



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 24th NOVEMBER 2014** at 7.00PM.

FC/172 PRESENT

Chairman:	Councillor Draper, Mayor
Councillors:	Cobley; Gill; Ginger; Holcombe; Kemp; Lyle; J Newbold; S Newbold; Mold; Parry; Perks; Sheward; Smithers
Officers:	Gina Wilding, Town Clerk; Naomi Brotherton, Senior Admin Assistant

FC/173 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/174 APOLOGIES

Apologies for absence was received from Councillors Holcombe and Jones.

FC/175 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
A. Cobley	Item 8	Manager at Rockspring Centre is Treasurer for South Shropshire Youth Form (SSYF)
G. Perks	Item 19	Already stated his position regarding the Buttercross but open to further discussion.
	Item 22b	Emails from Cllr Perks included in the paperwork.

Personal Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
P. Draper	Item 17	Member of the Royal British Legion (RBL)
	Item 18	Knows the applicant/Civic Society
T. Gill	Item 20	Application within Cllr Gill's Ward
D. Lyle	Item 8	Knows treasurer of SSFY and those involved with

		project
	Item 10	Wages paid by South Shropshire Housing Association (SSHA)
V. Parry	Item 17	Visits the shop where members of the War Memorial Committee work
G. Perks	Item 8	Has worked with SSFY on previous projects.
	Item 17	Has litter picked at War Memorial with Pride of Place
	Item 18	Has expressed views and already formed an opinion
J. Smithers	Item 18	Is a Member of the Royal British Legion

FC/176 PUBLIC OPEN SESSION (15 minutes)

There were 20 members of the public and 1 member of the press present.

Michael Jackson – Lower Broad Street – Mr Jackson raised the issue of litter and dog fouling on Lower Broad Street. He stated that in his opinion this problem could be easily remedied if it was policed by both Ludlow Town Council and Shropshire Council. He informed the Council that it had been reported on a recent TV programme that litter costs the UK £1 billion a year. He urged the Council to support this issue and rectify the increasing problem.

Sandy Downs – Lower Broad Street – Mr Downs stated that he had supported the annual Ludlow in Bloom (LIB) competition and was in support of the interpretation board for Lower Broad Street. He added that this was the type of project that the LIB judges were keen to see. He explained the process that had happened with the involvement of the Town Council. He highlighted a grant had been paid to Town Council for the provision of the board and requested that if possible the board would be in situ for judging in 2015.

FC/177 UNITARY COUNCILLORS SESSION

Unitary Councillor A Boddington, Ludlow North, reported that Ludlow was in danger of losing the Youth Centre as funds were being dramatically reduced for youth services. He urged the Town Council to register the building as an Asset of Community Value (AVC). He suggested that if the Town Council took over responsibility for the car parks the Youth Centre could be part of the services negotiated in the package. Councillor Boddington added that youth services was vital to the Town.

Regarding litter and dog fouling, Councillor Boddington informed Council that educational visits were being organised but asked for the Town Council's support. Turning to the Town Walls, he updated Council by saying that progress was slow on negotiations and temporary measures would happen in the next few weeks.

Unitary Councillor T Huffer, Ludlow East, - informed members of the tight budget of £10,800 which had been allocated for 2015-16 for youth services in Ludlow

and Clee View. She highlighted that staff costs and projects would be funded from this amount, although she had requested more funds, however Shropshire Council had had £1 million cut from their budget. Councillor Huffer declared that Shropshire Council would be depending on support from the Town Council. She added that Shropshire was above the average for suicide rates and traffic accidents. Councillor Huffer informed Council that the next Youth Partnership meeting would be on the 9th December at 1.00 pm.

Unitary Councillor V Parry, Ludlow South, spoke about the pressure on youth services, especially in connection with childhood obesity. Ludlow College were no longer able to offer their facilities in the evenings and the Leisure Centre pool was closed at the weekends. She requested that the Town Council write to both the Leisure Centre requesting that they open at the weekends and that Ludlow College reconsider their decision.

FC/178 MINUTES

a) 29th September 2014 – Open and Closed Session

RESOLVED (unanimous)
JS/GG

That the open and closed session minutes of the Council meeting held on the 29th September 2014, be approved as a correct record and signed by the Chairman.

FC/179 ITEMS TO ACTION – 29th SEPTEMBER 2014

Councillor Perks asked for clarification regarding the procedure for raising questions regarding the Items to Action.

The Town Clerk confirmed that the Items to Action sheet was provided for information only and that any queries could be raised outside the meeting.

RESOLVED (unanimous)
PD/JS

That the Items to Action from the meeting held on the 29th September 2014 be noted.

FC/180 SOUTH SHROPSHIRE YOUTH FORUM

Richard Morely, SSYF – introduced a video and explained that it showed the youngsters using the skatepark and also Gallows Bank, where they had carried out maintenance work to the path and also maintained the hedge on a regular basis. He added that safety was an issue at Gallows Bank as the path was a shared space with the public. Turning to the skatepark, he informed Council that the Grafitti Artists project supported by Spaces for Sport Funding from the Town Council, was being planned. On the issue of safety he informed the Town

Council that surface cracks were beginning to appear and asked if it could be regularly monitored.

FC/181 SSFY ANNUAL REPORT, AGENDA AND MINUTES OF 21ST OCTOBER AND MINUTES OF 9TH SEPTEMBER 2014

RESOLVED (unanimous)
PD/GG

That the SSFY annual report, agenda and minutes be noted.

FC/182 REQUEST FROM SSFY FOR PATH AT WHEELER ROAD SKATEPARK

Councillor Draper spoke in support of the path and stated that if the youngsters were involved, it would give them ownership and pride in the park.

Richard Morely outlined a previous project where youngsters had been involved at all stages from ordering materials, producing a spec and carrying out a portion of the work. He highlighted that this encouraged team working and improved employability.

Councillor Ginger voiced his admiration for the involvement of the youth in such a project but asked the Town Clerk how much funds and input would be required from the Town Council's DLF. The Town Clerk responded by stating that there was £1,500 in the budget, Richard Morely had agreed to supervise the project but that one aspect of creating a path would be to use a whackerplate. She stated that the DLF could be involved in this aspect.

Councillor Perks thanked Richard Morely and the youngsters present and referring to a previous successful collaborative project in 2004, proposed that this project should go ahead.

RESOLVED (unanimous)
GP/VP

That:-

- i) the £1,500 earmarked budget is used towards the creation of a path at Wheeler Road Skate park;
- ii) businesses are asked to make donations or donations in kind;
- iii) Richard Morely supervises the youngsters during construction of the path;

FC/183 YOUTH SERVICES

The Chair commented he would like to explore the involvement of the Town Council in this matter.

Councillor Perks said that it was unfortunate that Shropshire Council had a very limited budget for youth services and urged the Town Council to explore the

issue of registering the Youth Centre on the ACV register. He referred to a similar situation which had happened at Narbeth, the Town Council's twinned town.

He pointed out in his opinion that the Youth Centre would make a more idea Council Chamber for the Town Council.

RESOLVED (unanimous)
PD/GP

- i) That the Town Clerk investigate the process to register an Asset of Community Value (AVC) and the Community Right to Bid.
- ii) That the Town Clerk contact the Town Clerk of Narbeth for further information and report back to a future Full Council meeting.

FC/184 CORE FUNDING APPLICATION – TENBURY NO INTEREST LOAN SCHEME (NILS)

Ms Sarah King from NILS gave a presentation to Council giving the history of the Scheme and its current position. She explained that the Charity was formed to help families on low incomes and provided an alternative to payday loans. Ms King stated that loans could be up to £400 but on an average were around £250 each. She explained that NILS serviced a 15 mile radius from Tenbury Wells but were proposing to open an office in Ludlow as currently there was more need and more approved loans in Ludlow than Tenbury Wells.

Councillor Gill asked how many active loans NILS had a present. Ms King confirmed 35, 20 in Ludlow and 15 in Tenbury Wells.

Councillor Ginger stated that whilst he was in support of the scheme, the Town Council received a lot of applications and referred to the financial balance sheet provided by NILS. He asked Ms King if it was correct to concur NILS had sufficient funds for five years. Ms King advised that she would need to refer this to the NILS Treasurer/Finance Office for clarification.

RESOLVED (unanimous)
GG/PD

That the matter is deferred to allow NILS to provide clarification and brought back to a future meeting.

FC/185 POLICY AND FINANCE COMMITTEE

a) Minutes – 3rd November 2014

RESOLVED (12:0:1)
PD/JS

That the open and closed session minutes of the Policy and Finance Committee meeting held on the 3rd November 2014, be received.

FC/186 b) Recommendations from Policy and Finance Committee 3rd November 2014

CALENDAR OF EVENTS

That the Calendar of Events fees be increased by 7.5% for the 2016 publication and a review be undertaken annually.

Annual Core Grants

That the Annual Core Funding Grants for 2015/16 financial year are:-

Homestart South Shropshire £1,000

Crucial Crew £413

Youth Festival £500

Youth Forum £1,000

Citizens Advice Bureau £3,000

Friends of Shropshire Hills Area of Outstanding Natural Beauty £50

Teme Weirs Trust £300

Ludlow College £30

Friends of Whitcliffe Common £500

Ludlow Town Band £500

St Laurences Church £9,000

Town Walls Trust £2,000

Pride of Place £300

Project Support Grants £2,000

IT Upgrade

That:-

- i) the upgrades were funded from current budgets;
- ii) the redundant PC bases are donated to Computer Aid for professional recycling, including secure data removal.

Market Fees

That:-

- i) Market fees for 2015-16 remain the same as 2014-2015;
- ii) Market fees are reviewed again in 2015-16 to set fees for 2016-2017.

Cemetery Fees

That the Cemetery Fees for 2015-2016 remain the same as 2014-15.

Cemetery Benches/Plaques

That providing Cemetery benches and plaques remain cost neutral, the fees for 2015-2016 remain the same as 2014-2015.

Model Publication Scheme

That the cost of photocopying listed in the model Publication Scheme for 2015-2016 remains the same as 2014-2015.

Street Trading

That the Street Trading fees remain the same and reviewed again in 2015-16 to set the fees for 2016-2017.

Guildhall Hiring Fees

That the fees for hiring the Guildhall Chamber for 2015-2016 remain the same as 2014-2015.

Wheeler Road Play Area Resurfacing

That:-

- i) £9,000 for the resurfacing of Wheeler Road Play Area, as opposed to total removal and replacement is included in the budget for 2015-16;
- ii) leaflets are delivered to local residents to explain the cost of the work and the impact of vandalism throughout the year, and that further expensive repairs/replacement cannot be afforded by the Council;
- iii) A press release is written to inform the community.

Fencing at Houseman Crescent Play Area

That:-

- i) £1,000 for repairs to Houseman Crescent fencing be included in the 2015/16 budget subject to the following conditions:
- ii) Residents are to receive leaflets to advise them that further vandalism will result in withdrawal of the funding from the budget.
- iii) Members would make a final decision dependant on incidents of vandalism at the budget setting meeting.

Buttercross Structural Appraisal

That:-

- i) an initial Buttercross Structural Appraisal is included in the budget;
- ii) upon receipt of the report further actions, if recommended, are identified for consideration.

Server Cloud Back Up

That £1,700 for initial set up and annual fee for a cloud server is included in the budget.

RESOLVED (12:0:1)

PD/TG

To adopt all the recommendations.

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FC/187 BUDGET WORKING GROUP

RESOLVED (12:0:1)

PD/AC

That the draft open and closed minutes of the Budget Working Group be received.

FC/188 SERVICES COMMITTEE

a) Minutes

RESOLVED (12:0:1)

PD/GG

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

FC/189 REPRESENTATIONAL COMMITTEE

a) Minutes – 24th September 2014

RESOLVED (unanimous)

GG/PD

That the minutes of the Representational Committee meeting held on the 24th September 2014, be received.

FC/190 b) Minutes – 22nd October 2014**RESOLVED (unanimous)
GG/PD**

That the minutes of the Representational Committee meeting held on the 22nd October 2014, be received.

FC/191 STAFFING AND APPEALS COMMITTEE**RESOLVED (12:0:1)
PD/JS**

That the draft minutes of the Staffing and Appeals Committee meeting held on the 27th October 2014, be received.

FC/192 CIVIC EVENTS WORKING GROUP**RESOLVED (unanimous)
JS/PD**

That the minutes of the Civic Events Working Group held on the 16th October 2014, be received.

FC/193 WAR MEMORIAL

The Chair explained that this item had been deferred from the previous Full Council meeting as the group putting forward the proposal had requested extra time to gather information and prepare documents. He outlined that the Conservation Officer and Highways Department at Shropshire Council had been consulted and had had no objections in principle. The Chair added that the Town Council had also received numerous letters from residents in support of the proposal.

He then read a statement from the Royal British Legion in support of the proposal with the qualification that the procedures of Remembrance Sunday including the first laying of wreaths at the Town War memorial in St Laurence's Church are not altered in any way.

**RESOLVED (unanimous)
PD/GP**

- i) That the proposal to replace the blank paving slabs around the Market Square memorial with ones inscribed with the names of those who fell in battle (in the past conflicts and in the future) is supported
- ii) That blank slabs are retained for access at the corner points of the memorial to enable dignified laying of wreaths.

FC/194 CASTLE GARDENS FOUNTAIN

The Chair informed Council that initial queries had been resolved and that he was in support of the project.

Councillor Parry asked if quotations had been obtained for the interpretation board. The Town Clerk confirmed that none at this stage had been sought.

**RESOLVED (unanimous)
GG/TG**

That:-

- i) the initial proposed terms stated in the report and memorandum of understanding are agreed;
- ii) the outline process is agreed in principal and a more detailed specification is drawn up by the management team for submission to EH;
- iii) further research is carried out by the Civic Society into the matter of a connecting a water supply and the ongoing H&S and cost implications for the Town Council and a report is brought back to a Council meeting for discussion and consideration;
- iv) the Town Council seeks quotations prior to erection of an interpretation board to tell the origin, history and later refurbishment funded by the Civic Society.

FC/195 BUTTERCROSS HERITAGE INTERPRETATION CENTRE

There was considerable discussion regarding the Buttercross Heritage Interpretation Centre.

Councillor Perks requested that a name vote was taken.

**RESOLVED (5:7:1)
GP/JN**

The vote was not carried.

**FC/196 RESOLVED (7:0:6)
JS/PD**

That:-

- i) interpretive panels option C is selected;
- ii) audio-visual equipment, option A is selected;
- iii) audio-visual content, option A is selected.

FC/197 LOWER BROAD STREET INTERPRETATION SIGN

The Town Clerk confirmed that the cost of the board was £800. She explained that the Lower Broad Street residents had appealed to the previous Town Clerk

and Council for help in the application process and confirmed that the Town Council and was holding funds obtained. Staff changes, heavy workloads combined with staff shortages had delayed the project.

RESOLVED (unanimous)
PD/JS

That:-

- i) £600 from the street furniture budget is approved to complete the project;
- ii) the Town Clerk is authorised to investigate the Tourism budget from Shropshire Council as part funding.

FC/198 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/GG

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

The meeting closed at 9.00pm.

Town Mayor

Date

N.B. Closed Session Minutes will be issued.