

# MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** meeting held on **WEDNESDAY 21<sup>st</sup> FEBRUARY 2024 AT 7PM** in the Guildhall, Mill Street.

## **S23/132 PRESENT**

Chair: Councillor B. Waite

Councillors: Garner, Gill (7:15), Ginger, Hall, Parry, Tapley, S Waite.

Officers: Kate Adams, Deputy Town Clerk  
Julie Cox, Finance Assistant  
Mark Hilton, DLF Supervisor  
Andrew Locke, DLF Team/ Market Assistant.

## **ABSENT**

Councillor Jones was absent.

## **S23/133 WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION**

Chair, Councillor B Waite, welcomed everyone to the Services Committee meeting at the Guildhall and explained housekeeping information.

A minute's silence was held in remembrance of Councillor Sean O'Neill.

## **S23/134 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.

## **S23/135 APOLOGIES**

Apologies were noted from Councillor Jones.

## **S23/136 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests  
None declared.

Conflicts of Interest  
Councillor Parry – Ludlow In Bloom

Personal Interests

Councillor Parry                      Item 21                      Knows one of the contractors.

**S23/136    PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

**S23/137    LUDLOW UNITARY COUNCILLORS SESSION**

Councillor Parry, Ludlow South, updated the Committee regarding the proposed boundary changes.

**S23/138    MINUTES**

**RESOLVED BW/GG (Unanimous)**

That the minutes of Services Committee meeting held on Wednesday 10<sup>th</sup> January 2024 be approved as a correct record and signed by the Chairman.

**S23/139    ITEMS TO ACTION**

**RESOLVED BW/EG (unanimous)**

That the Items to action from Services Committee 10<sup>th</sup> January 2024 be approved.

**S23/140    'NO MOW MAY' CAMPAIGN 2024**

**RESOLVED BW/EG (5:2:0)**

That 'No Mow May' be implemented at seven Ludlow Town Council owned locations including: Weyman Road, Linney Riverside Park, Housman Crescent Amenity area and four areas at Henley Orchards during 2024.

**S23/141    LUDLOW MUSEUM AT THE BUTTERCROSS**

**RESOLVED GG/RH (unanimous)**

That the Friends of Ludlow Museum be officially thanked for their ongoing support. A report be brought back to next Services Committee meeting with full costings of the extra opening hours proposal.

**S23/142    RESOLVED SW/RH (unanimous)**

That the Museum's accreditation is to be submitted by 1<sup>st</sup> August 2024 be noted.

**S23/143    HENLEY ROAD CEMETERY COMMUNITY VOLUNTEERS**

**RESOLVED GG/SW (unanimous)**

To approve the implementation of the Henley Road Helpers volunteers' scheme in April 2024.

7.15 pm    Councillor Gill joined the meeting.

**S23/144 LUDLOW MARKET****RESOLVED BW/TG (7:0:1)**

That the update on new traders, parking issues, and occupancy rates from the Market Manager is received with thanks.

**S23/145 RESOLVED BW/TG (7:0:1)**

That the foot fall information received from NABMA is noted.

**S23/146 RESOLVED GG/TG (unanimous)**

To approve the costed ideas to be actioned as below:

<b>Item</b>	<b>Cost</b>
Battery powered fairy lights to be hung across each stall (200m). <b>Batteries and lights costs.</b>	<b>£160.00</b>
In-house design and production of market traders FAQs to attract and help new traders and specifically younger traders. <b>Print costs</b> for four-page leaflet up to 700 copies.	<b>£90.00</b>
Market Promo Video filmed in-house – a stabiliser gimbal and microphone (RODE Wireless ME wireless Microphone)	<b>£250.00</b>
<b>Total</b>	<b>£500</b>

To bring a report considering options for free stalls for businesses starts ups to Committee.

**S23/147 LUDLOW MAYFAIR COMMEMORATIVE BENCH****RESOLVED GG/SW (unanimous)**

That the design of the bench in principle be approved, subject to confirmation of suitable bench dimensions and floor fixings by Council officers. The installation is also subject to approval by the Conservation Officer for Shropshire Council.

**S23/148 PUBLIC EXERCISE EQUIPMENT****RESOLVED BW/GG (7:0:1)**

That the information regarding exercise type equipment as a refurbishment option for future consideration be noted.

**S23/149 STORAGE IMPROVEMENTS****RESOLVED BE/EG (unanimous)**

That the storage area be cleared and budgetary savings made be noted.

**S23/150 UPDATED INFORMATION AT LUDLOW TOWN COUNCIL SITES**

**RESOLVED GG/VP (unanimous)**

That a report be bought back to next Services Committee detailing costings of permanent signage displaying What 3 Words location references to be funded from contingencies/reserves.

**S23/151 PLANTING OF NEW TREES**

**RESOLVED BW/VP (unanimous)**

That the arrangements for the oak tree to be planted at Sidney Road Town Green be noted.

**S23/152 RESOLVED BW/SW (7:1:0)**

That the purchased trees be planted in the areas of: Wheeler Road, Henley Road Cemetery and Linney Riverside Park is approved.

**S23/153 RESOLVED BW/EG (unanimous)**

That the availability of grants for purchasing trees, be noted and publicised by Ludlow Town Council.

**S23/154 CCTV – BULL RING/TOWER STEEET**

**RESOLVED BW/EG (7:0:1)**

That advice be sought to see if it is possible to run the CCTV camera from a temporary power supply, and if possible that works are undertaken immediately .

**S23/155 RESOLVED GG/SW (unanimous)**

That if it is not possible to run the camera from an alternative supply, the disconnection of power be approved, and the work requested be permitted.

**S23/156 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED BW/TG (unanimous)**

To 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.

The meeting closed at 7.54pm

Closed session minutes to follow.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date