



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, DLF Supervisor, Market Officer,
Unitary Councillors, Press
Contact: Gina Wilding, Town Clerk
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1AZ
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townclerk@ludlow.gov.uk
Despatch date: 9th July 2021

You are invited to attend a meeting of the
Services Committee on
Wednesday 14th July 2021 at 7pm
Via Zoom
Link: <https://us02web.zoom.us/j/82667852786>
Meeting ID: 826 6785 2786

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- REQUEST TO USE THE MUSEUM
- HENLEY ROAD DEPOT CLEAR UP
- MUSEUM, MARKET & BENCH UPDATES
- TREE ISSUE AT POTTER CLOSE

The public may speak at this meeting

In Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern



1. WELCOME

To receive a welcome from Chairman of the Committee, Councillor Graeme Perks.

Welcome to a virtual meeting for the consideration of this agenda by the members of Services Committee.

Ludlow Town Council is proud of its strong governance procedures, and it is disappointed by the government's recent decision to withdraw the ability for the council to hold decision making meetings virtually. The council feels that at this time it is not safe to hold frequent and long in-person meetings.

In the interests of transparency, I shall explain our temporary process.

The council has decided to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

Members of the public will be given the opportunity to speak during the public open session at the beginning of the agenda, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who causes a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could raise your hand if you'd like to speak, and speak one at a time.

Please note that the 'chat' function will not be available during this meeting.

As there is no formal table, I will introduce the Councillors present and ask that they say hello or wave as I do so.'

2. RECORDING OF MEETINGS

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during public session of Council meetings.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.



3. **APOLOGIES**

To receive committee councillors' apologies.

4. **DECLARATIONS OF INTEREST**

To receive declarations of councillors':

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the meeting temporarily prior to the commencement of the debate.

5. **PUBLIC OPEN SESSION (15 MINUTES)**

Members of the public are invited to make representations to the Committee on any matters relating to the work of the Committee, or to raise any issues of concern.

6. **LUDLOW UNITARY COUNCILLORS SESSION**

Ludlow's Unitary Councillors are invited to provide information and address questions to the Committee.

7. **MINUTES**

The minutes of 7th June 2021 will be approved to be signed as a correct record by the Chairman at the next legally constituted committee meeting.

8. **ITEMS TO ACTION**

To note the delegated items to action sheet from the previous Services Committee Meeting held on **Monday 7th June 2021**.

ITEM	Attachment
<p>9. <u>REQUEST TO USE MUSEUM FOR A PRIVATE EVENT</u> To consider the request to use the Museum for a private event.</p>	
<p>10. <u>HENLEY ROAD DEPOT CLEAR UP</u> To note the tidy up of the outside area at the Henley Road depot.</p>	<p>Appendices included in the report</p>
<p>11. <u>MUSEUM UPDATE</u> To note the update regarding the museum reopening.</p>	
<p>12. <u>MARKET UPDATE</u> To note the update regarding the market.</p>	
<p>13. <u>BENCH UPDATE</u> To consider the report.</p>	
<p>14. <u>TREE ISSUE AT HENLEY ORCHARDS</u></p>	



15. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

No papers

The Chairman will move 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.

16. HOT WATER PROVISION AT HENLEY ROAD DEPOT

To agree to the works quoted.

M e m b e r s h i p

Councillors Perks (Chairman), Boddington, Durnall, Garner, Gill, Ginger, Jones, Lyle, O'Neill, Parry, Pote and Waite.

Notes

The next Services Committee meeting will be held on Wednesday 8th September 2021.

Services Committee 7.6.2021

Delegated Authority Actions

In the interests of transparency, the council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

PRESENT

Councillors: Perks (Chair), Boddington, Garner, Lyle and Pote.

Apologies from Councillors: Gill, Ginger, Jones, O'Neill and Parry.

Staff: Gina Wilding (Town Clerk), Kate Adams (Deputy Town Clerk), Tony Caton (Market Manager)

DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
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Nil

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
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Nil

Services Committee 7.6.2021

Delegated Authority Actions

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Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Lyle	9	Knows Ben Stone.
Perks	9	Knows Ben Stone

PUBLIC OPEN SESSION (15 minutes)

Cllr Tapley was present as an observer, no other members of the public were present.

LUDLOW UNITARY COUNCILLORS SESSION

Cllr Boddington was present but not wish to speak.

Services Committee 7.6.2021

Delegated Authority Actions

In the interests of transparency, the council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement.

Delegated Authority No.	<u>Recommendation</u>	Action	Staff	Status	Date
7.6.2021					
DA/SER/21/01	<p><u>MINUTES</u></p> <p>Noted that minutes will be carried over until next legally constituted committee meeting.</p>	Bring to next formal meeting.	KA	Ongoing	8.6.2021
DA/SER/21/02	<p><u>ITEMS TO ACTION</u></p> <p>Items to action noted.</p>	None	KA	Complete	8.6.2021
DA/SER/21/03	<p><u>WHEELER ROAD SKATE PARK</u></p> <p>To consider an offer to facilitate an online survey with the young people who use the skate park.</p> <p><u>DECLINED DL/EG (unanimous)</u></p> <p>Not in a position to agree these proposals as it would be a duplication of works. Put Ben Stone in contact with Richard Morley to compare and contrast work.</p>	To link to the survey already being undertaken by the Youth Forum.	KA/GW	Complete	

Services Committee 7.6.2021

Delegated Authority Actions

In the interests of transparency, the council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

	Bring the Youth Forum work to the Town Council.				
DA/SER/21/04	<u>TREE SAFETY SURVEY UPDATE</u> To receive the tree safety survey summary in line with the council tree policy and note the next steps.	To obtain quotes for works required within the next six months and bring back to services for consideration.	KA	Ongoing awaiting quotes	
DA/SER/21/05	<u>MUSEUM AND MARKET UPDATE</u> To note the update regarding the museum and market reopening. To discuss the suggested monitoring updates for the market recovery.	Figures will be brought back to every Services Committee to show the markets recovery.	KA	Ongoing	
DA/SER/21/06	<u>ASBESTOS REGISTER</u> To note the report and action being taken.	To ensure registers are located at all premises and all suggestions made have been implemented.	KA	Ongoing	

Services Committee 7.6.2021

Delegated Authority Actions

In the interests of transparency, the council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

DA/SER/21/07	<u>COMMITTEE STAFFING</u> To note that the post of Services Committee Officer is currently vacant. <u>NOTED GP/RP</u> (unanimous)	Town Clerk is to consider whether a Councillor could be used to take minutes.	GW	Ongoing	8.6.2021
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7.38pm meeting closed.

HENLEY ROAD DEPOT CLEAR UP

Report No. SS/21/06

Services Committee
14th July 2021

1. INTRODUCTION

- 1.1 The Henley Road depot area is a publically accessible site within the Cemetery car park.

2. RECOMMENDATION

- 2.1 To note the work that has taken place and new systems that will be introduced to keep the area tidy.
- 2.2 To approve moving income generated from the sale of a piece of equipment to a DLF expenditure budget so it can contribute towards new/replacement equipment.

3. BACKGROUND

- 3.1 Waste that cannot be disposed of as part of a standard commercial collection due to its weight, size or type of material had been stored for long periods in the outside area by the Depot.
- 3.2 The amount of waste and the way it was being stored made the area look very untidy and was not a pleasant welcome for those attending funerals, or visiting to remember loved ones.
- 3.3 It is commonly known that waste attracts waste and there was evidence of some fly tipping that has happened over time.

4. CURRENT SITUATION

- 4.1 A skip was hired for the morning of Thursday 1st July and a full skips worth of waste materials were cleared from the site. Inventory of waste removed is shown in appendix 1.

All waste was listed as clearly as possible to allow any items to be removed from the asset register as necessary.

Photos of before and after the clean-up are shown in Appendix 2.

- 4.2 All scrap metal was taken to the Leominster scrap yard and that generated a very small amount of income.
- 4.3 We were approached by a local vintage machinery collector to purchase from us a redundant Ransome mower that had been stored outside for several years and was not repairable. After researching the value of this type of item we accepted a donation of £100 for the mower.

This has been paid in to a miscellaneous income account and we would like permission to move this in to a DLF expenditure budget so that it can be used towards the purchase of some new equipment (namely a power assisted mower and replacement blowers that we are currently costing).

- 4.4 Items belonging to Shropshire Council including road closed/diversion signs, cones and barriers were returned to the Craven Arms depot.

5. MOVING FORWARD

- 5.1 All waste will be stored neatly in a specific area under a tarpaulin. This waste will then be disposed of periodically dependent on the amount of waste being generated.
- 5.2 Signage has been installed in the area regarding fly tipped waste.
- 5.3 We have become aware of a local farmer that accepts green waste locally for anaerobic digestion. We currently generate a large amount of green waste that we cannot compost quickly enough. We will look in to this and report back to Services the outcome.

Deputy Town Clerk
July 2021

Implications

Wards Affected (All)

Financial (budgeted or essential work contingency funded)

Health & Safety (as identified within the report)

Law & Order (None)

Environmental Implications (None)

Appendix 1.

List of items disposed of during Depot cleanup 1.7.2021

1. Various timber – mainly rotten or damaged
2. Old market tops – rotten/damaged
3. Old play area matting (from SC play areas)
4. Pallets
5. Damaged cones (various sizes and colours)
6. Old play area signs – Wheeler/Linney damaged and not repairable
7. Old cemetery sign – damaged and not repairable (to be disposed of as scrap metal)
8. Fridge door
9. Plastic crates
10. Broken jumbo bags
11. Broken pedestrian barriers x 2
12. TV aerials x 2
13. Rotten timber sheeting
14. Barrel rings
15. Bike tyres x 2
16. Car tyre x 2
17. Broken grave stone (not engraved)
18. Front of damaged parking meter from Linney
19. Plastic grave edging
20. Christmas lights that were used many years ago on the Buttercross. Have been stored outside in the elements for at least 3 year
21. Hose – perished
22. Pool cue
23. Skirting board
24. Old, damaged market canopies – taken for reuse by a member of the public for log storage covers
25. Street lights x 3 (to be disposed of as scrap metal)
26. Stool (to be disposed of as scrap metal)
27. Tarmac
28. Concrete ends
29. Parts of an old picnic bench from Linney
30. Ransome mower – taken for reuse by a member of the public £100 donation received

Items kept

1. Market metal work – some needs repairs
2. Metal cemetery sign in usable condition
3. Useful, good condition timber
4. Orange pedestrian barriers in good condition (approx. 15)

Appendix 2. Before and after photos

Before



After



MUSEUM UPDATE

Report No. SS/21/07

Services Committee

14th July 2021

1. INTRODUCTION

- 1.1 In line with the relaxation of Government guidelines linked to the Covid-19 pandemic our Museum has reopened, this report provides an update.

2. RECOMMENDATION

- 2.1 To note the update on Ludlow Museum at the Buttercross.

3. CURRENT SITUATION

- 3.1 Ludlow Museum Buttercross reopened to members of the public on Friday 25th June 2021.
- 3.2 Temporary opening hours has taken the form of two slots: morning 10am-12.30pm, afternoon 1.30pm-4pm. To allow for cleaning between slots and for staff/volunteers to have a lunch break.

This timing has worked well and has also allowed valuable training and catchup time for our new Museum Assistant, Francesca Bingham, who officially started with us on the day we reopened.

- 3.3 The screens to assist with social distancing, along with floor markings, have helped to guide people on the one way flow around the Museum and work very well. The Museum also remains light and airy as the screens are transparent.
- 3.4 All staff are aware of the risk assessment in place and members of the public have co-operated well with the wearing of masks and the NHS Covid check in app, with a paper system in place for those without smart phones.

- 3.5 Over the first two weekends since reopening the Museum has been open we had 194 paid adult visitors, 12 children (whose entry is kindly funded by the Friends of Ludlow Museum) and we have sold £67.20 worth of merchandise.
- 3.6 General feedback from visitors is that we are pleased we have reopened and have enjoyed looking around the Museum. Several people had moved to the area during the pandemic and had been waiting for us to reopen.

Deputy Town Clerk
July 2021

Implications

Wards Affected (All)

Financial (budgeted or essential work contingency funded)

Health & Safety (as identified within the report)

Law & Order (None)

Environmental Implications (None)

MARKET UPDATE

Report No. SS/21/08

Services Committee
14th July 2021

1. INTRODUCTION

- 1.1 In line with the relaxation of Government guidelines linked to the Covid-19 pandemic our Market has fully reopened, this report provides an update.

2. RECOMMENDATION

- 2.1 To note the update on the Market trading numbers.

3. CURRENT SITUATION

- 3.1 Ludlow Market began operating at full capacity on Monday 17th May as agreed by Full Council. There is now a mixture of both essential and non-essential traders and specialist, Local to Ludlow, and Antique markets have all returned.

Gazebo traders have also now returned to Post Office Square.

- 3.2 See below information on the number of traders attending markets throughout June.

Day	Date	Paid Stalls	Large pitches	Small pitches	Trading vans	BTX
Maximum		43			3	1
Weds	2/6/21	29	2	1	2	0
Friday	4/6/21	35	1	3	3	1
Saturday	5/6/21	43	1	5	2	1
Monday	7/6/21	30	1	2	3	0
Weds	9/6/21	31	1	4	2	0
Friday	11/6/21	38	0	3	3	1

Saturday	12/6/21	43	0	5	2	1
Monday	14/6/21	25	2	2	3	0
Weds	16/6/21	29	2	3	3	0
Friday	18/6/21	39	1	4	3	1
Saturday	19/6/21	43	1	4	3	1
Monday	21/6/21	22	2	2	3	0
Weds	23/6/21	32	2	3	3	0
Friday	25/6/21	35	1	4	3	0
Saturday	26/6/21	43	1	5	2	0
Monday	28/6/21	13	1	0	3	0
Weds	30/6/21	32	2	4	3	0

Notes regarding numbers above:

The market is at full capacity on Fridays and Saturdays. Week days will get busier during the summer.

Due to Covid restrictions the maximum number of traders in the BTX is 1 throughout June and the majority of July, until social distancing guidelines are altered.

The maximum number of large and small pitches are dependent on each other as it is based on the square metre area.

3.3 The market is currently vibrant and providing a great attraction to visitors.

4. THE NATIONAL PICTURE FROM NABMA

From: info@nabma.com [<mailto:info@nabma.com>]

Sent: 07 July 2021 09:56

To: info@nabma.com

Subject: RESULTS OF SURVEY AND MEETING WITH GOVERNMENT



Dear Colleague

RESULTS OF SURVEY AND MEETING WITH GOVERNMENT

First of all many thanks to those members who completed the short survey over the last few days to enable NABMA to provide up to date information to government at the meeting on Monday.

The results of the survey covered a wide range of markets in different parts of the country and NABMA has extrapolated the information provided to give a national picture on the markets industry.

1 FOOTFALL

Footfall is currently down on average around 25%. Within the survey results some Markets reported no reduction in footfall but others worryingly reported up to a 60% fall. The average figure is largely consistent with the picture across High Streets around the country.

2 TRADERS

Nationally it appears that we have lost between 10000/11000 traders at Markets and Market Events. Some Markets appear to have sustained little or no loss of traders but at some Markets the loss is substantial with particular loss experienced at Market Events. Where the loss is substantial questions might arise about future viability.

3 NEW TRADERS

Almost everyone responding to the survey indicated that they are currently receiving enquiries from potential new traders but the evidence so far is that a substantial part of this interest is not being translated into new market traders. In some places no new market traders have emerged from the interest expressed and the best performing operator indicated that some forty percent of enquiries had been translated into new market traders. Perhaps we need to do some more work to identify the barriers that are preventing more people becoming market traders.

At the meeting with government I again emphasised the many benefits Markets bring to local communities and the contribution made by Markets during the pandemic particularly to maintain essential food supplies.

Given the results of our survey government has been asked to support:

- 1 A more visible recognition of the value of the Markets through ministerial statements and reference in government announcements.
- 2 Encouragement and support of new trader recruitment with national recognition of the opportunity of new business start-up via the markets industry.
- 3 A greater engagement with the government's High Street agenda, particularly through the High Street Task Force, to ensure the Markets agenda is properly considered.

I emphasised to government officials the importance of the next eighteen months/two years. This is particularly the case for local authorities where an increasing number are now having to subsidise their markets service because of

the loss of over £200 million in income. I repeated the argument for local authority markets to have the same benefits on business rates relief as other retailers have enjoyed and continue to enjoy.

I am delighted that the government's Retail Markets Forum is to continue as it provides us with access to various government departments and an opportunity for markets to have a voice on the national stage.

I will provide further updates as information becomes available.



David Preston (BA Hons)
Chief Executive
The National Association of British Market Authorities

5. SUMMARY

5.1 In comparison to the update from NABMA Ludlow market is doing well:

- Footfall around Ludlow appears to be at about the usual level for the summer months, with events such as the Fringe, Ludlow 10K, the Green Festival and the upcoming Food Festival all drawing in visitors.
- We did lose some traders over the lockdown period for various reasons.
- We have welcomed lots of new traders to the market over recent months and we are offering a bigger variety of products than ever before.

Deputy Town Clerk & Market Manager
July 2021

Implications

Wards Affected (All)

Financial (budgeted or essential work contingency funded)

Health & Safety (as identified within the report)

Law & Order (None)

Environmental Implications (None)

BENCH UPDATE

Report No. SS/21/09

Services Committee
14th July 2021

1. INTRODUCTION

- 1.1 This report is an update regarding the bench work which has been undertaken by volunteers led by Councillor Perks

2. RECOMMENDATION

- 2.1 Support the installation of a second bench on New Road bank, dedicated to NHS Ludlow workers, at no cost to Ludlow Town Council.
- 2.2 To support the ongoing discussions with Shropshire Council.
- 2.3 To approve the use of the allocated budget of £350 per financial year, with the expenditure approved and monitored by an officer prior to purchases being made.

3. BACKGROUND

- 3.1 In 2019 a survey of benches provided throughout Ludlow by various organisations was undertaken. This identified work required to many these benches to ensure they were brought up to an acceptable, maintainable standard.
- 3.2 Ownership of the majority of the benches has now been clarified.
- 3.3 Work has been completed on a large number of Town Council and Shropshire Council owned benches throughout the Town. Reactive work is also taking place in response to vandalism or accidental damage.

Preventative maintenance is ongoing.

As agreed at Services in February 2020 a budget was allocated for

expenditure on bench refurbishment materials. The budget for 2021/22 is £350 and this will be used to purchase items locally throughout the remainder of the year.

4. CURRENT SITUATION

- 4.1 A second bench on New Road bank has been suggested that would be dedicated to Ludlow NHS workers during the Covid-19 pandemic. This bench would be located adjacent to a current bench and the location has been approved by Shropshire Council highways.

This compliments the current bench which is dedicated to Cyril Martin.

All costs for this bench are covered by League of Friends, however the adjacent bench is property of Ludlow Town Council and therefore this bench would also become a Town Council asset.

- 4.2 Volunteer led discussions are continuing with Shropshire Council regarding benches under their ownership.
- 4.3 To allow preventative maintenance of Ludlow Town Council benches the following items will be obtained from Homecare: 4 tubes of Filler about £7.50 each plus 2 tins of stain about £44 each and bottle of white spirits about £5.
- 4.4 The four yearly bench survey has very recently been completed and the report will be brought to Services for noting.

Deputy Town Clerk
July 2021

Implications

Wards Affected (All)

Financial (budgeted or essential work contingency funded)

Health & Safety (as identified within the report)

Law & Order (None)

Environmental Implications (None)

TREE ISSUE AT HENLEY ORCHARDS

Report No. SS/21/10

Services Committee
14th July 2021

1. INTRODUCTION

- 1.1 Ludlow Town Council owns, and maintains, several grass verges/ amenity areas throughout Henley Orchards.

2. RECOMMENDATION

- 2.1 That advice is sought from Shropshire Council as to what action should be taken.
- 2.2 If Shropshire Council feel that the tree poses an issue to an adjacent property arrange for the removal of the tree.
- 2.3 That the possibility of planting a couple of replacement, smaller trees in this area is explored and brought back to Services for consideration.

3. BACKGROUND

- 3.1 We have been approached by the resident of 29 Henley Orchards regarding a tree which is growing on the boundary of their property and one of our amenity areas.

4. CURRENT SITUATION

- 4.1 The tree is too large for its location and the roots are causing damage to the resident's property. The current residents moved in to the property approx. 18months ago and have since noticed the problem that the tree is creating.
- 4.2 The tree is likely to have self-seeded and was not intended to be planted

in this location as it is too large a species for this position within a development.

- 4.3 Approx. 50% of the tree overhangs the property and therefore in this case cutting back branches to the boundary is not a feasible option.
- 4.4 A tree works application is not required as it is outside of conservation areas and is not a protected tree.
- 4.3 See photos below.





Deputy Town Clerk
July 2021

Implications

Wards Affected (All)

Financial (budgeted or essential work contingency funded)

Health & Safety (as identified within the report)

Law & Order (None)

Environmental Implications (None)