



## MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Ludlow Mascall Centre, Lower Galdeford, Ludlow, on **MONDAY 29<sup>th</sup> OCTOBER** at **7.00PM**.

### S/46 **PRESENT**

Chairman: Councillor Pound

Vice-Chairman: Councillor Newbold

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

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

### S/47 **APOLOGIES**

Apologies for absence were received from Councillor Phillips.

### S/48 **DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	6	Chairman – Ludlow in Bloom
Councillor Smithers	6	Treasurer – Ludlow in Bloom

#### Personal Interest

Councillor Perks	7	Involved with Wheeler Road – Pride of Place
	11	Involved with cardboard recycling scheme
Councillor Hunt	14	Knows one of the contractors

### S/49 **PUBLIC OPEN SESSION**

No comments were made.

### S/50 **MINUTES**

There were no changes to open and closed minutes of the 17<sup>th</sup> September 2012. The following queries were raised.

Councillor Smithers asked about progress with the consultation and also involvement of the Youth Forum. The Acting Town Clerk confirmed that both items were on the Agenda and would be discussed later on in the meeting.

Councillor Perks raised the issue of signs for the flower beds/borders and the Acting Town Clerk confirmed that these had been produced and were ready to be put in situ.

In response to a comment regarding the Town Council sign in the window she replied that a new sign was being ordered with the new details of the Town Council.

**RESOLVED (8:0:1)**

That the open Minutes of the Services Committee meeting held on the 17<sup>th</sup> September 2012, be approved as a correct record and signed by the Chairman.

**S/51 RESOLVED (7:0:1)**

That the closed session Minutes of the Services Committee meeting held on the 17<sup>th</sup> September 2012, be approved as a correct record and signed by the Chairman.

**S/52 COMPLIMENTS**

**RESOLVED (unanimous)**

That the compliment be noted.

**S/53 LUDLOW IN BLOOM**

Councillor Smithers thanked members of the Ludlow in Bloom Committee and the Town Council for their hard work in attaining gold again this year.

**RESOLVED (unanimous)**

That it be noted that Ludlow in the Bloom won Gold for 2012 and that the minutes be noted.

**S/54 WHEELER ROAD PLAY AREA**

The Acting Town Clerk took the Committee through the report.

The DLF Supervisor confirmed that litter picking was carried out three times a week in the summer and twice a week in the winter. He added that since the last

Services Committee meeting 814 cans had been collected, 683 plastic bottles and 24 complete glass bottles.

Councillor Perks suggested that instead of a standard bin, separate recycling bins for individual waste would encourage better habits. He stated that he had been involved with litter picks with Pride of Place and also an event that day with the Rockspring Centre and this had been beneficial.

There was discussion over the age groups who used the area as well as a multi-prong approach in involving all age groups in an initiative.

7.25 pm Councillor Parry left the meeting.

**RESOLVED (6:0:1)**

That:-

- i) Shropshire Council's offer of School Awareness training in conjunction with Ward Councillors is accepted;
- ii) a member of the DLF is identified to check the play area daily and litterpick if required;
- iii) the Acting Town Clerk be authorised to obtain quotations for individual recycling bins for cans, glass and plastic;
- iv) the Acting Town Clerk be authorised to work with the Youth Forum to create joint working for the issue.

**S/55      WHEELER ROAD CONSULTATION**

It was noted that further consultation leaflets needed to be delivered and that Councillor Pound and Davies would do this.

**S/56      BENCHES OUTSIDE THE LUDLOW MASCALL CENTRE**

The Acting Town Clerk reported that she had spoken to Shropshire Council, the Ludlow Mascall Centre and the Historic Environment Officer none of whom knew the whereabouts of the benches that had been removed before the wall had been repaired.

**RECOMMENDED (unanimous)**

That: -

- i) the Acting Town Clerk be authorised to approach Shropshire Council and the Ludlow Mascall Centre to offer to replace the benches;
- ii) Councillor Perk's offer to repair two spare benches at the Depot "at cost" to be sited outside the Ludlow Mascall Centre be accepted.

**S/57**      **VEHICLE AND MACHINERY**

The DLF Supervisor introduced his report and highlighted that the vans were seven years old.

The Acting Town Clerk emphasised that the report refers back to when the DLF was originally set up although provision has been made in the budget for replacement vehicles and machinery in the next financial year.

Following a question from Councillor Pound the DLF Supervisor confirmed that grass was cleaned off all machines after use and deep cleaned once a week during the grass cutting season.

**RECOMMENDED (7:0:1)**

That:-

- i) the attached Policy on Vehicle and Machinery replacement/maintenance be adopted;
- ii) the DLF Supervisor be authorised to obtain quotations to replace one of the Peugeot vans in the next financial year;
- iii) the DLF Supervisor be authorised to obtain Lease Hire quotations for vans;
- iv) the DLF Supervisor be authorised to obtain quotations to replace the Kubota mower.

**S/58**      **COMMUNITY PROJECTS**

Councillor Perks was invited by the Chairman to update the Committee. He outlined three projects and meetings that he had been involved with recently.

**Tourism**

He explained that last year Tenbury and Leominster formed an alliance regarding Tourism. He highlighted that Ludlow Town Council had not been included and that it had been excluded from the guide books. He referred especially to the walking elements and guided tours.

**Communication**

Councillor Perks suggested that as Boxing Day traditionally brought the hunt, families and walking parties to Ludlow that a Ludlow Town Council information display could be put up on one of the empty stalls. He volunteered to do this himself. He also touched on increasing social media which he stated would bridge the age gap between young and old and be a platform for the Town Council and especially in relation to the skate park users.

**Defibrillator**

Councillor Perks went on to say that North Shropshire had a spare defibrillator and had offered it to Ludlow Town Council. He stated that it would be for trained personnel only. The Ludlow Assembly Rooms were not adverse to it being put being put on the wall outside the building. An external wall at the Ludlow Assembly Rooms was a possible town centre location.

Councillor Toop commented that she had visited a Town in Kent where all the chemists had one outside attached to the wall.

Parking and Business Rates

Councillor Perks stated that the Town Council had been consulted regarding parking and business rates but that the proposal put forward on zoning had not been taken up by Shropshire Council. He stated that this issue was also being discussed with the Chamber of Trade and that perhaps the Town Council should ask for the new parking costs to be postponed.

**RECOMMENDED (Unanimous)**

That:-

- i) Councillor Perks looks at a Walkers Welcome initiative and report back to the next Services Committee;
- ii) on the 26<sup>th</sup> December Councillor Perks is authorised to put up information boards on the Town Council using two of the empty stalls;
- iii) Councillor Perks liaises with the Acting Town Clerk and investigates the work involved with having a defibrillator in situ;
- iv) Councillor Smithers reports back from the Chamber of Trade to the next Service's Committee meeting on parking.

S/59

**RECYCLING OF CONFIDENTIAL AND NON-CONFIDENTIAL PAPER AND CARDBOARD**

Confidential paper and non-Confidential paper

The Acting Town Clerk explained that since departure from the Stable Block confidential papers were being shredded by hand by a member of staff which was time consuming and messy.

Cardboard

Councillor Perks outlined a current initiative with Ludlow 21 to recycle cardboard and stated that this could be an opportunity for joint working.

**RECOMMENDED (Unanimous)**

That:-

- i) the quotation from operator 2 is accepted;
- ii) the Acting Town Clerk is authorised to investigate longer-term options for recycling cardboard.

S/60

**CEMETRY MATTERS**

**RESOLVED** (Unanimous)

That the report be noted.

S/61 **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 8.45 pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. Closed Session Minutes will be issued.