



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Ludlow Conference Centre, Ludlow on **MONDAY 11<sup>th</sup> JULY 2011** at **7.00PM**

### **FC/69    PRESENT**

Chairman:                    Councillor Aitken, Mayor

Councillors:                Davies; Hunt; Jackson; McCormack; Mitchell; Newbold;  
Parry; Pope; Smithers

Officers:                     Veronica Calderbank, Town Clerk;  
Lucy Morgan, Secretary

### **FC/70    PRAYERS**

The Mayor asked that in the absence of the Mayor's Chaplain, the Reverend John Beesley lead the Council in prayers.

### **FC/71    APOLOGIES**

Apologies for absence were received from Councillors Glaze, Pound and Wilcox.

The Mayor asked the Council to note that the Town Plan Working Group had not been able to meet prior to Council and therefore would not be making recommendations at agenda item 18.

### **FC/72    DECLARATIONS OF INTEREST**

In accordance with the terms of the Local Authorities (Model Code of Conduct) (England) Order 2007 issued under Section 51 of the Local Government Act 2000 Members declared interests as follows:

#### Personal Interests

<u>Member</u>	<u>Item</u>
V. Parry	Member of Ludlow in Bloom
J. Smithers	Member of Ludlow in Bloom
A. Pope	A-Boards

Prejudicial Interests

R. Jackson

Lower Broad Street Resident

A. Pope

Business on Tower Street/Upper Galdeford

**FC/73 PUBLIC OPEN SESSION (15 minutes)**

There were fourteen members of the public and press present.

Mr Gordon Gas of 7 Townsend Close, explained to the Council the access difficulties residents of Townsend Close encountered due to parked vehicles. He stated that residents would be grateful for further parking restrictions.

Ms Lora Kendal of Holebatch, Stretton St Nicholas, informed the Council that there was only one ice cream van, that pay their fees, set up to trade where they were instructed to and are willing to adapt to the Ludlow power supply. They do not rogue trade and could bring jobs to the area. She believed that they had been given a "trial by media" which was full of inaccuracies, but that she hoped the Council would keep an open mind when considering the matter.

Ms Rebecca Kirby of Castle Lodge Buttery, agreed that there had been inaccuracies in the press coverage of the Street Trading issue but that her business relied on summer trade and paid high business rates and rent to be in a prime location on the Castle Square.

Ms Lorna Kendal added that she appreciated Ms Kirby's comments but that the Castle Lodge Buttery offered other products for sale whereas the ice cream trader only sold ice cream.

Anthony Roberts of Orchard Rise, Steventon New Road commented on the proposed traffic regulations order on Steventon New Road. He agreed with the restrictions on the junction but not the extension of yellow lines further along the road which would result in the loss of on street parking for residents closest to the junction. He added that he had sent a letter to Shropshire Council and also collected signatures from five of the eight residents affected opposing the restrictions. He hoped that the Council would support this amendment.

**FC/74 UNITARY COUNCILLORS SESSION**

Unitary Councillor T. Huffer, Ludlow East, informed the Council that she had received numerous letters from her constituents with regards to the forthcoming proposal for a length restriction on vehicles crossing Ludford Bridge. Many residents were concerned by the increase in heavy traffic this could cause on other roads i.e Henley Road, Upper and Lower Galdeford. She went on to remind all present that the Wheeler Road Youth Festival was taking place on the 23<sup>rd</sup> July and she hoped as many people as possible would attend.

Unitary Councillor R. Taylor-Smith, Ludlow North, stated that she had recently attended a Unitary Members Briefing on Localised Planning, Place Plans and Developer Contributions, she would pass on the information to the Town Clerk. She stated that with regards to the Parking Restriction Orders Shropshire Council would be guided by the decisions Ludlow Town Council make tonight.

She added that the Ludlow in Bloom judging day is on the 18<sup>th</sup> July 2011 and she hoped that as many Councillors as possible would attend.

Unitary Councillor M. Taylor-Smith, Ludlow South, explained to Members that the parking issues on Townsend Close and Steventon New Road had been an ongoing matter and he hoped the Council would support the proposed restriction.

**FC/75 PUBLIC OPEN SESSION FEEDBACK (15 minutes)**

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

**FC/76 MINUTES**

**a) 18<sup>th</sup> April 2011**

These minutes had been approved and signed by the Chairman at a previous meeting.

**FC/77 b) 9<sup>th</sup> May 2011**

**RESOLVED (Unanimous)**

That the minutes of the Council meeting held on the 9<sup>th</sup> May 2011, subject to the deletion of the word "next" in the resolution of minute FC/23, be approved as a correct record and signed by the Chairman.

**FC/78 b) 18<sup>th</sup> May 2011**

**RESOLVED (9:0:1)**

That the minutes of the Council meeting held on the 18<sup>th</sup> May 2011, subject to the deletion from the list of those present and the insertion within apologies of Councillor McCormack, be approved as a correct record and signed by the Chairman.

**FC/79 b) 27<sup>th</sup> June 2011****RESOLVED (Unanimous)**

That the minutes of the Council meeting held on the 27<sup>th</sup> June 2011, subject to the insertion of the word "Victory House Club" following "Secretary of the Royal British Legion at minute FC/49, be approved as a correct record and signed by the Chairman.

**FC/80 SERVICES COMMITTEE MINUTES**

Councillor Parry asked when the Special Council meeting on property would be called and how matters were progressing with regards to employing a toilet cleaner. The Town Clerk stated that the Special Council meeting would be called shortly and would also consider Street Trading and A-Boards. She went on to say that the matter of a toilet cleaner would be discussed at Staffing and Appeals on the 14<sup>th</sup> July 2011.

**RESOLVED (8:0:2)**

That the minutes of the Services Committee meeting held on the 6<sup>th</sup> June 2011, be received.

**FC/81 REPRESENTATIONAL COMMITTEE MINUTES****a) 3<sup>rd</sup> May 2011****RESOLVED (8:0:2)**

That the minutes of the Representational Committee meeting held on the 3<sup>rd</sup> May 2011, be received.

**FC/82 b) 31<sup>st</sup> May 2011****RESOLVED (8:0:2)**

That the minutes of the Representational Committee meeting held on the 31<sup>st</sup> May 2011, be received.

**FC/83 c) 28<sup>th</sup> June 2011****RESOLVED (8:0:2)**

That the minutes of the Representational Committee meeting held on the 28<sup>th</sup> June 2011, be received.

**FC/84    POLICY AND FINANCE COMMITTEE****a) Minutes 13<sup>th</sup> June 2011****RESOLVED (9:0:1)**

That the minutes of the Policy and Finance Committee meeting held on the 13<sup>th</sup> June 2011, subject to substituting the word “term” for “tender” at minute PF/20, be received.

**FC/85    b) Recommendations 13<sup>th</sup> June 2011****STREET TRADING**

That the matter be deferred to Council on the 11<sup>th</sup> July 2011 following a site visit.

The Town Clerk advised Members that the Street Trading site visit would take place on the 12<sup>th</sup> July 2011 at 2.00pm meeting on Post Office Square.

**FC/86    RECOMMENDATIONS FROM SERVICES COMMITTEE****a) Council Properties**

That the Town Clerk draft a Heads of Terms for a Tenancy Agreement to be discussed at the next Policy & Finance Committee on the 13<sup>th</sup> June 2011.

b) That the matter be deferred to Council to consider.

**c) SERVICE LEVEL AGREEMENTS**

That the Service Level Agreement between the Town Council and Ludlow Conference Centre be approved and entered into.

d) That subject to the amendment of 3.1 to read, “The Council will pay £15,000 annually...” the Service Level Agreement between the Town Council and Ludlow Assembly Rooms be approved and entered into.

e) That additional fingerposts are added to the existing signage for toilet provisions at Castle Street toilets and Ludlow Assembly Rooms.

**f) MEMBERSHIP OF SUB-COMMITTEES**

That:-

i) Street Trading Sub-Committee remain and Sub-Committee of Policy and Finance Committee.

ii) Councillor Aitken and Wilcox become members of the Street Trading Sub-Committee.

g) That the status of all other groups be considered by Council.

**RESOLVED (9:0:1)**

That the recommendations from Policy and Finance Committee be approved.

**FC/87 STANDING ORDERS**

**RESOLVED (Unanimous)**

That Standing Orders be waived in order to reconsider the following item.

**FC/88 COMMITTEE MEMBERSHIP**

The Mayor stated that Councillor Jackson had made a request to join Representational Committee, there were currently no vacancies and therefore the Council could either ask whether a current member wished to resign or alter the Committee Terms of Reference to increase Committee Membership to nine members.

**RESOLVED (9:0:1)**

That Representational Committee membership be increased to nine members, Councillor Jackson to fill the vacancy.

**FC/89** Councillor Parry asked why the Communications Working Group did not have a Chairman. The Town Clerk advised that as the Working Group had not met this municipal year to elect their Chairman, this applied to all groups that had not met this year.

Several Members raised points with regards to Committee membership.

**RESOLVED (Unanimous)**

That:-

- i) the Staffing and Appeals Sub-Committee membership be made up of Councillors Aitken, Hunt, McCormack, Newbold, Parry, Pound, Smithers and Wilcox.
- ii) the Christmas Light Working Group membership be made up of Councillors Jackson, Parry and Pope.
- iii) the Communications Working Group membership be made up of Councillors Aitken, Glaze, Jackson and Parry.
- iv) the Town Plan Working Group membership be made up of Councillors Aitken, Davies, Jackson, McCormack and Parry

**FC/90 REPRESENTATIVES ON OUTSIDE BODIES**

Members discussed the 2011/12 self nominations and filling vacancies.

**RESOLVED (Unanimous)**

That the Representatives on Outside Bodies for 2011/12 be approved as amended.

**FC/91 COUNCILLOR TRAINING**

The Town Clerk circulated to all Members the Association of Local Council's training schedule for the year, she noted the difficulties Members may encounter in travelling to the locations and therefore depending on Council's agreement she was looking to bring a Society of Local Council Clerks trainer to Ludlow. She added that further Member training was very important due to the extra responsibilities being passed to the Town Council.

**RESOLVED (9:01)**

That the Town Clerk arrange Councillor training in Ludlow in September 2011.

**FC/92 STANDING ORDERS****RESOLVED (Unanimous)**

That Standing Orders be waived in order to reconsider the following item.

**FC/93 TRAFFIC REGULATION ORDERS**

The Town Clerk informed Members that these Traffic Regulation Orders had been considered by Representational Committee apart from the changes to Lower Broad Street which were considered by Council due to time restrictions. A complaint was received with regards to Lower Broad Street this was dealt with by the Town Clerk in line with the complaint procedure. Following the receipt of other complaints Shropshire Council have proposed amendments to the orders under delegated authority.

**FC/94 a) Lower Broad Street**

Councillor Jackson stated that the original proposal to extend parking at both ends of Lower Broad Street had been made by the Residents Association, this was amended by the Town Council to only extend at the bottom of the street. Following consultation by Shropshire Council further objections were received and she now believed that keeping the status quo was the best option.

Councillor Parry added that the Access Group had raised issues with the parking places extension and that at the narrowest point further parking could severely affect light coming into properties. The Town Clerk added that complaints had stated many different reasons for objection.

Councillor Jackson left the room at 8.10pm

**RESOLVED (Unanimous)**

That the Lower Broad Street amendment be accepted.

Councillor Jackson re-entered the room at 8.13pm

**FC/95 b) Steventon New Road**

**RESOLVED (Unanimous)**

That the Steventon New Road amendment be accepted.

**FC/96 c) Sandpits Road/Whitefriars**

Councillor Pope expressed her concerns that these changes may just move the problem elsewhere. Councillor McCormack said that the main hazard was due to the bend in the road, Councillor Parry added that there needed to be some change as parked vehicles often blocked access to the residential homes.

**RESOLVED (Unanimous)**

That the Sandpits Road/Whitefriars amendment be accepted.

**FC/97 d) Upper Galdeford (Taxi Bay Extension)**

Councillor Pope left the room at 8.16pm

Councillor McCormack stated that currently legitimate deliveries to businesses on Tower Street were often blocked by taxis or other parked vehicles. Increasing the length of the taxi bay would further increase this obstruction. Councillor Jackson pointed out that pedestrians crossing the road in the area already had visibility issues and any extension could increase the hazard.

Councillor Hunt stated that extending the taxi bay further along Upper Galdeford would not cause an issue for buses or lorries on the corner of Lower Galdeford/Upper Galdeford.

**RESOLVED (6:1:2)**

That the Upper Galdeford (Taxi Bay Extension) amendment be accepted.



Councillor Pope re-entered the room at 8.20pm

**FC/98     RESOLVED (Unanimous)**

That it be noted that no objections had been received with regards to the other Traffic Regulation Orders listed in the letter from Shropshire Council.

**FC/99     A-BOARDS**

The Mayor stated that recent press commentary on this matter had been misleading and further clarification was needed.

**RESOLVED (9:0:1)**

That the Town Clerk present a report on A-Boards to a future Council meeting.

**FC/100    REQUEST FOR FUNDING**

The Town Clerk explained the request from the Ludlow Conference Centre. She stated that as the Town Council had not yet submitted their bid to the Heritage Lottery Fund in relation to the Town Walls, Walks, Castle Gardens and the Buttercross, which would provide training opportunities for Hereford College students, there was currently no training available. The rebuilding and restoration of the Ludlow Conference Centre front wall would provide a training opportunity and therefore free labour. The Conference Centre were looking to raise monies for the materials required. This would be a one off payment of £2,000 which would not create any kind of precedent for the future and the Conference Centre was able to provide match funding.

**FC/101    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.

**FC/103 OPEN SESSION**

**RESOLVED (Unanimous)**

That the public be invited to return to the meeting and the meeting continue in open session.

**FC/104 REQUEST FOR FUNDING**

**RESOLVED (9:0:1)**

That subject to the Ludlow Conference Centre not having received previous funding for the restoration/rebuilding of the front wall from the Town Council or other funding bodies the Council make a grant of £2,000 to the Ludlow Conference Centre to purchase materials for the restoration/rebuilding of the front wall.

**FC/105 STANDING ORDERS**

**RESOLVED (Unanimous)**

That Standing Orders be waived in order to reconsider the following item within six months of the last decision.

**FC/106 PROPOSED BUS SHELTER**

The Town Clerk drew Members attention to the email from the Local Conservation Area Advisory Committee ("LCAAC"), she stated that this was incorrect as the new location for the bus shelter did not require the relocation of the bus stop or taxi bay.

The Town Clerk explained the original and new proposal outside Palmers House. She added that the shelter would be black, with toughened glass positioned against the curb.

Councillor Smithers stated that he had been present at the LCAAC meeting and that they had discussed the width of the pavement, disabled access, current obstructions caused by people waiting for the bus and they did not object to the visual impact on Palmers House.

Councillor Parry said that the site proposed by the LCAAC would spoil a lovely historic town building. Councillor Hunt asked if the shelter could be sited where the old shelter had been outside Clee Hill Electrics, Councillor Parry agreed.

**FC/107 RESOLVED (9:0:1)**

That the site of the bus shelter be referred to the Civic Society consider the impact of the proposal on Palmers House and consider siting the bus shelter outside Clee Hill Electrics in the same place as a old shelter.

**FC/108 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 9.45pm.

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Town Mayor

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Date

N.B. Confidential Minutes will be issued.