

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

Tel: 01249 702130

Email: towncouncil@corsham.gov.uk

www.corsham.gov.uk

7 March 2023

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 13 March 2023 at 7.30pm.

Covid-19 Requirements: Please follow the Guidance for Attending In-person Meetings (Revised November 2022)

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 February 2023 – *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 Nos. 539 and 540 (*to follow*) – *to note*.
 - ii) Late correspondence – *to note*.
9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Council (Planning) Meeting held on 15 February 2023 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Finance and Administration Committee Meeting held on 22 February 2023 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Council (Planning) Meeting held on 8 March 2023 – *to follow*.
15. Matters Arising from the above Minutes – *for information only*.
16. Former Family Health Centre, Beechfield Road, Corsham (*Minute 173/22*) – Further to the previous Council meeting, when it was reported that the former Family Health Centre was likely to be disposed of, the Strategic Estates Lead for NHS Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board (ICB) has provided the following update: ‘The NHS is considering if there is any identified use for the building for the provision of health services. There is no final decision on that yet, and we are working with the local health service providers to identify that, although initial thoughts are that the current estate used for the provision of services we have maybe sufficient. If that is the outcome from that assessment, then the property will be declared surplus for health and then it will be disposed of in line with Government guidelines around surplus estate.’ Furthermore ‘When the NHS has decided, which will be once the work on the PCN toolkit [Primary Care Network Service and Estate Planning Toolkit] is completed by the local GP practices to identify if the site is required for clinical use, I will let you know if it will be required or will be disposed of. I would expect a decision on that to be made in the next few months.’

The property has been vacant for several years and until recently NHS Property was planning to bring it back into use – *for discussion*.
17. Parking Charges for Blue Badge Holders – Following a recent decision by Wiltshire Council to charge Blue Badge holders for parking in its car parks, the Town Council is asked to consider covering any additional cost by extending the ‘two-hours free’ policy for the long-stay car park. Wiltshire Council’s Parking Services have been asked to provide an indication of costs. The aim would be to remove the requirement for Blue Badge holders to display a pay and display ticket. The cost is expected to be modest – *for consideration*.

18. Town Centre Policy – A key objective in the Business and Economy strand of the Town Council’s Strategic Plan is to prioritise the vitality of the town centre in decision-making, making it more attractive, active and accessible. One of the actions is to produce a policy on the town centre. A draft Corsham Town Centre Policy is attached – *for consideration*.
19. Review of Investment Strategy (*Minute 201/21 and others*) – The Town Council is asked to review its Investment Strategy annually for the new Financial Year. A copy of the Strategy and Policy is attached for review – *for consideration*.
20. Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 18/22*) – At the Finance and Administration Committee meeting on 22 February 2023, it was reported that the annual review has been completed and the only changes proposed were with reference to the increase in the threshold for the requirement to advertise tenders on the Contracts Finder website and Find-a-Tender (the UK e-notification service). From 21 December 2022, the threshold increased from £25,000 inc VAT to £30,000 inc VAT. This will mean updating Standing Orders 18.1 v. and 18.3, along with Financial Regulations 11.1 b) and 11.1 h).

Recommendation: That the Full Council be recommended to update the Town Council’s Standing Orders and Financial Regulations to reflect the new thresholds for advertising contracts.
21. 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*.
22. 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.