

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 4th SEPTEMBER 2017** at **7.00PM**.

S/32 PRESENT

Chairman: Councillor M Clarke

Councillors: Garner, Ginger, Parry, Perks and Smithers.

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

S/33 HEALTH & SAFETY

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

S/34 APOLOGIES

Apologies were received from Councillors Cobley, Jones, Lyle, and Paton.

S/35 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
None.		

Conflicts of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry		Chair of Ludlow in Bloom
	14	Member of Access Group
Councillor Ginger	12	Shopkeeper in town centre

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Councillor Perks	13	Bench Repair

S/36 PUBLIC OPEN SESSION

No members of the public were present

S/37 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

Councillor V Parry, Ludlow South informed members that Shropshire Council's Environment Committee has been renamed as the Community Overview Committee. She went on to update members on the meeting that the Community Overview Committee had had with the Police Crime Commissioner regarding fire services and had not supported the proposal.

Lastly, regarding agenda item 8 (Linney Jetty repairs), Councillor Parry stated that she had been approached by a resident regarding the possibility of adding steps by the Jetty. The resident is going to detail her proposal to the Town Clerk in writing. The DLF Supervisor confirmed that there have never been steps by the jetty leading into the water.

S/38 MINUTES

RESOLVED (5:0:1) MC/GG

That the minutes of the Services Committee meeting held on the 17th July 2017, be approved as a correct record and signed by the Chairman.

S/39 ITEMS TO ACTION

The Chair thanked the staff for completing the items to action. Councillor Parry thanked Ludlow Town Council for taking on the maintenance of the Lower Corve Street bench.

RESOLVED (Unanimous) MC/GP

To note the Items to Action.

S/40 LINNEY PLAY AREA

Councillor Parry asked if the vandalism had been reported to the Bronze Tasking Group, to which the DLF Supervisor replied that the damage had been reported to the police who are aware of the ongoing problems in the area.

Councillor Perks asked whether the Friends of the Linney Riverside Park group were still actively fundraising, to which the Town Clerk responded that although the group were still active, no fundraising activities have been undertaken on the park recently.

Councillor Garner added that European funding may be available for improving community spaces such as the Linney.

Members agreed that the Linney Playground was well used. The Chair informed the Committee that leisure activities such as boating would be discussed at a future meeting.

RESOLVED (Unanimous) MC/GG

That the update be noted.

S/41 HENLEY ROAD CEMETERY

RESOLVED (Unanimous) GG/VP

That:-

- i) Allocation of new graves and burials is approved in section L, and
- ii) The DLF Supervisor and Cemetery Officer work with other cemetery staff & contractors to create a layout specification detailing the number and configuration of the new grave spaces & pathway and report back to the Services Committee.

S/42 CASTLE GARDENS

The DLF Supervisor suggested that the bulbs are planted in the grass area surrounding the Fairtrade bed, which would need approximately 3-4,000 bulbs.

RESOLVED (unanimous) MC/VP

That:-

- i) The request to plant crocus bulbs in Castle Gardens is approved, and the DLF Supervisor liaise with the Ludlow Rotary to facilitate this. The bulbs are planted in the grass area surrounding the Fairtrade bed, which would need approximately 3-4,000 bulbs
- ii) The request from the local resident to plant a Paeonia Ludloii is approved, and the DLF Supervisor advises the resident that a small plant would be required to comply with Historic England restrictions and planting would be undertaken by the DLF.

S/43 WHEELER ROAD RECREATION AREA

RESOLVED (Unanimous) MC/GG

That the contact number for Ludlow Town Council is updated on the play area noticeboard.

S/44 **BUDGET RECOMMENDATIONS**

Councillor Ginger left the meeting at 7.43pm

MARKET FEES

RECOMMENDED (3:2:0) MC/GP

That Market Fees are increased by 3% in line with inflation.

S/45 **STREET TRADING**

RECOMMENDED (4:1:0) MC/GP

That:-

- i) Castle Street and Tower Street trading pitch fees increase by 3% in line with inflation, and
- ii) The Bullring pitch and the High Street pitch are reviewed separately at the next Services meeting to establish if the pitch rate adequately reflects the location and trading potential of the pitches.

Councillor Clarke left the meeting at 8.02pm

Councillor Ginger returned to the meeting at 8.02pm

Councillor Clarke returned to the meeting at 8.05pm

S/46 **CEMETERY FEES**

RECOMMENDED (Unanimous) MC/GP

To increase Cemetery Fees by 5%. The increase includes a 3% inflation rise and also a further 2% to assist with the costs of future development of the site.

S/47 **CALENDAR OF EVENTS**

RECOMMENDED (Unanimous) MC/GG

That the fees for the Calendar of Events 2018 remain unchanged.

S/48 **BENCH UPDATE**

Councillor Parry thanked Councillor Perks to his works on the benches.

The DLF Supervisor concurred, adding that the working relationship between the Direct Labour Force and Councillor Perks to maintain the town benches was a successful partnership.

RESOLVED (Unanimous) MC/VP

That the update be noted.

S/49 **LUDLOW MUSEUM AT THE BUTTERCROSS**

SUPPORT MEETING NOTES

As Ludlow Town Councils representative for the Friends of Ludlow Museum, Councillor Parry asked if she could be informed of meeting dates, where possible, so she can attend.

RESOLVED (Unanimous) MC/JS

To note the meeting between the Town Clerk and Shropshire Council's Lead Museum Officer.

S/50 **LOAN AGREEMENT**

RESOLVED (Unanimous) MC/GP

That the Loan Agreement be made available for next Services meeting.

S/51 **FORWARD PLAN 2017/18 & DRAFT PLAN 2018/19**

RESOLVED (Unanimous) GG/MC

That:

- i) The Forward Plan for 2017/18 and draft Forward Plan for 2018/19 be adopted as a forecast of Shropshire Council funding for the Arts Council accreditation process, and
- ii) An updated financial plan and marketing strategy identifying possible income streams are brought to a future meeting.

S/52 **ACCESS POLICY STATEMENT**

RESOLVED (Unanimous) MC/GP

To adopt the Access Policy Statement

The meeting closed at 8.50pm

Chairman

Date

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