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4 April 2023

To: All Members of the Property and Amenities Committee: Councillors S Abbott, H Belcher, N Brakspear, J Brook, A Brown, A Crockford, T Ellis, J Robertson and G Ward.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Property and Amenities Committee will be held in the Town Hall on Wednesday 12 April 2023 commencing at 7.30pm.

Yours sincerely

David J Martin  
CHIEF EXECUTIVE

Press and Public – To observe the meeting online via MS Teams, please click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for instructions.

#### **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. Matters Arising from the Minutes of the Property and Amenities Committee meeting held on 18 January 2023 – *for information only.*

5. Public Realm RIBA Stage 2 (*Minute P&A 19/22 and others*) – To receive an update on Stage 2 of the public realm project centred on the Newlands Road which is scheduled to conclude on 25 May 2023. An updated highways design (**attached**) has now been agreed upon and Atkins are now working to develop the design and to draw up a cost estimate – *for information*.
6. Installation of New Play Equipment in the Little Play Area, Katherine Park (*Minute P&A 20/22 and others*) – The tenders to install new play equipment were assessed by Councillors (appointed by this Committee) and officers on 6 February. The Successful company was Kompan, whose proposal is **attached**. It is anticipated that the new play equipment will be installed in May – *for information*.
7. Springfield Skate Park (*Minute P&A 6/22 and others*) – At the meeting of the Property & Amenities Committee held on 16 November 2022, the Head of Technical Services was charged with engaging with Skateboard GB and considering how an up-front tender project might be run. Further information will be available at the meeting. The Committee is asked to agree a way forward for the project – *for consideration/decision*.
8. Emergency Plan (*Minute P&A 23/20*) – The Committee is asked to consider and approve an updated Emergency Plan (**copy attached**). The Plan was previously considered by the Committee in January 2021. Subsequent to this version, the ‘lessons learned’ from the Covid-19 pandemic have been added to the plan as well as a number of additions which arose as a result of an emergency planning exercise held in January 2023 – *for consideration/approval*.
9. Asset Management Plan (*Notes of the Informal P&A Committee held on 9 March 2022 – agenda item 9*): To consider a summary of the Asset Management Plan 2023-2027 (**copy attached**). It is hoped that the production of the plan will enable the Council to undertake a programme of planned preventative maintenance, rather than just reacting to issues/faults when they occur at Council owned properties. The plan should also prove useful when members come to consider the future of Council owned property – *for consideration/information*.
10. Wiltshire Council Guidance Note – Town and Parish Council Tree Planting on Wiltshire Council Land: To consider the **attached** Guidance Note and to consider agreeing in principle to take over the following Wiltshire Council open spaces: Bences Lane Open Space, Southerwicks Amenity Space, Valley Road/Hatton Way Verges, Velley Hill, Monks Lane Verge and Moor Park (open space and woodland) – *for consideration/approval*.
11. Priory Cross Allotments – To consider whether to offer a vacant allotment plot at Priory Cross to a local community group. The Community Services Officer (Health and Wellbeing) has asked whether it would be possible to rent out a plot to a group such as Souper Friday, Corsham Connections or Corsham Youth Zone. This would mean moving them to the top of the waiting list which currently has over 100 individuals on it – *for consideration/decision*.
12. Corsham Town Hall – Removal of Asbestos and Installation of Insulation in the Roof Space: The CO2 Target Report (commissioned to advise on the Town Council’s pathway to becoming carbon net zero) recommended that the Town Council looks at insulating the roof space in the Town Hall. The Town Council has received a quote for removing the old asbestos tiles left in the roof space and installing 148m<sup>2</sup> of 300mm mineral wool insulation

which totals £14,595. CO2 Target have calculated a return on investment of 3.54 years. The Finance and Administration would be asked to increase the grant to the Methuen Hall to fund the work from general reserves – for *consideration/decision*.

13. Update on Local Highway Improvement Group Issues (*Minute P&A 21/22 and others*) – To receive an update on LHFIG issues including:  
Parish/town council attendees at LHFIG meetings;  
The results of traffic surveys at Lacock Road and Lypiatt Road (**copies attached**); and  
The Bradford Road Speed Limit Assessment.
14. Requests for Highway Improvements and Traffic Surveys (*Minute P&A 22/22 and others*):  
To consider whether to support the following requests:
  - i) Arnolds Mead, Corsham (**copy attached**) – Request for white H-bar across drive.
  - ii) Westwells, Neston (**copy attached**) – Request for dropped kerbs between Neston Gardens and Neston.
  - iii) Park Lane, Corsham (**copy attached**) – Request to address issue of cars blocking dropped kerb (WR1 form).
15. Update on the Speed Indicator Devices (*Minute P&A 23/22 and others*) – Information on the deployment and data gathered from the SIDs is **attached** – for *information*.
16. Air Quality Monitoring (*Minute P&A 39/20*) – To receive an update on air quality monitoring in the town – for *information/discussion*.
17. Water Refill Point in the Town Centre – To discuss the possibility of installing a water refill point and potential locations in the town centre – for *discussion*.

