

**Minutes of the Property and Amenities Meeting held remotely on MS Teams
25 November 2020**

Present Councillor G Sanders (Chair)
Councillors P Anstey, L Bray, A Crockford, N Farmer, R Le-Var,
M Wakeman and A White

In Attendance Councillor S Abbott
Councillor H Belcher
Councillor A Brown
Councillor T Ellis
D Martin (Chief Executive)
J Whittleton (Head of Technical Services)

P&A 1/20 Apologies

There were none.

P&A 2/20 Declarations of Interest

Councillor M Wakeman declared a non-pecuniary interest in agenda item 16 – as an allotment tenant.

Councillor P Anstey declared a non-pecuniary interest in agenda item 8 – he had submitted one of the Highways Improvement Forms under consideration.

**P&A 3/20 Matters Arising from the Notes of the Informal Property & Amenities
Committee meeting held on 23 September 2020**

There were none.

**P&A 4/20 Public Realm Update (*Notes of the Informal Property and Amenities
Committee 23 September 2020 – Agenda Item 4*)**

i. Public Realm Strategy

The Head of Technical Services gave an update on efforts to develop the Public Realm Strategy.

In early October Atkins had submitted a Client's Brief Form and a Consultant's Brief Response. The Town Council was asked to complete the former and comment on the latter, which was duly done. This was part of an iterative process whereby a contract would be drawn up to produce a public realm plan for the Newlands Road area. Atkins was in the process of completing its governance process to ensure the work delivered would be of the highest

quality. Once this was finished, Atkins would send the Town Council a fee estimate (for the production of the plan) and an activity schedule to consider. Atkins' Brief Response envisaged undertaking collaborative design development with the Town Council which would entail:

- A site visit;
- At least three meetings with the Town Council;
- The presentation of options for each location;
- A desktop study regarding the location of utilities.
- A traffic survey, including an ANPR camera survey; and
- A video survey which would include an assessment of pedestrian movement (both quantities and desire lines) and could be used to inform the location of crossings.

At the end of this process Atkins would aim to produce the following:

- A technical report;
- Designs/drawings (preliminary designs);
- A high-level cost estimate;
- A project delivery programme; and
- A risk register.

The Town Council had also spoken with Atkins about the possibility of engaging with the Martingate during the process. Atkins thought that it would be a good idea to secure buy-in at an early stage and undertook to provide the Town Council with a cost for an extra meeting should this be deemed necessary for this purpose. Town Council officers were due to speak to the Martingate owner about the public realm in early December.

Resolved:

To note the update.

ii. High Street Paving

Members received an update on repairs and the extension of stone paving in the High Street. The project was progressing well, after some setbacks sourcing the correct stone earlier in the year. The first 100m² of stone paving had arrived and Ringway's crew began work on 16 November. They had completed a section outside the Flemish Weaver pub, but had now moved to the opposite side of the street (starting outside Coppins) in order to allow the pub to complete electric works without having to dig up freshly laid paving. The Dyneley Knoll paving was a good match. The riven finish was in keeping with existing stone paving and although the colour was lighter than the existing stone, it would start to blend in once the stone started to oxidise and wear.

Resolved:

To note the update.

iii. Cross Keys Improvements

The artist who was producing the public art for the Cross Keys was making progress following her decision to engage the services of a new engineering company. The engineers were in the process of producing revised technical drawings and had sourced the material to construct the feathers. A re-design of how the artwork would be secured on-site (moving from a frame in which the structure sits to fixing it in the ground) would necessitate gaining approval from Wiltshire Council to proceed in this manner.

Resolved:

To note the update.

iv. Springfield

Members noted that the project was on track. The artist had prepared a timetable outlining tasks she had to complete in order to install her work by the end of March 2021. She had produced CAD drawings for the floral laser cut details and had sourced two sets of second-hand gates.

Resolved:

To note the update.

P&A 5/20 Park Lane Trolleys Proposal

Consideration was given to a project to site two restored stone trolleys at the Park Lane/A4 junction. The owner had offered to loan the trolleys to the Town Council and a seven-year loan agreement, with an option to extend, was being drafted. It was proposed that the trolleys be mounted on a low base, with a stone wall to the rear. The layout of the area was being finalised by Rodney Veazey (Brunel Shed) and Chris Hyde (architect) who was in the process of producing detailed drawings. The drawings would be sent to Wiltshire Council's Planning department to confirm that planning permission was not needed. The Town Council was expected to fund the construction of the base and stone wall, which would be in the region of £10,000. Members had received a copy of a Section 96 licence which the Council would need to enter into in order to manage the site. Issues discussed included:

- Whether constructing a base and wall would be a risk if the owner of the trolleys asked for their return;
- That the wall would feature masons' marks as a nod to Corsham's stone heritage;
- The siting of stone trolleys would not prevent the provision of additional car parking on this site at a future juncture; and
- The views of the Pickwick Association.

Resolved:

To enter into a Section 96 Licence to manage the site, to enter into a loan agreement for the two stone trolleys and to fund the project from the Public Realm, Community Infrastructure Levy and Service Delegation/Asset Transfer budgets.

P&A 6/20 *Lacock Road Cemetery (Notes of the Informal Property & Amenities Committee 23 September 2020 – Agenda Item 8)*

Consideration was given to the findings of a Members' site visit which met to discuss the future management and maintenance arrangements for the new cemetery. The proposals were as follows:

- i. Sections – Sections to include: lawned, traditional, cremations (lawned only), children, and other faiths;
- ii. Consecration to be on an individual basis rather than whole section. This could be done at the time of burial;
- iii. To allow the soft landscaping to mature interments would not commence until 2022 (with the exception of scattering of ashes in relation to memorial trees);
- iv. Commencement of interments to be in southern end of site/section as appropriate;
- v. Fees and charges to be agreed at a later date. Increase the differential between lawned and traditional plots;
- vi. Memorial trees and plaques to be charged as per the schedule of charges (as per the budget report);
- vii. Memorial benches to be restricted to two or three designs, from sustainable sources. Charges to be dependent on costs at the time of order;
- viii. Cemetery Regulations to be drafted in 2021/22. Temporary gardens will be permitted but no edging can be used.

Resolved:

That the proposals set out in i-viii, above be approved.

P&A 7/20 *Update on Community Area Transport Group Issues (Notes of the Informal Property and Amenities Committee 23 September 2020 – Agenda Item 6)*

- i. 20mph Assessments

Wiltshire Council's local Highways Engineer had informed the Town Council that the traffic survey locations for the 20mph assessments in Corsham and Neston had been selected. The surveys would take place after national Covid-19 restrictions had been lifted so that the data was not affected by lower traffic volumes or higher speeds during that time.

The request to review the speed limit from Dicketts Road to Neston would form part of a separate review. Wiltshire's policy allows highway officers to review existing 30mph limits (with a view to introducing 20mph), but all other speed limit assessments need to be subject to a review undertaken by Atkins. The local Highways Engineer had advised that it would be prudent to wait until the 20mph assessment had been completed before looking at other limits and measures.

ii. Newlands Road/Pickwick Road Roundabout

Consideration was given to a proposal for a new sign advertising the presence of the crossing at the southern end of Newlands Road. The proposal, which would be considered by the CATG on 2 December 2020, entailed siting a warning sign in the grass verge near The Tynings. The Town Council contribution was estimated to be £175. The possibility of siting the sign at another location, either nearer the roundabout on the left-hand side of Pickwick Road or further up the Pickwick Road was discussed.

Resolved:

That subject to a satisfactory explanation from the Highways Engineer that the sign could not be sited elsewhere, the signage and Town Council contribution be approved.

P&A 8/20 Requests for Highways Improvements (*Notes of the Informal Property and Amenities Committee 23 September 2020 – Agenda Item 7*)

Consideration was given to Highways Improvement Forms at four locations.

- i. Notton Lane, Chequers Hill. Request to install two bollards to prevent parking across the Corsham Estate access.

Resolved:

To support the request on the proviso that the Estate pays half of the Town Council contribution.

- ii. Rough Street, Neston. Request for footway along the east side of the road.

Issues discussed included:

- Whether laying down a pavement would serve to urbanise a rural road; and
- The cost of installing a pavement against the limited benefit that it might bring.

Resolved:

Not to support the request as such an initiative would entail a large cost, would deliver limited benefit and would serve to urbanise a rural area.

iii. Bradford Road. Request for a crossing.

Issues discussed included:

- That a crossing was already planned on the Bradford Road at a different location;
- The most suitable crossing points along the Bradford Road following recent developments; and
- The speed of traffic along this road and whether a crossing would serve to reduce speed.

Resolved:

To support the general principle of an improved crossing point, and to refer the request to the CATG to try to find a suitable solution.

iv. Junction of Pool Green with Elley Green (four requests). Requests for c.15 metres of footway.

Issues discussed included:

- Pedestrian safety and recent near misses between pedestrians and vehicles; and
- The possibility of a formal crossing.

Councillors Anstey and Le-Var would prepare a plan of the area affected.

Resolved:

To support the request being considered by the CATG.

P&A 9/20 Proposed Traffic Regulations Order

Consideration was given to a proposed Traffic Regulations Order from Wiltshire Council, for 20mph limits in the new development off Park Lane.

Resolved:

To support the proposed Traffic Regulations Order.

P&A 10/20 Transport Monitoring (*Notes of the Informal Property and Amenities Committee 23 September 2020 – Agenda Item 11*)

Consideration was given to the latest Transport Monitoring Sheet. It was highlighted that there had been an increase of around 17,000 car park tickets issued during the second quarter of 2020 (July-September) compared to the same period in 2019. This was testament to the popularity of the two-hour free parking initiative.

Resolved:

To note the update.

P&A 11/20 Purchase of an Electric Vehicle (*Minutes of the Strategic Planning Working Group – Minute Ref SP05/20*)

The Committee considered the purchase of an electric vehicle for use by the grounds staff. The purchase of an electric vehicle would serve to help the Council with its aim to be carbon neutral by 2030. It was also felt to be worth purchasing an extra vehicle at this time as due to Covid-19 measures the grounds staff were no longer sharing vehicles and the Council was spending £597 plus VAT each month on a leased vehicle. The Town Council was looking at two models: the Goupil G4 and the Alké ATX 320E.

Issues discussed included:

- That the charge time for each model was around 8-9 hours;
- The importance of ensuring the vehicle had sufficient range for the tasks the Town Council wished it to undertake; and
- That the purchase of an electric vehicle and ceasing to lease a diesel pick-up would have both economic and environmental benefits.

Resolved:

To approve the purchase of an electric vehicle, to be funded in part from the Service Delegation/Asset Transfer budget or earmarked reserve.

P&A 12/20 Corsham Cycling Strategy 2020-2026 (*Notes of the Informal Property and Amenities Committee 23 September 2020 – Agenda Item 5*)

Councillors received an update on cycling issues in the town. The Chair was updating the draft strategy in light of the public consultation responses. This would be considered by the Committee in the new year. In the meantime, the higher priority and/or simpler schemes would be progressed with officers.

Issues discussed included:

- The upcoming consultation on the Easton Lane cycle route;
- The possibility of obtaining funds for cycling initiatives through the Area Board; and
- The possibility of finding a cycle route that avoided the busy Pickwick Road.

Resolved:

To note the update.

P&A 13/20 Update on the Speed Indicator Device (*Notes of the Informal Property and Amenities Committee 23 September 2020 – Agenda Item 12*)

Since the last informal meeting the SID had been sited at the following locations:

11-19 September – Furzehill
23-30 September – Valley Road
5-13 October – Elley Green
16-21 October – A4 near Dovecote Drive
26 October – 1 November – Newlands Road
3-15 November – Park Lane (opposite Chestnut Grange)

The Head of Technical Services reported that, at Park Lane, 60mph had been exceeded at least 25 times. The SID data had been sent to the Police who subsequently undertook speed checks at this location throughout the morning of 17 November. They stopped four vehicles for moderate speeding.

The update was noted.

P&A 14/20 Annual CCTV Report 2019-20 (*Minute P&A 30/19*)

Consideration was given to the Annual Operation and Management Report for the CCTV.

Resolved:

To note the Report.

P&A 15/20 Air Quality Monitoring (*Notes of the Informal Property and Amenities Committee 6 May 2020 – Agenda Item 5*)

The Committee were informed that two new monitoring sites at the junction of Pickwick Road and the A4 and at the junction of Pickwick Road and Newlands Road had been selected. Wiltshire Council's monitoring was due to commence early in the new year.

Resolved:

To note the update.

P&A 16/20 Property and Amenities Draft Budget Proposals and Fees and Charges

Consideration was given to the draft Budget Proposals and Fees and Charges for 2021/22.

Issues discussed included:

- That the continuation of the two-hour free parking scheme had been included in the draft budget proposals;

- That the number of Band D equivalent properties had been reduced as a consequence of Covid-19;
- The possibility of further reducing the Service Delegation/Asset Transfer budget or using reserves to keep down any increase in Council Tax; and
- That the forthcoming Council meeting would be a suitable forum for discussing the overall budget increase, prior to detailed consideration by the Finance and Administration Committee.

Resolved:

To support the draft Budget Proposals and Fees and Charges for 2021/22 for further consideration by the Finance and Administration Committee and Full Council.

The meeting began at 7.30pm and ended at 9.15pm. There were no members of the public present.

CHAIRMAN

DATE