



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 22nd JULY 2013** at **7.00PM**.

S/20 PRESENT

Chairman: Councillor Parry

Councillors: Cobley; Ginger; Jones; Kemp; Smithers.

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

Also in attendance: Member of the Press

S/21 HEALTH & SAFETY

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

S/22 APOLOGIES

Apologies for absence were received from Councillors Perks and Mold.

S/23 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None

Conflicts of Interest

None

Personal Interests

| <u>Member</u> | <u>Item</u> | <u>Reason</u> |
|-------------------|-------------|---|
| Councillor Ginger | 10a | Had spoken against this item as a member of the public and also at a previous Services Committee meeting. |
| Councillor Parry | 9 | Ludlow in Bloom |
| | 13 | Involved with planting in the Town through Ludlow in Bloom |
| Councillor Jones | 7 | Instigator in creation of allotment |

S/24 PUBLIC OPEN SESSION

No members of the public were present at the meeting.

S/25 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

There were no comments from the Unitary Councillor, Councillor Parry.

S/26 MINUTES

**RESOLVED (unanimous)
JS/GG**

That the open and closed session minutes of the Services Committee meeting held on the 3rd June 2013, be approved as a correct record and signed by the Chairman.

S/27 WIGLEY FIELDS ALLOTMENTS

Howard Gosling, Chairman of Wigley Fields Allotments

Mr Gosling gave a presentation and brief history of the allotments, their creation and the work involved. He explained that although there were 30 plots there were 43 plot holders with plots being shared by holders. The Direct Labour Force ("DLF") Supervisor explained to the Committee the role of the DLF and the work carried out during the last 18 months by the Town Council DLF staff on the allotments.

Councillor Jones expressed an interest in visiting the allotments as she highlighted to the Committee that she was an original founder.

Councillor Parry thanked Mr Gosling for his presentation and for the allotments contribution to the Ludlow in Bloom competition.

S/28 MARKET MATTERS – REVISION OF MARKET LICENCE

The Town Clerk confirmed that the only revisions to the Market Licence were 2.8 and 2.17 which related to the back sheets and animals.

Following a question from Councillor Kemp the Town Clerk confirmed that the arrangements for vehicles on the market were enforced by the Market Officer, DLF Officer or herself.

The Committee's attention was drawn to the fact that a regular trader was persistently late in setting up for the market. This often resulted in obstruction to the highway and hazards to pedestrians as the trader brought a van and trailer.

RESOLVED (unanimous)
RJ/PK

That the Town Clerk be authorised to write to the Market Trader reminding him of the terms of the Market Licence and set up times.

S/29 **RECOMMENDED (unanimous)**
VP/AC

That the revised Market Licence be adopted.

S/30 **LUDLOW IN BLOOM**

RESOLVED (unanimous)
JS/GG

That the minutes of the Ludlow in Bloom Committee on the 11th June 2013 be noted.

S/31 **BUS STOP AND PROPOSED BUS SHELTER, CORVE STREET**

Councillor Smithers stated that in his opinion the proposed bus shelter on Corve Street should not go ahead. He added that when the previous consultation was carried out there had been more opposition than support for the proposal.

Councillor Ginger agreed with Councillor Smithers and commented that he felt that the response from the Bus Company did not answer why the route had been altered to his satisfaction. He continued by saying that although the bus company stated that buses had increased in size, he felt that this was not the case, as larger vehicles, such as coaches and Mayfair vehicles still navigated through King Street successfully. Regarding the bus company's comment about congestion, Councillor Ginger stated that the pick up point on Corve Street was consistently congested with coaches, buses or both and quite often these were double parked and in his opinion dangerous.

He went on say that regarding the proposed shelter, he felt that it was unsuitable as by the time shoppers from the market and students from the College reached that point, had it been raining they would already be wet. He also highlighted that signage on the bus stop stated that it was for local buses only which he felt should not include routes from Shrewsbury and Hereford and should just be limited to the local Town service.

Councillor Parry, in her capacity as Chairman of the Access Group advised the Committee that as the bus stop was on a gradient it was unsuitable for wheelchair or disabled access and this should also be highlighted to the bus company.

RECOMMENDED (unanimous)
JS/VP

That:-

- i) the request from the bus user for a shelter on Corve Street is declined;
- ii) the Town Clerk is authorised to write to the bus company again to request that the route is altered back to its original pick up point on Mill Street.

S/32 REPLACEMENT OF SEAT IN BUS SHELTER, MILL STREET

The Town Clerk confirmed that Full Council had approved replacement of the seat in the bus shelter on Mill Street and added that it had now been ordered.

S/33 TINSEL TUESDAYS

This item was deferred to the next Services Committee meeting as Councillor Perks was not present.

S/34 TOILETS

The Town Clerk informed the Committee that the process of procuring coin boxes for the public toilets had commenced in April 2011 and explained the various problems that had been encountered. She offered alternatives in her report but stated that these were unsuitable for Smithfield toilets. The Town Clerk also highlighted that Shropshire Council had offered to pay for the installation of the boxes. She also drew the Committee's attention to the email received from the Company who originally installed the toilets which highlighted problems with coin boxes and that the toilets were originally never designed to have coin boxes fitted.

There was considerable discussion over the revenue that could be raised from Castle Street Toilets given that on average each toilet had between 30-40,000 visits annually.

Councillor Jones highlighted that no-where else in Shropshire charged for the use of toilets and that she felt that this could have a detrimental effect on tourism to the Town if it went ahead. Councillor Smithers agreed adding that this issue was often addressed with part of the car parking fee being allocated for maintenance of the toilets.

8.00 pm Councillor Smithers left the meeting.

Councillor Kemp raised the issue that the public were already not using the public toilets but were reverting to the local pubs and cafes. He stated that this trend would increase should the Town Council introduce coin boxes.

8.04 pm Councillor Smithers returned to the meeting.

Whilst on the subject of toilets both Councillors Parry and Jones asked for clarification on the ownership of the toilets outside Co-op. Another Member responded by stating that they were owned by an off-shore company and nothing could be done. Both Councillors Parry and Jones asked the member from the press to include an article in the local paper asking for the names of the owners.

8.13 pm the member from the Press left the meeting

RECOMMENDED (unanimous)
VP/JS

That:-

- i) coin boxes are not fitted to any of the public toilets;
- ii) the Town Clerk is authorised to write to Shropshire Council to request the funds earmarked for the coin boxes to use for refurbishment of Smithfield Toilets.

S/35 **PLANTING SCHEME FOR 2014**

The Chair invited the DLF Supervisor to talk about planting schemes over the last few years.

The DLF Supervisor informed the Committee on the type of plants used in the Town Council beds for the last few years. He commented that should the Committee decide to go with alternative planting schemes to bedding, as outlined in the report, initially it would be more expensive but that it would be cheaper in the longer term as many plants could be split providing material for other beds. This scheme would also reduce man hours on maintenance. He outlined that he would like to see a variety of spring flowering bulbs to be followed by summer perennials and stated that in his opinion he felt that rather than piecemeal a whole bed should be planted up with the new scheme. The DLF Supervisor added that this type of planting had already been adopted by many other Councils.

There was a discussion over the benefits of alternative types of planting and whilst the Committee agreed in principal felt that costings needed to be brought to a further meeting before a decision was made.

Councillor Jones agreed with the DLF Supervisor giving her support, providing the costings were beneficial in the longer term.

RECOMMENDED (unanimous)
RJ/JS

That a report and costings for planting individual beds with bulbs and perennials are brought to the next Full Council meeting on the 2nd September 2013.

S/36 MICROPHONE/PA SYSTEM

The Town Clerk informed the Committee that the Assembly Rooms had offered the loan of their PA system.

Councillor Kemp also offered use of a PA system.

RESOLVED (unanimous)
PK/RJ

That the loan of a microphone/PA system from the Ludlow Assembly Rooms be noted.

S/37 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)
RJ/JS

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

The meeting closed at 8.30 pm.

Chairman

Date

N.B. Closed Session Minutes will be issued.