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5 July 2022

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 11 July 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. 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 13 June 2022 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues – *for information and comment*.
7. Chairman's Announcements.

8. Correspondence –
  - i) As mentioned in Members Information Sheet No. 522 and 523 – *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 held on 22 June 2022 – *attached*.

Council (Planning) held on 29 June 2022 – *attached*.

– *for information and comment*.
11. Minutes of the Corsham Youth Council meeting held on 27 June 2022 – *to note*.
12. Strategic Plan 2022-2026 – ‘An Engaged Community’ (*Minute 33/22 and others*) – Further to the previous meeting, the central theme of the new Strategic Plan is ‘An Engaged Community – Making life in Corsham better through equality, accessibility and inclusivity’. It is felt that the Council should now consider what an engaged community means so a new engagement plan, aligned to the new strategic plan, can be produced and implemented

The Town Council’s ‘Community Engagement Statement of Intent and Community Strategy’ (*attached*) was produced in 2015 and is updated annually. Whilst it is useful, it needs reviewing comprehensively to meet our new strategic aims, especially around equality, accessibility and inclusivity – *for discussion*.
13. Flooding at Monks Lane Pond, Gastard/Neston Border (*F&A Cttee 5. 22/06/2022*) – At the informal Finance and Administration meeting on 22 June, it was reported that the Town Council had been approached by Wiltshire Council’s Drainage Team regarding a proposal to address longstanding problems of flooding at Monks Lane Pool on the Gastard/Neston ward boundary. The Principal Drainage Engineer was seeking a financial contribution of £10,000 to £20,000 towards the major project. Following the meeting, further information was sent to the Committee members seeking ‘in principle’ support. The information, including the history of the problems and funding options, was agreed in principle by Committee members, subject to trying to keep the Town Council’s contribution down. It is recommended that, in principle, the Town Council endorses contributing up to £20,000 towards the drainage scheme, capped at 25% of the whole project. This would be funded from the Strategic Plan earmarked reserve – *for approval*.
14. Corsham Railway Station (*Minute 32/22 and others*) – Further to previous Council meetings, the Chief Executive will provide feedback on the Restoring Your Railways Steering Group meeting with Wiltshire Council and key partners on 24 June 2022 and progress with Stakeholder engagement, including responses from landowners – *for information and comment*.

15. Corsham Town Council Health and Wellbeing Working Group Terms of Reference – The name of the Health and Wellbeing Working Group has caused some confusion as it is similar to the Corsham Area Board’s Health and Wellbeing Group. It is recommended that the Town Council’s Group be re-named ‘Corsham Community Wellbeing Group’ and that the Terms of Reference be updated accordingly – *for approval.*
16. 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.*
17. Council Vacancy (*Minute 41/22 and others*) – There remains one Town Councillor vacancy for co-option. The vacancy is in Corsham Neston Ward. Nominations to fill the vacancy have been re-advertised but no applications were received by the closing date. The remaining vacancy is being advertised with a closing date of 5pm on Monday 1 August 2022. Members are encouraged to promote the vacancy through their networks – *for information.*
18. Covid-19 Emergency Update/Recovery Plan (*Various Minutes*) – The Chief Executive will give an update on Covid-19 matters – *for consideration.*
19. 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 13 June 2022**

**Present** Councillor S Abbott (Chairman)  
Councillors H Belcher, J Brook, A Brown, T Bush, A Crockford,  
R Hopkinson, M Jackson, D Jarman, G McCaffery, A Morris, G Ward,  
A White and R Williams

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

**21/22 Apologies**

Apologies had been received from Councillors N Brakspear, T Ellis, N Farmer,  
J Robertson and T Smith.

Councillor T Smith's non-attendance at recent face-to-face meetings was discussed.  
She was unable to attend the June Council meeting on family health related grounds.  
Her non-attendance at face-to-face meetings was due to exceed six months prior to  
the July Council meeting.

**Resolved**

That Councillor Smith's non-attendance at face-to-face meetings for family reasons  
be extended until 30 September 2022.

**22/22 Public Question Time and Petitions**

There were none.

**23/22 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.

**24/22 Minutes of the Town Council Meeting held on 9 May 2022**

**Resolved**

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

**25/22 Matters Arising from the above Minutes**

There were no matters arising.

## **26/22 Policing and Community Safety**

A report had not been received but would be circulated to Councillors when received.

## **27/22 Chairman's Announcements**

The Chairman had attended a WALPA meeting on 17 May. A reminder letter would be sent to Rt Hon Michelle Donelan MP of the ongoing issues with the Planning system and lack of five-year housing land supply.

On 27 May, the Chairman and Chief Executive attended Wiltshire Council's Town and Larger Parish Council conference at County Hall, Trowbridge.

On 28 May, MOD Corsham held a Family Day. The Town Council had an information stand at the event. The Chairman thanked Councillors who had helped on the stand.

The Chairman reported that the Tandem Club Rally event held for a week from 28 May at the Corsham Rugby Club was a very well attended and organised event. It had brought many visitors to Corsham.

On 1 June the Chairman attended the Corsham Area Board meeting at the Town Hall. The Deputy Police and Crime Commissioner attended the meeting.

The Chairman attended the Chippenham Area Board Climate Group meeting. He updated the meeting on what Corsham Area Board Climate Group were actively doing.

## **28/22 Correspondence**

- i) Members Information Sheets Nos. 520 and 521 were noted.
- ii) Late correspondence – There was none.

## **29/22 Reports from Council representatives appointed to outside bodies**

Councillor A Brown attended the Health and Wellbeing Working Group meeting. He informed Councillors that the group was planning to change its name to Corsham Community Wellbeing Group. He reported that the two Rise Trust outreach workers commissioned by the Town Council and Wiltshire Council had been engaging with young people across the town to find out their concerns and issues. The engagement was proving worthwhile.

Councillor A White reported that the Walking Festival was a great success with people coming from across the country to take part.

Councillor R Hopkinson informed Councillors that she had been appointed as Chair of Corsham Area Board.

### **30/22 Notes of Recent Committee Meetings**

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

Community Services held on 11 May 2022 – noted.

Council (Planning) held on 18 May 2022 – noted.

Property and Amenities held on 25 May 2022 – noted.

Council (Planning) held on 8 June 2022 – noted.

### **31/22 Minutes of the Corsham Youth Council meeting held on 23 May 2022**

The minutes were noted.

### **32/22 Corsham Railway Station (*Minute 16/22 and others*)**

Further to the previous Council meeting, the Chief Executive provided feedback from the Town Team Meeting on 20 May and the Restoring Your Railways Steering Group meeting with Wiltshire Council and key partners on 27 May 2022. Good progress had been made on the Strategic Outline Business Case and the Stakeholder Engagement Plan. The plan would be finalised later shortly. Letters had been sent to landowners to make them aware of progress.

### **33/22 Strategic Plan 2022-2026 Update (*Minute 227/21 and others*)**

Further to previous meetings, the updated overview of the draft Strategic Plan priorities and objectives had been circulated. Draft actions were being prepared for discussion by the relevant Committees. Some of the subject areas would overlap with other Committees. At the next Council meeting, Councillors would be asked to discuss the Town Council's approach to the central theme of 'an engaged community'.

### **34/22 Climate Change Action Plan 2022-2030**

Further to previous meetings, a draft report and action plan was considered. The documents set out how the Town Council can achieve its commitment to new zero carbon emissions by 2030.

A number of recommendations were considered.

#### **Resolved**

- i) That the Climate Change Action Plan (CCAP) report be approved (*copy attached to these Minutes*).
- ii) That the CCAP be published and updated at least annually.
- iii) That the Carbon Footprint Appraisal (CFA) for Corsham Town Council for the period 1 April 2019 to 31 March 2020 be noted.

- iv) That the Council recognised that it could offset its remaining carbon emissions through a certified UK Tree Planting Scheme but would prefer to use the available budget for reducing carbon emissions locally at this time.
- v) Noted that the Council has switched to a renewable energy tariff to reduce emissions associated with electricity use. This would be kept under review as 'green' credentials and energy tariffs are very volatile.
- vi) That following the energy audit in 2019, a further report be commissioned in 2022/23.
- vii) That, whilst there is no Town Council staff parking, the new workshop would have vehicle charging points. Further EV charging points would be a consideration in the CCAP.
- viii) That other Scope 3 emissions which were run and/or outsourced by the Council be pursued as part of the CCAP. This would focus on the areas which have the most impact such as grounds maintenance contracts, public realm projects, play area improvements and events.
- ix) That a CFA be commissioned annually until such time as it is no longer beneficial.
- x) That all staff and Councillors be given carbon literacy training.
- xi) That staff and Councillors be encouraged to consider active travel options such as walking, cycling, or using public transport to get to work, meetings or while traveling on Council business.
- xii) That Councillors who were on the Town Council's Environment Task Group become a Steering Group to oversee the CCAP.

### **35/22 General Data Protection Regulations (GDPR) Update (*Various Minutes*)**

Further to previous meetings, our GDPR Consultant and Data Protection Officer (One West) had carried out its fourth annual audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report. The audit covered 13 areas. The Executive Summary Stated: 'The Town Council has maintained a high level of data protection standards. Corsham Town Council continues to demonstrate more than adequate standards in areas such as governance, the Record of Processing Data, training and awareness and transparency information. Generally, there were very few areas of weakness, and this is mainly down to a well-integrated approach to data protection from senior management and key members of staff.

The only areas that the DPO recommended that the Town Council considers for improvement are ensuring that agreements with third parties, where personal data is processed on behalf of the Town Council's behalf, contain appropriate data protection clauses and continuing to raise awareness across Council staff in areas such as subject access requests and data breaches. This will ensure that the Council does not inadvertently miss a data protection request or issue that needs attention. The Council should be particularly commended for its management of the Record of Processing Activities (RoPA) which is reviewed regularly and effectively.'

Officers had produced a new GDPR Action Plan to address the recommendations.  
The update was noted.

**36/22 Internal Audit Report (Final Update) 2021/22**

A copy of the report from the recent audit visit is attached. The response to recommendation R3 was agreed by the Finance and Administration Committee in December 2021.

**Resolved**

That the internal audit report be noted and the responses to the three recommendations be approved.

**37/22 Annual Return for the Year Ended 31 March 2022: Section 1**

Annual Governance Statement 2021/22 – A copy of the Annual Governance Statement was considered.

**Resolved**

That the Annual Governance Statement be approved.

**38/22 Annual Return for the Year Ended 31 March 2022: Section 2**

Accounting Statements for 2021/22 – A copy of the Statements and supporting documentation was considered.

**Resolved**

That the Accounting Statements for 2021/22 be approved.

**39/22 Annual Internal Audit Report 2021/22**

A copy of the Annual Internal Audit Report signed by the internal auditor was considered.

**Resolved**

That the Annual Internal Audit Report 2021/22 be noted.

**40/22 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. There were no new issues.

**41/22 Council Vacancy (*Minute 230/21 and others*)**

There was currently 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 had been received by the closing date. The remaining vacancy was being advertised with a closing date of 5pm on Monday 4 July 2022. Councillors were encouraged to promote the vacancy through their contacts.



## 42/22 Covid-19 Emergency Update, Recovery Plan

The Chief Executive reported as follows:

- The Recovery Plan had been reviewed.
- Wiltshire Council had allocated £10,000 to Corsham for High Street improvement. Unfortunately, the suggestions for Corsham were not in keeping with the High Street and were not all environmentally friendly.
- The Covid Risk Assessment had been updated.
- Covid signage and stickers had been removed from the Town Hall.
- As of 13 June 2022, there were 13 Covid cases in Corsham.

## 43/22 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£25,450.97
Wiltshire Pension Fund - Pension Contribution for June 2022	£8,185.43
HMRC - Tax & NI for June	£8,723.15
Methuen Hall Trust - Council Chamber/Town Hall Hire for June	£552.00
Methuen Hall Trust - Hire of Town Hall for Defibrillator Course	£78.00
Kingfisher Visitor Guides - Advertising	£882.00
The Play Inspection Co - Playground Inspections New Sites and Training	£792.00
TDS - Fix Leaking Washing Machine A/H Flat 2	£100.00
Amazon - Laptop Case, Recycled Ring Binders, Items for Events	£161.60
Melksham Groundcare Machinery Ltd - Repair/Maintenance of Mowers and Bowser	£423.02
Travis Perkins - Sand, Timber, Edging Stones for New Cemetery, Items for Allotment Repairs,	£461.01
Simply Sweepers - Street Sweeping Zone 2	£675.60
Alexander Alderson - Busking 14/5/22	£50.00
Sam Bernald Ross - Busking 7/5/22	£50.00
SLCC Enterprise Ltd - Graphic Design Canva Webinar Training	£42.00
Tracey Kelly - Busking 21/5/22	£50.00
Visit Wiltshire - Town Tab on Visit Wiltshire Website	£900.00
Your Wiltshire - Advertising in April and June	£156.00
Ultra-Warm - New Replacement Hot Water Cylinder Flat 1	£1,225.20
Cook Automotive - Works Van Repair	£187.34
Idverde - Grounds Maintenance and Public Toilet Cleaning	£3,049.70
Rural Services Partnership Limited - Annual Subscription	£156.00
Proludic - Outdoor Gym Signage	£46.80
Rachel Avent - Taste of Corsham Support	£900.00
Cliff Gater - Busking 4/6/22	£50.00
Mirage Signs - 'No Glass' Vinyl Stickers for Bins	£18.00
Konica Minolta - Photocopier Hire	£89.57
Everbubbles - Oak Memorial Plaque	£41.38
Castle Coatings Ltd - Recoated Bin and 6 x High Street Planters	£1,884.00
Clare Wilson - Colouring Paper Crowns, Hats, Tiaras for Summer Fete	£78.00

Broxap Ltd - Cast Iron Lock for Litterbin	£54.00
John Bradshaw Ltd - Goupil Vehicle Service Contract	£699.60
Wired Publishing - Taste of Corsham Advert	£118.80
Corsham Print - Strategic Plan Design, Banners/Signs Taste of Corsham	£774.00
Flying Colours - Entertainer for Summer Jubilee Fete	£378.00
Mediaclash Ltd - Advertising in Bath Life Magazine	£156.00
Matthew Tett - StoryTown Arts Council Grant Application Work	£150.00
Movie Makers Guide - 2 Year Fee for Entry in Movie Makers Guide	£295.00
Royal Mail Door to Door - Summer Newsletter Delivery	£567.94
Auditing Solutions Ltd - Final Internal Audit for 2021/22	£552.00
MA Music and Leisure & Travel - Advertising in Wiltshire Life	£252.00
Global Media - Radio Advertising Free Parking	£1,201.15
Workwear Express - Uniform for New Member of Staff	£35.98
Alarms and Electrical Ltd - Replace Smoke and Fire Detectors, Service and Replacement Extinguishers, Replacement Parts for Intruder Alarm and Fire Alarm	£1,039.38
Charles Saunders - 1200 x Black Bags for Play Areas and Town Bins	£271.15
Wiltshire Council - Contribution to Corsham Station Business Case	£15,000.00
Rise Trust - Sessions for Under 5's at Springfield Campus	£444.77
Becky's Bakeri Ltd - Taste of Corsham Stall Refund	£25.00

#### **Cheque**

Petty Cash	£151.49
Wiltshire Council - Temporary Events Notice Fee for Summer Fete	£21.00

#### **Sub total**

**£77,646.03**

#### **Cheques / Internet Banking Paid Outside of Meeting**

There were none

#### **Payments Made by Direct Debit/Standing Order**

West Mercia Energy - Guide Hut Electricity	£78.51
West Mercia Energy - Public Conveniences Electricity	No Invoice
SGW Payroll - Monthly Payroll Processing May and June	£111.36
Excalibur - Laptop, Two Monitors, Desktop and Configuration, Re-configuration and Monthly IT Charges	£2,650.91
Viking - Stationery	£241.31
Peninsula - Employment Services and Online Training	£439.18
UK Fuels - Fuel for Work Vehicles	£183.03
Water 2 Business - Grove Road and Springfield Standpipe	£44.02
Vodafone - Monthly One Net Mobile Telephones	£614.26
Hills Waste - Refuse Collection and Skip Exchange	£865.44
PWLB - Loan Repayment Swimming Pool	£21,648.13
Mainstream Digital - Quarterly Line Rental	£104.40

#### **SUB TOTAL**

**£26,980.55**

#### **TOTAL**

**£104,626.58**

#### **Direct Debits and Payments Taken and Reconciled in May**

UK Fuels - Fuel for Works Vans	£18.84
UK Fuels - Fuel for Work Vehicles	£93.03
UK Fuels - Fuel for Work Vehicles	£72.95
<b>Charge Card Reconciled in May</b>	
thetrainline.com - Ticket to London for Conference	£84.36
Online Playgrounds - Replacement Timbers Coppershell	£136.40
Eventbrite - Climate Change Webinar	£30.00
Information Commissioner's Office - Data Protection Renewal	£60.00
Etsy - Oak Signs for Bug Hotels	£79.00
Garden and Hire Spares - Parts for Strimmer	£58.26
123 Reg - Tourism Website Annual Renewal	£95.94

**Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.50pm. There were no members of the public 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 22 June 2022**

**Present** Councillor R Hopkinson (Chair)  
Councillors S Abbott, H Belcher, J Brook, T Ellis, A Morris and G Ward.

**In Attendance** Councillor G McCaffery  
Mrs K Gilby (Finance and Planning Officer)  
D Martin (Chief Executive)

**1. Apologies**

Apologies were received from Councillors M Jackson and D Jarman.

**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.

Councillor A Morris declared a non-pecuniary interest in Item 4 – Grant Applications as the Wiltshire Air Ambulance application had been submitted by a neighbour and acquaintance. She remained in the meeting during the discussion on the application.

Councillor H Belcher declared a non-pecuniary interest in Item 4 – Grant Applications as the application by TEDx Corsham involved The Pound Arts Trust. Councillor Belcher is Wiltshire Council's Corsham Area Board representative on Pound Arts. She remained in the meeting during the discussion on the application but did not take part.

Councillor T Ellis declared a non-pecuniary interest in Item 5 – Detailed Income and Expenditure Accounts when possible proposals were discussed to alleviate a flooding problem in the vicinity of her residence. She left the meeting for the discussion on the item.

**3. Matters Arising from the Notes of the Finance and Administration Committee meeting held on 20 April 2022**

There were no matters arising.

#### **4. Grant Applications (Second Round)**

Five grant applications were considered.

##### **Agreed**

- i) That, subject to further details of the estimated cost of the event being provided to the satisfaction of the Chief Executive in consultation with the Committee Chair, Wiltshire Air Ambulance be awarded £500 towards a Family Fun Day with dog show to raise money for Wiltshire Air Ambulance.
- ii) That TEDx Corsham be awarded £500 towards a TEDx Educational event for Corsham residents.
- iii) That Corsham Windband Association be awarded £500 towards instrumental lessons for children and maintenance, storage and insurance of instruments.
- iv) That Age UK Wiltshire be awarded £500 towards venue hire and advertising/promotion to attract returning and new members to exercise sessions for older people.

##### **Section 137 Application**

- v) That the Park Place Neighbourhood Watch Scheme be awarded £500 towards a defibrillator for Park Place. The applicant was strongly encouraged to consider siting the defibrillator on public land rather than private property, and to explore the possibility of purchasing a solar-powered device.

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

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report.

It was suggested that a short commentary on the balance of available funds be included. The Chief Executive would be happy to produce this for future meetings.

The Chief Executive flagged up an issue with Arnold House roof which had been identified through a recent building survey and by a tenant. An estimate to re-roof the property had been received but further information would be necessary before a decision to repair, or re-roof could be made.

The Town Council had been approached by Wiltshire Council's Drainage Team regarding a proposal to address problems of flooding at Monks Lane Pool, Gastard. The Principal Drainage Engineer was seeking a financial contribution of £10,000 to £20,000 towards the major project. The Chief Executive would send further information to Councillors for their views and to seek 'in principle' support.

The meeting commenced online at 7.30pm and closed at 9.13pm. There were four members of the public present at the start of the meeting and none at the end.

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**Notes of the Informal Council (Planning) Meeting held via Teams on  
Wednesday 29 June 2022**

**Present** Councillor H Belcher (in the Chair)  
Councillors N Brakspear, J Brook, T Bush, T Ellis, N Farmer,  
R Hopkinson, M Jackson, A Morris, J Robertson, T Smith and A White.

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

**1. Apologies**

Apologies were received from Councillors S Abbott, A Brown, G Ward and R Williams.

**2. Public Question Time and Petitions**

There were none.

**3. Declarations of Interest**

There were none.

**4. Applications**

**CORSHAM NESTON WARD**

[PL/2022/03428](#) 21 Pitts Croft, Neston - Demolition of existing single garage and attached car port and replace with a double garage with a pitched roof instead of the existing flat roof.

*Agreed: that no objection be raised. Concerns were raised over possible drainage implications. The Town Council noted the concern raised by the neighbour regarding the party wall.*

[PL/2022/04475](#) 9 Locks Cross – Single-storey rear extension.

*Agreed: that no objection be raised.*

[PL/2022/04591](#) 4 Bakers Corner - Notification of proposed works to trees in a Conservation Area - T1: Badly positioned Hawthorn tree that we would like to fell. We aim to plant at least one additional tree on the higher ground near the Hazel, possibly Amelanchier. T2: Hazel tree in our garden that is growing out of a dry-stone wall and is growing into a larger Hornbeam tree. It also grows close to a large apple tree. To correct this, we would like to remove three branches, which would reduce the height by about 50%.

*Agreed: that no objection be raised.*

[PL/2022/04530](#)  
[PL/2022/04712](#)

18 Wadswick Lane - Householder planning permission and Listed Building Consent - Addition of single-storey side extension together with internal renovation and alteration to main house.

*Agreed: that no objection be raised subject to the approval of Wiltshire Council's Conservation Officer regarding the removal of the staircase.*

#### **CORSHAM LADBROOK WARD**

[PL/2022/04143](#)

12 Southerwicks - Removal of conservatory. Construction of a single-storey side extension. Removal of part of the boundary wall and replacement with an extended boundary wall.

*Agreed: that no objection be raised.*

[PL/2022/04499](#)

Priory Cottage, 1 Bences Lane - Notification of proposed works to trees in a Conservation Area - T1 - Cherry tree. Remove low limb over garden/dry stone wall. Extended lateral limb is causing excessive shading and encroaching on client's magnolia.

*Agreed: that no objection be raised.*

[PL/2022/04477](#)

20 South Street – Single-storey extension replacing existing conservatory and outbuildings.

*Agreed: that no objection be raised.*

[PL/2022/04695](#)

Corsham Court - Notification of proposed works to trees in a Conservation Area - To complete works as per the Tree Survey Report for Corsham Court.

*Agreed: that no objection be raised.*

[PL/2022/04599](#)

74 Dickens Avenue - Replacement of part of existing rear extension and existing outbuilding.

*Agreed: that no objection be raised.*

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

There were none for this meeting.

#### **6. Decisions**

(1) Approvals

#### **CORSHAM GASTARD WARD**

[PL/2022/00966](#)

Monks Farm House, Monks Lane - Extension to a hay/straw shed.

#### **CORSHAM LADBROOK WARD**

[PL/2022/03201](#)

28 The Tynings - Proposed garage conversion, two-storey side extension, single-storey rear extension, floor plan redesign and all associated works.

- PL/2022/02804 32 Ludmead Road - Proposed erection of a first-floor front and single-storey rear extensions with an internal garage conversion to form additional living accommodation.
- PL/2022/01620 Potley Farmhouse, Potley Lane - Change of use of existing annexe accommodation within garage outbuilding into self-contained one-bed flat.
- PL/2022/02901 36 Prospect - Conversion of existing garage and home gym into studio annex for family relative.

#### **CORSHAM NESTON WARD**

- PL/2021/07026 Land to the rear of 39 Westwells - Outline permission with some matters reserved for erection of dwelling (access only).
- PL/2022/03651 20 Moor Park - Lawful Development Certificate for a Proposed Use - Proposed single-storey rear extension.

#### **CORSHAM PICKWICK WARD**

- PL/2022/02699 4 Front Hill Close - Proposed rear extension.

(2) Refusals

There were none for this meeting.

(3) Withdrawn

#### **CORSHAM LADBROOK WARD**

- PL/2022/02244 2 Charles Street - New dwelling and parking spaces.

#### **CORSHAM NESTON WARD**

- 20/07916/MODPO Rangeford Villages, Wadswick Green - Modification of planning application 18/02008/VAR and 18/02749/VAR.

### **7. Notice of Appeal Against Enforcement Action**

**Our Refs:**

**ENF/2021/00417**

#### **TOWN AND COUNTRY PLANNING ACT 1990**

APPELLANTS NAME: Redcliffe Homes Limited  
 APPEAL SITE: Land west of Park Place, Bradford Road, Corsham

INSPECTORATE REFERENCE: APP/Y3940/C/22/3300265 & APP/Y3940/C/22/3300268  
 APPEALS START DATE: **15 June 2022**

Appeals have been made to the Planning Inspectorate in respect of the above site.

#### **COU Enforcement Notice**

#### **THE BREACH OF PLANNING CONTROL ALLEGED**



Without planning permission, the material change of use of the Land from agriculture to a mixed use of agriculture and waste deposit (Sui Generis)

**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 10 years.

The unauthorised development is contrary to Policies WCS3 and WCS5 of the Wiltshire & Swindon Waste Core Strategy Development Plan Document (July 2009); Policies WDC1, WDC2, WDC10 and WDC13 of the Wiltshire and Swindon Waste Development Control Policies Development Plan Document (September 2009); and Sections 12, 14 and 15 of the National Planning Policy Framework (July 2021).

The Council do not consider that planning permission should be granted for the above breach of planning control, because planning conditions could not overcome all of the objections to the unauthorised development.

**The enforcement notice requires the following steps to be taken:**

Remove all deposited material from the Land and profile the Land so that its levels are that shown on Sheet 2 of 3 of the plan entitled "Topographical Survey" (Drawing No. 12731-500-001)

**TIME FOR COMPLIANCE**

Within four months from the date this Notice takes effect

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

- (a) That planning permission should be granted for what is alleged in the notice.
- (b) That the breach of control alleged in the enforcement notice has not occurred as a matter of fact.
- (c) That there has not been a breach of planning control.
- (f) The steps required to comply with the requirements of the notice are excessive, and lesser steps would overcome the objections.
- (g) The time given to comply with the notice is too short.

**Op Dev Enforcement Notice**

**THE BREACH OF PLANNING CONTROL ALLEGED**

Without planning permission, operational development comprising the profiling of the Land

**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 contrary to Policies CP51, CP52, CP57 and CP67 of the Wiltshire Core Strategy (2015) and Sections 12, 14 and 15 of the National Planning Policy Framework (July 2021).

The Council do not consider that planning permission should be granted for the above breach of planning control, because planning conditions could not overcome all of the objections to the unauthorised development.

**The enforcement notice requires the following steps to be taken:**

Profile the Land so that its levels are that shown on Sheet 2 of 3 of the plan entitled "Topographical Survey" (Drawing No. 12731-500-001) and remove all resulting excess material from the Land

### **TIME FOR COMPLIANCE**

Within four months from the date this Notice takes effect

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

- (a) That planning permission should be granted for what is alleged in the notice.
- (f) The steps required to comply with the requirements of the notice are excessive, and lesser steps would overcome the objections.
- (g) The time given to comply with the notice is too short.

Both the above appeals would be decided on the basis of the written representations procedure.

Any additional comments should be sent to the Planning Inspectorate, Room 3B, Temple Quay House, 2 The Square, Bristol BS1 6PN, quoting the Inspectorate references, and should be received by the **27 July 2022**. Alternatively, representations could be emailed to [teame1@planninginspectorate.gov.uk](mailto:teame1@planninginspectorate.gov.uk).

*Agreed: to write to the Planning Inspectorate in support of the enforcement action and to ask for the appeals to be dismissed.*

## **8. Planning Appeal Decisions**

### **Appeal A: Reference: APP/Y3940/X/22/3292467 Site at The Stoneyard, Potley Lane, Corsham SN13 9RX**

The appeal is made by Mr O Healy, Oscar Windebank Ltd (see "Procedural Matters" below), under Section 195 of the Town and Country Planning Act 1990 as amended against the refusal by Wiltshire Council to grant a certificate of lawfulness.

The application (Reference No. 21/02142/CLE) dated 1 March 2021 was refused on 25 January 2022. The application was made under Section 191 of the Town and Country Planning Act 1990 as amended.

The application sought a certificate of lawfulness for: "Use of land for storage (Class B8); use of existing building for light industrial use (Class E(g)(iii) and siting of 3no. portable storage shelters".

Summary of Decision: The appeal fails.

### **Appeal B: Reference: APP/Y3940/C/22/3296901 Site at The Stoneyard, Potley Lane, Corsham SN13 9RX**

The appeal is made by Oscar Windebank Timber Limited under section 174 of the Town and Country Planning Act 1990 as amended against an enforcement notice issued by Wiltshire Council.

The council's reference is 21/00066/ENF. The notice is dated 23 March 2022.

The breach of planning control alleged in the notice is: "Without planning permission, operational development comprising the erection of three white coloured buildings shown in the approximate areas of land annotated with blue circles on the attached plan entitled Location Plan and shown in the attached document entitled Notice Photographs".

The requirements of the notice are: "Demolish in full the three buildings and remove all resulting materials from the land". The period for compliance is six months.

The appeal is proceeding on grounds (c) and (g) as set out in Section 174(2) of the Town and Country Planning Act 1990 as amended. Since the prescribed fees have not been paid within the specified period, the application for planning permission deemed to have been made under section 177(5) of the Act has lapsed.

Summary of Decision: The appeal fails.

*Agreed: that the appeal decisions be noted.*

The meeting commenced at 7.30pm and closed at 8.11pm. 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.

# Corsham Youth Council

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

[stthomas@corsham.gov.uk](mailto:stthomas@corsham.gov.uk)



## Minutes of the Youth Council Meeting held at Corsham Town Hall on Monday 27 June 2022

Present:

Youth Councillors: OA, AC, TG, CL-W, HM, AN, RP, ER, AS, GW

Town Councillors: Neville Farmer (NF)

Town Council Staff: Sharon Thomas (Head of Community Services) (ST)

### 1. Apologies

Apologies were received from Cllr Dave Jarman and BH and CM.

### 2. Election of Chairman

AN was chosen to be Chair for the meeting.

### 3. Feedback on Minutes from May's Meeting

#### ***Agenda Item 4 – Corsham Town Council Events***

Following discussion with other children at their schools, OA, AC and HM had some suggestions for things that could be included at future Town Council events. These were: bouncy castle, shooting range, throw a sponge, lucky dip, foreign food stalls, slip and slide, rugby/football sport competitions, zorbing, hook-a-duck, treasure hunt, themed drawing competitions (a possible for StoryTown) and cake sales.

#### ***Agenda Item 7 – Play Areas***

OA, AC and HM, and their classmates, had suggestions for play area improvements. These were: more football goals at play areas, places for wildlife, no smoking signage, a new zipline at Katherine Park, a bigger skatepark, a spinning swing and a larger trampoline at Springfield.

### 4. Play Areas

ST explained about the Town Council's plans to take over the play areas at Bences Lane, Pockeridge Lane (two sites) and Katherine Park (two sites) and that the Little Play Area at Katherine Park would be the first to be refurbished. Local residents and users of the play area would be asked what play equipment they would like to see on site, and the Youth Councillors were also asked for their opinion on what they thought 3-7-year-olds (the main age group of users at the Little Play Area) would enjoy playing on. Using illustrations of possible types/items of equipment, CYC voted as follows:

Springer/s	2 votes
See-Saw	10 votes (with tyres underneath each end to help push riders up)
Roundabout	3 votes
Rotation Equipment	0 votes

Multi-Play Unit	10 votes
Swings	10 votes
Balancing Trail	2 votes
Slide	4 votes
Stepping Stones	2 votes
Climbing Frame	4 votes
Activity Game	0 votes
House/Boat/Train	5 votes

As a result, the top five choices were the See-Saw, Multi-Play Unit, Swings (equal first), House/Boat/Train and Slide and Climbing Frame (equal fifth place).

CYC's choices would be added into the results from the wider public survey on the play area, due to start in mid-July.

## 5. Ideas and Suggestions for CYC Projects/Campaigns in 2022-23

Topics for consideration for 2022/23 included:

Corsham Museum of local artefacts

Wish Tree – people could hang their wishes on the tree. *(ST explained about the Rainbow Wishing Tree at Taste of Corsham and the Christmas Wishing Tree.)*

Planting sunflowers in support of Ukraine

Having a STEM (science, technology, engineering and maths) event

Environmental Projects:

Litter picks

Creating/protecting meadow areas/wildlife areas

Making bug hotels/greenhouses from plastic bottles/bricks from recycled materials

Visit to the Community Hub/talk by Corsham Climate Action

Zero Heroes – food waste campaign run in schools ([zerowasteweek.co.uk](http://zerowasteweek.co.uk))

Supporting Disabled Children and People in Corsham *(NF explained about the work of Tanvir Bush's We Are the People project and the possibility of linking schools up with this in some way, via CYC. ST suggested a talk on Guide Dogs.)*

## 6. Staying on CYC in 2022/23

ST explained that all the current Youth Councillors would be very welcome to stay on in the 2022/23 school year, when they moved up to Y6 or Y7. ST would be in touch with everyone nearer the time to invite them all back to the next meeting, which was planned for 3 October.

## 7. Any Other Business

The trampoline at Springfield needed improvement.

Corsham Regis School was fundraising for Ukrainian refugees and thought other schools could do the same.

## 8. Date of Next Meeting

Monday 3 October 2022, 3.15pm, at Corsham Town Hall.



## COMMUNITY ENGAGEMENT STATEMENT OF INTENT AND COMMUNITY STRATEGY

May 2015  
(Updated May 2022)

### INTRODUCTION

To achieve its vision for Corsham, the Town Council is committed to working closely with the public. Everyone should be involved in making “Making Life Better in Corsham”, whether they are a resident, a local group or business. Informing, consulting and involving people in the work of the Town Council is key when it comes to decision-making; securing better services; the local democratic process, and creating an empowered and active citizenship.

### AIMS

The Town Council strives to:

**Inform** by providing information about what is happening to help local people – including young people and hard-to-reach groups - understand an issue, service or planned actions, options or solutions. This will be done by:

- Posters, fliers, banners, advertising and publications
- Local newspaper press releases, publications, radio and TV interviews
- Town Council Newsletter (sent to every household and business in the parish), letters, leaflets
- Information stalls, i.e. at Town Council events/open days/exhibitions
- Public and specific meetings, presentations, briefings
- Town Council website detailing all Council services and activities
- Facebook, Twitter, Instagram and other social media

**Consult** by asking for feedback, advice or opinions on an issue. This will be done by:

- Questionnaires and surveys, feedback forms
- Online surveys and questionnaires
- Face-to-face interviews/telephone interviews
- Residents', user panels and community groups
- Discussion/focus groups/forums
- Written consultation through letter or email
- Consultation events/workshops/exhibitions/general events/shows
- Online consultation
- Public, neighbourhood or specific meetings or surgeries
- Documents or information available at the Town Hall, other public buildings (eg Springfield Community Campus) and online

**Involve** by ensuring that concerns and aspirations are understood and considered, encouraging people to put forward ideas, options, initiatives and actions. This will be done by:

- Public or specific targeted discussion meetings with interested parties
- Public or stakeholder workshops to identify issues and shape options
- Public events, interactive displays
- Community-led plans and working groups
- Comments and complaints
- Interaction with Corsham Town Councillors and staff, Wiltshire Councillors, and other local government-led organisations

**All forms of communication will be clear, factual and appropriate; use plain English and, where appropriate, adhere to the Town Council's corporate design and suite of logos.**

The Town Council will inform, consult with and involve our partners and stakeholders, and co-ordinate our community engagement efforts, through:

Actively being involved in various community organisations, including:

- Bath Spa University Liaison Panel
- Corsham Chamber of Commerce
- Corsham Climate Action
- Corsham Local Highway and Footway Improvement Group
- Corsham for Walking
- Corsham Local Youth Network
- Corsham Twinning Association
- Corsham Youth Council
- Fairtrade
- MOD Community Liaison Panel
- Pound Arts Trust Ltd
- The Corsham School Liaison Panel

The profile of the Town Council will be raised through:

- Inviting residents to be actively involved in our meetings via Public Question Time
- Encouraging residents to link to the Town Council's Facebook page and Twitter feed
- Publicising the Annual Town Meeting
- Encouraging use of the Council website
- Issuing press releases covering Council activities and events
- Involving residents in events and activities such as the Summer Fete, Christmas Lights and Corsham in Bloom
- Production of the Corsham Town Guide

Every Town Councillor will be enabled in maximising their role as elected representatives and community leaders through:

- Receipt of a comprehensive New Members Pack
- Offering mentoring for new Councillors
- Making copies of agendas and minutes of Council meetings widely available
- Encouraging Councillors to represent the Town Council on community groups and organisations

Every member of staff will be enabled in understanding the Town Council's priorities through:

- Regular team meetings
- Regular Performance Management Reviews
- Being encouraged to provide input into the decision-making process
- Being encouraged actively to represent the Town Council at community events

## **ENGAGEMENT**

Listed below are the individuals/organisations with whom the Council wishes actively to engage:

- Residents of Corsham
- Businesses and business organisations
- Community, voluntary, special interest and residents' groups
- Older people
- Young people
- Hard-to-reach groups
- Public and private sector stakeholders
- MOD Corsham
- Bath Spa University
- Schools
- Health Agencies (commissioners and providers)
- Visitors

## **ACTION PLAN**

See overleaf



## ACTION PLAN

<b>Item</b>	<b>Task</b>	<b>Responsibility</b>	<b>Status/Frequency</b>
Chairman	Chairman to fulfil a civic role and encourage community organisations to invite the Chairman to events	Chairman and staff	Ongoing
Minutes	Ensure copies of Minutes are available - hard copy, electronically, and on the Town Council website	Staff	Ongoing
Annual Report	Ensure Report is available - hard copy, electronically and on Town Council website - and a summary included in the newsletter	Head of Community Services	Annually
Office Opening Hours	Publicise Town Hall office opening hours in newsletter and on website and noticeboards	Staff	Ongoing
Annual Town Meeting	Publicise the meeting and liaise with stakeholders to encourage attendance	Staff and Town Councillors	Annually
Public Forum	Encourage residents to raise any matters of interest or concern via public participation element of all Full Council and Committee meetings	Staff and Town Councillors	Ongoing
Noticeboards	Regularly update noticeboards with Town Council and community activities	Staff	Ongoing
Website	Maintain website with information on Town Council services and activities	Staff	Ongoing
Newsletter	Produce and deliver a regular newsletter to all households and businesses via Royal Mail	Head of Community Services and Town Councillors	Quarterly (Usually January, April, July, October)
Corsham Youth Council	Co-ordinate and support Corsham Youth Council	Staff and designated Town Councillor reps	Monthly (term-time)
Businesses	Engage with businesses and business organisations. Representative on Chamber of Commerce	Staff and Town Councillors	Ongoing
Local Democracy	Encourage residents to both vote at and stand for the Town Council in Local Council elections	Staff and Town Councillors	Ongoing but higher priority in six months leading to local elections
Press	Liaise regularly with the press sending details of Council meetings and Council activities	Staff	Ongoing
Liaison Meetings	Meet regularly with MOD Corsham, Bath Spa University and The Corsham School	Staff and Town Councillors	Minimum of twice a year
Social Media	Use Facebook and Twitter to promote Town Council meetings, activities and events	Staff	Ongoing

Ref: st/C1 V2.0  
20/5/2015  
Reviewed: May 2022

V2.0 approved by Council

Next review date: May 2023



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

Tel: 01249 702130

Email: [towncouncil@corsham.gov.uk](mailto:towncouncil@corsham.gov.uk)

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

5 July 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 11 July 2022 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 13 June 2022 – *attached*.
4. Matters Arising from the above Minutes – *for information only*.
5. Authorisation of Cheques and Payments - *for approval*.



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**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 13 June 2022**

**Present** Councillor S Abbott (Chairman)  
Councillors H Belcher, J Brook, A Brown, T Bush, A Crockford, R Hopkinson,  
M Jackson, D Jarman, G McCaffery, A Morris, G Ward, A White and  
R Williams

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

**MH 06/22 Apologies**

Apologies were received from Councillors N Brakspear, T Ellis, N Farmer,  
J Robertson and T Smith.

**MH 07/22 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 08/22 Minutes of the Meeting of the Trustees held on 9 May 2022**

**Resolved**

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

**MH 09/22 Matters Arising from the above Minutes**

There were no matters arising.

**MH10/22 Independent Examiners Report and Accounts for 2021/22**

**Resolved**

That the Independent Examiner's Report and accounts for 2021/22 be  
approved.

MH 11/22

**Authorisation of Cheques and Payments**

**Online Banking Payments**

**Name**

Corsham Town Council - Cleaning and Open/Close Town Hall	£599.94
Charles Saunders - Caretakers Consumables	£106.03
Amazon - Dehumidifier for Chamber	£151.39
Pickering's Lifts - Lift Service Visit	£309.00
Auditing Solutions - Provision of Independent Examiner Service 2021/22	£180.00
Alarms and Electrical Ltd - Install Fire Door Hold and Signage, Fire Extinguishers and Replacement, Replace Smoke Detectors	£891.00

**Cheques**

There were none

**Sub-total** **£2,237.36**

**Cheques / IB Transfers Paid Outside of Meeting**

**Payments made by Direct Debit**

Wiltshire Council – Non-Domestic Rates	£96.00
West Mercia Energy - Gas	no invoice received
West Mercia Energy - Electricity	no invoice received
Hills Waste Solutions Ltd - Duty of Care Charge	£9.60

**Sub-total** **£105.60**

**TOTAL** **£2,342.96**

**Resolved**

That the accounts be authorised for payment.

The meeting commenced at 8.50pm and closed at 8.51pm. There were no members of the public present.

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CHAIRMAN

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DATE