



MINUTES

Minutes of a meeting of the **ANNUAL TOWN MEETING** held in Oscars, Ludlow Assembly Rooms, Mill Street, Ludlow on **MONDAY 28th APRIL 2014** at **7.00PM**

ATM/01 PRESENT

Chairman:	Councillor Smithers
Councillors:	Cobley; Draper; Gill; Ginger; Holcombe; Kemp; Lyle; Mold; J Newbold; S Newbold; Parry; Perks; Sheward;
Officers:	Gina Wilding, Town Clerk; Naomi Brotherton, Secretary/Admin Assistant Sarah Hughes, Admin Assistant
Unitary Councillors:	Tracey Huffer, Andy Boddington, Vivienne Parry Richard Huffer (Clee View)
Electors:	23

ATM/02 WELCOME BY THE MAYOR

The Mayor welcomed everyone to the meeting, introduced himself, the Councillors and Town Clerk, explained the order of business and thanked all who were attending.

He explained that Councillors had completed their first term of office following elections in May 2013. The Mayor went on to say that the new Council consisted of many new Members and the Town Council was proving to be both knowledgeable and effective.

ATM/03 APOLOGIES

Apologies for absence were received from the Councillor Jones.

ATM/04 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None declared.

Conflicts of Interest
None declared.

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry	LIB	Chair of Ludlow in Bloom.
Cllr Smithers	WWI Boards	Involved with restoration of the WWI boards.
	Q&A	Was treated at Shrewsbury Hospital under the Stroke Unit.
Cllr Perks	Litter	Involved with Pride of Place
Cllr Ginger	Public Consultation	Shop owner on Corve Street where bus shelter proposed.

ATM/05 VOTING

The Mayor advised the meeting that if a vote was called, only Electors of the Town were eligible to vote. He added that any decision taken at this meeting was only advisory and will be referred to Council for consideration and to make a final resolution.

ATM/06 PRESENTATION ON THE WORK OF THE TOWN COUNCIL 2013-2014

The Mayor updated the electors present on:

New Staff

The Mayor welcomed Stephanie Williams to the permanent post of Cemetery Office. He also welcomed Sarah Hughes who had recently been appointed to the post of Admin Assistant and the two temporary seasonal Grounds Persons, David Caswell and Gavin Kynaston. He added that staff numbers had not increased and that the permanent posts had become vacant. He wished them all the best for future and thanked them for looking after the Town.

Guildhall

The Mayor explained that most meetings took place in the Guildhall. He added that the Town Council was looking to improve the facilities, whilst retaining the original structure as a Grade I listed building.

Projects

The Buttercross

He explained that when the Town Council had failed in its bid for funding to the Heritage Lottery Fund it had sought funding through Shropshire Council's Market Town Revitalisation programme for the Buttercross as a stand alone project. Funding had been granted on the 27th August 2013. This would allow the Town Council to bring the grade I listed building off the English Heritage

'Buildings at Risk Register' and bring it back into public use by creating a Heritage Interpretation Centre, with selected exhibits from Ludlow Museum. The aim was to create volunteering and employment opportunities within Ludlow. The Town Council were currently re-applying to Shropshire Council to extend the Grade I listed building project beyond the initial nine months period granted.

Buttercross Clock

The Mayor pointed out that there were time keeping issues with the Buttercross Clock but that the world renowned clock experts, Smith of Derby were working to resolve these issues.

Boxing Club

He informed the public that work on the new Boxing Club/Community Room was nearing completion and that the scheme had been one of the best unique projects the Town Council had been involved in for the benefit of the community. This had been a collaborative project with the Town Council, Ludlow Amateur Boxing Club, Shropshire Council, South Shropshire Housing Association and Total Response, along with a number of residents and volunteers. He personally thanked all those who had been involved with the project.

Smaller Projects

The Mayor highlighted two smaller projects completed during the past year, including the willow living sculpture at the Linney. The Viking long boat had been constructed by the South Shropshire Youth Forum and Friends of the Linney Riverside Park. The second project was the installation of the new seat in the bus shelter on Mill Street.

WW1 Commemorations

He acknowledged that with 2014 being the anniversary of the onset of WW1 the Town Council was in the process of having the Rolls of Honour Boards restored and displayed at the Guildhall. The boards had originally been in the old Town Hall. He explained that the boards named all those that had enlisted from 1914 to 1918 and he hoped that the project would be completed in early August. The Mayor invited anyone who was undertaking research, to submit information to the Town Council.

The Mayor highlighted that a Service to mark the start of WW1 would be held at St Laurence Church on the 3rd August 2014.

ATM/07 SERVICES COMMITTEE – COUNCILLOR PARRY

The Mayor invited Councillor Parry as Chair of the Services Committee to speak on the work of the Committee.

Councillor Parry informed the public that it was a pleasure to be Chair of the Services Committee and it was at this Committee meeting that the services provided to the Town were discussed.

Henley Road Cemetery

She went on to outline that a new explanatory leaflet was in the process of being printed and would be available shortly. She highlighted that records had been kept from 1914 when the Cemetery had been opened. The upkeep of the Cemetery was undertaken by the Town Council's Direct Labour Force and she added that they kept it looking beautiful and that Christmas lights were installed in the Chapel.

She highlighted the new information board which would be installed shortly to help visitors.

Public Toilets

Councillor Parry explained that the Town Council provided toilets at Castle Street, Smithfield, the Linney and Henley Road Cemetery. She highlighted that the Linney toilets had recently been re-painted following vandalism. She continued by saying that the Town Council had resolved not to charge for use of toilets which would encourage tourism in the Town.

Flower Beds in Ludlow

Moving onto the flower beds in Ludlow, Councillor Parry explained that as a member of Ludlow in Bloom she worked closely with the Town Council to achieve a beautiful display annually. She thanked the Town Council's Direct Labour Force for maintaining the beds and the amenity areas in Town which included; the Linney Riverside Park, Henley Road Cemetery, Wheeler Road Playing Fields and Houseman Crescent, to a high standard.

Fairtrade Bed

Councillor Parry informed the public that the Town Council were supporting Fairtrade in Ludlow and the round bed in Castle Gardens would be planted with appropriately coloured plants to reflect the Fairtrade logo.

Market

Councillor Parry explained that the Market was open to the public six days a week and seven during December to include Tinsel Tuesday Christmas Markets. She thanked the Market Officer for his work as this helped the Market to run smoothly. Councillor Parry added that the Town should be very proud as it was a successful market.

Street Trading

She advised that along with the Market, Street Trading pitches were available and had raised £8,371 income for 2013-2014.

ATM/08 REPRESENTATIONAL COMMITTEE – COUNCILLOR DRAPER

The Mayor invited Councillor Draper to speak on the work of the Representational Committee.

Councillor Draper explained the role of Representational Committee as a statutory consultee for planning applications received by the Planning Authority,

Shropshire Council. He added that 113 applications had been considered this year and that the Town Council worked closely with the Local Conservation Area Advisory Committee which aimed to retain Ludlow's rich heritage.

Project Support Grants

Councillor Draper outlined the project support grants that had been granted in 2013-2014.

ATM/09 COMMUNICATIONS WORKING GROUP – COUNCILLOR SMITHERS

Councillor Smithers spoke on the work of the Communications Working Group. He explained that Working Groups interacted with residents and organisations within the Town. They then made recommendations to Committee and Council for a decision.

He outlined that the Town Council reached the public through the Town Council's website, Market website, Facebook and Twitter. This was in addition to the Buttercross Bulletin which was produced quarterly and the Calendar of Events which was distributed throughout the Midlands and the Town. 100,000 copies were printed annually.

The Mayor highlighted two public consultations carried out during the previous year. These included the proposed bus shelter on Corve Street which did not go ahead due to public representations and the Cemetery information board which had been referred to earlier by Councillor Parry.

ATM/10 POLICY & FINANCE COMMITTEE – COUNCILLOR DRAPER

The Mayor invited Councillor Draper to speak on the function of the Policy and Finance Committee.

Councillor Draper thanked the Mayor and stated that it had been a pleasure to Chair the Policy and Finance Committee for the last 12 months.

He highlighted the Policies which had been adopted and also those that had been reviewed and re-adopted which helped the Town Council to function.

Councillor Draper added that the Town Council's accounts would be available to the public for inspection, following the standard audit procedure and having been signed off by Full Council on the 23rd June. He thanked the Town Clerk and Finance Assistant for providing well presented clear information to the Committee.

ATM/11 WRITTEN AND VERBAL QUESTIONS FROM RESIDENTS

Jill George, on behalf of Shropshire - Defending the NHS

Ms George requested that the Town Council support the group who was lobbying to retain the A&E Department at Shrewsbury Hospital. She added if Shrewsbury was downgraded that emergency services would be transferred to Telford and offered to provide the Town Council with more information. She added that this decision could affect lives across the County.

The Mayor responded by saying that the Town Council would welcome any information provided.

Councillor Huffer, Unitary Councillor – Shropshire Council

Councillor Huffer added that the support from the Town Council would be invaluable as at a Shropshire Council Scrutiny Meeting it had been proposed that the Stroke Unit would be moving to Telford along with A&E Services and this she felt would certainly affect lives.

Mr Roy Payne, Temeside

Mr Payne stated that he was concerned that he had not received answers regarding the proposed move of the Visitor Information Centre and the Ludlow Museum. He asked who would be acting as the point of information for places to eat, advice and leaflets.

The Mayor responded by saying that the Visitor Information Centre and Ludlow Museum fell under the authority of Shropshire Council and added that the Unitary Councillors present would be able to answer the question after the meeting.

Helen Hughes, Voluntary Acting Chief Executive, Ludlow Assembly Rooms

Ms Hughes responded to Mr Payne by saying that now Shropshire Council was a Commissioning Council it was outsourcing services. The Ludlow Assembly Rooms had been approached to take on the role of the Visitor Information Centre but minimal funding had been offered. She stated that the Ludlow Assembly Rooms would do its best but they would require volunteers alongside staff to make this happen. Volunteers would be welcome.

Mr Mike Jackson, Lower Broad Street

Could the Town Council do something better about litter? He added that it was not just for visitors but residents also.

The Mayor responded by stating that litter on Lower Broad Street fell under the remit of Shropshire Council Streetscene team.

Councillor Perks added just because Streetscene were not based in Ludlow, the level of service should not decrease. He suggested that the Town Council could provide a distribution point for dog bags, provided by Shropshire Council.

Mrs Roma Jackson, Lower Broad Street

Mrs Jackson presented the Mayor with a video of the litter on Broad Street and requested that the Town Council lobby Shropshire Council for a better service.

Ann Holland, Beech Close

How far along has the Town Council got in implementing the project at the Buttercross?

The Town Clerk responded by stating that the Town Council was currently reapplying for funding from Shropshire Council. The internal plasterwork had been started and internal walls erected; and tenders for the wiring and plumbing was currently being considered. The Grade I listed building works were time consuming and the project was currently ongoing.

Joyce Brand, 3 College Street, Ludlow

Mrs Brand asked if something pro-active could be done regarding dog fouling. She suggested that members of the public could take photographs which could then be submitted to the local newspaper.

Her second question was regarding the Visitor Information Centre. She understood that Shropshire Council was now a Commissioning Council and asked if Shropshire Council had only entered into negotiations with the Assembly Rooms or whether they had sought competitive tenders for the Visitor Information service.

The Mayor responded by stating that Helen Hughes from the Assembly Rooms could perhaps address the question and provide further information at a later date.

Lesley Pritchard, Old Street

Mrs Pritchard congratulated the Town Council on the maintenance of the flower beds but requested that the plants were in situ by the end of May to allow for the new perennial scheme to be more established and provide a better show to visitors.

David Pritchard, Old Street

Mr Pritchard complimented the Town Council on the new information board by St John's Walk. He requested that more boards be installed in the Town, not only for visitors but residents to inform them of Ludlow through the ages.

John Nash, Civic Society

Mr Nash requested that during the transfer of the Museum to the Buttercross and Visitor Information Centre that there was some co-ordination. He was concerned that should anything go into storage, this would not benefit visitors or residents alike.

The meeting closed at 8.00 pm

Town Mayor

Date

N.B. No Confidential Minutes will be issued.