



MINUTES

Minutes of a meeting of the **ANNUAL TOWN MEETING** held in Oscars, Ludlow Assembly Rooms, Mill Street, Ludlow on **MONDAY 24th APRIL 2017** at **7.00PM**

ATM/01 PRESENT

Chairman:	Councillor Draper
Councillors:	Clarke; Cobley; Gill; Ginger; Jones; Kemp; Lyle; Parry; Perks; Sheward; Smithers.
Officers:	Gina Wilding, Town Clerk; Naomi Brotherton, Senior Admin Assistant Louise Coles, Admin Assistant
Unitary Councillors:	Andy Boddington, Vivienne Parry,
Electors:	25

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 informed the meeting of the fire exits and fire assembly point in the event of an emergency.

The Mayor stated that it had been a pleasure and honour to have served the Council in the capacity of Mayor and that it had been a pleasure working with staff and Councillors.

ATM/03 APOLOGIES

Apologies were received from Councillors J Newbold and S Newbold.

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

ATM/05 VOTING

The Mayor advised the meeting that if a vote was called, only Electors of the Town were eligible to vote.

ATM/06 PRESENTATION ON THE WORK OF THE TOWN COUNCIL 2016-2017

The Mayor explained that he was Chair of Full Council and updated residents.

Publications and Social Media

He outlined the Town Council's two main publications, namely the Buttercross Bulletin, which was produced quarterly and the Calendar of Events which around 85,000 copies were printed annually and distributed through the Town and Midlands to raise awareness of Ludlow Museum at the Buttercross and the events in Ludlow.

The Town Council also reached the public through the Town Council's website www.ludlow.gov.uk, Market website, Facebook and Twitter. In addition the Ludlow Market and Ludlow Museum at the Buttercross could be followed on Instagram and the Ludlow Museum at the Buttercross was on Trip Advisor.

Town Council Staff

The Mayor informed residents that there were 21 full or part-time members of staff (FTE 14.5) working for the Town Council, to deliver the Town Council services including; Ludlow Market, Henley Road Cemetery, Ludlow Museum at the Buttercross, Amenity and Play Area Maintenance, Public Toilets, Street Trading, Cross Street Banners, Allotments, Committee Services, Websites, Social media, Newsletters, Civic Events, Financial and Administrative support.

He welcomed new staff, Helen Jones and Monty Lowe as Museum Assistants and also introduced Louise Coles, Admin Assistant, who was present that evening.

Ludlow Museum at the Buttercross

The Mayor reported that the Museum at the Buttercross opened on 12th August 2016 and thanked Shropshire Council for funding the refurbishment from the Market Town Revitalisation Programme. He stated that he hoped that everyone present had visited the Museum, as it was well worth it, and added that the Town Council had good staff who actively promoted the Museum.

He explained that the museum collection was owned by Shropshire Council and a service level agreement enabled the Town Council to open the building and Museum as a significant tourism attraction in Ludlow.

The Mayor also thanked the Friends of Ludlow Museum for their support of Ludlow Museum at the Buttercross.

Guildhall

The Mayor explained that the majority of meetings took place in the Guildhall which was situated in the heart of the Town.

ATM/07 SERVICES COMMITTEE – COUNCILLOR JONES

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

Toilets

Councillor Jones highlighted the work of the Services Committee and said that the Town Council staff looked after the toilets at Castle Street, Smithfield, the Linney Riverside Park and the Cemetery.

Flower Beds in Ludlow

Councillor Jones praised the Direct Labour Force (DLF) who she said did a marvellous job of caring and maintaining the flower beds in Ludlow. She thanked the DLF for helping the Ludlow in Bloom Committee to achieve gold again for 2016.

She emphasised that the Town Council supported Fairtrade and that the fairtrade bed in Castle Gardens has been refurbished in 2016 to highlight the logo.

Cemetery

Councillor Jones stated that along with the flower beds the DLF maintained the Cemetery and organised the Markets. She highlighted that the Cemetery Chapel was being used more.

Markets

Councillor Jones advised residents that the Market was doing extremely well, with new traders joining as soon as stalls became vacant. She stated that this was down to the Market Officer and thanked him for his hard work, as well as the Town Clerk and office staff.

Street Trading

Councillor Jones highlighted that Street Trading was also income for the Town Council raising £6,452 for 2016-17 and helped to create a vibrant street scene in Ludlow.

ATM/08 REPRESENTATIONAL COMMITTEE – COUNCILLOR GINGER

Councillor Ginger explained the role of Representational Committee as a statutory consultee for planning applications including advertising, listed building work, and tree applications received by the Planning Authority, Shropshire Council. He stated that the Town Council commented from a local perspective.

In 2016-17 the Committee commented on 116 planning applications and 30 tree applications.

He went on to say that the Committee also commented on traffic regulation orders, licensing; and pavement permits, which were a new role for the Committee this year.

Project Support Grants

Councillor Ginger stated that the following organisations had been awarded project support grants totalling £2,000.00 in for 2016-17 - Friends of St Leonard's Churchyard, Ludlow Green Festival, Ludlow College, Ludlow Defib 4 you, Ludlow Hockey Club, Shropshire Hills AONB, Song for You at Helena Lane Centre and Working Together.

ATM/09 POLICY & FINANCE COMMITTEE – COUNCILLOR COBLEY

Councillor Cobley explained that role of the Committee was to review the policies and budget of the Town Council. The Committee looked at the Town Council's income and expenditure. He added that the Committee also received a quarterly exceptions reports.

He explained that the Council invited applications once a year and awarded Core Grant Funding to external organisations.

Councillor Cobley reported that the Committee adopted new policies when required and also reviewed and re-adopted policies on a regular basis, taking external advice if necessary, a list of which could be found in the Annual Report.

He explained that the Committee also commented on consultations from Shropshire Council, the most recent were the Economic Strategy, Leisure Strategy and Bus Strategy.

Councillor Cobley drew residents' attention to the council's financial timetable of End of Year in May, annual audit in June and approval of the Annual Return by Council in June. and external audit in July. The accounts could be inspected by residents in July, and the Annual Return was displayed on the website.

ATM/10 WRITTEN AND VERBAL QUESTIONS FROM RESIDENTS

The Mayor informed the public that questions had been received prior to the meeting.

Questions from Ludlow Town Centre Residents Association (11)

Q1: A large number of finger sign posts within the town are not fit for purpose because of factual errors in their information. These cause visitors a great deal of confusion and annoyance and the residents' embarrassment as they have been like that for years. We are aware the Sustainable Transport Group is addressing the issue but are interested in the plans the Council may have to address this situation and when?

A1: In and Out of Ludlow Forum (IOL) agreed to undertake a review of the finger posts and feed back to Shropshire Council regarding out of date signage and changes that need to be made.

Q2: This town has a deplorable level of anti-social behaviour which not only has a serious effect on the visitors to the Town but also the residents, many of whom are so anxious about it that they will not venture out of their houses in the evenings. A major tool in fighting this behaviour is the CCTV cameras within the town. Once again these are not fit for purpose and are totally ineffective. The Residents Association have offered in the past to help towards raising the funding for the repair or replacement of this equipment but to no avail. What plans do the council have to address this situation and when?

A2: Ludlow's CCTV is working and regularly serviced under contract by ADT. The cameras are hard wired. The hard drive is located at Ludlow Police Station and reviewed by the police as required. A suitable location outside the police station needs to be established because of risk of police station closing.

Recently the Town Clerk visited Oswestry CCTV Control Centre, which is located within Oswestry Police Station. The setup is different because they operate 18 cameras under a wireless radio wave system (need clear line of sight and radio dish receptors).

The CCTV centre is led by one paid co-ordinator to organise the volunteers to actively monitor the cameras, liaise with the police, and ensure data protection compliance. 24/7 cover not possible.

There is also have a backup infrastructure at Oswestry Guildhall because of concerns about the police station closing in Oswestry. Oswestry CCTV set up costs were in the region of £70,000.00.

Q3: Recent reports have cited Diesel fumes as a major source of respiratory disease. Given the very large number of buses and coaches that use our already congested streets, what plans do the council have to alleviate this situation and when?

A3: It is difficult to comment without information identifying hazardous levels and the levels reached in Ludlow.

As a small market town, it is unlikely that the level of fumes would be the same as those released in a city or larger town.

The situation needs careful consideration and research because Ludlow is a tourism destination and needs to encourage visitors. The Chamber of Commerce and IOL have done some work with coach companies to help support the tourism economy in Ludlow and LTC actively supports the tourism economy.

Q4: The campaign for a 20 MPH speed limit for the whole town appears to have a great deal of support. Do the Town Council support this proposal, if so what steps have been taken to implement this?

A4: The Town Council is awaiting findings of the survey for consideration at Committee or Council - and is not able to comment further at this time.

Q5: Could the Council please clarify the reason behind the Annual May Fair being held in the centre of town and not away from the shops and residential areas?

A5 : The siting of the Mayfair is based on custom and practice and supported by the Health & safety Executive (HSE) who visited last year, which passed the set up and operation of the Mayfair in the centre of town.

Q6 has been withdrawn

Q7: Recent notification to the residents regarding the May Fair did not contain a council contact phone number in case of emergencies. Why not?

A7: Effective emergency communication should be the shortest line of communication.

The Mayfair organisers will respond to operational problems, so are the point of contact at the Mayfair.

The police and emergency services should be the first point of contact for the public in any other emergency. The emergency services are provided with essential contact details for Town Council staff.

Local youth workers will provide stewarding cover to assist the police at the event.

- Q8:** Fair ground rides have recently been responsible for some fatalities, not to mention horrific injuries. Assuming that insurance covers this event, does the town have sufficient liability cover in the event of an accident?
- A8:** As previously stated five officers from the Health & Safety Executive closely examined the setup, the equipment and the procedures of the Mayfair and the Mayfair passed their inspection. The Principle Event organiser (PEO) has insurance. LTC also has insurance.
- Q9:** When you we expect the town walls to be repaired?
- A9:** The town walls are in the Town Council's action plan for 2017/18. The New Council will be able to take up office on 8 May 2017.
- Q10:** How can the Council further encourage the use of Park and Ride to alleviate the difficulty in trying to park at weekends as a resident?
- A10:** Shropshire Council currently tender the contract and provides funds for Ludlow Park and Ride. The more immediate problems to consider in the coming year is the continuation of the service as there is a question mark over the continued funding of this services and Ludlow Town Council sees this as the priority concern at present. However, encouraging a sustainable level of use of the Park and Ride is no doubt part of the solution to the problem. The Town Council are happy to work with local organisations to identify workable solutions.
- Q11:** Having lost a major battle with rampant bureaucracy over the supermarket, the town is faced with even more devastating blow to its survival, the massive Business Rate hike! What measures are the council actively taking to intervene in the implementation of this destructive process?
- A11:** The supermarket was a local authority planning matter and the business rates are under the remit of the Valuation Office, so each has required a different way of working. Ludlow Town Council and other organisations in Ludlow have been active participants in both matters.

With regard to the business rates, the town Council has written to the MP, the PM and the valuation office explaining the serious detrimental impact the changes will have in Ludlow and providing actual figures to illustrate the actual impact. Individual Town Councillors have worked with the Chamber of Business to compile information and assist local business owners.

Question from for Ludlow 21 Sustainable Transport Team

Q12: Will Ludlow Town Council commit to supporting tried and tested measures (1) that can significantly improve the health and safety of residents and visitors such as the '20's Plenty for Ludlow' campaign that was launched in January this year?

We appreciate that Council support will require the backing of local residents and businesses and are in the process of collecting this.

(1) Here is evidence from national bodies supporting these assertions: Moving to a default 20mph speed limit for streets where people live, work and shop may be the most effective approach available at present to create better conditions for walking and cycling.**28**

DfT found that 71% of survey respondents favoured 20mph limits in residential streets.**29**

28. National Heart Forum. Reducing the default speed limit in built-up areas: highlighting the health benefits of 20mph. London 2010.

29. Department for Transport. British Social Attitudes Survey 2010: attitudes to transport. London 2010.

A12: The Town Council are awaiting the opportunity to consider and comment on the local survey results within the context of the viability of implementation and effective enforcement.

I think members would also appreciate the chance to further consider the reports quoted in the (your) question.

ATM/11 The Mayor then asked for questions from the floor.

Robin Pote, Streatley Mews

Q Referring to the question about diesel fumes, would it be possible to suggest to Minsterly Motors to stop their engines when they are outside the Assembly Rooms? I appreciate that we need a bus service and coaches, but could we request drivers turn off their engines?

A The matter will be looked into to determine the appropriate action.

Peter Norman, Lower Ledwyche

Q In previous Town Residents meetings we have been provided with a set of accounts which shows the success and failures of the Town Council. There is no evidence of this at this meeting, so we cannot judge what has been success or a failure, so could the timing of the meeting be adjusted, or could accounts be provided for residents?

A Legislation obliges the town council to hold the Annual Town Residents meeting between March and June; and this does not fit with the council's financial timetable of End of Year in May, annual audit in June and approval of the Annual Return by Council in June; and external audit in July. The accounts could be inspected by residents in July, and the Annual Return would be displayed on the website.

You are welcome to attend the Full Council meeting on the 19th June when Council will approve the annual return.

Chris Davies, Knowbury

Q **Firstly I support Robin Pote regarding buses and can confirm as a volunteer in the box office the fumes are unbearable, coaches in particular as they leave their engines running for the aircon, so visitors to return to a cool coach. Could the Town Council pass a bylaw for coaches and buses not to run their engines?**

My question is, you referred to the Shropshire Council consultation regarding buses and leisure. Will the Town Council be publishing their comments and considerations of these documents?

A Consultation responses are recorded in the minutes of meetings, which are available as public documents.

The bus strategy was a series of five options per question and there were a generous number of questions. Therefore the basic links were published on the website and members were encouraged to respond to the consultation individually.

Mr Geoffrey Tutt, Mill Street

Q **Now that the Royal British Legion (RBL) has closed, is there any need for the two disabled parking spaces outside the building? I assume they were created for the RBL but are now no longer required.**

A This matter would be considered at an appropriate meeting (Representational Committee)

The meeting closed at 7.30 pm

Town Mayor

Date