

SERVICES

COMMITTEE

17th March 2009

You are summoned to attend the meeting of the Services Committee on **Monday 23rd March 2009 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, Mitchell, Newbold, Pope, Smithers and Taylor-Smith

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 16th February 2009 (pg 5)
5. **ITEMS TO ACTION UPDATE** – To note the following update from February:

Minute	Action	Status
S105/08 Items to Action Update	To advertise the post to lock and unlock the Cemetery gates at the Job Centre To look into other tree sponsors or schemes	No response to advert as yet On-going
S106/08 b) Markets Sub-Committee	To defer the decision on the proposals received from Mr M. Woodward, Chairman of Ludlow Branch NMTF and refer to New Markets Solutions To allow the Market Traders use of the Square free of charge on Sunday 22 nd March 2009 for their own market To defer the decision of holding only casual markets on these days during the winter months until the Market Business Plan had been received	Draft Business Plan circulated to Council Completed Business Plan to be adopted
S106/08 c) Market Waste	To consider this issue further once the Market Business Plan had been received	Quote has been received from Veolia. Copy of current Biffa contract requested
S107/08 b) Garden of	To seek the advice of Colin Richards on	Report due

Rest Trees	the existing condition of that part of the Town Wall and any specific current threat from the hornbeams To clarify who was liable for any damage caused by the trees or Town Wall	To be clarified
S108/08 a) Cemetery Bollard	To install a drop down bollard to prevent vehicular access from the car park onto the cemetery paths To issue keys to the three regular stone masons for a trial period to be reviewed after three months	Original bollard no longer made, will find alternative Will arrange meeting once bollard ordered
S109/08 a) Street Trading	To approve the recommendation to the SSDC Licensing & Appeals Committee	Policy approved by SSDC
S110/08 Schedule of Fees	To approve the proposed fees for 2009/10 subject to any recommendations made by New Markets Solutions	Proposed fees agreed at Special Council 16 th March

6. LUDLOW MARKET

a) **Markets Sub-Committee** – To approve the notes of the meeting held on 23rd February 2009 and to consider the proposal that the money spent on waste removal for relatively few traders should be budgeted elsewhere, such as canvasses and advertising (pg 9)

b) **Market Enhancement Scheme** – To receive an update, if available

c) **Entertainment Square**

(i) **Hire Charges** – To discuss the level of charges that should be implemented for businesses and organisations who wish to use the Events Square following the policy review to allow trading for cultural or entertainment purposes

(ii) **Electricity Charges** – To establish a system of charging for electricity use. Currently, no electricity charge is made for users of the Events or Market Squares

d) **Visiting Markets** – To consider accepting the requests from an Italian Food Market and a Continental Market to hire the Events Square this year. Days and dates have not yet been discussed but will be once permission is sought

e) **Food & Drink Festival Spring Event** – To discuss the fees for the hire of the Square for their market on Sunday 10th May 2009

f) **National Market Traders Federation**

(i) **Conference 2009** – To consider nominating a Councillor or member of staff to attend the conference on Tuesday 21st April 2009 in Daventry at a cost of £120 per person. Please find details attached (pg 11)

(ii) **Handbook** – To note that the Handbook for 2009 has been received and copies are available, if required



g) Thursday Craft/Country Markets – Please find enclosed a letter received from V.D Noller (pg 15)

7. AMENITIES

a) DLF Work Schedule – Please find attached the list of completed and on-going works (pg 16)

b) Graffiti at Wheeler Road – To consider the verbal request from a resident that a sign is erected at Wheeler Road to help prevent the defacing of Town Council property

c) Ludlow in Bloom – To receive the report of the meeting held on 17th February 2009 (pg 17)

d) Local Joint Committee – To receive a report from the meeting of Wednesday 18th March 2009, if available, where the Linney was a discussion point

e) Catering Vehicle at the Linney – Please find enclosed a letter received from Haydn and Andrea Edwards (pg 23)

8. CEMETERY

a) Digitisation of the Cemetery Registers and Plan – To consider the quote received from Manuscripti Ltd to digitally archive the Cemetery Registers and create a hardboard of the Cemetery Plan, and to accordingly make a recommendation to the Policy & Finance Committee. The registers and plan are presently in a delicate condition (pg 25)

b) Speed Restriction – To consider introducing a speed limit of 5mph in the Cemetery Car Park. It is a working environment and speed should be restricted

9. REPLACEMENT RIDE-ON MOWER – To consider the part exchange of the existing Stiga mower with a Kubota GR2100 mower at a cost of £3,155 to the Town Council. The Kubota will be better fit for purpose with facility to collect grass and provide a more reliable service. Please see the attached quote (pg 27)

10. STREET LIGHTING – To consider the request from Traffic & Highway Engineering, Shropshire County Council, to give permission for the removal of the streetlight L7 on the junction of Sandpits Road and Whitbread Road.

The Safer Routes to School Scheme at the Livesey/Sandpits/Whitbread Roads junction will require the installation of 4 new lighting columns that will be provided and maintained by Shropshire Council. The removal of L7 will incur no cost to the Town Council.

11. 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 Davies
- c) **Pride of Place** – Councillor Mitchell

12. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Town Clerk