



**TIDWORTH TOWN COUNCIL**  
**Community Services Meeting**  
**MAY 2025**

Minutes from the Community Services Committee meeting held on **13<sup>th</sup> May 2025 at 7pm.**

<b>Attended:</b> Councillors: P Hedge (PH) – Chair, H Jones (HJ), S Musikavanhu (SM), D Kofitia (DK), A Edwards (AE), C Webb (CW), O Flower (OF)  A Nicholls (AN) - Admin  Cllr K Allen (KA) – Wiltshire Cllr  Steve Slater (SS) (left after Item 7)		25/080S <b>2. Apologies:</b> None <b>Absent:</b> None <i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</i>
Item	Agenda Item	Action By
25/081S	<b>1 Election of Chair – Services</b> DK proposed PH to be Chair, seconded by AE. PH stated he was able to accept the nomination. There being no other proposals or nominations, the Committee voted in favour of PH to be Chair.	
25/082S	<b>3. Declaration of Interest. None</b> <i>(Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</i>	
25/083S	<b>4. Terms of Reference and Delegation.</b> <ul style="list-style-type: none"> <li>Part 2c requires updating as per the Internal Audit recommendation about the monthly budget information, involving item 21 of these minutes.</li> <li>Therefore, deferred until the next Services meeting.</li> </ul>	
25/084S	<b>5. Volunteer for Projects Committee.</b> HJ and PH volunteered to go onto the Projects Committee, seconded by AE, and carried.	Town Clerk
25/085S	<b>6. Minutes from the Meeting held on 8<sup>th</sup> April 2025</b> were ratified at the May 2025 Full Town Council meeting.	
25/086S	<b>7. Civic Centre</b> <ul style="list-style-type: none"> <li><b>FM Update:</b> SS has positioned the new <b>hanging baskets</b> up on Station Road.</li> <li>HJ proposed to pay up to £8 monthly for a contract sim, to be installed into the FM mobile phone, already purchased. Seconded by PH, carried.</li> </ul>	AN

	<ul style="list-style-type: none"> <li>AN provided a draft <b>Fire Responsibilities</b> document for the Councils input. OF offered her help with this.</li> </ul> <p>Fire Drill will be carried out urgently.</p> <p><b>All Councillors, TTC Staff and Café Staff are required to sign with immediate effect.</b></p> <ul style="list-style-type: none"> <li><b>Sliding Door for Perham B Hatch</b> This item was deferred to the next meeting.</li> <li><b>Cushions for Outdoor seating.</b> AN provide a cost for external waterproof cushions for the patio bench seats. PH proposed to pay £600 for 12 cushions, HJ seconded, all agreed with one abstention.</li> <li>PH proposed an <b>external container</b> be sought to store the brollies and cushions on the patio areas, seconded by HJ, all agreed with one abstention.</li> <li><b>Shelving for Cllr Photos</b> – DK proposed to pay MLB £176.94 to provide shelving, seconded by SM, carried.</li> <li>PH proposed to pay up to £500 for additional <b>soundboards from Amazon</b> for the upper sections of boards in Perham A &amp; B. Seconded by AE and carried.</li> <li><b>Flagpole</b> – AN stated the flagpole has been ordered, but the Committee need to decide where to install it. AN to get a quote for installation.</li> <li>HJ enquired about the <b>BMS platform</b> to be introduced onto an office PC or FM ipad. AN confirmed there is no update but would ask the Town Clerk.</li> <li>AN to get a quote from Sealtite to replace the <b>rear fire door</b> by the boiler room, with a similar one to those in the Café.</li> <li><b>Playpark.</b> Much discussion took place regarding a mini playpark for young children on the grass near the patio. AN was tasked with some more research and carers liability.</li> <li>The use of a brand-new lockable notice board, already stored in the Cemetery Shed was not discussed but to be added to June's Agenda.</li> </ul>	AN/OF  AN  ALL   AN   AN/SS  AN  AN  AN  AN  AN  AN  AN
25/087S	<b>8. Grounds Maintenance</b> – No issues raised.	
25/088S	<b>9. Wiltshire Council - Local Highways &amp; Footpaths Improvement Group (LHFIG)</b>  <b>1. Requests for the Parish Steward</b> – Next Visit 16 & 17 June 2025	All Cllrs

	<p>AE requested the vegetation be cut back around the bus stop signs on both carriageways on the A338 outside of the Cemetery. The signs will also need cleaning.</p> <ul style="list-style-type: none"> <li>• <b>Discretionary Gully Service</b> – No requests</li> </ul> <p><b>2. Next LHFIF 04 June 2025 - Footpath Repairs/Improvements</b></p> <p><b>Taxi Rank conversion to Short Term Parking.</b> The request has been submitted, and legals are being investigated.</p> <p><b>Wylle Rd Day Care Centre footpath to the Rd</b> – “Legals” with the landowner DIO has been sorted, a process of work is being put together.</p> <p><b>Fencing along Manor Bridge Court</b> – The Highways Engineer is escalating old requests.</p> <p><b>3. Traffic Survey Requests</b> – None received.</p> <p><b>4. “Waiting restrictions” requests.</b> None received.</p>	<p>Parish Steward</p> <p>AN</p>
25/089S	<p><b>10. War Memorial</b></p> <ul style="list-style-type: none"> <li>• It was noted that a ground light facing the conflict panel is not working. AN has already contacted AJK.</li> <li>• DK enquired about the cleaning of the Memorial. CW stated this would be carried out in good time before Remembrance Day.</li> </ul>	AN
25/090S	<p><b>11. River Bourne Corridor Update.</b></p> <ul style="list-style-type: none"> <li>• PH stated there is no water around the area.</li> <li>• The pathways have been cut, and all signs and bins remain in place.</li> </ul>	
25/091S	<p><b>12. Skatepark</b></p> <ul style="list-style-type: none"> <li>• <b>Barrier</b> – Complete.</li> </ul>	
25/092S	<p><b>13. Playparks</b>  <b>Elite Playpark Quarterly Inspections took place early May 2025</b></p> <ul style="list-style-type: none"> <li>• <b>Observations:</b>  Thompson Road – AN to request one hole to be filled in by Gavin Jones</li> <li>• <b>Wardens Weekly Reports:</b>  <b>Connolly Way</b> – No Issues  <b>Sheppard Street</b> –No Issues, the trip hazard has been remedied.  <b>Beech Hill Road</b> – Clearly rubbish is being strewn around, PH has collected the rubbish and placed in the bin, AN to contact Gavin Jones to empty it. The goalmouth requires more rain to enhance the turf that was laid  <b>Zouch Farm Road</b> – No Issues  <b>Thompson Road</b> – Hole by far gate to be filled in (as above)  <b>George Vi Road</b> – No issues.</li> </ul>	<p>Gavin Jones</p> <p>Gavin Jones</p>

25/093S	<p><b>14. Cemetery</b></p> <ul style="list-style-type: none"> <li>• AN to request levelling of some graves from Gavin Jones.</li> <li>• AE stated the bus stops on the main road outside of the cemetery, are overgrown and require cleaning. AN to add to the list for the parish steward.</li> </ul> <p><b>Mortuary Chapel</b></p> <ul style="list-style-type: none"> <li>• AN to ask Gavin Jones to cut the grass, now that the wildflowers have died off.</li> <li>• The door has now been left open for the summer, for air to circulate.</li> <li>• CW stated she will give it a good sweep out before the “Open Day” in September.</li> </ul>	<p>Parish Steward</p> <p>Gavin Jones</p> <p>CW</p>
25/094S	<p><b>15. Christmas Lights – Lampposts and Tree</b></p> <ul style="list-style-type: none"> <li>• The <b>additional sockets on lamp posts</b> along the A338 has been costed under last year’s rates and are with Highways for further review.</li> <li>• There are 28 proposed new socket installations and one removal.</li> <li>• 2 columns are to be replaced as part of the road alterations for the Persimmons site.</li> <li>• This work will require 4 lots of traffic management, including the upgrade of posts at the bottom of Station Road.</li> <li>• TTC will be required to inform WC of any existing lamp posts that are not working properly, so that they can be addressed at the same time.</li> </ul>	<p>AN/Cllrs</p>
25/095S	<p><b>16. Winter Preparations</b></p> <ul style="list-style-type: none"> <li>• No updates.</li> </ul>	
25/096S	<p><b>17. Emergency Contact Hub – Community Resilience.</b></p>	

	<ul style="list-style-type: none"> <li>No updates.</li> </ul>	
25/097S	<b>18. Defibrillator</b> <b>Additional Defibrillators</b> <ul style="list-style-type: none"> <li>HJ proposed the purchase of a defibrillator for the Spar on Pennings Road up to the value of £2k, seconded by AE, and carried.</li> <li>SM proposed to pay AJK £225.65 + Vat for the installation of the Spar defibrillator, seconded by PH, and carried.</li> <li>Further research is required for a separate defibrillator on the Poppies Day Care Centre in Perham Down. This is a DIO building, and permissions need to be sought.</li> </ul>	AN  AN  AN/DIO
25/098S	<b>19. Asset Register</b> <ul style="list-style-type: none"> <li>A full Asset Check has been carried out and ratified at the Full Town Council meeting on 6<sup>th</sup> May.</li> </ul>	
25/099S	<b>20. Training</b> <ul style="list-style-type: none"> <li>CW volunteered to attend <b>First Aid Training</b>, along with Carol Baxter, the Engagements Officer.</li> <li>3 more volunteers will be required from TTC Councillors.</li> <li>The Facilities Manager will also be required to carry out the training.</li> </ul>	ENG  AN/FM
25/100S	<b>21. Budget</b> <ul style="list-style-type: none"> <li>The Town Clerk will be updating procedures regarding the budget. This is on the advice from the internal Audit report.</li> </ul>	
25/101S	<b>22. Correspondence/Updates</b> <ul style="list-style-type: none"> <li>An email request from Doozy Machines, to have vending machines within the Civic Centre was rejected by the Services Committee. AN to pass the request onto Ezras for their consideration.</li> </ul>	EZRA's
25/102S	<b>23. Date of Next Meeting</b> <ul style="list-style-type: none"> <li>The next meeting will take place on Tuesday 10<sup>th</sup> June 2025. <b>All agenda items to the Town Clerk 7 working days prior to the Meeting</b></li> </ul>	All

There being no further business to discuss, the meeting closed at 8.30pm.