

**Notes of the Informal Property and Amenities Meeting Held Remotely  
on MS Teams 27 July 2022**

**Present** Councillor T Ellis (Chair)  
Councillors S Abbott, H Belcher, N Brakspear, J Brook, J Robertson  
and G Ward.

**In Attendance** D Martin (Chief Executive)  
J Whittleton (Head of Technical Services)

**1) Apologies**

None received.

**2) Declarations of Interest**

None.

**3) Matters Arising from the Notes of the informal Property & Amenities  
Committee meeting held remotely on 25 May 2022**

There were none.

**4) Public Realm Update (*Notes of the informal P&A Meeting 25 May 2022 –  
Agenda Item 4*)**

The Head of Technical Services gave an update on the public realm project  
centred on Newlands Road.

The Town Council had not yet received a response from Wiltshire Council to the  
Clients Brief Form submitted in early May. The Head of Technical Services had  
been chasing both Atkins and Wiltshire Council to ascertain when a response  
might be forthcoming. Atkins had confirmed that they had received it and sent  
comments to Wiltshire Council.

**Agreed:**

To note the update.

**5) Park Lane Workshop (*Notes of the Informal P&A Meeting 26 January 2022 –  
Agenda Item 5*)**

The Head of Technical Services gave an update on the workshop project.

Five months had now passed since the decision deadline date. It was thought that staffing issues at Wiltshire Council had been responsible for the delay. Comments from key officers/departments had now started to come through, including on arboricultural and ecological issues. The highways officer had not found an issue with the access off of Park Lane but had raised the provision of park spaces for allotment holders. The Town Council's architect, Askew Cavanna had been in contact with the case officer to discuss lighting and biodiversity issues: a lighting plan (taking into consideration bats) and a biodiversity assessment may be needed.

**Agreed:**

To note the update.

**6) 20mph Limits in Corsham and Neston**

The plans and costs (but not the final reports) for three 20mph areas had been received. Two of the areas were in Corsham and one was in Neston. The areas were classified as 20mph limits, not zones, and so did not require traffic calming measures. The areas differed from the original proposals submitted by the Town Council in early 2020: Pickwick Road and Cross Keys Road had been omitted; there were a number of side roads and cul-de-sacs that had been added; and at Neston, Greenhill and the area around Locks Cross had been added. The Committee was asked to consider whether it was supportive of the proposed areas, whether it wished to undertake consultation with residents before proceeding to implementation and whether all three areas should be delivered at once or whether to implement one area per year.

Issues discussed included:

- The omission of Pickwick Road and the impact of this omission on the effectiveness of a 20mph limit in the town centre;
- That the proposals entailed a large amount of signage;
- That it might prove easier for residents to negotiate 20mph zones rather than constant changes from 20mph to 30mph;
- The criteria used by Wiltshire Council and Atkins to assess the suitability of roads for 20mph;
- The lack of traffic calming/engineering solutions when entering the 20mph areas;
- That extra areas had been added to the Neston proposals; and
- That the final reports might contain the rationale for Atkins' proposals.

**Agreed:**

- i. To request a meeting with Wiltshire Council's Highways Department and Atkins to discuss the proposed 20mph areas.
- ii. To organise a meeting for interested Councillors to discuss the proposed Neston 20mph area.

- iii. To move the September Property & Amenities date, so that it takes place before the LHFIG meeting on 28 September.

**7) Residents Parking Survey (Notes of the informal P&A Meeting 25 May 2022 – Agenda Item 8)**

At the informal Property & Amenities Committee on 25 May, Members agreed to conduct a survey via the newsletter, in order to ascertain the appetite for a potential town centre residents parking scheme. A draft newsletter item had been prepared, but before going public with the consultation some clarification was sought from the Committee. Specifically, the Committee was asked whether the consultation was best pursued through the newsletter or via a leaflet drop to specified households, how the Town Council should view the results of the consultation i.e. if more than 50% were in favour would it automatically pursue a scheme or just use the results to inform future deliberations, and what would be the best way to consult with commuters and town centre businesses.

Issues discussed included:

- The possibility of testing the survey on the residents who originally requested residents parking.

**Agreed:**

- i. That the consultation should take place via a leaflet drop to all households in the potential residents parking area and all businesses in the town centre.
- ii. That the results of the survey would be advisory: the town council would not be committed to implementing a scheme if 51% or respondents were in favour and 49% were against.
- iii. To re-phrase the survey to indicate that the Town Council had no fixed view on the issue and that not implementing residents parking was an option.

**8) Update on Local Highway Improvement Group Issues (Notes of the informal P&A Meeting 25 May 2022 – Agenda Item 6)**

The Head of Technical Services gave an update on issues being considered by the LHFIG.

Bradford Road Speed Limit Assessment: The results of the speed limit assessment had come through. The survey recommended keeping the speed limit as it currently is. The Committee noted that conversations between Wiltshire Councillors and officers were taking place to ascertain why a lower limit was not recommended.

Pool Green/Elley Green Footway: The works had been ordered and were programmed for December 2022.

Freestone Way Bus Stops: These had now been completed.

Station Road Building Protection: The planter had now been ordered.

Lacock Road Kerbing: Trial holes and a topographical survey had been ordered. These will establish whether it is possible to install a kerblin along this verge – the number of services and presence of a high pressure gas pipe might prove prohibitive.

Park Lane Speed Limit Assessment: The Highways Officer had an action to contact the Town Council to confirm the extent of the area to be assessed and order the assessment.

Potley Lane Speed Limit Assessment: The Highways Officer had an action to contact the Town Council to confirm the extent of the area to be assessed and order the assessment.

**Agreed:**

To note the update.

**9) Requests for Highway Improvements and Traffic Surveys (*Notes of the Informal P&A Meeting on 25 May 2022 – Agenda Item 7*)**

Consideration was given to a highways improvement form which sought traffic calming measures along Park Lane. The request had been considered at the meeting on 25 May, where members had asked for more information on the location and type of calming. The applicant had responded by stating that he would like a signal controlled crossing or a zebra crossing to the east of the Park Lane junction with Freestone Way.

Issues discussed included:

- The number of requests relating to Park Lane that were already in the LHFIF system and whether this would be a priority.

**Agreed:**

Not to send the request to the LHFIF but to mention the request at the LHFIF when issues at Park Lane are discussed.

**10) Salt Bin Audit (*Notes of the informal P&A Meeting 23 September 2020 – Agenda Item 14*)**

Volunteers were sought to take part in the annual salt bin audit. The purpose of which was to inspect each of approximately 40 salt bins in the town and to identify any that need topping up or replacing.

**Agreed:**

Councillors S Abbott, H Belcher, J Roberton and G Ward agreed to take part in the audit.

**11) Councillor Site Visits 2022 (Notes of the informal P&A Meeting 25 May 2022 – Agenda Item 14)**

The site visit scheduled for the 19 July had been postponed due to the heat.

**Agreed:**

- i. That the site visit on 2 August should cover the new sites (Katherine Park, Bences Lane and Pockeridge).
- ii. That a second site visit should take place on 16 August.
- iii. To send out a new invite/timetable, so that all Members know of the arrangements.

**12) Update on Speed Indicator Devices (Notes of the informal P&A Meeting 25 May 2022 – Agenda Item 14)**

Since the last meeting, the SIDs had continued to be deployed throughout the town. Unfortunately, due to staffing issues the data had not been downloaded for some time. The last data available was as follows:

Gastard, opposite the Old Post Office – 20-26 May: Average speed incoming 28.54mph, average speed outgoing 31.77mph. Maximum speed incoming 69mph, maximum speed outgoing 76mph.

Cross Keys Road, facing the town centre – 20-26 May: Average speed incoming 25.49mph, average speed outgoing 25.84mph. Maximum speed incoming 46mph, maximum speed outgoing 48mph.

**Agreed:**

To note the update.

**13) Update on Service Delegation and Asset Transfer (Notes of the informal P&A Meeting 25 May 2022 – Agenda Item 13)**

The Chief Executive provided an update on the transfer of play areas to the Town Council under seven-year leases. The Town Council had received advice from our solicitors who had suggested a small number of changes to the leases. These related to a clause requiring the Town Council to implement any recommendation from insurers, the re-instatement of the land and technical issues with the documents including retained land not being marked on the plans, incorrect headings, incorrect addresses and plans not marrying up with the agreement.

Issues discussed included the timescale for refurbishing the little play area at Katherine Park and the consultation that was about to take place.

**Agreed:**

To note the update.

**14) Strategic Plan Actions for 2022-26**

Further to recent Council meetings regarding the Town Council's Strategic Plan 2022-26, the Chief Executive delivered a presentation asking the Committee to consider the draft actions produced to deliver on the Strategic Plan's objectives, particularly those under the themes of Environment and Climate Change, and Transport and Highways. Some of the Business and the Economy and Community Wellbeing objectives would also be led by this Committee. The draft actions and initial timescales were agreed, and the presentation would be circulated to the Committee members.

Councillors would continue to be consulted on the Strategic Plan at both Council and Committee meetings.

The meeting began at 7.30pm and ended at 9.14pm. There was one member of the public present for part of the meeting.