



TIDWORTH TOWN COUNCIL
Projects Meeting April 2023

Minutes of the TTC Projects meeting held on **25th April 2023 at 7.00pm**

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| Attended: Councillors: M Connolly (MC), P Hedge (PH) H Jones (HJ), C Webb (CW) C Lovell - Town Clerk | 23/023Pro | 1. Apologies for Absence: Cllr Kofitia, Cllr Coleman, Cllr Wright <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 |
| <p>For the meeting to be quorate MC proposed that HJ and CW be co-opted onto the committee for the meeting, seconded by PH, carried.</p> <p>Due to the absence of the chair CW proposed that MC chair the meeting, seconded by PH, carried.</p> | | |
| 23/024Pro | 2. Declaration of Interest None <i>(Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</i> | |
| 23/025Pro | 3. Minutes of Previous Meeting Minutes of the March 2023 meeting were ratified in April's Full Town Council Meeting. No matters arising. | |
| 23/026Pro | 4. Terms of Reference ToR's for the committee have been circulated. HJ proposed that they are adopted at Mays Annual full town meeting, seconded by PH, carried. | |
| 23/027Pro | 4. Civic Centre <ul style="list-style-type: none"> • Site visit today was very well received and it has been agreed to re-visit in 6 weeks' time. • It has been agreed that a Clerk of Works should be appointed, Tim Goodman (SWPT) will source this. • MC and CL attending Project Board meeting 26/04/2023. • Café – Three presentations booked for 17th May 2023 • FM – HJ, PH and CL attended a useful teams meeting. Possible | CL |

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| | <p>contractors to be followed up. CL to look at HoT's in lease for insurance requirements. HJ said that it would be beneficial to have a High-Level Occupancy Plan in place ready for the handover.</p> <ul style="list-style-type: none"> • Furniture and Fittings – Working Group have selected two preferred suppliers. Meeting to be arranged mid-may and hopefully visits to show rooms. • Staffing Working Group – Staff happy with the recommendations made. CL contacting security companies. Job descriptions being reviewed. • Regular hirers have been contacted to see if they would like to return and what their storage requirements will be. • Other similar venues have been contacted to find out what their hire fees and Terms and Conditions are. | |
| 23/029Pro | <p>5. Allotments Unfortunately, Wiltshire Planning have made contact to say there is an issue with the validity of the application. The red line does not extend to the public highway and notice has not formally been served on the MOD, therefore the application cannot be determined. The members agree that this is very disappointing, to be highlighted so far into the process, especially when Wiltshire are aware of the MOD's support. The best course of action is to withdraw the application and re-submit. As agreed by Leadership this will be actioned.</p> | |
| 23/030Pro | <p>6. Skate Park Start date postponed to 9th May 2023, the weather has meant delays on a previous job. MC and CL signed the Works Contract.</p> | |
| 23/031Pro | <p>7. Correspondence/Updates None</p> | |
| 23/032Pro | <p>7. Date of Next Meeting 23rd May 2023</p> | <p>All agenda items to the Clerk 7 days prior to the meeting</p> |

There being no further business to discuss, the meeting closed at 7.50pm