

# LUDGERSHALL TOWN COUNCIL



Minutes of the Full Town Council meeting held on 13th April 2026  
at 7pm at the Council Offices, 10-12 High Street, Ludgershall. SP11 9PZ

**Present:** Cllr J Bowyer – Chair, Cllr J Swallow, Cllr P Foreshew, Cllr M Smith, Cllr D Lansley-Smith, Cllr M Howard, Cllr M McCrum, Cllr J Walker, Cllr M Williams, Cllr S Garmonsway, Cllr J Plews & Cllr I Beveridge  
**Staff:** K Allingham- Town Clerk  
**Reps:** Wiltshire Cllrs D Lumsden & C Williams, PCSO R Kaur  
**Public:** 0  
**Absent:** 0

## AGENDA ITEM

**443-25/26 1. Apologies for Absence** – none needed.

**444-25/26 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.

**445-25/26 3. General Public** – No questions were received.

**446-25/26 4. Planning Application** – none received.

**447-25/26 5. Planning Decisions** – **a) PL/2026/01219** - Notification of proposed works to trees in a conservation area at 26 HIGH STREET, LUDGERSHALL, ANDOVER, SP11 9PZ Proposal T1 Cypress tree - Fell as damaging the boundary fencing and encroaching on parking bays and neighbours outbuilding. Decision: No Objection **Noted by Council.**

**448-25/26 6. Chairmans Report** –The Chairman reported that the Easter Disco was successful, well done to everyone that helped and thank you. It was a little quieter than normal partly because Ludgershall Town Council changed the date and partly not enough marketing. However, all that came along had fun and there were lots of happy children. I've been actively looking for a new property re Memorial Hall. **Noted**

**449-25/26 7. Reports From Outside Representatives** – **a) Police** - reported that they have been around Ludgershall to help vulnerable people and explain that there has been a lot of scams regarding people who knock on doors and taking advantage. There are two areas where drugs are being used/sold regularly where they are keeping an eye on. Also, whilst the fair was here, they reported that there were more fights than usual and that a child had been assaulted and there had been damage done to the fairground property. Ludgershall Town Council asked for a report on how many times they attended and what resources were used, so they can make an informed decision on the Fair returning to the Rec. **b) Wiltshire Cllrs** – Cllr C Williams reported that the Bartlett House site is having some remedial work done before they can continue because they had found some asbestos and that they are awaiting news on the survey regarding the change in the carparking charges. Cllr D Lumsden reported that Co-part planning action is still waiting but that he has put a full representation in from himself to further the strength of the objection from Ludgershall Town Council. He is also in talks with Young Swindon & Wiltshire Youth, The Equine Charity and area board to start to get the youth outreach programme started by June.

**Wiltshire Cllrs C Williams & D Lumsden left the meeting.**

**c) 26 Engr's WO1 H Brown**, unable to attend no report received.

**450-25/26 8. Reports from LTC's representatives – a) Memorial Hall** – No report received Cllr J Swallow reported that the Hall has 3 flat roofs and that because they had not been maintained appropriately the insurance will not pay out, for the damage that occurred during the recent bad weather. They have received quotes for the work and are now looking for help and applying for grants. **Noted.**

**451-25/26 9. Previous Minutes for Ratification – a) 26th March 2026 FTC Interim-** had been circulated. The Council were happy and all agreed to ratify. **Office to Action. b) 1st April 2026 Extraordinary FTC meeting** - ratified. **Office to Action.**

**452-25/26 10. Mayors Charity Payment** - As the accounting year has ended, the total funds that have been collected over the Mayoral year is £665.00 and this has been paid to the chosen charity St James Church for their restoration funds. **Noted.**

**453-25/26 11. Bills for Payment** – Cllrs questions were answered satisfactorily. Cllrs resolved to accept the total of £23,281.27 for April's payments. **Office to action.**

**454-25/26 12. Correspondence - a) Renewal invitation from Kingfisher publications**  
The council received information prior to the meeting, and discussed the need, a promise of a full page at £500 this year rather than ½ a page is better value for money. The council voted 9 for 2 against 1 abstained. The office contact and confirm to continue with this marketing tool and Cllr I Beveridge has offered to rewrite the new page. **Office to action.**

**455-25/26 13. To Discuss changes to who wants to be where for new council year** – the Cllrs had received information regarding current committees prior to the meeting and were asked to be ready to think about where they wanted to be prior to the May meeting to help save time. The Chair went over exactly what happens in the May meeting. The Town Clerk asked for Cllrs to send the information/choices in to her, and she would keep it confidential if needed. **Noted.**

**456-25/26 14. To receive quote for repairing leaks in public toilet** – the quote for £450+vat had been circulated this is for 2 items that need repairing both in the service room of the public toilet. The council agreed to accept the quote. **Office to Action.**

**457-25/26 15. Update on IT Implementation** – The IT Contractor had provided a report regarding initial testing and next steps which had been circulated prior to the meeting. Cllr P Foreshew updated the council on how the policies were progressing. Cllr P Foreshew proposed the Website Accessibility Policy, that had been provided prior to the meeting, be ratified, all agreed. **Office to Action.**

**458-25/26 16. Update on new property** – all have been looking there is not a lot in Ludgershall, so the council agreed to look a little further afield, suggested Tidworth & Collingbourne Ducis. Discussed briefly could it be a commercial property. **Cllrs to Action.**

**459-25/26 17. Update and resolve regarding hedging and trees re Parnham's site** - Cllr J Bowyer update the council - Stonewater have been told by Wiltshire planning to plant a boundary as they took down the one that was there, because this will be on LTC's land they have asked us what we want and we have requested hedgerows not trees, of Laurel and Red Robin (to stay green all year round). We have also asked for a good size to be put in from the beginning that won't be easily damaged by ASB. They will be putting these in with an area behind to make it easier to maintain and they will be paying for maintenance for the first year. Also as part of releasing the covenant we received £10,000 plus the promise of the following: in relation to the water and electric supply - the following is agreed: A 25mm metered water supply registered to the Town Council will be taken off the new main servicing the houses and will be terminated in a lockable standpipe box located on the field side of the brick wall. A single-phase service electric supply will be located in a fibreglass housing in the field side of the wall; this will be left with the SSEN cut out/fuse for the Town Council to apply for the meter. The water & electric locations can be positioned on the field side adjacent the wall between plot 6 & 7. Another discussion was about the mess the Rec boundary has been left in and Cllr J Bowyer needs to get hold of the builder and request that they give back the land that has been taken as extra during the work and all needs to be tidied and then re

turfed to make good. The council were happy with all that is being done and await the update from Stonewater as stated.

**460-25/26 18. Update from Meeting with Justice Traffic Manager regarding HGVs ignoring Weight Limit** – Cllr S Garmonsway report had been received by all prior to the meeting – the HGVs are increasing in numbers still, trying to get police support but they have shortages so have been talking to police and crimes commissioner and the police inspector and trying to come up with a way of enforcing it. Cllr S Garmonsway had a meeting with the Justice Traffic Manager and the Member of the public who has volunteered to outline a way forward to enforce the issue with HGVs ignoring the weight limit signs. To go forward the Justice Traffic Manager needs confirmation of an offence by the council uploading CCTV footage to their system. However, at this moment in time, our CCTV policy needs to change to allow this to happen, we must follow Data protection Acts and GDPR and the rules under the ICO as we are a paying member. Research on what is allowed and not and a new policy was also provided prior to the meeting, for the Cllrs to read. Cllr S Garmonsway explained the urgency to move with this, Cllr P Foreshew explained that these policies must be in place first and that a memorandum of understanding would also be required by the police which she will write up ready to go with the new policy. The councillors agreed that Cllr P Foreshew should produce the MOU and check the policy and have ready for Thursday close of play. Giving Cllr Garmonsway as much time as possible to move on with her request. **Cllr P Foreshew & Office to Action.** Also agreed was, when the exercise starts there will be an initial one month test, to check how much time is used by staff on the project.

**461-25/26 19. CCTV service – to discuss ageing receiver box in carpark area/POLICY** – as the new CCTV policy at point 18 has considered the change of the number of days that the footage is held for at the public toilets and carpark there was no need to discuss.

**The Chair asked the committee to resolve to continue past the 2 hours for a meeting under Standing Order 3x all agreed, no break was needed.**

**462-25/26 20. Report from Town Plan Sub Committee** – Cllr S Garmonsway had sent a report to Cllrs prior to the meeting. The Town plan sub-committee was updated on items that had moved forward since the last meeting in September on the Youth project, IT Review, Health & Wellbeing Group, Emergency Plan and Links with schools. The main part of the meeting was taken up discussing ideas that had been suggested by Councillors at the Visioning Meeting held in January, some of which were already on the Town Council sub-committees project list others were new and accepted to be moved forward and included in the proposed Objectives for the Business Plan. Some of the ideas and suggestions included: Promoting our Historic Heritage and becoming a Royal Town; Providing more youth activities especially sport and providing them with more amenities; Working in partnership with other organisations in Ludgershall to increase engagement and participation; Improving ways we communicate, consult and engage with residents; Looking at impacts of proposed new development both in the Town and on our Borders and need for more Infrastructure. It was agreed that following the meeting the Draft Objectives would be written to include the new ideas and would be circulated to the members of the sub-committee for comment and acceptance so that a new time line for these Objectives can be constructed and discussed at the next Town Plan meeting in May. Once that has been completed the Objectives and proposed timelines can be included in the new Draft Town Business Plan and be presented to Full Town Council for approval.

**463-25/26 21. FTC to receive approved Policies from Staffing and adopt** – **a) Absence Management Policy** - update of legal changes policy had been circulated, Cllrs briefly discussed and all agreed to ratify. **Office to action.** **b) Whistleblowing Policy** – not ready try May **c) Redundancy Policy** – not ready try May.

**464-25/26 22. To discuss First Aid Training/KIT** – Cllr J Bowyer has been looking into first aid courses for Cllrs, and the council has received 1 quote for £2460, 1 for £749 and a third quote was requested but has not been received. A suggestion was to check Wiltshire Council to see if they would run one for us. Also, office to check insurance would cover Cllrs if doing first aid at one of our events. The Cllrs then voted to give the office a budget of £900 so this can get booked all in favour with one against. **Office to Action.**

**465-25/26 23. Finance a) Latest balance sheet & income and expenditure report for noting only.** The reports had been circulated prior to the meeting. **The committee noted receipt.**

**To Resolve, Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature. Resolved by FTC.**

**466-25/26 24. Report from Staffing Committee and agree any spend needed with FTC -** Cllr P Foreshew had provided a Staffing report prior to the meeting. Along with 2 policies that had already been agreed during this meeting she also motioned that a suitable desk be bought to be used as a quiet space, which was a specific point that had been written in an Occupation Health review for a member of staff. She stated that this has been left far too long and should not be delayed any longer. As LTC is also looking at redesigning the office there was a counter motion from Cllr J Bowyer to postpone the buying of the desk until the redesign is done. There was a split vote, and the Chair of the council exercised her second vote, the outcome being that LTC will wait to get the office design.

**467-25/26 25. Agenda Points for next month –** To be sent into the office 7 days prior to the next meeting.

There being no further business to discuss the meeting was closed at 21.19pm.

The next interim meeting is 30<sup>th</sup> April 2026.  
The next FTC (Annual) meeting will be Monday 11<sup>th</sup> May 2026.

Signed.....  
Date.....

