



**TIDWORTH TOWN COUNCIL**  
**Community Services Meeting**  
**AUGUST 2024**

Minutes from the Community Services Committee meeting held on **13 AUGUST 2024 at 7pm.**

<b>Attended:</b> Councillors: P Hedge (PH) – Chair, H Jones (HJ), A Birch (AB), B Pratt (BP), T Jones (TJ)  A Nicholls (Admin)		<b>24/141S 1. Apologies:</b> Cllr S Musikavanhu (SM) <b>Absent:</b> Cllrs M Anim, D Kofitia <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
24/142S	<b>2. Declaration of Interest. None.</b> <i>(Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</i>	
24/143S	<b>3. Minutes from the Meeting held in July 2024</b> were ratified at the August 2024 Full Town Council meeting.	
24/144S	<b>4. Tidworth, Ludgershall and Villages Environment Group (TLVEG)</b> <ul style="list-style-type: none"> <li>• <b>TVLEG</b> no longer meet, so this item will be removed after resolution.</li> <li>• HJ offered shrubs from his garden, and Mr Dan Ahern as a back up.</li> <li>• TJ stated she can provide sufficient guards to protect the shrubs.</li> <li>• PH, HJ and TJ volunteered to carry out planting.</li> </ul>	HJ TJ LC PH/HJ/TJ
24/145S	<b>5. Grounds Maintenance</b> <ul style="list-style-type: none"> <li>• <b>Tree Survey – Civic Centre</b>              The tree survey report had been received, and there were 2 immediate actions to be taken within the next month. They are to remove 2 x broken branches on tree numbers 11 and 13.               PH proposed sending Gavin Jones the report to see what work they can quote for. Other work will have to go out to tender to tree specialists.</li> <li>• <b>Sidbury Circular Bus Shelter</b>              A pane of glass was discovered broken on a bus shelter opposite the junction with Coronation Road/Gason Hill Road. This was cleaned up by TJ, and AN reported it to Wiltshire Council (WC). AN to get a quote for the repair.</li> </ul>	AN/Gavin Jones            AN            AN

24/146S	<p><b>6. Local Highways &amp; Footpaths Improvement Group (LHFIG)</b>  <b>Next meeting is on Wednesday 2<sup>nd</sup> October 2024</b></p> <ul style="list-style-type: none"> <li>• <b>Requests for the Parish Steward</b> – Next Visit 16 &amp; 17 September 2024  All road signs to be cleaned and vegetation cut back for visibility.  A338 gutters through Tidworth to be cleared of weeds.</li> </ul> <p>Other requests are still welcome to be reported.</p> <p><b>Footpath Repairs/Improvements</b></p> <ul style="list-style-type: none"> <li>• Deer Crossing – on order by Milestone on behalf of Wiltshire Council (WC) and site identified. Date to be confirmed by LHFIG (WC)</li> <li>• Wylve Rd Day Care Centre footpath to the Rd – WC still in talks regarding the “legals” with landowner DIO.</li> <li>• Fencing along Manor Bridge Court – between the road and the river, both sides of the bridge, needs repairing. Update at next LHFIG. Wiltshire Councillor has escalated this issue.</li> <li>• Overhanging tree at 10 Pennings Road. WC App 00124610, states this tree is not on Wiltshire Highways land. AN to send a letter to the resident, explaining the traffic hazard it is causing.</li> </ul> <p><b>Traffic Survey Requests - None</b></p> <ul style="list-style-type: none"> <li>• There were no new “waiting restrictions” requests.</li> </ul>	<p>AN/Parish Steward</p> <p>All Cllrs</p> <p>In Hand</p> <p>In Hand</p> <p>In Hand</p> <p>AN</p>
24/147S	<p><b>7. War Memorial – No Issues</b></p> <ul style="list-style-type: none"> <li>• The lights, lighting the memorial up, are working during darker hours. The “temporary” wooden fencing is to be removed.</li> </ul>	<p>AN</p>
24/148S	<p><b>8. River Bourne Corridor</b></p> <ul style="list-style-type: none"> <li>• PH reported there is no water in the river, and none in the swales.</li> <li>• BP proposed, in July’s meeting, to install 4 new flood warning signs, using the previous signage that were there, seconded by HJ, carried. AN to price 4 new posts, with installation.</li> <li>• PH stated that the fencing on both sides of the river’s south side bridge, has been vandalised.  PH proposed AN to get quotes to install galvanised piping rails in its place, and concreted in.</li> </ul>	<p>AN</p> <p>AN</p>
24/149S	<p><b>9. Civic Centre Update.</b></p> <ul style="list-style-type: none"> <li>• <b>Facilities Management (FM)</b>  There has been some issues with hirers leaving the halls in an unsatisfactory state.</li> </ul>	

<p>AN has implemented a check list for the FM to complete after each booking. This is essentially for the private, one-off hire. It is then passed onto the TTC and used as evidence in docking a hirer's deposit.</p>	<p>FM</p>
<ul style="list-style-type: none"> <li>• <b>Weekly Fire Alarm Testing</b> carried out by FM. A full fire drill was carried out with no issues.</li> </ul>	
<p>Four Dorguards have been installed and tested. FM is to carry out a full test when the fire alarm testing is carried out, to see if they need further calibrating.</p>	<p>FM</p>
<ul style="list-style-type: none"> <li>• <b>Landscaping</b> is taking place, and the grass is being cut by the Aftercare's contractor, Beattie. This will continue until February 2025. TTC will then acquire their own contractor to maintain the grounds.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Six Month Review of the Cleaning.</b></li> </ul>	
<p><b>External</b> - A meeting is due to take place on 14<sup>th</sup> August. Afternote: The meeting took place with PH and HJ agreeing with Moore's Cleaning that the work being carried out is very satisfactory, with no issues. The cleaning of the high-level window in Tedworth Hall will be carried out along with the solar panels in April 2025.</p>	
<p><b>Internal</b> – The Town Clerk is to invite Camille Cleaning in for their six-month review.</p>	<p>Town Clerk</p>
<ul style="list-style-type: none"> <li>• HJ proposed to pay Josh Harris, £2330.00 to <b>slab the designated smoking area</b> by the Café patio, and install three bike racks already purchased, seconded by PH carried.</li> </ul>	<p>AN</p>
<ul style="list-style-type: none"> <li>• HJ proposed to pay MLB Landscapes £1476.42 to <b>slab a pathway from the café patio to the War Memorial</b>, seconded by PH, and carried.</li> </ul>	<p>AN</p>
<ul style="list-style-type: none"> <li>• <b>Improvements/Snagging</b> The "<b>Tidworth Town Council</b>" sign over office door from Reception needs to be more visible.</li> </ul>	<p>AN</p>
<p><b>Staging for Tedworth Hall</b> – PH proposed to pay £3228.00 + Vat to <b>Furniture @ Work</b>, for modular staging, seconded by HJ, and carried.</p>	<p>AN</p>
<p>AN to contact Gavin Jones for a quote to <b>strim the river bank</b>, and get quotes for a <b>fence</b> from the boundary with the police to just beyond the green solar panel box.</p>	<p>AN AN</p>
<p>AN to get quotes for an <b>electronic blind for the window</b> above the fire exit doors in Tedworth Hall. The colour is Uniview 1300 Pearl Grey.</p>	<p>AN</p>
<p>BP proposed AN to get quotes for a <b>notice board with the TTC crest and</b></p>	<p>AN</p>

	<p><b>opening times</b>, phone number and email address on it. This will replace the TTC sign under the light facing the car park.</p> <p>All remarked that the agreed <b>advertising on the café TVs</b> is not happening. Engagements to fulfil.</p> <p>PH proposed FM to <b>remove the sound boards in Perham A &amp; B</b>, and make good the walls, seconded by TJ, carried.</p> <p>A discussion took place regarding a <b>Christmas tree at the Civic Centre</b>. It was agreed that the café will be decorated by Ezras, and Tedworth Hall will be decorated by Engagements for their Christmas event. There is no need for an external tree as the tree on the “Triangle” is so popular and another Christmas tree would ruin the current landscaping.</p>	<p>Eng</p> <p>FM</p> <p>EZRA's Eng</p>
24/150S	<p><b>10 Skatepark</b></p> <ul style="list-style-type: none"> <li>• <b>Barrier</b> – not yet in situ.</li> </ul>	
24/151S	<p><b>11 Playparks</b></p> <ul style="list-style-type: none"> <li>• <b>Elite Playpark Quarterly Inspections</b> The August Inspections reports were circulated and the following actions to be taken:  <b>Shepperd Street</b> – AN to get Gavin Jones to build up the matting, to prevent a trip hazard.  <b>Zouch Farm Road</b> – AN to get a quote from Wicksteed for a new cradle seat.  <b>Thompson Road</b> – AN to ask Gavin Jones to cut back the vegetation that is growing through the fencing.</li> <li>• <b>Wardens Weekly Reports:</b> Connolly Way &amp; Shepperd Street – No Issues George VI Road – No Issues Beech Hill Road – No Issues Zouch Farm Road – No issues Thompson Road – No Issues</li> </ul>	<p>AN/Gavin Jones</p> <p>AN/Wicksteed</p> <p>AN/Gavin Jones</p>
24/152S	<p><b>12 Cemetery</b></p> <ul style="list-style-type: none"> <li>• <b>Bench</b> – AN to get quotes for a new freestanding bench to replace the old one.</li> <li>• PH Proposed to pay Gavin Jones £518.09 + Vat to compact the old mulch, top up with fresh mulch, and to check and reform edge, seconded by TJ and carried.</li> <li>• HJ asked AN to amend the Rules to included stones not to be permitted. PH stated that the stones have been removed from the offending grave, but AN is to ask Gavin Jones to remove the stones and edging from</li> </ul>	<p>AN/Gavin Jones</p> <p>AN</p> <p>AN/Gavin</p>

	<p>another non-compliance grave. Contact has been unsuccessful for several years, including a letter placed on the grave.</p> <ul style="list-style-type: none"> <li>• <b>Mortuary Chapel – No Issues</b> The Open Day is on the 21<sup>st</sup> September. The grass needs cutting now and again just before the event.</li> </ul>	<p>Jones</p> <p>AN/Gavin Jones</p>
24/153S	<p><b>13. Defibrillator</b></p> <ul style="list-style-type: none"> <li>• <b>Defib training</b> takes place on Tuesday 27<sup>th</sup> August 2025, starting at 1pm to 3pm, in the Tedworth Hall. Everyone is welcome to attend.</li> </ul>	ALL
24/154S	<p><b>14. Winter Preparations</b></p> <ul style="list-style-type: none"> <li>• No updates and no date for the next working group meeting.</li> </ul>	AN
24/155S	<p><b>15. Asset Register – Reviewed annually Mar - Apr</b> No issues.</p>	
24/156	<p><b>16. Training</b></p> <ul style="list-style-type: none"> <li>• <b>Manual Handling</b> Online Course completed by AN, FM, and Kayleigh Mooney. Tress Slater and PH still to carry out their online training.</li> <li>• <b>PAT testing</b> HJ proposed placing the FM on the course, after AN has checked it is a certified course.</li> </ul> <p>HJ proposed paying AJK £142.50 to carry out the testing for this particular year, seconded by TJ, carried. This would be for 30 units at £4.75 per item.</p>	<p>PH/Tress Slater</p> <p>AN/FM</p> <p>AN/AJK</p>
24/157S	<p><b>17 Streetlamp Audit.</b></p> <ul style="list-style-type: none"> <li>• A full streetlight audit will be carried out by PH and AN, on an agreed date.</li> </ul>	PH/AN
24/158S	<p><b>18. Budget –</b> The budget was circulated, and no issues found.</p>	ALL
24/160S	<p><b>19. Correspondence – Items for Next Agenda - None</b></p>	
24/161S	<p><b>20. Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• The next meeting will take place on Tuesday 10<sup>th</sup> September 2024. <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.