

SERVICES

COMMITTEE

7 October 2008

You are summoned to attend the meeting of the Services Committee on **Monday 13 October 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, 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 22 September 2008 (P 5)
5. **ITEMS TO ACTION UPDATE** – To note the following update from September:

Minute	Action	Status
S61/08 c) Events Square	To discuss at Full Council	Full Council
S61/08 d) Markets Sub-Committee	To recommend to Policy & Finance that the Council should assist in producing an updated leaflet to promote the market in the 2009/10 budget preparation To recommend to Policy & Finance that the costs of setting up a notice advertising the market at the Park & Ride site should be investigated as part of the budget preparation To consider the promotion of the Market as part of the Operation of the Markets Review	For P&F For P&F For Market Review

S61/08 e) Trading on Non-Market Days	To suspend all casual trading that takes place on the Square on Tuesdays and Thursdays when there was no official market and to consider the matter as part of the Operation of the Markets Review.	Trading suspended . For Market Review
S61/08 f) 1100 litre Biffa Containers	To thoroughly investigate the issues of waste collection as part of the Operation of the Markets Review	For Market Review
S62/08 b) Members Survey Forms	To suspend the Survey Forms until clarification had been obtained on the appropriateness of Councillors inspecting Council property	Suspended
S62/08 c) Wheeler Road Scout Building	To write a letter of support from the Town Council to assist in the funding application for the new building	Done
S62/08 d) Wheeler Road Toilets	To investigate the costs of providing toilet facilities and to consider as part of the budget process To investigate the Health & Safety implications of not providing facilities	For Budget 09/10 Services Cttee Nov 08
S62/08 g) Ludlow Town Wall	To grant permission to the Town Walls Trust to erect an interpretation board in St Johns Gardens	Done
S63/08 a) Rules and Regulations	To adopt the Cemetery Rules and Regulations	To be printed for issue with all burial requests
S63/08 b) Cemetery Drainage	To find a third company to report on the drainage issues in the Cemetery	Ongoing
S63/08 c) Catholic Plots H & I	To use part of the Catholic Plots for the burials of other denominations	Final consultations in progress
S63/08 d) Muslim Burial Area	To defer a decision on whether an area should be set aside as a Muslim Burial site until further information can be obtained on whether the facility could be restricted solely for the residents of Ludlow and Craven Arms, or would have to be made available to a wider area	Ongoing
S63/08 e) Memorial Benches	Permission for two local residents to install one memorial bench in the Babies Memorial Area and one adjacent to the Cremated Remains Area	Ongoing

S67/08 b) Cemetery Gates	To issue a press release to ask for a volunteer to lock and unlock the four gates and the toilets in the Cemetery To accept the offer of Councillor Hunt to approach suitable people in the locality	Press release to be issued if no volunteer forthcoming from enquiries. DLF to open and close during winter weekdays. Weekend support needed
--------------------------	---	---

6. LUDLOW MARKET

- a) **Performance Report** – Due to absence of Markets Manager report not available.
- b) **Biffa Bins** – To note SSDC have made arrangements for construction of a compound in the Castle Street Car Park and when completed the Biffa Bins may be re-sited in this area.
- c) **Market Review** – The proposed Market Review has been delayed due to the absence of the Market Manager. There are two options for assistance with this project which are available through NABMA:
- i. As part of the Town Councils subscription to the organisation there is a half day consultancy available. Details of the NABMA Consultancy Services are attached, together with a Market Health Check proforma which must be completed to make application. Additional consultancy time can be obtained and costing will be provided on receipt of the Health Check details. (P 9)
 - ii. Also in a recently received message reference is made to a pilot case study to be undertaken and members are invited to apply to be considered for participation in this case study. (P 15)

Both options would be of use in carrying out the review and members are asked to consider these options and make recommendations as to whether to use either in the implementation of the market review.

7. AMENITIES

- a) **Amenity Area & Property Report** – Due to staff holiday the report will be tabled.
- b) **Winter Planting** – Arrangements for winter planting are in hand and will commence shortly.
- c) **Castle Gardens** – The lime trees in Castle Gardens were pollarded by contractors during the autumn of 2006. The Committee are asked to consider whether the DLF should carry out pollarding prior to the installation of the Christmas Lights. This will enable the lights to be installed at a higher, more suitable, level and enhance the light display in that area. Alternatively pollarding will be left until Autumn 2009.



d) **Ludlow in Bloom** – To receive reports of the meetings held on 23 September 2008 (P 17)

8. **BUDGET 2009/10** – Members are requested to raise items for consideration in the 2009/10 Budget process. These items will be costed and brought forward for consideration at the Policy & Finance Budget meeting

9. **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