

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

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7 September 2021

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held **at the Town Hall** on Monday 13 September 2021 at 7.30pm.

**Covid-19 Requirements: Please follow the attached Guidance for Attending In-person Meetings.**

Please would members of the Accounts Sub-committee arrive by 7.10pm.

Yours sincerely



David J Martin  
CHIEF EXECUTIVE

### AGENDA

1. Apologies.
2. Public Question Time and Petitions.
3. 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.
4. Minutes of the Council Meeting held on 9 August 2021 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues.
7. Chairman's Announcements.

8. Correspondence –
  - i) As mentioned in Members Information Sheet Nos. 501 and 503 (to follow) – *to note*.
  - ii) Late correspondence – *to note*.
9. Reports from Council representatives appointed to outside bodies.
10. Notes of Recent Meetings – The following notes of informal Committee and Council (Planning) Meetings are available for information and comment:

Finance and Administration on 18 August 2021 – *attached*.

Council (Planning) held on 25 August 2021 – *attached*.

– *for information and comment*.
11. Climate Change and Environmental Issues – To discuss the following climate and environmental matters. Beth Searle (CTC’s Environmental Project Officer) will be in attendance to provide supporting information:
  - i) Wiltshire Council’s consultation on a draft ‘Climate Strategy’ and ‘Our Natural Environment Plan’ (see <https://www.wiltshire.gov.uk/article/1004/Climate-strategy-consultation>) – to discuss a Town Council response to the current consultation. Following the meeting, a draft response will be prepared for consideration at the October Council meeting – *for discussion*.
  - ii) Declaring a Climate Emergency and/or Ecological Emergency – At the October 2019 Council meeting, the Town Council discussed the possibility of declaring a climate emergency. Several town and parish councils have made such declarations, as has Wiltshire Council. At the 2019 meeting, it was resolved ‘That Corsham Town Council uses the term ‘climate emergency’ in appropriate circumstances but does not declare a climate emergency’. The Town Council is reviewing and implementing its Action Plan on Reducing Carbon Emissions and has appointed an Environmental Project Officer to take this work forward. It is suggested that the Town Council may wish to review the decision made in 2019 (prior to the last local elections) and also consider whether an Ecological Emergency should also be declared. Should such declarations be made, they would help shape the Town Council’s Strategic Plan 2022-2026 – *for consideration*.
  - iii) Litter Recycling Bins for Corsham Town Centre – Beth Searle will give a brief presentation on a pilot scheme to introduce litter recycling bins in Corsham town centre – *for consideration*.
12. Strategic Planning Review and Update (*Minute 210/20 and others*) - The latest report for the 2018-2022 Plan is attached for consideration (*see attached*). The process for producing the Strategic Plan for 2022-2026 has commenced and the first Strategic Planning Session for Councillors and staff will take place at the Town Hall on 30 September. The process for producing the new Plan is summarised as follows:

Prior to Session 1 - Reading materials to be sent to Councillors and staff to enable them to prepare. This will include: Strategic Plan 2018-2022; list of activities that Town Councils can/cannot do; Councillors induction presentation; list of budget commitments.

Session 1 – Facilitated review of the current vision to see what has changed. Carry out visioning exercise which captures the level of ambition and attitude to risk. Identify or confirm key issues and objectives for prioritisation.

Expected output - List of ideas produced, along with potential schemes and commitments for consideration and for Councillors to prioritise over the following 2-3 weeks.

After Session 1/Prior to Session 2 - Facilitator to write up output from session. Based on the output, prepare and send out survey to all Councillors and staff to identify individual priorities. Reports can be produced to help review the results.

Smaller group to review and prepare report for the second session. This can be based on the first session, the survey and progress. The format of the second session will depend on what comes out of the first session.

Session 2 (Provisionally mid-November) - Present report on progress, discuss any queries, confirm where there is consensus, confirm new vision.

After Session 2 - Write up output from second session. Cost the plan by February 2022. Refine Plan until approval by the full Council in April/May 2022.

Once approved, the document will be professionally designed and published – *for information and comment*.

13. Policy for Stallholders attending Town Council Events – The Town Council’s Street Fair held on 11 September attracted over 50 businesses and community groups from a wide range of stakeholders. On this occasion a request for a space was made by the local MP. As a non-party political Town Council there was some initial concern that this might lead to requests from political groups to attend Town Council events and alter the nature of such occasions. However, it was felt that allowing the local MP to have a stand would offer an opportunity for community engagement and the promotion of local democracy. Once a Member of Parliament is elected, their constituency activity falls under the parliamentary umbrella and is explicitly non-political. To make things clearer for the future, it is felt that the Town Council should agree a policy which permits the local sitting MP to book a stand at the Street Fair and Summer Fete, and other general community events deemed appropriate. The sitting MP would not be able to book a stand at the Food Festival or Christmas Lights Switch-on Event as these are of a more specialist nature. The Town Council would not accept bookings from party-political groups at any of its events – *for consideration*.
14. Vacancies on committees, other groups and outside bodies (*Minute 77/21 and others*) – Further to the previous meeting there are opportunities to fill the remaining vacancies on committees, other groups and outside bodies. Any unfilled vacancies following this meeting can be filled at future meetings. The current vacancies are:

*Committees and other groups*

Community Services – one

Finance and Administration – one

Neighbourhood Planning – one

*Outside bodies*

Campaign to Protect Rural England – one reserve  
Community First – one reserve

If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting – *for consideration*.

15. Co-options (*Minute 80/21 and others*) – There remains two Town Councillor vacancies for co-option in Corsham Neston Ward. Nominations to fill the vacancies which followed the local elections have been advertised but no nominations were received by the closing date of 6 September. The closing date has been extended again and now closes at 5pm on Monday 5 October. It would be useful if Councillors could promote the vacancies to potential candidates – *to note*.
16. Covid-19 Emergency Update and Future Meetings – Whilst people have become more comfortable with dealing with the impact of the Covid pandemic, there are still several longer-term implications to be addressed. The Chief Executive will provide an update on the current priorities and actions. The first Town Council event (the Street Fair) was held on 11 September and feedback is welcomed as it will help in the planning of the Christmas Lights event on 3 December. The Town Council has re-opened the Town Hall to hirers and the first activity (a private party) was held on 4 September. The current office layout is being reviewed as working from home is reduced. Over the next couple of months the aim is to cease using the Archive Room as an office and to make it multifunctional so it can be used for small meetings, a staff break room and a place to take part in online meetings and webinars. Full Council meetings have been held successfully in person since May 2021, with most other meetings taking place informally online. Councillors are asked whether and when they wish to return to formal, face-to-face Committee and Council (Planning) meetings, with the proviso that there would be a return to online meetings if the Covid risk assessment identifies a noticeably increased risk – *for consideration*.
17. Issues for Corsham Area Board Consideration (*Various Minutes*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited*.
18. 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.**