

**Resolved**

To support the request and to send it on to the LHFIG.

**P&A 53/24 Noise Complaints – Methuen (Town) Hall (*Minute P&A 11/24*)**

The Chief Executive stated that following the Committee meeting on 29 May, the terms and conditions for hiring the Town Hall had been amended to reduce the hours of use. Despite that, it has been observed even with music finishing at 11:30pm, there could still be noise from the venue after most of the local pubs have closed. He added that there had been complaints from local residents about hirers making noise when leaving the venue and leaving waste in residents bins. As such, officers felt that it would be appropriate to further amend the terms and conditions to stop music from 11am, so as to tie-in with other late night venues.

**Resolved**

To approve the amendment to the terms and conditions for hiring the hall and to stop music from 11:00pm.

**P&A 54/24 Update on Speed Indicator Devices and AutoSpeedWatch (*Minute P&A 41/24 and others*)**

Consideration was given to data collected from the Speed Indicator Devices (SIDs) during their deployment at the A4 (Pickwick) and Valley Road.

Issues discussed included:

- That the SID at Valley Road had recorded a very high number of vehicles travelling over 50mph in one direction (290 in just over two weeks). Officers would endeavour to ascertain whether this was genuine finding or if the device had developed a fault; and
- That Councillor J Roberton had made enquires as to who at Wiltshire Police was receiving the data from the AutoSpeedWatch camera and what was being done with the data.

### **Resolved**

To note the report.

### **P&A 55/24 Service Delegation and Asset Transfer (*Minute P&A 24/24 and others*)**

The Committee received an update from the Chief Executive about discussions with Wiltshire Council regarding further asset transfers and service delegation. Wiltshire Council's list of services including grass cutting, street sweeping etc would entail a large increase in the precept. Although the Town Council had been putting funds into earmarked reserves, this would quickly be exhausted should the Council choose to take on all the services. He stated that another approach might be considered – for the Town Council to provide a top-up service, essentially our own parish steward type role, to carry out tasks in the highway or on other Wiltshire Council land. This service could be directed to focus on tasks in most urgent need. In addition, the Town Council could put aside a sum of money for tasks such as replacing street signage or finger posts etc - tasks that Wiltshire Council was presently reluctant and slow to carry out due to financial constraint. The budget could be used to fund or part-fund Wiltshire Council's work without service delegation. The Chief Executive stated that if the Committee were content, he would work up a proposal along these lines.

### **Resolved**

To consent to the Chief Executive preparing a proposal for a top-up service in the town.

### **P&A 56/23 Property and Amenities Draft Budget Proposals and Fees and Charges**

Consideration was given to the draft budget proposals and fees and charges for 2025/26. The Chief Executive stated that, overall, the draft revenue budget for the Property and Amenities Committee had increased by £52,424. This was primarily due to staff costs, tree and boundary maintenance, service delegation/asset transfer, play area maintenance and bus shelter cleaning. Fees and charges were proposed to increase by around 2-3%. Overall, the draft budget for 2025/26 would increase the precept by 8.68% and would result in an overall Band D charge of £268.78 – and increase of £21.56 per year (8.72%).

Issues discussed included:

- The impact of the recent changes to National Insurance contributions;

- How the increase in bus shelter cleaning funding was going to be spent; and
- That the new skatepark (£75,000 was to be allocated to the project in 2025/26) constituted a one-off demonstrable asset that justified an increase in the precept.

**Resolved:**

- i) That the draft budget proposals and service developments for 2025/26 be approved for consideration by the Finance and Administration Committee, before final approval by the Full Council.
- ii) That the recommended fees and charges for 2025/26 be approved.

The meeting began at 7.00pm and ended at 9.18pm. There was one member of the public present for part of the meeting.

---

CHAIR

---

DATE