



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Stable Block, Stone House, Corve Street, Ludlow on **MONDAY 12th APRIL 2010** at **7.00PM**

S31/10 **PRESENT**

Chairman: Councillor Pound

Vice Chairman: Councillor Newbold

Councillors: Callender; Davies; Glaze; Hunt; Parry; Pope; Smithers; Taylor-Smith

In Attendance: Councillor Aitken;
Councillor McCormack;
Kate Adams, Shropshire Council Streetscene Officer
Colin Richards, Shropshire Council Conservation Officer
Beth Heath, Ludlow Food and Drink Festival
Steve Brown, Shropshire Council Environmental Maintenance
Councillors Rosanna Taylor-Smith, Shropshire Council
Colin Sheward, Ludlow in Bloom
Inspector Mckail, West Mercia Constabulary

Officers: Veronica Calderbank, Town Clerk;
Lucy Morgan, PA to the Town Clerk

S32/10 **APOLOGIES**

No apologies for absence were received.

S33/10 **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 interests as follows:

Personal Interests

Member
Cllr Taylor-Smith

Item
Unitary Councillor
Ludlow in Bloom (Rosanna Taylor-Smith)

Cllr Smithers
Cllr Pope

Town Centre business owner
Town Centre business owner

Cllr Parry

Ludlow in Bloom
Access Group

S34/10 PUBLIC OPEN SESSION

There were two members of the public present.

Colin Sheward introduced himself as a member of the Ludlow in Bloom.

Councillor Rosanna Taylor-Smith, Mill Street, Unitary Councillor.

S35/10 ORDER OF BUSINESS

The Town Clerk invited the Chairman to alter the order of business to allow officers from Shropshire Council, Ludlow Food and Drink Festival and the Police to leave the meeting and to allow Inspector Mckail to speak on the item he was attending for was to be discussed by Members in closed session.

RESOLVED (unanimous)

That:-

- i. items 4 and 5 be moved to after item 7.
- ii. that Inspector Mckail be allowed to speak on 18 before the Committee moves into closed session.

S36/10 TOWN WARDEN, LITTER, DOG FOULING, A-BOARDS AND ENVIRONMENTAL ISSUES

The Chairman wished to express his appreciation to Shropshire Council for their help and cooperation in this matter.

Steve Brown, Shropshire Council Environmental Maintenance gave a presentation to Members regarding the enforcement of the use of A-boards in Ludlow and throughout Shropshire.

The Chairman asked how the legislation was being applied as there was nothing in the legislation regarding aesthetics, only hazards. In answer Steve Brown stated that Shropshire Council could either do nothing and not enforce the legislation or they could implement a strict interpretation of legislation applied equally across the county using a reasonable interpretation when there is no hazard. He stated that they were trying to be reasonable and tolerant with regard to A-boards even though it would be easier for say "no" to all boards.

The Mayor declared a personal interest as Unitary Councillor and stated that Ludlow Town Council had made representations to Shropshire Council as to the problems with A-boards and that for the average frontage size of shops one A-board would be sufficient. Although he added that Officers needed to apply common sense in the case of businesses located along alleyways etc. that require directional signs (such as the papers provided by Mr Willson-Lloyd). Mr Brown stated that in these circumstances the matter could be rationalised by one sign pointing to all shops in a specific location rather than a separate directional sign for each shop. He informed Members that though the great majority of Ludlow businesses abided by the legislation and used reasonable well placed A-boards there was a minority that used them to the extreme, some having in the region of seven A-boards for one business.

Councillor Parry, as a member of the Access Group, stated that she was not against A-boards as long as they were not positioned dangerously.

The Chairman queried why this legislation that was created in 1980 was only just being enforced. In response Steve Brown reminded Members that Shropshire Council had only been created in 2009 so he could not speak for its predecessors but that the issue was one that needed attention and focus and to be enforced on a regular basis.

The Mayor brought to Members attention that Shropshire Council Officers were willing to also enforce Town Council areas such as the Market Square.

RECOMMENDED (7:0:1)

That Ludlow Town Council support Shropshire Council's A-Board pilot scheme in Ludlow.

S37/10 RECOMMENDED (6:0:2)

That Shropshire Council be asked to enforce the A-Board pilot scheme on Ludlow Town Council land.

Councillor Smithers left the meeting at 7.40pm

S38/10 TOWN WARDEN

Steve Brown gave a PowerPoint presentation on the new Town Warden and the powers and duties he has.

In response to a question from the Chairman and Councillor Parry, Steve Brown stated that the Town Wardens duties and hours depended on intelligence received from the public etc. as to problems areas/times, he added that Shropshire Council did have surveillance cameras available to cover hotspots when a Town Warden was not present. Councillor Parry asked whether Police cameras could also be used to enforce these

issues. Steve Brown stated that Shropshire Council had their own mobile cameras which could be moved to problem locations and Inspector Mckail added that he saw no reason why Police/Ludlow Town Council cameras could not be used as well.

Following a question from Councillor Parry regarding what a Councillor should do if they see an offence, Steve Brown stated that they should not confront the perpetrator but to note down details e.g. height, age, location, vehicle registration etc. and pass these details on the Shropshire Council Streetscene Department. He added that unfortunately a Fixed Penalty Notice (“FPN”) could only be issued when the offence was witnessed by the Officer issuing the FPN and that Shropshire Council resources were not unlimited and this is why they needed to target “hotspots”.

The Mayor commented that there was nothing to stop Ludlow Town Council staff from being trained to issue FPNs, and that it could be something the Direct Labour Force could be involved with.

RECOMMENDED (8:0:1)

That Ludlow Town Council request Shropshire Council Town Warden to enforce dog fouling, litter and fly tipping in Ludlow (particularly the town centre) and Ludlow Town Council land.

S39/10 RECOMMENDED (unanimous)

That Shropshire Council Officers be invited to attend Services Committee to cooperate and provide advice to the Committee as required on Services issues.

Following comments from Members on the difficulty of contacting the Town Warden and Streetscene Officers, the Chairman asked that any details be passed to the Town Clerk or her PA who would then forward their comments onto Shropshire Council.

The Chairman offered his thanks to Steve Brown and Kate Adams for attending the meeting.

S40/10 LAMP POST BANNERS

The Town Clerk explained to Members that she had received a request from Ludlow Food and Drink Festival to place banners on Ludlow Town Council lamp posts to display advertisements for festival and special events.

Councillor Davies stated that this issue was as bad as A-Boards, that it cluttered up the town and as the advertisements were never removed it caused the street to look a mess.

Beth Heath, Ludlow Food and Drink Festival stated that though the frames would be on the lamp post permanently she proposed that banners would only be displayed for up to 2 weeks before the event and would be removed immediately after. The banners would be open to all festivals and special events to display. She added that she had approval from Shropshire Council Planning and Highways Departments and would fund the banners themselves. She also added that Ludlow Food and Drink Festival were a non profit organisation set up to help Ludlow.

The Chairman questioned whether the banners would affect the Christmas Lights. In response Beth Heath stated that this was something that would need to be discussed and that the banners may be placed in a lower position to the lights. The Chairman went on to state that Ludlow had a good name and publicity and received lots of visitors already and that he believed the banners would down grade the town.

Councillor Parry commented that although she appreciated the Chairman's feelings on the matter, this is the 21st century and the Council had to move with the times.

Beth Heath stated that the banners would be a uniform way of advertising across the town. The Mayor added that they would give a professional look to town advertising providing a format for all and that the Town Council could retain control by requiring permission before display.

Following a question from Councillor Newbold, the Mayor stated that these banners were geared to festival and special events they were not for use by shops for every day advertising.

RECOMMENDED (4:2:3)

That the banners be approved for placement on Ludlow Town Council lamp posts subject to Ludlow Town Council and Conservation Officer approval, only for advertisement of festivals and approved special events, to be displayed up to two weeks prior to the festival or approved special event and to be removed immediately following, each advertisement. With Ludlow Town Council retaining the right to remove any advertisements either not approved, or where they had not been removed.

The Town Clerk explained to Members that she had received requests from political parties to display advertisements on Ludlow Town Council lamp posts following Shropshire Council authorisation to advertise on their lamp posts. She added that currently the Town Council had no advertising policy with regard to street furniture and that there was no legislation governing this issue, it was a decision for each individual Council to make.

The Chairman commented that Ludlow Town Council was not political and that considering the recent history he believed it would cause tension within the Council.

Councillor Callender added that a Town Council should be non political and that allowing such adverts would be messy and the Town Council would incur clean up costs.

Colin Richards, Shropshire Council Conservation Officer stated that taking the advertisements down was the issue and that this would need to be enforced.

The Mayor pointed out that as Shropshire Council had given permission on their lamps there would be an issue for advertisers differentiating between their lamps and Ludlow Town Council lamps.

Councillor McCormack commented that Shropshire Council had not consulted us on this issue even though it clearly impacts on the town and the Mayor agreed that it will be unsightly.

S41/10 RECOMMENDED (unanimous)

That no political advertisements be allowed on Ludlow Town Council lamp posts.

S42/10 MINUTES

The Mayor drew the Committees attention to minute S24/10 and stated that in his capacity as Shropshire Councillor he was able to reassure Members that Coder Road Household Recycling Centre was not closing and that there had never been any intention to close the centre.

RESOLVED (unanimous)

That the minutes of the Services Committee meeting held on 22nd February 2010 be approved correct record and signed by the Chairman.

S43/10 ITEMS TO ACTION UPDATE REPORT FROM FEBRUARY 2010

- a) The Town Clerk advised the Committee that the Gritting Policy had now been adopted by Council on 15th March 2010.
- b) The Town Clerk stated that the bars on the door that had been agreed were too long and would prevent the doors closing but she had sources an alternative and would present it too the Conservation Officer for approval.
- c) The Town Clerk directed Members to the confidential report at agenda item 20.
- d) The Town Clerk assured Members that there were no changes to the Coder Road Household Recycling Centre.

S44/10 ALLOTMENTS

The Town Clerk introduced this item and explained to Members that the Town Council had a responsibility to provide a weatherproof notice board at the allotments.

RESOLVED (unanimous)

That:-

- i. the Town Council provide a new notice board at the allotments;
- ii. the Town Clerk aids the Allotment Association in acquiring funding;
- iii. the Town Clerk report back to Services Committee on progress.

S45/10 CEMETERY DRAFT SPECIFICATION

The Town Clerk stated that she had met with the Conservation Officer and Access Officer from Shropshire Council at the cemetery.

Cemetery Toilets

The Access Officer had advised regarding the toilets that both be made unisex toilets and that the current ladies toilet also be disabled as it is the wider toilet. The Town Clerk added that Mr Wontner at Cemetery House has been very cooperative.

Chapel Doors

Colin Richards, Shropshire Council Conservation Officer stated that the current inner doors, though soft wood were such high quality and well seasoned they would be more durable/weatherproof than a modern hardwood and that reusing them on the outside was a good idea. He also added that installing a frame within the stone work would take the strain off the deteriorating stone helping to conserve the building. He went on to inform the Committee of the proposed PPS5 order which is considering listed building on a local level e.g. the Chapel, Marston's Mill etc. that are important to the area.

The Mayor questioned the escalating costs of the cemetery doors and asked whether a quote could be obtained for just moving the internal door outside with no replacement internal door. Councillor Aitken stated that the higher quotes had reflected the use of hardwood. The Town Clerk added that the project was taking time as there had been several schemes suggested for which quotes had to be obtained.

RESOLVED (unanimous)

That the Town Clerk obtain quotes for moving the internal door to the outside with no replacement door inside and to report back.

Tree by Cemetery Toilets

Colin Richards, Shropshire Council Conservation Officer offered his opinion that the tree was likely to grow and impact upon the toilet building and that while works were being done there was an opportunity to cut the tree back. The Chairman added that the roots of the tree could also have an impact on the toilet drains.

S46/10 RESOLVED (unanimous)

That the Tree Warden be asked to advise on this matter.

S47/10 BUTTERCROSS REPAIRS

The Town Clerk updated the Members on the current situation. She stated that English Heritage had increased their grant offer to £33k and that they would be making comments on Treasures & Son proposals. She also stated that she was hoping to meet with Treasures later this week to discuss English Heritage's comments. Colin Richards, Shropshire Council Conservation Officer, added that the project was almost there.

S48/10 THE LINNEY CONSULTATION

The Town Clerk informed Members that the consultation was going well and that a more detailed update would be present by Chris Bayliss, Special Projects Officer to Council.

S49/10 WHEELER ROAD COMMUNITY PROJECT

The Town Clerk introduced this item and commented that the proposed new building would be larger than the current and would include a car park which could then be used as a "kick about" area when the building was not in use.

Colin Richards, Shropshire Council Conservation Officer, added that it was clear that the current building was beyond repair and that though there was a current planning permission in force on the site for a building to be used by the boxing club, scouts and guides, there was no interest from the scouts or guides to relocate to Wheeler Road. He suggested that the boxing club should look into external funding for the new building as it was such a valued resource to the community.

The Chairman commented that some residents did find the noise from the club a nuisance. The Conservation Officer replied that sound proofing could be installed throughout the new building and that it would also improve the energy efficiency of the building.

The Town Clerk informed Members that if Ludlow Town Council applied for the planning permission, as a local authority, it would be half price.

RECOMMENDED (unanimous)

That the Council apply to Shropshire Council on the Boxing Club's behalf for Planning Permission and Building Regulations Consent and pay the Planning Permission fee of £502.50 and any charges applicable for Building Regulations Consent.

S50/10 AMENITY AREAS

Ball Games Locations

The Chairman invited Colin Sheward, Ludlow in Bloom to explain the issue. Colin Sheward explained to Members that throughout Ludlow there are many areas that are designated "No Ball Games" but none that specify "Ball Games Allowed".

Councillor Davies stated that this was an old issue and that the "No Ball Games" signs were put up following petitions from residents and that it would always be a contentious matter. He also added that he had lobbied South Shropshire Housing Association for play areas without success.

The Chairman commented that he believed that there was already sufficient provision of play areas already in the town and that creating further could cause antisocial and noise issues.

Colin Sheward explained that he was not requesting any equipment merely a sign designating "Ball Games Allowed". He suggested the use of car parks after 6pm. The Town Clerk reminded the Committee that the Town Council only owned the Linney Car Park and that all other Ludlow car parks were owned by Shropshire Council.

Councillor Pope stated that the use of car parks would present a danger to vehicles.

RESOLVED (unanimous)

That Shropshire Council be asked to help find areas where ball games could be allowed.

S51/10 SUSPEND STANDING ORDERS

RESOLVED (unanimous)

To suspend Standing Orders and extend the meeting by thirty minutes.

Councillor McCormack left the meeting at 9.05pm.

S52/10 AMENITY AREAS

Castle Gardens Flower Beds

The Mayor suggested that the bed be laid out as the town shield and Councillor Hunt added that it was a “doable” scheme. A discussion regarding the design, colours and plants followed.

RESOLVED (7:1:1)

That the Town Shield be the design for the Castle Gardens main flower bed.

S53/10 LUDLOW IN BLOOM

Councillor Parry queried whether the flowers had been ordered. The Town Clerk reassured Members that she had spoken with the nursery and that they had plenty in stock.

Councillor Parry commented that the red flowers of the Town Council planting would stand out like a sore finger against the pink of the rest of planting. The Chairman added that he thought the lavender would be a disaster as it was too pale.

RESOLVED (Unanimous)

That the Town Council synchronise with Ludlow in Bloom colours, with an emphasis on blue (Ludlow Town colours), taking into account plants available.

S54/10 POLICE CAMERAS

Inspector Mckail informed Members that Ludlow had a very good, clear CCTV system but that it was not being used in the best way as they were not viewed in live time at Ludlow Police Station, it was only recorded for later viewing once an incident was reported. The proposal was to link the Ludlow CCTV cameras to the manned station in Shrewsbury, all equipment would remain in Ludlow but the images would be viewed in live time in Shrewsbury so Ludlow Police could be alerted immediately of an incident which could then be monitored or attended to straightaway from Ludlow.

Councillor Parry added that she had been to the monitoring station in Shrewsbury that the images were very detailed.

RECOMMENDED (Unanimous)

That the linking of Ludlow CCTV cameras to the station in Shrewsbury be approved.

S55/10 EXCLUSION OF THE PUBLIC AND PRESS

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 9.25pm.

Chairman

Date

N.B. Confidential Minutes will be issued.