

LUDGERSHALL TOWN COUNCIL



Minutes of the Town Plan Sub Committee meeting held on 30th September 2025 in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ at 7pm.

Present: Chair: Cllr S Garmonsway & Cllrs J Bowyer, J Swallow, I Beveridge

Public: 0

Absent: Cllrs D Davies & M Smith

AGENDA ITEM

015-25/26 1. Apologies for Absence – Cllr J Walker Cllrs RESOLVED to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

016-25/26 2. Declaration of Interest - (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 or a pecuniary interest). None declared.

017-25/26 3. General Public – Questions – none

018-25/26 4. Previous minutes for Ratification dated 24th June 2025 - the council resolved to accept the minutes as an accurate record. - **Office to action.** (action points were briefly discussed, some to go with points on agenda).

019-25/26 5. Test Valley Development Plan – the committee discussed the development plans of both Test Valley Development & Wiltshire Council. All online paperwork from Wiltshire and Test Valley to be put on an online folder and any historic paperwork should be scanned into the system, to cover all bases. One of the potential developers wants to meet, LTC to wait.

020-25/26 6. Engagement with different demographic/groups – **a) Health & Wellbeing** – SG has spoken to Wiltshire to find out what the demographics are, who feed into this group and will attend the next meeting in Dec. There are a variety of Groups delivering services, initiatives, and projects across the County. HCRG – Care Group is a private provider of community health and social services and was appointed on 1st April to lead a new all age Community based care partnership across Bath Somerset & Wiltshire (BSW) with NHS, local authorities and voluntary sector to improve Health & Wellbeing of all ages over the next 2 years it looks like this is the new Government scheme for the online NHS. Warm & Safe Wiltshire offer free energy advice, support grants, food vouchers and utility switching advice to civilian and forces families working together at the Hive. They also want to work with Castle practice. Family Hubs – support parenting of children aged 0-19(0-25 SEND) – sessions run each Wednesday 10-12 at Tidworth Library. Digital Inclusion - a project aimed at enhancing digital skills and connectivity of older adults and vulnerable individuals - looking to use Tidworth library. Food resilience project - £7000 has been allocated to Tidworth community area from the Household Support Fund to deliver targeted initiatives aimed at moving communities from food poverty to food resilience. It will focus on preventative support – these could be community gardening, cookery clubs, nutrition training, debt advice. Meeting to be organised with interested partners. It appears that the majority of these activities are in Tidworth and how do Ludgershall Town Council residents' access these? We are going to need to push Ludgershall forward. **SG to contact Practice Manager at Castle Practice.** **b) Youth Engagement**, meeting tomorrow SG attending for the youth outreach programme. **c) Wellington Academy** – JB reported, re setting up a meeting in September for a youth council, awaiting correspondence, from head, will email again. Also want to discuss with smaller schools. Need to discuss a format, and regular meetings in diary. It can be part of the curriculum. **JB to action.** **d) Business Forum**, SG & JB visiting a business forum on 9th October to gauge what is happening, they can then feedback. **e) Neighbouring Parish Councils** –

unfortunately this didn't happen Town Clerk & JB to discuss and get a new date for this and set this up. SG will share the agenda with Town Clerk. **JB, SG & KA to Action.**

021-25/26 7. Emergency Contingency Plan – update from IB – the emergency plan was invoked (not completely) during the high heat in July, and information was posted and handed out to the vulnerable on what to do to help. IB asked the office to now upload the webpages that are ready for the website and redact names and numbers from Ludgershall Town Council's emergency plan and put this on the website too. All agreed to get this done and then continue with finding numbers. A practice emergency event (tabletop exercise) will be sorted soon. **Office to action.** Flyer for a call to help ref equipment or skills already prepared need to send out. **Cllrs to action.**

022-25/26 8. Climate Emergency – nothing progressed however training on 17th December green growth of parish & town councils, **SG will suggest to JW, DD & MS.** Public Solar Lighting information **TC to send as well.**

023-25/26 9. Asset Audits – Town Clerk updated the committee with an example of the Asset Plan Audit Sheet and went through what was expected of it and that this was to make budgeting easier. Town Clerk to explain in an email to all Cllrs the purpose of the audit and send the list of assets out and example asset plan for them to work within their teams. **Action Office.**

024-25/26 10. Projects – **a) Solving Storage Issue** – small amount to still be moved but generally finished need some boxes JS to speak with IB to measure and let office know size to order and how many. **JS to action.** Containers still need working on wait till spring 2026. **b) Technology** – JS updated the committee, he has quote which has been agreed by FTC, outstanding info from Hightrees (JS is working with him) but not needed for purchase of equipment. Buy and then Hightrees can build with software etc. and then update our policies re laptops & Cyber Security. KA re cyber security, has contractor who wants to present to LTC, JS has passed to PF. Once laptops received training will be given on use, software etc. JS to provide a list of actions - Four key points review tablet/email policy, produce a laptop policy, cyber secure policy & how to incorporate the renewal of laptops. **JS to provide list of actions.**

025-25/26 11. Succession Planning – **a) Devolved Services-** what services are already devolved or LTC already look after to us – certain play parks, certain green areas, car park & toilets. Wiltshire has no play parks left to devolve but there are many green areas that could be in the future. Hence Ludgershall Town Council does have a future budget in case.

The Chair asked the committee if they could change standing order 3x and go past the 2 hours for a meeting all agreed.

b) Cllrs recruitment/training/Chair – I have some information from previous training for recruiting Cllrs. KA has course information that can give ideas and structure, on how to go about recruiting need volunteers. SG mentioned a free training webinar 17th October. **KA to send to all.**

026-25/26 12. The Business Plan – **a) Example Business Plan** written by KA has been circulated, and noted. Can be used as a template, consultation now needs to be updated through planned activities. **b) Visioning meeting for all Cllrs** – discussed date agreed 8th January 2026, as a relaxed after Christmas session. **KA to action.**

027-25/26 13. Budgets for the Group – the committee agreed to keep the total budget at £13200 for 2026/27 but move £5k from the devolved services to the Emergency Plan. All agreed to this budget. **KA to action.**

028-25/26 14. Date of next meeting – 20th November 2025 7pm. **Action KA**

029-25/26 15. Agenda points for next meeting – none.

There being no further business to discuss the meeting was closed at 9.25.

Signed.....

Date.....