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3 May 2022

Dear Councillor

You are hereby summoned to attend the Annual Council Meeting to be held at the Town Hall on Monday 9 May 2022 at 7.30pm.

**Covid-19 Requirements: Please follow the attached Guidance (updated March 2022) 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. 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 Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

7. Minutes of the Town Council Meeting held on 11 April 2022 – *attached*.
8. Matters Arising from the above Minutes – *for information only*.
9. Policing and Community Safety – To consider policing and community safety issues – *for information and comment*.

10. Chairman's Announcements.

11. Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs. The Terms of Reference are available in the Councillors area of the website for information:

- i) Appointment of Property and Amenities Committee (9 Members)
- ii) Election of Chair and Vice Chair of the Property and Amenities Committee
- iii) Appointment of Community Services Committee (9 Members)
- iv) Election of Chair and Vice Chair of the Community Services Committee
- v) Appointment of Finance and Administration Committee (9 Members)
- vi) Election of Chair and Vice Chair of the Finance and Administration Committee
- vii) Appointment of Accounts Sub-Committee (4 Members + 2 reserves)
- viii) Appointment of Neighbourhood Plan Delivery and Monitoring Group (5 to 6 Members)
- ix) Election of Chair of the Neighbourhood Plan Delivery and Monitoring Group
- x) Appointment of Community Awards Panel (4 to 5 Members)
- xi) Appointment of Staffing Panel (4 to 5 Members)
- xii) Appointment of Appeals Panel (4 to 5 Members – cannot be on Staffing Panel)
- xiii) Appointment of Strategic Planning Working Group (comprises of the Chairman and Vice-Chairman of the Council, along with Chairs of Committees and other Councillors as agreed by the Council (Up to 8 Members))
- xiv) Environment Task Group (6 Members)
- xv) Health and Wellbeing Working Group (6-8 Members)

12. Appointments to Outside Bodies:

- i) Bath Spa University Liaison (3 + Council Chairman)
- ii) Campaign to Protect Rural England (1 + reserve)
- iii) Community First (1 + reserve)
- iv) Corsham Area Health and Wellbeing Group (1)
- v) Corsham Chamber of Commerce (1 + reserve)
- vi) Corsham Climate Action (Formerly Transcoco) (2)
- vii) Corsham Connections (1)
- viii) Corsham For Walking (2)
- ix) Corsham Local Highway and Footway Improvement Group (LHFIG) (Formerly Community Area Transport Group (CATG)) (2)
- x) Corsham Local Youth Network (2 + reserve)
- xi) Corsham Railway Station Town Team/Steering Group (3 + reserve)
- xii) Corsham Retail Forum (3)
- xiii) Corsham Sports Forum (2)
- xiv) Corsham Twinning Association (1 + reserve)
- xv) Corsham Youth Council (2 + reserve)
- xvi) Corsham Youth Zone (1 + reserve)
- xvii) Emergency Planning Volunteer (1 + reserve)
- xviii) Fairtrade (1 + reserve)
- xix) Potley and Pockeridge Community Association (1 + reserve)
- xx) Pound Arts Trust Ltd (1 + reserve)
- xxi) Town Council Surgery (4 members)
- xxii) Wiltshire Association of Local Councils and NALC (1 + reserve)
- xxiii) Wiltshire Market Towns Forum (1)

13. Correspondence –
  - i) As mentioned in Members Information Sheet Nos. 518 and 519 *(to follow)* – *to note*.
  - ii) Late correspondence – *to note*.
14. Reports from Council representatives appointed to outside bodies.
15. Notes of Recent Meetings – The following notes of informal Committee and Council (Planning) Meetings are available for information and comment:

Finance and Administration held on 20 April 2022 – *attached*.

Council (Planning) held on 27 April 2022 – *attached*.

– *for information and comment*.
16. Corsham Railway Station (*Minute 226/21 and others*) – Further to the previous Council meeting, the Chief Executive will provide feedback from the Restoring Your Railways Steering Group meeting with Wiltshire Council and key partners on 29 April 2022 – *for information and comment*.
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. Council Vacancy (*Minute 230/21 and others*) – There is currently one Town Councillor vacancy for co-option. The vacancy is in Corsham Neston Ward. Nominations to fill the vacancy have been advertised but no applications were received by the closing date. The remaining vacancy is being advertised with a closing date of 5pm on Monday 6 June 2022 – *for information*.
19. Covid-19 Update – The Chief Executive will give an update on Covid-19 matters – *for information and comment*.
20. 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.**

**Minutes of the Council Meeting held at the Town Hall on Monday 11 April 2022**

**Present** Councillor S Abbott (Chairman)  
Councillors H Belcher, N Brakspear, J Brook, A Brown, N Farmer,  
R Hopkinson, M Jackson, D Jarman, A Morris, G Ward and R Williams

**In Attendance** DC K Golledge (Wiltshire Police)  
Mrs M Jones (Head of Finance and Administration)  
D Martin (Chief Executive)

**215/21 Apologies**

Apologies were received from Councillors T Bush, A Crockford, T Ellis, G McCaffery, J Roberton, T Smith and A White.

**216/21 Public Question Time and Petitions**

There were none.

**217/21 Declarations of Interest**

There were none.

**218/21 Minutes of the Council Meeting held on 14 March 2022**

**Resolved**

That the Minutes be approved as a true record and signed by the Chairman.

**219/21 Matters Arising from the above Minutes**

There were no matters arising.

**220/21 Policing and Community Safety**

DC Golledge updated Councillors on recent policing issues.

The person who carried out an alleged assault of a young person outside Café Grounded had been identified and spoken to. Gatherings of youths outside Londis were happening less frequently.

A car which had been abandoned in Lacock Road Cemetery car park had been removed. Speed checks were continuing on Pickwick Road, Cross Keys and Valley Road.

School engagement with young adults at Notton School, Lacock was continuing. Batheaston Youth Club had been temporarily closed due to Corsham youths attending and causing trouble.

Neighbourhood Policing Teams were continuing to operate together across Corsham, Chippenham and Calne to carry out drug warrant arrests.

The CCTV camera had been moved to Springfield Recreation Ground.

## **221/21 Chairman's Announcements**

The Chairman had attended the following meetings and events:

On 17 March the Chairman, Chief Executive and Councillor R Hopkinson met with parents of young people using the BMX track to talk about improving the track and upgrading the facility.

On 24 March the Chairman attended a Public Rights of Way meeting. A discussion on maintaining the Rights of Way in Corsham took place.

On 28 March the Corsham School and Town Council Liaison meeting took place.

On 28 March the Corsham Area Board Climate Group meeting was held.

On 28 March a catch-up meeting with A Hall, owner of the Martingate Centre, took place.

Also, on 28 March, there had been a Local Youth Network meeting.

On 31 March the Chairman attended the interviews for a Tourism and Events Officer at the Town Hall.

On 9 April the Town Council held an event at Beechfield Nature Area called 'Go Wild in Corsham' in conjunction with Wiltshire Wildlife Trust and Stephanie Millward MBE. The event was to get children out into nature and learn about their local environment, wildlife and habitats. The event was attended by 31 children.

On 24 April Corsham 10k would take place. Volunteers were required to marshal the route.

## **222/21 Correspondence**

- i) Members Information Sheets No. 516 and 517 were noted.
- ii) Late correspondence – There were none.

## **223/21 Reports from Council Representatives Appointed to Outside Bodies**

Councillor N Farmer attended The Pound Arts board meeting. He informed Councillors that a grant from the Arts Council had been received and the new community garden at The Pound had been started.

Councillor N Farmer attended the Boundary Commission Electoral Boundary review consultation.

Councillor N Farmer attended the Local Youth Network meeting.

Councillor A Brown reported that the Rise Trust Outreach worker had started in Corsham the previous week. The funding had been received for young people to go to an Outdoor Education Centre.

Councillor D Jarman reported that the Chamber of Commerce was attempting to start up again. There would be a meeting in May to see what support there was from local businesses.

Councillor D Jarman reported that the Digital Mansion had hoped to hold a quarterly business networking event in the town and he would help them to get the event off the ground.

## **224/21 Notes of Recent Committee Meetings**

The following notes of informal Committee Meetings were circulated for information and comment:

Council (Planning) held on 16 March 2022 – noted.

Community Services held on 23 March 2022 – noted.

Council (Planning) held on 6 April 2022 – noted.

## **225/21 Corsham Eco Fair**

The first Town Council/Corsham Climate Action Eco Fair was held on 2 April 2022 in the town centre and at Corsham Community Campus. There were 14 stalls, and several hundred people attended the free event over the four-hour duration. Feedback and engagement from visitors and stallholders had been very positive. It is hoped to run the event annually and increase the number of stalls. Councillors thanked the Environmental Project Officer and other staff for organising the event.

Specific comments included were:

- Make it obvious that there were two sites i.e. the Town Centre and Springfield
- Consider including music somehow
- Consider expanding to The Pound and Corsham Digital Mansion

It was agreed that the event would be held annually and be overseen by the Community Services Committee as part of the Town Council's events programme.

**226/21 Corsham Railway Station (*Minute 207/21 and others*)**

Further to the previous Council meeting, the Chief Executive provided feedback from the Restoring Your Railways Steering Group meeting with Wiltshire Council and key partners on 1 April 2022. Meetings were continuing every four weeks. The latest update was that a Department for Transport grant letter had been signed by Wiltshire Council and sent to the Section 151 Officer.

**227/21 Strategic Plan 2022-2026 Update (*Minute 185/21 and others*)**

Further to previous meetings, an overview of the draft Strategic Plan priorities and objectives had been prepared and was discussed. Councillors were asked to check that the document covered the objectives clearly enough and whether anything was missing or needed amending. Once agreed, an action plan would be prepared in consultation with the Committees. It was suggested that the Safe and Healthy Community element be amended slightly to make it clearer.

**Resolved**

- i) That, subject to minor amendment, the overview of the Strategic Plan and key objectives for 2022-2026 be approved.
- ii) That an action plan be prepared in consultation with the Committees.

**228/21 Committee Preferences and Representation on Outside Bodies**

The Chief Executive explained the process for deciding membership of committees and appointing representatives to outside bodies in preparation for the Annual Council meeting on 9 May 2022.

The process for Committee Preferences and representation on Outside Bodies was noted.

**229/21 Issues for Corsham Area Board Consideration (*Various Minutes*)**

There were no specific issues identified.

**230/21 Council Vacancies (*Minute 212/21 and others*)**

There had been one Town Councillor vacancy for co-option. The vacancy was in Corsham Neston Ward. Nominations to fill the vacancy had been advertised but no applications were received by the closing date. The remaining vacancy was being advertised with a closing date of 5pm on Thursday 28 April 2022. This was noted.

**231/21 Covid-19 Emergency Update/Recovery Plan**

The Chief Executive reported that whilst restrictions were being lifted it was important to note that Corsham had one of the highest case rates in Wiltshire at the present time.

## 232/21 Authorisation of Cheques and Payments

Salaries & Payments - CTC Staff	£23,338.22
Wiltshire Pension Fund - Pension Contribution for April 2022	£7,544.46
HMRC - Tax & NI for April	£8,160.99
Methuen Hall Trust - Half Yearly Grant	£13,882.50
Methuen Hall Trust - Hire of Council Chamber and Town Hall for April	£552.00
Corsham Youth Zone - Grant 1st Instalment	£4,100.00
Corsham Bowls Club - Grant Approved F&A October 2021	£2,000.00
Wiltshire Council - Non-Domestic Rates Cemetery and Arnold House	£2,819.35
Pear Technology - Mapping Technical Support and Updates	£270.00
High Street Safari Ltd - The Queen's Platinum Jubilee Trail	£499.00
Great West Way - Annual Membership Renewal	£2,118.00
Amazon - Sweets and Easter Egg Prizes for Events, Paper Coffee Cups	£97.77
Rachel Avent - Co-ordinating/Organising Taste of Corsham Event	£400.00
The Local Look - Advertising in The Local Look Magazine April, May and June	£576.00
Community First - Annual Membership Renewal	£60.00
Workwear Express - Hi Vis Vests with Logo for Events and Litter picker Uniform	£355.62
Tudor Environmental - Safety Equipment for Grounds Team	£251.59
M & P Engineering - 14 x Bench Brackets for New Cemetery Benches	£182.00
Corsham Print - Correx Boards for Eco Fair and Business Cards	£348.00
Wiltshire Council - Contribution Towards Smiths Yard Street Sign	£27.98
Wiltshire Council - Parking Funding Agreement for Free Parking 2022-23	£92,000.00
Screwfix - Safety Boots Balance from Boots too Small and Sent Back	£7.00
SLCC Enterprise Ltd - Management in Action Conference	£454.20
Visit West - Advertising in Bath Visitor Guide 2022	£960.00
Wiltshire Association of Local Councils - Annual Subscription 2022/23	£1,760.23
<b>Cheque</b>	
Petty Cash	£208.34
SSE - Skate Park Electricity	£216.81
<b>Charge Card</b>	
NALC - Training Fighting Climate Change	£38.93
Great Western Railway - Train Ticket for SLCC	£60.40
Hampshire Flag Company - Jubilee Flag	£49.13
Local Toilet Hire - Toilets for Lacock Road Cemetery and Deposit for Taste of Corsham	£225.00
<b>Sub total</b>	<b>£163,563.52</b>
<b>Cheques/Internet Banking Paid Outside of Meeting</b>	
There were none	
<b>Payments Made by Direct Debit/Standing Order</b>	
SGW Payroll - Monthly Payroll Processing	£54.72
Excalibur (Bridge Solutions) - Monthly IT Support/Server Warranty	£420.00
Viking - Stationery	£138.34
Peninsula - Employment Services	£390.04



**SUB TOTAL**

**£1,003.10**

**TOTAL**

**£164,566.62**

**Direct Debits and Payments Taken and Reconciled in March**

West Mercia Energy - Guide Hut Electricity - £40.66

Vodafone - One Net Business Telephone/Mobile Charges - £605.64

SSE - Guide Electricity - £13.93

The Rise Trust - Funding Baby and Me Course Cost Tutor and Room Hire - £158.84

West Mercia Energy - Public Conveniences Electricity - £47.67

Hills Waste - Waste Collections and Skip Exchange at Cemetery - £699.29

UK Fuels - Fuel for Work Vehicles - £209.05

**Resolved**

That the accounts be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.10pm. There were no members of the public present at the meeting.

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CHAIRMAN

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DATE

**Notes of the Informal Finance and Administration Committee  
held remotely on MS Teams Wednesday 20 April 2022**

**Present** Councillor R Hopkinson (Chair)  
Councillors S Abbott, H Belcher, T Ellis, M Jackson and A White

**In Attendance** Councillor A Morris  
Councillor G Ward  
Mrs M Jones (Head of Finance and Administration)  
D Martin (Chief Executive)

**1. Apologies**

Apologies were received from Councillor J Brook.

**2. 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.

**3. Matters Arising from the Notes of the Finance and Administration Committee meeting held on 9 February 2022**

There were no matters arising.

**4. Grant Applications (First Round)**

No grant applications had been received.

**5. Detailed Income and Expenditure Accounts (including the Town Hall)**

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report. A further finance training session would be arranged later in the year.

**6. Annual Training and Development Report**

The Annual Report had been produced which set out the Staff and Councillor training and development activity carried out during the past financial year.

**Agreed**

That the Annual Training and Development Report be noted.

**7. Annual Report on Grants**

The Annual Report of the Grants awarded in 2021/22 was considered. There was a good spread of grants across the Town Council's strategic priorities.

**Agreed**

That the Annual Report of the Grants be noted.

**8. Annual Finance Report**

The Annual Report on Council Finance had been completed.

**Agreed**

That the Annual Council Finance Report be endorsed.

**9. Annual Review of the Risk Management Strategy**

The Risk Management Strategy and Strategic Risk Register had been reviewed and updated. No concerns arose. In light of the situation in Ukraine, the additional risk associated with war in a European country had been added to the risk register.

**Agreed**

That the annual review of the Risk Management Strategy be endorsed.

**10. Internal Audit Report 2021/22 (Interim Update)**

A copy of the report from the interim update was considered. The internal auditor had not raised any further issues or made any additions to the previous recommendations.

**Agreed**

That the Internal Audit Report 2021/22 (Interim Update) be noted.

**11. Exclusion of Press and Public**

**Agreed**

That the press and public be excluded from the meeting for the next item of business in order to consider confidential personal information covered by the Data Protection Act 2018.

**12. Staffing Review**

The Committee considered a specific review of a post in order to bring it into line with comparable posts. The Chief Executive highlighted recent experience with recruitment to fill certain vacancies. Whilst good members of staff had

been recruited, the number of applicants had reduced noticeably from a few years ago. This issue was not limited to local councils, but it was felt the matter should be explored in the coming months.

**Agreed**

- i) That the salary scale for post no. 59 be brought in line with other comparable posts within the team.
- ii) That the advertising and recruitment procedures for new staff be reviewed to highlight the benefits of working for the Town Council, such as annual leave and the local government pension scheme.
- iii) That wider issues around staff recruitment and retention be explored by the Chief Executive and Head of Finance and Administration in consultation with the Chairs and Vice-Chairs of the Finance and Administration Committee and Council. This activity would include gathering data from comparable councils.

The meeting commenced online at 7.30pm and closed at 8.24pm. There were no members of the public present.

**Notes of the Informal Council (Planning) Meeting held via Teams on  
Wednesday 27 April 2022**

**Present** Councillor S Abbott (Chairman)  
Councillors A Brown, T Bush, A Crockford, R Hopkinson, M Jackson,  
G McCaffery, J Roberton, T Smith, A White and R Williams.

**In Attendance** Mrs K Gilby (Finance and Planning Officer)

**1. Apologies**

Apologies were received from Councillors H Belcher, T Ellis, N Farmer and G Ward.

**2. Public Question Time and Petitions**

There were none.

**3. Declarations of Interest**

There were none.

**4. Applications**

**CORSHAM GASTARD WARD**

[PL/2022/02602](#) 27 Gastard Lane - Erection of detached garage and lockable store.

*Agreed: that no objection be raised.*

**CORSHAM LADBROOK WARD**

[PL/2022/02470](#) Corsham Court, Riding School Annex, High Street - Listed building consent - Alterations to 1960s-built Riding School Annex to improve access for people with mobility issues.

*Agreed: to support the application.*

[PL/2022/02493](#) Corsham Court - Listed building consent - Removal and replacement of kitchen fittings.

*Agreed: that no objection be raised.*

[PL/2022/02689](#) Southcote, Lacock Road - Notification of proposed works to trees in a conservation area - H1 - Overgrown hedge of Lawson Cypress with some Ash and Thuja - Fell. There is no good long-term management strategy for this very overgrown hedge and following consultation with St Patrick's School, it has been decided to remove it entirely and replace it.

*Agreed: that no objection be raised. The Town Council asks that the applicant preserve the existing trees within the hedge where possible and would encourage the applicant to consult Wiltshire Council's Arboricultural Officer to ensure that the replacement is of an appropriate nature to maximise ecological benefit.*

[PL/2022/02804](#) 32 Ludmead Road - Proposed erection of first-floor front and single-storey rear extensions with an internal garage conversion to form additional living accommodation.

*Agreed: that no objection be raised.*

[PL/2022/02901](#) 36 Prospect - Conversion of existing garage and home gym into studio annex for family relative.

*Agreed: that no objection be raised.*

[PL/2022/02801](#) 38 Brook Drive - Replacement of existing conservatory, side extension and front porch with new garden room, two-storey extension and porch respectively.

*Agreed: that no objection be raised.*

[PL/2022/02926](#) Jargeau Court - Notification of proposed works to trees in a Conservation Area - T1 & T2 Lime. Low crown impeding ground maintenance teams - Crown lift to 2.5m. Epicormic growth impeding tree inspection - Remove epicormic growth at base.

*Agreed: that no objection be raised.*

[PL/2022/03130](#) Unit 3, The Old Brushworks, 56 Pickwick Road - Prior approval under Part 20 Class AB: New dwelling houses on terrace building in commercial or mixed use - Change of use only to two-bed dwelling house.

*Agreed: to object to the proposal on the grounds that it could provide a lack of natural light to the dwelling; lack of amenity space; would cause adverse effects in terms of transport and highways and concerns regarding the removal of refuse from the site. These concerns would be exacerbated if the other units were also converted to dwellings in the future.*

## **CORSHAM PICKWICK WARD**

[PL/2022/02699](#) 4 Front Hill Close - Proposed rear extension.

*Agreed: that no objection be raised.*

### **5. Amended/Additional Plans**

There were none for this meeting.

### **6. Decisions**

(1) Approvals

## **BOX PARISH/CORSHAM PICKWICK WARD**

20/01202/106 1001 Skynet Drive - Modification of Section 106 Agreement relating to 05/00106/FUL (Demolition of Existing Buildings and Erection of Temporary (15 Years) Operations Support Building, Reconfiguration of Existing Parking and Landscaping).

## **BOX PARISH**

PL/2021/08476 Manor Farm, Wadswick - Conversion of existing barn and adjacent outbuildings for residential use.

## **CORSHAM LADBROOK WARD**

PL/2022/00642 6 High Street - Proposed relaying of existing roof covering.

PL/2022/00950 The Wilderness, Stokes Road - Demolish existing timber garage/workshop and build new timber garage/workshop.

PL/2021/05937 The Barn, 6 Mansion House Mews - Proposed fenestration alterations and proposed stores to side of dwelling.

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PL/2021/11774 1a Erneston Crescent - Changes to approved access, parking and means of enclosure.

PL/2022/01674 36 Prospect - Proposed garage and home gym.

PL/2021/05445 The Rookery, 7 Lacock Road - Works to a Listed Building - Remove pebble-dash from street facade and repoint the coursed stone to reveal ashlar quoins, remove plastic-covered gas meter and reposition internally.

PL/2022/01743 34 Stokes Road – Two-storey side extension.

## **CORSHAM PICKWICK WARD**

PL/2022/00922 Beechfield House, Academy Drive - Various Works as per Schedule to Trees numbered T1 - T4. T6 - T9. T11 & T12. GRP1 and TY26 & T27, T29 & T31.

PL/2022/00816 14 Groundstone Way - Proposed single-storey extension to rear of property.

(2) Refusals

#### **CORSHAM PICKWICK WARD**

PL/2021/07736 Land West of Park Place, Bradford Road - Operational development comprising the re-profiling of land with associated landscaping to create an amenity and wildlife buffer area adjacent to Park Place (part retrospective).

(3) Withdrawn

#### **CORSHAM LADBROOK WARD**

PL/2021/11267 43 Pickwick Road - Proposed Development at 43 Pickwick Road, Corsham to provide a self-contained recording studio over existing parking and garaging, off Alexander Terrace, SN13 9BS.

(4) Void

There were none for this meeting.

#### **7. New Premises Licence Application - No 3 The Deli, Corsham**

The Licensing Authority has received a New Premises Licence application for No 3 The Deli, 3a High Street, Corsham, SN13 0ES. Please see the *attached* application in full.

Any representations for or against the application must be received no later than 5 May 2022.

*Agreed: that no objections be raised.*

#### **8. New Premises Licence Application – 21 Pickwick Road**

The Licensing Authority has received a New Premises Licence application for 21 Pickwick Road, Corsham, SN13 9BG. Please see the *attached* application in full.

The previous premises licence at this address has lapsed, hence the requirement for a new application. Any representations for or against the application must be received no later than 6 May 2022.

*Agreed: that no objections be raised.*

#### **9. Notification Of Enforcement Appeal**

TOWN AND COUNTRY PLANNING ACT 1990

APPELLANTS NAME:	Oscar Windebank Timber Limited
APPEAL SITE:	Acorn Joinery Bath Ltd, The Stoneyard, Potley Lane, Corsham SN13 9RX
INSPECTORATE REFERENCE:	APP/Y3940/C/22/3296901
APPEAL START DATE:	13 April 2022



An appeal has been made to the Planning Inspectorate in respect of the above site.

Enforcement Notice issued 23 March 2022

THE BREACH OF PLANNING PERMISSION ALLEGED:

Without planning permission, operational development comprising the erection of three white-coloured buildings.

The enforcement notice was issued for the following reasons:

It appears to the Council that the above breach of planning control has occurred within the last four years.

The unauthorised development is considered contrary to Core Strategy Policy 57 of the adopted Wiltshire Core Strategy (2015) and Section 12 of the National Planning Policy Framework (July 2021) by reason of design.

The Council does not consider that planning permission should be granted for the unauthorised development because planning conditions could not overcome the objections to the unauthorised development.

The enforcement notice requires the following steps to be taken:

Demolish in full the three buildings and remove all resulting materials from the land.

A copy of the Enforcement Notice can be viewed by contacting Wiltshire Council.

TIME FOR COMPLIANCE

Within six months from the date this Notice takes effect.

WHEN THIS NOTICE TAKES EFFECT

This Notice takes effect on 23 April 2022 unless an appeal is made against it beforehand.

The appellant has appealed against the notice on the following grounds:

- (c) That there has not been a breach of planning control.
- (g) The time given to comply with the notice is too short.

The appeal is against an Enforcement Notice in respect of the above site and is to be decided on the basis of the Written Representations procedure.

If you wish you are now able to make written comments on the proposal. These should be sent direct to the Planning Inspectorate, Room 3/23 Kite Wing, 2 The Square, Temple Quay House. Bristol BS1 6PN or [teame3@planninginspectorate.gov.uk](mailto:teame3@planninginspectorate.gov.uk), quoting the Inspectorate reference, and should be received by 25 May 2022. Any representations received after the deadline will not normally be seen by the Inspector and will be returned.

All comments received will be copied to the appellant and will be taken into account by the Inspector in deciding the appeal. All comments will be available to public inspection should any such request be made.

*Agreed: to write to the Inspectorate in support of the enforcement action taken by Wiltshire Council.*

## **10. Planning Appeal Decision**

Appeal Ref: APP/Y3940/W/21/3276908

Land to the North of Bath Road, Pickwick, Corsham, SN13 0BT

The appeal is made under Section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.

The appeal is made by Care UK against the decision of Wiltshire Council. The application Ref 20/08255/FUL, dated 12 October 2020, was refused by notice dated 21 May 2021.

The development proposed is the construction of an 80-bedroom care home (Use Class C2), with associated access, parking, landscaping, and site infrastructure.

Decision - The appeal is dismissed.

*Agreed: that the Appeal decision be noted.*

## **11. Planning Appeal and Costs Decisions**

Appeal Ref: APP/Y3940/D/21/3288708

Site Address: 10 Pickwick Road, Corsham SN13 9BP

The appeal is made under Section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.

The appeal is made by Mr and Mrs Harrington against the decision of Wiltshire Council.

The application Ref PL/2021/06470, dated 26 April 2021, was refused by notice dated 16 September 2021.

The development proposed is an external elevation and roof alterations together with replacement of rear conservatory for single-storey rear extension.

Decision

1. The appeal is dismissed in so far as it relates to the roof alterations/dormer window.

2. The part of the appeal that relates to the replacement of rear conservatory with single-storey rear extension and changes to the external elevations is allowed and planning permission is granted for the replacement of rear conservatory with single-storey rear extension and changes to external elevations at 10 Pickwick Road, Corsham, SN13 9BP, in accordance with the terms of the application Ref: PL/2021/06470, dated 26 April 2021, and subject to the following conditions:

1) The development hereby permitted shall begin not later than three years from the date of this decision.

2) The materials to be used in the construction of the external surfaces of the development hereby permitted shall match those used in the existing building in material, colour and texture.

3) The development hereby permitted shall be carried out in accordance with the approved plans: AA/19/20/01, AA/19/20/02, AA/19/20/03, AA/19/20/04, AA/19/20/05, AA/19/20/06, AA/19/20/07, AA/19/20/08, AA/19/20/09, AA/19/20/10, AA/19/20/11 and AA/19/20/12, only in so far as they relate to the single-storey rear extension and changes to external elevations and not the rear dormer which is not part of the approved scheme.

Costs application in relation to Appeal Ref: APP/Y3940/D/21/3288708

10 Pickwick Road, Corsham SN13 9BP

The application is made under the Town and Country Planning Act 1990, Sections 78, 322 and Schedule 6, and the Local Government Act 1972, Section 250(5).

The application is made by Mr and Mrs Harrington for a full award of costs against Wiltshire Council.

The appeal was against the refusal of planning permission for an external elevation and roof alterations together with replacement of rear conservatory for single-storey rear extension.

Decision - The application for an award of costs is refused.

*Agreed: that the Appeal and costs decisions be noted.*

The meeting commenced at 7.30pm and closed at 8.12pm. There was one member of the public present at the meeting.

Councillors' comments on planning applications are based on the information available to them at the time of the meeting.



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

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[www.corsham.gov.uk](http://www.corsham.gov.uk)

3 May 2022

To: All Members of Corsham Town Council as Trustees of The Methuen (Town) Hall

Dear Councillor

The Methuen (Town) Hall – Registered Charity No 222278

The next meeting of the Charity will be held on Monday 9 May at the Town Hall, commencing at the rise of the Meeting of Corsham Town Council, which is to be held earlier in the evening.

Yours sincerely

David J Martin  
CHIEF EXECUTIVE

### **AGENDA**

1. Apologies
2. 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.
3. Minutes of the Meeting of the Trustees held on 11 April 2022 – *attached*.
4. Matters Arising from the above Minutes – *for information only*.
5. Authorisation of Cheques and Payments – *a list will be available at the meeting*.

**Minutes of the Meeting of Corsham Town Council as Trustee of  
The Methuen (Town) Hall Charity – Registration No. 222278  
held at the Town Hall on Monday 11 April 2022**

**Present** Councillor S Abbott (Chairman)  
Councillors H Belcher, N Brakspear, J Brook, A Brown, N Farmer,  
R Hopkinson, M Jackson, D Jarman, A Morris, G Ward, R Williams.

**In Attendance** Mrs M Jones (Head of Finance and Administration)  
D Martin (Chief Executive)

**MH 58/21 Apologies**

Apologies were received from Councillors T Bush, A Crockford, T Ellis,  
G McCaffery, J Robertson, T Smith and A White.

**MH 59/21 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.

**MH 60/21 Minutes of the Meeting of the Trustees held on 14 March 2022**

**Resolved**

That the Minutes be approved as a true record and signed by the Chairman.

**MH 61/21 Matters Arising from the above Minutes**

There were no matters arising.

**MH 62/21 Authorisation of Cheques and Payments**

Corsham Town Council - Cleaning Town Hall	£481.14
WES Doors - New Automatic Door Controllers at Entrance	£4,334.40
Amazon Business - Replacement Hose for Vacuum Cleaner	£11.25
Ultra Warm - Investigate and Repair Overflow	£90.00
Charles Saunders - Spray Bleach x 12, Toilet Cleaner x 12	£55.58
Cathedral Leasing Ltd - Supply of Hygiene Services	£182.52

<b>Cheques</b>	
There were none	
<b>Sub-total</b>	<b>£5,154.89</b>
<b>Cheques / IB Transfers Paid Outside of Meeting</b>	
There were none	
<b>Payments made by Direct Debit</b>	
Wiltshire Council - Non-Domestic Rates	£96.00
West Mercia Energy - Gas	£215.86
West Mercia Energy - Electricity	£529.56
Hills Waste Solutions Ltd - Duty of Care Charge	£9.60
<b>Sub-total</b>	<b>£851.02</b>
<b>TOTAL</b>	<b><u>£6,005.91</u></b>

**Resolved**

That the accounts be authorised for payment.

The meeting commenced at 9.10pm and closed at 9.12pm. There were no members of the public present.

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CHAIRMAN

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DATE