



SERVICES

COMMITTEE

12th May 2009

You are summoned to attend the meeting of the Services Committee on **Monday 18th May 2009 at 6.30pm** in the Bishop Mascall Centre, Lower Galdeford, Ludlow.

TO: MEMBERS OF THE SERVICES COMMITTEE: Councillors Pound (Chair), Callender, Davies, Glaze, Hunt, Kidd, Newbold, Pope, Smithers and Taylor-Smith

AGENDA

1. **ELECTION OF VICE-CHAIRMAN** – To elect a Vice-Chairman for 2009/10.
2. **APOLOGIES FOR ABSENCE** – To receive any apologies for absence.
3. **PREJUDICIAL AND PERSONAL INTERESTS** – To receive any specific declarations of interest.
4. **PUBLIC OPEN SESSION** – Members of the public are invited to make representations on any matter relating to the work of the Committee.
5. **MINUTES** – To approve the minutes of the meeting held on 6th April 2009 (pg 5)
6. **MARKETS SUB-COMMITTEE**
 - a) **Notes** – To receive the notes of the meeting held on Monday 6th April 2009 (pg 7)
 - b) **Members** – To appoint 5 Members to the Markets Sub-Committee
7. **ITEMS TO ACTION UPDATE** – To note the attached update from March and April (pg 9)
8. **LUDLOW MARKET**
 - a) **Holiday Allowance** – To consider the increase from 2 days per trading day per year holiday allowance for Regular Market Traders to 3 days. The potential cost implications, based on 43 stall lettings at 2009/10 fees, would be as follows:

Day	2 Days Allowance	3 Days Allowance	Difference
Monday	881.50	1,322.25	440.75
Wednesday	881.50	1,322.25	440.75
Friday	1,397.50	2,096.25	698.75
Saturday	1,569.50	2,354.25	784.75
Totals:	4,730.00	7,095.00	2,365.00



It must be borne in mind that the new Business Plan has set a criteria that Traders must give at least 3 weeks notice. This provides an opportunity to fill the vacancy with a casual trader thus reducing income loss.

b) Entertainments Square

(i) **Visiting Markets** – To approve the use of the Entertainments Square by Continental and other markets. Trading days and dates will be negotiated and all interested parties consulted

(ii) **Hire Charges** – To consider the proposal that the hire charge for visiting markets, local organisations and other users should be at a rate of £300 per day. This is based on an average charge of £387 for users of Market Square with stalls included

(iii) **Electricity Charges** – To consider the proposal that electricity should be charged at £5 per lamp post per day/night, to also be charged on Market Square where appropriate

c) **May Fair** – To note that the power used over the May Fair weekend is included within the rent they pay. Concern has recently been raised that electricity costs are not covered.

d) **Market Town Awards** – To consider the attached letter received from Anna McGowan, Action for Market Towns (pg 12)

9. AMENITIES

a) **Guide Hut Toilets** – To consider the quote of £878 received from a local carpenter to create a new external entrance to the Guide Hut. The quote includes:

- Installation of new timber door and frame
- Cutting out side of building and fit frame
- Building steps to door with hand rails
- Priming and ironmongery

The carpenter has advised that making an external entrance to the Guide Hut Toilets would present a risk. The Hut is made of timber and could potentially be a fire hazard if access was allowed. The toilets would also not be accessible by all because of the steps and lack of space to build a slope.

b) **Scoop the Poop Bags** – To note that £650 was spent on providing doggy bags in 2008/09 with no budget allocation, and to consider what budget should be made for 2009/10. It is envisaged that external funding may be available to support the scheme.



- c) **John Lawson Circus** – To consider reviewing the rent for the Circus in Wheeler Road booked in for 10th to 12th July 2009. The rent was £75 per day in 2007 but has been increased to £206 in the Council fees for 2009/10. The Circus aim to keep admission prices down to £5 per head.
- d) **Charity Car Boot Sale** – To consider the request received from a Ludlow resident to hold a car boot sale on a Sunday in Wheeler Road in aid of the Queen Elizabeth Hospital in Birmingham.
- e) **Ludlow in Bloom** – To receive the report of the meeting held on 14th April 2009 (pg 15)

10. CEMETERY

- a) **Chapel Doors** – To consider the quote of £1,940.75 received from a local carpenter to install new doors in the Chapel porch. The quote includes:
- New pair of timber doors and frame to be made and fitted to chapel doorway
 - Ironmongery
 - Two coats of primer and one undercoat
 - Doors made in the same style as existing internal door
- b) **Cemetery Toilets** – To consider the quote of £996 received from a local carpenter to install new disabled access to the toilets. The quote includes:
- Two new timber doors made and fitted to toilets (quote of £800 already received for budget preparation in January)
 - Make ladies toilet into a disabled access doorway
 - New frame and alterations to brick work to suit new opening
 - Priming and all ironmongery

If the toilets are altered to provide disabled access, path work will also be required as there are only steps to the toilets at present.

11. **CHRISTMAS LIGHTS WORKING GROUP** – To appoint Members to the Working Group
12. **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** – Vacancy



- 13. 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.

CONFIDENTIAL

- 14. MINUTES** – To approve the confidential minutes of the meeting held on 6th April 2009 (pg 25)
- 15. BUTTERCROSS REPAIRS** – To approve the attached costings. Paul Hughes will report (pg 26)

Town Clerk



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