



SERVICES

COMMITTEE

Tuesday 3rd June 2008

You are summoned to attend the meeting of the Services Committee on **Monday 9th June 2008 at 7.00pm** in the Bishop Mascall Centre, Lower Galdeford, Ludlow.

TO: MEMBERS OF THE SERVICES COMMITTEE: Councillors Pound (Chair), Newbold (Vice-Chair), Bradley, Callender, Glaze, Kidd, Perks and Smithers

AGENDA

1. **ELECTION OF CHAIRMAN** – To elect a chairman for the ensuing year.
2. **ELECTION OF VICE-CHAIRMAN** – To elect a vice-chairman for the ensuing year.
3. **APOLOGIES FOR ABSENCE** – To receive any apologies for absence.
4. **PREJUDICIAL AND PERSONAL INTERESTS** – To receive any specific declarations of interest.
5. **PUBLIC OPEN SESSION** – Members of the public are invited to make representations on any matter relating to the work of the Committee.
6. **MINUTES** – To note the minutes of the Services Committee meeting held on 21st April 2008 (page 5)
7. **AMENITIES**
 - a) **Amenity Area & Property Report** – To receive and note the enclosed reports of the Community Services Officer (page 7)
 - b) **Maintenance** – To discuss the issues regarding the town flowerbeds and allotment hedges at Wigleys Field.
 - c) **Wheeler Road Toilet Facilities** – To note that the Wheeler Road Working Group is investigating the feasibility of installing toilets at Wheeler Road. A report of the meeting held on Thursday 8th May 2008 will be presented at the meeting, if available.
 - d) **Ludlow in Bloom** – To receive reports of the meetings held on 14th and 27th May 2008 (page 9)
 - e) **Brass Band Concert** – To consider the request from the Dinham Millennium Green Trust to hold an open air Brass Band Concert in Castle Gardens. The Malvern Hills Band is booked for Sunday 20th July commencing at 3.00pm. There will be no charge to the public but there will be a collection for the Trust.



8. CEMETERY

- a) **General Maintenance** – To discuss the issues of maintenance in the Cemetery.
- b) **Drainage** – To discuss the issues of drainage in Plots E & F.

9. LUDLOW MARKET

- a) **Market Enhancement** – To note that the Town Council have approved the plan and outline costings in principal to allow the application for grant funding to be drawn up. The Architects have confirmed that the proposed layout will fit in the available land. The Town Council will be requested to finally approve plans and funding applications at a meeting to be organised when appropriate.
- b) **Performance Report** – A report of the Market Manager will follow.
- c) **Cardboard Recycling** – To receive the report of the meeting held on 23rd April 2008 (page 23)
- d) **Promotion of the Market** – To consider ideas of how to promote the market. Currently, there are two remaining seasons for the display of the banner at the SBS Stadium on Bromfield Road, and the opportunity to place a half page advert in the programme this season at a cost of £50. A second banner may also be purchased for display on the new all weather grass pitch for one season at a cost of £150.

The budget for Market Advertising for 2008/09 is £3000. Approximately £450 is already committed.

- e) **Continental Village Market** – To consider an application from Cross Channel Connections Ltd to hold a continental market on the Events Square in September. The suggested days are Thursday to Sunday, however this can be negotiated in order to accommodate market traders and other events in the town.

10. CHRISTMAS LIGHTS

- a) **Christmas Lights Working Group** – To receive the report of the meeting held on 14th May 2008 (page 25)
- b) **Rotary Tree of Light** – To note the attached report received from the Rotary Club of Ludlow (page 27). The Town Council is required to consider the following requests:
 - To give permission for the Rotary Club to establish a Tree of Light on the Events Square
 - To erect the tree and position the lights
 - To dismantle the tree and remove the lights
 - To include the Tree of Light in the Council's public liability insurance cover



11. FEEDBACK ON AND MEMBERS SURVEY FORMS

SERVICES PROVIDED

a) **Services Provided** – To consider the introduction of a feedback form which members of the public should complete in terms of reporting positive and negative feedback on Council services.

Members are quite often approached by the public who have particular issues with the level of service provided by the Council. In order that the Council may consider these comments in a productive manner it is necessary for them to be received in written form. A sample form is attached for consideration (page 29)

b) **Members Survey Form** – To consider the reintroduction of a Members Survey Form (previously called Duty Members Report Form). Please see the attached guide (page 30)

12. REPORTS FROM OUTSIDE ORGANISATIONS – To receive reports from any of the following organisations:

- a) Friends of Whitcliffe Common – Councillor Kidd
- b) Town Walls Trust – Councillor Kidd
- c) Pride of Place – Councillor Davies

Linda Thomas
Town Clerk

NB In respect of Item 12 it would be helpful if members could provide reports for circulation with the Agenda. The office would be pleased to assist with word processing if handwritten reports should be made.