



TIDWORTH TOWN COUNCIL SEPTEMBER 2023

Minutes of the Town Council meeting held on Tuesday 5th September 2023 at Castledown Business Park at 7pm.

<p>Attended Cllr's C Webb (in the Chair) (CW) H Jones (HJ), R Gregory (RG), P Hedge (PH), A Birch (AB), T Jones (TJ), A White (AW) Cllr Pickernell (Wiltshire) A Nicholls (AN) - Admin WO1 Clarke – TNB Garrison Beth Dean – Tidworth Area Environment Group (TAEG) Andy Mcleod – Cadets SSgt Purchase 26 Eng F Galvin (MoP)</p>		<p>23/135 1. Apologies Cllr Kofitia, Cllr C Moore, Cllr Wright, Cllr Anim, Cllr Musikavanhu, Cllr Coleman, Cllr Connolly Police Absent: Cllr J Powell, Cllr Danso 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.</p>
Item	Agenda Item	Action by
23/136	<p>2. Declaration of Interest None (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations). Cllr Birch item 11</p>	
23/137	<p>3. General Public Questions WO1 Clarke reported that troops will be deployed to Estonia after Summer leave. TLC is being repainted, commencing 18th September. Remembrance Instruction has been sent; it was confirmed that it will be a the RBL again this year. He said that the closure of the Royal Mail sorting office will hit the Garrison hard. Beth Dean from TAEG came along to publicise the group and asked TTC to spread the word and ask people for ideas. CW and CL will speak about the group when they go to Castledown FM. They are getting a grant from EVO. TTC have asked if they can carry out a litter pick on the River Bourne corridor. Andy Mcleod from the cadets came along to tell TTC about what they do, he will be meeting with CW and CL to discuss how TTC and the Cadets can work together. SSgt Purchase from 26 Eng attended as he is looking for jobs to refine skills of the soldiers prior to going to Belize to complete a project, he is also in charge of</p>	<p>LC/AN AN</p>

	<p>making sure the apprentices get the experience required to fulfil their competences.</p> <p>HJ asked if they would be able to repair the pillars at the top of Station Road. CL will also put him in touch with Rev Laundon to see if the Church has any projects.</p>	
23/138	<p>4. Minutes of August 2023 meeting</p> <p>Minutes of the Town Council meeting held on 1st August 2023 had been circulated.</p> <p>PH proposed that they were a true and accurate record, seconded by HJ carried.</p> <p>No matters arising.</p>	
23/139	<p>5. Wiltshire Councillors Report</p> <p>Cllr Pickernell advised that it had been a quiet month. He encouraged people to report fly tipping as Wiltshire are following it up and have recently issued a £4000 and £7000 fine.</p> <p>There will be a presentation of the Wiltshire Local Plan at the TLC on 18th October.</p> <p>In his absence MC provided the following report:</p> <p>The final recommendations of Wiltshire Council's Governance Review Committee have been released in which Perham will remain with TTC and the Tidworth East and South Ward will have Perham Down added to it so that it makes clear that Perham sits within the Parish of Tidworth. The Committee also accepted the recommendation that the number of Councillors is reduced from 19 to 15 – 8 in the Tidworth North and West and 7 in the Tidworth East and Perham Down Ward.</p> <p>A consultation on the Local Plan commences on 27 September. It does not say a lot about Tidworth but does include a potential large development in Ludgershall from Empress Way to the A342 to Hampshire, some 1200 properties.</p> <p>Wiltshire Council are re-advertising orders for the footpath behind Ludgershall Road to become a Byway Open to All Traffic. A previous order was flawed and has to be processed again. Although the path is not suitable for traffic, it must be classified as such because historic evidence shows it was once used by carts and horses in times gone by. However, in reality, it won't be used by traffic.</p>	
23/140	<p>6. Mayors Report –CW advised that due to the tragic event that had happened the Skate Park opening had been cancelled and a 'jam' will be organised in Spring 2024.</p> <p>The Cinema event on 26th August had been well attended.</p> <p>She went to Rev Harts last service at Holy Trinity on 27th August she said it was lovely to see so many people there.</p> <p>The litter pick on 2nd September resulted in 43 bags of rubbish being collected. She extended her thanks to all of the volunteers including the Scouts.</p> <p>Hopefully another one can be arranged for October half term.</p>	

	<p>She at attended the Area board meeting on Monday and has met the PCC and Chief Constable.</p>	
<p>23/141</p>	<p>7. Committee Reports</p> <p>Community Services: PH reported on a meeting held on 8th August 2023, minutes had been circulated and taken as read. PH proposed that they were a true and accurate record, seconded by HJ, carried.</p> <p>A request for football goal posts in the play parks had been received. It was noted that there are already goal posts in the Beech Hill Road Park, and George VI Road Park.</p> <p>A request has been sent to Highways for a “Deer Crossing Warning” sign. This will be discussed at the LHFIG in October.</p> <p>Fencing both sides of the Bridge on Lahore Road (Hampshire Cross). This has been reported to Wiltshire.</p> <p>Traffic Survey Request - Reports have been received for Pennings Road and Windmill Drive. Results show that the 85thile speed was below the threshold for any action for Windmill Drive but that a Community Speed Watch team could be set up for Pennings Road.</p> <p>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.</p> <p>The Ordnance Road survey report showed no further action was appropriate regarding a request for a pedestrian crossing.</p> <p>Waiting Restrictions - Pennings Road (A338). WC has agreed to paint double yellow lines at the junction with the Hill Top estate.</p> <p>Double yellow lines have been granted for St Georges Road.</p> <p>Permission has been requested for a new footpath on Wylve Road, from the Clarendon Nursery School gate to the road.</p> <p>Riverbourne Corridor – Flood Warning signs were installed on August 3rd.</p> <p>Men’s Shed will be contacted to see if they can replace 2 wooden slats on the bridge (south side) over the river.</p> <p>New tenders are being requested for the cutting of pathways.</p> <p>Swales Fencing PH proposed paying Josh Harris £5000 towards materials up front, seconded by HJ, carried.</p> <p>Civic Centre Update - Terms & Conditions of Hire, Promotion of the Civic Centre, Kitchen Items to be Purchased, AJK Call Out Fees, Walker Fire Extinguishers were all discussed.</p> <p>Skatepark – Highways has been contacted regarding a safety bar/barrier from the path outside the skatepark, leading onto Meerut Road.</p> <p>Litter is now being collected by Gavin Jones twice Weekly.</p> <p>Playparks - Elite Playpark quarterly Inspection Reports were circulated.</p> <p>Parish Steward visit were 10th and 14th August 2023.</p> <p>Gavin Jones will begin work as the new Grounds Maintenance Contractor on 1st October 2023</p> <p>Quotes to be obtained to paint the black bollards up Station Road, HJ seconded this, and carried.</p>	

	<p>Tesco have already agreed to paint the bollards on their side, up Station Road.</p> <p>Cemetery - One quote had been received for correcting the 6 x subsiding graves.</p> <p>PH proposed £475 inc VAT to be paid to MJ Sly, seconded by HJ, carried.</p> <p>Mortuary Chapel – no major issues.</p> <p>Engagement AW reported on a meeting held on 15th August 2023, minutes had been circulated and taken as read. There were no questions. AW proposed that they were a true and accurate record, seconded by PH carried.</p> <p>Litter pick - Saturday 2nd September – 10.00am – 12.00pm – Tidworth Leisure Centre</p> <p>Cinema - Saturday 26th August - 12-3pm, 6-9pm – Esso Field Tidworth KM to send invite to all Cllrs for volunteers</p> <p>Mortuary Chapel - Saturday 23rd September – 2-4pm – Mortuary Chapel, Church Lane</p> <p>Remembrance - Meeting will be planned for September with all relevant parties.</p> <p>Sunday 12th November – 10.30-11.45am – Royal British Legion Tidworth Invite to High Sheriff of Wiltshire to be sent.</p> <p>Christmas</p> <p>Saturday 2nd December – 10am-3pm – Tidworth Leisure Centre</p> <p>Tidworth Community Awards - Covergirlz have been booked.</p> <p>Award categories</p> <ul style="list-style-type: none"> Local Business Neighbour Friend Group Young Person Official person from local Organisation. Volunteer Time Capsule <p>All happy with the design. A3 size quotes to be obtained.</p> <p>Community Projects PH reported on a meeting held on 22nd August 2023, minutes had been circulated and taken as read. There were no questions.</p> <p>PH proposed that they were a true and accurate record, seconded by CW carried.</p> <p>Civic Centre -FM working group will be meeting on 30th August 2023.</p> <p>There was a discussion regarding a smoking area. Although not desirable it is felt that if there isn't an allocated area people will smoke in unsuitable areas.</p> <p>Café Lease – There had been discussions regarding the rent. The members are recommending £500.00 for the first 6 months.</p> <p>PH proposed the rent for the Café be set at £500.00 for the first 6 months, seconded by TJ, carried.</p>	
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	<p>Community Services had asked the Committee to review the quote received from Walker Fire as they felt it exceeded the requirements of the Fire Strategy report.</p> <p>A table of how the keys can be allocated had been circulated all agreed that this was a good structure.</p> <p>Allotments - Planning has now been approved so the initial discussion was whether TTC wanted to continue with the project, all were in agreement to proceed.</p> <p>Official permission is to be requested from the MOD regarding access rights enquiries have been made with Highways.</p> <p>There was a lengthy discussion regarding the use of the remaining land, it was agreed that due to the size of the project it would remain as it is, which is being temporarily leased for grazing.</p> <p>When the allotments are completed the permanent use of the land will be discussed and agreed.</p> <p>PH proposed that the additional land continues to be temporarily leased to the current tenants until completion of the Allotments, seconded by TJ, carried.</p> <p>The draft tenancy agreement had been circulated, the members are mindful of biodiversity and 'no use of herbicides and pesticides' is to be added to the agreement. CL will pass on to the Allotments Committee.</p> <p>Staffing HJ reported on the meeting held on 29th August 2023, minutes had been circulated HJ proposed they are a true and accurate record, seconded by PH, and carried.</p> <p>Civic Centre Staffing -The Committee recommend the following staffing structure for the Civic Centre, but as this is unknown territory it will be reviewed once settled in.</p> <p>Admin 1 (AN) Mon to Fri 8:30-13:00, this is an additional 2.5 hours per week.</p> <p>Admin 2 (KM) Mon to Fri 9:30-15:00, this is an additional 7.5 hours per week</p> <p>Town Clerk (CL) 10:00-15:00, core hours plus an additional 3 hours per week.</p> <p>Time off in lieu (TOIL) is to only be accrued in exceptional circumstances and where possible with the prior approval of the Line Manager. This will include events which are to be agreed on an individual basis.</p> <p>Admin will be paid an additional 2 hours each per month and Town Clerk 4 hours per month, to cover evening meetings.</p> <p>Site Officer (x 2) Mon to Fri 8:00-10:00/15:00-21:00 Sat 3.5 hours</p> <p>Proposed by PH, seconded by RG, carried.</p> <p>Uniform – The preferred uniform with quotes had been circulated and it was agreed that stitch-a-logo was the preferred supplier.</p> <p>It was noted that the fleece was an outside one, so it was suggested that a lighter shell type one for indoor use is also purchased.</p> <p>Polo Shirts £12.50 + VAT, Fleece £21.00 + VAT.</p>	
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	<p>Proposed by HJ, seconded by RG, carried.</p> <p>Leadership HJ reported on the meeting held on 29th August 2023, minutes had been circulated HJ proposed they are a true and accurate record, seconded by PH, and carried.</p> <p>Civic Centre - There may be a delay and handover will possibly be mid-end November.</p> <p>The Project team will be submitting a Certificate of Non-Completion on 4th September 2023.</p> <p>An estimate quote for building insurance of £6779.00 has been received. This is pro-rata and covers from October 2023- June 2024.</p> <p>The tenders for the cleaning contract and window cleaning had been circulated.</p> <p>TJ proposed Camille Cleaning for the cleaning contract at a price of £19.50 per hour (tbc), seconded by HJ, carried.</p> <p>RG proposed Moore’s Cleaning Ltd for the window cleaning contract at a price per clean of:</p> <p>TTC internal and external £295 +VAT Police external £85 + VAT.</p> <p>Hall high level windows, solar panels inc cherry picker £1450 + VAT, seconded by AW, carried.</p> <p>Frequency to be agreed.</p> <p>CW had reviewed and amended the draft lease for the café which had been circulated. It was agreed that with the suggested amendments the draft is accepted, and a copy is sent to the tenant.</p> <p>Proposed by PH, seconded by HJ, carried.</p> <p>Mayors Charity A new updated Mayors Charity Constitution had been circulated; all were content.</p> <p>CL advised that an application for HJ to be added as a bank account signatory had been submitted as well as an application for online banking. The current balance is £3958.55.</p>	
23/142	<p>8. Policies</p> <p>The following polices had been circulated:</p> <ul style="list-style-type: none"> • Clear Desk – Proposed by TJ, seconded by CW, carried. • Bullying and Harassment – Proposed by HJ, seconded by TJ, carried. • Investment – Proposed by PH, seconded by AB, carried. 	
	<p>9. Civic Centre</p> <p>In his absence MC provided the following report:</p> <p>1st fix of M&E has been completed and roofs nearly complete.</p> <p>Car park drainage complete.</p> <p>The electrical mains are being fitted this week. Neilcott to test w/c 18 September.</p> <p>Final collateral warranties have been signed by sub-contractors and being passed to DAC Beechcroft so that the final docs can be signed by TTC.</p>	

	<p>The final bill for the contamination will be known in the next few weeks. It is hoped that it will be less than the additional contingency we had to put in a few months back.</p> <p>Neilcott have still not replied to the response sent on their extension of time claim. In reality, it is likely that the handover period will not commence until mid to late November, not 26 October. The Project Board think that if the delay is into late November then the handover should not be completed until the New Year so that no issues are inherited over the Christmas period</p> <p>The contract with Gardiner and Theobald, which contract ends at the end of August as the original completion date was early September will need to be extended. Tim Goodman's contract is up to the end of November so this may need to be extended.</p> <p>Due to the delay to the build programme the Quantity Surveyor's contract will also need to be extended to November.</p> <p>To be recommended by Leadership and approved at October full town.</p>	
23/143	<p>10. Co-options None received.</p>	
23/144	<p>11. S137 Requests A request for £700.00 had been received from Tidworth Over Sixties. RG proposed that the Tidworth Over Sixties is awarded £700.00 S137 grant, seconded by AW, carried.</p>	
23/145	<p>12. Correspondence and Updates None</p>	
23/146	<p>13. Bills for Payment Bills for payment totalling £17,850.51 had been circulated. PH proposed Bills for Payment totalling £17,850.51 seconded by TJ carried.</p>	
23/147	<p>17. Date of next meeting 3rd October 2023 Agenda items to be submitted to the Clerk 7 days before the meeting</p>	

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

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