

SERVICES COMMITTEE

10th February 2009

You are summoned to attend the meeting of the Services Committee on **Monday 16th February 2009** at **7.00pm** in the Bishop Mascall Centre, Lower Galdeford, Ludlow.

TO: MEMBERS OF THE SERVICES COMMITTEE: Councillors Pound (Chair), Bradley (Vice-Chair), Callender, Glaze, Kidd, Mitchell, Newbold, Pope, Smithers and Taylor-Smith

AGENDA

1. **APOLOGIES FOR ABSENCE** – To receive any apologies for absence.
2. **PREJUDICIAL AND PERSONAL INTERESTS** – To receive any specific declarations of interest.
3. **PUBLIC OPEN SESSION** – Members of the public are invited to make representations on any matter relating to the work of the Committee.
4. **MINUTES** – To agree the minutes of the Services Committee meeting held on 12th January 2009 (pg 5)
5. **ITEMS TO ACTION UPDATE** – To note the following update from January. Please also see the attached Priority List update (pg 9):

Minute	Action	Status
S82/08 a) Performance Report	To present a comprehensive report to illustrate the actual costs of the market to include staff time and projections for accurate budget preparations	On-going as part of the budget preparation
S83/08 a) Amenity Area & Property Report	To advertise the post to lock and unlock the Cemetery gates at weekends and on summer evenings	No-one found yet
S83/08 b) DLF Activity Report	To construct a document to illustrate the overall operation of the DLF and associated staff costs for running the Town Council services To prepare a comparison with potential costs of contractors and other external works as part of a review process	Bill Jones, SSDC, is assisting
S95/08 b) Markets Sub-Committee	Market Traders Association to submit a detailed proposal to hire the Market Square on free	Please find enclosed

	<p>Sundays in 2009</p> <p>To complete the Market Business Plan in order to charge fees effectively</p> <p>To defer the decision to hold 4 additional Craft & Country Markets in August</p>	<p>New Markets Solutions. Will be next in Ludlow on 12th and 13th February</p>
S95/08 c) Biffa Waste Collection	<p>To ask for continuing resources from SSDC to review the current waste collection service and to draw up a management plan</p>	<p>New Markets Solutions will do an overview if required</p>
S96/08 b) Work Mobile Telephones	<p>To review the Employees Handbook at the next appropriate meeting</p>	<p>Handbook adopted at Feb. Special Council</p>
S96/08 d) Lifebuoy Pilot Scheme	<p>To lead the pilot, pursue the funding and install a new lifebuoy</p>	<p>Completed</p>
S96/08 e) Toilet Facility in Wheeler Road	<p>To investigate the feasibility and costs of making an external access to the existing toilets in the Guide Hut</p>	<p>DLF Supervisor seeking quotes</p>
S96/08 f) Castle Gardens	<p>To draw up a policy to allow only bands and other recreational events but to consider not allowing any temporary structures</p>	<p>Policy will be approved at Policy & Finance</p>
S96/08 g) Fishmore View	<p>To address the issue of youth problems in that area and investigate the inclusion of the area in the Alcohol Control Zone</p> <p>To look into the provision of new trees through the SSDC Tree Scheme</p>	<p>Seeking advice from Simon Ditton, SSDC and Police</p> <p>Trees can only be used in tourist areas</p>
S97/08 a) Cemetery Fees	<p>To recommend the increase of the Exclusive Rights of Burial from £270 to £375 and re-opening of a grave from £80 to £231 and to keep the non-parishioner rates the same</p>	<p>Approved and budget agreed at Council in January</p>
S97/08 b) Cemetery Chapel	<p>Christmas Lights Working Group to seek quotes to install more appropriate Christmas Lights in the Chapel</p>	<p>Delegated to Working Group</p>
S98/08 b) Priority List	<p>To recommend that Council go out to tender for the Castle</p>	<p>Tenders for Castle Gardens out by</p>

	<p>Gardens and Cemetery Drainage Works and that the Buttercross Conservation Works is added to the priority A list</p> <p>To recommend that Linney Park boating activities are temporarily suspended in 2009</p> <p>To recommend that the Linney car park is extended and resurfaced and a parking meter installed</p> <p>To fence off the jetty with appropriate signage</p> <p>To remove the concrete slab from Fishmore View</p>	<p>end of week Specification for Drainage being drawn up Approved at Council in January Extension plan being drawn up Parking meter to be ordered Fenced and locked Half completed</p>
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6. LUDLOW MARKET

- a) **Performance Report** – To note that New Markets Solutions will recommend a procedure of reporting within the Market Business Plan
- b) **Markets Sub-Committee** – To approve the notes of the meeting held on 19th January 2009 and to consider the following issues raised (pg 11):
- (i) **Additional Markets** – Please see the attached proposals received from Mr M. Woodward, Chairman of Ludlow Branch NMTF (pg 12)
 - (ii) **Monday & Wednesday Markets** – To consider holding only casual markets on these days during the winter months at a reduced rent in order to encourage attendance. This issue could be considered as part of the Market Business Plan
- c) **Market Waste** – Please see the attached email received from Councillor Rosanna Taylor-Smith (pg 13)

7. AMENITIES

- a) **DLF Work Schedule** – A list of completed and on-going works will follow
- b) **Garden of Rest Trees** – To consider the replacement of the hornbeam trees with a smaller, more attractive and wildlife friendly tree. Councillor Pound will report.

At the Services Committee meeting in last November, it was recommended by the Town Council Tree Warden to continue to maintain the existing trees and only carry out urgent works if dangerous. He also suggested that a survey was carried out and actioned every two years but no resolution was made by the Committee.

- c) **Ludlow in Bloom** – To receive the report of the meeting held on 20th January 2009 (pg 15)

8. CEMETERY

a) Cemetery Bollard – To consider installing a drop down bollard to prevent vehicular access from the car park onto the cemetery paths. Only those issued with keys, such as the DLF and stone masons, would have access

9. EVENTS SQUARE

a) Street Trading – To approve the attached report to the SSDC Licensing & Appeals Committee received from Alan Procter (pg 21)

b) Committee Meeting – To nominate a Councillor to attend the SSDC Licensing & Appeals Committee meeting on Thursday 26th February 2009 at 5.00pm at Stone House

10. SCHEDULE OF FEES – To consider the attached schedule of proposed fees for 2009/10. Where applicable, the fees have been increased by 3% in line with inflation and rounded off (pg 24)

11. REPORTS FROM OUTSIDE ORGANISATIONS – To receive reports from any of the following organisations:

a) Friends of Whitcliffe Common – Councillor Kidd. Please see the attached minutes of the meeting held on 15th January 2009 (pg 25)

b) Town Walls Trust – Councillor Davies

c) Pride of Place – Councillor Mitchell

Town Clerk