



SERVICES COMMITTEE

Minutes of the Services Committee meeting held at Bishop Mascall Centre, Ludlow, on Monday 22nd September 2008 at 7.00 pm.

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

IN ATTENDANCE: Councillors Aitken and Davies

OFFICERS PRESENT: Hannah Coleman, Assistant Clerk

S56/08 APOLOGIES FOR ABSENCE – There were no apologies for absence received.

S57/08 PERSONAL AND PREJUDICIAL INTERESTS – The following declarations of interest were made:

Agenda No.	Councillor's Name	Personal	Prejudicial	Reason
12 a)	M. Bradley		✓	Relation to the enquirer
6 c)	G. Kidd		✓	Trustee of the Food & Drink Festival
7 f)	A. Pope	✓		Sponsor of the planting
12 a)	A. Pope	✓		Friend of the family
7 f)	J. Smithers	✓		Chairman of Ludlow in Bloom
7 i)	J. Smithers	✓		Chairman of Ludlow in Bloom

S58/08 PUBLIC OPEN SESSION – There was 1 member of the public present.

Councillor Rosanna Taylor-Smith, Mill Street, thanked members of the Council, Staff and the Direct Labour Force for their support and help with Ludlow in Bloom this year and reported that a Silver Gilt had been awarded. She also informed the Committee that the next Pride of Place meeting was scheduled for Wednesday 24th September at 5.00pm in the Buttercross.

S59/08 MINUTES – It was **RESOLVED** that the minutes of the Services Committee meeting held on 14th July 2008 be accepted as a correct record.

S60/08 ITEMS TO ACTION UPDATE – The update was **NOTED**. It was **AGREED** that an update on the Cemetery toilets and chapel porch, and other outstanding items, should be provided on each agenda.

S61/08 LUDLOW MARKET

a) **Performance Report** – It was **NOTED** that a report was currently unavailable.

b) **Market Square Enhancement** – A verbal update was **RECEIVED**. A decision on the funding application to AWM should be received by mid-October.



Councillor Kidd declared a prejudicial interest in the following item and left the room.

c) **Events Square** – It was **NOTED** that the licensing arrangements for the Events Square ceased in January 2008. The Town Clerk was in contact with the Licensing Officer to discuss the implications.

It was **AGREED** that introducing charges for the use of the Events Square should be considered and that the matter should be further discussed at Council.

Councillor Kidd returned to the room.

d) **Markets Sub-Committee** – The minutes of the meeting held on 6th August 2008 were **RECEIVED**. It was **RESOLVED** to:

- Recommend to Policy & Finance that the Council should assist in producing an updated leaflet to promote the market in the 2009/10 budget preparation
- Recommend to Policy & Finance that the costs of setting up a notice advertising the market at the Park & Ride site should be investigated as part of the budget preparation
- Consider the promotion of the Market as part of the Operation of the Markets Review

e) **Trading on Non-Market Days** – It was **AGREED** to suspend all casual trading that takes place on the Square on Tuesdays and Thursdays when there was no official market and to consider the matter as part of the Operation of the Markets Review.

f) **1100 litre Biffa Containers** – It was **NOTED** that two additional Biffa bins had been hired, making a total of six bins, at a cost of 10p per bin per day. It was **RESOLVED** that the issues of waste collection should be thoroughly investigated as part of the Operation of the Markets Review.

g) **Market Management and Litter Control** – It was **RESOLVED** to support the issuing of fines to people who drop litter with the aid of the town centre CCTV system. Members were reminded that they could arrange to view the CCTV equipment at Ludlow Police Station.

h) **Cardboard Recycling** – There was no update available.

S62/08 AMENITIES

a) **Amenity Area & Property Report** – The report of the Community Services Officer was **NOTED**.

b) **Members Survey Forms** – The report from July to September 2008 was **NOTED**. It was **RESOLVED** to suspend the Survey Forms until clarification had been obtained on the appropriateness of Councillors inspecting Council property.

c) **Wheeler Road Scout Building** – It was **RESOLVED** to write a letter of support from the Town Council to assist in the funding application for the new building.



d) **Wheeler Road Toilets** – It was **RESOLVED** to investigate the costs of providing toilet facilities and to consider as part of the budget process. It was further **RESOLVED** to investigate the Health & Safety implications of not providing facilities.

e) **Linney Riverside Park** – It was **RESOLVED** to thank Daphne Phillips for her letter but that due to the flooding issues no works were scheduled.

Councillor Pope declared a prejudicial interest in the following item and left the room.

f) **Winter Planting** – It was **RESOLVED** to warmly thank Councillor Pope for her efforts in Castle Gardens and accept her offer to sponsor the planting of 700 plants in the flowerbed by the canon.

Councillor Pope returned to the room.

g) **Ludlow Town Wall** – Councillor Kidd provided a brief verbal report on the request of the Ludlow Town Walls Trust to erect an interpretation board in St Johns Gardens. It was **RESOLVED** to grant permission.

h) **Allotments** – One suggestion had been made on a potential new site and it would be investigated. It was **AGREED** to suggest that the Allotment Association consider the sharing of plots.

i) **Ludlow in Bloom** – The report of the meeting held on 3rd July 2008 was **RECEIVED**. Councillor Smithers reiterated his thanks as the Chairman of Ludlow in Bloom.

S63/08 CEMETERY

a) **Rules and Regulations** – The Cemetery Rules and Regulations, as amended from the recommendations made at the last Committee meeting, were **ADOPTED**.

b) **Cemetery Drainage** – It was **RESOLVED** not to commission Enviro Consulting Ltd at a cost of £500, but that a third company should be approached to report on the drainage issues in the Cemetery.

c) **Catholic Plots H & I** – It was **RESOLVED** that part of the Catholic Plots could be used for the burials of other denominations.

d) **Muslim Burial Area** – It was **RESOLVED** to defer a decision on whether an area within the new proposed development at Henley Road or on the existing site should be set aside as a Muslim Burial site until further information had been obtained on whether the facility would be solely for the towns of Ludlow and Craven Arms, or made available to a wider area.

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



e) **Memorial Benches** – It was **RESOLVED** to grant permission to two local residents to install one memorial bench in the Babies Memorial Area and one adjacent to the Cremated Remains Area.

S64/08 THE DEPOT IN HENLEY ROAD

a) **Security Fence** – It was **RESOLVED** to reject the proposal to install a perimeter fence around the Depot compound and to make no recommendation to Policy & Finance.

b) **Fuel Tank** – It was **RESOLVED** to reject the proposal to install a Bunded Metal Fuel Tank at the Depot and to make no recommendation to Policy & Finance.

S65/08 REPORTS FROM OUTSIDE ORGANISATIONS

a) **Friends of Whitcliffe Common** – Councillor Kidd reported that the river bank works had been completed.

b) **Town Walls Trust** – Councillor Kidd provided a brief report.

c) **Pride of Place** – There was no report available.

S66/08 EXCLUSION OF PRESS AND PUBLIC – It was **RESOLVED** that, in the view of the confidential nature of the business to be transacted, the press and public be excluded for the remainder of the meeting.

Chairman

Date

S67/08

CONFIDENTIAL ITEMS

a) Alleged Damage to Cemetery Headstone – It was **RESOLVED** to refer the matter to Full Council for consideration.

b) Cemetery Gates – It was **NOTED** that Mr Wontnor no longer wished to continue his duties in the Cemetery. It was **AGREED** that a press release should be circulated to ask for a volunteer to lock and unlock the four gates and the toilets in the Cemetery, and to accept the offer of Councillor Hunt to approach suitable people in the locality.

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

c) Priorities of Ground Work – Committee were informed that they have the power to make recommendations and highlight priorities, but scheduling the work and forming the priority lists was the role of the Council Officers.

It was **RESOLVED** that the Committee should be issued with a detailed Terms of Reference to clarify what power they had.

d) Additional Work Specifications – Concern was raised that members of staff were not given specifications for new work.

It was **RESOLVED** that a Staffing Sub-Committee meeting should be convened to discuss the issues of staff roles.

The meeting closed at 10.00pm.

Chairman

Date