



TIDWORTH TOWN COUNCIL AUGUST 2023

Minutes of the Town Council meeting held on Tuesday 1st August 2023 at Castledown Business Park at 7pm.

<p>Attended Cllr’s H Jones (in the Chair) (HJ), R Gregory (RG), P Hedge (PH), M Connolly (MC), L Coleman (LC), A Birch (AB), T Jones (TJ), C Danso (CD),</p> <p>A Nicholls (AN) - Admin WO2 Gurung – TNB Garrison J Thompson (Brownies) F Galvin (MoP) R Nicholls (MoP)</p>		<p>23/121 1. Apologies Cllr Webb, Cllr Kofitia, Cllr C Moore, Cllr Wright, Cllr Anim Carly Lovell (CL) Police, NHS Practice Manager, Rev Tim Laundon</p> <p>Absent: Cllrs J Powell, A White, 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 Act1972, members present must decide whether the reason(s) for a member's absence are accepted.</p>
Item	Agenda Item	Action by
23/122	<p>2. Declaration of Interest None (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	
23/123	<p>3. Guests None.</p>	
23/124	<p>4. General Public Questions Mr Galvin stated he was still having issues with DIO in Tilshead. Bags of rubbish are being left in the overgrowth along the pathway leading from Kennet Road, up to Devizes House. Cllrs stipulated that this is MoD land, but LC and AN will contact Aspire, and DIO to ascertain their actions to rectify the situation.</p> <p>Mr Galvin reminded the Council that the green “Veolia” waste bin remains outside of the old Community Centre. It appears Neilcott (Construction) may be utilising it. MC suggested asking Neilcott to take it on as past contact with Veolia has proven futile.</p> <p>WO2 Gurung stated that most units are now on summer leave, so the camp is very quiet. HJ asked him if the Garrison Comd would be writing to object to the</p>	<p>LC/AN</p> <p>AN</p>

	<p>recently announced closure of the Tidworth Sorting Office, and if so, could TTC have sight of this letter. The Gar Comd would be welcome to say that TTC also objected to this proposal and considered that trying to service Tidworth residents from the Andover office would be most unsatisfactory. A few years ago, the Tidworth office was closed for a while and residents were expected to use the Bulford Sorting Office. This experiment failed on many counts so the Tidworth office was re-opened.</p>	
23/125	<p>5. Minutes of July 2023 meeting Minutes of the Town Council meeting held on 4th July 2023 had been circulated. LC proposed that they were a true and accurate record, seconded by PH carried. No matters arising.</p>	
23/126	<p>6. Wiltshire Councillors Report MC provided the following report: Wiltshire Council agreed to consult on the Regulation 19 stage of the Local Plan at its meeting on 18 July. The Plan will be consulted on from September. The Plan is for housing and employment up to 2038. Numbers of housing required has been reduced by 9000 since the last iteration of the Plan. However, as much of the housing has already been built or in in the pipeline, there are only approx. 14,500 new houses required across the County. There will be no large-scale development in Tidworth, only in-fill or re-development. However, for Ludgershall, there will be 1200 houses at the end of Empress Way. This will also provide a new primary school and retail for the town. The additional housing will also mean the long talked about link road from Empress Way to the Hampshire part of the A342 near the Faberstown garage will be built. Under the new Plan, 40% will be affordable of which 65% will be for rent, 25% for first time buyers and 10% shared ownership. All houses will be carbon neutral. Regulation 19 consultation will mean Wiltshire will be protected from speculative applications due to the slight shortfall of the 5-year land supply for the period the Local Plan is being consulted on the hopefully adopted after the Planning Inquiry by the Planning Inspectorate. It will then mean for the first five years Wiltshire will be protected by such speculative application that have blighted many towns and villages in recent years. The A338 from the County boundary North of Shipton Bellinger to the junction of Salamanca Drive on the Ashdown Estate will have temporary traffic lights from 21 to 31 Aug from 0930 to 1800 per day for Wiltshire Council to remove trees with Ash Die Back.</p>	

	<p>The A338 will have road surfacing being undertaken between 2-5 Sep from the County border near Shipton to the traffic lights. Bulford Road along the ranges will also have surface dressing during the period 2-4 Sep. I assume they won't be done at the same time! I do not have timings yet.</p> <p>The River Bourne Corridor funding was finally paid on 20 July, so we are £398K the richer.</p> <p>CIVIC CENTRE</p> <p>Car park is now being excavated. The soil is dry so hopefully good tonnage to avoid the highest estimate for contamination.</p> <p>Wayleave (permission) has been signed and sealed. SSE ordered the works on 4 July and it takes 6-7 weeks for the works to take place. This gives a window of 2-3 weeks before Neilcott want to test and commission the electricity supply on 8 September.</p> <p>Neilcott have confirmed all long lead time items have been ordered. All collateral warranties have been signed by the remaining sub-contractors.</p> <p>Extension of Time has formally been agreed to 25 Oct but Neilcott need to provide better evidence to get a further extension.</p> <p>Reception desk – meeting to be arranged between Project Manager/Oxford Architects, Town Clerk and LC to ensure TTC specify exactly what is wanted before it is ordered.</p> <p>Project Manager/Police/Neilcott to go through the FM things that will fall under contract for the first 12 months. An update on FM matters was given. (contractors having visited the site and due to submit tenders). CL confirmed Opus will be the electricity, but they would only provide one meter – Neilcott would need to fit the secondary meter for the Police. CL confirmed that the insurance broker had provided a spreadsheet completion to help assess insurance needs for the civic centre. CL will take this to the next FM meeting to be reviewed.</p> <p>TTC raised the issues relating to windows, which the Project Manager will take up with OA and Neilcott respectively.</p>	
23/127	<p>7. Mayors Report – CW provided the following written report.</p> <p>I apologise in advance for the brevity of this report before my leave, but I am confident that the Chairs of the various committees and working groups will provide more detailed information about the issues which have arisen this month.</p> <p>I represented TTC when I attended the Freedom of the Town Parade in Ludgershall on 1st July, watching 26 Engineers march along the A338 to the rousing sounds of the military marching band.</p>	

	<p>The Civic Centre build continues to grow at a pace, and we still anticipate handover on 25th October.</p> <p>The furniture working party went to London on 30th June to see firsthand examples of the furniture we intend to purchase for the Civic Centre, especially the café area. The colour schemes and list of items have now been agreed with the assistance of Oxford Architects who prepared mood boards to ensure that all the items complemented each other. The order has now been placed with Elm so that the furniture can be available for installation when the new building is completed.</p> <p>The rates for the hire of the rooms have been discussed at length and the working party is ready to report to Full Town Council to seek approval.</p> <p>The outcome of the planning application for the proposed allotments on Humber Lane is expected imminently and I am sure Mark will provide an update.</p> <p>I attended the Tidworth Area Board on 10th July; the meeting was much shorter than normal as we all visited the Health and Wellbeing displays in an adjacent marquee after the meeting.</p> <p>The Officers of the Board were elected for the next year and updates were provided as to the work of the participating parish councils and the police. The Chair, Cllr Chris Williams, updated us as to the cost of Living, Wiltshire Libraries, Independent Visitor Scheme, and Family Help Hubs.</p> <p>The skatepark has continued to be a huge success although the level of rubbish has become a problem. A huge thank you to everyone who has helped to litter pick. I, too, have litter picked with the assistance of my other half and our dog on several occasions but despite Tivoli eventually emptying the bins it remains a problem. The bins fill up as soon as they are emptied and I have to say, they also house many deposits of dog poo and soiled nappies!</p> <p>Some of the users helpfully deposit their refuse in one area but ideally, they should be taking it home. If the park continues to be used at this level, we may have to revisit the frequency of the cleaning contract as we cannot expect Councillors to do this dirty work on an ongoing basis.</p> <p>Another concern is that despite clear signs, most riders are not using any safety equipment; it seems that helmets are not 'cool'.</p> <p>It was very disappointing that just like the Coronation downpour all day, we had lovely weather on the day before and the Sunday afterwards and the date set for the Grand Opening of the Skatepark on 22nd July, had amongst the worst conditions of the month. The event had to be postponed until the 19th August to be quickly followed by the next cinema event on the Esso field on the 26th.</p>	
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	<p>In conclusion can I thank every one of our Councillors for all the work they do selflessly and without payment purely intending to benefit the residents of Tidworth and Perham Down.</p> <p>Cllr Carole Webb</p>	
<p>23/128 Services</p>	<p>8. Committee Reports</p> <p>Community Services: PH reported on a meeting held on 11th July 2023, minutes had been circulated and taken as read. SM proposed that they were a true and accurate record, seconded by PH, carried.</p> <p>Deer Crossing Signs: Will be discussed at the next Local Highways and Footpath Improvement Group (LHFIG) meeting in October 2023.</p> <p>The fencing both sides of the Bridge on Lahore Road (Hampshire Cross) has been reported to Wiltshire who are sending out an investigative team.</p> <p><i>Tidworth Area Environment Group</i>, (TAEG) is now called the Tidworth, Ludgershall & Villages Environment Group (TLVEG).</p> <p>Reactive Team -All minor issues can be reported onto the My Wiltshire App and annotated "For the Reactive Team".</p> <p>Traffic Survey Reports have been received for Pennings Road and Windmill Drive. Results show that the 85thile speed (average speed of 29mph and 33mph) was below the threshold for any action for Windmill Drive but that a Community Speed Watch team could be set up for Pennings Road. Information about setting up Community Speed Watch Schemes have been forwarded to the relevant residents.</p> <p>The Ordnance Road survey report showed no further action was appropriate regarding a request for a pedestrian crossing.</p> <p>Double yellow lines have been granted for St Georges Road towards Chandlers Court, on both sides of the road, and a continuation of lines up to the brick pillars on Station Road, opposite the Tesco junction.</p> <p>River Bourne Corridor: "Flood Warning" signs to be installed on 3rd August.</p> <p>Civic Centre: Hire Fees were discussed and forwarded to Full Town for Ratification. Wayfinding Signage and Furniture were also discussed.</p> <p>PH proposed that the Elms furniture design was accepted and placed on order, seconded by SM, and carried.</p> <p>Playparks: Benches were discussed. HJ recommended Wicksteed for AN to investigate, having already procured benches from them for Thompson Way playpark.</p> <p>Skatepark: AN to contact Highways regarding a safety bar/barrier for the path outside the skatepark, running alongside Meerut Road.</p> <p>Litter is currently being picked up by volunteers, both Councillors and members of public. AN is obtaining a quote from Gavin Jones to do the litter picking until a new grounds maintenance contract is in place.</p> <p>Grounds Maintenance: The next Parish Steward visit will be 13th and 17th July 2023. Tivoli have sent through a price increase in their contract for 2023/24 (delayed). After seeking legal advice from the Councils legal team, CW proposed that 3 months' notice (to end September 2023) to terminate the contract with Tivoli is accepted, seconded by PH, and carried.</p>	<p>Town Clerk</p>

Engagements	<p>The Council are in the process of getting other tenders for Grounds Maintenance to start at the beginning of October 2023. Due to the urgency of this matter PH proposed to pay for a three-year contract with Gavin Jones at £61,7696.59 + Vat, that is £20,598.66 + Vat annually, and £1716.57 + Vat monthly, seconded by HJ, and carried.</p> <p>Cemetery PH stated Services received one quote for correcting the 6 subsiding headstones, for which he proposed to pay £475.00 including Vat, seconded by SM, and carried. One grave needs levelling by Tivoli.</p> <p>Mortuary Chapel The door to the Chapel to be opened for ventilation during the summer months.</p> <p>Asset Register: PH proposed that the list of unserviceable tools in the cemetery, should be offered to the Men’s Shed in Ludgershall. Seconded by HJ and carried. The tools have been gratefully received and will be a great help towards their community projects.</p> <p>Budget: No issues</p> <p>Community Engagement LC reported on a meeting held on 18th July 2023, minutes had been circulated and taken as read. There were no questions. RG proposed that they were a true and accurate record, seconded by LC carried.</p> <p>Skatepark Opening: KM to make a First Aid sign, check access onto field (bollard keys) and circulate etc:</p> <p><i>Afternote: The opening was cancelled because of torrential rain, and has now been programmed for the 19th August.</i></p> <p>Litterpick: Saturday 2nd September.</p> <p>Cinema: KM to check bollards on pathway can be removed for access.</p> <p>Mortuary Chapel: Cllr Birch has agreed to Host and will be talking to the Brownies in the morning.</p> <p>RG proposed the cost of £65.00 for the hire, delivery & collection of a generator, seconded by PH, carried.</p> <p>Remembrance: KM has begun communications with RBL.</p> <p>Christmas: PH proposed 300 selection boxes at a cost of £405.00, seconded by LC, carried.</p> <p>KM to get costs for 12 dairy free selection boxes.</p> <p>First aid</p> <p>Quote circulated. PH proposed £340.00 + Vat be spent on 4 x 3 day, First Aid Courses (2 staff, 2 Cllrs) each, seconded by LC, agreed.</p> <p>Tidworth Community Awards: All agreed Wednesday 28th February 2024. Covergirlz will be contacted.</p> <p>Tidworth Town Festival & Armd Forces Day: Suggestions for both events to be held on the same day. Armed Forces Day during the day, and the Festival during the evening.</p> <p>Time Capsule: Engagements to get quotes for a plaque. LC proposed the wording:</p> <p>“Time Capsule buried by Tidworth Town Council on behalf of the Tidworth and Perham Down Community, Businesses and Organisations. To be opened August 2073”.</p>	<p>Town Clerk</p> <p>Town Clerk</p>
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<p>Projects</p>	<p>Seconded by PH, carried.</p> <p>Tidworth Times: Issue 38 has been printed and distributed.</p> <p>Community Projects MC reported on a meeting held on 25th July 2023, minutes had been circulated and taken as read. There were no questions. PH proposed that they were a true and accurate record, seconded by MC carried.</p> <p>Facilities Management – HJ, PH and AN had met with several potential contractors on site. There were concerns raised about the window cleaning regarding the soleil shutters. The Town Clerk will raise this at the Project Board meeting. Cleaning quotes are expected within the next two to three weeks.</p> <p>Furniture and Fittings – The order for furniture has now been placed. The net divider for the Tedworth Hall was discussed at length and it was agreed to not purchase a net at this point, the infrastructure is in place should it be a requirement in the future.</p> <p>EV Charging – Charg-y is being hastened for confirmation of the requested requirements.</p> <p>Electricity Supply – It was agreed that to avoid any supply issues prior to opening. Opus the current provider has provided a quote to take effect immediately for a term of 24 months. Current Charges: 168.646p per Day Standing Charge/86.327p per kwh Quote: 198p per Day Standing Charge/35.29p per kwh PH proposed that the quote from Opus is accepted, seconded by TJ, carried.</p> <p>Café Lease – A sample lease had been circulated. Finer details need to be agreed, such as rent, permitted use etc. Once this has been established TTC will ask the legal team to prepare a draft lease.</p> <p>Expenditure – A breakdown of expenditure so far had been circulated, there are a few tweaks required.</p> <p>Hire Fees – The focus group had met to decide hire fees for the Civic Centre. They have recommended the following: Pricing. Regular Hirers will need to pay a refundable deposit. Terminating regular hirers will need to give one months’ notice, and deposit returned at the end of notice. Regular Hire fees are to be paid in advance. Tedworth Hall: £40 per hour Perham Suite: £25 per side, £40 for the whole room. Add Ons: Use of the kitchen £5 per hour, including crockery, cutlery etc. A shopping list needs to be drawn up for crockery, free standing water heater, cutlery etc for use in the kitchen. To save groups using the kitchen cupboards as valuable storage. Meeting Rooms: Bourne: £15 per hour Sidbury: £10 per hour Ashdown: £10 per hour</p>	
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Staffing	<p>Proposed by TJ seconded by RG, carried.</p> <p>Services will now write and refine the terms and conditions. Existing community groups will be encouraged to apply for a grant to cover part of the hire fee.</p> <p>Allotments – decision from Planning is imminent.</p> <p>Skatepark – Official opening event is postponed to 19th August 2023.</p> <p>Staffing:</p> <p>The minutes from the working group meeting held in July 2023 had been circulated. LC proposed they are a true and accurate record, seconded by MC, and carried.</p> <p>TTC office hours will be 08.30am to 15.30pm</p> <p>It was agreed that a new job role will be ‘Site Officer’, this will include unlocking/locking the building, checking rooms and systems etc. Reporting damages to admin staff etc. Litter picking, setting up/packing away. This will equate to 35.5 hours split between 2 members of staff.</p> <p>The remaining hours budgeted for will cover the cost of security when required for evening bookings/events.</p> <p>2 + Operatives £19.86 per hour (each)</p> <p>SIA Supervisor £22.13.</p> <p>There will be higher charges for short notice.</p> <p>PH proposed that Venture Security are used when there is a requirement when the Civic Centre is opened, seconded by RG, carried.</p> <p>A quote from Venture Security had been received and circulated.</p> <p>1 Operative £20.00 per hour</p>	
23/129	<p>9. First Aid</p> <p>First aid</p> <p>Quote circulated. PH proposed £340.00 + Vat be spent on 4 x 3 day, First Aid Courses (2 staff, 2 Cllrs) each, seconded by LC, agreed.</p>	
23/130	<p>10. Co-options</p> <p>None received.</p>	
23/131	<p>11. S137 Requests</p> <p>None Received</p>	
23/132	<p>12. Correspondence and Updates</p> <p>HJ stated that he had placed a temporary sign on all DIO playparks giving the correct contact number for any issues.</p> <p>MC stated he was contacted about the provision of an outside gym. This would be forwarded to the Projects Committee.</p>	
23/133	<p>13. Bills for Payment</p> <p>Bills for payment totalling £630,929.01 had been circulated.</p> <p>MC proposed Bills for Payment totalling £630,929.01 with a query as to why the start of the online billing (item 111) started from 01 August 2023, seconded by LC carried.</p>	

23/134	17. Date of next meeting 5 th September 2023 Agenda items to be submitted to the Clerk 7 days before the meeting	
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There being no further business to discuss the meeting was closed at 8.30pm.

Agreed as a true record..... H Jones, Chair