



SERVICES COMMITTEE

Minutes of the Services Committee meeting held at Bishop Mascall Centre, Ludlow, on Monday 17th November 2008 at 7.00 pm.

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

IN ATTENDANCE: Councillor Taylor-Smith

OFFICERS PRESENT: Linda A Thomas, Town Clerk, Hannah Coleman, Assistant Clerk and Dick Harpur, Community Services Officer

S77/08 APOLOGIES FOR ABSENCE – There were no apologies for absence received.

S78/08 PERSONAL AND PREJUDICIAL INTERESTS – The following declarations of interest were made:

Agenda No.	Councillor's Name	Personal	Prejudicial	Reason
7. d) & e)	J. Smithers	✓		Chairman of Ludlow in Bloom

S79/08 PUBLIC OPEN SESSION – There were 3 members of the public present.

Rosanna Taylor-Smith, Mill Street, informed the Committee that Pride of Place carried out a litter-pick on the last Saturday in every month. She requested confirmation that four lockable Biffa bins for the market waste would remain.

Mr Nicholls, Ludlow resident, presented the Committee with a paper detailing his professional opinion as a forester on the future of the hornbeam trees in the Garden of Rest. The trees were perfectly healthy but their situation was not appropriate due to their proximity to the Town Wall. He considered that the roots would penetrate into the wall and absorb the lime. Further damage would be caused by ground pressure and the large canopies above. He suggested that the trees should be removed before the Town Wall crumbles and costs the people of Ludlow.

Peter Norman, Lower Ledwyche, the Town Council Tree Warden, requested a copy of the paper by Mr Nicholls.

S80/08 MINUTES – It was **RESOLVED** that the minutes of the Services Committee held on 13th October 2008 be accepted as a correct record.

S81/08 ITEMS TO ACTION UPDATE – The update was **NOTED**.



S82/08 LUDLOW MARKET

- a) **Performance Report** – The report was tabled. It was **RESOLVED** that a comprehensive report should be presented to illustrate the actual costs of the market to include staff time and projections for accurate budget preparations.
- b) **Cardboard Recycling** – The previous minutes of the meeting of the Cardboard Recycling Group held on 23rd April 2008 where it was agreed that the Town Council should support, but not necessarily operate/manage the scheme were **NOTED**. It was **RESOLVED** that cardboard recycling should be considered as part of the overall waste management in the Operation of the Market Review.
- c) **Market Mobile Units** – It was **RESOLVED** that funding for the improved appearance of the mobile units would be considered as part of the Operations of the Market Review. It was further **AGREED** that the issues of parking on the Market should also be considered as part of the Review.

S83/08 AMENITIES

- a) **Amenity Area & Property Report** – The report was **NOTED**. It was **RESOLVED** to advertise the post to lock and unlock the Cemetery gates at weekends and on summer evenings. It was further **RESOLVED** to adopt the following Priority List from the items highlighted in the report:

Priority Item	Priority
Castle Gardens Repair works to sections of the roadside wall and chain-link fencing	A
Henley Road Cemetery Carry out drainage works in Plots F & L Move the tap in the car park to the edge of the grassed area	A A
Fishmore View Fence off the uneven and potentially hazardous concrete slab used as a basketball practice area with hoop Remove or repair the concrete slab	A B
Cemetery Chapel Paint the outside of the Chapel Fit a door to the outer entrance of the porch	A B
Cemetery Toilets Refurbish the toilets	B
Linney Riverside Park Replace the boating jetty before the start of the 2009 season if it is intended to operate the boats Resurface the car park if it is intended to make space available for visitors Refurbish the children's play area Refurbish toilets if it is intended to provide this facility	B B C C
Wheeler Road Build the pathway to and landscape the surrounding area of the skate park	C



b) **DLF Activity Report** – The report of the Community Services Officer was **NOTED**. It was **RESOLVED** to construct a document to illustrate the overall operation of the Direct Labour Force and associated staff costs for running the Town Council services in order to prepare a comparison with potential costs of contractors and other external works.

It was **AGREED** to bring forward Item 11. b) Town Walls Trust.

S84/08 REPORTS FROM OUTSIDE ORGANISATIONS

b) **Town Walls Trust** – Councillor Kidd reported that he had resigned from the Trust. He announced that there was an Open Session scheduled to take place in St John's Gardens on Tuesday 18th November 2008 from 12.00 to 2.00pm.

Councillor Kidd left the meeting at 8.38pm.

S85/08 AMENITIES

It was **RESOLVED** to suspend Standing Orders in order to allow Peter Norman, designated Tree Warden for the Town Council, to speak to the Committee.

c) **Garden of Rest** – Mr Norman presented his verbal report on the hornbeam trees. He was trained in arboriculture and studied growing trees in context of the surrounding landscape and amenities.

He provided a brief history of the hornbeams in the Garden of Rest and works that had been carried out. He stated that in his professional opinion the trees should continue to be maintained and only carry out urgent works if dangerous. He suggested that a survey was carried out and actioned every two years.

It was **RESOLVED** to re-instate Standing Orders.

It was **RESOLVED** to suspend Standing Orders and extend the meeting for a further 30 minutes.

d) **Flower Beds** – It was **RESOLVED** that the flower beds should be built up with top soil and manure before planting was completed by the third week of May 2009.

e) **Ludlow in Bloom** – The reports of the meeting held on 4th November 2008 was **RECEIVED**. Councillor Smithers provided a verbal report.

f) **Castle Gardens** – The letter received from Beth Heath, Ludlow Food Festival was **NOTED**. It was **AGREED** that the use of Castle Gardens should be placed on the next Services Committee agenda.

S86/08 CEMETERY

a) **Composting** – It was **RESOLVED** to purchase 24 sleepers to build a compost compound in the car park.



S87/08 TERMS OF REFERENCE – It was **RESOLVED** to recommend the adoption of the Terms of Reference to the Policy & Finance Committee, subject to the amendment.

S88/08 CODER ROAD – The report was tabled. It was **RESOLVED** to create an inventory of all the contents and historical documentation held in the storage unit.

S89/08 REPORTS FROM OUTSIDE ORGANISATIONS

- a) **Friends of Whitcliffe Common** – There was no report available.
- b) **Town Walls Trust** – A report had previously been received.
- c) **Pride of Place** – There was no report available.

The meeting closed at 9.36pm.

Chairman

Date