

## LUDGERSHALL TOWN COUNCIL



### Minutes of the Interim Full Town Council meeting held on 25<sup>th</sup> September 2025 at 7pm at The Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ.

**Present:** Cllr J Bowyer – Chairman, Cllr I Beveridge, Cllr D Lansley-Smith, Cllr J Swallow, Cllr S Garmonsway, Cllrs M Howard, Cllr P Foresheew & Cllr J Plews

**Public:** 3

#### **AGENDA ITEM**

**197-25/26 1. Apologies for Absence – Cllrs D Davies, Cllr J Walker, Cllr M Smith** - Cllrs RESOLVED to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

**198-25/26 2. Declaration of Interests** - (Members are bound by the provision of the Code of Conduct adopted by Ludgershall Town Council and are required to declare their interest in any matter in which they have a personal interest or a pecuniary interest) – none.

**199-25/26 3. General Public Questions –** Concerns were raised surrounding the markings on the entrance by Castle Street, Cllr SG to Investigate and respond to the resident. Another member of the public was advised to write a letter to LTC formally requesting to paint the curb near their house making it more visible to road users to prevent further damage being caused by cars. Cllr JB read out a statement from a resident sharing concern regarding agenda item 5, planning number PL/2025/07228.

**200-25/26 4. Minutes a) *FTC meeting 8th September 2025*** - the council resolved to accept the minutes as an accurate record. - **Office to action.**

**201-25/26 5. Planning Application a) PL/2025/07228 Retrospective application for the replacement of roof tiles with Heritage Clapham Handmade clay tiles. The Old Forge, 12 Castle Street, Ludgershall, Andover, SP11 9QR.** The council resolved to object to the application on the grounds of Insufficient supporting evidence: The application lacks satisfactory documentation and justification to support the proposed works. Impact on the Conservation Area: The nature and appearance of the work already carried out on the property are considered to be out of keeping with the character and significance of the surrounding Conservation Area. In light of these concerns, LTC strongly recommends that the application be referred to a Conservation Officer for further assessment and guidance, to ensure compliance with local and national heritage policies. **Office to action.**

**202-25/26 6. Planning Decisions-** None

**203-25/26 7. To receive update report from Allotments team –** Report provided by Cllr IB. The council would like to receive an update from the Forrest School **Office to action.**

**204-25/26 8. To receive update report from Civic Events working group –**DLS provided the council with an update, the council would like the posters sent electronically to the schools and added to the parish magazine for maximum advertisement. **Office to action**

**205-25/26 9. To receive update from Play areas, Rec & skate park –** Report

provided, new seesaw has been installed. **Noted.**

**206-25/26 10. Highways request form** – Cllrs have visited the area and spoke with residents, after a discussion the Council resolved not to put the request through to Highways at this time as they feel the placing double yellow lines in this area is not the solution for the parking issue. **Office to action.**

**207-25/26 11. To receive update from Gardens, Planters & War Memorial** – Cllr MH is now lead on this working group and is working with Cllr JB to prepare the planters ready for winter. **Cllrs to Action**

**208-25/26 12. – To receive update from Carpark & Toilets** – Cllr JB give a brief update on the meeting with the toilet contractor. **Noted**

**209-25/26 13. To receive update from Paths, Rights of Way & Environment (IB)-** The pathway behind Woodpark has been cleared however the footpath behind the church needs rereporting and escalating. **Office to Action**

**210-25/26 14. Correspondence** – Council received a thank you from R&R charity for their easter donation. **Noted**

**211-25/26 15. SIDS** – The council would like to investigate the best options going forward and the difference in services between the packages. More research to be done. **Office and Cllrs to action.**

**212-25/26 16. LTC Standing order amendments – a) To vote and adopt proposed standing order amendments.** The council voted in the following changes to the standing orders. Vote to agree the changes of non-gender-neutral language. **Cllr resolved to accept changes.** Vote to include the newly drafted para 12(a) giving a timeline for draft minutes to be constructed and shared with councillors (5 working days). **Cllrs resolved to accept this with the inclusion of Saturday being a working day.** Vote to include para 12(g) to clearly show retention periods. **Cllrs resolved to accept.** Para 19 ‘Handling Staffing Matters’ amendments to better align with extant policies, to be clear and transparent. Vote, to agree the amendments for para 19 to provide clarity and transparency. **Cllrs resolved to accept.** Vote to Agree the inclusion of the clear desk paragraph, noting LTC now has a clear desk policy. **Cllrs resolved to accept.** Para 22. Aligning the language better to the model standing orders from NALC. But also providing clarity that where the press or media are concerned no one person shall lead. Warning- there is talk of behaving in accordance with the Media/Press policy – we do not have one. Vote: To amend the paras as highlighted, and to task the F&P committee to look at a policy as a priority for clarity, transparency and direction. **Cllrs resolved to accept.** Para 26(c) providing a KPI so that requests for copy of Standing Orders will be provided within 5 working days. This ensures action is taken promptly and provides accountability. Vote – Include the 5 working day KPI to the para. **Cllrs resolved to accept.** Para 26(e), include a sentence that individuals will only be removed from meetings where they have been suitably warned about their conduct or behaviour. This is a reasonable inclusion and supports any challenges against potential exclusion. Currently stating a person can be excluded creates a grey area. **VOTE** – To include that a person must have been suitably warned about their conduct/behaviour before being removed. – The extant policy allows for 3 warnings before expulsion, it would be recommended that on the 3 warning they be told, if we have to warn again you will be expelled. – not for capture in the policy though **Cllrs resolved to accept.**  
**Action Cllr PF & Office.**

**213-25/26 17. Office hub furniture** – After a discussion it was proposed to defer buying office furniture at this time, 2 Cllrs abstained from voting, remaining in favour, vote carried.

**Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to their confidential nature**

**214-25/26 18. Staffing update, including policies approved at the last meeting, for Full Council awareness** – Cllr PF updated the council on the outcome of the previous staffing committee. **Noted.**  
**215-25/26 19. Agenda Points for next month** – Action Log SG

There being no further business to discuss the meeting was closed at 8.44pm.

The next FTC meeting will be held on Monday 13th October 2025 at 7pm  
The next Interim meeting will be Thursday 30<sup>th</sup> October 2025 at 7pm

Signed.....

Date.....