



SERVICES COMMITTEE

Minutes of the Services Committee meeting held at Bishop Mascall Centre, Ludlow, on Monday 9th June 2008 at 7.00 pm.

MEMBERS PRESENT: Councillors Pound (Chairman), Newbold (Vice-Chairman), Bradley, Callender, Glaze, Kidd and Pope

IN ATTENDANCE: Councillor Aitken

OFFICERS PRESENT: Linda Thomas, Town Clerk, Hannah Coleman, Assistant Clerk, Dick Harpur, Community Services Officer and Roy Guestford, Market Manager

S33/08 ELECTION OF CHAIRMAN – It was **RESOLVED** that Councillor Pound be elected Chairman for the ensuing year.

S34/08 ELECTION OF VICE CHAIRMAN – It was **RESOLVED** that Councillor Bradley be elected Vice Chairman for the ensuing year.

S35/08 APOLOGIES FOR ABSENCE – Councillors Perks and Smithers.

S36/08 PERSONAL AND PREJUDICIAL INTERESTS

Agenda No.	Councillor's Name	Personal	Prejudicial	Reason
10 b)	A. Pope	✓		Initial contact from the Rotary Club

S37/08 PUBLIC OPEN SESSION – There were 6 members of the public present.

Mark Woodward, Snitton, reiterated that the market traders requested that the market layout should remain as it was. They are all in favour of enhancing the area, such as the improved canvass, overhang and better lighting. He informed the committee that a petition of 53 signatures had been collected from traders to increase the gap between stall blocks for easier moving of large boxes and goods.

Mark Lavers, Market Trader, expressed his concern that the Council's vote to change the layout did not cater for the traders or market customers. He believed that the new layout was unworkable and asked that the decision should be reconsidered.

Councillor Pound replied that the Council had listened but there were technical details that had to be addressed. Anyone was welcome to see the current market layout plan at the Buttercross.

Michael Evans, Haytons Bent, spoke in support of the Ludlow Rotary request to erect a Tree of Light on the Events Square. He emphasized that the Tree would be beneficial to the community and the town and that it would be something extra for people to enjoy and appreciate in the festive season.



Joe Griffiths, Portcullis Lane, expressed his worry about the state of the Cemetery regarding debris left from strimming grass and damaged flowers. He asked whether the grass could be cleared while freshly cut to avoid it drying on headstones.

Councillor Pound suggested that he sent the information to the Town Clerk to address.

S38/08 MINUTES – After the amendment of minute S28/08 a), it was **RESOLVED** that the minutes of the Services Committee held on 21st April 2008 be accepted as a correct record.

S39/08 AMENITY AREAS

(a) **Amenity Area & Property Report** – The report of the Community Services Officer and Site Analysis sheet were **NOTED**.

It was **RESOLVED** that the time and site analysis report should provide a more detailed comparison to complement the process of setting up a DLF programme of work with integrated costings for work carried out on the sites and for projects. This would provide the opportunity to prioritise activities and to better evaluate the cost to each Council service when setting the budget.

(b) **Maintenance** – It was confirmed that the Town Council was responsible for maintaining the hedges at Wigley's Field Allotments in accordance with the lease agreement.

(c) **Wheeler Road Toilet Facilities** – It was **NOTED** that the Wheeler Road Working Group was investigating the feasibility of installing toilets at Wheeler Road. The CSO gave a verbal report on costings received so far and the report of the meeting held on Thursday 8th May 2008 was **RECEIVED**.

(d) **Ludlow in Bloom** – The reports of the meetings of 14th and 27th May 2008 were **NOTED**. The Town Clerk announced that the Judging Day was scheduled for Thursday 10th July.

It was **AGREED** that the continuing maintenance of the town flowerbeds with the assistance of Ludlow in Bloom would be considered as part of the DLF programme of work.

(e) **Brass Band Concert** – It was **AGREED** that the Dinham Millennium Green Trust could hold an open air Brass Band Concert in Castle Gardens on 20th July 2008.

S40/08 CEMETERY

(a) **General Maintenance** – It was **AGREED** that the issues of maintenance in the Cemetery would be considered as part of the DLF programme of works.

It was **RESOLVED** that the Cemetery Working Group should be dissolved and all cemetery matters would be discussed by this committee.

(b) **Drainage** – The CSO gave a verbal update on information received but advised that expert advice should be sought.



It was **RESOLVED** to obtain professional opinion on the immediate works required for the drainage in Plots E & F and to assess the requirements for managing drainage issues in the future.

S41/08 LUDLOW MARKET

a) **Market Enhancement** – It was **NOTED** that the Town Council had approved the plan and outline costings in principal to allow the application for grant funding to be drawn up. The Architects had confirmed that the proposed layout would fit in the available land. The Town Council would be requested to finally approve plans and funding applications at a meeting to be organised when appropriate.

b) **Performance Report** – The Market Manager reported that the market income was on track with the 2.5% increase in 2008/09, but that the market on Monday was especially suffering from lack of trade. His monthly report was **NOTED**.

Councillor Kidd informed the Committee that the Chamber of Trade were producing 50,000 shopping guides for Ludlow, including details of the diversion around the bridge closure on Bromfield Road.

c) **Cardboard Recycling** – The report of the meeting held on 23rd April 2008 was **RECEIVED**. It was reported that the recommendations made were being actioned.

d) **Promotion of the Market** – It was **AGREED** that the second market advertising banner produced by the Football Club should be kept as a spare and not used as additional advertising. It was further **AGREED** not to advertise in the Football Club programme this season.

It was **RESOLVED** that a business plan, with marketing integrated, should be drawn up as part of the review of the operation of the market.

It was **NOTED** that NABMA were offering a free half day consultation and that the Town Clerk would seek advice on how to use that offer most effectively.

e) **Continental Village Market** – It was **RESOLVED** to suspend Standing Orders to allow a market trader to speak on this matter.

Mark Woodward suggested that the visiting market, if genuine, would be good publicity and attract more people to shop in the Square. Standing Orders were reinstated.

It was proposed and seconded that the request be refused.

An amendment was proposed and seconded that it should not be held if, after consultation between the Market Manager and market traders, it was not considered beneficial to existing traders. The motion was not carried.

Therefore, it was **RESOLVED** that the request to hold a Continental Village Market be refused.



S42/08 CHRISTMAS LIGHTS

- a) **Christmas Lights Working Group** – The report of the meeting held on 14th May 2008 was **RECEIVED**.
- b) **Rotary Tree of Light** – The report received from Rotary Club of Ludlow was **NOTED** and it was **RESOLVED** to:
- Give permission for the Rotary Club to establish a Tree of Light on the Events Square
 - Assist in the erection of the tree and lights
 - Assist in the taking down of the tree and lights
 - Include the Tree of Light in the Council's public liability insurance cover

S43/08 FEEDBACK ON SERVICES PROVIDED AND MEMBERS SURVEY FORMS

- a) **Services Provided** – It was **RESOLVED** to introduce the feedback form which members of the public could complete in terms of reporting positive and negative feedback on Council services. This would provide the required evidence to support Town Council's actions.
- b) **Members Survey Form** – It was **RESOLVED** to reintroduce the Members Survey Form (previously called Duty Members Report Form).

S44/08 REPORTS FROM OUTSIDE ORGANISATIONS

- a) **Friends of Whitcliffe Common** – Councillor Kidd informed the Committee that his report from the meeting held this month would be in the CBBC. The floods and issues of flooding had been particularly addressed.
- b) **Town Walls Trust** – Councillor Kidd reported that the Lottery grant application was being considered.
- c) **Pride of Place** – It was reported that further information was in the CBBC.

The meeting closed at 8.55pm.

Chairman

Date