



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 30<sup>th</sup> JULY 2018 at 7.00 PM.**

### **FC/109 PRESENT**

Chairman: Councillor Gill

Councillors: Cobley; Garner; Ginger; Lyle; O'Neill; Paton; Parry; Perks; Pote; Sheward (Deputy Mayor) and Smithers.

Officers: Gina Wilding, Town Clerk  
Kate Adams, Deputy Town Clerk  
Naomi Brotherton, Senior Admin Assistant

### **FC/110 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/111 APOLOGIES**

Apologies were received from Councillors Clarke, Jones, and Mahalski.

### **FC/112 DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None.

#### Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry		Chair of Ludlow in Bloom

#### Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Cobley	16	Son-in-law works for Police
Cllr Ginger	8 & 16	Owns a shop on Corve Street
Cllr Lyle	8	Knows Mr Chantler
	10	Son in the Military Service
	17	Knows the architect

Cllr Perks	8	Former director of the Food Festival
	9a&b	Supports the Action Groups
	10	Member of the War Memorial Committee

### **FC/113 PUBLIC OPEN SESSION (15 minutes)**

A resident and member of Defend Our NHS, informed Council that she had an update which was simply a watching brief. She advised Council that Community Services and the hospital were under review; she added that there had been a planned report for last January but the flip side had been the consultation regarding Futurefit. She outlined that cuts to services would happen with more of a focus on care outside hospitals in a community setting. In her opinion she said that this was a good model but only if communities had staff and investment. There had been concerns in 2015 when the CCG had committed £5 million investments for community services and this had reduced to £1 million annually for a maximum of four years. This worked out of less than 1 pence per day, per person, and therefore any services had their limitations.

She went on to say that the Sustainability and Transformation Plan had identified £3.8 million cuts to hospital services. Community Service changes initially proposed by the CCG showed clear substantial changes. It was clear that temporary higher value provision would be made and it was clear that there would be financial squeezes. Some services proposed were good for the frail and over 65s but there was concern over services being developed that others would be lost. How the hospital at home scheme would work was still unclear as to whether the beds would be at home with care at home or in a nursing home. Currently there was no commitment to community hospital beds and equally no mention of no community hospital beds.

She finished by saying that community services was important to this area and she strongly opposed the two options in the current consultation for an A&E to be at Shrewbury or Telford.

The Mayor thanked the member of Defend Our NHS for the update.

On a separate note he thanked the community of Ludlow for their support and attendance of the demonstration on parking on the 24<sup>th</sup> July 2018. He also expressed thanks to Town Councillors, our MP and representatives in Shropshire for their support, and said that he felt that the point was made clearly to Shropshire Council.

### **FC/114 UNITARY COUNCILLORS SESSION**

Councillor Andy Boddington, Ludlow North – Councillor Boddington voiced his thanks also for the support of residents and fellow Councillors for the demonstration regarding the increase in parking charges. He pointed out that it had worked well, and although it was difficult in terms of legalities, the compromise to the original plan and a review in 12 months had been agreed. It

was not a perfect result, but was a better compromise as a result of everyone's efforts. He added that he was looking into a potential increase in town centre parking spaces up to 60 parking spaces, and he felt that standards at the Eco Park needed to be raised.

Councillor Tracey Huffer, Ludlow East – Councillor Huffer drew Council's attention to the Maternity Consultation which was due to close of the 15<sup>th</sup> August. She added that it did not look good for the MLU, in fact in her opinion she stated, "it was dire". If the maternity services were lost at the Community Hospital she felt it would be another nail in the coffin for the Hospital. She added that Futurefit was not fit for purpose. It had been raised at a meeting recently that the funding for CCG and funding of the Community fit beds was the bedrock of Futurefit and that the Town Council should be directing questions in this area.

Councillor Huffer advised that she was keen to work with the local GP's, along with Councillor Parry and Shropshire Council. Without the hospital she said "we have nothing" and urged the Town Council to look at Community fit as this was the crucible for the MLUs. She added that no-one attended the launch of the community engagement which was held at the open day at the Rockspring Centre, as it had not been advertised. In her opinion the Care Group Director – Women and Children for Shrewsbury & Telford Hospital (SaTH), had just been box ticking. She re-iterated that this was a serious problem and the proposals would just be pushed through and urged all those present to get involved and to ask questions.

Councillor Parry, Ludlow South - Councillor Parry thanked the Mayor, Mayoress, DLF and office staff for their support and contribution towards LIB. She stated that it was quite clear to her that without the residents of Ludlow there would be no Ludlow in Bloom. She went on to say that she had recently looked round the Red Cross gardens and this would shortly be taken under the wing of Ludlow in Bloom.

**FC/115 OPEN MINUTES – 16<sup>th</sup> JUNE 2018**

**RESOLVED (unanimous) TG/GP**

That the open Minutes of Full Council on the 16<sup>th</sup> June 2018 be approved as a correct record and signed by the Chairman.

**FC/116 CLOSED MINUTES 16<sup>th</sup> JUNE 2018**

**RESOLVED (unanimous) TG/CS**

That the Closed Minutes of the Full Council Meeting on the 16<sup>th</sup> June 2018 be approved as a correct record and signed by the Chairman.

**FC/117 ITEMS TO ACTION – 19<sup>th</sup> MARCH 2018**

The Mayor thanked the staff for their hard work recognising that they were under a lot of pressure, as it was a difficult time with staff being off and also illness.

**RESOLVED (unanimous) TG/CS**

That the Items to Action be noted.

**FC/118 LUDLOW FOOD FESTIVAL**

The Mayor invited Vice-Chair, who is also a Director of the Ludlow Food Festival to speak. Mr Chantler introduced himself and the Food Festival Events Manager, Hannah Mackley. He thanked the Town Council for the opportunity for a constructive dialogue prior to the Food Festival in September.

He explained that the Food Festival was a not for profit organisation. He spoke of the local impact of the Food festival, explaining that in 2004, the 10th anniversary of the Food Festival, there had been a study, which reported that the food festival annually contributed £1 million to the local economy including visitors using local services and accommodation. which he felt was significant, the Vice-Chair of the Food Festival stated, "try finding a bed for 30 miles when the festival is on". He added that local people worked together, along with volunteers.

He explained that the Food Festival also had a positive effect on the income of groups such as for the Rugby Club and other groups, who for example are able to set up festival car parks on their land and retain all the proceed for their own benefit. There was no levy or financial gain for the Food Festival. Indeed, in previous years Mayor's Charity had been able to benefit from parking fees from Shropshire Council's Stone House car park. It was also made clear that the Food Festival did not levy a charge or receive any payments from other local organisations who participated in running events, or offering Park and Walk services during the Food Festival.

The Vice-Chair of the Food Festival raised the point that it was the Town Council's policy to charge the Food Festival rates in excess of the standard hire charges for the hire of the market, and in his opinion the Food Festival felt penalised, as they tried to recoup their costs. He added that this put off those who were at entry level for the Food Festival. It was stated that the charging policy would be further explained in writing. And the explanation is as follows - it is the Town Council's policy to charge an enhanced rate for festivals and this is currently in the region of £36.00 per stall. However, the higher charges are not exclusively charged to the Food Festival and were charged to market traders for the annual Medieval Fayre.

In relation to parking issues, Mr Chantler referred to the 2016 parking arrangements / shuttle service from the Eco Park which cost the Food Festival in the region of £12k. He explained that fixed operational costs of this nature were passed onto visitors, which was not ideal.

In 2017 the Food Festival had been operated a park and walk. This had meant that visitors had walked through the town and although not ideal the aim was always for the festival to spread out from the Castle. The new solution to parking for 2018 was a park and ride from the Racecourse, provision for the disabled had been made at the Rugby Club and those who wanted to use some of the more local car parks and walk would mean that local organisations would also benefit.

Mr Chantler had previously stated that the Food Festival is a not for profit organisation and he elaborated on this to explain how community benefit funding was provided by the Food Festival. He stated that in the four years up until 2016, the food festival had awarded bursaries and supported young people and local organisations with funding of £35k. He went on to explain that explained that the Food Festival had recently set up a separate charity to distribute funds and also raise funding for local community benefit. The new organisational structuring enabled the Food Festival to focus on its core activity, and the time and energy required to continue with the provision community benefit could be channelled through the separate charity.

In terms of the practicalities of running a successful Food Festival in a small town, Councillors raised a concern regarding congestion of vehicles and pedestrians at the pickup points for festival coaches in Corve Street and were assured that this was a concern for the festival organisers and would be resolved prior to the event taking place, and alternative drop off points previously used in Galdeford that had been suggested by members were being considered.

Members thanked the Food Festival for their provision of disabled parking; and the difficulties posed by itinerant traders were mutually acknowledged.

Members raised the point that some local residents felt excluded because they found the entry fee was too high. This difficulty was acknowledged by the Festival as something that they were actively seeking redress as far as possible and were considering the provision of some discounted tickets. Members were also reminded that the Food Festival held a free event for local residents three years ago to celebrate their 20th anniversary.

The Mayor, Cllr Gill thanked Mr Chantler and Mrs Mackley for the update and acknowledged that Ludlow owed a lot to the Food Festival because it brought people into the town and generated significant publicity for the town. Cllr Gill added that he believed that if Ludlow was retain a good tourism economy it needed continuing national press exposure. To this

end, he urged the Food Festival to keep up the hard work to retain its distinctiveness because as the first food festival, it was being copied time and time again.

**FC/119 FUTURE FIT CONSULTATION**

It was suggested that both health consultations should be publicised through the Town Council's Social Media.

**RESOLVED (unanimous) TG/GG**

That Councillors submit comments to the Mayor, Policy Finance Committee Chair, Services Committee Chair, and representational Committee Vice Chair who would meet with the Town Clerk to collate a single response from Ludlow town Council no later than 1<sup>st</sup> September 2018.

**FC/120 SHREWSBURY & TELFORD – MATERNITY SERVICES CONSULTATION**

**RESOLVED (11:0:1) GP/TG**

That Ludlow Town Council strongly reiterate its enduring opinion that Ludlow Midwife Led Unit should remain open and provide a full range of local antenatal and birthing facilities and services.

**FC/121 WW1 COMEMORATIONS – 11<sup>TH</sup> NOVEMBER 2018**

As Representative for Gallows Bank, where the proposed beacon/celebrations had been suggested Councillor Lyle outlined the report.

Following a question from Councillor Parry, Councillor Lyle stated that she had briefly spoken to the owners of Poyners but no firm plans had been made. Councillor Parry also offered some banners that had been used for Ludlow in Bloom.

**RESOLVED (unanimous) TG/GP**

That:-

- i) Councillor Lyle approach NALC to see if the Town Council can be included in the acknowledgements as part of the National Commemoration;
- ii) a Working Party is formed to develop an event plan for a beacon on Gallows Bank on the evening of 11 November 2018, working in collaboration with the Town Clerk.

**FC/122 SHROPSHIRE COUNCIL, FACE-TO-FACE CUSTOMER SERVICE POINT REVIEWS**

It was stated that prior to Unitary Shropshire Council's vision statement made provision that face to face customer services should be a one stop shop and focal point in Ludlow. Statements in the current consultation document relating to need were not evidenced and therefore meaningless. Ludlow Town Council has previously strongly objected to the process and the proposed reductions in service.

Concerns were voiced that if the current level was cut from five days to two as indicated that this would impact the most vulnerable in the community.

Judging by the current level of service use as witnessed by regular library users, this service would not work on two days a week and it was shocking that services were being pulled back with no regard to impact on the town.

**RESOLVED (unanimous) TG/DL**

That Councillors forward their comments to the Town Clerk within five working days of the meeting date and the final submission is sent to Councillors for comment prior to submission by the deadline of 25<sup>th</sup> August 2018.

**FC/123 COMMITTEE RECOMMENDATIONS – SERVICE COMMITTEE 16<sup>TH</sup> JULY 2018**

*S/10 LUDLOW MUSEUM AT THE BUTTERCROSS*

*S/11 RECOMMENDED MC/VP (Unanimous)*

- i) To approve quote 2 of phase 1 branded merchandise for Ludlow Museum at the Buttercross, and items for display shelves and baskets and allocate an additional £150 from contingency to meet the costs in full.*
- ii) To approve quote 2 of phase 2 branded merchandise for Ludlow Museum at the Buttercross and allocate an additional £855.00 from contingencies and meet the costs in full.*

*S/12 DOG ACCESS POLICY*

*RECOMMENDED MC/DL (Unanimous)*

*Assistance dogs only permitted into the Museum and option 3 of the signage is displayed.*

*S/14 FAIRTRADE*

*RECOMMENDED MC/GG (Unanimous)*

- i) the report be noted;*
- ii) the proposed signage should replace the existing Twinning signage;*
- iii) the signage should be top plain black sign with wording of a white background;*

- iii) *the old style enamel sign 'Welcome to Ludlow' should remain;*
- iv) *the location of the signs should be at the entrance points to Ludlow but exact location to be advised by Highways;*

S/15 LUDLOW CONTINGENCY PLAN WORKING GROUP (LCPWG)

RECOMMENDED MC/GP (Unanimous)

*That the terms of reference for the LCPWG be adopted.*

**RESOLVED (unanimous) GP/AC**

That the recommendations from the Services Committee on the 16<sup>th</sup> July 2018 be approved.

LUDLOW MUSEUM AT THE BUTTERCROSS

- i) To approve quote 2 of phase 1 branded merchandise for Ludlow Museum at the Buttercross, and items for display shelves and baskets and allocate an additional £150 from contingency to meet the costs in full.
- ii) To approve quote 2 of phase 2 branded merchandise for Ludlow Museum at the Buttercross and allocate an additional £855.00 from contingencies and meet the costs in full.

DOG ACCESS POLICY

Assistance dogs only permitted into the Museum and option 3 of the signage is displayed.

FAIRTRADE

- i) the report be noted;
- ii) the proposed signage should replace the existing Twinning signage;
- iii) the signage should be top plain black sign with wording of a white background;
- iii) the old style enamel sign 'Welcome to Ludlow' should remain;
- iv) the location of the signs should be at the entrance points to Ludlow but exact location to be advised by Highways;

LUDLOW CONTINGENCY PLAN WORKING GROUP (LCPWG)

That the terms of reference for the LCPWG be adopted.

**FC/124 TERMS OF REFERENCE – COMMUNICATIONS WORKING GROUP**

**RESOLVED (unanimous) AC/SO**

That the Terms of Reference for the Communications Working Group be adopted.



**FC/125 COMMITTEE AND WORKING GROUP MINUTES**

**Policy & Finance Committee 11<sup>th</sup> June 2018**

**RESOLVED (unanimous) AC/JS**

That the minutes from the Policy & Finance Committee held on 11<sup>th</sup> June 2018 be received.

**FC/126 Representational Committee 13<sup>th</sup> June & 18<sup>th</sup> July 2018**

**RESOLVED (unanimous) GG/CS**

That the minutes from the Representational Committee held on 13<sup>th</sup> June and 18<sup>th</sup> July 2018 be received.

8.12pm Councillor Ginger left the meeting.

**FC/127 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) TG/CS**

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

The meeting closed at 8.56 pm

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Town Mayor

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Date

NB Closed session minutes will be issued.



## CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 30<sup>th</sup> JULY 2018** at 7:00pm

8.14pm Councillor Ginger re-joined the meeting.

### **FC/128**    **CCTV**

#### **RESOLVED** (unanimous)    **GG/TG**

That a single camera specification is drafted to ensure all cameras comply with the requirements stated by the police for cameras including enabling tracking and identification of individuals and vehicle registrations.

### **FC/129**    **RESOLVED** (unanimous)    **TG/GP**

That quotations are sought for:

- i) A hard wired wireless for the existing camera locations;
- ii) A wireless system for the existing camera locations;
- iii) A minimum of three quotations must be sought;
- iv) All companies approached are asked to provide a written statement of the strengths and weaknesses of the wired and the wireless systems specified;
- v) Quotations comply with the requirements of Financial Regulations;
- vi) Quotations are received in time to be included on the agenda and considered at the next Full Council meeting on 17<sup>th</sup> September 2018.

### **FC/130**    **EU LEADER APPLICATION**

#### **RESOLVED** (unanimous)    **TG/GP**

To approve a funding bid that includes:

- i) An interpretation board / display case at the Guildhall to be mounted to the left hand side of the Market Office reception and redecoration of the internal public corridor areas.
- ii) Improved access signage for Ludlow Museum at the Buttercross and new larger noticeboard;
- iii) a new interpretation board at the Linney Riverside Park
- iv) That the DDA access to the Guildhall is revisited and the obvious complexities of any proposed changes are considered with advice from the perspective of users before a report is brought back to Council.

The meeting closed at 8.56pm

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Town Mayor