

**Minutes of the Property and Amenities Committee Meeting held at
Corsham Town Hall on Wednesday 24 January 2024**

Present Councillor T Ellis (Chair)
Councillors S Abbott, H Belcher OBE, N Brakspear, J Brook,
J Roberton and R Williams.

In Attendance J Whittleton (Head of Technical Services).

In Attendance Online Councillor G Ward

P&A 55/23 Apologies

Apologies were received from Councillor G McCaffrey.

P&A 56/23 Public Question Time and Petitions

A resident of Chestnut Grange was in attendance to speak about agenda item 9 (Park Lane Parking Issues). He stated that although he and other residents were in support of putting down double yellow lines on either side of Park Lane, there were concerns about where the displaced vehicles would go. He stated that whilst the proposed lay-by would go some way towards ameliorating the issue, it would not address it completely (there would be 20-30 displaced cars and the lay-by would create spaces for fewer than 10). He asked that residents of Chestnut Grange be consulted further on the issue.

A representative from the Cotswold Volunteer Wardens was in attendance to speak about agenda item 8ii (Woodland behind Pictor Close). He stated that local residents, the Cotswold Volunteer Wardens and Councillor Tanvir Bush had been in discussion about potential improvements to the planting, accessibility and experience of visitors to the site. He asked that the Committee support the initiative.

P&A 57/23 Declarations of Interest

None.

P&A 58/23 Matters Arising from the Minutes of the Property & Amenities Committee meeting held on 29 November 2023

Councillor S Abbott asked whether there was any update on plans to develop/improve the workshop facilities at the Guide Hut (*Minute Ref P&A 46/23*). The Head of Technical Services stated that he had conducted a meeting and site visit with the Chief Executive to begin this work.

P&A 59/23 Pockeridge Road Play Areas (*Minute P&A 46/23 and others*)

The Head of Technical Services gave an update on efforts to improve the play areas at Pockeridge Road. He stated that the specification had been posted on the Contracts Finder website and that five companies had conducted site visits. Tenders were due to be received by 9 February and the Committee was asked to nominate two or three councillors to assist with selecting a contractor.

Resolved:

To note the update and to appoint Councillors T Ellis and S Abbott to assist with selecting a contractor.

P&A 60/23 Arnold House Maintenance (*Minute P&A 48/23 and others*)

The Head of Technical Services gave an update on efforts to refurbish Arnold House. He stated that he had recently met on site with Wiltshire Council's Conservation Officer. The Conservation Officer had brought the Town Council's attention to some elements of the listed building consent application that required clarification or additional information. The Town Council's surveyor was now putting together some additional information to support the application. The Head of Technical Services had agreed to extend the determination date to 29 February. It was hoped that permission would be forthcoming at this stage and that the refurbishment work could be started.

Resolved:

To note the update.

P&A 61/23 Town Hall Fire Escape (*Minute P&A 36/23 and others*)

The Head of Technical Services stated that three quotes to refurbish the fire escape had now been received and a preferred contractor had been selected. Wiltshire Council's Conservation Officer had informed the Town Council that listed building consent would need to be obtained before starting this work. The Head of Technical Services would now be working to complete and submit this application.

Resolved:

To note the update.

P&A 62/23 Licences to Manage Wiltshire Council Open Spaces

- i. The Town Council had been in discussion with Wiltshire Council's Estates and Development Team about entering into licences to manage open spaces at Bences Lane, Moor Park and the Southerwicks. The draft licences had been circulated with the agenda and the Committee was asked to consider whether it wanted to go ahead and enter into 50 year licences for the sites.

Issues discussed included:

- The approximate cost of looking after the additional trees and grassland; and
- The example of Bradford on Avon, where a community group had sought to prevented the Town Council from carrying out tree works.

Resolved:

That provided that the cost of looking after the areas did not add more than 25% to the grounds maintenance contract, to enter into 50 year licences for the open spaces at Bences Lane, Moor Park and the Southerwicks.

- ii. Consideration was given to entering into discussions with Wiltshire Council's Estates and Development Team about obtaining a licence to manage the woodland behind Pictor Close. The Town Council had been contacted by some local residents and the Cotswold Volunteer Wardens about working with them to improve the area. The idea was that the Town Council, local residents and the Cotswold Volunteer Wardens would work together to draw up a plan for the area and to determine how any works would be carried out.

Resolved:

To submit an application to the Estates and Development Team to enter into a licence to manage the woodland behind Pictor Close.

P&A 63/23 Update on Local Highway Group Issues (*Minute P&A 50/23 and others*)

Corsham 20mph Limits

Consideration was given to contributing towards the implementation of the Corsham 20mph scheme. The LHFIG had costed the scheme at £7,600 and had agreed to contribute £5,700. The Committee was asked to consider whether to contribute up to £1,900.

Resolved:

To contribute up to £1,900 towards the Corsham 20mph scheme.

A4/Pickwick Pedestrian Improvements

Consideration was given to contributing towards a topographical survey which would look at pedestrian improvements in the A4/Pickwick area. The Committee had already decided to contribute up to £462.50 for one specific location and was now being asked to consider contributing an additional £925 towards a wider topographical survey.

Resolved:

To contribute an additional £925 (£1,387.50 in total) towards the topographical survey.

Potley Lane Congestion and Speeding

Consideration was given to contributing towards a 20mph speed limit assessment along Potley Lane. The total cost of the assessment would be £2,900 and the LHFIG had agreed to contribute £2,175. The Committee was asked to consider contributing up to £725.

Resolved:

To contribute up to £725 towards the assessment.

Park Lane Parking Issues

Consideration was given to a proposal put together by Councillor H Belcher and Wiltshire Council's Senior Highways Technician which would see double yellow lines put down on both sides of Park Lane (with a couple of breaks near the business park) from the bend near the A4 up to Masons Way.

Issues discussed included:

- That a letter drop to 63 properties conducted by Councillor H Belcher had demonstrated that over half of the residents were in favour of double yellow lines;
- The representations received during Public Question Time and concerns about moving the parking issues elsewhere;
- The possibility of extending the double yellow lines down Purleigh Road and the two side roads off Purleigh Road;
- That the double yellow lines could be taken forward on a single Traffic Regulation Order, but the possible parking bay would have to be taken forward separately (and possibly funded by Corsham Town Council). Ideally, the bay would be in operation when the double yellow lines were put down;
- The impact on businesses at the business park; and
- The possibility of asking the business park and/or its tenants to contribute towards the parking bay.

Resolved:

- i. To contribute up to £1,012.50 towards the double yellow lines.
- ii. To ask Councillor H Belcher and the Senior Highways Technician to develop the plan further and determine the exact extent of the double yellow lines and size/position of the parking bay.

P&A 64/23 Requests for Highway Improvements and Traffic Surveys (*Minute P&A 51/23 and others*)

- i) Church Street – Request to put up a sign advising motorists that there is no turning at the end of Church Street.

Issues discussed included:

- Whether a sign would have any impact; and
- The need to avoid superfluous signage in the Conservation Area.

Resolved:

To support the request provided that no new poles would be put up in the Conservation Area.

- ii) Pavement on the B3353 – Request to repair the pavement at two locations along the B3353

Resolved:

To support the issue and to send it on to the LHFIG.

P&A 65/23 Update on the Speed Indicator Devices and Autospeedwatch (*Minute P&A 52/33 and others*)

Consideration was given to the data gathered by the Speed Indicator Devices (SIDs).

Issues discussed included:

- That Councillors were grateful for the additional information provided in the report (produced by the Technical Assistant).

Resolved:

To note the update and information presented in the report.

P&A 66/23 Public Realm Update (*Minute P&A 32/33 and others*)

The Head of Technical Services gave an update on the public realm project centred on Newlands Road. He stated that Wiltshire Council's senior highways team had been due to consider the RIBA Stage 2 report to ascertain whether it would qualify for any specific funding streams. The fact that the Traffic Engineering Manager had recently asked for a copy of the report suggested that this discussion was imminent. The Town Council was continuing to press Greesquare Accord for permission to consult with its residents at Moxhams/Wyvern House concerning the proposed dry-stone wall and hedge. The Head of Technical Services suggested that officer time be given to compiling a list of defects in the High Street area that could be addressed either through the MyWiltshire app or through Wiltshire Council with some Corsham Town Council financial support.

Resolved:

To note the update and to approve the proposal to draw up a list of defects in the High Street/town centre.

P&A 67/23 Grounds Maintenance Contract

The Head of Technical Services stated that a new Grounds Maintenance Contract was about to be posted on the Contracts Finder website. The contract would run from 2024 to 2029 and was of a similar size (amount of work) to the

existing contract. The main differences were the removal of hedge maintenance which would largely be carried out in house and a larger amount of grassland that would be managed as wildflower areas.

Resolved:

To note the update.

The meeting began at 7pm and ended at 8.31pm. There were three members of the public present.

CHAIR

DATE