

**Minutes of the Property and Amenities Committee Meeting held at
Corsham Town Hall on Wednesday 30 July 2025**

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

In Attendance J Whittleton (Head of Technical Services)

In Attendance Online Councillor G Ward

P&A 15/25 Apologies

None received.

P&A 16/25 Public Question Time and Petitions

None.

P&A 17/25 Declarations of Interest

None.

P&A 18/25 Matters Arising from the Minutes of the Property and Amenities Committee meeting held on 28 May 2025

Minute P&A 05/25 Public Realm – Regarding the construction of a new dry stone wall along Moxhams, Newlands Road, it was noted that SSE had traced the two electricity cables and that the Town Council was awaiting a quote to divert them. The construction of the wall would proceed after the cables had been moved.

Minute P&A 07/25 Asset Management Plan – There was still carpentry work and plastering work to do at Arnold House. The Town Council had experienced difficulties with its main contractor committing to a start date.

Minute P&A 08/25 Springfield Skatepark – The Town Council was expecting to receive an initial design for a new skatepark from Maverick in the next week or two. Once the design had been received the Town Council would be in a better position to ascertain what degree of groundwork was needed and how much this might add to the overall cost.

Minute P&A 12/25 Requests for Highway Improvements and Traffic Surveys – That, as a result of fresh information becoming available, the Highway Improvement Request relating to active travel signage from Corsham to Chippenham be considered further at the next meeting.

P&A 19/25 Guide Hut and Arnold House Feasibility Study (*Minute P&A 06/25 and others*)

The Town Council had appointed James Grayley Architects to undertake the feasibility study for the workshop and grounds facilities. They had been selected as they had submitted a competitive quote and had demonstrated enthusiasm for the project, experience working with similar listed buildings and understanding of the brief. The Town Council expected to receive the feasibility study by the end of the calendar year. It was likely that the Committee would have sight of the study at their meeting on 21 January 2026.

Resolved

To note the update.

P&A 20/25 Action Plan for the Town Transport Plan (*Minute P&A 74/24 and others*)

Consideration was given to the draft Action Plan which had been put together to capture and track the progress of interventions put forward in the Town Transport Plan.

Issues discussed included:

- That the Town Council would need to allocate money from its own budget if the interventions were to be delivered;
- That the Town Council envisaged undertaking public realm works beyond just those identified at Newlands Road;
- That it was difficult to read landscape documents on an iPad; and
- That better communication was needed from Wiltshire Highways if the Town Council were to take advantage of planned works to deliver some of the interventions.

Resolved

To approve the Action Plan.

P&A 21/25 Update on No.10 Town Bus Service (*Minute P&A 85/24 and others*)

The Committee noted the new timetable for the No.10 bus service which included the new Saturday afternoon trial service. The Committee had agreed to provide up to 50% of the subsidy for the Saturday afternoon trial, however Wiltshire Council had decided to fund the service and was asking the Town Council to fund publicity material for the trial.

Issues discussed included:

- The possibility of using funds leftover to extend the service into the evening in order to help the night-time economy.

Resolved

To fund publicity material for the Saturday afternoon bus service trial.

P&A 22/25 Consultation on the Local Cycling & Walking Infrastructure Plan (LCWIP)

Atkins and Wiltshire Council were undertaking consultation on a draft of the Local Cycling & Walking Infrastructure Plan (LCWIP) for Corsham. The consultation was live until 4 August and put forward seven cycling and seven walking routes which respondents were asked to prioritise. It was noted that there had not been many responses to the consultation thus far.

Issues discussed included:

- The possibility of extending the consultation to allow more people to take part and whether the Town Council should send a link to the consultation to walking and cycling groups.

Resolved

To ask Wiltshire Council to extend the consultation deadline and to send a link to the consultation to walking and cycling groups.

P&A 23/25 Update on Local Highway & Footway Improvement Group (LHFIG) Issues (*Minute P&A 77/24 and others*)

Wiltshire Council had made changes to the funding of bus stop infrastructure in the County. The Bus Strategy Team was working to produce a comprehensive programme of bus stop works throughout Wiltshire. This team would now be dealing with any requests from residents submitted via Highway Improvement Forms. Any requests in the LHFIG system would be sent on to the Bus Strategy Team for consideration, design and prioritisation. The Town Council would deal with any new requests in the same way as before but would send requests it wished to support on to the Bus Strategy Team rather than the LHFIG.

The Committee noted that the Town Council had passed on a suggestion concerning the Dicketts Road bus stop. Rather than an expensive build-out in the parking bay, the possibility of simply moving the bus stop down the road towards the play area would also be considered by the Bus Strategy Team.

The Committee noted that the request for waiting restrictions at the junction of Potley Lane and Leafield Way would be looked at when the LHFIG prepares its next batch of waiting restrictions.

The Committee also noted that the LHFIG had decided to consider issues with the 20mph terminal points 12 months after their implementation (March 2026).

The Committee was asked to consider contributing up to £375 towards bus stop markings at Freestone Way.

Resolved

To contribute up to £375 towards bus stop markings at Freestone Way.

P&A 24/25 Requests for Highway Improvements and Traffic Surveys (*Minute P&A 12/25 and others*)

Consideration was given to the following Highway Improvement Requests:

- i. Old Turnpike Road – Request to establish a new footpath.
Issues discussed included:
- That the applicant stated that the route was once a highway and may still be so legally; and
 - That this might be more of a Rights of Way issue than one for the LHFIG.

Resolved

To send the request on the Rights of Way Team at Wiltshire Council.

- ii. Biddestone to Corsham Footpath – Request to establish a pedestrian route from Biddestone to Corsham making use of existing Rights of Way and adding new ones.
Issues discussed included:
- Whether a pavement would be appropriate in a rural location (top end of Hartham Lane);
 - That much of the proposed route (at least the proposed pavement) was in Biddestone parish; and
 - That there was already a Right of Way between Hartham Park and Biddestone.

Resolved

To advise the applicant to raise the issue with Biddestone Parish Council.

- iii. High Street, Corsham – Request to allow disabled cycling in the pedestrianised section of the High Street.
Issues discussed included:
- That the advice of the Senior Traffic Engineer had been sought. Their view on whether such a request would be legal was still awaited;
 - Whether the Town Council was able to create its own by-laws in this area;
 - That there were specific people in the town that this would aid;
 - The potential for such a change to be abused; and
 - Whether it could be tried and then changed back if it were found to cause problems.

Resolved

To obtain the views of the Senior Traffic Engineer on whether disabled only cycling could be legally permitted, to determine whether the Town Council was able to make by-laws on such matters and to reconsider the request once this information had been obtained.

- iv. High Street, Corsham – Request to install a Give Way sign on the reverse of the No Entry sign outside the Flemish Weaver.

Resolved

To support the mounting of a Give Way or Stop sign at this location.

- v. Potley Lane (Curlcroft Road) – Request for a new bus stop to serve passengers currently using the Curlcroft Road Stop.

Resolved

To support the request and to send it through to the Bus Strategy Team with the recommendation that clear road markings be included at any new stop.

- vi. Potley Lane (Leaffield Industrial Estate) – Request to move the bus stop currently at Potley Lane – Leaffield Way junction c.100m down the road towards Potley for safety purposes.

Resolved

To support the request and to send it through to the Bus Strategy Team with the recommendation that clear road markings be included at any new stop.

- vii. Park Lane – Request for a new bus stop along Park Lane serving residents of Northleaze.

Resolved

To support the request and to send it through to the Bus Strategy Team with the recommendation that clear road markings be included at any new stop.

- viii. Waiting Restrictions Request Form (WR1) – Request for double yellow lines outside Corsham Print on Leaffield Way.

Resolved

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

- ix. Waiting Restrictions Request Form (WR1) – Request for double yellow lines at the corner/junction of Potley Lane and Leaffield Way.

Issues discussed included:

- That there was already an extant request in the LHFIG system, but that this request provided more information.

Resolved

To support the request and to send it on to the LHFIG, advising that it be added to the earlier request.

P&A 25/25 Speed Indicator Devices and AutoSpeedWatch (*Minute P&A 13/25 and others*)

The Head of Technical Services reported that the latest data from the AutoSpeedWatch camera at Valley Road had been discussed with the Neighbourhood Policing Team. As a result, the Police had taken follow up action. They had also undertaken to carry out targeted mobile speed checks at times highlighted by the AutoSpeedWatch camera as having a high incidence of speeding.

Issues discussed included:

- Whether the recent resurfacing of Valley Road had resulted in higher traffic speeds; and
- That the maximum speeds recorded at Park Lane seemed lower than usual and the potential reasons for this.

Resolved

To note the update.

P&A 26/25 Service Delegation and Asset Transfer/Proposal for a Neighbourhood Services Technician (*Minute P&A 55/24 and F&A 09/25*)

Consideration was given to a draft job description for a parish-steward type role.

Issues discussed included:

- Whether it would be better to fund the salary for the new post through the salary budget heading, rather than through an EMR which would be exhausted at some point; and
- A decision to fund more activities traditionally managed by Wiltshire Council may lead to objections from some residents. Town Council would need to make sure that it communicated why it was taking this step.

Resolved

Subject to the points above, to support the approach being taken and to await a costed proposal to be brought back to a future meeting.

The meeting began at 7.00pm and ended at 8.23pm. There were two members of the public present.

CHAIR

DATE