



## MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 13<sup>th</sup> JANUARY 2014** at **7.00PM**.

### **S/69**      **PRESENT**

Chairman:                      Councillor Parry

Councillors:                 Cobley; Ginger; Jones; Kemp; Perks; Sheward (ex-officio); Smithers; Toop (ex-officio).

Officers:                      Gina Wilding, Town Clerk  
Naomi Brotherton, Secretary/Admin Assistant  
Sean Turgoose, DLF Supervisor

Also in attendance:      Cllr T Huffer, Unitary Councillor  
Cllr R Huffer, Unitary Councillor  
Mr R Morely, South Shropshire Youth Forum  
Adrian Kibbler, Press

### **S/70**      **HEALTH & SAFETY**

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

### **S/71**      **APOLOGIES**

Apologies for absence were received from Councillors Mold, J Newbold and S Newbold.

### **S/72**      **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests  
None

Conflicts of Interest  
None

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Ginger	9	Owens a business in Town
Councillor Cobley	11	Works for South Shropshire Furniture Scheme

Councillor Smithers	11	Council Representative South Shropshire Youth Forum
Councillor Parry	11	Council Representative South Shropshire Youth Forum
Councillor Toop	9&12	Former Market Trader and current bus user.
Councillor Perks	9b	Works with community groups.
	11	Works with South Shropshire Youth Forum
	13	Works with Pride of Place/implications if Coder Rd recycling centre is closed

### S/73 **PUBLIC OPEN SESSION**

No members of public were present.

### S/74 **LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION**

Councillor Tracey Huffer – Unitary Councillor, Ludlow East

Councillor Richard Huffer – Unitary Councillor, Cleve

Councillor T Huffer advised the Committee that she had received information today that the 292 bus service from Kidderminster to Ludlow would be reduced from 2 hourly to 3 times a day, namely morning, noon and evening. She urged the Committee to lobby Worcestershire County Council as the bus service was under the authority of Worcestershire. Councillor R Huffer added that the youth would also be affected by changes to the 292 Service for those attending Kidderminster College as well as residents in Cleve Hill and Tenbury Wells visiting Kidderminster.

Councillor T Huffer drew the Committee's attention to the next meeting of the Youth Partnership on the 14<sup>th</sup> January 2014, 6 pm at the Foyer Café and invited the Committee to attend and make any suggestions or recommendations.

Councillor V Parry – Unitary Councillor, Ludlow South

Councillor Parry informed the Committee that she spoken to Officers at Shropshire Council regarding the 292 bus service but had been advised that this was a matter to be taken up with Worcestershire County Council.

Regarding the potential closure of the Coder Road Recycling Facility she reported that a decision had not been made whether it would be closed or would remain open.

Turning to the issue regarding SamDev Councillor Parry outlined that Shropshire Council would be sending their decision to Central Government in February.

In connection with the Town bus service 701 and 722 Councillor Parry highlighted that Shropshire Council had not received official notification that the service would be terminated at the end of January.

There was a further discussion regarding the 292 bus service and Councillor Perks requested that the Town Clerk write to Town and Parish Clerks along the bus route, where service users would be affected, namely, Clee Hill, Cleobury Mortimer, Tenbury Wells, Bewdley and Kidderminster. Councillor Smithers asked that a consultation was put onto the Town Council website.

**S/75**      **OPEN SESSION MINUTES**

**RESOLVED** (5:0:2)

**JS/PK**

That subject to the amendment at minute S/47, paragraph 2 to replace the word “agreed” instead of “disagreed”, the open session minutes of the Services Committee meeting held on the 23<sup>rd</sup> September 2013, be approved as a correct record and signed by the Chairman.

**S/76**      **CLOSED SESSION MINUTES**

Following a query from Councillor Ginger the Town Clerk confirmed that the new Kubota mower could be purchased at the start of April 2014 and that money had been allocated in budget and approved at Full Council.

**RESOLVED** (5:0:2)

**JS/GG**

That the closed session minutes of the Services Committee meeting held on the 23<sup>rd</sup> September 2013, be approved as a correct record and signed by the Chairman.

**S/77**      **CHANGE TO ORDER OF AGENDA**

**RESOLVED** (unanimous)

**VP/RJ**

That items 10a and 11 be discussed as the next items.

**S/78**      **LINNEY RIVERSIDE PARK – WILLOW SCULPTURE, VIKING LONGSHIP PROJECT**

Mr Richard Moreley, South Shropshire Youth Forum (SSYF), addressed the Committee and explained that the installation of the willow sculpture of a Viking longship at the Linney Riverside Park had taken place in November 2013. This project had involved local residents and youth in Ludlow. He felt that it had been a success and due to its nature would be ongoing as the willow would need re-weaving periodically.

He went on to say that sadly within a week of installation the sculpture had been vandalised and expressed his disappointment. However, the sculpture was repairable and had been scheduled for the February half-term and to make the structure more stable and robust more hazel supports would be used. As spare willow had been planted at the initial installation there would be no monetary costs involved. Following a question from Councillor Parry, Mr Moreley confirmed that the willow was budding which proved that it was live and growing.

The location of the spare willow whips would be agreed by the Town Clerk and Mr Moreley to find a more suitable location.

**RESOLVED (unanimous)**  
**GP/VP**

That the Town Council continue to support South Shropshire Youth Forum and the willow Viking longship project.

**S/79**      **SOUTH SHROPSHIRE YOUTH FORUM ANNUAL REPORT**

Mr Moreley outlined the work of the SSYF over the last 12 months (a copy of which has been attached to these minutes). He went on to explain the anticipated projects for 2014/15 and that a presentation video was being produced by the youngsters to showcase the work of SSYF and they would be more than happy to present it a future Services Committee meeting, if invited.

He highlighted the anticipated projects for this coming financial year would be dependant on funding which was only available on a year-to-year basis and competition was fierce. He stated any help in seeking funding would be welcomed.

Following a question from Councillor Ginger the Town Clerk confirmed that SSYF received a grant of £500 annually.

**RECOMMENDED (unanimous)**  
**GG/JS**

That the annual grant for SSYF be reviewed and revised to reflect the Town Council's commitment to supporting young people.

**S/80**      **COMPLIMENTS AND COMPLAINTS**

Councillor Ginger informed the Committee that he had queried a cheque for the production of the Calendar of Events and discovered that 100,000 were printed and distributed. He asked that all the Town Council staff were thanked for their contribution and work that went into its production and distribution. Councillor Jones added that when it was first printed 16 years ago only 500 copies went out.

**RESOLVED (unanimous)**  
**JS/GG**

That the email regarding the Calendar of Events be noted.

**S/81**      **BUTTERCROSS CLOCK**

The Town Clerk introduced her report and explained that Smith and Darby were a world renowned clock company, however, following the annual service the clock had been incorrect for new year, two years running which was unacceptable. She informed the Committee that she had passed on the former Town Council's Clock Winder's details to Smith and Darby so that they could liaise.

**RESOLVED (unanimous)**  
**GP/JS**

That the Town Clerk continues to work with Smith and Darby to bring the matter to a successful conclusion and the situation be reviewed in three months.

8.00pm      Councillor Toop left the meeting.

**S/82**      **SPECIALIST MARKETS**

Councillor Ginger raised the perennial problem of trading times not being adhered to, as stated in the Licence, and said that enforcement was important.

There was a discussion over whether one set of standard regulations for all markets should be adopted. The distinct nature and regulating needs of the general market, specialist markets and whole let markets was outlined.

**RECOMMENDED (unanimous)**  
**GG/JS**

That:-

- i) the Regulations for the operation of the Specialist Markets be adopted;
- ii) the Market Officer liaise with the Town Clerk with breaches of Licences and report back to a future Services Committee.

8.24pm      Councillor Jones left the meeting.

**S/83**      **TOWN COUNCIL GAZEBOS**

The Town Clerk introduced her report and highlighted the position that the Town Council had two older gazebos which could be used for community use.

Following a question from Councillor Ginger she confirmed that there were no additional costs involved as the gazebos were lent to community groups free of

charge and either collected or delivered during working hours. Town Council staff did not erect them.

8.27pm Councillor Jones re-joined the meeting.

Councillor Perks highlighted that use of the Town Council gazebos was invaluable and had been used at festivals, such as the Green Festival, Samdev consultation and Wheeler Road Youth day.

**RECOMMENDED (unanimous)**  
**JS/VP**

That subject to paragraph three under Purpose in the Policy be replaced with, "Any newer gazebos are not covered by this Policy and will be for solely Town Council use," the Policy be adopted.

**S/84 CHANGE TO MARKET REGULATIONS**

There was a lengthy discussion regarding portable heaters, gas or electric, insurance and health and safety issues in relation to the market.

**RECOMMENDED (unanimous)**  
**GG/VP**

That:-

- i) the current cost of £1.00 for electricity is reviewed annually at the Policy & Finance Committee;
- ii) the use of portable gas or electric heaters is not permitted unless there is prior written permission from the Town Clerk;
- iii) prior to festivals and whole market lets, permission is sought for use of heating and cooking appliances on market stalls;
- iv) waste collections are continued.

**S/85 PARKING FOR MARKET TRADERS**

There was considerable discussion regarding parking for market traders.

Councillor Smithers stated that in his opinion the issues of parking, buses and the park and ride service were all interlinked and should be addressed together.

The Town Clerk informed the Committee that an "In and out of Ludlow", meeting arranged by Shropshire Council to discuss parking, bus services and signage, had been postponed.

9.00pm Councillor Jones left the meeting.

**S/86      EXTENSION OF THE MEETING**

**RESOLVED (unanimous)  
VP/GG**

That the meeting be extended for a further 30 minutes.

**S/87**      Councillor Perks proposed that 2.1 of the report be noted and that the Town Clerk is authorised to write to Shropshire Council to request the terms of reference for the “In and Out” meeting, ask who had been invited to the meeting and what the role of the Town Council was in this meeting.

**RESOLVED (4:1:0)  
PK/GP**

That:-

- i) the extension of the trial parking scheme for market traders be noted;
- ii) a review of parking for market traders is undertaken before the end of March 2014;
- iii) more details are requested regarding the “In and Out” meeting from Shropshire Council.

**S/88      TEEN SHELTER**

**RESOLVED (unanimous)  
JS/VP**

That the reply from South Shropshire Housing Association be noted.

**S/89      PUBLIC WASTE BINS, CLEE VIEW WARD**

**RESOLVED (unanimous)  
JS/VP**

That the report from Councillor Sheward be forwarded to the Street Scene Manager at Shropshire Council for attention.

9.20pm      Councillor Sheward left the meeting.

**S/90      BUS SHELTER, MILL STREET**

**RESOLVED (unanimous)  
JS/VP**

That the new seat in the Mill Street bus shelter be noted.

**S/91 COMPLAINT REGARDING THE PARK AND RIDE SERVICE**

**RESOLVED (unanimous)**  
**JS/VP**

That the complaint about the Park and Ride service be noted.

**S/92 RESPONSE FROM THE TRAFFIC COMMISSIONER REGARDING THE COMMERCIAL BUS ROUTE 435**

**RESOLVED (unanimous)**  
**JS/VP**

That the response from the Traffic Commissioner be noted.

**S/93 RESPONSE FROM THE TRAFFIC COMMISSIONER REGARDING THE 701 AND 722 BUS SERVICE**

**RESOLVED (unanimous)**  
**JS/VP**

That the response from the Traffic Commissioner be noted.

**S/94 'A BOARDS'**

**RESOLVED (unanimous)**  
**VP/JS**

That the letter from Shropshire Council be noted regarding 'A boards'.

**S/95 CODER ROAD RECYCLING CENTRE**

**RESOLVED (unanimous)**  
**GP/VP**

That the letter from Shropshire Council be noted.

**S/96 WORK TO THE CEMETERY PATHS**

The Town Clerk explained that the report was to inform Members of the current situation and to authorise quotations for work to the paths in the Cemetery.

Councillor Perks requested that drainage was considered as many parts of the Cemetery were clay.



**RESOLVED (unanimous)**  
**GG/JS**

That:-

- i) tenders are sought for work to Plot M;
- ii) the DLF repair holes and damage to the pathways in the Cemetery.

**S/97**      **CCTV**

The Town Clerk explained that Shropshire Council had proposed that all Town and Parishes with them to put in a joint bid with the Police Commissioner for CCTV provision. She confirmed that the contribution from Shropshire Council for CCTV was £2,500.

Councillor Ginger highlighted that the current CCTV provision was at times poor in terms of reliability, picture quality and focus, position.

**S/99**      **EXTENSION OF THE MEETING**

**RESOLVED (unanimous)**  
**VP/GP**

That the meeting be extended for a further 15 minutes.

**S/100**      **RECOMMENDED (unanimous)**  
**VP/GP**

That:-

- i) the Town Clerk liaise with other Town Clerks with regard to their CCTV systems;
- ii) the Town Clerk liaise with the Police regarding monitoring provision;
- iii) the Town Clerk investigate CCTV specifications and current need for PCC bid.

The meeting closed at 9.45 pm.

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Chairman

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Date

N.B. Closed Session Minutes will be issued.