



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 23rd SEPTEMBER 2013** at **7.00PM**.

S/39 PRESENT

Chairman: Councillor Parry

Councillors: Cobleby; Ginger; Kemp; J Newbold; S Newbold; Sheward (ex-officio); Smithers.

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

Also in attendance: Member of the Press

S/40 HEALTH & SAFETY

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

S/41 APOLOGIES

Apologies for absence were received from Councillors Perks, Jones and Mold.

S/42 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None

Conflicts of Interest

None

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	8	Chair of Ludlow in Bloom
Councillor Ginger	9a&9b	Business on Corve Street where bus stops
	14a	Owns a business in Town
	14b	Holds a red parking pass
Councillor Kemp	14a	Owns a business in Town
	14b	Holds a red parking pass

S/43 **PUBLIC OPEN SESSION****Kim Holroyd – Ludlow Fairtrade Committee**

Ms Holroyd spoke to the Committee outlining that Fairtrade had been supported in Ludlow for many years by businesses, St Laurence's Church and Market Traders offering Fairtrade products. The Fairtrade Committee were requesting that the circular bed by the Castle was planted in the pattern of the Fairtrade logo, with plants choices being left to the discretion of the Town Council. She also requested that a plaque was also displayed in the bed indicating that the Town supported Fairtrade.

Mr Martin Taylor-Smith – 9 Mill Street, Ludlow

Mr Taylor-Smith spoke of his regret for the proposed new hospital not going ahead. He asked the Chairman (Councillor Parry) to clarify whether she had supported the new hospital and in what capacity she had been speaking, following her comments at the public meeting. Councillor Parry confirmed that she had congratulated the PCT representative on voicing her views at a very difficult meeting and that she had been misquoted in the press as she had always supported the hospital.

Mr Taylor-Smith then went on to praise the Town Council for their management of the Linney Riverside Park as he had spent some time there over the weekend. He stated that in his opinion he felt that it was well maintained and was an asset to the Town.

Tish Dockerty – Chamber of Trade – Tinsel Tuesday Markets

Ms Dockerty confirmed her request that the Chamber of Trade would like to hold three Tuesdays in December 2013 to repeat the Tinsel Tuesday markets held in 2012. The dates that had been requested were the 3rd, 10th and 17th. She explained that for the 2012 pilot, the Town Council had halved the rent and had given a contribution of £300 to promote the markets on the radio. Ms Dockerty asked if this could be given for the 2013 markets. She also asked if any fairy lights would be available to dress the market stalls. The Town Clerk confirmed that lights would be available.

Neil Hadfield – Friends of the Linney Riverside Park

Mr Hadfield mirrored Mr Taylor-Smith and said that he also felt that the Linney Riverside Park was well maintained, although sandpit needed replenishing. He outlined that the Friends of the Linney Riverside Park had requested to plant a living willow sculpture but the previous Services Committee had rejected the proposal of a Viking long ship. He had therefore been asked to provide alternative designs which had been supplied for tonight's meeting that included a gazebo, spiral and tunnel.

Following a question from Councillor Parry Mr Hadfield confirmed that the older the willow became the more robust it would be and that after 12 months of planting the willow could be woven. He added that this project would encompass all age ranges from planting the willow to weaving it. He added that if the Committee were worried about the tunnel windows could be cut at intervals. He

advised the Committee that the willow would need to be planted in October and that any further work would happen when the sap was down.

S/44 **LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION**

Councillor Rosanna Taylor-Smith – Unitary Councillor, Ludlow North

Councillor Taylor-Smith congratulated the Town Council and Ludlow in Bloom for achieving gold again for 2013, given the adverse weather this year. She also echoed previous comments regarding the standard and upkeep of the Linney.

Turning to the item on the Agenda regarding buses and the Mayor's report Councillor Taylor-Smith asked that any comments were passed to Town Clerk who could report them to the Traffic Commissioner.

Regarding item 14a Councillor Taylor-Smith stated that she was under the impression that the Town Council had taken on the responsibility of enforcement from Shropshire Council and therefore any issues should be decided by the Town Council.

Councillor Taylor-Smith highlighted that parking in the red zone (item 14b) would form part of a meeting on the 3rd October held at Shropshire Council, Stone House and that she would be happy to discuss any issues with members before then.

S/45 **MINUTES**

Following a question from Councillor Parry, the Town Clerk confirmed that the report regarding alternative planting schemes in the Town Council flower beds would be considered at Full Council on the 14th October 2013.

RESOLVED (5:0:2)

JS/PK

That the open and closed session minutes of the Services Committee meeting held on the 22nd July 2013, be approved as a correct record and signed by the Chairman.

S/46 **COMPLIMENTS AND COMPLAINTS**

RESOLVED (unanimous)

JS/PK

That the email "We love Ludlow" be noted.

S/47 **RESOLVED (unanimous)**

JS/PK

That the letter from Ludlow's Festival of Small Gardens be noted.

S/48 **LUDLOW IN BLOOM**

RESOLVED (unanimous)
JS/PK

That the minutes from Ludlow in Bloom and the comments from the Judges be noted.

S/49 **UPDATE ON REQUEST FOR CHANGE IN THE 453 BUS ROUTE**

The Town Clerk explained that following the last Services Committee meeting she had written to Minsterley Motors and their reply was attached to the Agenda.

Both Councillor Parry and Ginger agreed with the letter stating that it was totally unsuitable for the pick up point to be on Corve Street. Councillor Ginger conceded that the bus operator was correct regarding his comments of congestion on Corve Street. He stated that coaches were often using Corve Street to drop off day visitors instead of using Smithfield car park and that there were up to 4 coaches one day last week.

Councillors Smithers said that while he understood the problems, three intersecting issues needed to be addressed at the same time, parking, alterations to bus routes and the need for the bus Depot in the Town. He commented that in his opinion that these three matters should be addressed together.

RESOLVED (unanimous)
JS/PK

That:-

- i) the Town Clerk be authorised to write to the Traffic Commissioner;
- ii) the Town Clerk be authorised to write to Minsterley Motors and re-enforce that the Town buses were “local buses for local people”;

S/50 **CHANGES TO THE TOWN'S BUS SERVICES**

Councillor Smithers explained that he carried out a survey of the buses and that the route for the 722 bus was not achievable in the 30 minutes allocated in the timetable.

He added that the route was no longer operated by Shropshire Council and was a commercial route. He read out an additional two letters of complaint he had received that day from bus users. Councillor Smithers advised the Committee that a number of complaints surrounded residents attending medical appointments which had an impact on the hospital and GP surgeries.

Councillor Smithers highlighted the email from the Food Festival (page 29 of the Agenda) and commented that the Food Festival Sunday Park-and-Ride had been so successful to date that it was self-financing.

RESOLVED (unanimous)
GG/JS

That:-

- i) the Town Clerk is authorised to contact Shropshire Council and the Traffic Commissioner to express concern to the changes in the bus service for the routes 701, 702, 703 and 704;
- ii) representations from bus users are passed to Shropshire Council and the Traffic Commissioner;
- iii) a meeting is arranged between Ludlow Town Council, Shropshire Council and R&B transport to discuss the matter further.
- iv) a press release is issued.

S/51 **DECEMBER TINSEL TUESDAY MARKETS**

Councillor Smithers asked that it be recorded that he fully supported the Tinsel Tuesday Markets.

8.00 pm Councillor Smithers left the meeting.

The Town Clerk explained the position that the Chamber of Commerce had organised the December Tinsel Tuesday Markets last year as a pilot scheme supported by the Town Council. She added that the Market Traders had also requested Tinsel Tuesday Markets along with the Chamber of Commerce for 2013 and that the Services Committee had resolved that the Chamber and Market Traders jointly work together. She added that the Town Council had no capacity to organise these markets and that markets had been arranged on a whole let basis.

RECOMMENDED (6:0:0)
GG/PK

That:-

- i) the Chamber of Commerce organise Tinsel Tuesday Markets on 3,10,17 December 2013 with the same support from the town council as in 2012, namely half price rent and a £400 contribution towards advertising;
- ii) the NMTF (Ludlow) Branch be asked to present a proposal and outline framework in early 2014 to facilitate joint working with the Chamber for Tinsel Tuesday Market in 2014.

S/52 **AMENITY AREAS**

Teenage Shelter

Councillor Sheward explained that he was concerned regarding the proposed removal of the teenage shelter as he had met three youngsters on the park who denied they were involved in anti-social behaviour and used the shelter to meet friends, talk and listen to music. He acknowledged that the base the shelter was placed on needed attention as it was breaking up. Councillor Sheward added that he had also spoken to adults who were keen that the shelter was removed

due to alcohol problems but these problems had not been linked to teenagers. He urged the Committee to consider carefully whether or not to remove the shelter as this was the only amenity that teenagers had in the area.

There was a discussion about the shelter and the Committee had mixed views to its removal.

The DLF Supervisor stated that the base the shelter was standing on could be levelled, grass seed sown and the shelter re-painted.

RECOMMENDED (3:4:0) Chair used casting vote
GG/PK

That the teenage shelter be removed.

The motion was not carried.

S/53 **RECOMMENDED (5:0:1)**
VP/JN

That:-

- i) the base the teenage shelter is stood on is removed, the area levelled and seeded;
- ii) a notice is placed in the shelter advising users that the shelter is under review and if it is misused it will be removed.
- iii) the situation of the shelter be reviewed 6 months after remedial work is completed.

S/54 **Hedge at Wheeler Road**

There was a discussion about the proposed removal of the two sections of hedge at Wheeler Road.

RESOLVED (4:0:2)
VP/JN

That the Ward Councillors carry out a public door-to-door consultation regarding the proposed removal of the hedge.

8.30 pm Councillor Sheward left the meeting.

S/55 **REQUEST FOR PLAY EQUIPMENT AT WEYMAN ROAD**

The Committee discussed the capital costs of new equipment and maintenance costs and workload at Weyman Road in the light of ongoing maintenance liability and workload at existing areas with play equipment.

RECOMMENDED (unanimous)
VP/GG

That the request is denied and the area remains a grassed play area.

S/56 **REQUEST TO PLANT A BED UP IN THE FAIRTRADE LOGO**

Members agreed that the proposal embodied the town council's bee and insect friendly planting initiatives.

RECOMMENDED (unanimous)
AC/PK

That the request for the circular bed in Castle Gardens nearest to the castle to be planted in the Fairtrade logo for 2013 be granted.

S/57 **REQUEST TO INCREASE THE SIZE OF THE FLOWER BEDS ON OLD STREET**

The Committee discussed the practicalities of increasing the size of the flower bed on Old Street. Whilst they agreed in principal that parking was an issue, both on the pavement and damage had also been caused to the flower bed they felt that increasing the size of the bed was not the solution.

RESOLVED (unanimous)
PK/GG

That:-

- i) the request in the increase in the size of the beds at Old Street is declined;
- ii) the Town Clerk is authorised to write to Shropshire Council requesting that bollard should be used to deter parking on the pavements.

S/58 **LINNEY RIVERSIDE PARK**

Application to Trade at the Linney

This application had been withdrawn.

S/59 **PROPOSED WILLOW SCULPTURE AT THE LINNEY RIVERSIDE PARK**

The Committee discussed the designs submitted by the Friends of the Linney Riverside Park. There were no objections to either the original design or the alterative designs submitted.

RESOLVED (5:0:1)
GG/VP

That the choice of design for the willow sculpture be left to the Friends of the Linney Riverside Park.

S/60 **CEMETERY MATTERS****Proposed Closure of Cemetery Car Park Gates**

The Town Clerk explained that there had been reports of noise, headlights, vandalism to the Depot and attempted theft of the trailers at the Cemetery over the last few weeks. The trailers had been partially pushed through the hedge into a resident's garden and had now been removed to a secure location. It was proposed that the gates to the Cemetery car park were closed in the evening.

She outlined that when the tenants originally moved into Cemetery House they had offered to close the gates and a local undertaker had also offered to do this. Failing these options a member of the DLF could be paid to close the gates.

RECOMMENDED (unanimous)**GG/PK**

That:-

- i) the Cemetery Car park gates be closed at 6pm in the winter and 9pm in the summer months;
- ii) a letter be sent to Mr and Mrs Roberts informing them of the decision;
- iii) the Town Clerk be authorised to arrange closure of the gates;
- iv) appropriate signage is displayed.

S/61 **CEMETERY INFORMATION BOARD****RECOMMENDED (unanimous)****GG/PK**

That:-

- i) the Type 2 wooded information board is used;
- ii) the quotation from Signrite be accepted.

S/62 **TOWN ISSUES****'A' Boards**

The Committee discussed 'A' Boards and the Town Clerk confirmed that authority had not been given to the Town Council to enforce the Policy which still rested with Shropshire Council.

RESOLVED (unanimous)**GG/PK**

That the Town Clerk is authorised to write to Shropshire Council expressing concern regarding the quantity of 'A' boards in Town, in particular the Compasses and Parkway entrance on Corve Street.

S/63 EXTENSION OF MEETING

RESOLVED (unanimous)
VP/PK

That in accordance with Standing Orders the meeting be extended for 30 minutes.

9.00 pm the DLF Supervisor left the meeting.

S/64 PARKING IN TOWN

Councillor Ginger raised his concerns regarding red zone parking passes. He stated that the pass allowed a resident to park on the street but not in the public car parks. He felt that if the pass allowed residents to park in the public car parks this would relieve some of the congestion on-street.

9.03 pm the DLF Supervisor rejoined the meeting.

RESOLVED (unanimous)
GG/PK

That the Town Clerk be authorised to write to Shropshire Council to request that residents with red zone parking permits are allowed to park in the public car parks.

S/65 DEFIB 4 YOU

The Town Clerk explained that the Defib Scheme had asked for assistance to insure the further defib units being installed in the Town. She explained that a unit had been installed at Ludlow Homecare and that the Group hoped that more would follow. She explained that there would be no additional cost to the Town Council's for this current year for an extra unit but she had been advised that there would be an additional charge of £12.00 on the policy for next year if another unit was installed.

RECOMMENDED (unanimous)
VP/PK

That insurance cover is provided for the defibrillator installed at Homecare and at the Rockspring Centre once it is installed.

S/66 BOXING CLUB

The Town Clerk explained her report and outlined the options that Town Council could take to assist the Boxing Club with the management of the car park.

The Committee decided that no further action was needed.

RECOMMENDED (unanimous)
GG/VP

That:-

- i) the Ludlow Amateur Boxing Club manages the car park;
- ii) no gates or bollards are installed by the Town Council.

S/67 **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)
VP/PK

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.