



**TIDWORTH TOWN COUNCIL**  
**Community Services Meeting**  
**August 2023**

Minutes from the Community Services Committee meeting held on **08 August 2023 at 7pm.**

	<p><b>Attended:</b>  Councillors: P Hedge (PH) - Chair, H Jones (HJ),  S Musikavanhu (SM), A Birch (AB)  L Coleman (LC)</p> <p>A Nicholls (Admin)</p>	<p>23/110S <b>1. Apologies for Absence:</b> Cllrs D Kofitia,  M Anim, T Jones</p> <p><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></p>
Item	Agenda Item	Action By
23/111S	<p><b>2. Declaration of Interest.</b>  There were no declarations of interest.  <i>(Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</i></p>	
23/112S	<p><b>3. Minutes from the Meeting held in July 2023</b> were ratified at the August Full Town Council meeting.</p>	
23/113S	<p><b>4. Football Posts</b>  A request had been sent in requesting the installation of a football goal post, for our playparks. This was discussed and noted that there are already goal posts in the Beech Hill Road Park, and George VI Road Park. AN to respond to the email request accordingly.</p>	AN
23/114S	<p><b>5. Deer Crossing Signs</b>  A request has been sent to Highways for a “Deer Crossing Warning” sign, to be placed going South, after Leckford Crossroads, towards Tidworth. This will be discussed at the LHFIG in October.</p>	
23/115S	<p><b>6. Review of fencing both sides of the Bridge on Lahore Road (Hampshire Cross).</b>  This has been reported to Wiltshire who are sending out an investigative team.</p>	AN
23/116S	<p><b>7. Tidworth, Ludgershall and Villages Area Environment Group, (TLVEG)</b>  The TLVEG is a voluntary group working together to enhance the Ludgershall and Tidworth Area.  PH suggested asking TLVEG to remove and replace the three dead trees in the bottom area of the cemetery and add any additional ones if possible. AN to make contact.</p>	AN/TLVEG
23/117S	<p><b>8. Reactive Team</b>  All minor issues can be reported directly onto the My Wiltshire App and</p>	

	<p>annotated “For the Reactive Team”. Bigger and more urgent issues should be submitted to AN, for submission and tracking.</p> <ul style="list-style-type: none"> <li>2 x potholes at the junction of Ordnance Road going into Nadder Road.</li> </ul>	<p>ALL</p> <p>AN</p>
23/118S	<p><b>9. Traffic Survey Request</b></p> <ul style="list-style-type: none"> <li>Reports have been received for Pennings Road and Windmill Drive. Results show that the 85%ile 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. PH proposed a “portable/transferable” Speed Indicator Device should be discussed at the next meeting in September. Seconded by HJ, carried. AN to obtain prices.</li> <li>The Ordnance Road survey report showed no further action was appropriate regarding a request for a pedestrian crossing.</li> <li>Results of the survey for Bulford Road showed that the 85%ile speed was below the threshold for any action. (ie Average speed of traffic was between 29 and 33 mph. No further action.</li> </ul> <p><b>Requests for Waiting Restrictions</b></p> <ul style="list-style-type: none"> <li>Pennings Road (A338). WC has agreed to paint double yellow lines at the junction with the Hill Top estate, and for 25 metres down the hill. No start date yet.</li> <li>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. No start dates yet. The local Police are currently doing an excellent job on Station Road, warning offenders not to park opposite the Tesco junction.</li> </ul>	<p>AN</p>
23/119S	<p><b>10. Highways</b></p> <p><b>Requests for footpath Repairs/improvements.</b></p> <p>Permission has been requested for a new footpath on Wylve Road, from the Clarendon Nursery School gate to the road. Aspire are aware and seeking permission from the MoD for Wiltshire Council to install this on their land, however there is an issue of maintenance of this path thereafter.</p>	
23/120S	<p><b>11. War Memorial</b></p> <p>No issues.</p>	
23/121S	<p><b>12. River Bourne Corridor</b></p> <ul style="list-style-type: none"> <li><b>Flood Warning Signs</b> The signs were installed on August 3<sup>rd</sup> and remain in situ. However, there are some sharp edges on some tops, but AN will contact the supplier for some caps to resolve this.</li> </ul>	<p>AN</p>

	<ul style="list-style-type: none"> <li>• <b>Bridge Damage.</b> AN to contact the “Mens Shed” to see if they can replace 2 wooden slats on the bridge (south side) over the river.</li> <li>• <b>Cutting of Pathways.</b> AN is to invite new tenders to quote for cutting the pathways. Previous quotes are negated due to being over 2 years old. This was delayed because of the transfer of cash from Persimmon for the land.</li> <li>• <b>Swales Fencing</b> PH proposed paying Josh Harris £5000 towards materials up front, seconded by HJ, carried.</li> </ul>	<p>AN</p> <p>AN</p>
23/1225	<p><b>13. Civic Centre Update.</b></p> <ul style="list-style-type: none"> <li>• <b><u>Terms &amp; Conditions of Hire</u></b> The Committee reviewed both the Regular and Private Hire Terms and Conditions, which will both be available on the website as well as in paper form to be available at Reception. AN to make the amendments before being presented at the next Services meeting.</li> <li>• <b><u>Promotion of the Civic Centre</u></b> All agreed that this should be placed on the Engagements Agenda for next week.</li> <li>• <b><u>Kitchen Items to be Purchased.</u></b> Much discussion took place regarding what items to purchase for the TTC kitchen including cutlery, crockery, serving plates, pots and pans, mop and brush, dustpan, and hand brush etc, as well as electrical items such as a microwave, and a dishwasher. This item is to be passed over to the Projects Committee for clarification of plumbing requirements and cupboard storage.  All agreed that the purchase of perishables was discussed for the toilets including the supply of toilet rolls, paper towels, etc, should be sourced from a local supplier or Amazon. The same for toilet roll holders, towel holders, and sanitisers. This will be discussed later when the Civic Centre is more complete. Clarification from the Projects Committee is awaited as to what toilet roll holders are being fitted by Neilcott.</li> <li>• <b><u>AJK Call Out Fees</u></b> PH proposed the call out fees were acceptable for an ad hoc basis and the re-installation of the defibrillator. PAT Testing will require an inventory to be made and labels affixed to the portable appliances stating when the due date is.</li> <li>• <b><u>Walker Fire Extinguishers</u></b> AN had received a quote from Walkers, to be discussed at Projects, and coordinated in line with the Police’s arrangements.</li> </ul>	<p>AN</p> <p>Admin</p> <p>Projects</p> <p>Projects/Svcs Agenda Item</p> <p>Projects</p> <p>Projects</p>

23/123S	<p><b>14 Skatepark</b></p> <p><b>Entrance and Benches</b></p> <ul style="list-style-type: none"> <li>• Ground anchored benches were discussed. HJ recommended Wicksteed for AN to investigate and to obtain quotes.</li> <li>• AN has contacted Highways regarding a safety bar/barrier from the path outside the skatepark, leading onto Meerut Road.</li> <li>• Litter is now being collected by Gavin Jones twice Weekly.</li> </ul>	AN
23/124S	<p><b>15 Playparks</b></p> <ul style="list-style-type: none"> <li>• <b>Elite Playpark Quarterley Inspection Reports</b> The reports were circulated, and there were no high-risk issues to address. Medium risk issues were highlighted for immediate attention, on George VI Road, and 2 issues on Shepperd Street. However, the Connolly Way Park maintenance gate is already being actioned.</li> <li>• <b>Wardens Reports:</b>  <b>Connolly Way</b> – AN is arranging for the repair of the main contractor’s entrance gate. Quotes will be supplied at the next meeting. Both signs are bent and need to be repaired.  <b>Shepperd Street</b> – Signs are bent and need to be repaired.  <b>George VI Road</b> – Fencing needs to be repaired to make it dog-proof.  <b>Zouch Farm Road</b> – No issues.  <b>Thompson Road</b> – No issues.  <b>Beech Hill Road</b> – No issues.</li> </ul>	AN/Elite  AN/Elite  AN/Elite  AN/Elite
23/125S	<p><b>16. Grounds Maintenance</b></p> <ul style="list-style-type: none"> <li>• The next <b>Parish Steward</b> visit will be 10<sup>th</sup> and 14<sup>th</sup> August 2023. AN will be discussing tasks to be carried out with him.</li> <li>• Gavin Jones will begin work as our new contractor on 1<sup>st</sup> October 2023, as ratified at the FTC meeting on 1<sup>st</sup> August 2023.</li> <li>• PH proposed AN seek quotes to paint the black bollards up Station Road, HJ seconded this, and carried. Tesco have already agreed to paint the bollards on their side, up Station Road.</li> <li>• The pathway at the back of Clarendon School up to the Royal Crescent is due to be cleared within the next week.</li> </ul>	AN/Parish Steward   AN  Tivoli
23/126S	<p><b>17. Cemetery</b></p> <ul style="list-style-type: none"> <li>• AN stated that she had received just one quote correcting the 6 x</li> </ul>	

	<p>subsiding graves.  <b>PH proposed £475 inc VAT to be paid to MJ Sly, seconded by HJ, carried.</b></p> <p><b>Mortuary Chapel</b></p> <ul style="list-style-type: none"> <li>The door to the Chapel has been opened for ventilation during the Summer.</li> <li>There are several branches in the top right-hand corner, from the entrance gate, which need to be removed. AN to ask Tivoli.</li> </ul>	<p>Town Clerk</p> <p>Tivoli</p>
23/127S	<p><b>17 (as per Agenda). Winter Preparations (PEAS)</b></p> <ul style="list-style-type: none"> <li>Councillors agreed to conduct a full asset check of grit bins, and to report back with any issues.</li> </ul>	PH/HJ/AB/AN
23/128S	<p><b>18. Asset Register</b></p> <ul style="list-style-type: none"> <li>No issues</li> </ul>	
23/129S	<p><b>19. Budget</b> - The budget was circulated</p> <ul style="list-style-type: none"> <li>No issues, but to be aware of rising maintenance costs.</li> </ul>	ALL
23/130S	<p><b>20. Correspondence – Items for Next Agenda</b></p> <ul style="list-style-type: none"> <li>Nothing</li> </ul>	
23/131S	<p><b>21. Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>The next meeting will take place on Tuesday 12<sup>th</sup> September 2023.  <b>All agenda items to the Town Clerk 7 days prior to the Meeting</b></li> </ul>	All

**There being no further business to discuss, the meeting closed at 9.15pm.** (Business extended for the Civic Centre discussion.)