

## MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 23<sup>rd</sup> NOVEMBER 2015** at 7.00PM.

### S/81 **PRESENT**

Chairman: Cllr R Jones

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

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

Also in attendance: Cllr Perks

### S/82 **HEALTH & SAFETY**

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

### S/83 **APOLOGIES**

Apologies for absence were received from Councillor Lyle.

### S/84 **DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None

#### Conflicts of Interest

None

#### Item

#### Reason

#### Personal Interests

Cllr Parry

#### Item

8

#### Reason

Chair of Ludlow in Bloom and works with the Ludlow Fairtrade Group

### S/85 **PUBLIC OPEN SESSION**

There were no members of the public present.

**S/86      LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION**

Councillor V Parry, Ludlow South – Councillor Parry informed the Committee that Shropshire Council had added their play areas in Ludlow to the Asset Transfer Register and would be booking for the Town Council or another organisation to take on the maintenance liability.

**S/87      OPEN SESSION MINUTES – 19<sup>th</sup> OCTOBER 2015**

**RESOLVED (unanimous)**  
**TG/VP**

That the open session minutes of the Services Committee meeting held on the 19<sup>th</sup> October 2015, be approved as a correct record and signed by the Chairman.

**S/88      CLOSED SESSION MINUTES – 19<sup>th</sup> OCTOBER 2015**

**RESOLVED (unanimous)**  
**RJ/VP**

That the closed session minutes of the Services Committee meeting held on the 19<sup>th</sup> October 2015, be approved as a correct record and signed by the Chairman.

**S/89      ITEMS TO ACTION**

**RESOLVED (unanimous)**  
**RJ/PD**

That the Items to Action be noted.

**S/90      FAIRTRADE FLOWERBED IN CASTLE GARDENS**

The Chair invited Mr Philip Hume, Ludlow Fairtrade Group to speak on this item.

Mr Hume thanked the Committee for allowing him to speak and also said his colleague present, Penelope Bridstrup would be able to answer any questions the Committee wished to ask.

He stated that the bed in Castle Gardens had been planted up two years ago with the Fairtrade logo and thanked the Town Council for giving permission and undertaking the work. Mr Hume informed the Committee that a review of the bed two years on had highlighted that some aspects of the initial planting scheme had not been totally successful. He said that a local garden designer had proposed a solution which had been circulated to Members in the Agenda papers. He added that this was no criticism of the Town Council but that the review had highlighted some areas and provided an opportunity to make improvements.

Mr Hume explained that the addition of white cobbles and slate, would define the logo more clearly, along with changing a few of the plants. These changes had been estimated at a cost of £500, and the Fairtrade Group would be applying for funding. He requested that the Town Council also contributed to the improvements.

The DLF & Market Supervisor confirmed that for the first year a resident had grown some pansies to fill gaps, while the perennials were establishing, and added that the colours of the Fairtrade logo had been hard to match in plants of the correct colour, height and cover.

The Town Clerk explained that the planting budget had reduced over the last two years from £6k to £2k. This had been due to the transition from bedding plants to perennials. She advised Members that the changes proposed by Fairtrade Group supported the Town Council's planting ethos.

**RESOLVED (unanimous)**  
**RJ/GG**

That detailed costings are brought to Members regarding planting schemes for the round bed in Castle Gardens.

**S/91 PLOT I HENLEY ROAD CEMETERY**

**RESOLVED (unanimous)**  
**TG/VP**

That graves in plot I, row 5, numbers 656; 657; 658 and 659 are allocated for the burial of cremated remains.

**S/92 BUDGET CONSIDERATIONS AND RECOMMENDATIONS**

Members agreed that they were happy for the current fees to remain the same for 2016-17 apart from the fees for the Market electric.

The DLF & Market Supervisor confirmed that traders plugged into the lampposts on the market and the consumption of the street lights and market were not separate. He suggested that if Members wanted to see how much electric traders were consuming, daily readings would need to be taken for a comparison.

**RESOLVED (unanimous)**  
**RJ/GG**

That:-

- i) That the DLF & Market Supervisor takes daily electric readings for one month;

- ii) The Town Clerk contacts surrounding local authority markets to establish charges for traders using electric and that this information is to be brought to the next Services Committee in January 2016.

**S/93**      **MEMORIAL BENCH FEES**

**RECOMMENDED**  
**GG/RJ**

That the current memorial bench fee is increased to £549.00 to cover costs.

**S/94**      **CAR PARKS**

**RESOLVED**  
**RJ/JS**

That Members note Shropshire Council's car park income and expenditure.

**S/95**      **RESOLVED**  
**RJ/JS**

That:-

- i) The Town Clerk be authorised to approach Shropshire Council to begin a process to review Ludlow's current services and community assets;
- ii) The Town Clerk approach surrounding Town Councils who have taken on asset transfer of car parks.

**S/96**      **DOG FOULING AND LITTER AT THE LINNEY**

Members discussed the perennial problem of dog fouling at the Linney.

The Town Clerk confirmed that the dog signage needed re-positioning for it to be more effective and to deter dog owners from allowing their dogs to foul in the children's area. She also confirmed that she had received a response from Shropshire Council that there was no longer a Dog Warden in Ludlow.

Councillor Ginger stated that the issue was not signage, but irresponsible dog owners.

**RESOLVED**  
**RJ/VP**

That signage is displayed at the Linney stating that "all dogs should be kept on leads at all times".

S/97 **LUDLOW YOUTH CENTRE**

**RESOLVED**  
**RJ/AC**

That the letter from Shropshire Council stating Ludlow Youth Centre was not available for Community Asset Transfer be noted.

S/98 **IDENTIFICATION OF MARKET STALLS**

Members concurred that market stall holders must comply with legislation and display their contact details each time they trade, it is a requirement of Trading Standards and would be a mandatory requirement of the Market Licence.

**RECOMMENDATION (unanimous)**  
**GG/RJ**

That

- i) the consultation responses from the Market Traders are noted;
- ii) the Market Licence is amended to include proposed wording, to read as,

**“3a) Trader Contact Details**

Traders must provide their full contact details to the Town Council and undertake to clearly display their name, postal address and telephone number on their stall at all times when trading. Email addresses where available should also be displayed. This can be in the form of business cards, leaflets, packing or simply a notice.” are adopted.

S/99 **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 8:15pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. Closed Session Minutes will be issued.