

# MINUTES

**Meeting:** CORSHAM AREA BOARD  
**Place:** Corsham Town Hall, High Street, Corsham, Wiltshire, SN13 0EZ  
**Date:** 1 February 2011  
**Start Time:** 7pm  
**Finish Time:** 9pm

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Please direct any enquiries on these minutes to:

Marie Todd (Area Board and Member Support Manager) on 01225 718036 or marie.todd@wiltshire.gov.uk.

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Dick Tonge (Chairman), Cllr Peter Davis (Vice Chairman), Cllr Alan Macrae and Cllr Sheila Parker

### **Wiltshire Council Officers**

Dave Roberts – Community Area Manager  
Marie Todd – Area Board and Member Support Manager  
Nicholas Bate – Emergency Planning Officer  
Claire Skinner – Principal Archivist  
Terry Bracher – Archives and Local Studies Manager

### **Town and Parish Councillors**

Box Parish Council – Jennie Hartless, Ruth Hopkinson, Fred Sheppard  
Colerne Parish Council – T Hall  
Corsham Town Council – P Anstey, Allan Bosley, David Martin (Town Clerk), Chris Riley, Maz Wakeman  
Lacock Parish Council – Philip Glen

### **Partners**

Wiltshire Police - Inspector Steve Cox and Sergeant Alex Reid  
Wiltshire Police Authority – Gill Stafford  
Corsham Community Area Network (CCAN) – Sally Fletcher, Kevin Gaskin and Christine Reid and Adam Walton

Corsham Civic Society – Negley Harte

Corsham Library – Basil Nankivell

Corsham School – Phil Smith

Lacock History Group – Chris Daw, Donna Daw, Rosemary Fox, S Freeland, Polly Moore, Lynda Newbury, S West

Ministry of Defence – Sheena Lamont (Head of Shared Services), Kerri Raynor (Corsham Travel and Transport Manager) and Nigel Spreadbury (Corsham Head of Establishment)

Springfield User Forum – Pat Kelly

WIN – Anne Keat

**Members of Public in Attendance: 91**

**Total in attendance: 132**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>	<u>Action By</u>
1.	<u>Chairman's Welcome and Introductions</u> The Chairman welcomed everyone to the Corsham Area Board meeting.	
2.	<u>Apologies for Absence</u> Apologies for absence were received from:  Jo Howes – NHS Wiltshire Sian Walker – Service Director	
3.	<u>Minutes</u>  <b><u>Decision</u></b> <b>The minutes of the meeting held on 30 November 2010 were confirmed and signed by the chairman as a correct record.</b>	
4.	<u>Declarations of Interest</u> Members declared the following interests: <ul style="list-style-type: none"> <li>• Councillor Peter Davis declared a prejudicial interest in the grant application for the Corsham Knitting and Crochet Club as his wife was a member (agenda item 14). Councillor Davis did not speak or vote on this item.</li> <li>• Councillor Alan Macrae declared a prejudicial interest in the grant application for the Corsham Wind Band Association (agenda item 14). Councillor Macrae did not speak or vote on this item.</li> <li>• Councillor Sheila Parker declared a prejudicial interest in the grant application for Box Parish Council as she was a member of the Parish Council (agenda item 14). Councillor Parker did not speak or vote on this item.</li> <li>• Councillor Dick Tonge declared a personal interest in the street lighting item (agenda item 12) as he was the Cabinet member responsible for this service.</li> </ul>	
5.	<u>Chairman's Announcements</u> The chairman made the following announcements:  (a) <u>Speed Limit Reviews</u> The cabinet member had agreed the lowering of the speed limit on the B4258 at Showell to 50mph.	

	<p>The cabinet member had agreed to introduce a speed limit of 50mph on the B3109 Bradford Road.</p> <p>The cabinet member had agreed to introduce a 30mph speed limit on the B3353 at The Linleys.</p> <p>(b) <u>Outcome of the Leisure Facilities Review</u></p> <p>The Cabinet had considered the results of the consultation exercise undertaken between July and October and approved a refined proposal. Whilst the investigation into campus opportunities were completed the council would not be looking to alternative management arrangements for indoor leisure facilities as a single service. The council would continue the on-going dialogue which had already been established with local community groups regarding the local management of facilities.</p> <p>(c) <u>New Council-Wide Street Trading Scheme</u></p> <p>There was currently no harmonised street trading policy for the Wiltshire Council area. Council officers had produced a draft scheme for formal consultation with all interested parties. A full copy of the proposed scheme was available on the council website and written responses should be sent to the Wiltshire Council Licensing Team by 17 March.</p> <p>(d) <u>Public Protection Enforcement Policy</u></p> <p>The Public Protection Service was reviewing its enforcement policy and was seeking views from interested stakeholders. The draft enforcement policy was available on the council website.</p> <p>(e) <u>Childcare Sufficiency Assessment</u></p> <p>Local Authorities have a duty under the Childcare Act 2006 to assess the sufficiency of childcare in their area and to produce a report. Wiltshire's second report had now been drafted and was out for consultation on the council website. Any comments should be received by 20 March 2011.</p>	
6.	<p><u>Partner Updates</u></p> <p>(a) <u>Wiltshire Police</u></p> <p>An update report was circulated with the agenda papers. Inspector Steve Cox introduced himself as the new police representative who would be attending future Corsham Area Board meetings.</p>	

	<p>(b) <u>Wiltshire Fire and Rescue Service</u></p> <p>An update report was circulated with the agenda papers.</p> <p>(c) <u>NHS Wiltshire</u></p> <p>An update report was circulated with the agenda papers.</p> <p>(d) <u>Colerne Parish Council</u></p> <p>The Parish Council was currently looking into the possibility of taking on responsibility for certain services which were currently provided by Wiltshire Council.</p> <p>(e) <u>Corsham Town Council</u></p> <p>The Town Council had recently launched a Community Awards Scheme for volunteers. Details were available from Corsham Town Hall or from the Town Council website.</p>	
7.	<p><u>Update on Parking at Basil Hill</u></p> <p>There had been problems in Westwells Road caused by staff from the new MoD site parking in the residential area.</p> <p>Councillor Peter Davis gave an update on the outcome of a meeting with the Ministry of Defence (MoD) held on 20 January 2011. Representatives from the MoD were present at the meeting to answer questions from residents.</p> <p>The MoD representatives made the following comments:</p> <ul style="list-style-type: none"> <li>• Staff were being encouraged to use the car parks on site rather than parking on the highway.</li> <li>• There were adequate parking spaces for all staff on site.</li> <li>• An additional car park for 500 cars on another nearby MoD site had recently been opened to try to alleviate the problem.</li> <li>• By October 2011 there would be full parking on site.</li> <li>• A pedestrian gate had been opened opposite the MoD building which was open from 7.15am to 7pm.</li> <li>• Visitors were advised to park at the Rudloe site.</li> <li>• The MoD had arranged for cones to be placed in Westwells</li> </ul>	

Road where they were able to and this was being enforced by ticketing. It was not possible to put cones down the whole length of the road because this would require traffic restrictions.

- Leaflets had been issued to staff asking them not to park in Westwells Road.
- Officers from the MoD had met with the Corsham Liaison Panel and highways officers to try to find a solution to this problem.

The Chairman stated that consultation would have to take place if any form of traffic regulation orders were to be implemented in this area. However, this would have to be considered carefully as the problem could simply be displaced to another area.

The following comments were made by those present at the meeting:

- Could the pedestrian gate be closed because this could make the problem worse? MoD representatives stated that it was important to encourage cycling and walking to work so the gate needed to remain open.
- Some members of the public felt that parking restrictions were required.
- It was confirmed that staff at the site had been made aware of the buses that ran to and from the site every 15 minutes.
- The police confirmed that it was not possible to place cones down the whole length of Westwells Road because they could only be used for temporary events and were not a long term measure to prevent parking.
- Some members of the public felt that the parking on both sides of the road constituted a health and safety risk. The police stated that they had looked at the area and that the road was still wide enough for emergency vehicles to pass.
- It was noted that 10 tickets had been issued to MoD staff parking in Westwells Road.
- It was suggested that parking should only be permitted on one side of the road.
- One resident stated that the Council had agreed to carry out a traffic survey in Neston once the site was in use and asked when this would be done. The Chairman agreed to

	<p>provide a written answer within two weeks.</p> <ul style="list-style-type: none"> <li>• A traffic order would take at least three months to put into place as there was a statutory process that needed to be followed.</li> </ul> <p>The MoD and Wiltshire Council agreed to work together to find a solution to the parking problems in the Westwells Road area.</p>	
8.	<p><u>Lacock Archives</u></p> <p>The area board considered a proposal for the Council to apply for external funding to enable the purchase of the Lacock archive collection.</p> <p>The Lacock archive had been on deposit at the Wiltshire and Swindon History Centre since 1991. The current owner was now planning to sell the collection but would like to keep it together</p> <p>External funding was required from the heritage lottery fund. 95% of the cost could be provided by the lottery fund if the bid was successful and 5% (which could be in cash or through in kind contributions e.g. volunteer hours) would have to be found locally. In order to be successful the bid must have the local support. The National Trust and the Lacock History Society supported the proposed purchase.</p> <p>The following issues were discussed:</p> <ul style="list-style-type: none"> <li>• The archive had not yet been digitally captured as this was a long and costly process.</li> <li>• The vendor could choose to sell the collection to anyone and was not bound to keep it together.</li> </ul> <p>The Chairman asked the audience their view on the proposal and they voted unanimously in support.</p> <p><b><u>Decision</u></b></p> <p><b>(1) To support the proposed application by Wiltshire Council for a Heritage Grant to acquire the Lacock Archive.</b></p> <p><b>(2) To note that anyone who would like to be involved with the proposed project in a voluntary capacity, or by making a donation, is advised to get in touch with Claire Skinner or Terry Bracher at Wiltshire and Swindon History Centre.</b></p>	<p><b>Claire Skinner</b></p>

9.	<p><u>Community Resilience - Town and Parish Council Emergency Plans</u></p> <p>Nicholas Bate, Emergency Planning Officer, gave a short presentation regarding the concept of local emergency plans. Town and Parish Councils were asked to consider working with the community to produce these plans. This was a government initiative and there was a template which could be used. Town and Parish Councils would be responsible for keeping the plans up to date. Emergency planning officers would work with the Town and Parish Councils who wished to produce emergency plans to assist with the process.</p> <p><b><u>Decision</u></b>  <b>To endorse and promote the concept of local emergency plans.</b></p>	Nicholas Bate
10.	<p><u>Wiltshire Police Authority</u></p> <p>Gill Stafford from the Wiltshire Police Authority gave a presentation regarding the future of policing in Wiltshire.</p> <p>The following issues were covered in the presentation:</p> <ul style="list-style-type: none"> <li>• The role of the Police Authority was to hold the Chief Constable to account, to decide on the budget and objectives and to appoint Chief Officers.</li> <li>• The forthcoming budget cuts meant that Wiltshire Police would need to make £15m of savings in the next four years.</li> <li>• This was likely to mean 150 fewer police officers and 200 fewer staff.</li> <li>• A consultation was currently taking place to identify what the top priorities for the police authority should be in the light of these budget cuts. A form was available at the meeting for people to fill in or the form could be completed on-line.</li> <li>• To respond to the new challenges the police authority planned to increase the number of special constables and volunteers and invest in new technology to become more efficient.</li> <li>• The 11 policing sections would be retained as these mirrored the local authority community areas which worked well.</li> <li>• There would be one police force as Swindon and Wiltshire would merge.</li> <li>• The main centres of operation would be Swindon, Melksham and Salisbury.</li> <li>• There was support for the streamlining of the criminal justice process with use of more local resolution.</li> </ul>	

	<ul style="list-style-type: none"> <li>• If there were a number of incidents in the area at one time it would be useful to collaborate with other police forces.</li> <li>• People were urged to take part in the consultation so that their views could be taken into account.</li> </ul>	
11.	<p><u>Corsham Community Campus Consultation</u></p> <p>The Area Board received a report from CCAN which formed part of the needs assessment for Wiltshire Council’s proposal for a community campus at Springfield, Corsham. CCAN and Corsham Town Council had consulted the local community to help gauge the level of support for a campus which would be more financially and environmentally sustainable and help meet the future needs of the community.</p> <p>A questionnaire had been sent to random postcodes, a public meeting had also been organised for local clubs and organisations and also a further meeting for the general public. Both meetings had been well attended and the results of the consultation had been sent to Wiltshire Council.</p> <p>A Steering Group would now be set up to ensure that the project retained its momentum.</p> <p>It was noted that there had not been much interest from the villages surrounding Corsham so far. The residents of Box were concerned that their library may close and Colerne had expressed concern about transport links to the new campus.</p> <p>Cllr Allan Bosley the Chairman of Corsham Town Council explained that he felt that the town should take advantage of the opportunity to have a community campus and that it was important for people to be engaged with this project. The Town Council had agreed the following resolution:</p> <p>“That Corsham Town Council commends the CCAN report to the area board and seeks the support of the area board in requesting Wiltshire Council to proceed with the development of a community campus in Corsham.”</p> <p><b><u>Decision</u></b>  <b>To support the development of a community campus in Corsham.</b></p>	
12.	<p><u>Street Lighting</u></p> <p>In June 2010, the Corsham Area Board requested volunteers to assist with the “Part Night Lighting” project which was being implemented across Wiltshire. The aim of the project was to</p>	

switch off selected lighting for part of the night where that lighting met strict criteria set by Wiltshire Council to ensure continued safety and security of residents. The consequent reduction in electricity consumed would reduce Wiltshire Council's costs and carbon emissions, and the investment required in installing and switching equipment would pay back within two years.

CCAN had co-ordinated this project through its Energy and Environment Working Group which was jointly run with Transition Community Corsham (TransCoCo), a local environmental group. The report submitted to the area board set out the conclusions and recommendations of the group.

The following issues were discussed:

- Crime in residential areas had been considered and no area would be left in total darkness. Where residents had objected to a specific street light being switched off then the light would remain.
- If, after a while, the residents wanted the street lights to be switched back on they should approach their Parish or Town Council.
- The area board noted that an email had been sent in from Mr Chris Phillips, a resident of Colerne, who had concerns about the validity of the consultation and the subsequent proposal to switch off certain street lights. The email had also mentioned a legal agreement that had been drawn up which stated that Wiltshire Council was obliged to continue to light the Parish of Colerne and that any failure to do so would be a breach of contract. The area board noted the concerns raised in the email.
- It was noted that Colerne Parish Council had voted in favour of submitting the consultation results for discussion at the area board meeting.

**Decision**

**(1) To accept the proposed lighting changes and implement the recommended part night lighting reductions (subject to the findings of (2) below in respect of the Parish of Colerne).**

**(2) To ask officers to find out whether there is a valid legal agreement (drawn up in 1987) between the Parish of Colerne and Wiltshire County Council regarding the provision of street lighting in the parish.**

**Dave  
Roberts**

13.	<p><u>Delegated Power</u></p> <p>The area board considered whether to delegate power to the Community Area Manager to take certain urgent decisions between meetings where necessary.</p> <p><b><u>Decision</u></b>  <b>That, in respect of urgent matters that may arise from time to time between meetings of an area board, the Community Area Manager, in consultation with the Chairman and Vice Chairman of the Corsham Area Board, be granted delegated authority to make decisions provided any expenditure does not exceed £1,000 from the budget delegated to the area board. A report explaining the decision and the reasons why it was considered to be urgent shall be reported to the next ordinary meeting of the area board to ensure that such decisions are subject to public examination.</b></p>	
14.	<p><u>Community Area Grants</u></p> <p>The area board considered nine applications for 2010/11 community area grant funding.</p> <p><b><u>Decision</u></b></p> <p><b>(1) To award Corsham Wind Band Association £1,500 to stage a 30<sup>th</sup> anniversary concert and service. (Conditional upon the balance of funding being in place).</b></p> <p><i><u>Reason for Decision</u></i>  <i>The application demonstrates a link to the Corsham Area Community Plan – “Activities for young people.”</i></p> <p><b>(2) To award £999 to the Lacock Positive Camera Club to purchase a laptop and photographic editing software to support the club’s activities.</b></p> <p><i><u>Reason for Decision</u></i>  <i>The application demonstrates a link to the Corsham Area Community Plan – “Culture, Recreation, Heritage and Arts.”</i></p> <p><b>(3) To award £5,000 to KOBRA Trust to build a portable scale model and write a book explaining Roman structures in Box. (Conditional upon the balance of funding being in place).</b></p> <p><i><u>Reason for Decision</u></i>  <i>The application demonstrates a link to the Corsham Community</i></p>	Dave Roberts

*Plan – “Culture, Recreation, Heritage and Arts.”*

- (4) To award New Highways (formerly BADAS) £4,997 for the provision of allotment space to be used as a therapeutic process for people recovering from drug and/or alcohol misuse. (Conditional upon the balance of funding being in place).**

*Reason for Decision*

*The application demonstrates a link to the Corsham Area Community Plan – “Offering facilities and activities for young people”, “improving facilities which will enhance the community as a whole”, and “promoting local food and produce.”*

- (5) To award Corsham Schools Cluster £900 to stage a community dance festival.**

*Reason for Decision*

*The application demonstrates a link to the Corsham Area Community Plan – “offering facilities and activities for young people.”*

- (6) To award Neston and Box Scout Group £1,820 to set up an archery training group. (Conditional upon the balance of funding being in place).**

*Reason for Decision*

*The application demonstrates a link to the Corsham Area Community Plan – “offering facilities and activities for young people.”*

- (7) To award Corsham Rugby Football Club £1,145 to purchase an adult scrum machine. (Conditional upon the balance of funding being in place).**

*Reason for Decision*

*The application demonstrates a link to the Corsham Area Community Plan – “offering facilities and activities for young people.”*

- (8) To award Corsham Knitting and Crochet Club £200 to take a group of members to a knitting and craft show.**

*Reason for Decision*

*The application demonstrates a link to the Corsham Area Community Plan – “offering facilities and activities for people.”*

- (9) To award Box Parish Council £674 to purchase and**

	<p style="text-align: center;"><b>install a ceiling mounted projector and electric screen.</b></p> <p><u>Reason for Decision</u>  <i>The application demonstrates a link to the Corsham Area Community Plan – “offering facilities and activities for people.”</i></p>	
15.	<p><u>Update on Issues Raised through the Issue Tracking System</u></p> <p>The Community Area Manager gave an update on the issues that had been reported to the area board. A total of 89 issues had been reported in the Corsham community area since the inception of the area boards. There were currently six issues outstanding. Some issues had been closed but were still a priority but with decreasing budgets there was little that could be done at present. If budgets were found in the future these issues would be made live again and dealt with.</p> <p>A total of the 42 of the issues were directly associated with speeding traffic or fear of increased traffic associated with the Basil Hill development or speed limits.</p>	
16.	<p><u>Survey on Transwilts Rail Link</u></p> <p>The chairman reported that an on-line survey was currently being undertaken regarding the transwilts rail link and people were urged to fill this in to put forward their views.</p>	
17.	<p><u>Future Meeting Dates</u></p> <p>It was noted that meetings of the Corsham Area Board would take place on the following dates:</p> <p>24 March 2011 – Corsham Town Hall  2 June 2011 – Corsham Town Hall  18 August 2011 – Corsham Town Hall  20 October 2011 – Corsham Town Hall  1 December 2011 – The Pavilion, Box  2 February 2012 – Corsham Town Hall  22 March 2010 – Corsham Town Hall</p>	