



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **MONDAY 6th SEPTEMBER 2010** at **7.00PM**

S/25 PRESENT

Chairman: Councillor Parry

Vice Chairman: Councillor Hunt

Councillors: Callender; Glaze; Jackson; Newbold; Pope;

In Attendance: Councillor Davies
Hannah Costigan (Shropshire Star Reporter)

Officers: Veronica Calderbank, Town Clerk;
Naomi Brotherton, Administration Assistant

S/26 APOLOGIES

Apologies were received from Councillor Pound and Kate Adams, Shropshire Council.

S/27 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/28 PUBLIC OPEN SESSION

There were questions from the member of the press in attendance.

S/29 MINUTES

RESOLVED (unanimous)

That the Minutes of the Services Committee meeting held on the 5th July 2010, subject to the amendment of the word 'snow' being put in front of the word 'ploughed' in the bullet points at minute S/15, be approved as a correct record and signed by the Chairman.

Councillor Callender entered the room at 7.09 pm.

S/30 PROJECT UPDATES

a) The Buttercross Stage II Works

The Town Clerk updated the Committee on the work that had been completed so far. She gave a description of the cupola which had been replaced and informed the Committee that the clock had been protected. She added that the work was on schedule and was of a high standard.

Following a question from the press, the Town Clerk confirmed that the current planned work would be completed in the next four weeks. However, additional work such as painting the window frames would follow this.

b) Toilets

The Town Clerk advised the Committee that she would be meeting Steve Brown, (Shropshire Council) shortly to discuss transferring maintenance and upkeep of the toilets to the Town Council. She explained that a site visit of the toilets had been undertaken, with some of the Committee, before the meeting that evening, although two had been closed. She also advised the Committee that that she had met Mr Burgoyne who is currently selling the East Hamlet block and highlighted that there were no disabled facilities and it was partially underground.

The Chairman raised the issue of signage to closed toilets, causing complaints, and the Town Clerk stated that these signs had either been removed or covered over.

c) The Linney – negotiations with the Flood Forum informal meeting

The Town Clerk reported that she had attended an informal meeting and the issues of flooding had been discussed. She explained that

she had requested the list of flooded properties compiled by the former District Council and also the relevant files but the Unitary Council had been unable to locate them.

d) Wheeler Road Community Project

The Town Clerk informed the Committee that a grant of £30k had been awarded from Shropshire Council. A new purpose built building will replace the old Scout/Guide Hut and will provide rooms for community/youth groups and a larger room for the Boxing Club. She also confirmed that an access path and planting had been included in the specification and stated that the Town Council would oversee the spending of the grant.

e) Cemetery Digitised Plans

The Town Clerk referred to the draft digitised plans for the cemetery which had been produced in-house between the Communications Officer and secretarial staff. Following a question from the Chairman regarding specific plots she confirmed that this could be added at a later date.

S/31 LUDLOW IN BLOOM

The Chairman referred to the minutes for Ludlow in Bloom and the Town Clerk acknowledged that a member of the DLF workforce had been attending the meetings as a representative of the Town Council staff.

S/32 ROTARY PURPLE CAMPAIGN

The Town Clerk advised the Committee that she had written to the Schools to invite them to participate in the scheme but only one had replied. It had been agreed that the castle garden beds would also be used.

RESOLVED (unanimous)

That:-

- i) crocus bulbs would be planted in beds and not the grass; and
- ii) the bulbs to be moved when summer bedding plants are planted as necessary in spring and moved to a new site once repair work to the walls commenced.

S/33 PROPOGATION OF PLANTS FOR 2011

The Town Clerk introduced her report and reminded the Committee that they had had decided that winter pansies should be planted in the beds. She explained the offer for the plants to be grown by Shrewsbury Town Council (STC). She explained however, that STC were unable to provide

winter pansies in time and other options had been explored but were not as economic. Therefore she would only order a smaller amount of full grown plants for the beds this year.

The Committee discussed the relationship and history of the Ludlow in Bloom Group and financial implications should it dissolve.

A Member of the Committee made the point that if Ludlow in Bloom submitted minutes to the Town Council then Representatives on other Committees should report on their meetings also.

RESOLVED (unanimous)

That the Town Clerk investigate the financial implications and costs of Ludlow in Bloom and report back to the Services Committee;

RECOMMENDED (unanimous)

That:-

- i) a list of representatives on outside bodies should be circulated to Members again; and
- ii) these Representatives should make annual reports to Council.

S/34 GROW, COOK AND SHARE

The Town Clerk circulated a leaflet on Grow, Cook and Share. This Scheme aims to encourage people to grow their own food. This Scheme had been rejected by Allotment Holders to be included in the bid for grant funding by the Wigley Fields Allotments for a hut and toilet block. Their bid was unsuccessful. However, this Scheme was independently picking up momentum in Ludlow.

S/35 CHRISTMAS LIGHTS & PARTY WORKING GROUP

RESOLVED (unanimous)

That:-

- i) a Christmas Lights Working party to be formed with the following Councillors as members; R Jackson; J Newbold; V Parry; A Pope; and
- ii) a Christmas Party Working Group to be formed with the following Councillors as members; D Davies; M Glaze; J Newbold; V Parry; and
- iii) the Town Clerk write to Tesco and Co-op for donations for the Christmas party.

S/36 **UPDATE ON THE CLOSURE OF CODER ROAD**

The Town Clerk informed the Committee that the household recycling centre at Coder Road would not be closing, however, the adjacent Depot would be vacated by Shropshire Council shortly. She suggested that there would be the opportunity for the Town Council to use this site for recycling cardboard and had made some early enquiries.

RESOLVED (unanimous)

That the Town Clerk to report back to the Services Committee with further details on the cardboard recycling and rent implications.

S/37 **ITINERANT TRESPASSERS**

The Town Clerk outlined the problems and the legal procedures which were adhered to when the travellers settled on the cemetery car park recently. She confirmed that a pack would be put together with instructions and the required legal notices should the event occur again.

The Committee considered revisiting the issue of closing the cemetery gates and also the option of fitting a height restriction bar above the gates.

RESOLVED (unanimous)

That the Town Clerk investigate different types of height restriction bars and report back to the next Services Committee.

S/38 **HENLEY ROAD CEMETERY BENCHES**

The Town Clerk introduced the report and outlined that Graeme Perks had offered to teach someone to the repair the benches in a Community Scheme provided the Town Council pays for the materials.

There was a debate on the type and cost of the benches as well as the quantity of plaques.

RECOMMENDED (unanimous)

That:-

- i) if a bench is purchased by a member of the public, they should be charged a maintenance fee to be reviewed after five years, with the Town Council maintaining the bench.

or;

- ii) a plaque per seat be offered to purchasers e.g. providing the potential of three plaques on a three-seater bench, with the cost of the bench split between the purchasers.

S/39 MARKET UPDATE REPORT

The Town Clerk introduced the report and informed the Committee that the Market was doing well and pointed out the comparison between the old and new adverts.

There was discussion regarding whether a café should be on the market square and it was felt it was a good idea as it would generate income.

RESOLVED (unanimous)

That:-

- i) the Town Clerk report to a future Services Committee with the options for a summer café.
- ii) the Town Clerk would ask the Environmental Health Officer from Shropshire Council to visit the market and check that vacuum packed meat is stored correctly as Members had seen it in full sunlight.

S/40 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 9.07pm.

Chairman

Date

N.B. Confidential Minutes will be issued.