



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **MONDAY 11th JUNE** at **7.00PM**.

S/01 PRESENT

- Chairman: Councillor Pound
- Councillors: Callender; Davies; Draper (ex-officio); Hunt; Newbold; Parry; Perks; Phillips; Smithers; Toop (ex-officio)
- Officers: Veronica Calderbank, Town Clerk
Naomi Brotherton, Admin Assistant
Sean Turgoose, DLF Supervisor
Nadeem Samari, Market Manager
- In attendance: Rosanna Taylor-Smith, Unitary Councillor
7 Members of the public

S/02 APOLOGIES

No apologies for absence were received.

S/03 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 the following interests:

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry	6	Committee Member Ludlow in Bloom
Cllr Smithers	6	Committee Member Ludlow in Bloom
Cllr Toop	6	Committee Member Ludlow in Bloom
	8a, 8c	Market Trader
Cllr Phillips	8c	Has a business Centre of Town
Cllr Perks	14	Son is involved with Rugby Club

Prejudicial Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Perks	8a, 8b	Connections with the Medieval Market and involved with the Food Festival

S/04 **PUBLIC OPEN SESSION**

The Chairman welcomed the Unitary Councillor and members of the public to the meeting and invited them to speak.

Mark Woodward, Market Trader and Chairman of the Market Traders Federation
Mr Woodward explained that there were two issues concerning him. One was the reduction in the Market Low season rent from six months to two months, making March to December as High Season. He stated that March was traditionally the month traders tended to cease trading and felt that this change in fees would discourage trader further to trade during these months and would be detrimental to the Market and Town.

He said the second issue he was worried about was the consultation regarding parking and the current problems, especially on a Sunday. Currently on Sundays the car park was liable for charges and on-street parking was free. Naturally traders were parking on-street, although he had been told that this would be free from October onwards, this year. He stated he felt that if vans and trailers did not park outside residential properties this would relieve the frustration felt by residents and perhaps space could be reserved for vans on the car park. He stated that historically the District Council used to issue 3-6 month permits which enabled traders to park in the car park and he felt that this was an ideal solution to the situation in Castle Street Car Park as used to be the case.

Patricia Walters, 15 Mill Street, also member of the Town Centre Residents Association

Ms Walters reported that parking was a problem on Mill Street when moving a car for ten minutes she was unable to find a space on her return and this was a regular occurrence for residents. She added that it was dangerous to reverse out of spaces when parked next to large vans and that the Town Centre Residents Association understood the market traders perspective completely and she felt that the traders using Castle Street Car park on the Sunday would be an ideal solution to the situation.

Marilyn Gaunt, 15 Mill Street

Ms Gaunt stated that she understood the lack of power by the Town Council as they did not have authority for the car park or on-street parking but felt that instead of the issue being dealt with piecemeal that if Shropshire Council and the Town Council worked together the issue would be resolved promptly. She suggested that if vans parked on the market square this could be a short-term solution. Ms Gaunt also added that a visitor had complained to her regarding lack of signage for the car park and she had allowed them to park outside her garage.

Margaret Spittle, Market Trader

Miss Spittle reported that since trading on the market there was always space on Castle Street Car Park. She commented if the car park was used by traders it would also be a revenue stream as well as a solution to the problem. She declared that the market was brought people into the centre of the Town. She further highlighted that if she was encouraged to use the Smithfield car park

after unloading goods her stall would be unmanned for 20 minutes whilst she parked, which she would not happy about.

Rosanna Taylor-Smith, Unitary Councillor and Mill Street Resident

Councillor Rosanna Taylor-Smith thanked the Committee for the opportunity to come and speak on this issue. She declared she was immensely proud of the market and its achievements, which she felt was vital to of this part of the Town, as well as the Castle and St Laurences Church. She stated that Shropshire Council had sent out letters with parking options to Market Traders, (a copy of which had been included in the Agenda) as well as some representations from market traders. She verified that although the aspiration for free parking in the car park on Sundays was positive, it was untrue, but she would pursue this as much as possible. She described that there were ongoing discussions between Councillors regarding the disparity with on-street and car park charges. Councillor Rosanna Taylor-Smith added that a further consultation would be issued at the end of June/early July which would be the beginning of the process and consideration would need to be given for residents, traders and visitors using the parking spaces. She stated she felt that when signage was improved this would help the situation.

S/05 **ELECTION OF VICE-CHAIRMAN**

Both Councillors Parry and Newbold were nominated and a secret ballot was carried out.

RESOLVED (6:2:1)

Councillor Newbold – 6 votes

Councillor Parry – 2 votes

Abstentions – 1 vote

That Councillor Newbold be elected as Vice-Chairman of the Services Committee for 2012-2013.

S/06 **MINUTES**

RESOLVED (6:0:3)

That subject to the following amendments, the Minutes of the Services Committee meeting held on the 16th April 2012, be approved as a correct record and signed by the Chairman;

- i) Page 5 – The date is altered; and
- ii) Page 5 – That Councillor Aikten is noted as being ex-officio

S/07 **LUDLOW IN BLOOM**

The Chairman introduced the item and asked Members to read and note the minutes by Ludlow in Bloom.

RESOLVED (unanimous)

That the minutes of the Ludlow in Bloom Committee meetings held on the 19th April and 1st May 2012 be noted.

S/08 **COMPLIMENTS**

RESOLVED (unanimous)

That the compliments received from visitors be noted.

7.27 pm – Councillor Perks left the room.

S/09 **MARKET MATTERS**

Medieval Market

The Town Clerk explained the situation and the Committee discussed the issues.

RECOMMENDED (5:0:3)

That regular traders (those trading Monday, Wednesday, Friday and Saturdays), trading on the Medieval Fair on the Saturday should be offered a deduction of £10, making the cost to hire a stall £25.00, with a further deduction of £5 being offered if traders wear traditional dress.

S/10 **FOOD FESTIVAL**

The Town Clerk introduced her report and referred to the meeting which had taken place between the Town Council and the Food Festival organisers on the 3rd May 2012.

The Committee discussed the recommendations in the report as well as reasonable fees, electricity, health and safety and PAT testing of equipment. It was noted that when whole market lets occurred across the country the lessee was at liberty to charge traders whatever fee they felt appropriate to traders and additional extras such as electricity and water. It was noted that this was common practice.

RECOMMENDED (4:3:1)

That:-

- i) The Town Clerk is authorised to draw up an Agreement to let the whole 43 stalls on the market for the Sundays only of the Spring Festival in May and Autumn Food Festival in September.
- ii) The Agreement is to be between Ludlow Town Council and the Ludlow Food Festival organisers.
- iii) Stalls are charged at the festival rate of £35 per stall plus vans and extras, such as Street Trading Pitches, Post Office and Events Square space and van space around the market.
- iv) The Agreement and charges are to be reviewed annually;
- v) The Festival Organisers provide bin bags to the exhibitors who must take away their own rubbish.
- vi) The market is cleaned during and after the event by Ludlow Town Council and the associated costs passed onto the Ludlow Food Festival.
- vii) Prior and following the Food Festival an electric meter reading is to be taken and the cost be passed onto the Ludlow Food Festival.

7.50 – Councillor Perks re-entered the room once the decision had been made.

7.52 – Councillor Smithers left the meeting for another meeting elsewhere.

S/11 MARKET RENTS AND PARKING ISSUES

The Town Clerk introduced her report and referred to the comments made by Mr Woodward. She also commented that she was still waiting for a complete Traffic Order from Shropshire Council to clarify the situation. She re-iterated that the market was important for the Town and with the introduction of on-street and increased car parking charges this had discouraged both traders and visitors to Ludlow. She thanked Unitary Councillor Rosanna Taylor-Smith for assisting her to get draft Orders and schedules, although the substantive documents before the schedules was missing.

Councillor Perks requested that it be minuted that Mill Street residents supported the market and traders and understood the problem, whilst the market traders sympathised with residents on the issue.

RESOLVED (unanimous)

That no decision be taken until after the consultation by Shropshire Council at the end of June/early July 2012.

8.20 pm - All but one members of the public left the meeting. Nadeem Samari also left the meeting.

S/12 CEMETERY MATTERS, GRAVE DIGGING IN-HOUSE

The Town Clerk outlined the situation and informed the Committee that a full report would be taken to the Policy & Finance Committee including costings, practicalities, and Health and Safety issues. She explained why the organisation of grave digging had become in-house and who the current grave diggers were.

RECOMMENDED (7:0:1)

That a full report regarding grave digging be taken to the Policy & Finance Committee.

S/13 MAYFAIR

The Town Clerk introduced her report and highlighted that the recommendations contained within it were from the Environmental Health Officer ("EHO"), Shropshire Council. She explained that she had received representations for the Mayfair and highlighted the problems encountered for 2012.

RECOMMENDED (unanimous)

That the report be noted and the Town Clerk be authorised to write to Mr Wynn to resolve the issues for the 2013 Mayfair, namely;

- i) To provide signs to indicate that First-Aiders are available;
- ii) To request that any tannoy announcements are restricted to health and safety;
- iii) That individual ride volumes are to set as a reasonable volume before the commencement of the Mayfair;
- iv) That Mr Wynne provides stewards for the Mayfair;
- v) That letters are sent out from the Town Council prior to the Fair with contact details of EHOs from Shropshire Council.

S/14 PART NIGHT-LIGHTING PROGRAMME

The Town Clerk informed the Committee that this matter would be deferred and discussed in the next Policy & Finance Committee.

RECOMMENDED (unanimous)

That the item be deferred to the next Policy & Finance Committee.

8.30 pm – the remaining member of the public and Councillor Rosanna Taylor-Smith left the meeting room.

S/15 **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RESOLVED (unanimous)

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.

The meeting closed at 8.45 pm.

Chairman

Date

N.B. Confidential Minutes will be issued.