

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 7th SEPTEMBER 2015** at **7.00PM**.

S/37 **PRESENT**

Chairman: Cllr Jones

Councillors: Clarke, Cobley, Draper, Ginger, Gill, Parry (Vice-Chair) and Smithers.

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

Also attending: Councillor Perks (from 7.45pm)

S/38 **HEALTH & SAFETY**

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

S/39 **APOLOGIES**

Apologies for absence were received from Councillor Lyle.

S/40 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None

Conflicts of Interest

None

Item

Reason

Personal Interests

Cllr Parry

Item

11

Reason

Chair of Ludlow in Bloom

S/41 **PUBLIC OPEN SESSION**

Mrs Wendy Woodward – National Market Traders Federation (NMTF) – Mrs Woodward asked for clarification on the booking of the Sunday Medieval Market as the form stated that traders had the option whether or not to dress up in traditional dress. She added that the NMTF had been led to understand that medieval dress was mandatory and not optional.

The Town Clerk confirmed that traditional dress was mandatory for both the Saturday and Sunday Medieval Markets.

S/42 **LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION**

Councillor V Parry, Ludlow South – Councillor Parry informed the Committee that the recent planning application for 137 dwellings at Foldgate Lane had been declined, however this would not prevent the applicant from re-applying in the future.

S/43 **OPEN SESSION MINUTES – 6TH JULY 2015 & CLOSED SESSION MINUTES 1ST JUNE 2015**

RESOLVED (unanimous)
TG/AC

That the open session minutes of the Services Committee meeting held on the 6th July 2015, and the closed session minutes of the Services Committee meeting held on the 1st June 2015, be approved as a correct record and signed by the Chairman.

S/44 **ITEMS TO ACTION**

RESOLVED (unanimous)
PD/TG

That the Items to Action be noted.

S/45 **PLOT I, HENLEY ROAD CEMETERY**

The Town Clerk outlined that the position of misaligned rows had occurred over a period of years in Plot I and had resulted in a percentage of plots being a smaller size and now unsuitable for adult graves.

Councillor Parry queried whether the small plots could be offered as children or babies plots.

RESOLVED (unanimous)

TG/RJ

That:-

- i) The report be noted; and
- ii) The Town Clerk investigate whether the smaller misaligned plots would be suitable for children and babies, or created remains and a further report brought back to a Services Committee.

S/46 NOTES OF THE INFORMAL MARKET MEETING – 30TH JULY 2015

RESOLVED (unanimous)

TG/RJ

That the notes of the Informal Market Meeting held on the 30th July 2015 be noted.

S/47 b) Recommendations from the notes of the Informal Market Meeting 30th July 2015

Castle Street Toilets

Councillor Parry stated that she had asked for this item to be discussed at the Market Meeting as in her opinion the toilets needed to be cleaned more frequently, there was an offensive odour, and she had received complaints from visitors using them. There had also been paper all over the floor. She commented that other Towns charged 20p for visitors to use the toilets and in Bridgnorth the toilets were manned by a member of staff. She suggested that this could be done at Castle Street toilets.

The Chair advised Councillor Parry that the toilets were cleaned twice a day. She highlighted that odour had been an issue which was due to stagnant water, had now been resolved and the waste sacks were now being changed more frequently. She agreed that the paper on the floor was a problem but this was due to the stacking toilet roll system.

Referring to a full-time toilet attendant Councillor Ginger said that in this current economic climate the Town Council did not have the funds to provide this service. He also added that in his opinion he believed the Town Council should not charge visitors to use the toilets.

RESOLVED (unanimous)

JS/TG

That the report be noted.

S/48 **RECOMMENDED (unanimous)**
TG/JS

That the Staffing & Appeals Committee considers the budgetary implications of additional cleaning hours for Castle Street toilets.

S/49 **RESOLVED (unanimous)**
TG/JS

That the Town Clerk seeks further information and reports to be brought back to Services Committee to enable consideration for the further options at Castle Street toilets.

S/50 **Customer Relations & Customer Perception of the Market – Numbered Licences**

RESOLVED (unanimous)
RJ/TG

That the Members defer consideration of amending the Licence system so that each trader has a number displayed on their stall to enable ease of identification of a trader to the Town Council until the next meeting.

S/51 **Specialist Markets – Sunday Medieval Market**

The Market Officer clarified that it was the Sunday Market and not Saturday that was under consideration. He stressed that the market needed to meet public expectations.

Councillor Ginger asked if the Sunday Medieval Market was well attended by traders.

The Market Officer responded by saying that the Autumn quarters form for the Specialist Markets had been released that morning and the Medieval Market was extremely popular with 58 stalls out of 63 already having been booked.

RECOMMENDED (unanimous)
GG/TG

That the policy of one stall per trader for the Specialist Sunday Medieval Market be continued.

S/52 Markets between Christmas and New Year

RECOMMENDED (unanimous)
RJ/MC

That the letter due to be sent out to Traders regarding trading between Christmas and New Year be noted.

S/53 **INCREASE IN THE BUDGET FOR MARKET NON-DOMESTIC RATES (NDR)**

RESOLVED (unanimous)
AC/JS

To note that:

- i) The budget for Market NDR is increased by the full amount of the deficit £534 be noted;
- ii) The increase to the budget and the market rents were not increased in 2015/16 and therefore the costs were absorbed by the Town Council be noted and further consideration is taken during the 2016/17 budget setting process.

S/54 **THE GUILDHALL**

The Committee discussed the current water damage to the Guildhall and current office arrangements.

Following a series of questions from Councillor Parry, the Town Clerk confirmed that she was currently waiting for further quotations for the repair of the ceiling, and an application had been made to the Town Council's Insurance Company. She also confirmed that there are ring-fenced funds for the building which was received from the Magistrate's Court following their vacation of the building.

Councillor Draper asked that thanks was passed onto the staff for getting the office up and running again in difficult circumstances with very little disruption to customer service.

RESOLVED (unanimous)
RJ/GG

That the report be noted.

S/55 **UPDATE REGARDING DOG ORDERS AND DOG WARDEN IN SOUTH SHROPSHIRE**

The Chair referred to the letter which had been received that morning and had been tabled at the meeting from Councillor Hunt, Chair of Environment Services and Scrutiny Committee, Shropshire Council.

Councillor Parry confirmed that she was a member of that Committee and would ensure that the issue of Dog Wardens and dog fouling was discussed at the meeting.

RESOLVED (unanimous)
RJ/TG

That the update is noted.

S/56 REQUEST FROM A STREET TRADER TO TRADE AT THE LINNEY

The Committee discussed the current approved options for trading at the Linney and existing charges.

Councillor Ginger supported the application.

RESOLVED (unanimous)
RJ/PD

That:-

- i) the application to trade at the Linney on the 20th September 2015 be approved;
- ii) the cost for the trading day for the 20th September should be £12.00 per day with an additional charge for electricity of £7.50 per day, payable a week in advance, as previously agreed in 2013. The pitch location is on the grass by the electricity post.
- iii) the matter be brought back to the Services Committee for further consideration.

S/57 LOCAL BUS CONSULTATION

Members considered the response from Shropshire Council regarding the Bus Consultation and bus service in Ludlow.

Councillor Ginger pointed out that he had originally proposed that the timetables were considered and that he found the response from Shropshire Council insulting especially as the service is still inadequate for residents.

Members discussed issues with the current bus service including drivers taking decisions to alter the route if they collected passengers from the Park and Ride at the Eco Park. It had also been noted that on the Friday, 4th September 2015, eight buses had passed through the Town Centre in the space of 25 minutes.

RESOLVED (unanimous)
GG/PD

That:-

- i) The Town Clerk write a strongly worded letter to Shropshire Council expressing the Town Council's displeasure at their previous request, which represented the views of the Town's residents and bus users being ignored;

- ii) The Town Clerk query why bus drivers were altering bus routes regularly, preventing bus users and residents from fully accessing all parts of Ludlow.

S/58 LUDLOW IN BLOOM (LIB) – MINUTES 10TH AUGUST 2015

Councillor Parry requested that the slabs on Lower Corve Street which residents were tripping over were either taken up and re-layed or removed and turned into a small bed. She added that Ludlow in Bloom would undertake the work.

She also requested that the bed in Castle Street Car Park was looked after by Ludlow in Bloom. The Town Clerk confirmed that this did not belong to the Town Council but that she would need permission from Shropshire Council.

7.45pm Councillor Perks entered the meeting.

RESOLVED (unanimous)

That:-

- i) The requests made by Councillor Parry are agenda items of the next Services Committee Meeting.
- ii) The LIB minutes are noted.

S/59 SIGNS, MEMORIALS AND GRAFFITI ART

Following a question from Councillor Perks, the Town Clerk confirmed that approval of the Twinning signs had been sent to Shropshire Council. Shropshire Council were currently seeking approval from Richards Castle Parish Council and once that had been received the signs would be installed.

RESOLVED (unanimous)

RJ/TG

That the signs, memorials and graffiti art be noted.

S/60 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.

RESOLVED (unanimous)

RJ/PD

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

The meeting closed at 7:50pm

Chairman

Date

N.B. Closed Session Minutes will be issued.

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 7th SEPTEMBER 2015 at 7.00PM**

S/61 **MAYFAIR**

RESOLVED (unanimous)

GG/JS

That date of the meeting regarding the Mayfair be noted and that Councillors Ginger, Draper, Parry, R Jones and Gill attend with the Town Clerk.

The meeting closed at 7.50 pm.

Chairman

Date

