Ludlow Town Council

MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 27TH JULY 2026** at **7.00 PM.**

FC/154 PRESENT

Chair:	Councillor Lyle
Councillors:	Addis; Childs; Cowell; Gill (7.40PM); Ginger; Harris; Hepworth; Maxwell-Muller; Owen; Parry; and Taylor.
Officers:	Gina Wilding, Town Clerk Helen Jones, Senior Administrative Assistant

FC/155 HEALTH & SAFETY

The Mayor, Councillor Lyle, welcomed everyone to the Full Council meeting and made some health and safety announcements.

FC/156 RECORDING OF MEETINGS

The Mayor notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

FC/157 MEETING PROTOCOL

The Mayor reminded Members of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.
During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair. Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

FC/158 APOLOGIES

No apologies were received.

FC/159 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None declared.

Conflicts of Interest

Councillor	Item	Reason
Addis	12	Chamber of Commerce is a customer.
Taylor	28	Personal interest in a confidential matter.

Personal Interests

Councillor	Item	Reason
Cowell	27	Knows the Chair of Ludlow Town Walls Trust.
Hepworth	27	Knows the Chair of Ludlow Town Walls Trust.
Lyle	12 27	Knows some Market Traders and the CEO of LAR. Knows the Chair of Ludlow Town Walls Trust and members of PCC.
Maxwell-Muller	27	Knows the Chair of Ludlow Town Walls Trust.
Owen	27	Knows the Chair of Ludlow Town Walls Trust.
Parry	12 27	Knows some Market Traders and the CEO of LAR. Knows the Chair of Ludlow Town Walls Trust and members of PCC.

FC/160 PUBLIC OPEN SESSION

There were three members of the public in attendance.

A resident of Ludlow raised concerns about ongoing traffic and pedestrian safety issues on Bell Lane, including vehicles parking on double yellow lines, mounting the pavement, speeding, and ignoring traffic restrictions. He advised that these issues had resulted in numerous near misses outside his property and requested that the Council support the installation of safety bollards and 'no loading' restrictions at the narrowest section of Bell Lane to improve safety for pedestrians and protect nearby properties.

FC/161 LUDLOW POLICE UPDATE

PCSO Sue Cooke from the Safer Neighbourhood Team (SNT) reported that recent events at the castle in Ludlow had been delivered safely, with over 50,000 visitors to the town and only minimal incidents recorded. Shoplifting and anti-social behaviour remained at relatively low levels, with the team continuing to work closely with local businesses and partner agencies. Officers also continue to undertake intelligence-led operations targeting drug-related crime, speeding and road safety, rural crime, and retail crime, while encouraging residents to report concerns and engage with local policing initiatives.

FC/162 LUDLOW UNITARY COUNCILLOR'S SESSION

Councillor Parry (Ludlow South) provided an update on waste issues at Castle Street Car Park, reporting concerns about the accumulation of rubbish against the rear wall, which was believed to be linked to communal black bins being misused. She advised that she had raised the matter with Shropshire Council and would continue to pursue it. Information had also been received regarding new enforcement powers for waste offences, which would be forwarded to the Services Committee for consideration.

FC/163 VISIT SHROPSHIRE

Mark Hooper from Visit Shropshire gave a presentation on the organisation's destination marketing activity and the benefits of Ludlow Town Council's membership. The presentation highlighted media coverage, promotional campaigns, website and social media activity, visitor and footfall data, and ongoing work to promote Ludlow as a key visitor destination.

FC/164 RESOLVED MT/SH (unanimous)

That the Council agreed to renew its Visit Shropshire membership at a cost of £1,500.00 excl. VAT per annum, and accept the offer from Ludlow Chamber of Commerce to donate £1,000.00, and upgrade to Premium membership.

FC/165 MINUTES

RESOLVED DL/PA (10:0:1)

That the open and closed session minutes of Council on 22nd June 2026 be approved as a correct record and signed by the Chair.

FC/166 ITEMS TO ACTION

RESOLVED DL/KC (unanimous)

That the Items to Action be noted.

FC/167 MARKET TRADER LIAISON GROUP

RESOLVED KC/JH (unanimous)

That the Council agreed to work with the independent Ludlow Market Traders' Group to strengthen communication and partnership working between traders and Ludlow Town Council, and approved Councillors Addis and Lyle, in their respective roles as Chair of Services Committee and Mayor of Ludlow, as the Council's representatives on the Trader Liaison Group.

FC/168 YOUTH FESTIVAL

RESOLVED PA/KC (unanimous)

That the event planning documents for the Youth Festival be received.

FC/169 UPDATE ON DEVOLUTION EXPRESSION OF INTEREST

RESOLVED DL/SH (10:0:1)

That the Council noted that Shropshire Council had acknowledged receipt of the Expression of Interest and accompanying email, and that an officer had made contact to begin discussions regarding the proposed asset transfers.

FC/170 CO-OPTION UPDATE

RESOLVED DL/KC (unanimous)

That the Council noted that one application had been received to date and that the deadline for applications was 12th August 2026.

FC/171 ELECTION OF POLICY & FINANCE CHAIR

Councillor Owen nominated Councillor Taylor. This was seconded by Councillor Hepworth.

There were no other nominations.

<u>RESOLVED</u> RO/JH (unanimous)

That the Council accepted the resignation of Councillor Owen as Chair of the Policy & Finance Committee, noted that Councillor Owen would remain a member of the Committee, and elect Councillor Taylor as Chair of the Policy & Finance Committee.

FC/172 <u>PAYMENT SIGNATORIES</u>

<u>RESOLVED</u> KC/SH (unanimous)

That Councillors Ginger and Parry be approved as authorised signatories for payments.

FC/173 <u>REPRESENTATIVES ON OUTSIDE BODIES</u>

<u>RESOLVED</u> DL/PA (unanimous)

That the Representatives on Outside Bodies Policy be noted.

Councillor Gill joined the meeting at 7.40 PM

FC/174 <u>RESOLVED</u> DL/IMM (unanimous)

That Councillor Parry be appointed the Town Council representative for the Access Group for 2026/27.

FC/175 <u>RESOLVED</u> DL/IMM (unanimous)

That Councillor Lyle be appointed the Town Council representative for Ludlow Library for 2026/27.

FC/176 <u>RESOLVED</u> DL/IMM (unanimous)

That Councillor Lyle be appointed the Town Council representative for Working Together Ludlow for 2026/27.

FC/177 <u>RESOLVED</u> DL/IMM (unanimous)

That Councillor Harris be appointed the Town Council representative for Ludlow Food Bank for 2026/27.

FC/178 **RESOLVED DL/IMM (unanimous)**

That Councillor Maxwell-Muller be appointed the Town Council representative for the Ludlow Civic Society for 2026/27.

FC/179 **RESOLVED DL/IMM (unanimous)**

That Councillor Harris be appointed the Town Council representative for the Ludlow and Area Community Partnership for 2026/27.

FC/180 **RESOLVED DL/IMM (unanimous)**

That Councillor Lyle replace Councillor Cowell as the Town Council representative for the French Twinning for 2026/27.

FC/181 **MARKET PARKING UPDATE**

RESOLVED DL/PA (unanimous)

That the update regarding the TRO progress be noted, and that regular updates be sought from Shropshire Council and passed back to the Services Committee.

FC/182 **STAFFING COMMITTEE**

RESOLVED PA/KC (unanimous)

That Staffing Committee meetings will take place at 4.30 PM.

FC/183 **RESOLVED DL/PA (unanimous)**

The Council noted that meetings are scheduled well in advance to maximise attendance.

FC/184 **RESOLVED DL/KC (10:0:2)**

That evening meetings would only be held where there is an urgent and exceptional need.

FC/185 <u>COMMITTEE TERMS OF REFERENCE</u>

<u>RESOLVED</u> KC/IMM (unanimous)

That the revised Terms of Reference for Representational Committee be approved.

FC/186 <u>RESOLVED</u> RO/IMM (10:0:2)

That the revised Terms of Reference for Staffing Committee return to the next committee meeting on 1st October 2026 for further review.

FC/187 <u>COMMITTEE RECOMMENDATIONS</u>

<u>RESOLVED</u> RO/IMM (11:0:1)

That the following recommendations from Policy & Finance Committee on 20th July 2026 be approved:

PF/45 <u>POLICY REVIEW</u>

<u>a) Street Trading Policy</u>

<u>RECOMMENDED</u> RO/MT (unanimous)

That, in principle, the extension of the Street Trading Streets and identified pitches, as identified by the trader, be approved and the process of consultation with Shropshire Council and other local bodies, as set out in the Street Trading Policy be followed.

PF/46 <u>b) Guildhall Fire Policy and Strategy</u>

<u>RECOMMENDED</u> RO/KC (unanimous)

That the Guildhall Fire Policy and Strategy, subject to the inclusion of a nominated person in the absence of the Town Clerk and Deputy Town Clerk, be adopted.

FC/188 <u>COMMITTEE MINUTES</u>

<u>RESOLVED</u> KC/SH (11:0:1)

That the minutes of the Representational Committee on 16th June 2026, and the draft minutes of the Representational Committee on 14th July 2026, be received.

FC/189 **<u>RESOLVED</u> GG/IMM (unanimous)**

That draft minutes from committees are not received at Full Council.

FC/190 **<u>COMMUNICATIONS TASK & FINISH GROUP</u>**

<u>RESOLVED</u> IMM/KC (unanimous)

That the notes from the Communications Task & Finish Group on 20th May 2026 and 22nd July 2026, be received, and that the following recommendation be approved:

That a Marketing Budget delegated to the Town Clerk of £2,500.00 is used to support print materials, signage and communications.

FC/191 **<u>CCTV</u>**

<u>RESOLVED</u> JH/GG (11:0:1)

That a CCTV Task & Finish Group be established to investigate in detail the management of the CCTV project and the performance of the system from 2018 to the present date. The Task & Finish Group to be given full access to all documentation, including specifications, contracts and tender documents for phases 1&2 as well as full detail of the work done and the related payments to the contractor. Documentation and correspondence also to be provided relating to the West Mercia Police grant. Also all correspondence and records of telephone conversations between ORP and LTC about the installation and functioning of the system. Documentation to cover timing of delivery and installation of cameras and to include all correspondence to and from ORP relating to the problems of non-functioning cameras. A full explanation to be given of the reasons for the extensive and unacceptable delays of this project.

Membership is Councillors Ginger, Harris, Hepworth, Lyle, Owen and Parry.

FC/192 **<u>RESOLVED</u> DL/MT (unanimous)**

That the maintenance contract continues to progress through Services Committee, and that historical paperwork on the project is returned to the CCTV Task & Finish Group members by 30th September 2026.

FC/193 **<u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u>**

<u>RESOLVED</u> DL/KC (unanimous)

That 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, and the meeting continue in closed session.

The meeting closed at 9.12 PM.

Town Mayor	Date

Closed session minutes will be issued for this meeting.