

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **MONDAY 6th JUNE 2011** at **7.00PM**

S/01 **PRESENT**

Chairman: Councillor Hunt

Councillors: Newbold; Pope; Pound; Smithers

Officers: Veronica Calderbank, Town Clerk;
Naomi Brotherton, Admin Assistant

In attendance: Councillors Aitken;
Councillor Rosanna Taylor-Smith, Shropshire Council
Graeme Perks, Skillbuilders

S/02 **APOLOGIES**

Apologies were received from Councillors Parry and Glaze.

S/03 **DECLARATIONS OF INTEREST**

In accordance with the terms of the Local Authorities (Model Code of Conduct) (England) Order 2007 issued under Section 51 of the Local Government Act 2000 Members declared the following interests:

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Hunt	5c	Works for SSHA
Cllr Smithers	7	Ludlow in Bloom

S/04 **PUBLIC OPEN SESSION**

The Chairman welcomed the members of the public to the meeting and invited Shropshire Councillor Rosanna Taylor-Smith to speak. Councillor R. Taylor-Smith congratulated the Town Council on receiving £50k from the Big Lottery for work to the play park at the Linney. She informed the Committee that she had also been approached by concerned residents regarding the proposed bus shelter on Corve Street and she hoped that an amicable solution could be found. She thanked the Town Council on behalf of Ludlow in for all the help the Group had received. She added that new members to the Ludlow in Bloom Committee would be welcome.

She informed the Committee that judging day would be the 18th July starting at 10.00 am at the Rockspring Centre to which all Councillors and staff were welcome and then later for the buffet at the Ludlow Brewery at 12.00 noon.

S/05 **MINUTES**

RESOLVED (unanimous)

That the Minutes of the Services Committee meeting held on the 21st March 2011 be approved as a correct record and signed by the Chairman.

S/06 **PROJECT UPDATES**

a) The Buttercross Phase II Works

The Town Clerk explained that the Buttercross Phase II Works had almost been completed with the exception of pigeon deterrent works and a rusted down pipe. She advised the Committee that an application was being made to English Heritage for repairs to the ceiling and that advice from English Heritage was being sought on whether to remove a portion of the internal walls to allow the whole ceiling to be plastered or whether to remove the internal walls completely. The final decision would hinge on the amount of funding granted by English Heritage.

b) Linney Riverside Park

The Town Clerk confirmed that £50k funding had been secured in the budget for the erosion works to the Linney Riverside Park and that Flood Defence consent was being sought from the Environment Agency. Once the consent had been granted work would commence.

c) Wheeler Road Community Building Project

The Town Clerk confirmed that planning permission had been granted, although building regulation consent was still awaited. She explained that a Health & Safety Consultant had been engaged and that the existing building would be demolished by South Shropshire Housing Association (“SSHA”) shortly. At this point Councillor Hunt declared a personal interest.

She informed the Committee that for health and safety issues Members could not be involved with the demolition but would be invited to attend, as would the public, on the day for a “photoshoot”.

d) Heritage Lottery Fund Bid – Stage I

The bid submission date is anticipated to be the middle of July but the relocation of the Visitor Information Centre would not be included at this stage as further discussions were needed with Shropshire Council. She stressed the need for positivity as researchers for the Heritage Lottery

Fund would know of any negativity and this could affect their decision on the bid.

RESOLVED (unanimous)

That the reports be noted.

S/07 COUNCIL PROPERTIES

Members received an update from the Town Clerk but noted that there would be report on all Council properties at a future Council meeting.

Councillor Aitken asked about progress with the Cemetery works and the Town Clerk confirmed that the scope had changed and included work for the toilets, paths and access, however, the tenders had been sent out.

A discussion followed regarding the new tenant for Cemetery House and whether or not they should be opening and closing the gates to deter anti-social behaviour in the Cemetery. The Town Clerk confirmed that a flexible Tenancy Agreement would need to be entered into.

This led to a further discussion regarding security at the Linney and the Depot respectively. The Town Clerk confirmed that the roof at the Linney would be repaired and at worst metal cladding applied as well as anti-vandal grease to the flat roof adjacent. Members asked the Town Clerk to speak to Shropshire Council regarding maintenance of the neighbouring bushes to the cemetery depot.

RECOMMENDED (unanimous)

That the Town Clerk draft Heads of Terms for a Tenancy Agreement to be discussed at a future Policy and Finance Committee.

S/08 RESOLVED (unanimous)

That:-

- i) The Town Clerk be given authority to contact Shropshire Council regarding maintenance of the bushes beside the Depot.
- ii) The Town Clerk brings a report back to the next Services Committee regarding security on all buildings.

S/09 LUDLOW IN BLOOM

Councillor Smithers confirmed the Judging day as the 18th July 2011 and time as stated by the Unitary Councillor in the public session. He explained that Ludlow in Bloom now has a website and the work of the Town Council would be recognised on this.

RESOLVED (unanimous)

That the minutes and notes be noted.

S/10 **CEMETERY CHARGES**

There was considerable discussion regarding the proposed increase in Cemetery charges. The Town Clerk confirmed that this increase did not include the grave diggers fee which was passed on to the Funeral Directors.

A Member queried how the graves would be marked out and the Town Clerk explained that concrete posts were driven into the ground but not proud which would cause damage to the mowers. There was presently no budget for this.

RESOLVED (4:0:1)

That the proposed increase in Cemetery charges not be approved.

S/11 **DLF MATTERS**a) **Bus Stop, Assembly Rooms****RESOLVED (unanimous)**

That:-

- i) the DLF include maintenance of the bus stop on their work schedule and this is reviewed twice a year.
- ii) the bus stop is to be re-painted using Hammerite paint in cream.
- iii) cleaning is undertaken on a monthly basis.

S/12 b) **Proposed Bus Shelter, Corve Street**

The Town Clerk introduced her report and explained that the proposed bus shelter is to be positioned on Corve Street, further down from the Compasses outside a residents home. She reminded the Committee that on the 14th March Full Council had resolved to have a bus shelter. However, two complaints had been received, one from the resident whose house it would be positioned outside and also the Antique shop.

RESOLVED (unanimous)

That the Town Clerk is given authority to write to the Conservation Officer at Shropshire Council and invite them to do a presentation to Full Council with suggestions as to where the bus shelter may be positioned and appropriate designs.

S/13 **SERVICE LEVEL AGREEMENTS**

The Town Clerk introduced her report and explained that in return for maintaining the hedge at Friars Walk the Town Council had received free room hire, a similar arrangement had been made between the Ludlow Assembly Rooms and the Town Council. Both these positions needed to be formalised.

RECOMMENDED (unanimous)

That:-

- i) the Service Level Agreement between the Town Council and Ludlow Conference Centre be approved and entered into.
- ii) Subject to the amendment of 3.1 to read, "The Council will pay £15,000 annually..." the Service Level Agreement between the Town Council and Ludlow Assembly Rooms be approved and entered into.

S/14 RECOMMENDED (unanimous)

That additional fingerposts are added to the existing signage for Castle Street toilets and also one for the Ludlow Assembly Rooms.

S/15 d) Toilet Cleaning

The Town Clerk informed the Committee that a full report would be presented at the next Staffing & Appeals Committee.

S/16 e) Garden of Rest

The Town Clerk explained that the Garden of Rest had been maintained by the Town Council and repaired the wall since 1974. However, neither of these belonged to the Town Council.

Councillor Pound urged the Committee to continue to maintain the Garden of Rest as it was an asset to the Town Council and Councillor Smithers echoed this.

RESOLVED (unanimous)

That:-

- i) The Town Clerk is given authority to seek funding from Shropshire Council to continue to maintain the Garden of Rest; and
- ii) Should funding not be successful the matter should be further discussed at a future Services Committee meeting.

S/17 SHARED USE OF CODER ROAD DEPOT

The Town Clerk explained that negotiations regarding a partnership with the Rockspring Centre was ongoing. If successful cardboard from the market would be recycled at the Coder Road Depot along with the Rockspring Centre. The cardboard generated by Farmers at the Market is to be collected by a private contractor and this cost would be met by Farmers.

S/18 **MARKET ADVERTISING AND HIRING**

Councillor Newbold raised the issue that instead of hiring in lower quality stalls for oversubscribed markets, the Town Council should be exploring other options, such as buying additional stalls or entering into a partnership with the Antique market.

RESOLVED (unanimous)

The Town Clerk be authorised to look into other options and report back to the next Services Committee.

S/19 **MURAL FOR SKATEPARK**

Councillor Aitken explained that he had spoken to Herefordshire Council who were exploring the same idea, however there was a health and safety issue. A discussion followed regarding graffiti.

RESOLVED

That the Town Clerk be authorised to issue a questionnaire to the residents in the area.

S/20 **STREET TRADING – ICE-CREAM VAN**

The Town Clerk explained that there had been some complaints regarding an ice-cream van in the Castle square. This matter would be considered along with the Law, draft Regulations, position of Street Trading Pitches and fees at the Street Trading Sub-Committee on Friday 10th June, 11.00 am at the Ludlow Conference Centre.

S/21 **REQUEST TO BORROW THE LINNEY BOATS**

The Town Clerk put forward the request from Berrington Hall to borrow the Linney boats for an event on the 25th June.

Members discussed the potential pitfalls such as transport, insurance, and damage.

RESOLVED (3:1:1)

That the request to borrow boats from the Linney is declined.

S/22 **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RESOLVED (unanimous)

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.

The meeting closed at 8.25 pm.

Chairman

Date

N.B. Confidential Minutes will be issued.