

# MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 16<sup>th</sup> OCTOBER 2017** at **7.00PM**.

## **S/53      PRESENT**

Chairman:                      Councillor M Clarke

Councillors:                  Cobley, Garner, Gill, Ginger, Jones, Lyle, Parry, Perks and Smithers.

Officers:                        Gina Wilding, Town Clerk  
                                       Sean Turgoose, DLF & Market Supervisor  
                                       Sarah Smith, Finance Officer  
                                       Anthony Bevington, Finance Officer

## **S/54      HEALTH & SAFETY**

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

## **S/55      APOLOGIES**

Apologies were received from Councillor Paton.

## **S/56      DECLARATIONS OF INTEREST**

### Disclosable Pecuniary Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	8	Chair of Ludlow in Bloom

### Conflicts of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Councillor Ginger	10	Shopkeeper in town centre

### Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Councillor Perks	8c	Bench Repairs
	13	Regular visitor of the Linney
	14	Part of War Memorial Committee
Councillor Lyle	14	Knows Lou Griffiths

**S/57**      **PUBLIC OPEN SESSION**

Lou Griffiths, War Memorial Committee, gave members further information regarding item 14 (Peace Memorial), informing them that 200 poppies would be hung on the tree during the month of November. She commented that there were already lights in the tree, which they would work around, and hoped that these would be lit to enhance the impact. Lou also confirmed that a cherry picker had been booked to install the poppies. She also reminded the committee that a decision is still outstanding regarding their request for planting a tree in Castle Gardens.

Councillor Perks confirmed that Shropshire Council had given the relevant permissions for the poppies to be installed.

**S/58**      **LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION**

Councillor V Parry, Ludlow South informed members that she has a meeting with the Highways Agency on the 7<sup>th</sup> November, and so asked if members had any issues they would like her to put forward that they email these to her as soon as possible.

**S/59**      **MINUTES**

**RESOLVED (Unanimous) MC/GG**

That the minutes of the Services Committee meeting held on the 4<sup>th</sup> September 2017, be approved as a correct record and signed by the Chairman.

**S/60**      **ITEMS TO ACTION**

The Chair thanked the staff for completing the items to action.

**RESOLVED (Unanimous) MC/GG**

To note the Items to Action.

**S/61**      **LUDLOW IN BLOOM**

**HEART OF ENGLAND MARKING SHEETS**

The Chair congratulated Ludlow in Bloom for achieving Gold again this year, and thanked Councillor Parry and her team for their hard work. Councillor Parry praised the hard work of all involved. She added that she would like the certificates received by Ludlow in Bloom to be displayed at the Guildhall once space allows.

**RESOLVED (Unanimous) RJ/MC**

That the marking sheets for 2017/18 be noted.

**S/62**      TOWER STREET TUBS

Councillor Lyle suggested that a notice is placed inside the drum confirming they have been recycled.

**RESOLVED (Unanimous) MC/AC**

That the idea for new planting tubs in Tower Street be noted.

**S/63**      ST JOHNS GARDEN – SCHOOL PROJECT

Members agreed that this was a good opportunity to work with the young people of Ludlow and form a partnership with local schools. Councillor Parry stated that 5 schools have been approached, the majority of whom have expressed interest in the idea, and would be happy to design the planting providing that the beds are composted.

Ludlow in Bloom will shortly be making an application for grant funding of £500 from Veolia, which, if received, will cover the majority of costs for the project. Ludlow in Bloom also have volunteers to grow some of the plants ready for the beds, and the rest will be sourced as cheaply as possible. Ludlow in Bloom will also water the plants and clear the beds at the end of the season.

Members requested that Perenials are included in the planting scheme to avoid the need to entirely replant each year, to which Councillor Parry confirmed that a mix of both annuals and perenials will be used.

The Direct Labour Supervisor added that it had previously been agreed that the Council would work towards using perennial plants in order to reduce costs and maintenance.

The Chair agreed that working with young children was a positive movement, and added that he would like to see wildflowers used where possible.

**RESOLVED (Unanimous) MC/GP**

That the initial request from Ludlow in Bloom be noted.

**S/64**      **RESOLVED (Unanimous) MC/DL**

That Ludlow in Bloom are asked to formulate a detailed written plan which is brought forward to the next Services meeting.

**S/65**      **BUDGET RECOMMENDATIONS**

Members agreed that it would be prudent to evaluate the usage of banners and benches, along with the current cost to implement the services.

Councillor Perks also added that a survey of current benches and potential capacity for new benches might be useful, and put himself forward to provide a report on this.

Councillor Gill left the meeting at 7.38pm

**BENCH FEES**

**RESOLVED (Unanimous) MC/GP**

That:-

- i) A decision regarding Bench fees is deferred until the next Services meeting, when current costings for buying and installing benches, along with any increases, and details of income during the last 12 months are brought to members,
- ii) Councillor Perks puts forward a proposal for a report regarding a bench survey to the next meeting.

**S/66**      **BANNER FEES**

**RESOLVED (Unanimous) MC/GG**

That a decision regarding Banner fees is deferred until the next Services meeting, when current costings for installing banners (such as staff time and cherry picker costs), and details of income during the last 12 months are brought to members.

**ROOM HIRE**

**S/67**      **RECOMMENDED (Unanimous) MC/AC**

That Room Hire charges remain unchanged for 2018/19.

**COPIER CHARGES**

**S/68**      **RECOMMENDED (Unanimous) MC/JS**

That Copier charges remain unchanged for 2018/19.

Councillor Gill re-entered the meeting at 7.42pm

**S/69**      **STREET TRADING**

Councillor Gill felt that he would rather see an increased usage of the pitches than increase the price and potentially discourage new trade, especially given the decrease in footfall the town has seen in recent weeks.

The Chair agreed, adding that the Bull Ring pitch seems underused, and perhaps a decrease in price might increase usage.

Councillor Perks stated that he felt it was a useful exercise to be reviewing the usages of the pitches.

Councillor Ginger sympathised with traders regarding poor trade in recent weeks, however felt that shop owners were in a similar position, however have had to absorb a sharp increase in business rates on top of this.

Councillor Ginger left the meeting at 7.50pm

Members agreed that the High Street pitch was working well, but reducing the price of underused street trading pitches might encourage them to be utilised more often, and therefore generate a higher income overall.

**RECOMMENDED (unanimous) MC/TG**

That the Bull Ring Street Trading pitch is reduced for 2018/19 from its current fee of £15 per normal trading day, to £10 per normal trading day, with the fee for trading on a festival day remaining the same (£30).

**S/70**      **RECOMMENDED (unanimous) MC/RJ**

That the current fees of £18 per normal trading day/£35 per festival trading day for the High Street Trading pitch remain the same for 2018/19.

**S/71**      **RESOLVED (unanimous) MC/RJ**

That the current fees and usage for the Tower Street pitch is brought to the next Services Committee meeting for review.

Councillor Ginger re-entered the meeting at 8.01pm

**S/72**      **BUTTERCROSS LOAN AGREEMENT**

Members discussed the content of an email received from Shropshire Council's Team Leader of Collections and Curatorial Services, which states:

*“In the event of loss or damage of the item/s the borrower must meet the associated costs. The borrower should either cover the liability by purchasing commercial insurance or should provide Shropshire Council with an assurance that it can meet the its liability from existing resources. The procurement of a valuation will be the responsibility of Shropshire Council, Shropshire Museums.”*

**RESOLVED (Unanimous) GP/JS**

That:-

- i) The Loan Agreement be noted,
- ii) The Town Clerk requests a valuation from Shropshire Council, and then seeks a quotation to cover liability on this basis from our insurers.

**S/73 WHEELER ROAD**

**RESOLVED (unanimous) RJ/MC**

That:-

- i) The installation of a litter bin is approved,
- ii) Shropshire Council are informed of the additional bin.

**S/74 LINNEY RIVERSIDE PARK BOATING**

The Chair suggested that a robust business package is put together, including potentials of income, which could then be leased to an interested party to manage.

Councillor Perks added that this would be a good opportunity for consultation and engagement with other community groups, such as Friends of the Linney and Ludlow Liesure Centre.

Councillor Garner agreed that development of the Linney was a good idea, and added that if the area is to be better utilised, current facilities such as the toilets should be improved. This could be achieved through grant funding.

Members discussed the option of allowing people to tender their business plans, as opposed to creating a business model to be leased.

**RESOLVED (unanimous) GP/TG**

That:-

- i) The Town Clerk approach the Earl of Plymouth estates to establish their view on the entry point of the water being sublet for business use
- ii) Teme Leisure Centre and Friends of the Linney are approached regarding their thoughts on the use of the boats and other options
- iii) To establish a compitant maintenance company to assess the condition of the current stock of boats
- iv) Options are investigated for a possible kiosk/consession stand
- v) To sought quotations to assess the Electricity supply to the area.

**S/75**     **PEACE MEMORIAL**

**RESOLVED (Unanimous) RJ/GG**

To approve the request from the War Memorial Committee to install poppies in the holly tree on the Peace Memorial Square.

The meeting closed at 8.45pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. No Closed Session Minutes will be issued.