

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 4th FEBRUARY 2019** at **7.00PM**.

S/104 **PRESENT**

Chairman: Councillor M Clarke

Councillors: Cobley, Garner, Gill, Lyle, O' Neill, Paton, Parry, and Smithers

Officers: Gina Wilding, Town Clerk
Tony Caton, Market Officer
Sarah Smith, Committee Officer

S/105 **HEALTH & SAFETY**

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

S/106 **APOLOGIES**

Apologies were received from Councillors Ginger, Perks and Pote.

S/107 **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>
Parry	8	Ludlow in Bloom

Personal Interests

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

S/108 **PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

S/109 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

Councillor V Parry, Ludlow South updated members on a recent meeting of Shropshire Council's Communities Committee. Longden Road Cemetery in Shrewsbury is being extended to include an extra 500 spaces, which is predicted to add 10 years to the lifespan of the cemetery. There are also 2 new sites (locations to be announced at a later date), and policies for multiple faith groups are being considered for these. Councillor Parry suggested the Town Clerk could contact Mark Foxhall, Bereavement Officer at Shropshire Council for advice when the time comes to extend Henley Road Cemetery.

Councillor Parry also talked about the Place Plan, noting that Shropshire Council wishes to create a task and finish group to improve their ways of working with towns and parishes within Shropshire. SC will be looking at best practice in District Councils such as Wiltshire and Devon in relation to the 'Place Plan' and 'Communities', to improve the way they engage with and listen to the opinions of other organisations.

It was suggested that Shropshire Council's Place Plan Officer, Vicky Turner is invited to a meeting to discuss the needs of Ludlow.

S/110 MINUTES**RESOLVED (unanimous) MC/TG**

That the minutes of the Services Committee meeting held on the 7th January 2019 be approved as a correct record and signed by the Chairman.

S/111 ITEMS TO ACTION

The Chairman thanked the staff for completing the items to action.

RESOLVED (unanimous) MC/TG

To note the Items to Action.

LUDLOW IN BLOOM**S/112 Theme 2019****RESOLVED MC/TC (unanimous)**

To note the theme for Ludlow in Bloom 2019 as Weddings through the ages.

S/113 CASTLE GARDENS CANON

RESOLVED MC/DL (unanimous)

To approve the installation of a Ludlow in Bloom funded wooden flower box angled to present the word 'Ludlow' in flowers without obstructing the view of the cannon. The position in front of the cannon is approved subject to the retention of 1.2 meters of unobstructed pathway.

S/114 ST JOHNS GARDENS

RESOLVED (unanimous) MC/JS

To approve Ludlow in Bloom purchasing a small amount of annuals to infill between the perennials in each bed

S/115 OLD STREET

RESOLVED (unanimous) MC/JS

- i) That subject to maintaining and unobstructed view for vehicles at the adjacent highway junction, the Seven Tier planter is moved to a level position at the opposite side of the bench at the bottom of Old Street for 2019.
- ii) To approve permission for Ludlow in Bloom to allow local Cubs, Scouts and Guides to work with In Bloom to dig over the beds

S/116 CASTLE GARDENS CANNON INSPECTION AND REPAIR

RESOLVED (unanimous) MC/JS

That subsequent to receipt of the tabled visual inspection report and images of the cannon and woodwork undertaken by Cllr Perks as appended to these minutes:

- i) To check permissions required and listing related to the cannon before any work is carried out
- ii) To powerwash the wooden plinth to remove moss and to apply a preserving treatment to the timber.
- iii) To ask that Cllr Perks undertake a second visual inspection and report back to Committee

S/117 CASTLE GARDENS CANNON SIGNAGE

RESOLVED (8:0:1) MC/DL

That a design including sizing and location information for 'Please Keep Off the Cannon' signage is brought back to the next meeting.

S/118 BENCHES IN LUDLOW

RESOLVED (unanimous) MC/AC

- i) To send the Bench Survey to Shropshire Council and request confirmation or amendment of bench ownership attributed to them in the survey.
- ii) To approve the proposed works in recommendation A-J
- iii) To write to Councillor Perks thanking him for his work on the survey
- iv) That Ludlow Residents Association are informed that there is an opportunity to suggest possible locations for a bench

S/119 LUDLOW MARKET MISSION4MARKETS

The Town Clerk explained that she had recently attended a National Association of British Market Authorities (NABMA) conference with Ludlow's market team, and information relating to a new initiative for Young Market Traders from the National Market Traders Federation (NMTF), and other initiatives would be reported to committee in due course.

RESOLVED (unanimous) MC/TG

- i) To adopt the Mission For Markets Recommendations for the Next Generation of Market Trader; New Skills for Market Traders; New Skills for Market Managers; Structural Change to Local Government; Local, National and European Legislation; and Markets and the High Street
- ii) To note the performance indicators methodology for measuring footfall, trader survey, customer survey, and
- iii) That the Market Officer reports to a future committee meeting on a realistic timescale and methodology to put in place a system to measure and assess the economic performance of Ludlow Market in terms of foot fall of the market and town centre, customer surveys and traders surveys.
- iv) That the Town Clerk writes a report to provide an analysis of the way the market currently successfully works

S/120 NABMA UPDATES

RESOLVED (unanimous) MC/AC

To note the updates from NABMA regarding VAT, Licenses and Business Rates.

S/121 MARKET LICENCE

RESOLVED (unanimous) MC/VP

To approve a review of Ludlow's market licence in relation to the NABMA template.

S/122 LE MARCHÉ NOCTURNE

RESOLVED (Unanimous) MC/DL

That Councillor Paton undertake research regarding night markets in other areas of the UK and report back to a future committee meeting.

The meeting closed at 8 pm

Chairman

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

Date