

**Minutes of the Property and Amenities Committee Meeting held at  
Corsham Town Hall on Wednesday 3 July 2019**

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

**In Attendance** Councillors S Abbott and C Fuller  
J Whittleton (Head of Technical Services)

**P&A 1/19 Apologies**

Apologies were received from Councillor T Alberga.

**P&A 2/19 Public Question Time and Petitions**

There were none.

**P&A 3/19 Declarations of Interest**

Councillor G Sanders declared an interest in agenda item 7i, Cross Keys Improvements – Her husband is an artist who might be interested in the Public Art Brief – She left the chamber for the duration of this item.

**P&A 4/19 Matters Arising from the Minutes of the Property and Amenities Committee meeting held on 1 May 2019**

There were none.

**P&A 5/19 Requests for Highway Improvements**

a) Wiltshire Council Briefing Note.

Consideration was given to a Wiltshire Council briefing note which set out changes to the way highway improvements and traffic surveys are requested. In the long-term, the Council hope to move the system onto the My Wiltshire App. An interim solution, introduced from June 2019, is based around the Highways Improvement Request Form. If a town or parish council wish to raise a highways improvement request, they should complete a form and return it to the local highways engineer who will add it to the next Community Area Transport Group agenda. If a resident wishes to raise a request, they should send a completed form to their town/parish council, who will send the form to the local highways engineer if they support the request or advise the resident of their decision if they don't support it.

Councillors noted that the requester's name and address had been redacted from the forms and that this made it difficult to understand the issues.

**Resolved:** To ask residents who submit requests if they mind their name and address being published with the form.

b) Highways Improvement Forms.

i. Junction of Skynet Drive and Park Lane.

Issues discussed included:

- Flooding and drainage issues at the junction;
- Visibility at the junction;
- The need to cut back vegetation;
- The provisions of the Highways Agency Manual for roads and bridges; and
- Wiltshire Council's view on mirrors near the highway.

**Resolved:** To inform the Highways Engineer that the Town Council does not support the installation of a crossing, that Wiltshire Council should examine the cycle path having regard to the Highways Agency Design Manual for Roads and Bridges and that the Town Council supports cutting back vegetation to improve visibility at the junction.

ii. Pound Pill.

Issues discussed included:

- The presence of a crossing at the top entrance to Corsham Primary School; and
- The crossing is probably placed at the top entrance to avoid locating it near the roundabout.

**Resolved:** To support Wiltshire Councillor Whalley and the Senior Engineer examining the issue.

iii. Furze Hill.

Issues discussed included:

- The speed indicator device (SID) was stationed along Furze Hill for a week from 7 June. The data revealed that the average speed was 26.96 going down the hill and 29.65 going towards Valley Road. The speed limit was being regularly broken, with speeds above 50mph recorded; and
- That the road, which is quiet and wide, lends itself to speeding.

**Resolved:** To send the SID data to the Senior Engineer and to support her examination of the area.

iv. Priory Street.

Subsequent to the publication of the agenda, the Town Council learned that Wiltshire Council have a specific policy for requests for white lines in front of drives. Residents have to apply directly to Wiltshire Council and provide photographic evidence of their drive being blocked, a plan showing the extent of the proposed lines, pay an administration charge of £62.50 and (if consent from Wiltshire is received) employ an approved contractor to carry out the work. The resident who submitted the Highways Improvement Request has been informed of this policy.

**P&A 6/19 Distance Markers along Park Lane**

Consideration was given to a request from the Corsham Running Club to place distance markers along Park Lane. The club wish to install 7 distance markers starting just after the Corsham Computer Centre (CCC) turning at 100m, 200m, 300m, 400m, 500m and 1 kilometre. Consideration was given to a letter from the club which explained that as the area was wide and well lit, it could be used in winter by groups from beginner up to elite runners.

Issues discussed included:

- Who would supply and install the markers;
- How visible/obtrusive the markers would be; and
- That the pavement is owned by Wiltshire Council and the Town Council would need permission before proceeding.

**Resolved**

- 1) To ask the running club what type of marker they propose to install and who will fund and install the markers.
- 2) To ask Wiltshire Council whether they would give permission for distance markers to be placed in the pavement and what constraints we should be aware of.

**P&A 7/19 Public Realm Update (*Minute P&A 78/18 and others*)**

i. Cross Keys Improvements.

The Committee noted that Wiltshire Council were due to commence works at the Cross Keys junction on 22 July and that town council staff were due to meet Atkins' Project Manager before works started.

Consideration was given to a draft Public Art Brief which set out how the public art for the site would be commissioned.

Issues discussed included:

- Whether the work should be restricted to local artists; and
- That the photos included in the plan are not a substitute for a plan.

## **Resolved:**

To make the following comments on the draft Public Art Brief:

- That in the introduction the reference to a new area of tarmacadam should read: 'new area of buff-coloured (resin-bonded) surfacing resonant of bath-stone'.
- That a plan of the proposed area should be included if possible.

### ii. Public Realm Strategy.

The Committee received an update on the informal members meeting which took place on 30 May to discuss the direction of the Council's Public Realm Strategy. At the meeting, members agreed to take forward a series of initiatives including developing a town-wide style for street furniture, maintaining a stock of materials for repairs in the Conservation Area, tidying up the gateways to the town, improving pedestrian connections to the west of the town (particularly across Newlands Road), laying down small sections of alternative materials in Newlands Road and Pickwick Road to mark the presence of the town centre and pedestrians and contacting consultants to ascertain costs for delivering larger projects. Councillors also undertook a walkabout in the town centre. They identified a number of defects which could be addressed in the short term (including lighting columns in the wrong colour, superfluous signs, dirty signs, damaged planters, finger post that were difficult to read and a number of eye sores). Although these were individually quite small matters, it was felt that addressing them would have a significant cumulative impact on the appearance of the town.

Following the meeting, staff had given thought to how some of these ideas might be taken forward. They plan to organise a visit to the Bradford on Avon Preservation Trust to see how they work with utilities companies when carrying out works in a conservation area, to look at style/colour options for street furniture (including signage and fingerposts) and undertake a swot analysis with councillors, to invite an urban designer to think about the High Street and to contact an urban designer to collate ideas for Newlands Road (road surfacing, railings, dry-stone walling etc) into a plan/sketch which we could consult on.

Town Council staff also met with the Head of Local Highways and Highway Emergency and with the local Highways Technician to discuss how we might progress some of the tasks. They agreed to contact Atkins about completing the York Stone project started by North Wiltshire District Council. They advised the Town Council to contact the Senior Highways Engineer to talk about alternative materials on Newlands Road and Pickwick Road and suggested that stone sets (similar to those on the High Street) would be an appropriate and durable material. They also informed the Town Council that Atkins have a team of urban designers who can design and supervise works. Following the meeting the Town Council have been in contact with Atkins and the local Highways Technician about painting black 49 lighting columns in the Conservation Area.

Issues discussed included:

- The need to consult with residents who first raised public realm concerns;
- That arriving at a town-wide style is something that needs to take place early in the process; and
- The need not to lose sight of the long-term vision.

**Resolved:**

To contact the residents who first raised public realm concerns, present them with the list of defects identified during the site visit and ask if anything had been missed.

**P&A 8/19 High Streets Heritage Action Zones**

Consideration was given to guidance notes for the High Streets Heritage Action Zones. The scheme, which is administered by Historic England on behalf of the Department for Digital, Culture, Media and Sport, looks to support sustainable economic and cultural growth on the high street and to restore and enhance local historic character. Councils (and other not-for-profit groups) are able to apply for a grant (for 50% of the cost) for works on the high street such as building repairs, reinstating architectural features and works to the public realm. Historic England have £40 million to allocate in grants of between £250,000 and £2 million. Successful groups would be invited to enter into a partnership agreement with Historic England, to act as the lead partner running the project on a day-to-day basis and in most cases to appoint a project officer. Projects must take place in a conservation area, they must have the demonstrable support of the local community and they must be deliverable within four years. Expressions of Interest must be submitted by 12 July.

Issues discussed included:

- That the Town Council could submit an expression of interest based around its Stage 3 Public Realm Report and possibly add completing the York Stone project to bring the project up to the required scale;
- That the Town Council would need to provide half the funding for any project; and
- The work involved in submitting an expression of interest.

**Resolved**

To submit an expression of interest for the High Streets Heritage Action Zones scheme, based on the Council's Stage 3 Public Realm Report.

**P&A 9/19 Cycling Strategy (*Minute P&A 70/18 and others*)**

The Committee received an update from Councillor G Sanders about work to develop a Cycling Strategy. This work came out of an informal members meeting held on 15 May. Once the draft strategy is prepared it will be shared with councillors and go out to consultation.

## **Resolved**

To note the update.

### **P&A 10/19 Meeting with the School Council of Saint Patrick's Catholic Primary School (Minute P&A 82/18 and others)**

Consideration was given to the notes of a meeting with the School Council of Saint Patrick's Primary School which took place on 18 June. Members noted that the concerns raised at the meeting originated from the pupils rather than teachers or parents and centred on driver behaviour along the Lacock Road. The pupils were very grateful that the Town Council had responded to its letter and visited to hear their concerns. At the meeting the Town Council passed on details of Wiltshire Council's School Travel Plan Advisor who has now been in contact with the school to discuss road safety training for pupils. The School Travel Plan Advisor has also been in contact with Parking Services to ask them to reassess car parks in the town and if possible to offer more permits to parents. They also advised the Town Council to contact the local neighbourhood policing team to address driver behaviour concerns.

Issues discussed included:

- The extent to which problems were caused by parents of the school or passing commuters; and
- Driver behaviour.

## **Resolved**

- 1) To request that Wiltshire Council instruct a parking enforcement officer to monitor this part of Lacock Road.
- 2) To consider the issue at the next meeting.

### **P&A 11/19 Community Area Transport Group (Minute P&A 71/18 and others)**

Consideration was given to three Community Issues:

Issue 7076 – Ladbrook Lane junction with the B3353:

The Committee noted that an Enforcement Notice had been served to the land owner to cut back vegetation.

Issue 7244 – Request for Dropped Kerbs at Church Road, Leafield Road, Elley Green, Lypiatt Road and Dicketts Road:

Issues discussed included:

- The safety of pedestrians using the crossing when cars turn left onto Newlands Road from Pickwick Road;
- Whether new signage would ameliorate some of the risk or just add to clutter; and

- That it would be irresponsible to just leave the hazard to be addressed by public realm work at some point in the future.

**Resolved:**

To ask the CATG to look at the possibility of moving the crossing or improving signage on Pickwick Road.

Issue 7105 – Newlands Road Crossing:

Issues discussed included:

- The cost of installing a number of dropped kerbs;
- The state of pavements in the area; and
- The need to ascertain which points need dropped kerbs.

**Resolved:**

That Councillor P Anstey and the Head of Technical Services undertake a site visit to ascertain where dropped kerbs are needed.

**P&A 12/19 The Urban Tree Challenge Fund**

Consideration was given to the Urban Tree Challenge Fund which was discussed by the Environment Task Group on 24 June. Whilst the Town Council has limited space for further tree planting until asset transfers and service delegations take place, it was felt that some landowners might be willing and able to submit expressions of interest. The Committee was asked to consider whether the Town Council should make funds available for the match-funding required through the scheme.

Issues discussed included:

- Possible sites for new planting including to the rear of the Mansion House and along Valley Road; and
- The need to give a grid reference when submitting an expression of interest.

**Resolved:**

- 1) To submit an expression of interest for the Urban Tree Challenge Fund.
- 2) That Councillor Sanders does some further work on an appropriate location/grid reference and the extent of match funding that should be made available.

**P&A 13/19 Corsham Emergency Plan**

Town Council staff have been in correspondence with Wiltshire Council's Flood Resilience Officer and Emergency Planning Resilience & Response Officer about the Town Council's draft Emergency Plan. Wiltshire Council had suggested a re-write of the draft Plan and had suggested that the Town Council uses the Swindon

& Wiltshire Local Resilience Forum Community Emergency Plan template and the Community Emergency Plan toolkit to complete the Plan. The Committee were asked to approve the use of the toolkit and template to produce a new simple and flexible plan.

**Resolved**

To approve the use of Swindon & Wiltshire Local Resilience Forum Community Emergency Plan template and toolkit to produce a new Emergency Plan for Corsham.

**P&A 14/19 Asset Transfer and Service Delegation (Minute P&A 67/18)**

Consideration was given to Wiltshire Council's policy on service delegation and asset transfer and to the attached schedule which has Corsham in tranche 2 with preparations and negotiations due to start in September 2019.

**Resolved**

To note Wiltshire Council's policy.

**P&A 15/19 Annual Highways Meeting**

Consideration was given to notes from the Annual Highways Meeting in Devizes on 13 June which was attended by the Head of Technical Services. Of particular interest was an additional £7,358,000 in 2019/20 provided by the Department of Transport, which will be allocated as follows:

- £3,028,000 Road Surfacing and patching;
- £1,000,000 footway resurfacing;
- £500,000 repairs to verge overrun;
- £500,000 road markings in towns;
- £300,000 road markings at rural roads and junctions;
- £500,000 pothole repair;
- £400,000 pothole patching;
- £500,000 velocity patcher; and
- A series of smaller sums towards guide rails and street furniture.

**Resolved**

To note the update.

**P&A 16/19 Transport Monitoring (Minute P&A 84/18 and others)**

Consideration was given to the latest Transport Monitoring Sheet.

**Resolved**



To note the latest Transport Monitoring Sheet.

**P&A 17/19 Update on Speed Indicator Device (*Minute P&A 80/18 and others*)**

Members were informed that following a request from Wiltshire Councillor P Whalley, town council staff had identified and received permission from Wiltshire Council's Highways Engineer, to site the SID along Furze Hill.

**Resolved**

To note the update.

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

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CHAIRMAN

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DATE