

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 2nd SEPTEMBER** at 7PM

S26/067 PRESENT

Chair: Councillor Addis

Councillors: Cowell, Eastaff, Gill (7.19pm), Lyle ,Parry & Taylor.

Officers: Gina Wilding, town Clerk
 Kate Adams, Deputy Town Clerk

S26/068 ABSENT

Councillors Argent, Childs and Maxwell-Muller were absent.

S26/069 WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION

The Chair, Councillor P Addis, welcomed everyone to the Services Committee meeting at the Guildhall and explained housekeeping information.

S26/070 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

S26/071 MEETING PROTOCOL

Members are reminded 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.

S26/072 ELECTION OF A VICE CHAIR

RESOLVED PA/DL (unanimous)

This item be deferred until the next Services Committee meeting.

S26/073 APOLOGIES

Apologies were received from Councillors Argent and Maxwell-Muller.

S26/074 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None declared

Conflicts of Interest
Cllr Lyle Item 13 Presenting at the Shropshire Climate Action conference

Personal Interests
Cllr Eastaff Item 17 Member of the Wigley Field Allotment Association

S26/075 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

S26/076 LUDLOW UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) gave a short update.
Double yellow lines have now been painted on Overton Road. Cllr Parry and Cllr B Waite have asked Shropshire Council (Andy Keyland) for a 40mph speed limit to be introduced on this road.

She also mentioned that she has been looking at Shropshire Council play areas and that they are in a terrible state. Grass needs cutting more often and very old play equipment needs replacing.

7.19pm Cllr Gill joined the meeting

S26/077 MINUTES

RESOLVED MT/KC (4:0:2)

Including an amendment to the open minutes (S26/051) to state that daily photographs (complete with date and time stamp) are sent to the Deputy Town Clerk to support the inspections.

That the open and closed minutes of the Services Committee meeting held on Wednesday 22nd July 2026 be approved as a correct record and signed by the Chair.

S26/078 ITEMS TO ACTION

RESOLVED PA/DL (unanimous)

To update the Items to Action from 22nd July as follows:

- S22/069 To bring updated costs to October Committee now that the CCTV is working.
- S24/155 To sign off as complete as no information coming back from SC.
- S25/016 To begin more work on this project
- S25/020 To update – DLF are liaising with companies and a test has already begun on some of the anchors.
- S25/146 To update and chase up Future Sound following the meeting.
- S25/170 To update as ongoing
- S26/013 To confirm this has been done and TOR are going to Full Council for approval
- S26/018 To update that Cllr Lyle will complete this action
- S26/022 To review the 2026 project, to ensure ordering signage is in the diary for 2027. To ensure fruit trees are being managed correctly to ensure their future health.
- S26/028 To chase SC for their response
- S26/031 To chase Ludlow Rotary and establish a timeline of works
- S26/037 To mark as complete as companies were contacted
- S26/051 To mark as ongoing
- S26/056 To mark as ongoing
- S26/063 – S26/066 To mark as ongoing with GW actioning

S26/079 LUDLOW YOUTH FESTIVAL

RESOLVED PA/SE (unanimous)

- To approve an initial budget for the event of £6,000 with a view to seeking sponsorship from local businesses where possible.
- To approve the date of the 2027 Youth Festival as Sat 31st July.
- That the event will be widely publicised by as many forms of advertising as possible (not just social media).
- For Committee members to bring to the next meeting suggestions of activities that could be offered as part of the Festival.

RESOLVED PA/MT (unanimous)

To receive the images of the event and feedback.

S26/080 CASTLE GARDENS – REQUEST FOR A MEMORIAL BENCH

RESOLVED PA/SE (6:0:1)

To approve the siting of a new bench. The person applying for the bench should make payment to Ludlow Town Council before the bench is ordered or any works begin.

S26/081 CASTLE GARDENS – WATER FOUNTAIN REFURBISHMENT

RESOLVED PA/MT (unanimous)

To note the completed works and approve that letters of thanks be sent to Graeme Perks and Linda Mahalski.

S26/082 CASTLE GARDENS – GUERILLA GARDENERS

RESOLVED MT/KC (unanimous)

To agree with the removal of the Fairtrade bed in principle. Cllr Lyle (as a member of Ludlow 21) will contact the Ludlow Fairtrade Group for their thoughts.

S26/083 CASTLE GARDENS – ASSISTANCE WITH MOWING

RESOLVED PA/KC (unanimous)

To accept the offer from Guerrilla Gardeners to assist with mowing, based upon the following conditions:

- That a risk assessment and method statement is provided
- That volunteers using the equipment are trained by the DLF and have good awareness of working in a public space.
- That volunteers are trained in manual handling by the DLF.
- That all training is documented.
- That equipment is serviced and inspected regularly before use.
- That if any potential hazards occur delegated authority is given to the Town Clerk or Deputy Town Clerk, to revoke permission.

S26/084 CASTLE GARDENS – REMOVAL OF TREE PLANTERS

RESOLVED SE/MT (unanimous)

To approve that Ludlow Town Council will fund and arrange movement of the planters to a location in Castle Street car park as approved by Shropshire Council.

Cllr Parry will provide written permission from Shropshire Council and Ludlow in Bloom will be responsible for the ongoing liability of the planters.

S26/085 CLIMATE ACTION

RESOLVED KC/MT (unanimous)

Cllr Cowell to confirm if there is still a free water butts' promotion from Severn Trent Water at the next meeting.

S26/086 TREE PLANTING AT WHEELER ROAD

RESOLVED MT/KC (unanimous)

To reject the proposal to plant additional trees at Wheeler Road.

Trees already in situ need better maintenance (removal of competing grass and addition of mulch) and a development plan should be considered in future for the whole site which would include trees.

S26/087 MARKET AREA LITTER / WASTE MONITORING

RESOLVED MT/KC (unanimous)

To continue monitoring litter in both locations up to four times per day, continue bringing reports to every meeting and to include raw data.

S26/088 MARKET AREA – DRAINS

RESOLVED PA/KC (unanimous)

The market regulations (4.13) should be amended as below:

Under no circumstances may Stall Holders discharge, pour, empty or otherwise dispose of any waste, wastewater, oils, fats, food waste or other substances into any public sewer, drain, gully or surface water drainage system. Stall Holders are responsible for ensuring that all such waste is collected, contained and disposed of lawfully and appropriately.

Disposing of waste in public sewers or drains is illegal under the Water Industry Act 1991 ([Water Industry Act 1991](#))

Stall Holders must provide full details of the arrangements they have in place for the lawful disposal of any waste, wastewater, liquids, oils, fats, food waste or other substances generated through their trading activities before they are issued with a trading licence.

This may include details of the contractor or facility used for disposal and, where reasonably requested, evidence that the waste is being disposed of lawfully. Failure to provide such information or evidence may result in the Town Council withdrawing permission for the Stall Holder to trade until satisfactory arrangements have been demonstrated.

The Market Regulations should be issued to all traders annually as a reminder of their responsibilities.

S26/089 LINNEY PONTOON ISSUES

RESOLVED PA/DL (unanimous)

To note the inspection findings and next steps.

RESOLVED PA/TG (unanimous)

To receive the report from Pontoon and Dock.

S26/090 WIGLEY FIELD ALLOTMENTS

RESOLVED PA/KC (unanimous)

To note the update regarding works.

S26/091 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED PA/DL (unanimous)

The Chair will move 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 8.35 pm

Chair

Date

Closed session minutes will be issued for this meeting.