



## MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 27<sup>th</sup> OCTOBER 2014** at 7.00PM.

### S/48 PRESENT

Chairman: Councillor Draper

Councillors: Gill; Ginger; J Newbold; S Newbold; Smithers.

Officers: Gina Wilding, Town Clerk  
Naomi Brotherton, Senior Secretary/Admin Assistant  
Sean Turgoose, DLF/Market Supervisor

### S/49 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

### S/50 APOLOGIES

Apologies for absence were received from Councillors Cobley, Jones, Kemp, Lyle, Parry and Perks.

### S/51 DECLARATIONS OF INTEREST

#### Disclosable Pecuniary Interests

None

#### Conflicts of Interest

Councillor Ginger

#### Item

9

#### Reason

Shop owner in Ludlow.

#### Personal Interests

None

**S/52**      **PUBLIC OPEN SESSION****Dr Derek Beattie, Lower Broad Street**

Dr Beattie explained that he was speaking in support of the proposal for changes to the paving at the War Memorial. He informed the Committee that when it was discussed at a previous meeting insufficient information had been provided. Dr Beattie outlined that it was being proposed that the names of those that had fallen in WW1, WW2 and the Korean War would be engraved on grey marble slabs with space being allowed for those who fell in future wars. He added that the War Memorial itself would not be modified, nor the plinth.

Dr Beattie explained the plinth was set in a diamond pattern with slabs surrounding it as a border. The proposal was for these bordering slabs to be removed and replaced with the names inscribed on grey marble, with the corners left blank to allow wreaths to be laid without the need to step on the names.

He went on to say that the Conservation Officer from Shropshire Council had visited the War Memorial and had met the Memorial Mason. She had no objections with the design or idea. Also no cost would be levied at either Shropshire Council or the Town Council as all monies had been raised by local people and grants.

Dr Beattie emphasised that it is usual for towns to have the names of the fallen in the Church and this was then repeated at the local outdoor memorial. He therefore asked that Ludlow Town Council supported the proposal.

The Chairman thanked Dr Beattie and confirmed that the matter had been deferred by mutual agreement to Full Council.

**Ian Barge, Old Street, Ludlow**

Mr Barge stated that he endorsed what Dr Beattie had said.

7.10 pm - All members of the public left the meeting.

**S/53**      **LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION**

No Unitary Councillors were present.

**S/54**      **OPEN SESSION MINUTES****RESOLVED (unanimous)**

**JS/GG**

That the open session minutes of the Services Committee meeting held on the 1<sup>st</sup> September 2014, be approved as a correct record and signed by the Chairman.

**S/55**      **ITEMS TO ACTION**

The Chair asked thanks be passed onto staff for producing and completing the items to action.

**RESOLVED (unanimous)**  
**PD/JS**

That the Items to Action be noted.

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**S/56**      **IT UPGRADE**

The Town Clerk confirmed that members had resolved to replace the two oldest PCs which were no longer viable functionally, but there was now a question of what to do with these redundant base units. She explained that Computer Aid would clean any information off the PCs which would then be recycled.

**RECOMMENDED (unanimous)**  
**GG/PD**

That:-

- i) the upgrades were funded from current budgets;
- ii) the redundant PC bases are donated to Computer Aid for professional recycling, including secure data removal.

**S/57**      **REVIEW OF FEES**

Members considered the report from the Town Clerk. She explained changes in fees would come into effect from April 2015.

Market Fees

**RECOMMENDED (4:1:0)**  
**JS/JN**

That:-

- i) Market fees for 2015-16 remain the same as 2014-2015;
- ii) Market fees are reviewed again in 2015-16 to set fees for 2016-2017.

**S/58**      **Cemetery Fees**

**RECOMMENDED (unanimous)**  
**GG/JS**

That the Cemetery Fees for 2015-2016 remain the same as 2014-15.

**S/59**      Cemetery Benches/Plaques

**RECOMMENDED (unanimous)**  
**PD/JS**

That providing Cemetery benches and plaques remain cost neutral, the fees for 2015-2016 remain the same as 2014-2015.

**S/60**      Model Publication Scheme

**RECOMMENDED (unanimous)**  
**PD/GG**

That the cost of photocopying listed in the model Publication Scheme for 2015-2016 remains the same as 2014-2015.

**S/61**      Street Trading

**RECOMMENDED (7:0:3)**  
**JS/PD**

That the Street Trading fees remain the same and reviewed again in 2015-16 to set the fees for 2016-2017.

**S/62**      Guildhall Hiring Fees

Following a question from Councillor Gill, regarding the maximum capacity for the Chamber, the Town Clerk confirmed that she was taking advice from the Fire Officer.

**RECOMMENDED (unanimous)**  
**PD/GG**

That the fees for hiring the Guildhall Chamber for 2015-2016 remain the same as 2014-2015.

**S/63**      **BUDGET RECOMMENDATIONS**

Wheeler Road Play Area Resurfacing

The Chair reminded the Committee that the problems with the rubberised play matting had been highlighted by a ROSPA report. He emphasised that the Town Council had a responsibility to ensure the area was safe. He asked if the cost of repairing or replacement had been included in the budget.

The Town Clerk confirmed that the cost of projects were not yet included on the budget and would increase the precept.

Members discussed the issues of recurrent vandalism and possible solutions.

**RECOMMENDED (5:0:1)**  
**PD/TG**

That:-

- i) £9,000 for the resurfacing of Wheeler Road Play Area, as opposed to total removal and replacement is included in the budget for 2015-16;
- ii) leaflets are delivered to local residents to explain the cost of the work and the impact of vandalism throughout the year, and that further expensive repairs/replacement cannot be afforded by the Council;
- iii) A press release is written to inform the community.

**S/64**      **Fencing at Housman Crescent Play Area**

Following a question from the Chair, The DLF Supervisor advised the Committee that the wooden fence at Housman Crescent was vandalised weekly.

The Town Clerk advised the Committee that although ROSPA recommended fencing, the Town Council may be under no obligation to provide one.

**RECOMMENDED (unanimous)**  
**SN/TG**

That:-

- i) the wooden fence at Housman Crescent is removed to prevent further vandalism;
- ii) notices are placed on the gate informing the public prior to the removal;
- iii) a press release is issued prior to removal.

**S/65**      **Buttercross Structural Appraisal**

**RECOMMENDED (10:0:1)**  
**PD/JS**

That:-

- i) an initial Buttercross Structural Appraisal is included in the budget;
- ii) upon receipt of the report further actions, if recommended, are identified for consideration.

**S/66**      **Server Cloud Back Up**

The Town Clerk outlined the current IT back up arrangements and explained that the Cloud back up would be in the EU and would come under EU data protection laws. Backing up data in this way was a positive move forward as it would ensure smooth business continuity in all eventualities.

**RECOMMENDED (unanimous)**  
**JS/GG**

That £1,700 for initial set up and annual fee for a cloud server is included in the budget.

**S/67**      **LINNEY RIVERSIDE PARK**

The Committee discussed the complaint letter received and solutions to the problems of loose dogs and dog fouling.

**RESOLVED (unanimous)**  
**PD/JS**

That:-

- i) the resident is thanked for her letter and is apprised of action being taken;
- ii) the Town Clerk is authorised to write to Shropshire Council to request 2 more dog bins;
- iii) the Town Clerk requests that the Police, Shropshire Council and Friends of the Linney assist with monitoring dog control and fouling on a regular basis;
- iv) a press release is issued informing residents that their dogs must be kept on a lead.

**S/68**      **L-CAP – LUDLOW COMMUNITY ALCOHOL PARTNERSHIP**

**RESOLVED (unanimous)**  
**PD/GG**

That the letter from L-CAP be received and further reports and updates from L-CAP are brought to Committee.

**S/69**      **WW1 ANNIVERSARY MEETINGS**

The Chair thanked Councillor Smithers for attending the WW1 anniversary meetings and for the updates.

**RESOLVED (unanimous)**  
**PD/JS**

That the notes from the WW1 anniversary meetings be received.

**S/70**      **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved 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.

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**RESOLVED (unanimous)**  
**PD/JS**

That the public be excluded and the meeting continue in closed session.

The meeting closed at 8.20 pm.

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Chairman  
N.B. Closed Session Minutes will be issued.

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Date