



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 29<sup>th</sup> SEPTEMBER 2014** at 7.00PM.

### **FC/135 PRESENT**

Chairman: Councillor Draper, Mayor

Councillors: Cobley; Gill; Ginger; Holcombe; Jones; Kemp; Lyle; Parry; Perks; Sheward; Smithers

Officers: Gina Wilding, Town Clerk;  
Lucy Jones, Finance Secretary

### **FC/136 HEALTH & SAFETY**

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

### **FC/137 APOLOGIES**

No apologies for absence were received.

### **FC/138 REQUEST TO RECEIVE APOLOGIES IN ADVANCE**

#### **RESOLVED (Unanimous) RJ/VP**

That Councillor Perks' apologies for October 2014 to February 2015, due to work commitments, be accepted.

### **FC/139 DECLARATIONS OF INTEREST**

#### **Disclosable Pecuniary Interests**

None declared.

#### **Conflicts of Interest**

None declared.

#### **Personal Interests**

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
A. Cobley	Coder Road Hub	Works for the Rockspring Centre/ Furniture Scheme

P. Draper	War Memorial	Member of the RBL
D. Lyle	War Memorial	Know individuals involved in project
	Castle Gardens Fountain	Know individuals involved in project
	Core Funding Application	Know applicant and a director of the Festival of Small Gardens
V. Parry	War Memorial	Know individuals involved in project
G. Perks	Memorial Tree in Castle Gardens	Know individuals involved in the project & asked to deliver a letter to the Council
	War Memorial	Involved with Narbeth Twinning Association
	Freedom of the Town	Involved with Narbeth Twinning Association
	Royal Welsh Drums	Involved with Narbeth Twinning Association
	Damage to Memorial Trees, Castle Walks	Member of Pride of Place
	Coder Road Hub	Member of Pride of Place
	Tourism Plan	Involved with Narbeth Twinning Association
C. Sheward	War Memorial	Know individuals involved in project
J. Smithers	War Memorial	Member of the RBL
	Youth Market Work Group	Made a presentation to Committee

#### **FC/140 PUBLIC OPEN SESSION (15 minutes)**

There were 22 members of the public and 2 members of the press present.

Nicola Bibby, New Street, Ludlow, expressed her concerns with regards to Shropshire Council's proposed parking restrictions for New Street and the lack of consultation with local residents on the issue. She added that safety had been stated as reason behind the proposal but she felt there were no issues in the area at the time and parked cars acted as traffic calming.

Joyce Brand, College Street, Ludlow, appealed to the Council to support existing A&E services in Shrewsbury and the existing services at Ludlow Hospital.

Clive Richardson, Broad Street, Ludlow, informed the Council that he had several tree specimens from battlefields which could be considered suitable to replace the Castle Gardens memorial tree. In regards to the War Memorial, Mr Richardson stated that those involved required further time to fully discuss the matter with interested parties, including the RBL, Rector and Conservation Officer, and would present a full proposal for the Council's next meeting.

Tony Mahalski, Mill Street, Ludlow, updated Members on the progress of the Castle Gardens fountain project. He stated that he had spoken to the Conservation Officer and Severn Trent about the project.

Rick Summers, New Street, Ludlow, stated that he remembered the fountain when it was in working order and restoring to such would be an asset to both local residents and tourists alike.

Martin Smith, Chapel Row, Emma Summers, New Street and Sharon Webster, Chapel Row, added their support to previous comments regarding the proposed yellow lines in New Street.

Peter Norman, Ludlow Town Council Tree Officer, stated that he had been invited to a site meeting by Councillor Boddington and following an inspection and supported by previous condition reports he disputed any claims that the hornbeam avenue in the Garden of Rest may need to be felled due to the Town Wall collapse. There was no sign of ground level leaning and the avenue was rare and had significant public amenity, and needed to be protected.

#### **FC/141 UNITARY COUNCILLORS SESSION**

Unitary Councillor A Boddington, Ludlow North, confirmed that the yellow lines proposal on New Street was a Shropshire Council issues and that the Town Council had objected to the scheme. He stated that he took full responsibility for the matter and the concern it had caused for residents. Councillor Boddington said that he would be speaking to Shropshire Council officers shortly to withdraw the scheme and would write to residents to confirm this outcome.

Councillor Boddington went on to say that he was continuing to push to get the Town Wall repaired, but that progress was slow. He stated that urgent works were needed to support the temporary buttresses in the winter. With regards to previous comments made in public session, he added that Shropshire Council had raised concerns regarding the avenue of hornbeams in the Garden of Rest and their stability following the collapse, a full report was being prepared.

Unitary Councillor V Parry, Ludlow South, stated that the loss of the hornbeam avenue in the Garden of Rest would be a travesty. She stated that the bus service to Tollgate Road was to be reinstated. She also expressed her empathy with the residents of New Street and stated that there is an ongoing discussion to resolve a yellow line issue in her Unitary ward.

#### **FC/142 MINUTES**

##### **a) 28<sup>th</sup> July 2014 – Open Session**

##### **RESOLVED (Unanimous) JS/GP**

That the open session minutes of the Council meeting held on the 28<sup>th</sup> July 2014, be approved as a correct record and signed by the Chairman.

**FC/143 b) 28<sup>th</sup> July 2014 – Closed Session**

**RESOLVED (Unanimous) GP/JS**

That the closed session minutes of the Council meeting held on the 28<sup>th</sup> July 2014, be approved as a correct record and signed by the Chairman.

**FC/144 ITEMS TO ACTION – 23<sup>rd</sup> JUNE 2014**

Councillor Parry thanked the Town Clerk as the Buttercross clock was now showing the correct time.

**RESOLVED (Unanimous) PD/RJ**

That the Items to Action from the meeting held on the 28<sup>th</sup> July 2014 be noted.

**FC/145 POLICY AND FINANCE COMMITTEE**

**a) Minutes**

**RESOLVED (Unanimous) PD/NH**

That the open and closed session minutes of the Policy and Finance Committee meeting held on the 15<sup>th</sup> September 2014, be received.

**FC/146 b) Recommendations from Policy and Finance Committee**

**a) Debt Recovery Policy**

That the Debt Recovery Policy be readopted.

**b) Managing Attendance Policy**

That the Managing Attendance Policy be readopted.

**c) Model Publication Scheme**

That the Model Publication Scheme be readopted.

**d) Health and Safety Policy**

That:-

- a) the word “company” be replaced with “council” throughout the document.
- b) the member of staff listed on page 94 as Deputy Town Clerk be updated.

- c) subject to the above amendments the Health and Safety Policy be readopted.
- d) following their appointment, the policy be referred to the Council's Health and Safety advisor for comment.

**RESOLVED (Unanimous) NH/JS**

That:-

- a) the Debt Recovery Policy be readopted.
- b) the Managing Attendance Policy be readopted.
- c) the Model Publication Scheme be readopted.
- d) subject to the following amendments the Health and Safety Policy be readopted:-
  - i) the word "company" be replaced with "council" throughout the document.
  - ii) the member of staff listed on page 94 as Deputy Town Clerk be updated.
- e) following the appointment of the Councils Health and Safety Advisor, the Health and Safety Policy be referred for comment.

**FC/147 SERVICES COMMITTEE**

**a) Minutes**

**RESOLVED (Unanimous) PD/GG**

That the minutes of the Services Committee meeting held on the 1<sup>st</sup> September 2014, be received.

**FC/148 b) Recommendations**

**Proposed Memorial Cross**

That:-

- i) the request from the resident is accepted;
- ii) the cross is situated at Henley Road Cemetery, plot M;
- iii) the proposed inscriptions provided are approved;
- iv) that the additional time capsule is approved.

**Posts and Chains Around Castle Gardens**

That:-

- i) the Town Clerk is authorised to update Ludlow Town Centre Residents Association;
- ii) English Heritage are approached for advice and quotations are sought;
- iii) suitable funding is sought from English Heritage.

**Proposed Ludlow Youth Market**

That a Youth Market Working Group is formed to investigate the proposed Youth Market and its findings on the viability of the proposal are reported to Full Council.

**Visit Ludlow Market Signs**

That quotation 2 is accepted with the thicker margin around perimeter of the sign.

**RESOLVED (Unanimous) PD/RJ**

That:-

- a) the proposed Memorial Cross request from a resident be accepted; and
  - i) the cross is situated at Henley Road Cemetery, plot M;
  - ii) the proposed inscriptions provided are approved;
  - iii) that the additional time capsule is approved.
- b) in regard to the Posts and Chains Around Castle Gardens:-
  - i) the Town Clerk is authorised to update Ludlow Town Centre Residents Association;
  - ii) English Heritage are approached for advice and quotations are sought;
  - iii) suitable funding is sought from English Heritage.
- c) a Youth Market Working Group is formed to investigate the proposed Youth Market and its findings on the viability of the proposal are reported to Full Council.
- d) the Visit Ludlow Market Signs quotation 2 is accepted with the thicker lined margin around perimeter of the sign.

**FC/149 MEMORIAL TREE IN CASTLE GARDENS**

The Town Clerk explained that English Heritage had visited the site and had approved in principal the planting of a tree dependant upon a suitable species and a formal application to the Secretary of State.

Councillor Parry agreed that the species of tree was very important so that it did not detract from the Town Walls or undermine the foundations.

Councillor Perks asked that the original letter (previously reported to Services Committee) requesting the replacement of the tree be circulated to Members.

**RESOLVED (Unanimous) GG/VP**

That the planting of a replacement memorial tree in its original position in Castle Gardens, subject to a formal application to English Heritage and approval by the Secretary of State and advice being taken on the most appropriate species of tree, be approved.

**FC/150 WAR MEMORIAL****RESOLVED (11:0:1) PD/JS**

That the War Memorial agenda items be deferred until further information is available from the project organisers.

**FC/151 REPRESENTATIONAL COMMITTEE****a) Minutes – 30<sup>th</sup> July 2014****RESOLVED (Unanimous) PD/GG**

That the minutes of the Representational Committee meeting held on the 30<sup>th</sup> July 2014, be received.

**FC/152 b) Minutes – 27<sup>th</sup> August 2014****RESOLVED (Unanimous) PD/GG**

That the minutes of the Representational Committee meeting held on the 27<sup>th</sup> August 2014, be received.

**FC/153 STAFFING AND APPEALS COMMITTEE****RESOLVED (11:0:1) RJ/NH**

That the minutes of the Staffing and Appeals Committee meeting held on the 11<sup>th</sup> September 2014, be received.

**FC/154 NEIGHBOURHOOD PLAN WORKING GROUP**

Councillor Sheward stated that any outside organisation invited to attend the Working Group needed to be drawn from across the town so that all areas of Ludlow are represented.

The Town Clerk advised that this concern may be addressed by a similar consultation process to the current Town Plan. Public consultations were held in several locations across the town as well as a market pop up event.

**RESOLVED (Unanimous) PD/RJ**

That:-

- a) the terms of reference for the Neighbourhood Plan Working Group be adopted.

- b) the membership of the Neighbourhood Plan Working Group be approved as Councillors Draper, Gill, Ginger, Holcombe, Kemp, Lyle, Parry, Sheward and Smithers.

**FC/155 YOUTH MARKET WORKING GROUP**

**RESOLVED (Unanimous) PD/RJ**

That:-

- a) the terms of reference for the Youth Market Working Group be adopted.  
b) the membership of the Youth Market Working Group be approved as Councillors Draper, Ginger, Jones, Lyle, Parry and Smithers.

**FC/156 FREEDOM OF THE TOWN**

Councillors expressed their thanks and appreciation to the Town Council staff for their work organising a wonderful event that made the town proud. They also expressed sincere thanks to the local organisations and the Royal Welsh for making the day such a success.

**RESOLVED (11:0:1) PD/RJ**

That a virement of up to £2,200.00 from the contingency budget to create a Freedom of the Town budget be approved.

**FC/157 ROYAL WELSH DRUMS**

Councillor Parry stated that Ludlow should be proud and support its association with the Royal Welsh. Councillor Jones agreed that a donation would show the town's gratitude and civic pride.

**RESOLVED (Unanimous) VP/RJ**

That a grant of £250.00 be made to the Royal Welsh towards the repainting of the regiments drums.

**FC/158 COMMONWEALTH DAY 2015**

**RESOLVED (Unanimous) PD/GP**

That the procedure be adopted and a flag be purchased.



**FC/159** **SHROPSHIRE COMMUNITY HEALTH NHS TRUST**

Councillor Perks suggested that the Council write to local GP's to ascertain their views on the implications of Future Fit. Councillor Smithers confirmed that GP's had attended the Task Force meetings.

Councillor Jones stated that the Council needed regular feedback so that the implications of the Future Fit policy could be understood.

**RESOLVED (11:1:0) PD/JS**

That the minutes of the Ludlow Task Force meeting held on the 10<sup>th</sup> April 2014, be received.

**FC/160** **RESOLVED (11:1:0) PD/JS**

That the letter from Philip Dunne MP regarding Future Fit, be received.

**FC/161** **DAMAGE TO MEMORIAL TREES, CASTLE WALKS**

Councillor Sheward expressed his concern that though the trees were described as "memorials" he could not find any information of what or who they were in memorial to.

Councillor Gill suggested that costly prevention measures may not be needed. The previous woodland management scheme for the area had protected the trees with nettles and briars and damage only happened after the natural protection of the undergrowth was cut back.

**RESOLVED (11:0:1) PD/GG**

That the information provided be noted.

**FC/162** **CASTLE GARDENS FOUNTAIN**

Councillor Ginger pointed out that the quotes provided by the Civic Society were not "like for like" and would restore the fountain to different conditions. He stated that the Council needed to decide to what extent they wished to the fountain restored.

The Town Clerk explained that though the Civic Society was kindly offering to fund the restoration, the fountain is a town asset and the Council had a duty of care to ensure the works are appropriate.

Councillor Smithers voiced the thanks of the Council to the Civic Society for their work so far.

**RESOLVED (Unanimous) PD/GG**

That:-

- a) the specifications supplied are discussed with Ludlow's Conservation Officer and English Heritage to establish the suitability of each proposal.
- b) a report from Ludlow's Conservation Officer and English Heritage is brought back to members at the next council meeting.

**FC/163 CODER ROAD ZERO WASTE/RESOURCES CENTRE****RESOLVED (Unanimous) GP/VP**

That:-

- a) Ludlow Town Council considers the Anaerobic Digester Enterprise and Education Centre of Excellence option for the site the best way forward and awaits future proposals.
- b) any proposal should be commercially viable.
- c) a representative from Cwm Harry is invited to a future meeting.

**FC/164 TOURISM PLAN**

Councillor Perks suggested that the 2009 Infrastructure report from Advantage West Midlands was relevant to the new Tourism Plan. Councillor Smithers suggested consulting the Chamber of Trade and Commerce as the recent changes to the Visitor Information Centre would impact on local businesses.

**RESOLVED (Unanimous) GP/RJ**

That:-

- a) the Local Development Strategy be noted
- b) further clarification be sought from Shropshire Council on the impact of reductions in funding and staffing of tourism services, particularly the funding cuts to the Visitor Information Centre.

**FC/165 LUDLOW FESTIVAL OF SMALL GARDENS****RESOLVED (Unanimous) JS/PD**

That the feedback from the Festival of Small Gardens be noted and they be thanked for the report.

**FC/166 CORE FUNDING APPLICATION****a) Tenbury No Interest Loan Scheme**

Councillor Ginger expressed his concerns that the documentation provided by the scheme classes the monies provided to local people as gift rather than loans which caused concern as to if and when monies would be paid back. He also pointed out that the scheme currently had healthy balances to draw on and operated in a far larger area than the town of Ludlow, therefore not meeting the criteria for a grant.

Councillor Sheward confirmed that the scheme was subject to the financial conduct authority and was underwritten by the benefits agency.

Councillors agreed that as there was uncertainty regarding the proportion of loans made to benefit the people of Ludlow further information should be requested before a decision is made.

**RESOLVED (Unanimous) PD/GP**

That:-

- i) the application be referred back to the Scheme for more information and clarification on the Schemes operation for the benefit of residents of Ludlow;
- ii) a request be made for the Scheme to attend a future Council meeting to make a presentation to Councillors.

**FC/167 EXTENSION OF THE MEETING****RESOLVED (Unanimous) PD/RJ**

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

**FC/168 b) Home-Start Shropshire****RESOLVED (Unanimous) PD/RJ**

That the letter of thanks from Home-Start Shropshire be received.

**FC/170 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) PD/RJ**

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

The meeting closed at 9.05pm.

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Town Mayor

\_\_\_\_\_  
Date

N.B. Closed Session Minutes will be issued.



## CLOSED SESSION MINUTES

Close Session minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 29<sup>th</sup> September 2014** at 7.00PM

**FC/171 POLICY AND FINANCE COMMITTEE CLOSED SESSION RECOMMENDATIONS**

**Electronic Payment System**

That the proposed system be approved.

**HR & H&S Advice Service**

That the Council enters into a three year contract with Ellis Whitam to provide combined HR and H&S support and advice, including e-learning.

**RESOLVED (Unanimous) NH/VP**

That:-

- a) the proposed Electronic Payment System be approved.
- b) the Council enters into a three year contract with Ellis Whitam to provide combined HR and H&S support and advice, including e-learning.

**FC/172 CASTLE GARDENS FOUNTAIN**

**RESOLVED (Unanimous) JS/PD**

That Castle Gardens Fountain restoration quotations be noted.

The meeting closed at 9.05pm

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Town Mayor

\_\_\_\_\_  
Date

