



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

Minutes from the Community Services Committee meeting held on **10 SEPTEMBER 2024 at 7pm.**

<p><b>Attended:</b>          Councillors: P Hedge (PH) – Chair, S Musikavanhu (SM), A Birch (AB), T Jones (TJ), D Kofitia (DK)</p> <p>A Nicholls (Admin)</p> <p>Not in attendance, but has actions - Facilities Manager (FM)</p>		<p>24/162S <b>1. Apologies:</b> Cllrs Humph Jones, Brian Pratt, M Anim</p> <p><b>Absent:</b>  <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 Act1972, members present must decide whether the reason(s) for a member's absence are accepted.</i></p>
Item	Agenda Item	Action By
24/163S	<p><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></p>	
24/164S	<p><b>3. Minutes from the Meeting held in August 2024</b> were ratified at the September 2024 Full Town Council meeting.</p>	
24/165S	<p><b>4. Planning – Licensing Applications</b></p> <ul style="list-style-type: none"> <li>• <b>New Licence Variation – Himalayan Oasis, Station Road</b>            Objections or concerns need to be registered directly with Wiltshire Council as an individual Councillor, or member of the public.   <u><i>Consultation is strictly between 26th August to 23rd September only. Representations will only be accepted within that period.</i></u></li> <li>• <b>New Licence Application – Ezra’s Diner, Tidworth Civic Centre, Wylve Road</b>   <u><i>Consultation is strictly between 9<sup>th</sup> September to 7th October only. Representations will only be accepted within that period.</i></u></li> </ul> <p>All Councillors are urged to submit their support or concerns before the 7<sup>th</sup> of October.</p>	
24/166S	<p><b>5. Grounds Maintenance</b></p> <ul style="list-style-type: none"> <li>• <b>TVLEG</b> no longer meet, so this item will be removed after this meeting, and be discussed under Grounds Maintenance.</li> </ul>	

	<p>HJ offered <b>shrubs</b> from his garden, and Mr Dan Ahern has offered shrubs which will be available towards the end of October.</p> <p>TJ has provided sufficient guards to protect the shrubs, which are currently stored at the Cemetery.</p> <p>PH, HJ and TJ volunteered to carry out planting.</p> <ul style="list-style-type: none"> <li>• <b>Tree Survey</b> – Civic Centre AN is waiting for a quote from Gavin Jones for the work they can carry out following the survey. Other work will have to go out for 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). PH proposed to pay Glen Wilson Shelters Ltd, £327.87 to replace the pane, seconded by TJ, carried.</li> </ul>	<p>PH/HJ/TJ</p> <p>AN</p>
24/167S	<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</li> </ul> <p>All road signs to be cleaned and vegetation cut back for visibility.</p> <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 9 Pennings Road. WC App 00124610 states this tree in not on Wiltshire Highways land. It is an Aster property who have been informed and are in the process of dealing with the issue.</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>
24/168S	<p><b>7. War Memorial – No Issues</b></p> <ul style="list-style-type: none"> <li>• The “temporary” wooden fencing is to be removed, by the Facilities</li> </ul>	<p>FM</p>

	Manager	
24/169S	<p><b>8. River Bourne Corridor</b></p> <ul style="list-style-type: none"> <li>• DK proposed to pay £501.95 + Vat to Signs Express to install 4 new flood warning signs, using the previous signage that were there, seconded by SM, carried. AN to price 4 new posts, with installation.</li> <li>• The fencing on both sides of the river’s southern bridge, has been vandalised. AN to get quotes to install galvanised piping rails in its place, and concreted in.</li> <li>• PH is meeting with a local resident on the Phase 2 side, regarding the fly tipping he has noticed.</li> <li>• PH visited the Riverbourne near the school end, to look at the dead trees reported at the last Full Town Council meeting. He deduced they are not causing any issues, and to be left where they are. All agreed.</li> </ul>	<p>AN</p> <p>AN</p>
24/170S	<p><b>9. Civic Centre Update.</b></p> <ul style="list-style-type: none"> <li>• <b>Facilities Management (FM)</b> – A six-month review of the service being provided is to take place by the Leadership Committee.  FM to be invited to future Services meetings.</li> <li>• <b>Weekly Fire Alarm Testing</b> carried out by FM.</li> <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> <li>• <b>Six Month Review of the Internal Cleaning.</b> A meeting is to take place on 13<sup>th</sup> September.</li> <li>• <b>Strimming of the Riverbank</b> PH proposed to pay Gavin Jones £176.68+Vat to strim the riverbank, seconded by TJ, carried.</li> <li>• <b>Riverbank Fencing.</b> Quotes have been received to provide fencing along the riverbank, but it is unclear as to what type of fencing is required. AN to revisit contractors to quote for a 1.2m wooden post and rail fence all along the riverbank. All agreed.</li> <li>• <b>Electronic Blind – Tedworth Hall.</b> AN has received a quote of just under £1k to provide the electrics for an electronic blind for the window above fire door in Tedworth Hall. This is a cost before the blind is purchased and installed. Therefore, the Committee agreed for AN to get quotes for a permanent opaque</li> </ul>	<p>Leadership</p> <p>AN</p> <p>CL/PH/AN</p> <p>Gavin Jones</p> <p>AN</p> <p>AN</p>

	<p>covering.</p> <ul style="list-style-type: none"> <li>• <b>Soundboards – Perham A &amp; B</b> It was agreed at the last Services meeting to remove the sound boards in Perham A &amp; B and make good the walls. However, FM and AN have met with a contractor who can install a more robust covering, with less maintenance. AN &amp; FM to get samples.</li> <li>• <b>TTC Platform Tower</b>  This will be used for all internal decorating, and external maintenance of the Civic Centre. TJ proposed to pay up to £850 +Vat for a platform tower, seconded by SM and carried.</li> <li>• <b>Decoration Rail – Tedworth Hall</b> A contractor has suggested a steel wire with strong brackets, would be the more suitable for a decoration rail. This is because of the make-up of the walls and metal frame of the Civic Centre. AN to supply him with a site plan so they can be assessing installation.</li> </ul>	<p>AN/FM</p> <p>AN</p> <p>AN</p>
24/171S	<p><b>10 Skatepark</b></p> <ul style="list-style-type: none"> <li>• <b>Barrier</b> – in hand with WC.</li> </ul>	
24/172S	<p><b>11 Playparks</b></p> <ul style="list-style-type: none"> <li>• <b>Elite Playpark Quarterly Inspections – Next Due in December.</b></li> <li>• <b>Wardens Weekly Reports:</b> Connolly Way – No issues. Shepperd Street – SM proposed to pay £287.78+Vat to Gavin Jones to back fill trip hazards, seconded by TJ, carried. George VI Road – No Issues Beech Hill Road – No Issues Zouch Farm Road – PH proposed to pay Wicksteed £66.07+Vat for a new crotch mechanism to repair the swing, seconded by TJ, carried. Thompson Road – SM proposed to pay Gavin Jones £168.24+Vat to cut back the encroaching shrubs and prune to 0.50 meters, seconded by DK, carried.</li> </ul>	<p>AN/Gavin Jones</p> <p>AN/Gavin Jones AN/Gavin Jones</p>
24/173S	<p><b>12 Cemetery</b></p> <ul style="list-style-type: none"> <li>• <b>Bench</b> – Quotes were discussed for a new freestanding bench to replace the old one. This was deferred to the next meeting.</li> <li>• <b>Plot Maintenance</b> PH proposed to pay £89.76+Vat to Gavin Jones to remove edgings and stones from a plot, reform the border and fill with matching bark, seconded by SM, carried.</li> </ul>	<p>AN</p> <p>AN/Gavin Jones</p>

	<p>This is after many attempts to contact the family regarding the plot decoration contravening cemetery rules.</p> <ul style="list-style-type: none"> <li>• <b>Cemetery Rules</b> Cemetery Rules were circulated. PH proposed an additional statement to be added at number 17, to ensure there is no confusion with future decoration of plots, seconded by DK, carried.</li> <li>• <b>Maintenance and Access Gates</b> - TJ suggested getting quotes to strip and paint the main entrance gate and maintenance gate. All agreed.</li> <li>• <b>Mortuary Chapel – No Issues</b> The Open Day is on the 21<sup>st</sup> of September. The grass will be cut in the days leading up to this date.</li> </ul>	<p>AN</p> <p>AN</p>
24/174S	<p><b>13. Defibrillator</b></p> <ul style="list-style-type: none"> <li>• <b>Defib training</b> took place on Tuesday 27<sup>th</sup> August 2025.</li> <li>• <b>Additional Defibrillators</b> Having taken part in the Defib training, PH acknowledged that the Ambulance Service will only send the public to get a defibrillator if it has been registered with them and is within 400 meters of an incident. Therefore, PH would like the Council to consider suitable locations around Tidworth, essentially to cover Zouch and the Riverbourne estates. Suitable sites need to include a power source.</li> </ul> <p>Perham Down has a suitable location already identified.</p>	<p>Tidworth Town Council</p>
24/175S	<p><b>14. Winter Preparations</b></p> <ul style="list-style-type: none"> <li>• No date for the next working group meeting.</li> <li>• A full grit bin audit has taken place, with AN to check the bins in Perham Down.</li> <li>• Collection of road signs, tabards, salt etc from Wiltshire is taking place on 10<sup>th</sup> October.</li> </ul>	<p>AN</p> <p>PH/HJ/TJ</p>
24/176S	<p><b>15. Asset Register</b></p> <ul style="list-style-type: none"> <li>• Reviewed annually Mar - Apr</li> <li>• A larger notice board is to be investigated in slow time.</li> </ul>	
24/177S	<p><b>16. Training</b></p> <ul style="list-style-type: none"> <li>• <b>Manual Handling</b> Online Course completed by PH, AN, FM, Kayleigh Mooney. Tress Slater still to complete.</li> <li>• <b>PAT testing &amp; Legionella Training</b> PH proposed to pay “High Speed Learning” ROSPA approved, PAT testing and Legionella Training, £79 +Vat, seconded by DK, carried.</li> </ul>	<p>Tress Slater</p>

	This training is for the Facilities Manager to complete.	FM
24/178S	<b>17 Streetlamp Audit.</b> <ul style="list-style-type: none"> <li>A full streetlight audit will be carried out by PH and AN, on an agreed date very soon.</li> </ul>	PH/AN
24/179S	<b>18. Budget –</b> The budget was circulated, and the following questions asked. <ul style="list-style-type: none"> <li>Civic Centre – Licences What is this for? The Town Clerk has explained this is in case licences relating to Services arise, as the running of the Centre is still in its infancy.</li> <li>Solar Panels TJ asked if income can be included on the income- budget sheet for the Centre.</li> </ul>	Town Clerk
24/180S	<b>19. Correspondence – Items for Next Agenda - None</b>	
24/181S	<b>20. Date of Next Meeting</b> <ul style="list-style-type: none"> <li>The next meeting will take place on Tuesday 8<sup>th</sup> October 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 8.45 pm.**