

SERVICES

COMMITTEE

Tuesday 16th September 2008

You are summoned to attend the meeting of the Services Committee on **Monday 22nd September 2008 at 7.00pm** in the Bishop Mascall Centre, Lower Galdeford, Ludlow.

TO: MEMBERS OF THE SERVICES COMMITTEE: Councillors Pound (Chair), Bradley (Vice-Chair), Callender, Glaze, Kidd, Newbold, 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 14th July 2008
5. **ITEMS TO ACTION UPDATE** – To note the following update from July:

Minute	Action	Status
S50/08 b) Members Survey Forms	To review the allocation of amenity areas to appropriate Ward Councillors	Completed
S51/08 b) Rules & Regulations	To amend the draft review of the rules and regulations as agreed	Ready for approval
S51/08 c) Thefts from Graves	To seek advice from and work with the Police to tackle the issues of recent crime	The matter is being addressed
S52/08 b) Market Enhancement	To obtain an update on the grant application	Completed
	To accordingly continue the technical discussions with the architect	Awaiting funding award
	To call a Markets Sub-committee meeting	Completed
S55/08 Christmas Lights	To continue the investigations of decorations To follow the agreed budget	Orders placed for infra-structure & post-mounted decorations



6. LUDLOW

MARKET

- a) **Performance Report** – A report is currently unavailable.
- b) **Market Square Enhancement** – To receive an update on the funding application to AWM, if available.
- c) **Events Square** – To review the licensing arrangements for the Events Square. Further information will be provided at the meeting.
- d) **Markets Sub-Committee** – To receive the minutes of the meeting held on 6th August 2008 and to consider the following recommendations:
 - That a recommendation be made to Policy & Finance that the Council should assist in producing an updated leaflet to promote the market in the 2009/10 budget preparation. The current leaflet is attached
 - That the costs of setting up a notice advertising the market at the Park & Ride site should be investigated
- e) **Trading on Non-Market Days** – To discuss the issues of casual trading that takes place on the Square on Tuesdays and Thursdays when there is no official market. The Markets Sub-Committee recommended that reducing the number of regular market trading days should be considered.
- f) **1100 litre Biffa Containers** – To note that two additional Biffa bins have been hired, making a total of six bins, at a cost of 10p per bin per day. This action was taken in order to provide adequate facilities for the collection of market waste since the removal of the bins from Castle Car Park.
- g) **Market Management and Litter Control** – To discuss the issues of market waste matter blowing into adjacent streets on market days. Please find attached a letter received from Graham Biggs, Chief Executive SSDC, and the response from the Town Clerk
- h) **Cardboard Recycling** – To receive an update, if available.

7. AMENITIES

- a) **Amenity Area & Property Report** – To note the attached report of the Community Services Officer.
- b) **Members Survey Forms** – Please see the attached report from July to September 2008
- c) **Wheeler Road Scout Building** – To consider writing a letter of support from the Town Council to assist in the funding application for the new building.
- d) **Wheeler Road Toilets** – To note that investigating the feasibility of providing toilet facilities is in progress by the Wheeler Road Working Group.



e) **Linney Riverside Park** – To consider the issues raised in the attached letter received from Daphne Phillips

f) **Winter Planting** – To consider the options for winter planting in the flowerbed by the canon in Castle Gardens. A member of the Committee has offered to sponsor the planting of 700 plants.

g) **Ludlow Town Wall** – To consider the request of the Ludlow Town Walls Trust to erect an interpretation board in St Johns Gardens. The board would be approximately 700mm x 1000mm and would stand on legs for easy reading. The content would detail the history and construction of the Town Walls.

h) **Allotments** – To receive an update on the availability of potential new sites, if available. Members are invited to make suggestions.

i) **Ludlow in Bloom** – To receive the report of the meeting held on 3rd July 2008

8. CEMETERY

a) **Rules and Regulations** – To adopt the attached Cemetery Rules and Regulations, as amended from the recommendations made at the last Committee meeting

b) **Cemetery Drainage** – To consider the commissioning of a third company to report on the drainage issues in the Cemetery at a cost of £500. Please see the attached email received from Enviro Consulting Ltd

c) **Catholic Plots H & I** – To consider part of the Catholic Plots to be used for the burials of other denominations. This would extend the life of the existing Cemetery and delay the need to develop the new field. Please see the attached Cemetery Plot Audit

d) **Muslim Burial Area** – To consider whether an area within the new proposed development at Henley Road or on the existing site should be set aside as a Muslim Burial site. Please see the attached report

e) **Memorial Benches** – To consider the installation of one memorial bench in the Babies Memorial Area and one adjacent to the Cremated Remains Area. Both benches have been offered free of charge by two local residents and will be supplied to an agreed standard of manufacture and design. The DLF will install suitable concrete plinths. There is an existing iron bench in poor condition and the new benches would be much appreciated by visitors to this area.

9. THE DEPOT IN HENLEY ROAD

a) **Security Fence** – To recommend to Policy & Finance the installation of a perimeter fence around the Depot compound at a cost of £5,000. This would comprise the following:

- 55 m of 2 m high Diamex Deterrent fencing
- 2 x 7 ft lockable gates for vehicular access



Further costs would include in-house labour, fixing materials and digger hire. Please see the attached proposals

b) Fuel Tank – To recommend to Policy & Finance the installation of a Bunded Metal Fuel Tank at the Depot. Fuel could be purchased in bulk at 30p per litre less than the current supplier and 50p per litre less than pump prices.

The approximate purchase and installation costs would be £2,000 for a 950 ltr tank. It is envisaged that the annual saving would be approximately £720.

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

11. EXCLUSION OF PRESS AND PUBLIC

It is recommended that, in the view of the confidential nature of the business to be transacted, the press and public be excluded for the remainder of the meeting.

12. CONFIDENTIAL ITEMS

- a) **Alleged Damage to Cemetery Headstone**
- b) **Cemetery Gates**
- c) **Priorities of Ground Work**
- d) **Additional Work Specifications**

Linda Thomas
Town Clerk