

Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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3 May 2011

Dear Councillor

You are hereby summoned to attend the Annual Council Meeting to be held at the Town Hall on Monday 9 May 2011 at 7.30pm.

Yours sincerely

David J Martin
TOWN CLERK

AGENDA

1. Apologies
2. Election of the Chairman of the Council
3. Declaration of Acceptance of Office by the Chairman
4. Election of Vice Chairman of the Council
5. Public Question Time and Petitions
6. Declarations of Interest

To receive any Declaration(s) of Interest under the Local Authority (Model Code of Conduct) Order 2007 issued under SI No. 1159 including paragraph 12(2)

7. Minutes of the Town Council Meeting held on 11 April 2011 – *attached*.
8. Matters Arising from the above Minutes – *for information only*.
9. Matters Arising from the Annual Town Meeting held on 7 April 2011 – draft Minutes attached – *for information only*
10. Chairman's Announcements

11. Policing and Community Safety – to consider policing and community safety issues
12. Appointments to Committees, Working Groups and Panels, and Election of Committee Chairmen and Vice-Chairmen
 - i) Appointment of Amenities Committee (9 to 12 Members)
 - ii) Election of Chairman and Vice Chairman of the Amenities Committee
 - iii) Appointment of Leisure Committee (9 to 12 Members)
 - iv) Election of Chairman and Vice Chairman of the Leisure Committee
 - v) Appointment of Finance and General Purposes Committee (9 to 12 Members)
 - vi) Election of Chairman and Vice Chairman of the Finance and General Purposes Committee
 - vii) Appointment of Forward Planning Working Group (8 to 10 Members)
 - viii) Appointment of Communications Working Group (6 Members)
 - ix) Appointment of Tourism Working Group (6 Members)
 - x) Appointment of Accounts Sub-committee (4 Members + 2 reserves)
 - xi) Appointment of Staffing Panel (5 Members)
 - xii) Appointment of Appeals Panel (5 Members)
13. Appointments to Outside Bodies
 - i) Springfield Focus Group (1 Member + reserve)
 - ii) Corsham Twinning Association (1 Member + reserve)
 - iii) Potley & Pockeridge Community Association (1 Member + reserve)
 - iv) Rudloe Community Association (1 Member)
 - v) Corsham Community Association (1 Member)
 - vi) Campaign to Protect Rural England (1 Member + reserve)
 - vii) Pound Arts Trust Ltd (1 Member + reserve)
 - viii) Corsham Area Development Trust (1 Member + reserve)
 - ix) Planning Viewing Panels –
 - Corsham Ward (2 Members)
 - Gastard Ward (2 Members)
 - Neston Ward (2 Members + reserve)
 - Pickwick Ward (3 Members)
 - Rudloe Ward (1 Member + reserve)
 - x) Corsham Community Area Network Steering Group (1 Member + reserve)
 - xi) Corsham Chamber of Commerce (1 Member + reserve)
 - xii) Corsham Youth Council (2 Members + reserve)
 - xiii) Corsham Area Young People’s Issues Group (2 Members)
 - xiv) Corsham in Bloom Committee (up to 5 Members)
 - xv) Emergency Planning Volunteer (1 (currently Mr C Fuller))
 - xvi) Wiltshire Association of Local Councils (1 Member + reserve)
 - xvii) Chairman’s Weekly Surgery Reserves (currently 3 Members)
 - xviii) MoD Community Liaison (up to 4 Members)
 - xix) Market Towns Forum (1 Member)
 - xx) Corsham Cycle Network (2 Members)
 - xxi) Bath Spa University Liaison (1 Member)
 - xxii) Corsham Community Campus (1 Member)
14. Appointment of Representative on Environment Issues (1 Member + reserve)
15. Appointment of Representative on Health Issues (1 Member + 2 reserves)

16. Correspondence –
 - i) As mentioned in Members Information Sheet Nos. 215 and 216 – *to note.*
 - ii) Late correspondence – *to note.*
17. Reports from Council representatives appointed to outside bodies
18. Minutes of the Finance and General Purposes Committee meeting held on 13 April 2011 - *attached.*
19. Matters Arising from the above Minutes – *for information only.*
20. Minutes of the Council (Planning) meeting held on 20 April 2011 - *attached.*
21. Matters Arising from the above Minutes – *for information only.*
22. Minutes of the Council (Planning) meeting held on 4 May 2011 - *to follow.*
23. Matters Arising from the above Minutes – *for information only.*
24. Minutes of the Communications Working Group held on 19 April 2011 - *attached.*
25. Matters Arising from the above Minutes – *for information only.*
26. Minutes of the Forward Planning Working Group held on 19 April 2011 - *attached.*
27. Matters Arising from the above Minutes – *for information only.*
28. Corporate Plan Objectives (*Minute 296/10*) - Further to previous meetings, the Corporate Plan Objective sheet for 'Ministry of Defence' is attached for monitoring and review - *for comment.*
29. Corsham Community Campus - To receive an update on progress with the Corsham Campus - *for information.*
30. Fairtrade Status (*Minute FIN 52/10*) - At the Finance and General Purposes Committee meeting on 13 April a representative from TransCoCo gave a presentation on the possibility of gaining Fairtrade status for Corsham. One of the requirements is that where refreshments are provided at Town Council meetings, Fairtrade tea and coffee be offered. The Town Council must also appoint a representative to the Steering Committee which will oversee Fairtrade in the Town. Renewal is required after the first year and every two years thereafter.

The recommendation of the Finance and General Purposes Committee is that the Town Council seeks to obtain Fairtrade status - *for approval.*

31. Katherine Park Section 106 Agreement Update (*Minute 248/10, 5 - Fwd Pl Wkg Gp 19/04/11 and others*) at the Town Council meeting on 14 February it was *Resolved* 'That Town Councillors make suggestions about how they would like to see the Katherine Park Section 106 Agreement money spent to the Forward Planning Working Group, via the Town Clerk'. Up to £252,000 could be available. The aim was to

produce a list of suggestions to go to Wiltshire Council, via Corsham Area Board Members, for consideration. The Forward Planning Working Group met on 19 April where it considered various possible uses for the funds. The Working Group agreed that the proposed cycle network link between Katherine Park and Rudloe would be an appropriate project as it was transport related and would benefit the residents of Katherine Park and the wider community. Alternatively, the funds could be used towards the provision of additional allotments.

It is recommended that Wiltshire Council be asked to allocate funds originally earmarked in the Section 106 Agreement for the railway station to the above projects - *instructions requested*.

32. Proposed Traffic Regulation Order for Consultation, Various Orders, Box and Corsham (Minute 278/10) - At the Council meeting on 14 March a number of comments were made on the initial consultation on a proposed traffic scheme for Westwells Road and Park Lane.

The following comments were put forward:

- i) The parking situation remains a serious concern of residents and swift action to alleviate the problem would be appreciated;
- ii) Views on the plans for double-yellow lines along Westwells Road were mixed. Some members were in favour of double-yellow lines on one side of the road whilst others felt they should be on both sides or have no double-yellow lines at all. The Town Council hoped that Wiltshire Council can come up with something that works;
- iv) The Town Council supports waiting restrictions outside of the Post Office and residents houses;
- v) Enforcement of any new parking restrictions will be very important;
- vi) There should be 'no left turn' coming out of the Basil Hill site onto Westwells Road, to discourage people from driving through Neston;
- vii) Clarification was sought as to whether the proposed cycle lane will be one-way or two-way (*it has been confirmed that the cycle lane will be one-way*).

Revised documents have been received for the formal consultation. These have been forwarded via email and a copy is available in the Town Hall the consultation period ends on 27 May 2011 - *instructions requested*.

33. Authorisation of cheques and payments – A list will be available at the meeting.

A Meeting of the Accounts Sub-committee will take place at 7.10pm.

The Methuen (Town) Hall meeting will take place immediately after the Council meeting.