



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Ludlow Conference Centre, Ludlow on **MONDAY 7TH SEPTEMBER 2009** at **7.00PM**

S43/09 **PRESENT**

Chairman: Councillor Pound

Vice Chairman: Councillor Newbold

Councillors: Callender; Davies; Glaze; Hunt; Pope;
Smithers; Taylor-Smith

In Attendance: Councillor McCormack

Officers: Veronica Calderbank, Town Clerk
Hannah Coleman, Assistant Clerk

S44/09 **APOLOGIES**

Apologies for absence were received from Councillor Parry

S45/09 **DECLARATIONS OF INTEREST**

In accordance with the terms of the Local Authorities (Model Code of Conduct) (England) Order 2007 issued under Section 51 of the Local Government Act 2000 Members declared interests as follows:

Personal Interests

<u>Member</u>	<u>Item</u>
Smithers	5 – Business trader in the town during May Fair 12 – Chairman of Ludlow in Bloom Committee
Taylor-Smith	5 – Involved as a Unitary Councillor in the Shropshire Council contracts with the May Fair 6b – Joint event with Food & Drink Festival 12 – Relative to member of Ludlow in Bloom Committee

Prejudicial Interests

<u>Member</u>	<u>Item</u>
Smithers	5 – Business trader in the town during May Fair

Taylor-Smith 5 – Resident affected by May Fair
 9c – Member of Rotary Club who wish to erect a Tree
 of Light

S46/09 PUBLIC OPEN SESSION

There was 1 member of the public present.

Graeme Perks, Honey Meadow, gave a Powerpoint presentation on Benchmarking. It was developed by Action for Market Towns and all work and data inputting was done online. It would provide comparisons year to year. Templates would be made available to approach businesses for statistics and youth could be involved in collecting data.

He asked, firstly, if the Council would be prepared, at this stage, to write a letter of support for the AMT bench marking project to start in January 2010 with support from the Market Manager. Secondly, to support a Unitary Council project, making a contribution of £150, to encourage the mentoring of youth in such a project. He estimated the Market Manager's input as being 7 working days per annum.

S47/09 MINUTES

RESOLVED (unanimous)

That the minutes of the meeting held on 13th July 2009 be agreed and signed as a correct record.

S48/09 ITEMS TO ACTION UPDATE REPORT FROM JULY 2009

The following discussions and resolutions were made:

a) Wheeler Road

RESOLVED (unanimous)

That the football pitch be marked up to a maximum possible size.

b) May Fair – Members asked for a copy of the letter sent by the Town Clerk to Mr Wynn. The Assembly Rooms would be opening during the Fair in 2010. The Town Clerk would report to the next meeting on the date of the next formal meeting.

c) Cemetery Toilet Doors

RESOLVED (unanimous)

To delegate authority to the Town Clerk, in liaison with the Chairman, to order the toilet door work to be carried out.

S49/09 CHAIRMAN'S AGENDA ITEMS

a) **Rent Reviews** – After some discussion, it was

RESOLVED (5:0)

To recommend to the Policy & Finance Committee that a policy be drawn up for the process for charging external markets and the setting of fees as part of the budget preparation for 2010/11.

b) **Food & Drink Festival** – The Town Clerk reported that she had received Health & Safety documentation from the Food & Drink Festival, including fire risk assessments and regulations. The Chairman expressed concern that there was inadequate risk management if there was a fire in the Castle during the Festival and that it would have a major impact on the Square if there was an evacuation.

RESOLVED (unanimous)

That the Chief Fire Officer be called to obtain a report on all fire risks during large events in the Castle, taking into account the risks and likely impacts on the Entertainment and Market Squares, and what control measures would be effective.

It was noted that the Committee had recommended that a policy for the use of Castle Gardens be drawn up, however no policy as yet existed.

RESOLVED (5:0)

To allow the Food & Drink Festival use of Castle Gardens this year, as arranged, and to recommend to Policy & Finance that a policy be drawn up, for adoption by Council, for the Food & Drink Festival hire of Town Council land and a report be brought back of any damage caused to Castle Gardens after the event this year.

The Chairman requested that it be recorded in the minutes that he believed the Mayor should have declared a prejudicial interest and not have taken part in the last vote.

c) **Garden of Rest** – There was discussion on potential improvements to the trees and paths.

RESOLVED (8:0)

To investigate the legalities of a closed churchyard and ask the PCC and Diocese at what stage they are with any projects or funding applications.

S50/09 RECOMMENDATIONS FROM REPRESENTATIONAL COMMITTEE

Councillor Callender reported that the tree in question was not dead, and she had sought the advice of the Council's Tree Warden, Peter Norman, and another expert. She advised that they had both reported that the dead parts of the tree should be removed but otherwise it was no threat and only required proper pruning. After detailed discussion, it was

RESOLVED (unanimous)

That further advice be sought from the Direct Labour Force and Fire Officer to highlight any fire risks. The Town Clerk would report back. In addition, that the tree be sufficiently cut back for the protection of the Town Council's property.

S51/09 MARKETS SUB-COMMITTEE

RESOLVED (unanimous)

That the minutes of the Markets Sub-Committee meeting held on Monday 10th August 2009 be received.

S52/09 MARKETS AND VANS

- a) **Mobile Trading Units** – It was agreed to move this Item into Private Session
- b) **European Market** – It was noted that the European Market would be coming to Ludlow on Thursday 1st to Saturday 3rd October 2009.

RESOLVED (unanimous)

To recommend to Policy & Finance that a policy be drawn up for the use of the Entertainments Square.

c) Christmas Trees

RESOLVED (8:0)

That two Christmas Trees could be erected in the centre of Town, one to be the Rotary Tree of Light on Entertainments Square, or in Castle Gardens if desired.

S53/09 **AMENITY AREAS**

a) Benchmarking

RESOLVED (unanimous)

To place before the Policy & Finance Committee for consideration.

RESOLVED (unanimous)

To suspend Standing Orders and extend the meeting for a further 30 minutes.

b) Linney – The Town Clerk reported that the Linney had been visited by a representative of the Environment Agency, a drainage engineer and a representative from Environmental Health. The water was considered safe and a new scheme was now being priced up.

c) Cleaning of Signs – The Town Clerk reported that the entrance signs to Ludlow had been cleaned.

S54/09 **CEMETERY**

a) Updates – After considering the options for the Chapel Porch security, it was

RESOLVED (5:4)

To order a new solid wood frame and door to fit the external porch aperture at a cost of £3,550.

b) Removal of Tree – A monkey puzzle tree had recently been removed on Health & Safety grounds.

RESOLVED (unanimous)

To recommend to Policy & Finance that a policy be drawn up on what could be installed, erected or planted in the Cemetery, and to identify burials and the different denominations.

c) Memorial Tree – Following a request from a resident to plant a memorial tree in the Cemetery, it was

RESOLVED (unanimous)

To defer further consideration until the policy on the erection of memorials and planting of trees had been adopted.

S55/09 LUDLOW IN BLOOM

- a) **Minutes** – The minutes of the meeting held on Wednesday 12th August 2009 were noted. It was also noted that Ludlow in Bloom had won a Gold Award for 2009.
- b) **Winter Bedding** – An email had been received from Ludlow in Bloom suggesting winter planting of the beds.

RESOLVED (5:0)

That the flower beds would be left empty throughout the winter and fertilised with manure.

S56/09 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED (unanimous)

That, under Section 100A (4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following item on the grounds that exempt information as defined at paragraphs 1 and 3 under Part 1 of Schedule 12A of the Act could be disclosed.

The meeting closed at 9.36pm.

Chairman

Date

N.B. Confidential Minutes will be issued.

