

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 2nd SEPTEMBER 2019** at **7.00PM**.

S/48 **PRESENT**

Chairman: Councillor M Clarke

Councillors: Gill, Ginger, Jones, Lyle, Mahalski, O'Neill, Parry, Perks, Pote, and Smithers

Officers: Kate Adams, Deputy Town Clerk
Sean Turgoose, DLF Supervisor
Sarah Smith, Finance Assistant
Tony Caton, Market Officer

S/49 **HEALTH & SAFETY**

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

S/50 **RECORDING OF MEETINGS**

The chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

S/51 **APOLOGIES**

Apologies were received from Councillor Cobley, Garner and Paton.

S/52 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None

Conflicts of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Parry		Chair of Ludlow in Bloom
Ginger	10	Shopkeeper in Ludlow
Lyle	9	Councillor Representative for Wigley Fields Allotments
Perks	15	Chair of Ludlow Memorial Fund
Pote	16	Former resident of property

<u>Personal Interests</u>		
<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Parry	10	Ludlow in Bloom
Perks	10	Involved with bench repairs

S/53 PUBLIC OPEN SESSION (15 minutes)

The Chairman of Wigley Fields Allotments Society attended the meeting to provide members with details of the proposal to introduce two 'feral' sibling cats into the allotments to combat the increasing issue of vermin.

He stated that the organisation did not want to use poison as a solution because of the organic status of the allotments, and reassured members that advice has been sought from relevant organisations. He added that the introduction of the cats had the support and approval of the National Allotment Association, and that the welfare of the animals had been considered at every stage of planning.

S/54 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

Councillor Parry attended the meeting but had no update.

S/55 MINUTES

RESOLVED (unanimous) MC/GP

That the minutes of the Services Committee meeting held on the 15th July 2019 be approved as a correct record and signed by the Chairman.

S/56 ITEMS TO ACTION

The Chairman thanked the staff for completing the items to action.

RESOLVED (unanimous) MC/GP

To note the Items to Action.

S/57 WIGLEY FIELDS ALLOTMENTS

RECOMMENDED (unanimous) MC/RJ

To amend the Lease between Ludlow Town Council and Wigley Field Allotments to include the following:

"Animals may be allowed on the land following a request in writing and written permission given by Ludlow Town Council"

RECOMMENDED (unanimous) MC/DL

- i) To write to the Wigley Fields Allotments Society to inform them of the above amendment to the lease.
- ii) To permit the introduction of two feral cats to be housed in a specifically built insulated wooden structure of 1m x 1m being installed in a location within the allotments to be agreed with the Town Clerk.

S/58 BUDGET CONSIDERATIONS

The Chair did not supply members of the committee with a tabled document from the Town Clerk.

The Market Officer was present at the meeting, but was not invited to make comment regarding Market Rent fees.

The Consumer Prices Index including owner occupiers' housing costs (CPIH) 12-month inflation rate was 2.0% in July 2019

Councillor Gill entered the meeting at 7.15pm

RECOMMENDED (9:0:2) RJ/VP

To increase all fees by inflation plus 1%, see below:

FEES		2019/20	2020/21
Cemetery Fees			
Ludlow Parishioners			
Exclusive Rights of Burial		£476.43	£490.72
Exclusive Rights of Interment of cremated remains		£203.28	£209.38
Re-opening of a grave		£293.37	£302.17
Use of Cemetery Chapel		£127.05	£130.86
Interment of ashes		£101.64	£104.69
Extension of Exclusive Rights of Burial		£101.64	£104.69
Erection of Headstone (including VAT)		£121.96	£125.60
Additional Inscription (including VAT)		£121.96	£125.60
Non-Parishioners:			
Exclusive Rights of Burial		£1,334.02	£1,374.04
Exclusive Rights of Interment of cremated remains		£609.84	£628.14
Re-opening of a grave		£609.84	£628.14
Use of Cemetery Chapel		£381.15	£392.58
Interment of Ashes		£304.92	£314.07
Extension of Exclusive Rights of Burial		£304.92	£314.07
Erection of Headstone (including VAT)		£383.32	£394.81

Additional Inscription (including VAT)		£383.32	£394.81
Grave Excavation Fees actual cost incurred by public authority			
Treble		£420.00	£432.60
Double		£367.50	£378.53
Excavation of a Re-open/Single Grave		£315.00	£324.45
Ashes (new/reopen)		£84.00	£86.52
Hire of the Council Chamber - The Guildhall			
Room Hire - Hourly		£10.00	£10.30
Room Hire - Hour and half		£13.00	£13.39
Room Hire - Half a day (5 hours)		£40.00	£41.20
Regular Market Rents			
Monday per stall	Low Season	£9.27	£9.55
	High Season	£12.36	£12.73
Monday per van	Low Season	£10.30	£10.61
	High Season	£13.39	£13.79
Wednesday per stall	Low Season	£12.36	£12.73
	High Season	£15.45	£15.91
Wednesday per van	Low Season	£12.36	£12.73
	High Season	£16.48	£16.97
Friday per stall	Low Season	£15.45	£15.91
	High Season	£19.57	£20.16
Friday per van	Low Season	£16.48	£16.97
	High Season	£21.63	£22.28
Saturday per stall	Low Season	£16.48	£16.97
	High Season	£20.60	£21.22
Saturday per van	Low Season	£17.51	£18.04
	High Season	£22.66	£23.34
Pitch Prices			
Monday up to 9m ²	Low Season	£9.27	£9.55
	High Season	£12.36	£12.73
Monday up to 18m ²	Low Season	£13.39	£13.79
	High Season	£17.51	£18.04
Wednesday up to 9m ²	Low Season	£12.36	£12.73
	High Season	£15.45	£15.91
Wednesday up to 18m ²	Low Season	£19.57	£20.16
	High Season	£25.75	£26.52
Friday up to 9m ²	Low Season	£15.45	£15.91
	High Season	£19.57	£20.16
Friday up to 18m ²	Low Season	£21.63	£22.28

	High Season	£27.81	£28.64
Saturday up to 9m ²	Low Season	£16.48	£16.97
	High Season	£20.60	£21.22
Saturday up to 18m ²	Low Season	£22.66	£23.34
	High Season	£29.87	£30.77
Buttercross			
Monday	Low Season	£10.30	£10.61
	High Season	£13.39	£13.79
Wednesday	Low Season	£11.33	£11.67
	High Season	£14.42	£14.85
Thursday	Low Season	£12.36	£12.73
	High Season	£15.45	£15.91
Friday	Low Season	£13.39	£13.79
	High Season	£17.51	£18.04
Saturday	Low Season	£14.42	£14.85
	High Season	£18.54	£19.10
Sunday Exclusive Use	All year	£54.59	£56.23
Specialist Markets			
Thursday	1 Stall	£16.48	£16.97
	2 Stalls	£26.78	£27.58
	3 Stalls	£37.08	£38.19
	Pitch	£16.48	£16.97
	Large Pitch	£26.78	£27.58
	Van	£18.54	£19.10
Sunday	1 Stall	£21.63	£22.28
	2 Stalls	£37.08	£38.19
	3 Stalls	£52.53	£54.11
	Pitch	£21.63	£22.28
	Large Pitch	£37.08	£38.19
	Van	£23.69	£24.40
Festival	Stall	£37.08	£38.19
	Pitch	£37.08	£38.19
	Van	£42.23	£43.50
Market Electricity			
1 day electric usage		£1.00	£1.03
Whole Market Let			
Weekdays (Per day)	Low Season	£206.00	£212.18
	High Season	£412.00	£424.36
Weekends (Per day)	Low Season	£236.90	£244.01
	High Season	£473.80	£488.01

Event Square Let Fees			
Per Stall/Pitch		£15.45	£15.91
Street Trading			
The Bull Ring per pitch per day	General Fee	£10.00	£10.30
	Festival Fee	£30.00	£30.90
Castle Sq (near to College) per pitch per day	General Fee	£18.54	£19.10
	Festival Fee	£36.05	£37.13
Castle Sq (near to College) vehicular pitch per day	General Fee	£36.05	£37.13
	Festival Fee	£72.10	£74.26
High Street (next to Bx) per pitch per day	General Fee	£18.00	£18.54
	Festival Fee	£35.00	£36.05
Tower Street per pitch per day	General Fee	£10.00	£10.30
	Festival Fee	£20.00	£20.60
Street Trading Electricity Charges			
Non- Vehicular Pitches	Lighting	£1.00	£1.03
	Other items	£5.00	£5.15
Vehicular Pitches	Lighting	£1.00	£1.03
	Other items	£7.50	£7.73
Calendar of Events			
Small advert (46mm x 46mm)	Inc. VAT	£135.11	£139.16
Medium advert (92mm x 46mm)	Inc. VAT	£227.56	£234.39
Large advert (92mm x 92mm)	Inc. VAT	£455.11	£468.76
Single entry (including date, title, venue and time)	Inc. VAT	£71.11	£73.24
Additional information per line (32 characters)	Inc. VAT	£14.22	£14.65
Further entry within the month (50% discount)	Inc. VAT	£35.55	£36.62
Further additional information per line (50% discount)	Inc. VAT	£7.11	£7.32
Ludlow Museum at the Buttercross			
Entrance Fees	Adults	£1.00	£1.03
	Children	£0.00	£0.00
Castle Street Toilets			
Entry		£0.20	£0.21
Linney Parking Meter			
1 Day Parking		£1.00	£1.03
Cast Iron / Wood Bench			
Memorial Bench Fees			
NEW BENCH with single brass plaque	Bench	£549.00	
	Admin	£80.00	£82.40

	Siting Fee	£200.00	£206.00
	Maintenance 5 year	£100.00	£103.00
BRASS PLAQUE on existing bench	Plaque	£85.00	
	Maintenance 5year	£70.00	£72.10
	Admin	£80.00	£82.40
Model Publication Scheme			
Disbursement cost - Photocopying B&W		£0.10	£0.10

S/59 LUDLOW MARKET**RESOLVED (unanimous) MC/GP**

To note the copy of the presentation from Simon Quinn from the Institute of Place Management.

S/60 BRITISH HEDGEHOG SOCIETY

Councillor Parry requested an equipment sticker for her water bowser.

RESOLVED (unanimous) RP/GP

To:

- i) Support the initiative from the British Hedgehog Society and apply the stickers to Ludlow Town Council's mowers, strimmer's and hedge cutters,
- ii) To communicate the initiative to the DLF team and arrange for a photograph with the stickered machinery and send to the British Hedgehog Society

S/61 SUSPENDING STANDING ORDERS**RESOLVED (unanimous) MC/RP**

To suspend standing orders at the request of the Chairman to discuss the matter.

S/62 The Chairman stated that he had expected that some progress would have been made on the next stage of the Linney Project.

The Deputy Town Clerk informed the Chairman that a report containing the Council agreed priority projects for the financial year 2019/ 20 was brought to Committee in April 2019.

In line with the Council's resolution, the report clearly stated that the four priorities for the financial year 2019 / 20 year were: (parenthesis are included for clarity):

- The Corve Street Bus Shelter (completed 17 June 2019),
- Linney Toilets Refurbishment (completed 27 June 2019),
- Smithfield Toilets refurbishments (work commenced 4 September 2019)
- The Guildhall Chamber and Hearing Loop (work yet to commence)

For information other key priorities in 2019 / 20 include the progressing CCTV project, and the ongoing works to the works to Town Walls.

RESOLVED (unanimous) MC/JS

To reinstate standing orders.

S/63 LINNEY RIVERSIDE PARK

For clarity, it should be noted that Services Committee cannot override the resolution of Full Council that defined the priority project workload and any attempt to this this would mean the committee actions are ultra vires because the committee is trying to act beyond its authority.

RESOLVED (unanimous) GG/JS

That professional advice and guidance are sought from an Architect to identify feasible changes to the building that is currently the boat store.

S/64 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) MC/GP

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

The meeting closed at 8pm

Chairman

N.B. Closed Session Minutes will be issued.

Date



CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 2nd SEPTEMBER 2019** at **7.00PM**.

S/65 **BENCH PLAQUE**

RECOMMENDED (unanimous) RJ/MC

To approve the installation of plaques on 2 recently refurbished town bench in commemoration of the late Alan and Cath Walker, and Hilda Roberts and her mother Mary Williams. The plaques will be in memory of all their hard work for the Royal British Legion Poppy Appeal; and should be installed prior to Remembrance Sunday on 10th November prior 2019.

S/66 **CASTLE STREET FENCE**

RESOLVED (unanimous) GG/GP

That the item is brought back to committee once a solicitor has been contacted to confirm ownership responsibility and liability of the fence between Ludlow Town Council and the Freeholder at Land Registry.

The meeting closed at 8.00pm

Chairman

Date