



SERVICES

COMMITTEE

Tuesday 8th July 2008

You are summoned to attend the meeting of the Services Committee on **Monday 14th July 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, Pope and Smithers

AGENDA

1. **APOLOGIES FOR ABSENCE** – To receive any apologies for absence.
2. **PREJUDICIAL AND PERSONAL INTERESTS** – To receive any specific declarations of interest.
3. **PUBLIC OPEN SESSION** – Members of the public are invited to make representations on any matter relating to the work of the Committee.
4. **MINUTES** – To agree the minutes of the Services Committee meeting held on 9th June 2008 (page 7)
5. **ITEMS TO ACTION UPDATE** – To note the following update:

Minute	Action	Status
CRB Checks	To obtain the appropriate CRB checks for members and staff to work with the skate park	Waiting for final ID
Waste Land at Linney	To ask whether the current maintenance by SCC could be improved and to investigate feasibility of Council taking it on, as appropriate	Completed
Town Walls	To commence work on a Disaster Recovery/Incident Management programme	Part of Emergency Planning (PF ctte)
Wheeler Road	To build a new path to the wheeled sports area To install goal posts for a 90 metre football pitch	Design is almost complete Awaiting result of funding application
Cemetery	To investigate fencing off the skip and possible costs	Proposals are being drawn up for consideration
Linney Sale of Land	To seek recommendations from the Council's Solicitor	Price agreed. Contracts being drawn up

Scout Building	To contact the Council's Solicitor to enter into an Agreement for a 99 year full repairing lease at a nominal rent	Draft contract being drawn up
S18/08 a) Amenity Area and Property Report	<p>To seek expert advice on the walls in Castle Gardens and follow up on previous advice by SCC</p> <p>To re-explore negotiations with the PCC regarding the path and lighting in the Garden of Rest, including the Police, and ask Tree Officer about hornbeams</p> <p>To investigate Council's liabilities in Fishmore</p> <p>To write a schedule of works for the Cemetery Chapel and Linney Toilets</p> <p>To investigate the feasibility of composting in the areas</p>	<p>Advice being sought</p> <p>Lighting and path subject to SCC project. Look at trees as part of town walls work</p> <p>No liabilities yet, belongs to SSDC</p> <p>On-going works. Electrical upgrade urgent</p> <p>Part of new compound proposals being drawn up</p>
S23/08 Canoeing on the River Teme	To seek advice on dredging the river	Further investigation
S28/08 a) Amenity Areas & Property Report	To consider drawing up a timetable programme of work for the DLF	Commenced
S30/08 Cemetery	To obtain further information on the recommendations of the Cemetery Working Group	Investigating feasibility of the works proposed
S31/08 Somerfield Toilets	To request an update from SSDC	Somerfield landlords problems re. lease
S39/08 a) Amenity Area and Property Report	To provide a more detailed comparison in the time and site analysis report to complement the process of setting up a DLF programme of work with integrated costings for work carried out on the sites and for projects	Commenced. Further details with the attached report
S39/08 e) Brass Band Concert	To grant permission to Dinham Millennium Green Trust to hold an open air Brass Band Concert in Castle Gardens on 20 th July 2008	Completed
S40/08 a) Cemetery General Maintenance	To dissolve the Cemetery Working Group and discuss all appropriate issues at Services	Completed
S40/08 b) Cemetery Drainage	<p>To obtain professional opinion on the immediate works required for the drainage in Plots E & F</p> <p>To assess the requirements for managing drainage issues in the future</p>	<p>Awaiting visits from consultants. First on 8th July</p> <p>As above</p>
S41/08 c) Cardboard Recycling	To support, but not necessarily operate/manage cardboard recycling measures for the town	Awaiting responses from Biffa and Veolia

	To make enquiries about the availability of alternative collection services To undertake negotiations about the future of the burnt out trailer	As above Completed
S41/08 d) Promotion of the Market	To request that the 2 nd banner at the Football Stadium be kept as spare To draw up a business plan, with marketing integrated, as part of the review of the operation of the market To seek advice on how to best use the free consultation from NABMA	Completed Part of the previously agreed market review To be incorporated in Market Review
S41/08 e) Continental Village Market	To inform the Continental Village Market that they cannot trade in September	Possibly investigate other days
S42/08 b) Rotary Tree of Light	To give permission for the Rotary Club to establish a Tree of Light on the Events Square To erect/dismantle the tree and position/remove the lights To include the Tree of Light in the Council's public liability insurance cover	Completed When required at Christmas Completed
S43/08 a) Services Provided	To introduce a feedback form which members of the public could complete in terms of reporting positive and negative feedback on Council services	Completed
S43/08 b) Members Survey Forms	To reintroduce the Members Survey Form	Completed

6. AMENITIES

a) Amenity Area & Property Report – A report of the Community Services Officer will be tabled at the meeting.

b) Members Survey Forms – To receive the enclosed Members Survey Form, representing different areas within the remit of the Town Council, for July to September. Please note that not every member has a form for this quarter due to the number of amenity areas.

It is suggested that Members visit their designated area regularly and record any comments/faults accordingly. It is envisaged that over three months Members will have the opportunity to become familiar with their area. Reports may be passed to the office throughout that time but any issue that is urgent must be reported immediately to the Town Clerk.



- c) **Ludlow in Bloom** – To receive the report of the meeting held on 9th June 2008 (page 11)

7. CEMETERY

a) **Cemetery Drainage** – To note that three different consultants have been approached to obtain professional opinions on the works required for the drainage issues in Plots E and F, and to consider the requirements for managing drainage issues in the future. The first consultant is visiting the Cemetery on 9th July, the second on 17th July and the third is yet to be scheduled.

b) **Rules and Regulations** – To consider the attached draft review of the Cemetery Rules and Regulations. It is proposed to circulate the information as a booklet to all cemetery users and issue a copy at the time of issuing a Grant of Exclusive Rights of Burial. Committee is required to comment on the proposals and content (page 17)

c) **Thefts from Graves** – To discuss the recent thefts from graves in the Cemetery and to consider measures that the Town Council could take, working with the Police and other bodies, to defend people's property.

d) **Cemetery Toilets** – To note that the feasibility of moving the basin in the gent's toilets was being investigated.

e) **Chapel Porch** – To note that a consultation is being carried out between the funeral directors and clergy who use the Chapel to seek their views on the moving of the exiting internal door to the entrance of the porch.

8. LUDLOW MARKET

a) **Performance Report** – A report of the Market Manager will be tabled at the meeting.

b) **Market Enhancement** – To note that a response is awaited from SSDC regarding the grant submission to AWM.

c) **Cardboard Recycling** – To note that ongoing enquiries are being made regarding alternative collection services.

9. **THE BUTTERCROSS** – To note that, following a recent inspection, emergency repairs have been identified as being necessary to the Clock Tower and Cupola. After discussion with the Town Mayor and Chairman of Policy & Finance, the Architect who produced the latest Conservation Report was consulted. Arrangements are being made to install the necessary scaffolding and it is anticipated that repairs will commence before the end of the month. It is not possible to estimate costs until scaffolding is in place to allow a closer examination of the areas concerned.



10. 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