



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Ludlow Mascall Centre, Lower Galdeford, Ludlow on **MONDAY 3rd SEPTEMBER 2012** at **7.00PM**.

FC/156 PRESENT

Chairman: Councillor Pound, Mayor

Councillors: Davies; Draper; Hunt; McCormack; Newbold; Perks; Smithers; Toop; Wilcox

Officers: Gina Wilding, Deputy Town Clerk;
Lucy Jones, Secretary
Nadeem Samari, Market Manager

Also in Attendance: Colin Richards, Shropshire Council's Head of Historic Environment

FC/157 APOLOGIES

Apologies for absence were received from Councillors Aitken, Leyton-Purrier, Phillips and Parry.

FC/158 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
Councillor Toop	Road Closure/Market Rents	Market Trader

Conflicts of Interest

None declared.

Personal Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
Councillor Perks	Mayor's Board Boxing Club	Knows person involved South Shropshire Housing Association

Councillor Hunt	Boxing Club	Works for South Shropshire Housing Association who are principal contractor for the project
Councillor Wilcox	Mayor's Board	Knows person involved
Councillor Toop	Market Matters Complaint	Market Trader Market Trader

FC/159 PUBLIC OPEN SESSION (15 minutes)

There were two members of the public and two members of the press present.

Mr M Taylor-Smith, 9 Mill Street, thanked the Mayor and Councillor Smithers for providing him with the closed session minutes which are a public record. He passed on his compliments to the Staffing and Appeals Sub-Committee for doing such a good job with regards to the current complex issues.

Councillor Smithers joined the meeting at 7.05pm

In response to a statement within the minutes Mr M Taylor-Smith provided the Mayor with emails in relation to the Town Clerk's contract from his term as Mayor, confirming that the contract was drawn up by himself and Councillor Aitken, then Chairman of Staffing and Appeals Sub-Committee, in consultation with NALC. He added that the contract set out clear criteria for the Town Clerk's performance to be assessed against during her annual appraisals. He stated according to the minutes of the Staffing and Appeals Sub-Committee that since the Town Clerk's first six month appraisal no others have been reported to the Sub-Committee, though he did offer to do a joint appraisal with Councillor Aitken for the year when both were Mayor, but this was not taken up.

Councillor McCormack reminded the Council that the Town Clerk had had a review last year which was carried out by Councillors Parry and Phillips.

FC/160 PUBLIC OPEN SESSION FEEDBACK (15 minutes)

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

FC/161 UNITARY COUNCILLORS SESSION

Unitary Councillor R Taylor-Smith, Ludlow North, informed the Council that Shropshire Council would be providing extra buses during the food festival in addition to the town service in order to alleviate problems encountered in previous years.

She went on to say that dependant on the weather, highways resurfacing works were planned for High Street and Castle Square on the 18th and 19th September,

Silk Mill Lane and Camp Lane on the 21st September, Poyner Road on the 26th September and King Street on the 2nd October 2012.

Unitary Councillor M Taylor-Smith, Ludlow South, stated that the new pedestrian crossing on Sheet Road had now been officially opened and was already in good use. He said that the cycle track once completed will run from the Eco Park to the Railway Station.

He explained to Members that Shropshire Council has been approached in relation to a 50,000sqft supermarket development to the east of the Eco Park. This had been rejected by Shropshire Council last week as the Council is of the view that there should be no retail facilities outside of the town borders, hence their insistence on such developments as Tesco and Aldi being within the town. He added that the "Eco Park 2", east of the current Eco Park, is designated as light industrial and office based facilities.

Councillor R Taylor-Smith stated that as she is part of the Planning Committee she did not take any view in this pre-planning matter. She added in regards to the parking consultation to be considered, if the proposed alterations are implemented market traders would need a parking permit for on street parking on a Sunday.

FC/162 MINUTES

a) 9th July 2012

Councillor McCormack expressed her concerns with regards to minute FC/79 recording the statements made by Mr M Taylor-Smith in detail. She proposed that allegations against individuals or with regards to on going or possible future cases should not be recorded in detail within the minutes.

Councillor Perks stated that though this may be good advice for the future, these minutes had already been made public in draft. The Deputy Town Clerk added that as these were draft minutes that were yet to be approved she had received advice from SALC that minutes should be kept short and concise.

RESOLVED (2:0:8)

That paragraphs 6, 8, 10, 11, 12, 13 and 14 of minute FC/79 be deleted.

FC/163 RESOLVED (9:0:1)

That the minutes of the Council meeting held on the 9th July 2012, subject to the amendment at minute FC/162 and some spelling and grammatical corrections, be approved as a correct record and signed by the Chairman.

FC/164 b) 16th July 2012

RESOLVED (unanimous)

That the minutes of the Council meeting held on the 16th July 2012, subject to an amendment at minute FC/132, be approved as a correct record and signed by the Chairman.

FC/165 c) 31st July 2012

RESOLVED (9:0:1)

That the minutes of the Council meeting held on the 31st July 2012, subject to corrections at minutes FC/147 and FC/149, be approved as a correct record and signed by the Chairman.

FC/166 SERVICES COMMITTEE

RESOLVED (unanimous)

That the draft minutes of the Services Committee meeting held on the 23rd July 2012, be received.

FC/167 REPRESENTATIONAL COMMITTEE

a) Minutes – 4th July 2012

RESOLVED (unanimous)

That the minutes of the Representational Committee meeting held on the 4th July 2012, be received.

FC/168 b) Minutes – 1st August 2012

RESOLVED (9:0:1)

That the draft minutes of the Representational Committee meeting held on the 1st August 2012, be received.

FC/169 c) Recommendations

Vehicle Activated Signs

That Ludlow Town Council purchases a Vehicle Activated Sign for one of the areas that experience traffic speeding problems in Ludlow

Members would like the Town Council to work with Shropshire Council and the Police to encourage residents to engage in road safety monitoring such as using radar guns to monitor the speed of cars in problem areas.

Councillor Smithers stated that this recommendation illustrated that the Town Council took speeding issues within the town very seriously.

RESOLVED (unanimous)

That:-

- i) Ludlow Town Council purchases a Vehicle Activated Sign for one of the areas that experience traffic speeding problems in Ludlow.
- ii) the Vehicle Activated Sign be budgeted for the next financial year.
- iii) Ludlow Town Council work with Shropshire Council and the Police to encourage residents to engage in road safety monitoring such as using radar guns, to monitor the speed of cars in problem areas.

FC/170 POLICY & FINANCE COMMITTEE

a) Minutes – 30th July 2012

RESOLVED (9:0:1)

That the draft minutes of the Policy and Finance Committee meeting held on the 30th July 2012, be received.

FC/171 b) Recommendations

That:-

- i) the Equal Opportunities Policy be adopted.
- ii) subject to the amendments made in sections 4, 6, 7 and 8 above, the Recruitment and Selection Policy be adopted.
- iii) until advised otherwise by the Monitoring Officer interests be declared as set out on the agenda.
- iv) Standing Orders be amended requiring a Member with a Disclosable Pecuniary Interest, Conflict of Interest or Personal Interest to declare it.
- v) any Member having Disclosable Pecuniary Interest take no part in the discussion or vote on a matter for the interest was declared.

RESOLVED (unanimous)

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FC/172 LUDLOW IN BLOOM

The Deputy Town Clerk explained that the Ludlow in Bloom Working Group would make recommendations on the terms of a Service Level Agreement to set out the relationship between Ludlow in Bloom and the Town Council to the next Council meeting. Ludlow in Bloom had requested the Council's assistance, prior to the adoption of the Service Level Agreement.

RESOLVED (9:0:1)

That Ludlow Town Council produce the requested certificates for Ludlow in Bloom this year only, prior to the adoption of the Service Level Agreement.

- FC/173** Members went on to discuss the request for winter planting from Ludlow in Bloom. Councillor Smithers confirmed that any orders made by the Council on behalf of Ludlow in Bloom would be invoiced and reimbursed.

RESOLVED (9:0:1)

That:-

- i) Ludlow Town Council acquire quotes for 1000 pansies for Ludlow in Bloom's winter planting to be passed on to Ludlow in Bloom and presented to Policy and Finance Committee on the 24th September 2012.
- ii) once the a quote has been approved by Ludlow in Bloom and the Service Level Agreement which includes the purchase plants on the behalf of Ludlow in Bloom has been recommended for adoption, the plants be ordered and costs be recharged to Ludlow in Bloom.

FC/174 STANDING ORDERS**RESOLVED (unanimous)**

That Standing Orders be waived to reconsider Committee Membership.

FC/175 COMMITTEE MEMBERSHIP

The Deputy Town Clerk explained that the current Street Trading Sub-Committee membership of three Members was causing difficulties in ensuring the meetings are quorate, therefore she requested volunteers to join the Sub-Committee.

RESOLVED (unanimous)

That the membership of the Street Trading Sub-Committee be made up of Councillor Draper, Newbold, Parry, Pound, and Smithers

Councillor Smithers left the meeting at 7.49pm

FC/176 GARDEN OF REST

The Deputy Town Clerk explained to the Council that in order to follow due process the Council needed to resolve to pass on the maintenance responsibility now that the Section 215 Notice had been received.

RESOLVED (9:0:1)

That the Section 215 Notice with regards to the maintenance responsibility for the Garden of Rest be passed on to Shropshire Council immediately and it be noted that there is only a three month window of opportunity within which this may be done.

Councillor Toop left the meeting at 8.05pm

FC/177 MARKET MATTERS

a) Street Trading or Market Pitches

The Market Manager, Nadeem Samari explained to Members the issues that had been encountered in relation to these three Street Trading pitches.

RESOLVED (unanimous)

That the three Street Trading Pitches outside CC Clothing be ceased and the space be designated as part of the market for use by market traders and managed by the Market Manager (subject to existing commitments).

FC/178 b) Road Closure

The Market Manager presented the Council with a report on the imminent closure of the streets surrounding the market for resurfacing works. These works would take place during a Wednesday market and he had received numerous comments from traders on the effect on footfall and health and safety implications of working in the fumes. He stated that the Chairman of the Ludlow Market Traders Federation wished the market to be cancelled.

RESOLVED (8:0:1)

That attendance of the market to be held on Wednesday the 19th September 2012 be non-compulsory to all traders and be charged at half rent to any traders that do attend. This concession does not set a precedent for any future events.

Councillor Toop rejoined the meeting at 7.15pm

Councillor Davies left the meeting at 7.15pm

FC/179 PARKING CONSULTATION

Councillor Davies rejoined the meeting at 7.18pm

Councillor Perks stated that this consultation was a good opportunity to review the parking structure in Ludlow which he feels penalises local residents and people working in the town. He pointed out that Herefordshire had some free car parks and he stated the current pricing could endanger trade in Ludlow. He added that some towns have meters capable of accepting smart cards that offer a discount to town workers and residents.

Councillor McCormack disagreed with the proposal to charge for parking on a Sunday as there was no Park and Ride service on that day and therefore no alternative.

Councillor Smithers added that he had requested parking income figures from Shropshire Council which highlighted Ludlow as the third highest parking fee income in the whole county. The Mayor queried how much of the income from Ludlow parking benefited the people of Ludlow.

At the request of the Mayor, Councillor M Taylor-Smith explained to the Council that all on-street parking fees went towards subsidising the cost of the Park and Ride, hence the fact that Ludlow and Shrewsbury are the only towns with on-street parking as they are the only towns with a Park and Ride. In response to Councillor Smithers query he stated that since those figures were published charges have been imposed on North Shropshire car parks which were previously free. He added that to provide free parking in Ludlow would mean a 4.5% increase in Council Tax across the county and also the Market Town

Revitalisation fund of £400,000 for Ludlow had been raised partly from parking fees.

Councillor Perks asked when the Ludlow town car parks were transferred to Shropshire Council.

Councillor Smithers suggested that one residents parking zone may help to free up spaces within the town centre. Councillor Toop agreed and added that the current parking permits provided to market traders were only valid in the red zone and therefore changing the zones would allow them to park in less busy areas.

Councillor Wilcox left the meeting at 7.25pm

Councillor Wilcox rejoined the meeting at 7.27pm

RESOLVED (unanimous)

That the Town Council make recommendations to Shropshire Council to create one residents parking zone to encompass the whole area currently covered by the red and blue zones and supports and encourages the Parking Consultation.

FC/180 MAYOR'S BOARD

Councillor McCormack asked if the proposal for the Mayor's Board would affect how the Graeme Kidd's mayoral term was currently recorded on the board. The Deputy Town Clerk reassured Members that the proposal would not affect any of the current Mayoral entries on the board but would separately record that the board was refurbished in 2012 in memory of Graeme Kidd.

Councillor Pound asked if this would create a precedent, he stated that he believed the board should continue to record only the details of Past Mayors. Councillor Wilcox stated that there was already a precedent as there was a plaque acknowledging the donation of the late David Lloyd on the recently refurbished window in the church.

RESOLVED (7:1:2)

That:-

- i) the donation offered be accepted with thanks and the Past Mayors Board be refurbished to include the wording "This Board was refurbished in 2012 in memory of Graeme Kidd".
- ii) the layout and wording of the Past Mayors Board be referred to Council before the amendments are made.

FC/181 PROPERTY UPDATE**a) The Guildhall**

The Deputy Town Clerk explained to Members that a Listed Building Application had been made, the elements of which were required to make the best possible use of the Guildhall as a Town Council facility without materially changing the historical building.

Following a question from the Mayor, Colin Richards, Shropshire Council's Head of Historic Environment, stated that English Heritage were keen to bring the building into modern use in the most efficient way and seem to be open to many ideas that do not materially change the building.

Councillor Perks stated that though it was good to see this building in use again by the Council, these issues and systems required by the Council should have been completed prior to the move. He asked if any plans had been made to incorporate the museum in the building. The Deputy Town Clerk said no enquires had been made.

RESOLVED (unanimous)

That the Town Clerk present a full report on the use of Guildhall to the next Council meeting.

FC/182 b) The Boxing Club

Colin Richards stated that the old facility had reached the end of its useful life and in order to continue the important work of the Boxing Club in the area a new purpose built building was required. The Town Council had sought assistance to complete this project and were pledged support from Shropshire Council, South Shropshire Housing Association and numerous other organisations and individuals.

This unique use of volunteers delayed the project as it did not fit current policies for such projects, but these issues have now been addressed. He stated that the building would begin on the 1st October and the aim was for the shell to be completed by free contractors by the end of the year. At which point further fundraising would be needed to fit out the building.

Councillor Smithers congratulated Colin Richards and the team involved for all their hard work and stated that such a worthwhile project deserved the full support of the Town Council.

In response to a question from the Mayor, Colin Richards stated that the planned building would provide twelve off street parking spaces.

Councillor Perks requested a regular update on the project.

RESOLVED (unanimous)

That the project continues to have the full support of Ludlow Town Council.

FC/183 c) The Buttercross

The Deputy Town Clerk informed the Council that a structural engineer had been instructed to produce a report on the building and the repairs required. Once this report has been presented to English Heritage for approval, repair works can begin. She added that though she could not set a completion date she was striving to have the repairs completed as soon as possible.

Colin Richards added that he has been assisting the Deputy Town Clerk in order to speed up the insurance claim process in order to complete a durable long term repair, as the current scaffolding on the Buttercross affects the quality of the street and surrounding businesses.

Councillor Perks stated that this incident was a good example of all the tiers of government etc. working together to make the building safe and see that it is repaired quickly and properly. Colin Richards added that this had been a positive experience for both Councils for developing a first response team for any such future emergencies.

Councillor Perks asked if the Council was incurring a scaffolding rental charge on the building. The Deputy Town Clerk stated that there was a weekly rental charge and therefore repairs needed to be completed as soon as possible.

Following a question from the Mayor, the Market Manager stated that the market traders displaced from the Buttercross had been moved to the main market square in order to ensure their livelihoods, but that they were all keen to return to the Buttercross.

FC/184 CALENDAR OF EVENTS**RESOLVED (unanimous)**

That the 2013 Calendar of Events advertising prices remain the same as 2012.

Councillor Hunt left the meeting at 9.05pm

FC/185 EXTENSION OF THE MEETING**RESOLVED (8:1:0)**

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

FC/186 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)

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

The meeting closed at 9.30pm.

Town Mayor

Date

N.B. Closed Session Minutes will be issued.