

SERVICES

COMMITTEE

11th November 2008

You are summoned to attend the meeting of the Services Committee on **Monday 17th November 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 13th October 2008 (P 5)
5. **ITEMS TO ACTION UPDATE** – To note the following update from September:

Minute	Action	Status
S72/08 Items to Action Update	To produce Terms & Conditions for discussion at the next meeting To keep Cardboard Recycling under review	Please see Item 9 of this agenda Please see Item 6 b)
S73/08 b) Biffa Bins	To present a Management Plan for the operation of the waste collection facilities to Council	Council agreed to adopt Plan in the short-term and investigate costings
S73/08 c) Market Review	To make an application to be considered for the proposed case study project To hold a meeting with other interested stakeholders to identify other areas for review To contact Business Link to discuss involvement in the production of a business plan	Waiting to hear response from NABMA Ongoing as part of review
S74/08 a) Amenity Area & Property Report	To draw up a report for budget process on refurbishing and updating the Linney	To recommend to Policy & Finance if approved in Item 7 a)
S74/08 b) Winter Planting	To only plant up the flower bed by the canon	Completed



S74/08 c) Castle Gardens	To pollard the lime trees subject to the approval of the Tree Officer To consider an annual programme of works	Awaiting approval from the Planning Authority
S75/08 Budget Considerations	To obtain costings for the listed items for consideration in the Budget	To be presented to Policy & Finance

6. LUDLOW MARKET

- a) **Performance Report** – A report will be tabled at the meeting.
- b) **Cardboard Recycling** – To note the attached minutes of the meeting of the Cardboard Recycling Group held on 23rd April 2008 where it was agreed that the Town Council should support, but not necessarily operate/manage the scheme (pg 7)
- c) **Market Mobile Units** – To consider what arrangements could be made to improve the appearance of the vans.

7. AMENITIES

- a) **Amenity Area & Property Report** – To note the attached report. The issues requiring consideration are highlighted (pg 9)
- b) **DLF Activity Report** – To note the attached report of the Community Services Officer (pg 13)
- c) **Garden of Rest** – To discuss the future of the hornbeams and welcome Peter Norman, designated Tree Warden for the Town Council, to provide a verbal report.
- d) **Flower Beds** – To discuss the planting arrangements and preparations for Spring 2009.
- e) **Ludlow in Bloom** – To receive reports of the meetings held on 4th November 2008 (pg 15)
- f) **Castle Gardens** – To note the attached letter received from Beth Heath, Ludlow Food Festival (pg 21)

8. CEMETERY

- a) **Composting** – To discuss composting arrangements in the Cemetery.

9. TERMS OF REFERENCE – To consider the attached Services Committee Terms of Reference agreed in January 2008 (pg 22)

- 10. **CODER ROAD** – A report will be tabled at the meeting.



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

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

A handwritten signature in black ink, appearing to read "Linda Thomas", with a long, sweeping underline.

Linda Thomas
Town Clerk