



TIDWORTH TOWN COUNCIL
Community Services Meeting
OCTOBER 2024

Minutes from the Community Services Committee meeting held on **08 OCTOBER 2024 at 7pm.**

Attended: Councillors: P Hedge (PH) – Chair, H Jones (HJ), S Musikavanhu (SM), D Kofitia (DK), A Nicholls (Admin) (AN) In Attendance S Slater - Facilities Manager (FM) Cllr C Webb (CW) Cllr L Coleman (LC)		24/182S 1. Apologies: Cllrs A Birch, B Pratt Absent: Cllr M Anim <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
24/183S	2. Declaration of Interest. None. <i>(Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</i>	
24/184S	3. Minutes from the Meeting held in September 2024 were ratified at the October 2024 Full Town Council meeting.	
24/185S	4. Grounds Maintenance <ul style="list-style-type: none"> • Replacement Shrubs: Either side of the Bridge on Lahore Road and the Riverbank at the Civic Centre. Mr Dan Ahern is supplying shrubs which will be available for planting mid-November. TTC will need volunteers to help plant these and LC stated Aspire may be able to help provide volunteers too. • Civic Centre – Tree Survey AN will hasten the quote from Gavin Jones for the work they can carry out following the tree survey. Other work will be looked at in the New Year. • Civic Centre – Building Perimeter Shrubs HJ proposed to pay Gavin Jones £6047.03 + Vat for a variety of low maintenance shrubs & bark, including labour, preparation and installation, seconded by PH, carried. 	 TTC/LC AN
24/186S	5. Local Highways & Footpaths Improvement Group (LHFIG) <ul style="list-style-type: none"> • PH stated TTC had met with Grish Lohani who is the new WC Highways Engineer. She will be dealing with reports regarding defects/highways maintenance. 	

	<ul style="list-style-type: none"> • Requests for the Parish Steward – Next Visit 16 & 17 September 2024 <p>All road signs to be cleaned and vegetation cut back for visibility.</p> <p>Other requests are still welcome to be reported either on the Wiltshire App, or to the office if it is minor work.</p> <p>Footpath Repairs/Improvements</p> <ul style="list-style-type: none"> • Deer Crossing – on order by Milestone on behalf of Wiltshire Council (WC) and site identified. Date to be confirmed by LHFIG (WC) • Wylve Rd Day Care Centre footpath to the Rd – WC still in talks regarding the “legals” with landowner DIO. • 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. <p>Traffic Survey Requests - None</p> <ul style="list-style-type: none"> • There were no new “waiting restrictions” requests. • HJ stated he had met with the Parking Enforcement Officer outside of the Post Office. He had been visiting Tidworth and issuing tickets there and along Station Road. The Officer mentioned that the taxi rank, does not appear to be used. The Committee agreed it is not well used by taxis and could be better used by the public to park for a short term. DK proposed submitting a Highways Request to WC for a change of use from the taxi rank to public short-term parking in keeping with the opposite side of the road, seconded by PH, carried. 	<p>Parish Steward All Cllrs</p> <p>In Hand</p> <p>In Hand</p> <p>In Hand</p> <p>AN</p>
24/187S	<p>6. War Memorial – No Issues</p> <ul style="list-style-type: none"> • Cleaning will be carried out the day before the Remembrance Service is being held. 	
24/188S	<p>7. River Bourne Corridor</p> <ul style="list-style-type: none"> • The fencing on both sides of the river’s southern bridge, has been vandalised. AN to get quotes for a wooden post and rail replacement fence. • PH is meeting with a local resident on the Phase 2 side, regarding the fly tipping he has noticed. DK stated he could help with the removal of these items, and asked if AN could send the photos, and W3W locations to him. • AN to hasten the posts for the old flood warning signs, for installation. 	<p>AN</p> <p>AN/DK</p> <p>AN</p>
24/189S	<p>8. Civic Centre Update.</p> <ul style="list-style-type: none"> • Facilities Management (FM) – SS attended the meeting. He stated this 	

would help with communication and to raise any issues or suggestions with the running of the Civic Centre. All agreed this would work as a 2-way process for the future.

SS and the Committee reviewed items on the agenda that may potentially involve him, which will be minuted separately below.

- **Weekly Fire Alarm Testing** carried out by FM.
- **Six Month Review of the Internal Cleaning.**
A final review meeting to improve the cleaning standards, took place on 13th September.
After a few weeks seeing no improvement, and more issues being experienced, the current company has been given notice. Moore's Cleaning will start on 14th October.
- **Riverbank Fencing.**
Quotes have been received to provide fencing along the riverbank, but it is unclear as to what type of fencing is required. This item will be put on hold until the New Year.
- **Electronic Blind – Tedworth Hall.**
An electronic blind would cost in the region of £2k including the separate installation of electrics. Therefore, quotes for a manual roller blind were sought. PH proposed to pay Lex (Andres) Blinds £345 + Vat for the installation of a roller blind, seconded by DK, carried.
- **Soundboards – Perham A & B**
It was agreed at the last Services meeting to remove or enhance the sound boards in Perham A & B. However, FM and AN have met with a contractor who can install a more robust covering, with less maintenance. AN & FM to do further research, get samples and quotes.
- **Decoration Rail – Tedworth Hall**
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 assess the installation more accurately.
- **Extra Chairs & Tables – Function Halls**
Quotes for extra chairs for when Tedworth Hall, Perham A & B are in use at the same time, have been received from the original suppliers. The Committee agreed they are very expensive. AN was tasked in requesting what the minimum buy would be for a discounted price for chairs plus another trolley. 30 chairs would be desirable. AN also to enquire why so many scuff marks occur when stacking them.
AN is get prices for extra trestle tables, and folding chairs as a back-up.

AN

AN

AN/FM

AN

AN

AN

AN

24/190S	9 Skatepark <ul style="list-style-type: none"> • Barrier – in hand with WC. 	
24/191S	10 Playparks <ul style="list-style-type: none"> • Elite Playpark Quarterly Inspections – Due in December. • Wardens Weekly Reports: Connolly Way – The ground has eroded at both entrance gates, AN to ask Elite as to the benefits installing honeycomb mesh. Shepperd Street – Gavin Jones has filled in the low spots. Beech Hill Road – The ground at the goalmouth has eroded; AN to ask Elite about the honeycomb mesh benefits. Zouch Farm Road – No Issues Thompson Road – No Issues 	 AN AN
24/192S	11 Cemetery <ul style="list-style-type: none"> • Bench – Quotes were sought for a freestanding bench to replace the old one. This has now been deferred to the new financial year. • Maintenance and Access Gates – Deferred to the new financial year. • Levelling up - Some graves require levelling up, AN to get a quote from Gavin Jones. • Mortuary Chapel – No Issues 	 AN AN AN
24/193S	12. Defibrillator <ul style="list-style-type: none"> • Additional Defibrillators A suitable site for an additional defibrillator in the North Tidworth area, needs to include a power source. Cllrs are asked to seek locations for discussions. This is in preparation for the new financial year. Perham Down has a suitable location already identified. 	 All Cllrs
24/194S	13. Winter Preparations <ul style="list-style-type: none"> • No date for the next working group meeting. • A full grit bin audit has taken place and forwarded to WC for action. • Collection of road signs, tabards, salt etc from Wiltshire is taking place on 10th October. 	 PH/HJ/FM
24/195S	14. Asset Register <ul style="list-style-type: none"> • Reviewed annually Mar – Apr 	

24/196S	15. Training <ul style="list-style-type: none"> No other training has been identified as yet. 																																														
24/197S	16. Streetlamp Audit. <ul style="list-style-type: none"> A full streetlight audit will be carried out by WC, but the Committee need to identify which lamps are not working on Station Road. This is in preparation for the Christmas motifs. 	Svcs Committee																																													
24/198S	17 Budget – The budget was circulated with no issues. <ul style="list-style-type: none"> Budget Setting. <table border="1" data-bbox="293 640 1099 940"> <thead> <tr> <th>Cemetery & Chapel</th> <th>2024-25 Budget</th> <th>2025-2026 Request in £</th> </tr> </thead> <tbody> <tr> <td>Rates & Water</td> <td>£350.00</td> <td>350.00</td> </tr> <tr> <td>Repairs & Maint</td> <td>£10,500.00</td> <td>10,500.00</td> </tr> <tr> <td>War Memorial</td> <td>£500.00</td> <td>500.00</td> </tr> <tr> <td></td> <td>£11,350.00</td> <td></td> </tr> </tbody> </table> <p data-bbox="389 981 895 1014">Proposed by PH, seconded by HJ, carried</p> <table border="1" data-bbox="293 1090 1099 1319"> <thead> <tr> <th>Highways</th> <th>2024-25 Budget</th> <th>Request for 2025-2026 in £</th> </tr> </thead> <tbody> <tr> <td>Repair and Maint</td> <td>£7,000.00</td> <td>£7,000.00</td> </tr> <tr> <td>Rent Payable</td> <td>£200.00</td> <td>£200.00</td> </tr> <tr> <td></td> <td>£7,200.00</td> <td></td> </tr> </tbody> </table> <p data-bbox="389 1359 895 1393">Proposed by HJ, seconded by DK, carried</p> <table border="1" data-bbox="293 1469 1131 1845"> <thead> <tr> <th>Leisure & Recreation</th> <th>2024-25 Budget</th> <th>Request for 2025-2026 in £</th> </tr> </thead> <tbody> <tr> <td>Health & Safety</td> <td>£3,500.00</td> <td>£3,500.00</td> </tr> <tr> <td>Litterpicking</td> <td>£14,000.00</td> <td>£10,000.00</td> </tr> <tr> <td>Repairs & Maint</td> <td>£24,500.00</td> <td>£24,000.00</td> </tr> <tr> <td>Christmas Lights</td> <td>£16,000.00</td> <td>£25,000.00</td> </tr> <tr> <td></td> <td>£58,000.00</td> <td></td> </tr> </tbody> </table> <p data-bbox="389 1886 908 1919">Proposed by DK, seconded by PH, carried.</p>	Cemetery & Chapel	2024-25 Budget	2025-2026 Request in £	Rates & Water	£350.00	350.00	Repairs & Maint	£10,500.00	10,500.00	War Memorial	£500.00	500.00		£11,350.00		Highways	2024-25 Budget	Request for 2025-2026 in £	Repair and Maint	£7,000.00	£7,000.00	Rent Payable	£200.00	£200.00		£7,200.00		Leisure & Recreation	2024-25 Budget	Request for 2025-2026 in £	Health & Safety	£3,500.00	£3,500.00	Litterpicking	£14,000.00	£10,000.00	Repairs & Maint	£24,500.00	£24,000.00	Christmas Lights	£16,000.00	£25,000.00		£58,000.00		Town Clerk
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CIVIC CENTRE	2024-25 Budget	Request for 2025-2026 in £
Rates and Water	£50,000.00	£20,000.00
Electricity	£30,000.00	£25,000.00
Janitorial	£24,000.00	£40,000.00
Health & Safety	£1,000.00	£1,000.00
Repairs & Maintenance	£65,724.00	£68,000.00
Licences etc	£3,000.00	£2,000.00
Facilities Management	£39,000.00	£33,000.00
	£212,724.00	

Proposed by PH, seconded by HJ, carried.

24/199S	18. Correspondence – Items for Next Agenda - None	
24/200S	19. Date of Next Meeting <ul style="list-style-type: none"> The next meeting will take place on Tuesday 12TH November 2024. <p>All agenda items to the Town Clerk 7 days prior to the Meeting</p>	All

There being no further business to discuss, the meeting closed at 9.15pm.