

**Minutes of the Property and Amenities Committee Meeting held at
Corsham Town Hall on Wednesday 23 November 2016**

Present Councillor Mrs M Wakeman (Chairman)
Councillors P Anstey, Ms L Bray, J Fraser, C Fuller, D Jones, P Pearson,

In Attendance D Martin (Chief Executive)
S Scott (Head of Technical Services)

P&A 45/16 Apologies

Apologies were received from Councillors N Pocock and R Taylor.

P&A 46/16 Public Question Time and Petitions

There were none.

P&A 47/16 Declarations of Interest

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

Councillor Mrs M Wakeman declared a pecuniary interest in Item 13 – Draft Budget Proposals and Fees and Charges 2017/18, as an allotment holder. She left the room during the discussion and decision on the parts relating to the allotment charges.

P&A 48/16 Matters Arising from the Minutes of the Property and Amenities Committee meeting held on 21 September 2016

There were no matters arising.

P&A 49/16 Reports from representatives appointed to outside bodies

There were no reports.

P&A 50/16 Public Realm Strategy (*Minute P&A 35/16 and others*)

The final report of Public Realm Strategy was discussed. It was agreed that all councillors should be given an opportunity to study the report in detail and comment on its recommendations. To enable this, the report would be circulated so their comments could be considered at the next Committee meeting. Priorities for implementation could then be agreed and detailed design work commissioned. It was also agreed that external funding opportunities should be identified to defray the cost of implementing the projects.

Resolved

- i) That the Public Realm Strategy final report be circulated to all councillors for consideration. Comments to be forwarded to the Head of Technical Services or presented to the next Property and Amenities Committee meeting.
- ii) That research be undertaken to identify alternative funding streams.

P&A 51/16 Springfield Recreation Ground (*Minute P&A 37/16 and others*)

The Committee reviewed the implementation priorities identified for the Masterplan. Minor amendments to the priorities were agreed and it was decided that the high priority work could be undertaken. Funding was in place for the high priority work.

Resolved

- i) That the prioritisation of the Masterplan, as amended, be approved.
- ii) That work on the high priority projects could start.

P&A 52/16 Public Transport for Young People (*Minute P&A 40/16*)

Corsham Youth Council felt that a community bus scheme that catered only for young people, possibly in the 10-15 age range, would be a good idea. There were particular problems with getting home from after-school clubs, martial arts classes and events at Springfield Campus that meant, if a lift home was not available, then young people could not attend. Consultation with Faresaver suggested that they may be able to support an identified need. It was decided that a survey of the relevant age group at Corsham School should be undertaken, the results discussed with Faresaver and the findings reported to a future Property and Amenities Committee meeting.

Resolved

- i) That a survey should be undertaken at Corsham School to identify the transport needs of young people.
- ii) That once their needs had been established, Faresaver would be consulted to establish how the need could be met and at what cost.

P&A 53/16 Bus Shelters (*Minute 40/16*)

It was reported that there had been a very limited response to the notices requesting comment on the possible removal of bus shelters at Pickwick Road and Elley Green. The shelters were no longer served by stopping bus services. In view of small amount being spent on their maintenance and the cost of demolishing the shelters it was decided not to remove them. However, should any major maintenance be required this decision will be reviewed.

Resolved

That the bus shelters at Pickwick Road and Elley Green be retained.

P&A 54/16 Community Area Transport Group Issue (*Minute P&A /16 and others*)

The Committee considered the issues put forward by the CATG as follows:

Issue 4800 – Request for better signage at Leaffield Industrial Estate.

Resolved

- i) That request for a 25% contribution from the Town Council towards the £1,000 cost of new signage at the northern exit of Leaffield Industrial Estate be approved.
- ii) That should a second sign, outside the Medical Wire access be required, up to £500 be made available to contribute to both signs.

Issue 4807 – Request for additional street lighting at The Cleeve and a review of lighting along the footpath.

Resolved

That in accordance with Town Council policy, the request for additional street lighting and a survey of the existing lighting not be supported unless a need can be proved on safety grounds.

Issue 4820 – Request for an amended street sign in Moor Green.

Resolved

That the additional street signs be supported provided it was at no cost to the Town Council.

Issue 4911 – Request by the Pickwick Association for white gates as traffic calming at the Cross Keys entrance to Pickwick.

Resolved

That the Town Council would not make a contribution towards the cost of providing or maintaining white gates in Pickwick.

The CATG would be informed of the Town Council's decisions.

P&A 55/16 Parking and Waiting Restrictions (*Minute P&A 36/16 and others*)

A request forwarded by the CATG for additional parking restrictions in Beechfield Road was considered. The proposal would involve the loss of a number of parking spaces currently favoured by disabled patients at the Porch. It was suggested that the Porch Surgery may wish to consider increasing the number of disabled spaces within its car park to help compensate for the loss of on-street parking.

Resolved

- i) That the request for the additional restrictions be supported and forwarded to Wiltshire Council.
- ii) That the Porch be approached to see if they would consider providing extra disabled spaces within its car park.
- iii) That CATG be informed of the decision.

P&A 56/16 The Safe Management of Trees

The Committee reviewed the proposed policy for the Safe Management of Trees. A few minor amendments were agreed.

Resolved

That the policy for the Safe Management of Trees, as amended, be approved.

P&A 57/16 Property and Amenities Budget 2017/18 – Draft Budget Proposals and Fees and Charges

Councillor Ms L Bray chaired the discussion and decision on the setting of the allotment rents, during which time the Committee Chairman, Councillor Mrs M Wakeman, left the room.

The Committee considered a report by the Chief Executive on draft budget proposals and fees and charges for 2017/18. The figures had been adjusted from current budgets and were based on Strategic Plan priorities and took into account the new referendum principles being proposed by Government.

The Committee was asked to agree that the proposed increase in the damage deposit, for hire of the Methuen Hall where alcohol was available, be applied from 1 December 2016.

The Committee also considered using current budgets and balances to refurbish the Ladies Washroom and the Methuen Hall floor, which featured as a task in the Asset Management Plan.

Resolved

- i) That the draft budget proposals be approved for consideration by the Finance and Administration Committee in December, in order that the precept can be set by Full Council in January 2017.
- ii) That the increase in the damage deposit for the Methuen Hall be applied from 1 December 2016.
- iii) That the cost of refurbishing the Ladies Washrooms and the Main Hall floor be taken from budgets and balances in 2016/17.

P&A 58/16 Strategic Plan Monitoring and Evaluation (*Minute P&A 42/16*)

The Strategic Plan Monitoring sheet was reviewed and updated. Minor amendments were made to the comments section.

P&A 59/16 Town Transport Monitoring (*Minute P&A 43/16 and others*)

The Transport Plan Monitoring Sheet was reviewed and updated. Minor amendments were made to the comments section.

The meeting commenced at 7.30pm and closed at 8.18pm. There were no members of the public present.

CHAIRMAN

DATE