



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **MONDAY 25th OCTOBER 2010** at **7.00PM**

S/46 **PRESENT**

Chairman: Councillor Parry

Vice Chairman: Councillor Hunt

Councillors: Glaze; Jackson; Newbold; Pope;

Officers: Veronica Calderbank, Town Clerk;
Lucy Morgan, Secretary

S/47 **APOLOGIES**

Apologies were received from Councillor Smithers.

S/48 **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 the following interests:

Personal

<u>Member</u>	<u>Item</u>
Cllr Parry	6. Ludlow in Bloom

Prejudicial

<u>Member</u>	<u>Item</u>
Cllr Pope	19. A-Boards

S/49 **PUBLIC OPEN SESSION**

There was one member of the public present at the meeting.

The Chairman requested that Colin Sheward, Ludlow in Bloom, be allowed to speak later in the meeting prior to the Committee moving into

closed session, to advise Members further on the Ludlow in Bloom item to be discussed.

S/50 **MINUTES**

The Committee discussed the minutes of the previous meeting and Councillor Jackson queried minute S/34 as to whether the Grow, Cook, Share scheme was coming to an end. The Town Clerk stated that she believed the scheme was only just starting out but that she would check.

The Chairman enquired whether minute S/39 regarding the safe storage of meat on the market had been investigated. The Town Clerk informed the Committee that Shropshire Council's Food Safety Department was investigating this matter and she would report their findings to Services Committee once received.

RESOLVED (unanimous)

That the Minutes of the Services Committee meeting held on the 6th September 2010, be approved as a correct record and signed by the Chairman.

S/51 **PROJECT UPDATES**

a) The Buttercross Phase II Works

The Town Clerk explained to the Committee that the Phase II works were nearly complete apart from the works to the clock. Cracks in the clock glass were becoming more visible and identified by a specialist as a health and safety risk, therefore English Heritage do not oppose the works as they had done previously.

b) Linney Riverside Park

The Town Clerk emphasised to Members the benefits of receiving Section 106 monies instead of a Playbuilder grant, as the Council can now build a play area to the town's specifications not confined to Playbuilder criteria and small amendments could be made to the works. She stated that a ten week window was needed to complete the erosion and play area works therefore due to the autumn salmon run, works had been postponed to early next year but that this would save money as it allowed the use of the heavy machinery needed on both projects at the same time.

c) Wheeler Road Community Project

The Town Clerk reported that she and the boxing club were in the process of bidding for extra monies for the new hut and that an application had been submitted to the Local Joint Committee. Once

the outcome to these bids was known the structure can be decided upon.

The Town Clerk added that the Cemetery toilet works had been postponed as they required Building Regulations consent, but that this would be received shortly.

The Chairman stated that she had recently been to visit the Cemetery and it was beautiful.

RESOLVED (unanimous)

That the Committee's thanks be expressed to the Town Council's workforce for their work at the Cemetery.

S/52 ROTARY PURPLE CAMPAIGN

The Town Clerk advised the Committee that the crocus bulbs had been planted around the outside of the main bed in Castle Gardens and that the daffodils and winter pansies had been planted in the middle of the bed and also a few around town to provide some winter colour.

She informed Members that Shropshire Council will be paying for and planting out the Smithfield Car Park bed in future but they would like the Town Council to decide on the plants to tie in with the rest of Ludlow. Shropshire Council were looking to plant some shrubs in the bed to minimise maintenance. Councillor Pope expressed her concerns over the size of the shrubs in case they get overgrown and obscure visibility. The Town Clerk reassured Members they she would suggest small shrubs.

S/53 PROPOGATION OF PLANTS FOR 2010/2011 PARTNERSHIP WORKING

The Town Clerk informed Members that the decision to plant winter bedding came too late to source plants from Shrewsbury Town Council, they have however quoted for next years summer planting. 2000 plants have been ordered from Shrewsbury Town Council but the others will be purchased from local traders/nurseries who are able to provide much cheaper plants.

The Town Clerk assured Members that she was striving to develop partnership working with other local Council and organisations but that she would not allow overcharging.

S/54 POLLARDING OF LIME TREES

The Town Clerk stated that the pollarding permission from Shropshire Council had granted permission on a 'biannual' (twice a year) basis, even

though the Town Council only applied for permission once every two years ('biennial'), it is thought that this is an error.

Councillor Hunt advised that when South Shropshire District Council owned the land they pollarded annually and this did not damage the trees and made the task easier as there was less regrowth. Councillor Pope added that regular pollarding would minimise the leaf litter.

RESOLVED (unanimous)

That the Town Clerk contact Shropshire Council and clarify the permission given, requesting annual pollarding permission.

S/55 CHRISTMAS LIGHTS & PARTY WORKING GROUP

The Town Clerk informed the Committee that there would be a display of sample Christmas lights in Quality Square this Thursday evening. Following some discussion it was agreed that the lights would be left up until Friday evening, switched on between 7pm and midnight. The current plan was for coloured lights on the Christmas tree and white light on the holly bush and Corve Street.

S/56 PROPOSAL FOR THE PROVISION OF PUBLIC CONVENIENCES

The Town Clerk advised that the costings provided at the meeting were confidential and she requested that this item be considered in closed session.

RESOLVED (unanimous)

That this item be deferred to closed session.

S/57 MARKET MATTERS

a) Request to Waive Fees

The Town Clerk explained to the Committee that the weather on the 1st October 2010 had been very poor and that when the rent collection was made, many of the traders had already left. The traders who remained and paid for the day feel that this is unfair.

Councillor Newbold stated that he understood the Market Manager had the right to cancel three markets each year without Committee authority. The Chairman disagreed stating that the decision should be made by Services Committee.

Councillor Pope pointed out Section 101.

The Town Clerk advised that there will be more inclement weather this year and a policy needed to be established for these days and she thanked Councillor Newbold for advising her of this existing rule.

RECOMMENDED (unanimous)

That:-

- i. traders be charged half rent for the 1st October 2010.
- ii. a report be presented to Policy and Finance to agree an Inclement Weather Policy.

S/58 b) Request for Charity Stall

The Town Clerk informed the Committee that the current policy was to only allow free charity stalls when there are spare/empty stalls available. The Air Ambulance has applied for a stall but unfortunately there are none spare, she asked whether Members wished to make an exception in this case.

The Chairman supported the policy if there were free stalls but that the charity had no right to stipulate which stall. Councillor Pope added that the Council had an obligation to the tax payer to raise money from the market and considering the Council held a Charity Market each year we could not justify losing revenue by removing a paying trader to provide a stall for a charity.

RESOLVED (5:0:1)

That the Council does not make an exception to the Charity Stall Policy.

S/59 UPDATE ON CARDBOARD RECYCLING

The Town Clerk gave an update. She stated that Shropshire Council had requested a business plan, but that she was unable to provide this as the information sought was business sensitive. She continued to encourage this as a future project as it was revenue generating (at least £20 a ton) and would create employment opportunities.

RECOMMENDED (unanimous)

That a report on cardboard recycling be presented to Policy and Finance Committee.

S/60 FOOD WASTE

The Town Clerk advised the Committee that that there had been a recent public meeting regarding the separate food waste collections and having the matter explained in full members of the public present concluded that it

was not a viable scheme. There were comments that the consultation was inadequate.

The Chairman advised that she had attended the meeting and was shocked by the advice to put food waste in residual/ back bin bags given in reply to concerns about green bins only being collected every two weeks.

S/61 **CEMETERY ISSUES**

a) Restriction of Access to the Cemetery Car Park

Councillor Jackson commented that any height restriction bar needed to be able to open to allow access for alternative funeral transport. The Town Clerk confirmed that this had been taken into account when requesting quotes as access is required regularly to remove/deliver the cemetery skip.

Councillor Pope suggested that the proposal be priced up and budgeted for in the next financial year.

RESOLVED (unanimous)

That:-

- i. a height restriction bar be costed and provision be made in the budget for the next financial year.
- ii. discretion be given to the Town Clerk as to the most appropriate bar and to advise Services Committee.

S/62 **b) Commendation Letter**

RESOLVED (unanimous)

That the letter of commendation for the Cemetery be noted and the staff thanked for their hard work within the cemetery.

S/63 **MAYFAIR**

The Town Clerk stated that the issue of Goldfish as prizes at the Mayfair had been raised at both the Annual Council and the Mayfair Safety Advisory Group. The Mayfair contract prohibited the use of animals as prizes and following some investigation it was confirmed that a goldfish as a vertebrate is an animal and the Mayfair operator has agreed that from now on Goldfish would not be offered as prizes. The complainant had written a letter of appreciation which was noted.

S/64 **MAYORS BOARD**

The Town Clerk updated Members on this matter. She pointed out that the coat of arms on the board were Ludlow's and that she was attempting to establish why the Rural District Council's details and their staff and County Council staff had been added to the board. She confirmed that she would continue her investigations and report back when she had more information.

Council Glaze queried if and when past Mayor's and Mayoress' badges would be provided. The Town Clerk stated that a report to Policy and Finance was required as current quotes suggest the badges could cost in the region of £200 each for gold on silver.

RECOMMENDED (unanimous)

That a report be sent to Policy and Finance Committee with regard to the provision of past Mayor and Mayoress badges and the developments on the Mayors' Boards.

S/65 **CHANGE TO ORDER OF BUSINESS**

RESOLVED (unanimous)

That the non-confidential aspects of the item with regard to Ludlow in Bloom be discussed in open session to allow Members of the public to make their comments to the Committee.

S/66 **LUDLOW IN BLOOM**

Colin Sheward, of Ludlow in Bloom, reassured the Committee that Ludlow in Bloom was not collapsing and that the organisation was merely considering a 'what if' situation as some funding bodies required this. He request that Ludlow Town Council act as a residuary body in the event that Ludlow in Bloom did cease.

The Chairman emphasised the number of planting tubs Ludlow in Bloom had around Ludlow and the health and safety implications if these were abandoned.

Colin Sheward assured the Committee that prior to ceasing Ludlow in Bloom would ensure that all debts were settled and that the planting tubs were in a good state of repair at the time of transfer to the Town Council.

Councillor Jackson passed on her thanks to Ludlow in Bloom for all their hard work this year.

S/67 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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 8.40pm.

Chairman

Date

N.B. Confidential Minutes will be issued.