



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 8th JULY 2013** at 7.00PM.

FC/112 PRESENT

Chairman:	Councillor Smithers, Mayor
Councillors:	Cobley; Draper; Ginger; Holcombe; Jones; Kemp; Lyle; Mold; Parry; Toop
Officers:	Gina Wilding, Town Clerk; Lucy Jones, Finance Secretary
Also in Attendance:	Andy Williams, Advance Planning Andy Williamson, Shropshire Council Chris Edwards, Shropshire Council

FC/113 HEALTH & SAFETY

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

FC/114 APOLOGIES

Apologies for absence were received from Councillors Newbold and Perks.

FC/115 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

None declared.

Personal Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
P. Draper	WWI Memorial Boards	
R. Jones	WWI Memorial Boards	Vice-Chair Victory House Club
	Cemetery Costs	Know Grave Digger (Abstain)
D. Lyle	The Buttercross	Member Historical Research Group
J. Smithers	WWI Memorial Boards	
V. Parry	WWI Memorial Boards	Member RBL Women's Section

FC/116 PUBLIC OPEN SESSION (15 minutes)

There were nine members of the public and press present.

Lotty James, 145 Corve Street, Chair of the Friends of Ludlow Museum stated that the Friends were in favour of the proposal being presented by Daniel Lockett and though it was sad to see the Museum leave the Assembly Rooms they would be delighted to see it return to the Buttercross.

Alan Walker, Vice Chair of the Royal British Legion Ludlow Branch said that the Royal British Legion still wished to see the WWI Memorial Boards displayed in the Guildhall. He added that the letter in the agenda was the opinion of the Victory House Club and not the Legion.

FC/117 PUBLIC OPEN SESSION FEEDBACK (15 minutes)

The Town Clerk stated that all questions had been answered at the previous meeting.

FC/118 UNITARY COUNCILLORS SESSION

Unitary Councillor R Taylor-Smith, Ludlow North, requested a correction to minute FC/90 which did not reflect what she said.

She stated that she believed the Buttercross would lend itself well to housing special town specific artefacts and hoped to see the Town Council and Museum work together for the benefit of the town. She went on to say that though she supported the SAMDev revision to include the old hospital site she did not support the change to mixed use at the Eco Park or the proposed employment site to the south of Sheet Road. She asked that Ludlow Town Council consider this in detail.

Unitary Councillor V Parry, Ludlow South, stated that she agreed Councillor Taylor-Smith and did not support the employment site to the south of Sheet Road as it was unfair to residents of the small community at the Sheet. She added that she was pleased to see there would be some remuneration from Shropshire Council for housing parts of the Museum within the Buttercross.

FC/119 MINUTES**a) 13th June 2013 – Open Session****RESOLVED (5:0:6) PT/PD**

That the minutes of the Council meeting held on the 13th June 2013, be approved as a correct record and signed by the Chairman.

FC/120 b) 13th June 2013 – Closed Session**RESOLVED (5:0:6) PT/PD**

That the closed session minutes of the Council meeting held on the 13th June 2013, be approved as a correct record and signed by the Chairman.

FC/121 c) 17th June 2013 – Open Session**RESOLVED (Unanimous) PT/DL**

That the minutes of the Council meeting held on the 17th June 2013, subject to substituting “all” for “some” at FC/87, correcting FC/90 to read “disappointed that more people had not applied for election” and the correction at FC/97 to “Ms Diane Lyle”, be approved as a correct record and signed by the Chairman.

FC/122 THE BUTTERCROSS

Daniel Lockett, of Ludlow Museum made a presentation to Council setting out Shropshire Council’s proposal to house some museum items within the completed Buttercross Heritage Interpretation Centre. He stated that the Museum needed to relocate due to changes being made to the ground floor of the Ludlow Assembly rooms, but he was keen to keep the town centre location.

Mr Lockett said that Ludlow Museum was one of the oldest surviving museums in the country and had previously been located in the Buttercross. He hoped that working with local groups including the Friends of Ludlow Museum, Ludlow Civic Society, Historical Research Group, St Laurences Church, the Castle and Assembly Rooms would create a stronger more co-ordinated visitor attraction offer in Ludlow.

He went on to say the Museum held over 140,000 town related items to choose from including interactive displays and maps. He added that the housing of such items would come with financial support (estimated £10,000 pa), expert advice and assistance.

Councillor Holcombe asked how the Buttercross would be made accessible to the disabled as this had previously limited its usage. The Mayor stated that the Heritage Interpretation Centre plan included the installation of a lift from the market area to provide disabled access to the building.

Councillor Parry stated that having an expert on site would be beneficial to visitors who wish to ask further questions. Mr Lockett stated that this may be possible as are audio wands which would offer further information.

Councillor Holcombe stated that having the Museum and Visitor Information Centre (“VIC”) located in the same building had been beneficial, he asked where

the VIC would be located. Mr Lockett stated that the VIC would remain on the ground floor of the Ludlow Assembly Rooms.

RESOLVED (Unanimous) JS/PD

That the aspiration to house some aspects of Ludlow Museum within the Buttercross be supported.

FC/123 SAMDEV PRESENTATION

a) Bromfield Road

Andy Williams, Director, Advance Land and Planning Ltd, presented a pre-application consultation to Members and informed them that Advance Land and Planning Ltd would be making a planning application to Shropshire Council for approval of the development site at Bromfield Road. They would request that the site be consider for inclusion in the SAMDev policy.

RESOLVED (Unanimous) JS/VP

That the presentation be noted.

FC/124 b) Revised Preferred Options

Andy Williamson, Senior Policy Officer, Shropshire Council made a presentation to the Council on the Revised Preferred Options SAMDev Plan.

RESOLVED (Unanimous) JS/PT

That:-

- i) the presentation be noted.
- ii) the Council agree a reply to the consultation at the next Council meeting.

FC/125 POLICY & FINANCE COMMITTEE

a) Minutes

RESOLVED (5:0:6) JS/PD

That the open and closed session minutes of the Policy and Finance Committee meeting held on the 10th June 2013, be received.

FC/126 b) Recommendations

i) Re-Instatement of Seat in Bus Shelter, Mill Street

- a) That the seat in the bus shelter on Mill Street be re-instated;

- b) That the Town Clerk is authorised to issue a press release once the seat has been fitted.
- ii) Annual Core Budget Grant Application – Crucial Crew
That the Bridgnorth and South Shropshire Crucial Crew be awarded the requested Annual Core Budget Grant of £413.00.
- iii) Data Transparency
a) That the Code of Recommended Practice for Local Authorities on Data Transparency be adopted;
b) That a specific section on the website is created and entitled ‘Transparent Governance’.
- iv) Gritting Policy
That the Gritting Policy be re-adopted.
- v) Environmental Policy
a) That the Environmental Policy is re-adopted;
b) That the input of Ludlow’s Unitary Councillors is requested on how the Environmental Policy can work locally.
- vi) Employee Handbook
That subject to the amendment of paragraph 2.18 to read, “If unable to report for work due to adverse weather conditions and public transport is suspended, the time off must be made up, or taken as *toil/annual leave*”, the Employee Handbook be adopted.
- vii) Buttercross Update
a) That the report be noted;
b) That Councillors Perks and Toop form part of the membership for the Buttercross Working Group;
c) That further membership for the Buttercross Working Group is sought at Full Council.

RESOLVED (9:2:0) PD/JS

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 - c) That further membership for the Buttercross Working Group is sought at Full Council.

FC/127 REPRESENTATIONAL COMMITTEE

RESOLVED (Unanimous) PT/JS

That the minutes of the Representational Committee meeting held on the 5th June 2013, be received.

FC/128 SERVICES COMMITTEE

RESOLVED (Unanimous) VP/JS

That the minutes of the Services Committee meeting held on the 3rd June 2013, be received.

FC/129 COMMITTEE MEMBERSHIP

a) Staffing and Appeals Sub-Committee

RESOLVED (Unanimous) JS/PD

That the Staffing and Appeals Sub-Committee membership be made up of Councillors Holcombe, Jones, Kemp, Newbold, Perks, Smithers and Toop.

FC/130 b) Street Trading Sub-Committee

RESOLVED (Unanimous) JS/PD

That the Street Trading Sub-Committee membership be made up of Councillors Cobley, Kemp, Lyle, Newbold, Parry, Smithers and Toop.

FC/131 c) Market Sub-Committee

RESOLVED (Unanimous) JS/PD

That the Market Sub-Committee membership be made up of Councillors Cobley, Jones, Kemp, Newbold, Parry and Smithers.

FC/132 d) Mayfair Sub-Committee

RESOLVED (Unanimous) JS/PD

That the Mayfair Sub-Committee membership be made up of Councillors Jones, Kemp, Lyle, Mold, Newbold, Parry, Perks and Toop.

FC/133 e) Twinning Sub-Committee

RESOLVED (Unanimous) JS/PD

That the Twinning Sub-Committee membership be made up of Councillors Cobley, Draper, Lyle, Parry, Perks and Smithers.

FC/134 f) Christmas Light Working Group

RESOLVED (Unanimous) JS/PD

That the Christmas Light Working Group membership be made up of Councillors Cobley, Lyle, Parry, Smithers and Toop.

FC/135 g) Communications Working Group

RESOLVED (Unanimous) JS/PD

That the Communication Working Group membership be made up of Councillors Cobley, Draper, Parry, Perks, Smithers and Toop.

FC/136 h) Civic Events Working Group

RESOLVED (Unanimous) JS/PD

That the Civic Events Working Group membership be made up of Councillors Draper, Jones, Lyle, Perks, Smithers and Toop.

FC/137 i) Budget Working Group

RESOLVED (Unanimous) JS/PD

That the Budget Working Group membership be made up of Councillors Cobley, Ginger, Holcombe, Mold, Newbold, Parry, Perks and Toop.

FC/138 j) Town Plan Working Group

RESOLVED (Unanimous) JS/PD

That the Town Plan Working Group membership be made up of Councillors Cobley, Ginger, Holcombe, Kemp, Lyle, Mold, Parry, Perks and Smithers.

FC/139 k) Standing Orders and Policy Review Working Group

RESOLVED (Unanimous) JS/PD

That the Standing Order and Policy Review Working Group membership be made up of Councillors Draper, Holcombe, Lyle, Newbold, Parry, Perks, Smithers and Toop.

FC/140 l) Boxing Club Working Group

RESOLVED (Unanimous) JS/PD

That the Boxing Club Working Group membership be made up of Councillors Draper, Jones, Parry and Perks.

FC/141 STANDING ORDERS

RESOLVED (Unanimous) JS/PT

That Standing Orders be suspended in order to reconsider the membership of the Staffing and Appeals Sub-Committee.

FC/142 COMMITTEE MEMBERSHIP

Staffing and Appeals Sub-Committee

RESOLVED (Unanimous) JS/PD

That the Staffing and Appeals Sub-Committee membership be made up of Councillors Ginger, Holcombe, Jones, Kemp, Newbold, Perks, Smithers and Toop.

FC/143 STANDING ORDERS

RESOLVED (Unanimous) JS/PT

That Standing Orders be reinstated.

FC/144 EXTENSION OF THE MEETING

RESOLVED (Unanimous) JS/VP

That in accordance with Standing Orders the meeting be extended by 30 minutes.

FC/145 COMMITTEE MEMBERSHIP

m) Buttercross Working Group

RESOLVED (Unanimous) JS/RJ

That the Buttercross Working Group membership be made up of Councillors Draper, Kemp, Lyle, Parry, Perks, Smithers and Toop.

FC/146 n) Legal Matters Protocol Working Group

RESOLVED (Unanimous) JS/PD

That the Legal Matters Working Group membership be made up of the Mayor, Deputy Mayor and the Chairmen of Policy and Finance, Services and Representational Committees, plus any other Members who wish to attend.

FC/147 MAYORS BOARD

The Town Clerk explained that the current board only had room for another two names. She stated that though it was a board for Mayors of Ludlow, one panel was taken up with the names of officers and Councillors in post when the

Borough Council came to an end. The proposal was to remove this board and rewrite the most recent names that had been painted in a different size, this would free up a significant amount of space to record the names of future Mayors of Ludlow.

Councillor Ginger stated that it would be strange to remove people who have been honoured on the board for so many years. The Town Clerk reassured Members that the panel of Councillors and staff once removed would be reframed for display separately.

RESOLVED (Unanimous) TM/VP

That the matter be deferred to the next Council meeting, to be presented with further information and full quotations.

FC/148 CEMETERY REGISTERS

RESOLVED (Unanimous)

That:-

- i) the emergency work to the register for sections D, E, F and L be noted.
- ii) the refurbishment of the register for sections G, H, I and GG be approved.
- iii) the restoration of further registers be deferred to the next financial year.

FC/149 WWI MEMORIAL BOARDS

The Mayor pointed out that the Victory House Club was a private members club and therefore if the boards were displayed there they would not be accessible to the general public. He added that Council had already resolved to display the Memorial Boards within Guildhall and progress was being made in this regard.

Councillor Draper agreed that as the Memorial Boards had previously been on public display in the Town Hall they should go back on public display in a public building i.e. the Guildhall.

RESOLVED (Unanimous) JS/RJ

That:-

- i) Council continue with the current plan to display the WWI Memorial Boards within the Guildhall.
- ii) the Town Clerk reply to the letter advising that the matter had already been considered in detail by the Council and that as they were public property the Council believed they should be on public display and that their display in the Guildhall was being progressed and to thank the Royal British Legion and Victory House Club for storing the boards since the demolition of the Town Hall.

FC/150 EXTENSION OF THE MEETING

RESOLVED (Unanimous) JS/PD

That in accordance with Standing Orders the meeting be extended by 30 minutes.

FC/151 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) JS/RJ

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

The meeting closed at 9.35pm.

Town Mayor

Date

N.B. Closed Session Minutes will be issued.