



## MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Ludlow Mascall Centre, Lower Galdeford, Ludlow, on **MONDAY 25<sup>th</sup> FEBRUARY 2013** at **7.00PM**.

### S/85 PRESENT

Chairman: Councillor Pound

Councillors: Davies; Hunt; Perks; Parry; Phillips; Smithers; Toop

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

Also in attendance Ray Hughes, Shropshire Council

### S/86 APOLOGIES

Apologies for absence were received from Councillors Newbold and Aitken.

### S/87 DECLARATIONS OF INTEREST

#### Disclosable Pecuniary Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
Councillor Parry	Ludlow in Bloom	Chairman

#### Conflicts of Interest

None.

#### Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Perks	8	Gallows Bank
	12	Involved with Wheeler Road – Pride of Place
	13a	Working on the benches – skillbuilders (no financial interest)
Councillor Parry	7a	Ludlow in Bloom
Councillor Toop	11	Has applied to for a Market Stall but has yet to start trading
Councillor Phillips	11b	Owens a shop in the Town.

**S/88**      **PUBLIC OPEN SESSION****Angela Ellis – Roses Tea Tent**

Mrs Ellis introduced her business partner Ruth Avery and outlined their proposal for trading at the Linney one day a week, providing a service to local residents and visitors. She explained that this was a new exciting venture and that she had consulted with Mill on the Green who had said that they welcome the competition. She added that they intended to use local produce and continue the high standards of food that Ludlow was known for. She stated that if the Committee approved their request Roses Tea tent would like to commence trading at Easter to coincide with the first anniversary of the opening of the Linney Riverside Park.

**Tish Dockherty – Local Produce Market/Chamber of Trade & Commerce**

Ms Dockherty stated that she was present in two capacities, firstly for the Local Produce Market which had cancelled their Market on the 24<sup>th</sup> January and they were requesting the fees to be waived. In her second capacity, as a member of the Chamber of Trade and Commerce she advised the Committee that the Tinsel Tuesday Markets had been relatively successful and the Chamber would like to repeat the Markets again for 2013.

**Ray Hughes, Transport/Planning, Shropshire Council**

Mr Hughes thanked the Town Council for organising the public consultation for cycle stands in Ludlow. He showed the Committee a photograph of visitors chaining their bicycles to railings outside the Visitor Information Centre and suggested that perhaps cycle stands in the centre of Town would project a more positive message to visitors on two wheels.

**Anita Bigsby – Fringe Festival**

Ms Bigsby thanked the Town Council for the core funding for the Fringe Festival and highlighted her letter which had requested use of Events Square for two weekends in June, the first for street theatre, local groups and societies. She said she anticipated the second weekend would be for an artists market to enable local artists the opportunity to showcase their work. Ms Bigsby explained that she would like to extend the festivities into Castle Gardens offering children and family art workshops and carnival activities. She added that if the Committee was in favour they may be minded to grant use of both Events Square and Castle Gardens for free.

**Neil Hadfield – Friends of Linney Riverside Park**

Mr Hadfield opened his remarks by stating that the Friends of the Linney Riverside Park had access to funds of £1,200 to build a willow sculpture which would be a youth project in partnership with the Youth Forum. He stated that it had been discussed with the former Town Clerk and suggested the location by the zip wire. The Friends of the Linney Riverside Park had suggested a Viking long boat as the sculpture which would give the appearance of floating when the Linney flooded. He confirmed that there were willow sculptures on the banks but the Friends would not be using these.

Mr O'Brien – Request for Headstone at the Cemetery

Mr O'Brien explained that he was requesting a 4ft headstone for the grave of his partner who is buried at Henley Road Cemetery, although he understood that the regulations stipulated no larger than 2ft x 3ft. He added he had visited the cemetery and there were headstones larger than the stipulated size.

S/89 **MINUTES**

**RESOLVED (6:0:2)**

**PT/DD**

That the open Minutes of the Services Committee meeting held on the 14<sup>th</sup> January 2013, be approved as a correct record and signed by the Chairman.

S/90 **CLOSED SESSION MINUTES 14<sup>TH</sup> JANUARY 2013**

The Town Clerk confirmed that the Vehicle Replacement Policy had been deferred to the Policy & Finance Committee as it was a finance decision.

**RESOLVED (6:0:2)**

**JS/GP**

That the closed session minutes of the Services Committee meeting held on the 14<sup>th</sup> January 2013 be approved as a correct record and signed by the Chairman.

S/91 **COMPLIMENTS**

Before noting the letter that had been received regarding toilets Councillor Perks requested an update on the coin boxes for the toilets. The Town Clerk confirmed that they had been ordered but were being adjusted in the UK as they accepted various coin denominations rather than a single one. She verified that the cost for these would still be paid for by Shropshire Council.

The Committee discussed the letter of complaint regarding the Co-op toilets and noted the response from the Town Clerk.

**RESOLVED (unanimous)**

That the letter of complaint be noted.

S/92 **LUDLOW IN BLOOM**

**RESOLVED (unanimous)**

**JS/AJP**

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

**S/93**      **GREEN FESTIVAL**

**RESOLVED (unanimous)**  
**JS/AJP**

That the Green Festival report be noted.

**S/94**      **LUDLOW CYCLE PARKING**

There was discussion regarding cycle stands in Castle Square and it was established that there were some outside Ludlow College.

**RESOLVED (unanimous)**  
**JS/PT**

That:-

- i) the following sites have cycle stands installed:-
  - The cemetery car park
  - Boxing Club (when the building has been completed)
  - The Linney (by the toilets)
- ii) Shropshire Council be requested to install cycle stands at Castle Street Car Park.

**S/95**      **DINHAM GARDENS**

Councillor Davies pointed out that while the Committee papers referred to Castle Gardens this should more correctly be called Dinham Gardens as Castle Gardens were private and adjoined Castle House.

The Committee went on to debate the request from the Fringe Festival to use Dinham Gardens.

**RECOMMENDED (unanimous)**  
**MP/JS**

That:-

- i) the Town Clerk be authorised to respond to the Fringe Festival organiser confirming that the Committee had no objections to Events Square being used on the dates requested; and
- ii) decline the request for use of Dinham Gardens for the Fringe Festival;

**S/96**      **RECOMMENDED (unanimous)**  
**MP/JS**

That the Policy & Finance Committee put a Policy forward to Full Council for use of Dinham Gardens restricting the use for visitors and residents only.

**S/97**      **HEIGHT RESTRICTION BARRIER - CEMETERY**

The DLF Supervisor stated that the height restriction barrier had been temporarily repaired and quotations for the steel replacement was being sought. The Town Clerk said that the Council's insurers had been informed.

**S/98**      **COMMONWEALTH WAR GRAVES COMMISSION**

The Town Clerk informed the Committee that she had communicated with Highways at Shropshire Council regarding the War Graves Commission's request for a sign, a signage for the Cemetery and height restriction barrier and had received no objections.

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

That: -

- i) signage is installed to highlight the entrance to the Cemetery and the height restriction barrier;
- ii) the request from the Commonwealth War Graves Commission be granted subject to them being informed that the name of the Cemetery is Henley Road Cemetery and not Ludlow New Cemetery ;
- iii) the Town Clerk be authorised to highlight with the Commonwealth War Graves that there are commonwealth graves at St Leonards Churchyard and possibly some at St Giles Churchyard, the latter being in the custodianship of Ludford Parish Council.

**S/99**      **CEMETERY PATHS**

The Committee discussed the work carried out in the Cemetery in past years.

**RESOLVED (7:0:1)**  
**AJP/VP**

That this matter be deferred at a later date when finance is reviewed.

**S/100**      **CARDBOARD RECYCLING**

The Town Clerk updated the Committee on cardboard recycling and stated that progress was slow due to a reduction in the price of tonnage and frequency of collections.

**RESOLVED (7:01)**  
**GP/JS**

That the Town Clerk is authorised to continue discussions with recycling companies and liaises with Alan Stewart, Pride of Place.

**S/101     TUESDAY DECEMBER MARKETS**

The Committee discussed the merits of the Tuesday Tinsel Markets and late night shopping. Members debated the request from the Ludlow Market Traders for the markets on Tuesdays in December and similar request from the Chamber of Trade.

It was agreed that the Tinsel Tuesday Markets appeared to be successful but there had been a few setbacks with the free-parking organised by Shropshire Council.

The Town Clerk confirmed that although funding had been given to the Chamber of Trade to support Tinsel Tuesday, the rent received had made the event cost neutral.

**RESOLVED (7:0:1)**  
**GP/MP**

That both the Chamber of Trade and Commerce and the Ludlow Market Traders be invited to the next Services Committee meeting and present their request to have a Tuesday Market in December 2013.

**S/102     INCLEMENT WEATHER POLICY**

The Town Clerk introduced her report with the request from Ludlow 21 to waive the fees for the cancelled Local Produce Market on the 24<sup>th</sup> January 2013.

The Committee discussed issues surrounding the request. Councillor Perks declared that he would like a report for a contingency should this occur again.

**RESOLVED (unanimous)**  
**AJP/MP**

That the request is declined.

**S/103     WHEELER ROAD PLAY AREA**

The Town Clerk informed the Committee that a meeting had been arranged with Richard Moreley of the Youth Forum but that this had to be rescheduled. She drew the Committee's attention to the recent vandalism to two bins at Wheeler Road and the rubber play matting.

She also went on to remind the Committee that school awareness litterdays would be being held on the 8<sup>th</sup> March and Councillors had been invited.

**RESOLVED (unanimous)**

**GP/JS**

That:-

- i) the Town Clerk be authorised to engage with the Youth Forum and draw up a strategy to replace the bins giving ownership of litter issues to the youth;
- ii) the Ludlow Community Alcohol Partnership (L-CAP) be invited to the next Services meeting;
- iii) a press release be made reporting to the public the cost of anti-social behaviour at Wheeler Road;

**S/104 ORAL UPDATES**

**Benches Outside Bishop Mascall Centre**

The Town Clerk informed the Committee that Highways at Shropshire Council had no objections to the benches outside the Bishop Mascall Centre and Councillor Perks confirmed that he was involved with South Shropshire Furniture Scheme in the restoration of the two benches provided by the Town Council. He stated that the work would take approximately 6 weeks.

**S/105 Bus Stops/Bus Shelter on Corve Street**

The Town Clerk confirmed that she had arranged a meeting with Matt Johnson, the Transport Officer at Shropshire Council to discuss alternative bus stops and the requested bus shelter on Corve Street.

Councillor Parry asked if the seats could be replaced in the bus shelter on Mill Street and the Town Clerk stated that she would investigate this.

**RECOMMENDED (unanimous)**

That:-

- i) following discussion with Shropshire Council, Transport officer, Ludlow Town Council create a virtual image of potential new bus shelter locations and advertises these at the locations and on a website; and
- ii) a public consultation is conducted.

**S/106 Linney Toilets**

The Town Clerk advised the Committee that it had been planned to refurbish the Linney toilets but asbestos had potentially been discovered and therefore an asbestos survey would need to be carried out.

**S/107**     Boxing Club

The Town Clerk informed the Committee that she had been hoping to have an update from the Colin Richards the Project Manager but that this had been postponed due to the collapse of the Town Wall at the Garden of Rest. She assured Members that the project was progressing with drainage now in situ and the floor having been laid.

**RESOLVED (unanimous)**

That the oral updates be noted.

**S/108**     **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)**

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

The meeting closed at 9.25 pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. Closed Session Minutes will be issued.