

LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press

Contact: Gina Wilding

Ludlow Town Council, The Guildhall,

Mill Street, Ludlow, SY8 1AZ

01584 871970

townclerk@ludlow.gov.uk

Despatch date: 18th June 2025

COUNCIL

You are summoned to attend the meeting of Ludlow Town Council to be held
at The Guildhall, Mill Street, Ludlow, on
Monday 23rd June 2025 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- ANNUAL GOVERNANCE AND ACCOUNTING RETURN 2024/25
- INTERNAL AUDITOR'S REPORT
- LISTED BUILDING CONDITION REPORT
- MARKET SQUARE PARKING

The public may speak at this meeting

Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.

1. **WELCOME FROM THE MAYOR AND HEALTH & SAFETY INFORMATION**

Councillors and members of the public are to note that the fire exits can be found to the rear of the building and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. **RECORDING OF MEETINGS** – Under the Openness of Local Government Regulations 2014, recording and broadcasting including blogging, tweeting and other social media is permitted during public session of Council meetings.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

3. **MEETING PROTOCOL**

3

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.

4. **APOLOGIES**

To receive Councillor's apologies.

5. **DECLARATIONS OF INTEREST**

To receive declarations of interests for:

- a) Disclosable Pecuniary Interest
- b) Declaration of Conflicts of Interest
- c) Declarations of Personal Interest

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)

6. **PUBLIC OPEN SESSION (15 MINUTES)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.
7. **LUDLOW POLICE UPDATE**
To receive an update from the Safer Neighbourhood Team.
8. **LUDLOW'S UNITARY COUNCILLORS SESSION**
Ludlow's Unitary Councillors are invited to provide updates on Unitary Council matters related to Ludlow.
9. **MINUTES**
To approve the open and closed minutes of **Council** on **Monday 14th May 2025** as a correct record of the meeting (LGA 1972 Sch 12 para 41(1)).
10. **ITEMS TO ACTION**
To note the items to action from **Monday 14th May 2025**.

ITEM	Attachment
11. <u>INTERNAL AUDIT</u>	
a) To adopt the signed Annual Internal Audit Report 2024/25.	11a
b) To receive the year end audit letter from the internal auditor.	11b
c) To adopt the year end internal audit observations.	11c
d) To adopt the revised asset register.	11d
12. <u>ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2024/25</u>	
a) To note the explanation of the 2024 Box 8 figure.	12a
b) To approve the Annual Return Governance Statement 2024/25 in accordance with the Accounts and Audit Regulations.	12b
c) To approve the Annual Return Statement of Accounts 2024/25 in accordance with the Accounts and Audit Regulations.	12c
d) To approve the dates for the period for the exercise of public rights.	12d
13. <u>SHROPSHIRE COUNCIL'S NEW APPROACH TO PARTNERSHIP WITH TOWN AND PARISH COUNCILS</u>	
To approve Shropshire Council's new approach to partnership, and respond to the survey.	13
14. <u>LISTED BUILDINGS CONDITION REPORT</u>	
To consider a report and approve commissioning a condition report for the Grade I listed Buttercross and Guildhall.	14
15. <u>COMMUNITY INFRASTRUCTURE LEVY (CIL)</u>	
To approve the Annual Neighbourhood Fund Agreement.	15

16.	<u>PARKING ON MARKET SQUARE</u>	
	To consider the report and approve a motion that as a matter of urgency Shropshire Council undertakes a public consultation for Traffic Regulation Order under the Road Traffic Regulation Act 1984.	16
17.	<u>HSE PRIORITIES 2025/26</u>	
	To adopt the new priorities from HSE for 2025/26.	17
18.	<u>TERRORISM (PROTECTION OF PREMISES) ACT 2025</u>	
	To note the new legislation.	18
19.	<u>LUDLOW CANCER SUPPORT GROUP</u>	
	To consider a request for a statement of support.	19
20.	<u>ANNUAL TOWN RESIDENTS MEETING</u>	
	To note the minutes from the Annual Town Residents Meeting on Monday 19 th May 2025.	20
21.	<u>INCLUSIVE MEETINGS</u>	
a)	To note the update regarding remote meeting attendance.	21a
b)	To approve installing amplification equipment in the Guildhall chamber and investigating live streaming capabilities.	21b
c)	To approve inclusion of 21b in the Projects Action List.	No papers
22.	<u>PROJECTS</u>	
	To consider the updated Projects Action List and approve the top three priority projects from June - September 2025.	22
23.	<u>COMMITTEE MEMBERSHIP</u>	
	To approve additional committee membership.	23
24.	<u>REPRESENTATIVES ON OUTSIDE BODIES</u>	
	To consider the appointment of suitable Councillors to fill the existing vacancies.	24
25.	<u>LUDLOW SUSTAINABLE TRANSPORT GROUP BUS SURVEY REPORT</u>	
	To note the update and refer actions to the Representational Committee.	25
26.	<u>TOWN WALLS</u>	
	To consider a report.	26
27.	<u>COMMITTEE RECOMMENDATIONS</u>	
	To consider the recommendations from Policy & Finance Committee on 16 th June 2025.	27
28.	<u>COMMITTEE MINUTES</u>	
	To receive the minutes of:	

a)	Representational Committee on 20 th May 2025.	28a
b)	Services Committee on 11 th June 2025.	28b

M e m b e r s h i p

Councillors Lyle (Town Mayor), Addis, Childs, Cowell (Deputy Mayor), Gill, Ginger, Harris, Hepworth, Maxwell-Muller, Owen, Parry, Scott-Bell, Tapley, Taylor and Waite.

The date of the next Council meeting is 28th July 2025

Item 3.

MEETING PROTOCOL / CODE OF CONDUCT

POLICY:	MEMBER MEETING PROTOCOL POLICY
Policy number:	MMPP / 24 / v.9
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	Member Meeting Protocol - Adopted 10 th May 2023.
Approved by:	Full Council
Approval date:	22.01.24
Review due:	January 2027

1. Description

This policy defines the acceptable parameters for the behaviour of Councillors during Full Council, Committee and Sub-Committee meetings, and in their role at other times.

2. Purpose of this policy

To ensure that Councillors conduct themselves appropriately at meetings and act within the boundaries of their roles, the Nolan Principles, and the Council's Standing Orders.

3. Scope

3.1 Councillors have four main areas of responsibility:-

- To determine the policy of the Council and provide public leadership.
- To monitor and review the performance of the Council in regard to implementing policies and delivering services.
- To represent the views of the Council.
- To advocate on behalf of their constituents.

3.2 It is not the role of Councillors to involve themselves in the day-to-day management of the Council's services.

3.3 At meetings Members are expected to:-

- receive information and advice given by the Town Clerk and Officers.
- to debate issues, rigorously, if necessary, but to maintain decorum at all times.
- make decisions to enable the Town Clerk to implement policies.

3.4 During Council and Committee meetings:

- Members should address each other as "Councillor" followed by the Councillor's surname. Mayor and Deputy Mayor, as appropriate.
- Members should address the Town Clerk as "Town Clerk".

4. Procedure

4.1 The Mayor

- A Mayor is elected annually by the members of the Council at the annual meeting of the Council¹. Unless they resign or become disqualified, the Mayor continues in office until their successor becomes entitled to act as Chair at the next annual meeting of the Council².
- The Mayor's main role is to run Full Council meetings. They can suggest the content and design of the agenda, but as legal signatory, technically the Town Clerk has the final say.
- The Mayor is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and assisted by the Town Clerk, guides activities by managing the meetings of the Council.
- The Mayor is responsible for involving all councillors in discussion and ensuring that Councillors keep to the point. The Mayor summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long.
- The Mayor has a casting vote. Their first vote is a personal vote as a member of the Council. If there is a tied vote, the Mayor can have a second or casting vote.
- The Mayor has the power to call an extraordinary meeting of the Council at any time³.
- The Mayor is the public face of the Council and will represent the Council at official events. They may be asked to speak on behalf of the Council and, in such circumstances, should only express the agreed views of the Council and not give their personal views.
- The Mayor cannot legally make a decision on behalf of the Council.

4.2 Committee Chairs

- **If the Mayor is not elected as the Chair of a Committee, they must respect the authority of the Committee Chair at the meeting.**
- Committee Chair are elected annually by the members of the Council at the annual meeting of the Council. Unless they resign or become disqualified, the Chair continues in office until their successor becomes entitled to act as Chair at the next annual meeting of the Council².
- The Chair's main role is to run the Committee meetings. They can suggest the content and design of the agenda, but as legal signatory, technically the Town Clerk has the final say.
- The Committee Chair is responsible for ensuring that effective and lawful decisions are taken at Committee meetings and assisted by the Town Clerk, guides activities by managing the meetings of the Committee.
- The Chair is responsible for involving all Councillors in discussion and ensuring that Councillors keep to the point. The Chair summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long.
- The Committee Chair has a casting vote. Their first vote is a personal vote as a member of the Committee. If there is a tied vote, the Chair can have a second or casting vote.



- The Committee Chair may be asked to speak on behalf of the Council within the remit of the Committee and, in such circumstances, should only express the agreed views of the Council and not give their personal views.
- The Chair cannot legally make a decision on behalf of the Council.

4.3 Rules of Debate

The full Rules of Debate are outlined in Standing Orders and should be read in conjunction with this document but to summarise:

- Only items included on the agenda can be considered.
- To be included in a debate a Councillor should raise their hand and be invited by the Chair to speak.
- A motion shall not be considered unless it has been proposed and seconded.
- A Member may move an amendment to a motion. This motion needs to be seconded.
- During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking.
- A point of order shall be decided by the Chair and their decision shall be final.

4.4 Disorderly Conduct

- No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- If, in the opinion of the Chair, there has been a breach of Standing Order, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- If a resolution made in accordance with Standing Order above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

5. Legal

- ¹ Local Government Act, section 15(1).
- ² Local Government Act, section 15(4).
- ³ Local Government Act, Schedule 12, para 9(1).

6. Other relevant policies

The Councillor Code of Conduct
Standing Orders

POLICY:	PROTOCOL ON MEMBER/OFFICER RELATIONS
Policy number:	LTC / MOR / 23 / v.3
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	Protocol on Member/Officer Relations – Adopted by Full Council 26 th April 2016
Approved by:	Full Council
Approval date:	11/12/23
Review due:	December 2026

1. Description

Mutual trust and respect between Members and officers is essential to ensure good governance and the partnership necessary for the effective running of a Town Council.

In order to ensure that relationships do not go awry, it is advisable to have a written protocol, which can cover matters, such as:-

- The respective roles and responsibilities of Members and officers;
- Relationships between Members and officers;
- Clarifying where the Town Clerk should go to if he or she has concerns;
- Clarifying who is responsible for making decisions.

2. Purpose of this policy

- 2.1 This protocol is intended to assist Councillors and officers in approaching many of the sensitive circumstances which arise in a challenging working environment.
- 2.2 The integrity of the Council is significantly influenced by the effectiveness of Councillors and officers working together to support each other's roles. The pursuit of rapport, trust and collaboration is an elusive and continuing challenge for each Councillor and officer. These conventions are intended to be an important support to that process.
- 2.3 The aim is to produce effective professional working relationships between Members and officers. Close personal familiarity between individual Members and officers is to be avoided, since this distorts the productive, professional relationship, which is characterised by mutual trust, respect and courtesy.

3. Scope



This protocol covers all interactions between Members and Officers of Ludlow Town Council.

4. Procedure

4.2 Roles of Councillors and Officers

The respective roles of Councillors and officers can be summarised as follows:-

Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction and control of the Council and relevant Committees.

Mutual respect between Councillors and officers is essential to good local government.

4.2.1 Councillors

Councillors have four main areas of responsibility:-

- (a) determining the policy of the Council and giving it political and public leadership;
- (b) monitoring and reviewing the performance of the Council in implementing policies and delivering services;
- (c) representing the Council externally; and
- (d) acting as advocates on behalf of their constituents.

It is not the role of Councillors to involve themselves in the day to day management of the Council's services.

4.2.2 Chairs and Vice Chairs of Committees

Chairs and Vice Chairs of Committees have additional responsibilities. Because of those responsibilities, their relationships with officers may differ from, and be more complex than, those of Councillors without those responsibilities, and this is recognised in the expectations they are entitled to have.

4.2.3 Officers

The role of officers is to give advice and information to Councillors and to implement the policies determined by the Council.

In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and

recommendations. Whilst an officer may report the views of individual Councillors on an issue, if the Councillor wishes to express a contrary view they should not seek to pressure the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging their responsibilities.

4.3 Expectations

4.3.1 Councillors can expect from officers:-

- (a) a commitment to the Council as a whole, and not to any individual Member or group of Members or political group;
- (b) a working partnership;
- (c) an understanding of and support of respective roles, workloads and pressures;
- (d) timely response to enquiries and complaints;
- (e) professional advice, not influenced by political views or preference, which does not compromise the political neutrality of officers;
- (f) regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold;
- (g) awareness of and sensitivity to the public and political environment;
- (h) respect and courtesy;
- (i) training and development in order to carry out their role effectively;
- (j) integrity, mutual support and appropriate confidentiality;
- (k) not to have personal issues raised with them by officers outside the agreed procedures;
- (l) that officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- (m) that officers will at all times comply with the relevant Code of Conduct;
- (n) support for the role of Councillors as the local government representatives of the Council, within any scheme of support for Councillors which may be approved by the Council.

4.3.2 Officers can expect from Councillors

- (a) a working partnership;
- (b) an understanding of and support for respective roles, workloads and pressures;
- (c) leadership and direction;
- (d) respect and courtesy;
- (e) integrity, mutual support and appropriate confidentiality;
- (f) not to be subject to bullying or to be put under undue pressure.
- (g) regard to the seniority of officers in determining what are reasonable requests, having regard to the power relationship between Councillors and officers, and the potential vulnerability of officers, particularly at junior levels;
- (h) that Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;

- (i) that Councillors will at all times comply with the Council's Code of Conduct and press protocol.

4.3.3 Limitations upon behaviour

The distinct roles of Councillors and officers necessarily impose limitations upon behaviour. By way of illustration, and not as an exclusive list:-

- (a) Close personal relationships between Councillors and officers can confuse these separate roles and get in the way of the proper discharge of the Council's functions, not least in creating the perception in others that a particular Councillor or officer may secure advantageous treatment.
- (b) The need to maintain the separate roles means that there are limits to the matters on which Councillors may seek the advice of officers.
- (c) Officer Relationships with particular individuals or party groups should not be such as to create public suspicion that an officer favours that Councillor or group above others.

4.4 Reporting

4.4.1 Councillors may request the Town Clerk to prepare written reports on matters relating to the Council for consideration by the Council.

4.4.2 The Town Clerk's reports will be limited to a statement of material facts and identification of options and the merits and demerits of such options and providing professional advice for the authority.

4.4.3 The Town Clerk may make recommendations to the Council.

4.5 When Things Go Wrong

4.5.1 Procedure for officers

From time to time the relationship between Councillors and officers may break down or become strained. Whilst it will always be preferable to resolve matters informally, through conciliation by an appropriate senior manager or Councillors, officers will have recourse to the Grievance Procedure.

4.5.2 Procedure for Councillors

In the event that a Councillor is dissatisfied with the conduct, behaviour or performance of an officer, the matter should be raised with the Town Clerk. Where the officer concerned is the Town Clerk, the matter should still be raised with the Town Clerk. If the matter cannot be resolved informally, it may be necessary to invoke the Council's disciplinary procedure.

- Note: It is NALC policy that party politics should have no place in town/parish Councils, the concept being that town/parish Councillors are there to serve their community as members of the community and should



not be sidetracked by party political issues. It does not therefore encourage town/parish Councils to adopt political groupings.

5. Legal

[Reference relevant legalisation with which the policy complies]

6. Other relevant policies

Members Code of Conduct
Press Protocol
Disciplinary and Grievance Procedure

Item 9.

MINUTES



MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **WEDNESDAY 14th MAY 2025 at 7.00 PM.**

FC/01 PRESENT

Chairman: Councillor Waite
 Councillor Lyle

Councillors: Addis; Childs; Cowell; Gill; Ginger; Harris; Hepworth; Owen;
 Parry; Scott-Bell; Tapley; Taylor; Waite

Officers: Gina Wilding, Town Clerk
 Lucy Jones, Senior Finance Assistant
 Helen Jones, Senior Administration Assistant

ABSENT

Councillors: Maxwell-Muller

FC/02 HEALTH & SAFETY

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

FC/03 Councillor Waite read a statement:

“I wish to raise a concern regarding the participation of certain members in discussion and voting on the agenda item concerning the repair of the church wall.

It is a matter of record that Councillor Childs, Councillor Hepworth, and Councillor Owen have submitted written representations to the Shropshire Council Monitoring Officer regarding my actions in this matter, both as a Councillor and as Mayor. Given the strength and nature of their previously expressed views, I am concerned that a fair-minded and informed observer may conclude that there is a real possibility of bias or predetermination.

I have sought informal advice on this point from the Legal and Democracy Officer at Shropshire Council.

Accordingly, I request the following:

1. That Councillor Childs, Councillor Hepworth, and Councillor Owen be invited to consider whether they should declare an interest or recuse themselves from debate and voting on this item, in line with the principles of natural justice and the Code of Conduct.
2. That, should they choose to participate, the Monitoring Officer be asked to note this concern, and it be recorded in the minutes for the sake of transparency and potential follow-up.
3. That no attempt is made by this Council to compel or enforce a recusal without the guidance of the Monitoring Officer, but that the matter be taken seriously and handled with procedural fairness.

I submit this not as an allegation but as a precaution, in the interests of ensuring the integrity of the decision-making process and protecting both the Council and individual members from future challenge.”

Councillor Owen confirmed that prior to election, they had submitted two complaints as a member of the public to the Shropshire Council Monitoring Officer concerning alleged breaches of the code of conduct by three councillors, including Councillors Beverley Waite and Glenn Ginger. The first complaint concerned the non-release of the Morton report on the town wall, which was later made public in December. The second related to a perceived public safety risk following a decision in January to disclaim responsibility for the emergency stabilisation works on the wall. Councillor Owen confirmed they have assessed any potential bias and are satisfied that their prior complaints do not affect their ability to vote impartially on matters such as the election of Mayor or committee appointments. They affirmed their commitment to consider all relevant information objectively in their role.

Councillor Childs stated their intention to declare a potential interest and seek guidance from the Clerk regarding a prior complaint they submitted last year to the Monitoring Officer about the Mayor, Councillor Beverley Waite, concerning an alleged breach of the code of conduct. Councillor Childs suggested that if such a declaration affects voting eligibility, then others who have submitted complaints should also refrain from voting, emphasising the principle of equal treatment.

Councillor Hepworth stated that Councillor Waite had been a very active Mayor, and was very aware and grateful for the work they had put into the role. Councillor Hepworth felt that having assessed any potential bias they were satisfied that the prior complaints were in the past and did not affect their ability to vote impartially on the election of Mayor.

FC/04 ELECTION OF MAYOR 2025/26

Councillor Waite invited nominations for Mayor.

Councillor Addis nominated Councillor Lyle. This nomination was seconded by Councillor Taylor.

Councillor Tapley nominated Councillor Waite. This nomination was seconded by Councillor Gill.

A paper ballot was taken.

Councillor Lyle received 9 votes.
Councillor Waite received 5 votes.

RESOLVED (9:5:0) PA/MT

To elect Councillor Lyle as Mayor for 2025/26.

Councillor Lyle signed the Declaration of Office and chaired the meeting.

19.14pm Councillor Waite left the meeting.

FC/05 ELECTION OF DEPUTY MAYOR 2025/26

The Mayor of Ludlow, Councillor Lyle invited nominations for Deputy Mayor.

Councillor Owen nominated Councillor Cowell. This nomination was seconded by Councillor Hepworth.

There were no other nominations.

RESOLVED (11:0:2) RO/JH

To elect Councillor Cowell as Deputy Mayor for 2025/26.

Councillor Cowell signed the Declaration of Office.

FC/06 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/07 Councillor Childs asked whether it was possible to formally record or broadcast the council meetings, and it was agreed that an agenda item would be brought to a future meeting.

FC/08 APOLOGIES

Apologies were received from Councillor Maxwell-Muller (prior commitment to give a presentation).

FC/09 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Addis		Local business owner
Councillor Parry	17c	Planting SC owned beds
Councillor Lyle		Organising Fringe Festival events

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Cowell	34b	Knows nominee
Councillor Lyle	34b	Knows nominees
Councillor Parry	34b	Knows nominees

FC/10 PUBLIC OPEN SESSION (15 minutes)

There were nine members of the public in attendance.

A resident of Ludlow questioned the Council on the eligibility of Councillor Hepworth to be elected on to the Town Council. In his nomination papers, he stated that he has lived in Ludlow for the last 12 months, and on his campaign literature, he said he's lived in Ludlow for the last 40 years. Neither of those statements are true. Councillor Hepworth is registered to vote in Herefordshire, in the parish of Wigmore, and his residential property exceeds the statute limitation from the parish boundary. The resident asks for clarification on the eligibility criteria that allows him to stand on Ludlow Town Council.

A resident of Ludlow reminded the Council of its legally binding obligations under the Public Sector Equality Duty and the Equality Act 2010, emphasising that these are not optional and carry significant reputational risks if not upheld. Concerns were raised about reported discussions to reduce Council staffing. The speaker urged caution, noting the risks of service disruption, increased costs, reduced morale, and potential legal and reputational consequences associated with redundancies and dismissals. Finally, the speaker addressed recent behavioural issues within the Council, including reports of bullying, anonymous hate mail, and Councillors experiencing distress. Such conduct was described as unacceptable and damaging to both the Council and the town's reputation. Councillors were urged to reflect on their responsibilities as role models and to adhere to the LGA Code of Conduct, particularly in showing respect to one another and the public.

A resident of Ludlow wished to congratulate the Councillors on their election, noting this as the most significant numerical change they had seen on the

Council. They expressed optimism for a refreshed approach and hoped the Council would support the buoyancy of Ludlow, particularly in trading, tourism, and the tone of its conduct.

FC/11 LUDLOW POLICE UPDATE

Apologies were received from the Safer Neighbourhood Team with a written update, which was circulated amongst members.

FC/12 LUDLOW'S UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) thanked the public for voting, and confirmed that they will be continuing with open surgeries at the Library on the first Friday of the month, and on the first Saturday of the month at Ashford Carbonell.

FC/13 MINUTES

RESOLVED GG/TG (8:0:5)

That the minutes of the Council meeting held on Monday 14th April 2025 be approved as a correct record and signed by the Chair.

FC/14 ITEMS TO ACTION

RESOLVED DL/TG (unanimous)

That the Items to Action be noted.

FC/15 COMMITTEE STRUCTURE

RESOLVED DL/TG (unanimous)

That the Committee Structure of Representational Committee, Policy & Finance Committee, Staffing Committee and Services Committee be adopted.

FC/16 RESOLVED DL/RO (unanimous)

That the Meeting Protocol be adopted.

FC/17 REPRESENTATIONAL COMMITTEE TERMS OF REFERENCE

RESOLVED GG/AT (unanimous)

That the Terms of Reference for Representational Committee be adopted.

FC/18 REPRESENTATIONAL COMMITTEE MEMBERSHIP

RESOLVED DL/PA (unanimous)

That the membership of Representational Committee, consisting of Councillors Addis, Cowell, Gill, Ginger, Harris, Hepworth, Lyle, Owen, Parry, Scott-Bell and Tapley, be approved.

FC/19 ELECTION OF REPRESENTATIONAL COMMITTEE CHAIR

Councillor Parry nominated Councillor Ginger. This was seconded by Councillor Cowell. Councillor Ginger declined the nomination.

Councillor Parry nominated Councillor Gill. Councillor Gill declined the nomination.

Councillor Harris self-nominated. This was seconded by Councillor Tapley.

RESOLVED SH/AT (7:0:6)

That Councillor Harris be elected Chair of Representational Committee for 2025/26.

FC/20 RESOLVED DL/JH (unanimous)

To change the order of the agenda so that consideration of Services Committee comes before Policy & Finance Committee.

FC/21 SERVICES COMMITTEE TERMS OF REFERENCE

RESOLVED DL/AT (unanimous)

That the Terms of Reference for Services Committee be adopted.

FC/22 SERVICES COMMITTEE MEMBERSHIP

RESOLVED DL/VP (unanimous)

That the membership of the Services Committee, consisting of Councillors Addis, Childs, Cowell, Gill, Ginger, Harris, Hepworth, Lyle, Parry, Tapley and Taylor, be approved.

FC/23 ELECTION OF SERVICES COMMITTEE CHAIR 2025/26

Councillor Addis nominated Councillor Cowell. This was seconded by Councillor Hepworth.

Councillor Parry self-nominated. This was seconded by Councillor Harris.

Councillor Cowell received 7 votes.

Councillor Parry received 4 votes.

RESOLVED PA/JH (7:4:0)

That Councillor Cowell be elected Chair of Services Committee for 2025/26.

FC/24 POLICY & FINANCE COMMITTEE TERMS OF REFERENCE

RESOLVED DL/KC (unanimous)

That the Terms of Reference for the Policy & Finance Committee be adopted.

FC/25 POLICY & FINANCE COMMITTEE MEMBERSHIP

RESOLVED DL/TG (unanimous)

That the membership of the Policy & Finance Committee, consisting of Councillors Childs, Cowell, Gill, Ginger, Harris, Hepworth, Lyle, Owen, Parry, Scott-Bell and Taylor, be approved.

FC/26 ELECTION OF POLICY & FINANCE COMMITTEE CHAIR 2025/26

Councillor Parry nominated Councillor Ginger. Councillor Ginger declined the nomination.

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

RESOLVED JH/MT (8:0:3)

That Councillor Owen be elected as Chair of Policy & Finance Committee for 2025/26.

FC/27 AUTHORISED SIGNATORIES

RESOLVED DL/KC (unanimous)

That Councillors Gill, Ginger, Lyle, Owen, Parry and Taylor be approved as Authorised Signatories.

FC/28 DIRECT DEBITS

RESOLVED DL/TG (unanimous)

That the Council's active direct debits be approved.

FC/29 COUNCIL PAYMENTS PROCEDURE

RESOLVED DL/KC (unanimous)

That the procedure for Council payments be noted.

FC/30 STAFFING COMMITTEE TERMS OF REFERENCE

RESOLVED DL/AT (unanimous)

That the Terms of Reference for the Staffing Committee be adopted.

FC/31 STAFFING COMMITTEE MEMBERSHIP

RESOLVED DL/JH (unanimous)

That the membership of the Staffing Committee, consisting of Councillors Cowell, Gill, Harris, Hepworth, Lyle, Owen and Scott-Bell, be approved.

FC/32 ELECTION OF STAFFING COMMITTEE CHAIR 2025/26

Councillor Cowell nominated Councillor Scott-Bell. This was seconded by Councillor Hepworth.

There were no other nominations.

RESOLVED KC/JH (unanimous)

That Councillor Scott-Bell be elected as Chair of Staffing Committee for 2025/26.

FC/33 CLIMATE ACTION TASK & FINISH GROUP

RESOLVED DL/SH (unanimous)

That the Terms of Reference for the Climate Action Task & Finish Group be adopted.

FC/34 RESOLVED DL/AT (unanimous)

That the membership of the Climate Action Task & Finish Group, consisting of Councillors Cowell, Lyle, Parry and Tapley, be approved.

FC/35 BUDGET TASK & FINISH GROUP

RESOLVED DL/MT (11:0:2)

That the membership of the Budget Task & Finish Group, consisting of Councillors Cowell, Gill, Ginger, Hepworth, Lyle, Owen, Scott-Bell and Taylor, be approved; to commence 2026/27 budget setting activities with the Town Clerk/RFO in July 2025.

FC/36 TOWN PLANTERS WORKING GROUP

RESOLVED KC/DL (12:0:1)

That the membership of the Town Planters Working Group, consisting of Councillors Cowell and Lyle, be approved.

FC/37 MEETING CALENDAR

RESOLVED DL/KC (unanimous)

That the Council/Committee calendar dates for May and June 2025 (set to enable the statutory requirements of the external audit) be noted.

FC/38 RESOLVED DL/MT (unanimous)

That the Council/Committee calendar dates from July 2025 to June 2026 be adopted.

FC/39 STANDING ORDERS

RESOLVED DL/GG (unanimous)

That the Council's Standing Orders be adopted.

FC/40 FINANCIAL REGULATIONS

RESOLVED JH/DC (12:0:1)

That the Council's Financial Regulations be adopted, subject to a review through Policy & Finance Committee.

FC/41 COUNCIL'S LAND AND ASSETS

RESOLVED MT/JH (unanimous)

That the Council's Asset Register be adopted, subject to a review through Policy & Finance Committee.

FC/42 SCHEME OF DELEGATION

RESOLVED DL/KC (unanimous)

That the NALC topic be noted.

FC/43 RESOLVED DL/TG (12:0:1)

That the Council's Scheme of Delegation be adopted.

FC/44 INTERNAL CONTROLS

RESOLVED DL/TG (unanimous)

That the Council's Internal Controls Policy be adopted, and the review date be amended to annual.

FC/45 RESOLVED KC/SH (unanimous)

That the Council's Risk Assessments be adopted.

It was also agreed that Policy & Finance Committee should consider changes to the provision of Councillor DBS checks to be funded from the contingencies budget.

FC/46 COMPLAINTS POLICIES

RESOLVED ISB/DC (unanimous)

That the Council's Complaints Policy be adopted, subject to a review through Policy & Finance Committee.

FC/47 RESOLVED DL/SH (unanimous)

That the Vexatious Complainants Policy be adopted.

FC/48 INSURANCE

RESOLVED JH/MT (unanimous)

That the insurance cover in respect of all insured risks is adopted.

That Policy & Finance Committee should review insurance provision / seek quotes and make a recommendation to Full Council prior to the renewal date at the end of August 2025.

FC/49 RESOLVED JH/MT (unanimous)

That vehicle insurance cover be adopted.

That Policy & Finance Committee should review insurance provision / seek quotes and make a recommendation to Full Council prior to the renewal date at the end of August 2025.

FC/50 MEMBERSHIP OF OTHER ORGANISATIONS AND PROFESSIONAL BODIES

RESOLVED DL/PA (unanimous)

That the policy on Council Representation on Outside Organisations be adopted.

FC/51 SALC REPRESENTATIVES FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillors Lyle and Parry are appointed the Town Council representatives.

FC/52 PARISH PATHS PARTNERSHIP REPRESENTATIVE FOR 2025/26

To be deferred to the next Council meeting.

FC/53 LUDLOW ASSEMBLY ROOMS REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Gill is appointed the Town Council representative.

FC/54 LUDLOW HOSPITAL REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Childs is appointed the Town Council representative.

FC/55 LUDLOW CHAMBER REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Taylor is appointed the Town Council representative.

FC/56 ACCESS GROUP REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Tapley is appointed the Town Council representative.

FC/57 CONSERVATION TRUST FOR ST LAURENCE REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Owen is appointed the Town Council representative.

FC/58 LUDLOW FOOD NETWORK REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Harris is appointed the Town Council representative.

FC/59 GALLOWS BANK TRUST REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Lyle is appointed the Town Council representative.

FC/60 JOB CHARLTON TRUST ALMSHOUSES REPRESENTATIVE FOR 2025/26

Two Councillor requests: Councillor Gill and Councillor Parry.

Councillor Parry received 5 votes.

Councillor Gill received 4 votes.

RESOLVED DL/TG (5:4:4)

Councillor Parry is appointed the Town Council representative.

FC/61 ELIZABETH MASSEY ALMSHOUSES REPRESENTATIVE FOR 2025/26

Two Councillor requests: Councillor Gill and Councillor Parry.

Councillor Parry received 5 votes.

Councillor Gill received 4 votes.

RESOLVED DL/TG (5:4:4)

Councillor Parry is appointed the Town Council representative.

FC/62 HOSYER-FOXES ALMSHOUSES REPRESENTATIVE FOR 2025/26

Two Councillor requests: Councillor Gill and Councillor Parry.

Councillor Parry received 5 votes.

Councillor Gill received 4 votes.

RESOLVED DL/TG (5:4:4)

Councillor Parry is appointed the Town Council representative.

FC/63 SOUTH SHROPSHIRE YOUTH FORUM REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Harris is appointed the Town Council representative.

FC/64 FAIRTRADE STEERING GROUP REPRESENTATIVE FOR 2025/26

To be deferred to the next council meeting.

**FC/65 SHROPSHIRE HILLS AND LUDLOW TOURISM DESTINATION
PARTNERSHIP REPRESENTATIVE FOR 2025/26**

RESOLVED DL/TG (unanimous)

Councillor Scott-Bell is appointed the Town Council representative.

FC/66 WIGLEY FIELD ALLOTMENTS REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Lyle is appointed the Town Council representative.

FC/67 BOXING CLUB REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Hepworth is appointed the Town Council representative.

FC/68 FRIENDS OF LUDLOW MUSEUM REPRESENTATIVE FOR 2025/26

To be deferred to the next council meeting.

FC/69 LUDLOW 21 GROUP – GREEN FESTIVAL REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Lyle is appointed the Town Council representative.

FC/70 LUDLOW 21 TRANSPORT GROUP REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Lyle is appointed the Town Council representative.

FC/71 FRENCH TWINNING REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Scott-Bell is appointed the Town Council representative.

FC/72 STEPHEN HOUSE REPRESENTATIVE FOR 2025/26

RESOLVED DL/TG (unanimous)

Councillor Cowell is appointed the Town Council representative.

FC/73 MEMBERSHIP OF PROFESSIONAL BODIES

RESOLVED DL/RO (unanimous)

That the Council's continued Membership of Professional Bodies be approved.

FC/74 FREEDOM OF INFORMATION

RESOLVED DC/RO (unanimous)

That the Council's Freedom of Information Policy be adopted, subject to a review by Policy & Finance Committee.

FC/75 RESOLVED (12:0:1)

That the Model Publication Scheme be adopted.

FC/76 MEETING EXTENSION

RESOLVED DL/KC (unanimous)

That the meeting be extended by 15 minutes.

FC/77 PRESS PROTOCOL

RESOLVED DL/KC (12:0:1)

That the Press Protocol be adopted, subject to a review through Policy & Finance Committee.

FC/78 DATA PROTECTION REGULATIONS

RESOLVED KC/MT (12:0:1)

That the Data Protection Policy be adopted, subject to a review through Policy & Finance Committee.

FC/79 MAYOR'S ALLOWANCE

RESOLVED GG/SH (9:0:4)

That the Mayor's annual allowance of £3,280.00 be approved for 2025/26.

FC/80 GENERAL POWER OF COMPETENCE (GPC)

RESOLVED DL/TG (unanimous)

That, in accordance with the Localism Act 2011, s.8 and The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Ludlow Town Council meets the criteria for eligibility and is therefore entitled to exercise the General Power of Competence.

The Council confirms that:

- a) The Town Clerk holds the relevant CiLCA qualification; and,
- b) At the time of this resolution, the number of Councillors elected at the last ordinary election or at a subsequent by-election equals or exceeds two-thirds of the total number of Councillors.

FC/81 MEETING EXTENSION

RESOLVED DL/TG (unanimous)

That the meeting be extended by 15 minutes.

FC/82 COMMITTEE MINUTES

RESOLVED GG/SH (unanimous)

That the minutes of the Representational Committee meeting held on 8th April 2025 be received.

FC/83 RESOLVED GG/AT (unanimous)

That the minutes of the Services Committee meeting held on 23rd April 2025 be received.

FC/84 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED 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 9.20PM.

Town Mayor

Date

Closed session minutes will be issued for this meeting.

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow, on **WEDNESDAY 14th MAY 2025** at **7:00PM**

FC/85 CIVIC NOMINATIONS

RESOLVED DL/GG (unanimous)

That the civic nominations criteria be noted.

FC/86 RESOLVED DL/MT (12:0:1)

To approve the first Civic Award nomination.

FC/87 RESOLVED DL/KC (9:0:4)

To approve the second Civic Award nomination.

FC/88 RESOLVED DL/GG (11:0:2)

To approve the third Civic Award nomination.

FC/89 LONG SERVICE AWARD

RESOLVED DL/GG (unanimous)

To approve the Member Long Service Award, subject to consultation with the member beforehand.

The meeting closed at 9.20pm.

Town Mayor

Date

Item 10.

ITEMS TO ACTION

Council 23rd June 2025

Items to Action

Min No.	Resolution	Action	Staff	Status / Update	Date
FC/375 14/04/25	<u>INTERNATIONAL DAY OF PEACE</u> To approve in principle the request from Ludlow Quakers for a service at Ludlow Peace Memorial in September, subject to the recommendations of the Ludlow Royal British Legion.	To contact RBL for their input/permission on behalf of the Quakers.	GW / HJ	Complete	June 2025
FC/363 14/04/25	<u>SPRING STATEMENT IMPACT ON HIGH STREET BUSINESSES AND TOWNS</u> To note the update on the impact of the government's Spring Statement on the High Street, and to approach Shropshire Council for the re-instatement of the Ludlow Future Partnership.	To contact SC.	GW	Pending	
FC/340 03/03/2025	To defer the appointment of the Task and Finish Group membership until the first meeting of the new council in May 2025.	To bring back to Full Council in May 2025.	GW	Complete	May 2025
FC/298 20/01/25	<u>WHEELER ROAD RECREATION AREA</u> To support in principle the request from Ludlow Rugby Club to use Wheeler Road Recreation Area as a	To locate and write to original grantee.	GW	Pending	

Council 23rd June 2025

Items to Action

	temporary training ground, subject to approval from a successor of the original grantee.				
FC/125 29/07/19	<u>1ST FLOOR GUILDHALL</u> That: - i) the remaining funds of £1,500 from the Mayor's Allowance from 2018-19 be used towards the refurbishment of the first floor of the Guildhall. ii) the listed building consent for the Chamber is renewed. iii) Quotations for works to the Chamber, and works to the first floor of the Guildhall, as described in the report, are sought and brought back to Council for approval.	Building consent application sent. Quotations sought.	GW GW	Complete Pending	09/12/19
FC/336 26/04/21	<u>STAFFING STRUCTURE REVIEW</u> To approve: - i) Creation of workspaces upstairs at the Guildhall to facilitate the above appointments. ii) Further exploration of a Projects and Assets role by a Staffing Task & Finish Group. iii) Further exploration of an additional admin apprentice role by a Staffing Task & Finish Group	Not being progressed. Staffing T&F to discuss.	GW	Complete Pending Pending	01/07/22

Council 23rd June 2025

Items to Action

FC/50 11/05/22	<u>MARKET PARKING</u> To escalate the item to action for prompt consideration in six months.	To follow up with SC monthly.		Pending Feb 24 – update: draft consultation with legal department. April 24 – email and images sent to SC to inform of cars left on market.	
FC/122 01/08/22	<u>MARKET PARKING</u> That once the parking order is enacted, its effect will be monitored by market traders and the Town Council.	To be monitored.	GW	Pending	
FC/123 01/08/22	<u>MARKET PARKING</u> That if after a period of six months, if the Town Council deems the parking order to have been ineffective at its next meeting, Ludlow Town Council will approve consultation with the Conservation Officer for approval of the design of the bollards to be installed on the Market Square.	To be diarised when parking order in force.	GW	Pending	

Council 23rd June 2025

Items to Action

FC/133 31/07/23	<u>INSURANCE</u> That: i) the renewal questionnaire for the Town Council's insurance is approved. ii) the civic regalia is revalued.	Questionnaire to be returned to insurance company. Civic regalia to revalued. Specification delegated	GW	Complete	August 2023
			GW	Pending	
FC/205 30/10/23	<u>CHANGES TO FIRE SAFETY LEGISLATION</u> To note the changes and that a review of Fire Risk assessments will be undertaken to ensure compliance.	To review for compliance	GW	Complete	April 2025
FC/144 29/7/24	<u>COACHES</u> To secure coach friendly status and liaise with the Chamber about the coach driver welcome pack. FC/145 To follow up with Visit Shropshire to promote Ludlow as a coach destination at tourism shows and through other communication channels.	To liaise with BIDs and make the application.	GW/KP	BIDs and Visit Shropshire approached for information.	
				Made contact with Coach Friendly Status organisation. Application needs to be completed.	

Council 23rd June 2025

Items to Action

FC/191	<u>COMMITTEE RECOMMENDATIONS – REP</u> To approve the recommendations from Representational Committee on 27 th August 2024: <ul style="list-style-type: none">• That a task and finish group is set up to explore the stages of creating a Neighbourhood Plan and design codes, and that all Councillors are eligible to join.	Put on to Representational Committee agenda for consideration.	GW	Pending	
	<ul style="list-style-type: none">• To approve the refurbishing of the Mill Street bus shelter in the next financial year, and quotes are obtained to enable an appropriate budget to be set.	June 2025	KA	Complete	
FC/192	To approve membership of the Neighbourhood Plan Task and Finish Group as Councillors Ginger, Harris, Miller, Parry, Tapley and S Waite.	Initial meeting to be called		Pending	

Item 11.

INTERNAL AUDIT

Annual Internal Audit Report 2024/25

Ludlow Town Council

ENTER POST CODE www.ludlow.gov.uk WEBSITE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered*
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	Yes		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	Yes		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

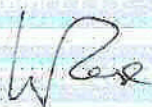
Date(s) internal audit undertaken

19/05/2024 07/11/2024

Name of person who carried out the internal audit

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

18/05/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Gina Wilding
Town Clerk
Ludlow Town Council
The Guildhall
Mill Street
Ludlow
Shropshire
SY8 1AZ

18th May 2025

Dear Gina,

Year End Internal Audit

An audit was carried out by Kevin Rose on Thursday 15 May 2025. This was the Year End audit following on from the interim audit carried out on 7 November 2024.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 208 items. A total of 84 items were tested during this audit in addition to the 124 items tested and checked during the interim audit process. All items on the checklists were tested during the year.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

(Please refer to the explanation of my 'Not Covered' responses on Page 3)

Areas subject to audit were;

- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Payroll (Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)

Summary of tests undertaken during this audit

Positive response	40
Negative response	4
Not Applicable to your Council	40
Total tests carried out	<u>84</u>

Of the 44 applicable items tested a Positive response was obtained in respect of 40 tests. There were 4 Negative responses identified and 5 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

Summary of tests undertaken for the financial year (including interim audit work)

Positive response	149
Negative response	9
Not Applicable to your Council	50
Total tests carried out	<u>208</u>
Tests not carried out	Nil

I am pleased to advise that no 'Non-Compliances' were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

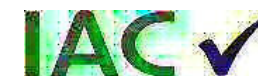
Internal Audit 'Not Covered' Responses

Internal Control Objective	Reason for Not Covered Response
K: If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from a limited assurance review for the relevant financial year.
L: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	At present no specific guidance has been provided to Internal Auditors as to what the 'relevant legislation' is in respect of Control Objective L. We have tested against the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) and 2015/494 The Smaller Authorities (Transparency Requirements), neither of which apply to your Council. The publication requirements of Statutory Instrument (2015/234) The Accounts and Audit Regulations are covered in our responses to Internal Control Objectives M and N. The Council should note that we have not considered any additional publication requirements that may apply, for example those set out in the ICO Model Publication Scheme for Parish Councils.
O: (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.

Ludlow Town Council

Financial Year 2024-25

Year End Internal Audit Observations



IAC Audit and Consultancy Ltd

Audit date: 15 May 2025

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Assets included in the assets register are covered under the Councils insurance policy	No	<i>It was not possible to verify that all Councils assets of significant value (such as civic regalia) are covered under the Councils insurance policy.</i>	The Council to review its insurance coverage to ensure that its high value assets are appropriately insured. If the Council should decide not to insure particular assets this decision should be recorded in Minutes of the appropriate meeting.	Medium	When the insurer issued the original schedules regalia had the wrong cover on them so it was included within the general contents sum insured , which you currently have as £775,293. The council's insurance is currently being reviewed for renewal and this matter will be address in this process.

H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	There is a register of owned assets	Yes	<i>It was noted that the Councils asset register has a large number of items which are of a very low value, such as small hand tools and items of office equipment. It is unclear whether many of these low value items merit classification as 'assets'.</i>	<p>The Council to review the asset register and put in place a policy to determine which items need to be recorded on the register.</p> <p>The Council should consider whether minor items of tools and equipment should instead be recorded on a separate 'Inventory' listing. This would greatly simplify the asset register and enable more effective monitoring of the register.</p> <p>The Council to note that accuracy of the asset register has been regularly raised as an internal audit Observation in prior years.</p>	High	The Council agreed an asset disposal policy in 2024. In this policy the minimum value of asset to be recorded on the asset register was set at £300. The current asset register spread sheet requires upgrading to a purpose made software package, and at this time will be aligned with the policy.

2	Continuing existence of assets is checked on a regular basis (when was last check?)	No	<i>Given the very large number of items on the asset register (some 421 lines) it is impractical for all items to be subject to verification.</i>	When the Council has reviewed the asset register, and significantly reduced the number of items recorded, the Council should put in place a process for the regular review and verification of its assets. Assets of a high value or which may be particularly vulnerable should be subject to verification at more frequent intervals.	Medium	Council is aware that the asset register requires work.
3	Total of Asset Register agrees to Box 9 value of Accounting Statements	No	<i>It was not possible to agree the Asset Register to the value stated in Box 9 of the Accounting Statements. The total of the asset register provided was £687,411.51 however the value recorded in Box 9 was £713,390.</i>	Council to review the value stated in Box 9 and ensure that it agrees to the total value of the Asset Register.	High	To be reviewed at Full Council on 23rd June 2025.
4	Movement on asset register agrees to additions to disposals made in the year	No	<i>It was not possible to verify the change in value of the asset register with a schedule of assets purchased and disposed of during the year.</i>	Council to review the change in the value of assets from prior year and agree the movement to a listing of assets purchased and disposals made in the 2024/25 year.	High	To be reviewed at Full Council on 23rd June 2025.

	Deputy Mayor's Chain		Guildha	purcahs	2016		Civic Regalia	Clerk			Lost			Came & Co	Lost	2024/25	1.00
38	5 Computers	4	Guildhall				Office E	1 Clerk		2	Good			Came & Co		2024/25	1.00
39	2 laptops	4	Guildhall				Office E	1 Clerk		2	Good			Came & Co		2024/25	2,153.00
40	7 Blackberries	4	Guildhall				Office E	1 Clerk		5	Worn			Came & Co	Disposed	2024/25	700.00
41	Microwave	4	Guildhall				Office E	1 Clerk		2	Good			Came & Co		2024/25	60.00
49	Laminator	4	Guildhall				Office E	1 Clerk		2	Good			Came & Co		2024/25	20
51	Binder	4	Guildhall				Office E	4 DLF Supervisor		2	Good			Came & Co		2024/25	30
56	5 Office Chairs	4	Guildhall				Office E	2 CSO		1	New			Came & Co		2024/25	250
63	Mitubishi OV59JHL	3	Henley Road				Vehicles	4 DLF Supervisor		1	New			Came & Co	Sold	2024/25	13,249.00
65	Kubota Mower DX09LDU	3	Henley Road		2005		Mowers	4 DLF Supervisor		1	New			Came & Co	Sold	2024/25	6000
66	Peugeot Expert VU06GUH	3	Henley Road		2005		Vehicles	4 DLF Supervisor		7	Broken			Came & Co		2024/25	8705
67	Peugeot Expert VU06GUK	3	Henley Road		2005		Vehicles	1 Clerk		1	New			Came & Co	Sold	2024/25	8,705.00
73	Coder Road Depot	7	Coder Road				Fixtures	1 Clerk		1	New			Came & Co	No Longer in poss	2024/25	0
81	Linney Parking Meter		Linney				Street F	1 Clerk		1	New			Came & Co	Disposed	2024/25	2,405.00
82	3 Flags - Armed Forces & Union	1	Town C	CN Hou	20-Jun-11		Regalia	1 Clerk		1	New			Came & Co		2024/25	26
93	Acer Projector	4	Guildha	Amazor	28-Oct-11		Office E	1 Clerk		1	Broken			Came & Co	Broken	2024/25	299.99
94	Smart Pointer for projector	4	Guildha	Amazor	28-Oct-11		Office E	1 Clerk		1	New			Came & Co		2024/25	33.22
95	Projector Accessory Kit	4	Guildha	Amazor	28-Oct-11		Office E	1 Clerk		1	New			Came & Co		2024/25	36.80
108	Stone PC	4	Guildha	Shrops	20-Feb-12		Office E	4 DLF Supervisor		1	New			Came & Co		2024/25	462.54
109	Paraffin Green House Heater	3	Henley	The Gre	20-Feb-12		Tools at	4 DLF Supervisor		8	Stolen			Came & Co	Stolen Oct 2021	2024/25	70.00
119	Stairclimber	4	Guildha	Baronm	19-Sep-12		Office E	1 Clerk		1	New			Came & Co	Disposal agreed M	2024/25	3,995.00
122	Samurai pruning saw	2	Depot	Ludlow	22-Oct-12		Tools at	1 Clerk		8	Stolen			Came & Co	Stolen Oct 2021		27.50
123	Wolf Telescopic Anvil Lopper	2	Depot	Ludlow	22-Oct-12		Tools at	1 Clerk		8	Stolen			Came & Co	Stolen Oc 2021	2024/25	52.99
124	Wheel barrow	3	Depot	Ludlow	05-Jan-13		Tools at	1 Clerk		7	Broken			Came & Co		2024/25	63.99
127	Barracuda hand saw	5	Whee	Travis F	03-Jun-13		Tools at	1 Clerk		8	Stolen			Came & Co	Stolen Oct 2021	2024/25	29.78
140	fridge	4	Guildha	AO.com	29-Jun-15		Fixtures	1 Clerk		1	New			Came & Co		2024/25	99.00
141	fan heater	4	Guildha	Amazor	03-Sep-15		Fixtures	1 Clerk		1	New			Came & Co	Disposed	2024/25	13.59
164	blackberry charger	4	Guildha	Amazor	31-Oct-15		Office equipment							Came & Co		2024/25	3.40
168	fan heater x2	4	Guildha	Amazor	13-Oct-15		Office equipment							Came & Co		2025/26	19.98
169	fan heater	4	Guildha	Amazor	19-Jan-16		Office equipment							Came & Co		2025/26	10.24
184	x 16 Kindle tablets	4	Guildha	Amazor	22-Feb-17		Tools at	3						Came & Co		2024/25	666.56
200	20"saw		Depot	Travis F	01-Nov-18			4			8	Stolen		Came & Co	Stolen Oct 2021	2024/25	6.79

Total 48,196.37

Small Assets Disposals 816.74

Final Total Disposals 49,013.11

Asset Register Additions 2024-25						
378	Wifi Temperature & Relative Humidity Data Logger	Buttercross	Lascar Electronics	12-Apr-24	117.98	
379	Wifi Temperature & Relative Humidity Data Logger	Buttercross	Lascar Electronics	16-May-24	109.99	
380	Christmas Wood Wall Photo Backdrop	Guildhall	Amazon	30-Oct-24	18.88	Stronger Starts grant
381	Christmas Fireplace Photo Backdrop	Guildhall	Amazon	30-Oct-24	18.88	Stronger Starts grant
382	Backdrop Stand 6.5 x 10 ft	Guildhall	Amazon	22-Oct-24	39.98	Stronger Starts grant
383	24" Monitor	Guildhall	Border Computer Services	11-Apr-24	121.00	
384	Fabric Christmas Bunting	Guildhall	Etsy (Suzie Sews Studio)	30-Oct-24	90.00	Stronger Starts grant
385	Electric Balloon Inflator	Guildhall	Amazon	31-Oct-24	10.99	Stronger Starts grant
386	Freestanding Tree Arch with 500 LED Lights 2.2m	Guildhall	Home Online Stores	31-Oct-24	108.32	Stronger Starts grant
387	Welcome Sign for Seniors Party	Guildhall	Printed.com		21.24	Stronger Starts grant
388	Portable One to One Hearing Loop x2	Guildhall	Deaf Awareness Technology	27-Sep-24	268.00	
389	Wooden Easel Stand	Guildhall	Amazon		7.07	Stronger Starts grant
390	Walkie Talkies x10	Guildhall	Amazon	11-Nov-24	98.08	
391	Play Equipment - Fire Truck Inground 60cm	Housman Crescent	Kompan	31-Jan-25	2,060.00	
392	Play Equipment - Tipi Carousel Inground Dark Blue	Housman Crescent	Kompan	31-Jan-25	2,460.00	
393	Play Equipment - Duo Climber	Housman Crescent	Kompan	31-Jan-25	4,650.00	
394	Fridge - Larder Statesman Black	Guildhall	Homecare	31-Jan-25	158.33	
395	Fridge - Larder Statesman Black	Depot	Homecare	31-Jan-25	158.33	
396	Cast Iron Blackburn Bench	Depot	Broxap	29-Jan-25	553.00	
397	Cast Iron Blackburn Bench	Depot	Broxap	06-Sep-24	553.00	
398	PC	Guildhall	Border Computer Services	22-Jan-25	372.00	
399	22" Monitor	Guildhall	Border Computer Services	06-Jan-25	100.00	
400	22" Monitor - Assistant	Guildhall	Border Computer Services	14-Jan-25	100.00	
401	Chair - Low Lumbar Blue	Guildhall	Furniture@Work	12-Dec-24	94.00	
402	Chair - Full Lumbar Charcoal	Guildhall	Furniture@Work	15-Nov-24	78.00	
403	Anti Fatigue Rubber Mats x10	Cemetery	TFM	31-Oct-24	212.50	
404	Swim Ladder	Linney	The Pontoon and Dock Company	09-Sep-24	536.80	
405	Cash Register - POS Lite & Cash Drawer	Buttercross	SumUp	27-Nov-24	368.00	
406	Basket Seat for Pendulum Swing	Linney	Wicksteed	07-Oct-24	834.75	
407	Bathing Waters Sign - 90cm x 61cm Alloy	Linney	Sign & Post Ltd	03-Sep-24	458.00	
408	Mayoral Tricorn Hat	Guildhall	Micheals Civic Robes	12-Jun-24	495.00	
409	22" HD Open Frame Video Screen & Media Player	Buttercross	Blackbox	11-Jul-24	499.00	
410	VideoClip HD8 with HDMI VGA Converter	Buttercross	Blackbox	11-Jul-24	240.00	
411	Portable EV Charger	Depot	Vorsprung	11-Sep-24	154.12	
412	Barrier - Chapter 8 2m x10	Depot	Speedy Hire	09-Oct-24	275.00	
413	Market Stalls Cover - 6 Bay	Market Square	Apex Market Stalls	12-Nov-24	1,846.00	
414	Market Stalls Cover - 3 Bay	Market Square	Apex Market Stalls	12-Nov-24	923.00	
415	Market Stalls Cover - 3 Bay	Market Square	Apex Market Stalls	12-Nov-24	923.00	
416	Market Stalls Cover - 6 Bay	Market Square	Apex Market Stalls	19-Sep-24	1,846.00	
417	Market Stalls Cover - 4 Bay	Market Square	Apex Market Stalls	19-Sep-24	1,390.00	
418	Market Stalls Cover - 3 Bay	Market Square	Apex Market Stalls	19-Sep-24	923.00	
419	Multi Coloured Connectable Fairy Lights 5m x20	Depot	Lights4Fun	19-Sep-24	258.6	
420	Airbelt Personal Floatation Device	Depot	Red Equipment	19-Dec-24	124.87	
421	Neopolitan Hooded Plaza Recycled Black Bin		Glasdon	17-Sep-24	305.37	

Total 24,980.08

Ref No.	Asset Description	Location	Supplier	Date Acquired	Value	Category Description	Custodian Code	Custodian	Identification	Condition Code	Condition	Notes	Financial Year of Disposal	Disposal Value
1	The Buttercross	Town Centre		1976	1.00	Land & Buildings	1	Clerk	2	Good				
2	The Guildhall	Town Centre		1976	1.00	Land & Buildings	1	Clerk	3	Fair				
3	Cemetery	Henley Road		1989	1.00	Land & Buildings	1	Clerk	2	Good				
4	Memorial Benches	Town Centre			1.00	Street Furniture	1	Clerk	3	Fair				
5	Cemetery House	Henley Road		1989	1.00	Land & Buildings	1	Clerk	2	Good				
6	Depot	Henley Road		2005	55,000.00	Land & Buildings	1	Clerk	2	Good				
7	Chapel	Henley Road	Transfer from SSDC	1989	1.00	Land & Buildings	1	Clerk	2	Good				
8	Outbuildings & toilets	Henley Road	Transfer from SSDC	1989	1.00	Land & Buildings	1	Clerk	2	Good				
9	Playground Equipment	Town Centre			173,501.00	Playground Equipment	4	DLF Sup	2	Good				
10	Linney Riverside Park	Linney	Transfer from SSDC	2005	1.00	Land & Buildings	1	Clerk	3	Fair				
11	Boathouse	Linney	Transfer from SSDC	2005	1.00	Land & Buildings	1	Clerk	2	Good				
12	Boats - 15	Linney			1.00	Parks Equipment	1	Clerk	2	Good				
13	Linney Toilets	Linney	Transfer from SSDC	2005	1.00	Land & Buildings	1	Clerk	2	Good				
14	Smithfield Toilets		Transfer from SC	2010	1.00	Land & Buildings	1	Clerk	2	Good				
15	Castle Street Toilets		Transfer from SC	2010	1.00	Land & Buildings	1	Clerk	2	Good				
16	Market Square		Transfer from SSDC	1976	1.00	Land & Buildings	1	Clerk	2	Good				
17	Henley Orchards (Public Open Space)		Transfer from SSDC	2005	1.00	Land & Buildings	1	Clerk	2	Good				
18	Weyman Road (Play Field)		Transfer from SSDC	2005	1.00	Land & Buildings	1	Clerk	2	Good				
19	Castle Gardens		Transfer from SSDC	2005	1.00	Land & Buildings	1	Clerk	1	New				
20	St Thomas' Chapel Open Space		Transfer from SSDC	2005	1.00	Land & Buildings	1	Clerk	2	Good				
21	Lower Corve Street Open Space		Transfer from SSDC	2005	1.00	Land & Buildings	1	Clerk	2	Good				
22	St John's Gardens		Transfer from SSDC	2005	1.00	Land & Buildings	1	Clerk	2	Good				
23	Wheeler Road Open Space		Transfer from SSDC	2005	1.00		1	Clerk	2	Good				
24	Housman Crescent Open Space		Transfer from SSDC	2005	1.00		1	Clerk	2	Good				
25	Wigley Fields Allotments				1.00		1	Clerk	2	Good				
26	Mayors Chair	Guildhall	Transfer from Borough Council	1976	1.00		1	Clerk	2	Good				
27	Large Mace	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
28	Pair Of Maces	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
29	Pair George 1 Tobacco Boxes	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
30	Silver Salver	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
31	Pair George 1 Salvors on Foot	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
32	Pair Silver tankards with spouts	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
33	7 in. Tankard	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
34	7.5 in. Tankard	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
35	Town Plate	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
36	Mayor's chain	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
37	Consort Chain	Guildhall	Transfer from Borough Council	1976	1.00	Civic Regalia		Clerk		Good				
38	Deputy Mayor's Chain	Guildhall		2016		Civic Regalia		Clerk		Lost	Lost	2024/25		1.00
39	Seats	Linney			1.00	Street Furniture	1	Clerk	2	Good				
40	Picnic Bench	Linney			1.00	Street Furniture	1	Clerk	3	Fair				
41	5 Computers	Guildhall				Office Equipment	1	Clerk	2	Good		2024/25		1.00
42	2 laptops	Guildhall				Office Equipment	1	Clerk	2	Good		2024/25		2,153.00
43	7 Blackberries	Guildhall				Office Equipment	1	Clerk	5	Worn	Disposed	2024/25		700.00
44	Microwave	Guildhall				Office Equipment	1	Clerk	2	Good		2024/25		60.00
45	Cups & Saucers	Guildhall			1.00	Office Equipment	1	Clerk	2	Good				
46	Glasses	Guildhall			1.00	Office Equipment	1	Clerk	2	Good				
47	Plates	Guildhall			1.00	Office Equipment	1	Clerk	2	Good				
48	Dishes	Guildhall			1.00	Office Equipment	1	Clerk	2	Good				
49	Cutlery	Guildhall			1.00	Office Equipment	1	Clerk	3	Fair				
50	Photocopier	Guildhall			1.00	Office Equipment	1	Clerk	2	Good				
51	Shredder	Guildhall			75.00	Office Equipment	1	Clerk	2	Good				
52	Laminator	Guildhall				Office Equipment	1	Clerk	2	Good		2024/25		20
53	Guillotine	Guildhall			20.00	Office Equipment	4	DLF Sup	2	Good				
54	Binder	Guildhall				Office Equipment	4	DLF Sup	2	Good		2024/25		30
55	8 filing cabinets	Guildhall		x4 12/04/2011	1.00	Office Equipment	4	DLF Sup	2	Good				
56	4 cupboards	Guildhall			400.00	Office Equipment	4	DLF Sup	2	Good				

57	1 bookshelf	Guildhall			100.00	Office Equipment	4 DLF Supd	2 Good			
58	Safe	Guildhall	HMCS	2012	1.00	Office Equipment	4 DLF Supd	3 Fair			
59	5 Office Chairs	Guildhall				Office Equipment	2 CSO	1 New		2024/25	250
60	2 pedestals	Guildhall			80.00	Office Equipment	1 Clerk	2 Good			
61	2 Roller bookcases	Guildhall			200.00	Office Equipment	1 Clerk	2 Good			
62	2 key safes	Guildhall	HMCS	2012	20.00	Office Equipment	1 Clerk	2 Good			
63	Play Equipment	Houseman Cres			20,000.00	Playground Equipment	1 Clerk	3 Fair			
64	Play Equipment	Wheeler Road			40,000.00	Street Furniture	4 DLF Supd	2 Good			
65	Skate Park	Wheeler Road			50,000.00	Street Furniture	4 DLF Supd	1 New			
66	Mitubishi OV59JHL	Henley Road				Vehicles	4 DLF Supd	1 New	Sold	2024/25	13,249.00
67	Kubota Tractor VU06KYT	Henley Road		2005	6,140.00	Mowers	4 DLF Supd	1 New			
68	Kubota Mower DX09LDU	Henley Road		2005		Mowers	4 DLF Supd	1 New	Sold	2024/25	6000
69	Peugeot Expert VU06GUH	Henley Road		2005		Vehicles	4 DLF Supd	7 Broken		2024/25	8705
70	Peugeot Expert VU06GUK	Henley Road		2005		Vehicles	1 Clerk	1 New	Sold	2024/25	8,705.00
71	Safe	Henley Road			1.00	Office Equipment	1 DLF Supd	1 Good			
72	Market Stalls	Town Centre	Apex Market Stalls	2009	42,401.00	Street Furniture	1 Clerk	1 New			
73	Robes, hats and Gloves	Guildhall	Michaels Civic Robes	1 robe 09/05/2011	1.00	Regalia	1 Clerk	1 New			
74	Christmas Lights	Town Centre			30,207.00	Regalia	2 CSO	1 New			
75	Coder Road Depot	Coder Road				Fixtures and Fittings	1 Clerk	1 New	No Longer in possession	2024/25	0
76	Portable Hand Tools	Henley Road			47,854.00	Tools and Equipment	4 DLF Supd	1 New			
77	Honda Brushcutter	Depot	Buften	16-Feb-11		Tools and Equipment	4 DLF Supd	8 Stolen	No longer have	2023/24	300.00
78	Apex Summerhouse	Depot		29-Mar-11	1.00	Fixtures and Fittings	4 DLF Supd	7 Broken	Not in use Dec 2021		
79	Trailer	Depot	Lomart Ltd	31-Mar-11		Tools and Equipment	4 DLF Supd	1 New	Sold to Buftons	2023/24	2,500.00
80	Trolley Jack	Depot	JPS	03-Mar-11	50.00	Tools and Equipment	4 DLF Supd	1 New			
81	Poly Tunnel 16ftx30ft	Henley Road	First Tunnels	31-Mar-11	1,500.00	Tools and Equipment	4 DLF Supd	4 Poor			
82	CCTV	Guildhall	ADT	15-Apr-11	35,000.00	Street Furniture	1 Clerk	1 New			
83	Linney Parking Meter	Linney				Street Furniture	1 Clerk	1 New	Disposed	2024/25	2,405.00
84	3 Flags - Armed Forces & Union	Town Centre	CN House	20-Jun-11		Regalia	1 Clerk	1 New		2024/25	26
85	Wolf MC Wide Trowel	Depot	Ludlow Homecare	07-Jun-11	9.45	Tools and Equipment	1 Clerk	1 New			
86	Lakeside Seat	Henley Road	Broxap	21-Jun-11	1,087.20	Street Furniture	1 Clerk	1 New			
87	Trader Market Canopy	Town Centre	Apex Market Stalls	31-May-11	580.00	Street Furniture	1 Clerk	1 New			
88	Logitech Multimedia speakers	Guildhall	Amazon	29-Jul-11	54.28	Office Equipment	1 Clerk	1 New			
89	Height Restriction Barrier	Henley Road	DRB Safety Barriers	27-Jul-11	966.00	Fixtures and Fittings	1 Clerk	4 Poor	Changed condition to poor March 2022		
90	4 cubic feet wheelbarrow	Depot	Travis Perkins	30-Aug-11	75.54	Tools and Equipment	1 Clerk	1 New			
91	5m x4m tarpaulin	Depot	Travis Perkins	17-Aug-11		Tools and Equipment	1 Clerk	1 New	No longer have	2023/24	58.10
92	Metric Measuring Wheel	Depot	Amazon	04-Oct-11	18.54	Tools and Equipment	1 Clerk	1 New			
93	Stihl Brushcutter/Strimmer	Depot	Buftons	27-Sep-11		Tools and Equipment	4 DLF Supd	1 New	No longer have	2023/24	336.00
94	Polytunnel	Henley Road	Coopers	14-Oct-11	1,230.51	Fixtures and Fittings	4 DLF Supd	1 New			
95	Acer Projector	Guildhall	Amazon	28-Oct-11		Office Equipment	1 Clerk	1 Broken	Broken	2024/25	299.99
96	Smart Pointer for projector	Guildhall	Amazon	28-Oct-11		Office Equipment	1 Clerk	1 New		2024/25	33.22
97	Projector Accessory Kit	Guildhall	Amazon	28-Oct-11		Office Equipment	1 Clerk	1 New		2024/25	36.80
98	Union Jack Flag	Town Centre	J W Plant	01-Nov-11	65.52	Regalia	4 DLF Supd	1 New			
99	Robe 51"	Guildhall	Marston Robing	26-Oct-11	55.50	Regalia	1 Clerk	1 New			
100	Lakeside Seat	Henley Road	Broxap	30-Nov-11	118.00	Street Furniture	1 Clerk	1 New			
101	Pontoon - Linney R. Side Park	Linney	Poontoon and Dock Co	25-Aug-11	9,172.00	Parks Equipment	4 DLF Supd	1 New			
102	Flannelette Santa Suit	Guildhall	Santa Suit	01-Dec-11	45.83	Regalia	4 DLF Supd	1 New			
103	Rubber Seat and Swing	Linney	Play equipment	16-Dec-11	139.00	Playground Equipment	4 DLF Supd	1 New			
104	Christmas Lights	Town Centre	9 set outdoor lights	01-Nov-11		Regalia	4 DLF Supd	1 New	No longer have?	2023/24	2,614.42
105	Christmas Lights	Town Centre	LED 24V pure white	28-Nov-11		Regalia	4 DLF Supd	1 New	No longer have?	2023/24	600.00
106	Spades x 3	Henley Road	3 Spades	02-Dec-11	13.75	Tools and Equipment	4 DLF Supd	1 New			
107	Kodak Easyshare Digigal Camera	Henley Road	Amazon	20-Feb-12	53.18	Office Equipment	4 DLF Supd	1 New			
108	Portable Hard Drive	Guildhall	Amazon	20-Feb-12	67.31	Office Equipment	1 Clerk	1 New			
109	500GB Silver External Hard Drive	Guildhall	Amazon	20-Feb-12	59.98	Office Equipment	1 Town Cle	1 New			
110	Stone PC	Guildhall	Shropshire Council	20-Feb-12		Office Equipment	4 DLF Supd	1 New		2024/25	462.54
111	Paraffin Green House Heater	Henley Road	The GreenHouse people	20-Feb-12		Tools and Equipment	4 DLF Supd	8 Stolen	Stolen Oct 2021	2024/25	70.00
112	Home Media Network aTB Hard Drive	Guildhall	Amazon	02-Mar-12	99.39	Office Equipment	4 DLF Supd	1 New			
113	Mace Stands	Guildhall	Treasure & Sons	17-Feb-12	1,045.20	Regalia	4 DLF Supd	1 New			
114	pendulum Swing with basket seat	Linney	Wicksteed	16-Dec-11	5,628.00	Playground Equipment	4 DLF Supd	1 New			
115	Teacup Twister	Linney	Wicksteed	16-Dec-11		Playground Equipment	1 Clerk	7 Broken	Taken out of use 2020	2023/24	1,504.00
116	Hurricane Swing	Linney	Wicksteed	16-Dec-11	3,975.00	Playground Equipment	4 DLF Supd	1 New			
117	Windsor Picnic Table x 4	Linney	Wicksteed	16-Dec-11	1,240.00	Parks Equipment	1 Clerk	2 Good			
118	Pallet Forks	Depot	Oakleys	13-Apr-12	1,095.00	Tools and Equipment	4 DLF Supd	1 New			
119	Snow Blade	Depot	Oakleys	13-Apr-12	580.00	Tools and Equipment	4 DLF Supd	1 New			
120	6ft finishing mower	Henley Road	Morris Buften	07-Jun-12	1,050.00	Tools and Equipment	4 DLF Supd	1 New			
121	Stairclimber	Guildhall	Baronmead	19-Sep-12		Office Equipment	1 Clerk	1 New	Disposal agreed May 24	2024/25	3,995.00
122	Noticeboard	Town Centre	Arien Signs	20-Sep-12	1,080.00	Street Furniture	1 Clerk	1 New			
123	Tarmac Rake x2	Linney	Travis Perkins	19-Nov-12	44.00	Tools and Equipment	1 Clerk	1 New			

124	Samurai pruning saw	Depot	Ludlow Homecare	22-Oct-12		Tools and Equipment	1 Clerk	8 Stolen	Stolen Oct 2021		27.50
125	Wolf Telescopic Anvil Lopper	Depot	Ludlow Homecare	22-Oct-12		Tools and Equipment	1 Clerk	8 Stolen	Stolen Oc 2021	2024/25	52.99
126	Wheel barrow	Depot	Ludlow Homecare	05-Jan-13		Tools and Equipment	1 Clerk	7 Broken		2024/25	63.99
127	Metal Saw Horse	Depot	Morris Bufton	20-Mar-13	22.50	Tools and Equipment					
128	The Mayor's Cup/Patriot Award	Wheeler Road	Bensons	20-Mar-13	200.00	Regalia	1 Clerk	1 New			
129	Barracuda hand saw	Wheeler Road	Travis Perkins	03-Jun-13		Tools and Equipment	1 Clerk	8 Stolen	Stolen Oct 2021	2024/25	29.78
130	Lecturn for Chapel	Henley Road	G J Jordan	15-Aug-13	24.00	Fixtures and Fittings	1 Clerk	1 New			
131	PAT Tester	Henley Road	Ebay	09-Aug-13		Tools and Equipment	1 Clerk	8 Stolen	Stolen Oct 2021	2023/24	295.00
132	58 Piece compact tool kit	Henley Road	Spaldings	10-Sep-13	117.00	Tools and Equipment	1 Clerk	1 New			
133	New mower G23	Henley road	oakleys	22-Sep-14		Tools and Equipment	1 Clerk	1 New	No longer have	2023/24	8,990.00
134	2 intelcore base pcs	Guildhall	midland computers	19-Aug-14	936.70	Office Equipment	1 Clerk	1 New			
135	built computer system	Guildhall	midland computer i3 processor	19-Aug-14	667.18	Office Equipment	1 Clerk	1 New			
136	samsung camera	Buttercross	ADT	25-Nov-14	300.00	Tools and Equipment	1 Clerk	1 New			
137	in / out name boards	Guildhall	office depot	20-Jan-15	58.68	Office Equipment	1 Clerk	1 New			
138	Mayoral Boards	Guildhall	Treasure & Sons	26-Jan-15	1,850.00	Fixtures and Fittings	1 Clerk	1 New			
139	DVD Drive for CCTV	Guildhall	ADT	02-Feb-15	96.00	Fixtures and Fittings	1 Clerk	1 New			
140	mobile pedestal	Guildhall	Furniture @work	05-Jun-15	85.00	Office Equipment	1 Clerk	1 New			
141	Linney seat slats	Linney	Wicksteed	06-Jul-15	434.00	Fixtures and Fittings	1 Clerk	1 New			
142	fridge	Guildhall	AO.com	29-Jun-15		Fixtures and Fittings	1 Clerk	1 New		2024/25	99.00
143	fan heater	Guildhall	Amazon	03-Sep-15		Fixtures and Fittings	1 Clerk	1 New	Disposed	2024/25	13.59
144	Linney Seats	Linney	Wicksteed	14-Oct-15	728.03	Fixtures and Fittings	1 Clerk	1 New			
145	Buttercross Oak Ramp & vision Panel	Buttercross	Hereford Oak	15-Oct-15	498.44	Fixtures and Fittings	1 Clerk	1 New			
146	32" Commercial Screen	Buttercross	Black box AV	13-Oct-15	499.00	Fixtures and Fittings	1 Clerk	1 New			
147	wall bracket	Buttercross	Black box AV	13-Oct-15	68.00	Fixtures and Fittings	1 Clerk	1 New			
148	HDMI switcher	Buttercross	Black box AV	13-Oct-15	127.50	Fixtures and Fittings	1 Clerk	1 New			
149	speaker behind panel	Buttercross	Black box AV	13-Oct-15	13.00	Fixtures and Fittings	1 Clerk	1 New			
150	amp	Buttercross	Black box AV	13-Oct-15	99.00	Fixtures and Fittings	1 Clerk	1 New			
151	soundclip	Buttercross	Black box AV	13-Oct-15	185.00	Fixtures and Fittings	1 Clerk	1 New			
152	handset plastic audio with cradle sensor	Buttercross	Black box AV	13-Oct-15	167.00	Fixtures and Fittings	1 Clerk	1 New			
153	wooden box to house soundclip and handset	Buttercross	Black box AV	13-Oct-15	199.00	Fixtures and Fittings	1 Clerk	1 New			
154	period telephone	Buttercross	Black box AV	13-Oct-15	895.00	Fixtures and Fittings	1 Clerk	1 New			
155	Gramophone	Buttercross	Black box AV	13-Oct-15	688.00	Fixtures and Fittings	1 Clerk	1 New			
156	button stainless steel	Buttercross	Black box AV	13-Oct-15	12.00	Fixtures and Fittings	1 Clerk	1 New			
157	32" commercial screen	Buttercross	Black box AV	13-Oct-15	499.00	Fixtures and Fittings	1 Clerk	1 New			
158	wall bracket	Buttercross	Black box AV	13-Oct-15	68.00	Fixtures and Fittings	1 Clerk	1 New			
159	HDMI switcher	Buttercross	Black box AV	13-Oct-15	127.50	Fixtures and Fittings	1 Clerk	1 New			
160	302 pair 2 black speakers	Buttercross	Black box AV	13-Oct-15	63.00	Fixtures and Fittings	1 Clerk	1 New			
161	amp	Buttercross	Black box AV	13-Oct-15	99.00	Fixtures and Fittings	1 Clerk	1 New			
162	button stainless steel	Buttercross	Black box AV	13-Oct-15	12.00	Fixtures and Fittings	1 Clerk	1 New			
163	wooden box to house 4 buttons	Buttercross	Black box AV	13-Oct-15	199.00	Fixtures and Fittings	1 Clerk	1 New			
164	Market stall cover	Town Centre	Apex Market Stalls	21-Dec-15	712.00	Fixtures and Fittings	4 DLF Supe	1 New			
165	xmas lights	Town Centre	Lights4fun	02-Nov-15	274.67	Regalia	4 DLF Supe	1 New			
166	blackberry charger	Guildhall	Amazon	31-Oct-15		Office equipment				2024/25	3.40
167	WD portable passport	Guildhall	Amazon	31-Oct-15	79.95	Office equipment					
168	Eurosonic extension lead 4 gang surge	Guildhall	Amazon	31-Oct-15	4.95	Office equipment					
169	ethernet cable	Guildhall	Amazon	31-Oct-15	6.95	Office equipment					
170	fan heater x2	Guildhall	Amazon	13-Oct-15		Office equipment				2025/26	19.98
171	fan heater	Guildhall	Amazon	19-Jan-16		Office equipment				2025/26	10.24
172	oak desk	Guildhall	Furniture @work	27-Jan-16	111.00	Office equipment					
173	digital thermometer	Guildhall	Amazon	10-Feb-16	4.83	Office equipment					
174	HP Micro Tower x3	Guildhall	HP Inc Uk Ltd	05-Jan-16	573.00	Office equipment					
175	Black LED Monitor x3	Guildhall	HP Inc Uk Ltd	05-Jan-16	231.00	Office equipment					
176	Strimmer	Henley Road	Morris Bufton	23-Jul-15		Tools and Equipment		8 Stolen	Stolen Oct 2021	2023/24	475.00
177	Hedge Cutter	Henley Road	Morris Bufton	23-Jan-16		Tools and Equipment		8 Stolen	Stolen Oct 2021	2023/24	325.00
178	Market stall cover	Town centre	Apex Market Stalls	01-Mar-16	893.00	Fixtures and Fittings					
179	x3 Coin boxes	Castle Street toilets	healthmatic	07-Jul-16	6,750.00	Fixtures and Fittings					
180	Buttercross graphic panels and displays	Buttercross	Think Graphic	12-Aug-16	3,063.00	Fixtures and Fittings		2 Good			
181	Deputy Mayors chains	Guildhall	Thomas fattorini	21-Sep-16	1,493.58	Regalia		2 Good			
182	Buttercross A Boards	Buttercross	Think graphic	06-Sep-16	422.50			2 Good			
183	Buttercross Ramp	Buttercross	Border Engineering	31-Aug-16	1,074.00	Fixtures and fittings		2 Good			
184	x 3 coin bags	Castle Street toilets	healthmatic	19-Jul-16	180.00						
185	Body Camera	Castle Street toilets	REM Trading	09-Jan-17	125.00						
186	x 16 Kindle tablets	Guildhall	Amazon	22-Feb-17		Tools and Equipment	3			2024/25	666.56
187	Micro Server	Guildhall		02-Nov-16	161.47		3				
188	wi-fi router	Guildhall		13-Sep-16	39.99		3				
189	MACCS II tablet	Guildhall		Jun-17	4,000.00		4				
190	Desk fan	Guildhall		Jun-17	13.99		1				

191	Zebra Printer	Guildhall		Jul-17	350.00		3									
192	laminator	Guildhall		Aug-17	39.99		3									
193	Christmas Lights	Depot		Nov-17	320.00		4									
194	Walkie Talkies	Depot	Ebay	Nov-17	80.00		4		2	Good						
195	Laminator	Guildhall	Roundabout Stationary		124.35	Office Equipment	1									
196	Burgundy Chair	Guildhall	Furniture @work	Dec-17	83.00	Office Equipment	1									
197	Coin bags	Castle Street toilets	healthmatic	Mar-18	65.00		4									
198	Silent soldier		Royal British Legion	01-May-18	250.00		3									
199	Prima Windows PC	Guildhall	BCS Computers	Jun-18	299.00	Office Equipment	1									
200	Widescreen monitor 24" LED	Guildhall	BCS Computers	01-Jun-18	85.50	Office Equipment	1									
201	Coinbag		healthmatic	01-Sep-18	65.00		4									
202	20"saw	Depot	Travis Perkins	01-Nov-18			4		8	Stolen	Stolen Oct 2021	2024/25		6.79		
203	sign for cannon	Castle Gardens	The Sign People	01-Mar-19	30.00		3									
204	Stihl strimmer	Depot	Buftons	01-Jan-19		DLF equip	4		8	Stolen	Stolen Oct 2021	2023/24		217.00		
205	works signage and cones	Depot	Landscape Supply Co	01-Jun-19	619.00	DLF equip	4		2	Good						
206	MACCS tablet and software	Market	KPS	01-Aug-19	375.00	Market Equip	2									
207	Pressure Washer	Depot	Buften	01-Sep-19		DLF Equip	4		8	Stolen	Stolen Oct 2021	2023/24		299.00		
208	cemetery anti-slip mats	Depot	screwfix	01-Jan-20	100.00	DLF equip	4									
209	Stihl FS131 strimmer	Depot	Buftons	15-Jun-20		DLF equip	4		8	Stolen	Stolen Oct 2021	2023/24		450.00		
210	Honda IZY Model HRG 416 ped mower	Depot	Buftons	22-Jun-20		DLF equip	4		8	Stolen	Stolen Oc 2021	2023/24		185.00		
211	Honda IZY Model HRG 416 ped mower	Depot	Buftons	22-Jun-20		DLF equip	4		8	Stolen	Stolen Oct 2021	2023/24		185.00		
212	Toilet Office Fridge	Castle Street toilets		02-Jun-20	60.00	DLF equip										
213	Water Test Thermometer	Depot		13-Aug-20	10.72	DLF equip	4									
214	Water Test Thermometer	Depot		13-Aug-20	10.72	DLF equip	4									
215	Telescopic Basin Wrench	Depot		14-Oct-20	12.49	DLF equip	4									
216	Sheet Road Bus Shelter	Sheet Road		30-Sep-20	4,195.00	Street Furniture			2	Good						
217	Laptop - Chromebook	Guildhall	Amazon	03-Nov-20	359.99	Office Equipment										
218	VoiP Phones	Guildhall	Temple Comms	22-Sep-20	970.00	Office Equipment										
219	Wilkinson Sword Garden Tool Sharpener	Depot	TFM	30-Nov-20	8.96	DLF equip	4									
220	Wilkinson Sword Aluminium Bypass Pruners	Depot	TFM	30-Nov-20	8.96	DLF equip	4									
221	Wilkinson Sword Aluminium Bypass Pruners	Depot	TFM	30-Nov-20	8.96	DLF equip	4									
222	Wilkinson Sword Turbo Folding Saw	Depot	TFM	30-Nov-20		DLF equip	4		8	Stolen	Stolen Oct 2021	2023/24		11.95		
223	Wilkinson Sword Turbo Folding Saw	Depot	TFM	30-Nov-20		DLF equip	4		8	Stolen	Stolen Oct 2021	2023/24		11.95		
224	Wilkinson Sword Carbon Steel Lawn Rake	Depot	TFM	30-Nov-20	10.15	DLF equip	4									
225	Wilkinson Sword Plastic Leaf Rake	Depot	TFM	30-Nov-20	6.91	DLF equip	4									
226	New CCTV System Phase 1	Town Centre	ORP Surveillance	18-Nov-20	11,944.00	Street Furniture										
227	Corve Street Bus Shelter	Corve Street	Euroshel	01-Jun-19	4,500.00	Street Furniture			2	Good						
228	Upper Galdeford Bus Shelter	Upper Galdeford	Euroshel	22-Mar-22	4,445.00	Street Furniture			1	New						
229	PAT Tester	Depot	PASS Ltd	14-Mar-22	288.95	DLF equipment			1	New						
230	Childrens table and chairs	Museum	FDS	17-Mar-22	74.95	Office equipment			1	New						
231	Stihl HS86 hedge cutter 24" double sided	Depot	Buftons	09-Feb-22	385.00	DLF equipment			1	New	Replace stolen items				Yes	
232	Stihl HL94 Long reach hedge cutter	Depot	Buftons	09-Feb-22	520.00	DLF equipment			1	New	Replace stolen items				Yes	
233	Pro connect 125m 1250 multicoloured connectable string lights black cable	Depot	Lights4fun	01-Oct-21	367.50	Regalia			2	Good						
234	Pro connect black plug	Depot	Lights4fun	01-Oct-21	5.00	Regalia			2	Good						
235	Pro connect black 2 way Y connector x 5	Depot	Lights4fun	01-Oct-21	20.83	Regalia			2	Good						
236	Pro connect black 2 way Y connector x 10	Depot	Lights4fun	01-Oct-21	38.75	Regalia			2	Good						
237	Core connect 2m x 2m 140 warm white connectable net lights green cable ML140YWG x 3	Depot	Lights4fun	01-Oct-21	95.00	Regalia			2	Good						
238	Core connect 31v transformer plue with timer MLBS x 1 PR50YWB 50 warm white LED outdoor connectable	Depot	Lights4fun	01-Oct-21	12.50	Regalia			2	Good						
239	string lights 5m £13.33 x 76	Depot	Lights4fun	01-Oct-21	1,013.33	Regalia			2	Good						
240	PR1BT Pro connect black plug with timer £14.16 x 2	Depot	Lights4fun	01-Oct-21	28.32	Regalia			2	Good						
241	PR5B Pro connect black 10m extension cable £12.50 x 2	Depot	Lights4fun	01-Oct-21	25.00	Regalia			2	Good						
242	Handsaw	Depot	Buftons	03-Nov-21	21.62	DLF equipment			1	New						
243	Stihl blower BG56C-E Petrol	Depot	TFM	10-Nov-21	187.50	DLF equipment			1	New	Replace stolen items				Yes	
244	Stihl strimmer FS270C-E	Depot	TFM	10-Nov-21	272.50	DLF equipment			1	New	Replace stolen items				Yes	
245	Stihl hand blower BG86	Depot	Buftons	18-Mar-22	215.00	DLF equipment			1	New	Replace stolen items				Yes	
246	Stihl backpack blower BR430	Depot	Buftons	18-Mar-22	335.00	DLF equipment			1	New	Replace stolen items				Yes	
247	Stihl cowhorn strimmer FS91	Depot	Buftons	18-Mar-22	360.00	DLF equipment			1	New	Replace stolen items				Yes	
248	Stihl cowhorn strimmer FS91	Depot	Buftons	18-Mar-22	360.00	DLF equipment			1	New	Replace stolen items				Yes	
249	Stihl D handle strimmer FS91	Depot	Buftons	18-Mar-22	360.00	DLF equipment			1	New	Replace stolen items				Yes	
250	AOC 24" Monitor	Guildhall	Border Computer Services	07-Feb-22	120.00				1	New						
251	Honda self propelled mowers GCKx 145	Depot	Buftons	22-Feb-22	350.00	DLF equipment			1	New	Replace stolen items				Yes	

252	Honda self propelled mowers GCKx 146	Depot	Buftons	22-Feb-22	350.00	DLF equipment					1 New	Replace stolen items		Yes
253	Honda self propelled mowers GCKx 147	Depot	Buftons	22-Feb-22	350.00	DLF equipment					1 New	Replace stolen items		Yes
254	Stihl HS82R 24'	Depot	Buftons	09-Feb-22	385.00	DLF equipment					1 New			
255	Stihl HL94	Depot	Buftons	09-Feb-22	520.00	DLF equipment					1 New			
256	Lyte Ext 3x 14 Rungs 9.6m Ladder	Depot	Screwfix	18-Feb-22	199.99	DLF equipment					1 New			
257	Draper Carbon Steel Border Spade	Depot	TFM	08-Mar-22	22.68	DLF equipment					1 New			
258	Hiika Wooden Handle Post Hole Digger	Depot	TFM	03-Feb-22	24.03	DLF equipment					1 New			
259	Lunar 2 Lever Operator Chair no arms black	Guildhall	Furniture @work	11-Mar-22	102.00	Office Furniture					1 New			
260	Lunar 2 Lever Operator Chair no arms	Guildhall	Furniture @work	11-Mar-22	122.00	Office Furniture					1 New			
261	Lunar Plus 2 Lever fabric operator chair fixed arms red	Guildhall	Furniture @work	11-Mar-22	158.00	Office Furniture					1 New			
262	Plastic Stacking Chairs - Blue		Strictly Tables & Chairs	07-Apr-22	638.00						1 New			
263	ACHOO Crystal Clear Desk Protective Screen	Guildhall	XL Displays	03-Feb-22	620.00	Office Furniture					1 New			
264	ACHOO Crystal Clear Desk Protective Screen	Guildhall	XL Displays	03-Feb-22	620.00	Office Furniture					1 New			
265	ACHOO Crystal Clear Desk Protective Screen	Guildhall	XL Displays	03-Feb-22	620.00	Office Furniture					1 New			
266	ACHOO Crystal Clear Desk Protective Screen	Guildhall	XL Displays	03-Feb-22	620.00	Office Furniture					1 New			
267	3x3m Hex 40 Industrial Pop Up Gazebo		All Seasons Gazebos Rohen Lt	27-Jan-22	291.66									
268	3x3m Hex 40 Industrial Pop Up Gazebo		All Seasons Gazebos Rohen Lt	27-Jan-22	291.66									
269	3x6m Pop Up Gazebo Blue		Dancover	29-Oct-21	559.26									
270	Finance Office Cupboard - Open top 5 shelves beech	Guildhall	County Office Supplies	06-Sep-21	235.25	Office Furniture					1 New			
271	Milwaukee 18V Fuel Grinder	Depot	JPS	29-Mar-22	139.00	DLF Equipment					1 New			
272	Microphone stand	Guildhall	Reed Music Supplies	10-Sep-22	24.99	General equipment					1 New			
273	Auto Fire Door Stop	Guildhall	Amazon	13-Apr-22	87.00									
274	Headphones	Guildhall	Amazon	16-May-22	13.29									
275	Tub 26ltr x4	Depot	TFM	30-Apr-22	23.60	DLF Equipment					New			
276	Pricing Gun	Buttercross	Amazon	13-Jun-22	13.82									
277	Handheld Counter	Guildhall	Amazon	13-Jun-22	13.45									
278	Framed Kings Proclamation	Guildhall		23-Jan-23	36.00	Civic Regalia					New			
279	Market No Parking Signage x2		Euroscreen	31-Jan-23	94.00									
280	Market No Parking Signage x2		Euroscreen	14-Feb-23	96.00									
281	Laser Measurer		Screwfix	28-Feb-23	33.33									
282	PC Monitor - Deputy TC	Guildhall	Border Computer Services	29-Jun-22	100.00									
283	Desk Lamp	Guildhall	Amazon	19-Jun-22	35.90									
284	Desk Lamp	Guildhall	Amazon	19-Jun-22	21.66									
285	Desk fan	Buttercross	Amazon	13-Jul-22	20.00									
286	PC - Finance 2	Guildhall	Border Computer Services	25-Jul-22	397.00									
287	Computer Mouse x2	Guildhall	Amazon	15-Aug-22	23.70									
288	fridge	Buttercross	Amazon	15-Sep-22	54.99									
289	Desk Lamp	Guildhall	Amazon	15-Sep-22	19.71									
290	Street collection buckets/boxes	Guildhall	ECL	06-Sep-22	202.50									
291	Wireless Keyboard and Mouse	Home Working	Amazon	12-Oct-22	21.23									
292	Heater x8	Guildhall	Screwfix	04-Nov-22	246.53									
293	Height Adjustable Desk	Guildhall		28-Oct-22	199.99									
294	Office Chair	Guildhall	Office Furniture Online	03-Nov-22	125.00									
295	Locker	Guildhall	Office Furniture Online	03-Nov-22	139.00									
296	Kettle	Guildhall	Homecare	22-Dec-22	16.23						Broken			
297	Microwave	Guildhall	Homecare	22-Dec-22	68.04									
298	Kettle	Buttercross		27-Dec-22	18.57									
299	PC	Guildhall		01-Dec-22	397.00									
300	PC	Guildhall		01-Dec-22	397.00									
301	Laptop - Asus x515 W11 Notebook	Guildhall		01-Dec-22	475.00									
302	Laptop - Asus x515 W11 Notebook	Guildhall		01-Dec-22	475.00									
303	Monitor	Guildhall		01-Dec-22	120.00									
304	Mouse	Buttercross		27-Jan-23	8.33									
305	Office Chair - Black	Guildhall	Office Furniture Online	30-Jan-23	122.00									
306	Posture Deluxe Wooden Kneeler Chair - Wine	Guildhall	Office Furniture Online	30-Jan-23	81.00									
307	Webcam stand	Guildhall		01-Feb-23	10.73									
308	Pressure Washer	Depot		04-Jul-22	675.00									
309	Shtihl Hedgecutter	Depot		05-Jul-22	415.00									
310	Pole Pruner	Depot		26-Sep-22	570.00									
311	Chainsaw	Depot		26-Sep-22	545.00									
312	Stihl FS70c Petrol Strimmer	Depot		30-Jan-21	269.00									
313	Fire Evac Pad	Buttercross		13-Apr-22	255.00									
314	Bus Shelter - Sandpits Road			29-Nov-22	4,589.00									
315	Christmas Lights - Tree Lights			15-Sep-22	359.17									
316	Christmas Lights - Tree of Light			16-Sep-22	158.33									

[illegible]

[illegible]

Item 12.

**ANNUAL GOVERNANCE AND ACCOUNTING
RETURN (AGAR) 2024/25**

2023 / 24 AGAR

Explanation of box 8 figure

Box 8 on the AGAR is: Total value of cash and short-term investments.

For the **2023/ 24 return**, the internal auditor advised that on the **balance sheet** under Current Assets, the following:

	£
202 Pay Pal Market	669
203 Electric Vehicle Charging	27

were listed incorrectly because the funds were not held in bank accounts, and are therefore held by creditors.

The internal auditor advised that these amounts should be removed from the Box 8 total.

- The box 8 figure was reduced by £696.00 and restated as £1,223,582.00

This change was made after the YE 2024 / 25, so the AGAR figure stated by our internal software is £1,224,278.00

In 2024 / 25, the amendment was made prior to the YE and therefore further no adjustment is necessary.

Town Clerk / RFO
June 2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Debtors	8,324
105	Vat Control	8,481
110	Prepayments	9,058
130	AIBMS YE Balance	36
201	Barclays Combined	904,437
202	Pay Pal Market	669
203	Electric Vehicle Charging	27
205	Income Cashbook	79
211	Public Sector Deposit Fund	318,863
220	Petty Cash	102
221	Buttercross Museum Til Float	50
222	Market Float	20
223	Toilet Coin Box Float	30
Total Current Assets		1,250,177
<u>Current Liabilities</u>		
501	Creditors	19,224
503	EV Charging YE Balance	202
504	Credit Card YE Balance	93
510	Accruals	3,926
540	Receipts in Advance	8,871
Total Current Liabilities		32,316
Net Current Assets		1,217,862
Total Assets less Current Liabilities		1,217,862

Represented by :-

301	Current Year Fund	161,200
310	General Fund	449,494
321	Capital Reserve Henley Orchard	2,213
322	EMR Toilet Refurb	466
323	EMR Neighbourhood	91,284
324	EMR Mayor's Allowance	1,639
325	EMR Play Areas Fund	17,713
326	EMR CCTV	10,796
327	EMR Skatepark	9,283
329	EMR Mkt Online Booking System	2,075
330	EMR Guildhall Refurbishment	39,252
331	EMR Cemetery Extension	33,548
332	EMR Cemetery Paths	10,355
333	EMR Cemetery Electric Meter	1,000
334	EMR Wheeler PlayArea Resurface	13,876
335	EMR Tree Survey & Works	1,185
336	EMR Linney Riverside Park	16,513
337	EMR Vehicle Fund	13,140
339	EMR Allotments	824
340	EMR Streetlighting	10,751
341	EMR Signage	7,117
342	EMR Street Furniture	7,539
345	EMR Guildhall - Grade 1 Listed	16,181
346	EMR Buttercross - Grade 1 List	15,445

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
347	EMR Depot - Metal Construction	10,000
348	EMR Castle Street Toilets	9,653
349	EMR Smithfield Toilets	5,000
350	EMR Linney Toilets	5,000
351	EMR Market	290
352	EMR Cemetery House - Rental Pr	9,100
353	EMR Contingency Fund	55,004
354	EMR DLF Equip Replacement Fund	8,338
355	EMR Babies Memorial	800
356	EMR GDPR	1,390
357	EMR Buttercross	183
358	EMR Civic Regalia	987
359	EMR Large Project Fund	178,010
360	EMR Seniors Party Grant	500
361	EMR Mayfair	717
Total Equity		<u>1,217,862</u>

Annual Governance and Accountability Return 2024/25 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2025**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - e) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority. **NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement **before** approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2024/25**, page 4
- **Section 1 – Annual Governance Statement 2024/25**, page 5
- **Section 2 – Accounting Statements 2024/25**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2024/25 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2024/25, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2025. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2025**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

ENTER Ludlow Town Council CITY

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2024/25:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2025.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

www.ludlow.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY
Ludlow Town Council

www.ludlow.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).			
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTLudlowTown CouncilRITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No

www.ludlow.gov.ukNTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENT Ludlow Town CouncilRITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,056,662	1,217,862	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	773,395	823,696	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	361,727	394,896	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	574,894	604,020	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	1,990	1,990	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	397,038	364,739	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,217,862	1,465,705	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,223,582	1,464,045	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	711,304	687,271	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	33,010	31,706	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓ The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

G. Wilkins **SIGNATURE REQUIRED**

Date

18/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

ANNUAL RETURN

FOR THE YEAR ENDED 18 JUNE 2025

Ludlow Town Council 2024/25

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	1,056,662	1,217,862	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	773,395	823,696	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	361,727	394,896	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	574,894	604,020	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	1,990	1,990	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	397,038	364,739	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	1,217,862	1,465,705	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	1,224,278	1,464,045	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	711,304	687,271	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	33,010	31,706	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 18 June 2025

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1		461,109	610,694	310		General Fund
1		2,213	2,213	321		Capital Reserve Henley Orchard
1		0	466	322		EMR Public Toilets
1		69,631	91,284	323		EMR Neighbourhood Fund
1		1,639	1,639	324		EMR Mayor's Allowance
1		21,132	17,713	325		EMR Play Areas Fund
1		7,156	10,796	326		EMR CCTV
1		6,833	9,283	327		EMR Skatepark
1		1,575	2,075	329		EMR Mkt Online Booking System
1		38,546	39,252	330		EMR Guildhall Refurbishment
1		32,000	33,548	331		EMR Cemetery
1		12,000	10,355	332		EMR Cemetery Paths
1		1,000	1,000	333		EMR Cemetery Electric Meter
1		11,876	13,876	334		EMR Wheeler PlayArea Resurface
1		196	1,185	335		EMR Tree Survey & Works
1		22,341	16,513	336		EMR Linney Riverside Park
1		28,899	13,140	337		EMR EV Compound Fund
1		2,725	0	338		EMR EA Jetty
1		37	824	339		EMR Allotments
1		4,970	10,751	340		EMR Streetlighting
1		6,934	7,117	341		EMR Signage
1		5,573	7,539	342		EMR Street Furniture
1		16,181	16,181	345		EMR Guildhall - Grade 1 Listed
1		15,445	15,445	346		EMR Buttercross - Grade 1 List
1		10,000	10,000	347		EMR Depot - Metal Construction
1		9,653	9,653	348		EMR Castle Street Toilets
1		5,000	5,000	349		EMR Smithfield Toilets
1		5,000	5,000	350		EMR Linney Toilets
1		290	290	351		EMR Market
1		10,000	9,100	352		EMR Cemetery House - Rental Pr
1		55,004	55,004	353		EMR Contingency Fund
1		10,833	8,338	354		EMR DLF Equip Replacement Fund
1		600	800	355		EMR Babies Memorial
1		1,390	1,390	356		EMR GDPR
1		183	183	357		EMR Buttercross MuseumDonation
1		686	987	358		EMR Civic Regalia
1		178,010	178,010	359		EMR Large Project Fund
1		0	500	360		EMR Seniors Party Grant
1		0	717	361		EMR Mayfair
1	Balances brought forward	1,056,662	1,217,862	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.		
2		773,395	823,696	1176	101	Precept Received
2	(+) Precept or Rates and Levies	773,395	823,696	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		

Continued over page

Working details for ANNUAL RETURN - Year ended 18 June 2025

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
3	17,500	20,000	1000	115	Buttercross Shop Rent
3	2,984	3,752	1003	201	Buttercross Market Rent
3	5,723	6,395	1006	119	Buttercross Museum Tickets
3	257	177	1007	119	Buttercross Museum Donations
3	1,153	1,361	1008	119	Buttercross Museum Merchandise
3	7,068	10,965	1018	101	Street Trading Income
3	135,199	139,081	1020	201	Market Rents
3	3,873	3,707	1022	201	Electricity
3	6,967	693	1023	201	Specialist Markets
3	8,857	9,388	1024	202	May Fair
3	10,414	9,906	1025	201	Antique Market
3	1,893	0	1027	201	Food Festival
3	8,398	8,840	1030	201	Produce Market (Ludlow 21)
3	2,441	0	1035	201	Book and Craft Market
3	0	2,374	1036	201	Tuesday Markets
3	4,026	14,278	1037	201	Sunday Markets
3	9,545	8,802	1038	201	Thursday Markets
3	1,835	0	1039	201	Craft & Garden Market
3	14,619	14,189	1040	201	Parking Permits
3	6,000	6,000	1050	401	Cemetery House Rent
3	16,619	22,031	1051	401	Cemetery Fees
3	10,431	15,689	1053	401	Grave Digging Fees
3	280	210	1056	205	Town Trails Income
3	1,072	1,327	1059	302	Street Furniture Income
3	0	14,421	1070	103	Insurance Claims Received
3	0	2,000	1072	500	Vehicle Sale
3	13,617	15,278	1075	411	Linney Park Car Park Meter
3	871	923	1076	403	Allotments Rent
3	10,166	0	1111	111	Thriving Children & Families
3	0	431	1123	110	Bathing Water Signage
3	0	34	1160	105	Civic Regalia Income
3	200	0	1168	410	Fairtrade Bed
3	885	0	1169	110	Christmas Lights Donations
3	677	209	1171	101	Miscellaneous Income
3	92	198	1171	201	Miscellaneous Income
3	0	49	1171	401	Miscellaneous Income
3	560	0	1173	105	Seniors Party Donations
3	4,035	5,133	1174	303	Toilet Block Income
3	21,653	1,665	1187	101	Neighbourhood Fund
3	0	15,000	1191	110	ShapingPlacesforHealthy Lives
3	31,820	40,393	1196	101	Interest Received
3	(+) Total other receipts	361,727	394,896	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4	567,488	593,430	4000	102	Salaries and Wages
4	1,344	2,815	4000	202	Salaries and Wages
4	5,400	7,000	4001	102	Actuarial Pension Fund Deficit

Continued over page

Working details for ANNUAL RETURN - Year ended 18 June 2025

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
4		663	775	4002	102	CC Salaries and Wages
4	(-) Staff costs	574,894	604,020	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.		
5		1,990	1,990	4610	101	Loan Charges
5	(-) Loan interest/capital repayments	1,990	1,990	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		
6		760	646	4005	102	Other Costs
6		5,620	5,907	4009	101	Training/Manuals
6		5,240	5,763	4011	119	Rates
6		9,469	10,354	4011	121	Rates
6		24,950	24,950	4011	201	Rates
6		1,598	1,758	4011	401	Rates
6		549	549	4011	411	Rates
6		439	492	4012	119	Water Rates
6		2,166	1,179	4012	121	Water Rates
6		735	685	4012	201	Water Rates
6		2,993	2,342	4012	304	Water Rates
6		1,536	1,679	4012	305	Water Rates
6		292	273	4012	306	Water Rates
6		202	347	4012	401	Water Rates
6		371	385	4013	117	Electricity
6		1,330	1,247	4013	119	Electricity
6		6,157	7,296	4013	121	Electricity
6		3,421	3,880	4013	201	Electricity
6		5,254	4,799	4013	304	Electricity
6		895	890	4013	305	Electricity
6		653	677	4013	306	Electricity
6		451	329	4013	401	Electricity
6		282	291	4013	411	Electricity
6		1,528	1,559	4013	500	Electricity
6		1,300	1,193	4014	119	Gas
6		40	75	4016	101	Annual Town Meeting
6		105	154	4017	101	Miscellaneous
6		128	334	4017	201	Miscellaneous
6		3,110	3,514	4019	101	Mobile Phones
6		484	0	4020	119	Telephone
6		2,034	1,702	4020	121	Telephone
6		345	273	4021	101	Postage
6		942	917	4022	101	Stationery
6		2,094	2,491	4023	101	Subscriptions & Licence Fees
6		2,238	2,386	4024	101	ALC Subscription
6		190	258	4025	101	Paper Recycling & Confidential
6		2,021	1,546	4026	101	Office Equipment

Continued over page

Working details for ANNUAL RETURN - Year ended 18 June 2025

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	28,878	29,898	4028	101	Liability Insurance
6	3,183	2,852	4029	101	Motor Insurance
6	2,227	2,278	4030	201	Advertsing
6	1,398	1,433	4031	101	Web-site
6	565	1,147	4032	101	Newsletter
6	2,527	5,869	4034	101	Photocopier
6	730	788	4036	201	MACCs Licence & Maintenance
6	2,493	1,911	4039	101	RBS Accounts Package
6	3,077	0	4040	105	Election Expenses
6	4,830	7,237	4053	101	HR and H&S Advice
6	339	0	4054	101	Licence Fees
6	20,464	19,747	4055	101	Professional Fees/Legal
6	1,800	1,800	4056	102	Payroll Processing Fees
6	3,606	3,676	4057	101	Audit Fees
6	1,256	0	4058	101	Bank Charges
6	0	1,487	4058	104	Bank Charges
6	708	15,237	4059	103	Insurance Claims Expenditure
6	1,020	1,742	4060	102	Recruitment Costs
6	0	140	4062	101	Climate Action
6	0	595	4063	102	Staff Counselling
6	0	166	4064	102	Staff Medicals
6	1,678	1,402	4070	101	Fire Safety
6	4,735	0	4072	101	Bus Shelter
6	0	1,725	4075	104	Linney Parking Meter Fees
6	821	0	4075	411	Linney Parking Meter Fees
6	10,166	0	4088	111	Thriving Children/Family Grant
6	0	3,618	4091	110	Shaping Places Project Expend
6	0	1,483	4109	110	Market Town Support Fund
6	500	0	4114	110	Ludlow Fairtrade Town Group
6	1,440	0	4120	101	Council Minute Book Binding
6	6,000	1,500	4144	110	SYA
6	2,000	2,000	4150	110	Youth Forum
6	5,000	0	4156	110	Assembly Rooms
6	14,145	12,013	4158	111	Christmas Lights
6	0	500	4159	110	Ludlow Piano Festival
6	1,550	3,050	4160	110	Project Support Grants
6	500	1,050	4161	110	Ludlow Town Band
6	0	750	4167	110	Ludlow Town Colts Football Club
6	0	900	4182	111	Churchyard Wall Loan Expenditu
6	2,051	3,630	4200	105	Mayors Allowance
6	1,273	1,282	4201	105	Mayor Making
6	512	161	4202	105	Mayor's Sunday
6	748	498	4206	105	Remembrance Sunday
6	1,024	1,481	4207	105	Seniors Party
6	192	307	4208	105	Childrens Xmas Grotto
6	99	88	4209	105	Civic Awards

Continued over page

Working details for ANNUAL RETURN - Year ended 18 June 2025

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	199	693	4210	105	Civic Regalia
6	600	0	4211	105	Twinning
6	134	72	4212	105	Members Expenses
6	0	834	4213	105	Mayors Board Updating
6	2,593	167	4222	115	Maintenance
6	999	2,352	4222	119	Maintenance
6	1,794	985	4222	121	Maintenance
6	1,947	9,914	4222	201	Maintenance
6	219	6,309	4222	301	Maintenance
6	334	597	4222	302	Maintenance
6	6,920	2,650	4222	303	Maintenance
6	3,457	1,605	4222	401	Maintenance
6	400	1,378	4222	403	Maintenance
6	5,716	3,760	4222	410	Maintenance
6	10,440	8,718	4223	201	Waste Management
6	1,806	2,239	4223	500	Waste Management
6	6,796	5,427	4224	202	May Fair
6	14,734	14,120	4227	201	Parking Permits
6	485	690	4232	119	Buttercross Museum Merchandise
6	0	200	4233	119	Buttercross Lift Contract
6	326	359	4234	119	Clock Service
6	94	0	4255	205	Events Leaflet
6	738	839	4303	410	Plants
6	11,181	14,327	4306	401	Grave Digging
6	875	624	4311	500	Vehicle Service & Repair
6	753	873	4312	500	Hand Mowers and Strimmers
6	28,986	14,832	4313	500	Vehicle Lease Hire
6	356	356	4317	305	Water Management
6	323	-38	4318	500	Vehicle Tax
6	3,774	3,433	4319	303	Consumable Goods
6	1,162	1,497	4319	500	Consumable Goods
6	5,010	5,114	4320	500	Fuel
6	1,633	1,610	4322	500	Clothing & PPE
6	1,333	1,601	4323	500	Equipment
6	0	488	4327	104	Pay Pal Commission Charge
6	542	0	4327	201	Pay Pal Commission Charge
6	67	503	4354	302	Signage
6	1,402	1,415	4356	303	Toilet Cleansing
6	64	0	4357	410	Pest Control
6	2,011	1,450	4402	410	Tree Survey & Works
6	3,419	0	4403	410	Wheeler Road Shelter MUGA
6	879	1,117	4501	302	Street Furniture
6	840	0	4509	401	Epitaph Licence & Maintenance
6	1,553	32	4510	401	Chapel Maintenance
6	1,900	104	4511	401	Cemetery House Maintenance
6	2,453	1,400	4516	401	Cemetery Extension (Capital)

Continued over page

Working details for ANNUAL RETURN - Year ended 18 June 2025

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6		54	133	4522	119	Buttercross Museum Events
6		0	54	4523	104	Buttercross Card Payment Fees
6		59	0	4523	119	Buttercross Card Payment Fees
6		0	701	4524	104	Market Card Payment Fees
6		3,500	3,600	4550	402	Ludlow in Bloom Expenditure
6		3,360	0	4604	111	CCTV
6		3,645	1,650	4606	401	Cemetery Paths (Capital Item)
6		6,568	6,110	4608	411	Linney Car Park
6		2,969	2,816	4612	121	IT Package & cloud backup
6		0	3	4705	111	Skatepark
6		14,302	6,465	4800	501	Contingency Fund
6		3,895	0	4803	501	DLF Equip Replacement Fund
6		1,985	0	9118	901	EA Reserve Jetty
6	(-) All other payments	397,038	364,739	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7	(=) Balances carried forward	1,217,862	1,465,705	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		904,437	628,162	201		Barclays Combined
8		669	0	202		Pay Pal Market
8		27	0	203		Electric Vehicle Charging
8		79	541	205		Income Cashbook
8		318,863	835,204	211		Public Sector Deposit Fund
8		102	38	220		Petty Cash
8		50	50	221		Buttercross Museum Til Float
8		20	20	222		Market Float
8		30	30	223		Toilet Coin Box Float
8	Total value of cash and short term investments	1,224,278	1,464,045	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.		
9		711,304	687,271	Total Fixed Assets		
9	Total fixed assets plus long term investments and assets	711,304	687,271	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.		
10		33,010	31,706	Total Borrowings		
10	Total borrowings	33,010	31,706	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors	5,525
105	Vat Control	12,018
110	Prepayments	9,725
130	AIBMS YE Balance	192
140	PayPal YE Balance	861
201	Barclays Combined	628,162
205	Income Cashbook	541
211	Public Sector Deposit Fund	835,204
220	Petty Cash	38
221	Buttercross Museum Til Float	50
222	Market Float	20
223	Toilet Coin Box Float	30
	Total Current Assets	1,492,366
	<u>Current Liabilities</u>	
501	Creditors	19,399
503	EV Charging YE Balance	(10)
504	Credit Card YE Balance	196
510	Accruals	2,780
540	Receipts in Advance	4,295
	Total Current Liabilities	26,660
	Net Current Assets	1,465,705
	Total Assets less Current Liabilities	1,465,705
	<u>Represented by :-</u>	
301	Current Year Fund	247,844
310	General Fund	118,031
321	Capital Reserve Henley Orchard	2,213
322	EMR Public Toilets	26,478
323	EMR Neighbourhood Fund	92,949
324	EMR Mayor's Allowance	2,846
325	EMR Play Areas Fund	51,072
326	EMR CCTV	14,796
327	EMR Skatepark	997
329	EMR Mkt Online Booking System	5,570
331	EMR Cemetery	48,167
334	EMR Wheeler PlayArea Resurface	2,000
335	EMR Tree Survey & Works	1,735
336	EMR Linney Riverside Park	25,403
337	EMR EV Compound Fund	32,000
339	EMR Allotments	372
340	EMR Streetlighting	6,442
341	EMR Signage	7,117
342	EMR Street Furniture	8,325
344	EMR Christmas Lights	10,000
345	EMR Guildhall - Grade 1 Listed	101,000
346	EMR Buttercross - Grade 1 List	100,000
347	EMR Depot - Metal Construction	10,000
351	EMR Market	50,000
352	EMR Cemetery House - Rental Pr	9,450

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
353	EMR Contingency Fund	55,004
354	EMR DLF Equip Replacement Fund	9,838
356	EMR GDPR	1,390
357	EMR Buttercross	183
358	EMR Civic Regalia	794
359	EMR Large Project Fund	292,641
360	EMR Seniors Party Grant	500
361	EMR Mayfair	1,863
362	EMR Grant Match Funding	20,000
363	EMR Neighbourhood Plan	5,000
364	EMR Town Centre Planters	5,000
365	EMR Staffing Contingencies	50,000
366	EMR Legal & Reg Compliance	30,000
367	EMR SYA	18,000
368	EMR Mem Bench/Plaque Maintain	195
370	EMR Town Trails	490
Total Equity		<u>1,465,705</u>

Item 13.

SHROPSHIRE COUNCIL'S NEW APPROACH TO
PARTNERSHIP WITH TOWN AND PARISH
COUNCILS

Shropshire Council
Guildhall
Frankwell Quay
Shrewsbury
Shropshire SY3 8HQ

Date: 3rd June 2025

Dear Town or Parish Council,

A New Approach to Partnership with Town and Parish Councils

Shropshire Council has not done a good enough job of working with Town and Parish Councils in partnership over its 16-year history. This must change.

As part of our commitment to work more closely with communities, the new Administration at the Council is looking to reset its relationship with Town and Parish Councils.

We want to deliver services more effectively, support local decision-making, and rebuild trust with the public and Town and Parish Councils. That starts with listening.

We know that what works for the sparsest rural parish and what works in the largest market town are not one and the same, and want to see new Council policy designed with that in mind.

As a result, Shropshire Council is planning to put out a **Call for Information** to gather views from Town and Parish Councils. This would run for two months and help shape a new policy, which will be looked at and developed cross-party through our Transformation and Improvement Scrutiny Committee. **We hope to see recommended policy changes to Cabinet and Full Council before the end of 2025.**

We'd particularly like to hear:

- Your views on how the partnership should work and how we have an equal say in making our communities and services the best they can be;
- Your experiences engaging with Shropshire Council (e.g. highways, planning, developer levies, communications);
- Your thoughts on how we can improve;
- And which services you believe could be better delivered locally either by Town and Parish Councils, using local providers, or in partnership with Shropshire Council.

We want to move at a pace you feel is best for you and your communities as we appreciate that some areas may be ready to move faster than others.



In addition, we are happy to consider piloting new arrangements or testing your ideas and suggestions in order to see how they work. This approach is intended to be **flexible and collaborative**, not one-size-fits-all.

The Shropshire Association of Local Councils (SALC) and other partners will play a key role, but we want to ensure that we hear from all of our Town and Parish Councils, either individually or in clusters.

Above all, this is about delivering better outcomes for residents, by empowering communities and treating partners with the respect and professionalism they deserve, which is why we want to collaborate and cocreate with you rather than taking the top-down approach we've all been used to seeing.

This is an exciting chance for change and we look forward to sharing more detail in the very near future and hearing your views. We are ready to listen.

Alex Wagner

Deputy Leader of Shropshire Council, with responsibility for Communities
Councillor for Quarry and Coton Hill Division

David Minnery

Chair, Transformation and Improvement Overview Committee
Councillor for Market Drayton South Division



Shropshire Council
Guildhall
Frankwell Quay
Shrewsbury
Shropshire SY3 8HQ

Date: 17th June 2025

Dear Town or Parish Council,

Further to the message sent earlier this month about Shropshire Council's intention to reset our relationship with Town and Parish Councils, I am writing to share with you the next step in that process: a more formal **Call for Information** and accompanying survey.

This marks a serious commitment to doing things differently. For too long, partnership working between Shropshire Council and Town and Parish Councils has not been what it should be. That must change.

We want to work more closely with you to deliver services more effectively, support local decision-making, and rebuild trust that we know has been eroded over the years.

The purpose of this survey is to help shape a new and long-term policy for joint working – one that acknowledges that no two communities are the same. What works for a sparse rural parish may not work for a large market town, and our future approach to working with communities across Shropshire must reflect that.

Submissions can come from your council collectively or from individual councillors or clerks. All contributions will be reviewed by the **Transformation and Improvement Overview Scrutiny Committee**, which I chair. We will use your views to make formal recommendations to Cabinet and Full Council by the end of 2025.

You can complete the survey online here, and find details of other ways to respond below: <https://www.surveymonkey.com/r/TownParishCouncilsJune25>

We would be grateful for responses by **Monday 18th August**.

We also want to hear about *quick wins* – ideas that could be trialled or implemented sooner. For instance, street scene and environmental maintenance are areas where some Town and Parish Councils may already feel ready to pilot new approaches.

If there are ways we can move ahead swiftly and to mutual benefit, please don't hesitate to get in touch now. We are open to new ideas, pilot schemes, and collaborative models that reflect the diversity of our county.

As my colleague Councillor Alex Wagner has mentioned in an earlier letter, we would in particular welcome your reflections on:

- How a new style of partnership should work in practice;
- Your experience engaging with Shropshire Council (e.g. planning, highways, developer levies, communications);
- Where things could improve;
- And which services might be better delivered locally—whether by your council, local providers, or in partnership with us.

We understand that not every community will want or be able to move at the same pace. That's why this is not a one-size-fits-all proposal, but a flexible and collaborative approach shaped around your circumstances.

This is not a tick-box exercise. We are serious about building something better – together. If you'd prefer to respond in a different format, a printable version of the survey is attached and can be returned to TellUs@shropshire.gov.uk or posted to:

Tell Us, Feedback and Insight Team

Shropshire Council
PO Box 4826
Shrewsbury
SY1 9LJ

Thank you for your time, your partnership, and your commitment to improving outcomes for the residents we all serve.

Yours faithfully,

David Minnery

Chair, Transformation and Improvement Overview Committee
Councillor for Market Drayton South Division



Call for Information: Town and Parish Councils

June 2025

The survey will be open for 2 months from mid-June 2025. An online version is available, but you can also use this Word version if more convenient. Email and postal return options are provided at the end of this document. The aim of the survey is to gather your views on:

- How the partnership between Shropshire Council and town and parish councils should work, and how we have an equal say in making our communities and services the best they can be.
- Your experiences engaging with Shropshire Council (e.g. highways, planning, developer levies, communications).
- Your thoughts on how we can improve and which services you believe could be better delivered locally either by Town and Parish Councils, using local providers, or in partnership with Shropshire Council.

Which town or parish council is your response on behalf of?

Ludlow Town Council

What position do you hold regarding the town or parish council?

- ☐ Councillor
- X Clerk
- ☐ Another paid officer (e.g. treasurer)
- ☐ Other (please specify)

If you would like us to contact you for further conversations please provide a lead contact below:

Name	Gina Wilding
Email	townclerk@ludlow.gov.uk
Telephone	07971 798 131

Would your town or parish council be interested in working with us as part of early discussions and a pilot? (If yes please ensure contact details are included above).

- X Yes
- ☐ No
- ☐ Don't know

1. Experiences of Shropshire Council

Overall, how would you describe your experience of working with Shropshire Council in the last 12 months?

- ☐ Very good
- ☐ Good
- ☐ Neither good nor poor
- ☐ Poor
- ☐ Very poor

How would you rate your experience (over the last 12 months) in relation to the following?

	Very good	Good	Neither good nor poor	Poor	Very poor	Don't know or not applicable
Community Infrastructure Levy (CIL) and Section 106 funding for local projects						
Communication with officers and members of Shropshire Council						
Working to solve local highway issues						
Dealing with finance and legal issues						

Please add any comments to explain below, particularly if you have selected poor or very poor.

2. Working together in the future

In which priority areas, linked to the work of town and parish councils, can Shropshire Council do better? (please select your top 3 priorities)

- ☐ Communication and engagement with town and parish councils
- ☐ Responding to highways and traffic/road safety issues
- ☐ Street scene and environmental maintenance
- ☐ Planning
- ☐ Community safety
- ☐ Housing
- ☐ Community green spaces and recreation (allotments, cemeteries, play areas, playing fields)
- ☐ Community buildings
- ☐ Libraries
- ☐ Rights of way
- ☐ Climate change and environment
- ☐ Youth support
- ☐ Other (please specify)

Considering the perspective of your residents and your council, how can Shropshire Council work better for you?

3. Services and Partnerships

Which services, roles and responsibilities, if any, do you feel could be better delivered by Town and Parish Councils rather than Shropshire Council?

Which current services, roles and responsibilities at either Parish or County level do you feel could be better delivered in partnership between both Councils?

Which current services, roles and responsibilities at Parish level could Shropshire Council assist in the delivery of?

Some town and parish councils have previously expressed some interest in discussing options for taking on services. What would make it easier for parishes to consider this?

We recognise the concerns you have raised about working together previously. Which of the following currently apply?

- ☐ Lack of capacity/ resources within your town or parish council
- ☐ The need for clarity concerning specific opportunities to work in partnership
- ☐ The need for specialist support and guidance from Shropshire Council
- ☐ Importance of forward planning to consider precepts and raising funds
- ☐ Other (please specify)

Thank you for completing this survey

How we will use the information you have provided

We will not share your data with any external third parties. Your information will be held securely, only shared internally where necessary. We comply with data protection laws concerning the protection of personal information, including the General Data Protection Regulation (GDPR). For more information on how information is held by Shropshire Council and your rights to gain access to the information we hold on you please see our corporate privacy policy at www.shropshire.gov.uk/privacy

Please return by email to: TellUs@shropshire.gov.uk

Post to:

Tell Us, Feedback and Insight Team
Shropshire Council
PO Box 4826
Shrewsbury
Shropshire
SY1 9LJ

Item 14.

LISTED BUILDINGS CONDITION REPORT



LISTED BUILDING CONDITION REPORT

Report No. FC/25/17

**Full Council
23rd June 2025**

1. INTRODUCTION

- 1.1 The report provides information to assist the Town Council in managing its listed building assets.
- 1.2 A copy of the Buildings, Equipment, & Facilities Inspection and Maintenance Policy is attached this report.

2. RECOMMENDATION

- 2.1 To approve the specification.
- 2.2 To approve the contractors to be invited to submit a quotation.

3. BACKGROUND

- 3.1 The Council's Buildings, Equipment, & Facilities Inspection and Maintenance Policy requires a building condition report for the Council's listed buildings to be undertaken by a competent structural surveyor.

4. CURRENT SITUATION

- 4.1 To ensure clear well-defined expectations for the client (Council) and the contractor, there should be an agreed specification. Points 4.2 to 4.5 outline specification.
- 4.2 The following is a suggested draft specification for contractor:

- To undertake a detailed conservation survey of a Grade I listed building in order to assess its current condition, identify defects and vulnerabilities, and provide recommendations for repairs, restoration, and long-term maintenance, all in accordance with national heritage standards and statutory requirements.

4.3 **Scope of Work** - the contractor will be expected to:

Undertake a full external and internal condition survey, including:

- Roofs, chimneys, rainwater goods
- Masonry and pointing
- Windows and doors
- Timber elements (floors, beams, staircases)
- Interior finishes (plaster, paint, decorative features)
- Foundations and structural movement
- Identify and map areas of deterioration, water ingress, biological growth, cracking, and structural instability.
- Undertake non-invasive diagnostic investigations where possible (e.g., thermal imaging, moisture mapping, borescope).

Conservation Assessment to:

- Assess the heritage significance of elements and prioritise interventions based on value and urgency.
- Recommend conservation-led repair approaches in accordance with BS 7913:2013, SPAB principles, and Historic England guidance.

Materials and Methods Analysis to:

- Identify and assess traditional building materials (e.g., stone type, mortar composition, historic plaster).
- Advise on appropriate repair materials and techniques for each element (e.g., lime mortar repointing, timber splicing).

Compliance and Risk Assessment to:

- Identify areas that may require Listed Building Consent or engagement with statutory heritage bodies.
- Highlight any health and safety risks (e.g., unstable masonry, asbestos-containing materials).

4.4 The final detailed written Conservation Survey Report should include the following:

- Executive summary
- Annotated photographs and drawings
- Condition grading
- Defect diagnosis and root causes
- Recommended actions with prioritisation (e.g., urgent, short-term, long-term)
- Cost estimate ranges (optional or if required)
- Submission of digital and hard copies.

Full List of Deliverables

- Full Conservation Survey Report
- Annotated floor plans and elevations
- Risk register (if relevant)
- Outline maintenance strategy

4.5 **Contractor Requirements**

Qualifications

Chartered Building Surveyor, Conservation Architect, or equivalent Accreditation with relevant professional bodies:

- RICS (with Conservation Accreditation)
- IHBC (Full Member)
- AABC (Architects Accredited in Building Conservation)

Experience

- Demonstrated experience in surveying Grade I listed buildings
- Proven knowledge of traditional materials and conservation techniques
- Experience working with or advising on Listed Building Consent

Skills and Competencies

- Strong diagnostic and reporting skills
- Attention to detail and historical sensitivity
- Ability to communicate complex conservation issues clearly
- Competency with digital surveying tools (e.g., CAD, GIS, 3D scanning)

Health, Safety & Insurance

- Must hold valid Professional Indemnity Insurance (minimum £10,000,000.00)
- Must hold valid Public Liability Insurance (minimum £10,000,000.00)
- Must submit a Risk Assessment and Method Statement (RAMS) prior to site access.
- Must comply with all relevant H&S and CDM 2015 regulations.

Access and Support Requirements:

- Site visits by appointment
- Access to relevant documents and prior surveys will be provided.
- Contact person on site: Gina Wilding Town Clerk.

Quotation / Tender Submission Requirements

- CVs of key personnel
- Relevant project examples
- Methodology and work plan
- Fee proposal and timeline
- Confirmation of insurance cover
- References (minimum two)

Evaluation Criteria

Quotations will be assessed on:

- Relevant experience and qualifications (30%)
- Methodology and understanding of brief (25%)
- Quality of previous work and references (20%)
- Fee and value for money (15%)
- Capacity to deliver within timeframe (10%)

4.6 A ballpark figure for the cost of the survey is estimated to be between £12,000.00 –25,000.00. The Council holds reserves of £101,000.00 for the Guildhall, and £100,000 for the Buttercross, so it holds sufficient funds for the survey and can feel confident it has prudent reserves for works identified by the survey.

4.7 The estimated cost of the work is below the formal tender threshold stated in the Council's Financial Regulations.

4.8 Local Contractor that the Council may wish to consider are:

Hook Mason Architecture
Suite 2, Thorn Office Centre
Rotherwas, Hereford
Herefordshire
HR2 6JT

NICK JOYCE ARCHITECTS LLP
5 Barbourne Rd
Worcester
WR1 1RS

Robert Demaus B.Eng, M.Sc
Demaus Building Diagnostics Ltd

Stagbatch Farm, Monkland, Leominster, Herefordshire, HR6 9DA

- 4.9 Copies of previous surveys of the Guildhall and Buttercrooss are appended to this report.

Town Clerk
June 2025

Implications

Wards Affected (All)

Financial (As stated within the report)

Health & Safety (HASAWA 1974, CDM regulations)

Law & Order (None identified)

Environmental Implications (To be assessed)

POLICY:	BUILDINGS, EQUIPMENT, & FACILITIES INSPECTION AND MAINTENANCE POLICY
Policy number:	BMP / 24 / v.1
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	New policy formalising working procedures and practices
Approved by:	Full Council
Approval date:	29 th July 2024
Review due:	July 2027

1. Description

- 1.1 Ludlow Town Council owns buildings, fixed equipment, and facilities and this policy explains how they will be inspected and maintained.

2. Purpose of this policy

- 2.1 Ludlow Town Council believes that its staff, elected members and visitors should expect the premises to provide a safe, clean, well maintained and comfortable environment at all times.

We believe that the quality of the physical learning environment is a key factor in the provision of high-quality and effective care.

3. Scope

- 3.1 All buildings, fabrics, fittings, utilities and equipment are kept in good, safe condition, in efficient working order and in good repair.
- 3.2 Services such as water, lighting and heating are maintained appropriately to ensure that premises are comfortable, economical and safe to use, and that energy is not wasted.
- 3.3 This policy applies to all elected members and officers of Ludlow Town Council and anyone working for or on behalf of Ludlow Town Council whether in a paid, voluntary or commissioned capacity.
- 3.4 The responsibilities for buildings maintenance systems lie with the Town Council. These responsibilities may be delegated.

4. Procedure

- 4.1 **A system of planned preventative maintenance** will be used, involving the inspection and assessment of equipment and buildings on a regular basis.

- 4.2 **Staff are encouraged to report faults** or potential problem areas, such as torn or frayed carpets, damaged flooring, broken windows, blocked gutters and down pipes, electrical faults, leaks, and broken paving.
- 4.3 **Job sheets** for small-scale repairs / required maintenance within allocated budgets are created by the Deputy Town Clerk and delegated for in-house or contractor action.

Larger scale repairs are notified to the Town Clerk and, if not a H&S emergency, are reported to Services Committee for expenditure approval.

- 4.4 **Repairs will be allocated to appropriate staff or contractors** and followed up to check that any necessary work has been completed satisfactorily.
- 4.5 All maintenance contractors will be expected to comply with Ludlow Town Council's health and safety policies and safeguards.
- 4.6 Access to any relevant risk assessments, drawings, instructions, handbooks and records will be provided to staff or contractors.
- 4.7 **The maintenance system will cover all aspects of the premises including:**
- All buildings — both external and internal parts of buildings and outbuildings.
 - Fixed Equipment.
 - Utilities such as water, gas and electricity.
 - Grounds — including fences, gates, paths, car parks, lighting and walls.
- 4.8 All material parts of the premises, including fixtures and fittings, will be well maintained and a maintenance schedule will be in place in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

4.9 **Inspections undertaken by staff:**

- **Ludlow market**
 - Visual inspections undertaken by Market Officer on a daily basis. DLF staff undertake an in-depth visual and manual inspection on a monthly basis.
 - Annual structural assessment and repairs at May Fair.
- **Public Conveniences**
 - Visual inspections undertaken by Public Facilities Operatives on a daily basis.
 - DLF staff undertake deep cleaning and inspections on a quarterly basis.
 - Legionella testing on a weekly basis.

- **Depot and storage buildings**
 - Visual inspections undertaken by DLF staff on a monthly basis.
 - Weekly Fire Safety checks by trained staff.
 - Annual Fire Equipment checks are undertaken by a contractor.
 - Legionella testing on a weekly basis.
- **Listed Public Buildings**
 - Internal and external visual inspections undertaken by DLF staff on a quarterly basis.
 - Weekly Fire Safety checks by trained staff.
 - Legionella testing on a weekly basis.
 - Annual Fire Equipment checks are undertaken by a contractor.
 - Electricity Periodic (5 year) certification testing is undertaken by a qualified external contractor
 - Annual Gas certification testing is undertaken by a qualified Gas Safe™ Registered external contractor.
 - Insurance condition report undertaken on a five-year basis.
 - Competent structural surveyor to provide a building condition report on a biennial basis.
- **Residential Property**
 - Visual external inspections undertaken by DLF staff on a quarterly basis.
 - Internal inspection / repairs as notified by the tenant.
 - Annual Gas certification testing is undertaken by a qualified Gas Safe™ Registered external contractor.
 - Electricity Periodic (5 year) certification testing is undertaken by a qualified external contractor
- **Play Area Equipment**
 - Visual and manual inspections undertaken by trained DLF staff on a weekly basis.
 - Annual Inspection undertaken by an external examiner on an annual basis.
- **Life Buoys**
 - Visual inspections undertaken by DLF staff on a weekly basis.
- **Jetty**
 - Visual inspections undertaken by DLF staff on a weekly basis.
 - Annual Inspection undertaken by an external examiner, or as required after a flood incident.
- **Flagpole**
 - Visual inspection when the flag is raised and lowered.
- **Public Open Spaces**
 - Litter picking and visual inspections undertaken twice or three times a week depending on the season.

- Grounds maintenance undertaken by trained DLF staff on a rolling three weekly basis in growing season.
- **Henely Road Cemetery**
 - Visual inspections and litter picks three times a week by DLF staff.
 - Grounds maintenance undertaken by trained DLF staff on a rolling three weekly basis in growing season.
 - Programme of topple testing of gravestones on a rolling three-year cycle undertaken by grounds staff and results recorded by cemetery officer. Required actions notified to grave owners, and emergency works undertaken by contractors.

4.10 **Emergency Repair**

Emergency repairs should be dealt with immediately and appropriate action taken to ensure the safety of building occupants.

A repair is usually considered to be an emergency if there is a danger to health, a risk to safety or security, or a danger of serious damage to the building.

Examples include:

- Insecure property or failure of security systems (such as broken windows)
- Flood/fire
- Blocked and overflowing drains
- Failure of water supply
- Serious structural damage
- Complete failure of heating system in winter
- Complete failure of hot water system.

4.11 **Staff and Contractors**

All contractors working on maintenance tasks on the premises will be expected to abide by our health and safety and security policies and procedures.

4.12 **Records**

Records will be kept of all maintenance jobs and repairs, including:

- When the fault or repair requirement was reported.
- When the repair was arranged.
- Who completed the repair.
- Who checked that it was complete.

Incomplete or unsatisfactory repairs will be followed up.

Maintenance records will be regularly inspected and reviewed to identify trends or patterns of work required and the performance of contractors.

5. Risk Assessments and Competent Persons

To protect workers from risks posed from building services the council should have:

- Identified where and when workers or the public may be exposed to the risks from building services.
- Identified the control measures already in place and any additional measures that may be required.

To include.

- The identification of all major utilities at each site.
- A safe system of isolation.
- The presentation of this information (a simple plan located alongside any emergency alarm evacuation control zone panel etc.).
- Ensuring the emergency services can be made aware of this information.
- All gas work is carried out by a competent person - Gas Safe™ Registered.
- All electrical work is carried out by a competent person – qualified to certificate their work.
- Monitor and review the operation of this procedure from time to time and made changes to the procedure identified as necessary or beneficial.

6. Legal

Workplace (Health, Safety and Welfare) Regulations 1992.

Health & Safety at Work Act 1974.

Occupiers Liability Act 1957 and 1984.

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

The Regulatory Reform (Fire Safety) Order 2005

7. Other relevant policies

Health & Safety Policy
Internal Controls Policy
Winter Policy
Memorial Safety Policy

**BUILDING ASSESSMENT
RE-SURVEY – FEBRUARY 2012**

**MAGISTRATES COURT
MILL STREET
LUDLOW
SHROPSHIRE**

DEMAUS BUILDING DIAGNOSTICS Ltd
STAGBATCH FARM, LEOMINSTER, HEREFORDSHIRE HR6 9DA
Tel. 01568 615662

BRIEF:

In November 2010, I was asked by Veronica Calderbank, Ludlow Town Clerk, to assess and report on the condition of structural timber in the roof of the Magistrates' Court, Ludlow with particular reference to Deathwatch beetle activity.

In October 2011 I was asked to comment on the repair works that had been carried out during 2011. None of the defects identified in that report have been satisfactorily addressed or remedied, and the recommendations contained in that report remain valid.

In February 2012, I was asked for my more general observations on the condition of the historic fabric of the building and work necessary to return the historic fabric of the building to reasonable condition prior to the termination of the lease to the Court Service.

NOTES:

The on-site assessment was carried out on 17 February 2012. Colin Richards, Historic Environment Manager, Shropshire Council was in attendance during this visit, and the building's condition and appropriate remedies were discussed with him on site during the visit. This report summarises those discussions, and should be read in conjunction with the report prepared after the inspection in October 2011.

For identification purposes, it is assumed that the front (street) elevation of the Magistrates Court faces due east

REPORT

1. Front elevation

- 1.1. Redundant cabling should be removed from the front elevation and any holes or damaged bricks etc should be made good.
- 1.2. A number of facing bricks are significantly spalled, and will need to be carefully cut out and replaced with exactly matching bricks, bedded and pointed in exactly matching mortar. Allow to replace 20no.bricks. **N.B.** The facing brickwork on the front (east) elevation of the building is of very high quality, and is a very significant element of the building's Grade 1 listed status. Repair to such brickwork is highly skilled work, and the contractor selected must be able to demonstrate possession of the necessary competence and experience. In some cases, it may be more conservative to carry out some repairs to the brickwork using mortar carefully matched to the brick for colour and texture. The exact methodology and specification will need to be discussed in detail with the selected contractor or specialist sub-contractor.
- 1.3. Remove redundant soil stack and associated brackets and make good any damage to brickwork.
- 1.4. Make good damaged brickwork around downpipes.
- 1.5. Make good damaged brickwork around porch where signage has been removed.
- 1.6. Make good damaged corner brickwork at south east corner.
- 1.7. Re-align the stone steps leading up to the main entrance.

- 1.8. The 'repairs' carried out to the timber elements of the porch in 2011 are already failing, and will need to be redone. This will involve the cutting put of decayed timber elements and repair with new carefully matched timber: the use of plastic repairs is not acceptable.

2. Rear Elevation

- 2.1 Large areas of the rear elevation have been repointed in an inappropriate way, using a cement based mortar. Raking out and repointing is unlikely to give a satisfactory result, and the pointing generally is best left alone. However, areas of mortar damaged by water pouring for a considerable time from a blocked downpipe, should be made good.
- 2.2 Over the last fifty years, ground levels at the rear of the property appear to have risen considerably. It is probably not feasible to reduce the general ground level significantly, but sump boxes around windows etc should be cleaned out, and drainage from the sumps overhauled. All plant growth adjacent to the wall should be removed.

3. Parapet Coping Stones

- 3.1. There is extensive failure of the joints that were repointed in 2011. It was noted in my report of October 2011 that the mortar had already suffered widespread cracking due to a combination of poor workmanship and materials, and would be unlikely even to last the 2 years then offered as a 'guarantee'. Over the winter, frost action has caused further extensive degradation of the mortar. The mortar joints must be thoroughly raked out and repointed with a mortar mix using hydraulic (NHL 5) at approximately 3:1, or cement at 5:1 mixed with a well graded aggregate. A sample of the mix to be used should be provided and approved prior to the work being carried out.
- 3.2. Many of the fixings for the lead covering the rear (west) face of the parapet on the front elevation are loose, and should be re-fixed.

4. Roofs

- 4.1. All missing, slipped and damaged tiles should be replaced with tiles to match existing.
- 4.2. The same problem has occurred with ridge tiles and hip bonnets etc as with the coping stones. (See figure 1). The loose spalled material will increasingly fall away, and is already tending to accumulate in the gutters and outfalls.
- 4.3. All the leadwork on all the dormers is beyond its service life and should be renewed.
- 4.4. Rainwater is ponding at the north end of the parapet gutter. A specialist roofing contractor should be instructed to investigate, and report on the causes.
- 4.5. The doors of the dormers are badly fitted and some bolts are missing, allowing the doors to blow open. As a result, pigeons are roosting and nesting in the roof spaces. As part of the general works to the dormers, the doors will need to be re-fitted to ensure that they remain shut and bird-proof.



Figure 1. Spalled mortar bedding of ridge tiles.

The mortar bedding should be completely removed from the ridges, hips and verges, of all the main pitches and dormer roofs. Elements should be re-bedded using the same mix as for Item 2.1. The ridge tiles were incorrectly bedded; the mortar should be taken to the lower arris as illustrated below:

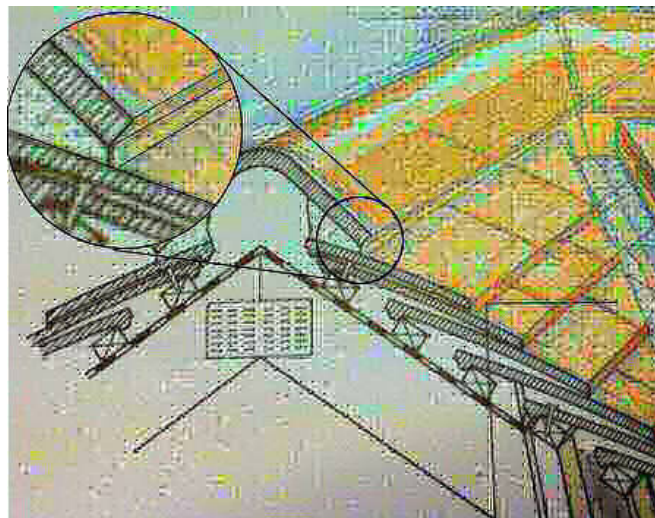


Figure 2. Sketch showing correct mortar bed for ridge tiles

- 4.6. The north-most of the of the air-conditioning units in the east valley is precariously loose. If redundant, it, and any other redundant units, should be removed. If the unit remains in service, it should be securely fixed.
- 4.7. One of the two lead 'flashings' fitted to the north verges of the west valley has already failed: the other could fail at any moment, and should be removed as soon as possible. They should not be replaced, as they are very poorly detailed, and their intended purpose difficult to determine. The outermost rafter on both pitches has decayed and should be replaced or strengthened. The flashing detail at the top of the verge where it abuts the chimney stack is poor and needs to be improved.

- 4.8. The leaf guards presently fitted in the valley gutter sumps consist of loosely fitted rolls of chicken wire. These are not satisfactory as debris tends to accumulate around them, and they should be removed. The gutters running within the roof spaces to discharge rainwater from the valley gutters to the outside of the building have in the past been fitted with removable closely fitting slatted wooden covers, some of which remain within the roof space: these, or a similar arrangement, should be reinstated, as they allow relatively free flow of water and prevent birds gaining entry to the roof space via the internal gutters.
- 4.9. New lead 'flaps' have been inserted where the gutters enter the roof spaces, presumably intended to prevent bird entry.
- 4.10. The internal gutters have become dislocated and are in poor condition with several temporary repairs. The fall on these gutters is unavoidably small, and they therefore need to be in good condition and accurately aligned. They will need to be comprehensively overhauled and re-lined with new lead.
- 4.11. The insulation laid on top of the ceiling joists and ceiling plaster is badly degraded and should be removed.

5. Internal works

- 4.1 The suspended ceiling in Courtroom 2 is inappropriate and should be removed. The original ceiling should be made good. The extent of this work cannot be determined until the suspended ceiling has been repaired.

Access and Safety

The configuration of the roofs of the building, with valley gutters, internal gutters and parapet gutters means that the roof areas will require regular inspection and maintenance.

A suitable Fall Arrest/Mansafe protection system will need to be fitted to the roof.

Given the Grade I listed status of the building, this will need to be very carefully designed to minimise its impact on the appearance and historic fabric of the building. Advice and specification should be obtained from a suitably experienced specialist company.

This work is separate from the works outlined above, and the system should preferably be installed prior to the remedial works being undertaken.

Report Prepared by:

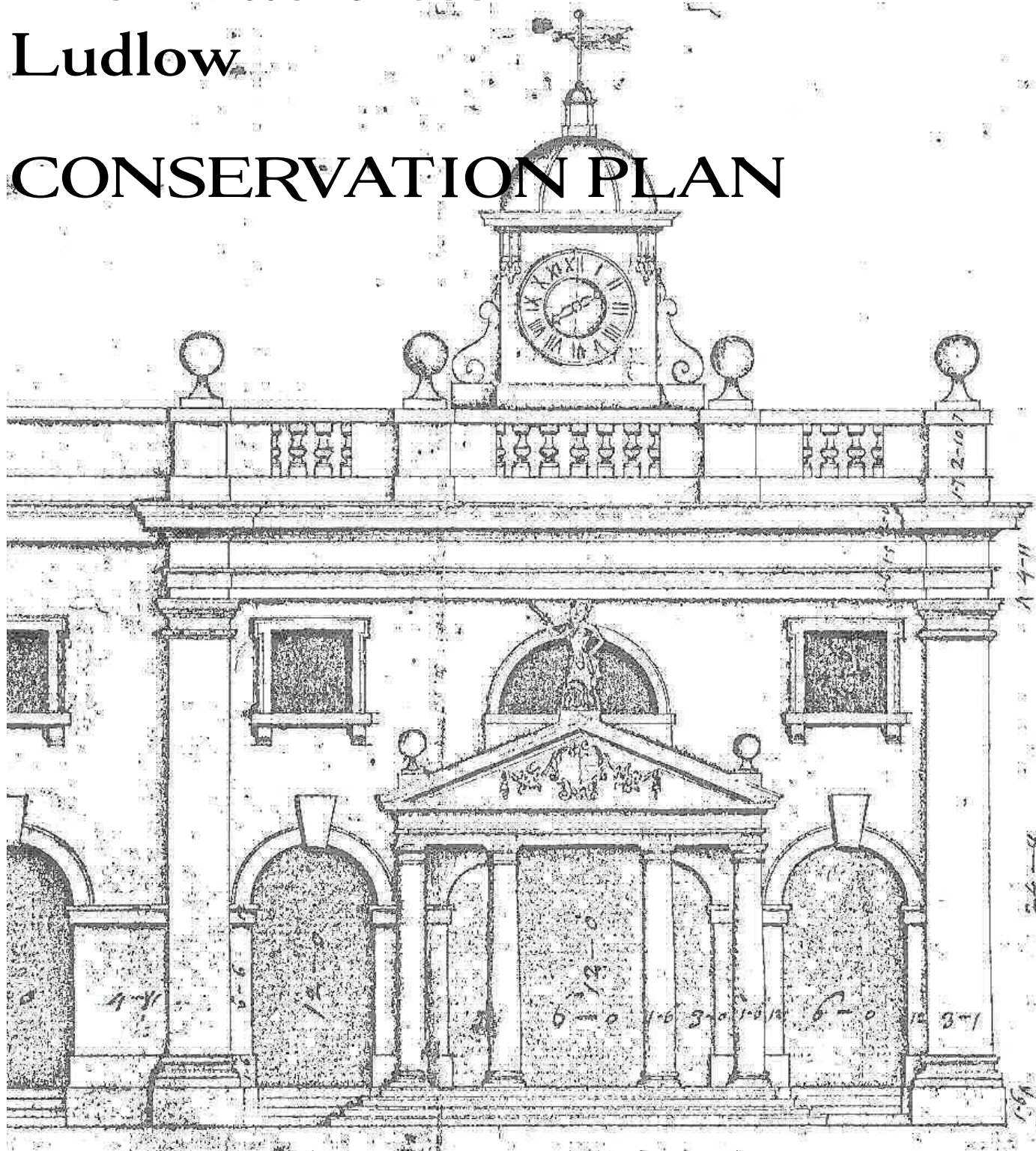
Robert Demaus B.Eng, M.Sc

Demaus Building Diagnostics Ltd

March 2012

The Buttercross Ludlow

CONSERVATION PLAN



NICK JOYCE ARCHITECTS LLP

5 Barbourne Rd

Worcester

WR1 1RS

Tel and Fax: 01905 726307

Email: Enquiries@nickjoycearchitects.co.uk

The Buttercross Ludlow

CONSERVATION PLAN

July 2006



Fig 1: Mid 19th century watercolour of Broad Street by Louise Rayner
Ludlow Museum Resource Centre (LMRC)

NICK JOYCE ARCHITECTS LLP
5 Barbourne Rd
Worcester
WR1 1RS

Tel and Fax: 01905 726307
Email: Enquiries@nickjoycearchitects.co.uk

The Buttercross Ludlow

CONSERVATION PLAN

Contents	Page
1. Summary	1
2. Background	3
3. Historical Context	6
4. Assessment of Significance	29
5. Defining Issues	32
6. Conservation Policies and Proposals	36
7. Implementation and Review	47

Appendices

- I. Statutory List description
- II. Building reference in Pevsner
- III. List of Baker's Works 1748-59
- IV. Articles of Agreement
- V. Town and Market Halls in the region: 16th-19th Century
- VI. Measured Survey
- VII. Condition Report
- VIII. Planning Context: Listed Buildings adjacent to the Buttercross
- IX. Recent Planning History
- X. Maintenance Schedule
- XI. Costings

Select Bibliography

The Buttercross Ludlow

CONSERVATION PLAN

1. SUMMARY

- 1.1** The Buttercross stands at the centre of the historic walled town of Ludlow in Shropshire. It was built between 1743-4 and was designed by the local gentleman- architect, William Baker (1705-71), one of his few public buildings and probably his most important work. Faced with golden sandstone, its robust proportions and bold classical detail stand out among the adjacent brick and timber-framed buildings to create a striking landmark. Yet it does not impose itself upon its surroundings, rather it embodies a dignity and restraint that complements the scale and detail of the townscape. It was built by the Borough Corporation as an emblem of the town's wealth and regional status, as a civic centrepiece and also as a masterly exercise in town planning. For quite apart from its historic and architectural merit, the Buttercross stands on a most prominent site at the main approach to the town centre, commanding the principal axial point within the mediaeval grid layout to play a pivotal role within one of Ludlow's most dramatic spatial sequences. The intrinsic merit of the Buttercross, its historic and civic associations, important location and key contribution to Ludlow's renowned historic townscape give the building a local, regional, national and international significance.
- 1.2** The building has been used as a school, store, fire station and museum in the past, but it remained in the ownership of the Borough Corporation until the mid twentieth century when Ludlow lost its borough status and it passed to Ludlow Town Council. The Town Council currently occupies its upper floor, the open arcaded area remains in use by market traders, while the western end of the building forms a small retail unit.
- 1.3** During the second half of twentieth century the structural vulnerability of the building became apparent and two main phases of major repair works were carried out in the 1980s and 1990s. It also became clear that the building was under an increasing threat due to accidental damage from passing traffic. The Town Council recognises the current need to develop a long-term strategy that will protect, maintain and enhance this important asset, improve accessibility and develop its potential within the community so that it may fulfil its civic role as effectively as possible.

- 1.4** In order to achieve this objective, the Town Council has commissioned this Plan, which includes a detailed condition survey, a full set of measured drawings of the building, a maintenance plan for the building and three sketch proposals for its future use. It also incorporates an historical analysis of the building and its context and an evaluation of its significance resulting from this research. It is accompanied by a Disabled Access Audit and a Photographic Record of the building. The Plan has been undertaken in consultation with the relevant public bodies and also with private individuals, including local residents.
- 1.5** The proposals and policies presented within the Plan form the foundation of a conservation philosophy for the Buttercross that will inform discussion and deliberations concerning its future use and maintenance. Their aim is to secure an appropriate and realistic conservation strategy that will redefine the building's role within the community and ensure that it fulfils its full civic function in the life of the town and the townspeople in the future.

2. BACKGROUND



- 2.1** The Buttercross is prominently located within the historic walled town of Ludlow in Shropshire, forming a key focal point at the head of Broad Street. It dominates the main approach to the town centre from the south, forming a pivotal point on the dramatic spatial progression that leads from Ludford Bridge via Broadgate to the castle gates. Built between 1743-4, it is the work of the local gentleman-architect, William Baker, and is one of only a few public buildings that he designed and the only one to survive almost unaltered. Its robust classicism, sturdy proportions and dressed stonework contrast most effectively and sympathetically with the surrounding brick and timber-framed buildings to create a distinctive landmark and civic centrepiece within the medieval town.

- 2.2** The building is owned by Ludlow Town Council. The Council currently occupies the entire upper floor with its fine council chamber as its principal administrative base. The open ground floor space has remained in use by market traders since the Buttercross was built. The ground floor at the western end of the building has been in retail use for almost fifty years and is leased by the Town Council to David and Coral Benson for their jewellery business. The nine-year lease runs from 25 December 2002 and is due to expire on 24 December 2011.

- 2.3** The Buttercross is listed Grade I and its Date-of-Listing is 15.04.54. It also lies within Ludlow Conservation Area, which was designated by Shropshire County Council on 14 May 1970 and was extended and re-designated on 28 March 1991 and 4 July 1991. It is an archaeologically important and sensitive area that includes all the historic core within the town walls, the ancient streets of Corve Street, Lower Broad Street, Lower Mill Street and part of Dinham outside the wall; Ludford village; the grounds of Ludford House, the nearby woodland on south side of river; the high woodland and common to south and west of town known as Whitcliffe, and the area of open flat flood plain to the west and north-west of town. (See Fig.1) The Buttercross is one of 447 Listed Buildings located within the Conservation Area, only 9 of which are of Grade I status.

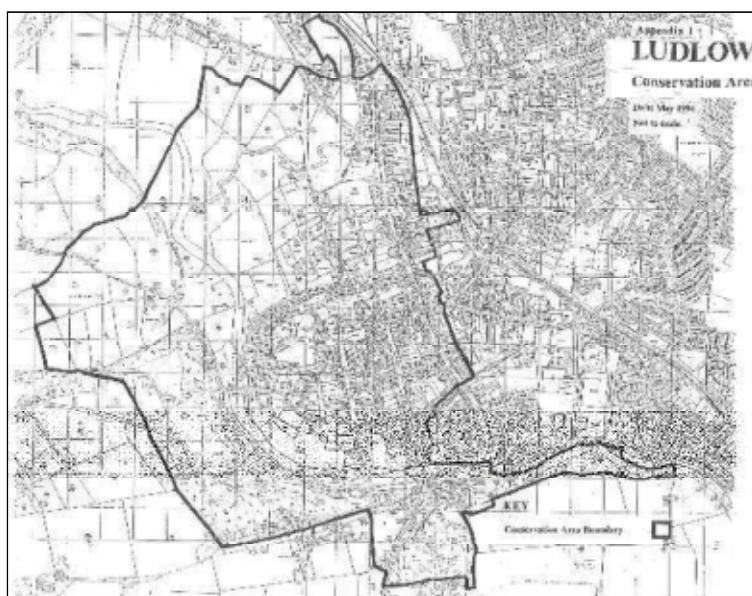


Fig 1: Location Map - Ludlow Conservation Area
(South Shropshire District Council)

2.4 Major repairs were carried out on the building in the 1980s and 1990s: these are referred to in detail in Section 3.4. The building now requires a strategy to cope with the intensification of its public use, which includes a long-term maintenance plan and improved disabled access and facilities. In order to achieve this, Ludlow Town Council have commissioned this Conservation Plan:

- To carry out a condition survey
Carry out a measured survey and full set of drawings
To develop proposals for repair and restoration work
Prepare a Statement of Significance
Produce a full Conservation Plan
Produce an Access Plan
Develop a Maintenance Plan
To examine how the building interacts with its surroundings and investigate how it can best interact within that context to enable its future role to be more focused
To examine potential uses of the open market space and how it can be used more flexibly
To examine ways to protect the building from potential damage by both pedestrians and vehicles
To examine ways of managing issues such as energy conservation to make the building more environmentally friendly
To investigate means of improving the building's setting and any potential conservation and environmental implications
To provide advice on the most suitable use for the upper floor of the building
To examine opportunities for learning/interpretation purposes and otherwise develop its role within the community

2.5 In response to this Brief, this Plan includes an historical analysis and evaluation of the building, a full measured building survey and condition report, a maintenance plan and three separate sketch proposals for its revised use and layout. It is also accompanied by a Disabled Access Audit and a Photographic Record of the building. The various components of the Plan each form an integral part of a comprehensive strategy to determine the future of the Buttercross.

2.6 It is intended that this Plan will support an application to the Heritage Lottery Fund and it is executed in accordance with the guidelines recommended by the Heritage Lottery Fund booklets, *Conservation Plans for Historic Places* (1998), and *Conservation Management Plans* (2005) the English Heritage publication, *Informed Conservation: Understanding Historic Buildings and their Landscapes for Conservation* (2001) and the Brief prepared by Ludlow Town Council of December 2005.

2.7 Professional Details

The Plan has been prepared by Nick Joyce Architects LLP, Architects and Historic Building Consultants of Worcester. The practice works mainly within the West Midlands specialising in historic buildings, which makes up 95% of its workload. The practice provides continuing conservation advice to various local authorities in the region. It has worked on historic building projects that have been grant aided by the Heritage Lottery Fund, English Heritage Joint Scheme, English Heritage Section 3A Funding, and the Sports Lottery. It has also worked directly for English Heritage and the National Trust.

Nick Joyce, architect and historic building consultant is acting as lead consultant, working with Dr Catherine Gordon an architectural historian and historic building consultant, both of whom have specialist knowledge of the area and experience of conservation planning. The Disabled Access Audit has been prepared by Tony Hillsdon and the costs have been prepared by Gwillam Jones, Quantity Surveyor, both on behalf of Nick Joyce Architects LLP.

2.8 It is informed by national, regional and local planning legislation and policy, specifically that relating to Listed Buildings and Conservation Areas, and notably those incorporated within the *South Shropshire Local Plan 2004-2011*, and by recent regional and local studies including the *Central Marches Historic Towns Survey* (1994) as researched by Hereford and Worcester County Council, and the *Draft Conservation Area Appraisal* for Ludlow Conservation Area of February 2006 and the *Assessment of Traffic Impact* report included within this document.

2.9 The consultation process forms an essential component of the Plan. Various organisations and individuals have contributed towards its preparation including:

English Heritage, West Midlands Region
Shropshire County Council
Planning Department, South Shropshire District Council
Shropshire Archives
The NMR, Swindon
The Society for the Protection of Ancient Buildings
Ludlow Library and Museum Resource Centre
Birmingham Central Library
Ludlow Historical Research Group
Ludlow Civic Society

Paul Russell, Ludlow Town Clerk
John Yates, English Heritage
Natalie Hayes, English Heritage
Dick Harpur, Community Services Officer, Ludlow Town Council
Colin Richards, Conservation Officer, South Shropshire District Council
David Lloyd, local historian
David Benson, Bensons of Ludlow
Jenny Smallman, Ludlow Library
Ann Waite, Ludlow Museum Resource Centre
Howard Cheese, Ludlow Museum Resource Centre

Numerous other local residents have also shared their knowledge on the history of the Buttercross and its site and their concerns about its future.

2.10 The historic research and consultation process serves to identify specific opportunities and constraints that relate to the intrinsic needs, statutory protection, context, users and other requirements of a building of this type, date and location. The aim being to make the policies and proposals as relevant and realistic as possible with reference to the existing planning context and also any documentation supplied as part of the consultation process.

3. HISTORICAL CONTEXT

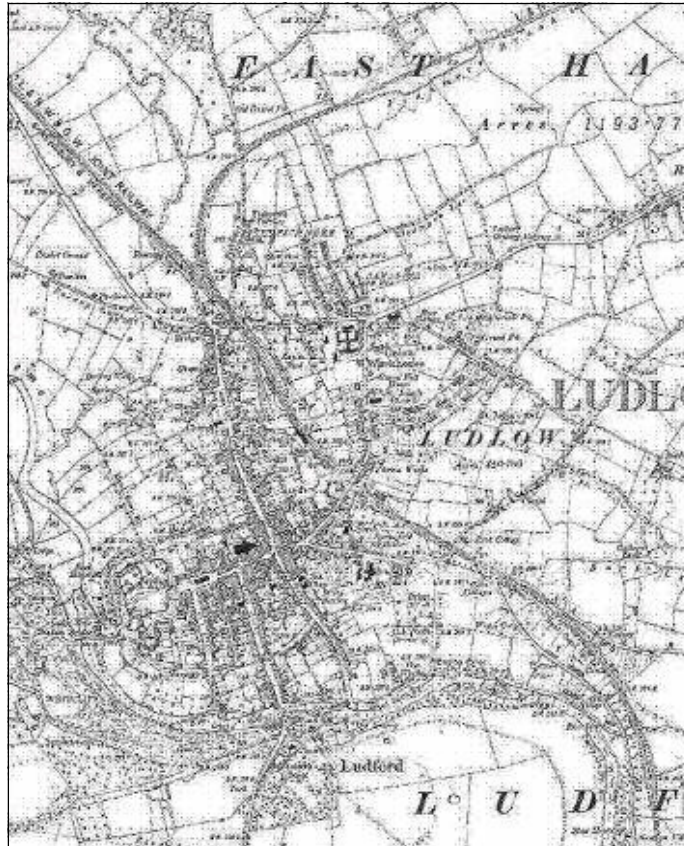


Fig 2: 1904 OS Map of Ludlow

3.1 The Town: its development and administration

3.1.1 As one of Britain's finest medieval walled towns, Ludlow has a wealth of historic buildings and a richly-textured townscape that is much documented and admired. The town lies just east of the Welsh border, centrally located within the Welsh Marches that form the historic frontier between England and Wales. Set among the wooded hills of south Shropshire, with the Cleve Hills to the east and Welsh foothills to the west, the town occupies a ridge of high ground within a curve of the River Teme and its confluence with the River Corve. It is an enviable strategic location, and one that resulted in Ludlow's steady growth and prosperity as a market town during the mediaeval period based on trade in wool and the manufacture of cloth. During the 16th and 17th centuries, the town served as the administrative capital of Wales, attracting numerous wealthy and influential new residents, and during the 18th century it succeeded in sustaining its prominent role as a popular regional centre and resort. Its streets adopted a new vocabulary of Georgian elegance as the local gentry acquired new town houses, and a steady stream of tourists arrived to enjoy its picturesque walks, fashionable assemblies and fine setting. In the late 19th and early 20th centuries Ludlow's popularity waned with the impact of the agricultural depression and two World Wars, but this ensured the town avoided the worst excesses of redevelopment and 'improvement' of this period. Today it is the main administrative and service centre for South Shropshire and the main centre of employment. Its renewed popularity among residents and tourists has introduced new opportunities and a fresh enthusiasm for its heritage, but an accompanying increase in traffic which now poses a serious threat to its historic fabric and setting.

- 3.1.2** The earliest settlement in the locality lay just south of the river in the vicinity of Ludford church. Ludlow itself was not fully established as a town until the 12th century. During the late 11th century, the castle was erected by the Lacey family on the western promontory of the ridge in order to protect their estates. The broad High Street or market place was then laid out, running due east from the castle to meet what is believed to have been a prehistoric north/south trackway at the present Bull Ring (Lloyd/Klein 1984). North of the town, this trackway intersected with another ancient route, the Clee/Clun trackway, a fact indicative of the settlement's early strategic importance. Burgage plots were soon established to the north and south of the market place and this simple plan was developed with the addition of further plots that extended down Old Street and Corve Street by the late 12th century. Finally, a classic Norman grid layout was achieved that reached right down to the river with the addition of Broad Street, Mill Street and Raven Lane, traversed by cross lanes and alleyways, notably Bell Lane and Brand Lane.
- 3.1.3** During the earlier part of the 13th century, the eastern end of the market place was infilled with rows of stalls, that later became permanent buildings, and eventually subdivided this area into Church Street, Harp Lane, High Street and Market Street. Other significant developments included the construction of the town wall, which was built in stages over the century, and Ludford Bridge, which replaced the ford across the Teme. The southern approach to the town across the bridge led to Broadgate, the only one of the original seven main gates into the town that has survived.
- 3.1.4** The population of the town reached around 2,000 during the medieval period and stayed roughly at that level until the mid 18th century. The parish church was rebuilt between 1433-71 to be one of the largest in England. This is indicative of the town's wealth and status at this time, which can be largely attributed to the influence of the Lacey and Mortimer families, the income from the wool trade and the manufacture of cloth, and also the rise of the Palmers Guild. The Guild owned much property in the town and elsewhere, and after it was dissolved in 1551, its properties and responsibilities passed to the Borough Corporation.
- 3.1.5** By the Tudor period, Ludlow was one of around 800 market towns in England and Wales. It had achieved borough status in 1461, and the Corporation administered the regular weekly markets and annual fairs in the town, and also maintained the streets and other public services. The Corporation was run by self-elected salaried officials, the most important of whom was the Town Clerk. It is significant that, between 1660 and 1835, 133 of the 298 members were from the gentry, including representatives from local families, such as the Herberts and Clives of Oakly Park. (Lloyd, *Concise History*, p.122) The Buttercross cost around £1000 to build in total, which represented a major portion of the Corporation's rental income over two years. Undaunted, the Corporation spent more than £1200 on the Hosier's Almshouses between 1758-9, and it appears that additional funding for such projects had to be sourced from fines or loans. The Corporation accounts show that rentals increased from £573 in 1734-5 to nearly £3000 in 1831-2, but over this period the number of annual meetings declined from over ten a year pre 1700 to two at most after 1800 as official business was delegated to committees or taken over by the Town Clerk.

3.1.6 With the decline in cloth manufacturing around 1600, Ludlow entered a new phase of its historic development becoming an important administrative and social centre for the Council of the Marches, a form of regional government. The Council's headquarters were sited in the castle, and many officials and noblemen settled in the town, giving a welcome boost to local trade. The Council was eventually abolished in 1689 and by the mid 18th century the castle was in a state of picturesque decay.

As a royalist stronghold, the town had suffered in the Civil War, but during the 18th century its fortunes revived as it established a new reputation as a fashionable resort. A new Market Hall was built in 1702, glove manufacturing thrived, and new turnpikes and coach services made the town more accessible. Many houses were re-fronted or rebuilt for the local gentry in Broad Street, Mill Street and near the Castle, which had large rear gardens extending back along the narrow burgage plots. The Castle Ditch was landscaped in part as 'New Walk' in 1747 and, in 1771, a promenade was laid out around the castle. Landscape painters, like Turner, Samuel Scott and William Marlow, came to the town, and guidebooks and local histories appeared in the local booksellers. Assemblies were held regularly on the upper floor of the new market hall, horse-racing and hunting proved popular attractions, and there was a theatre and library by the 1780s.

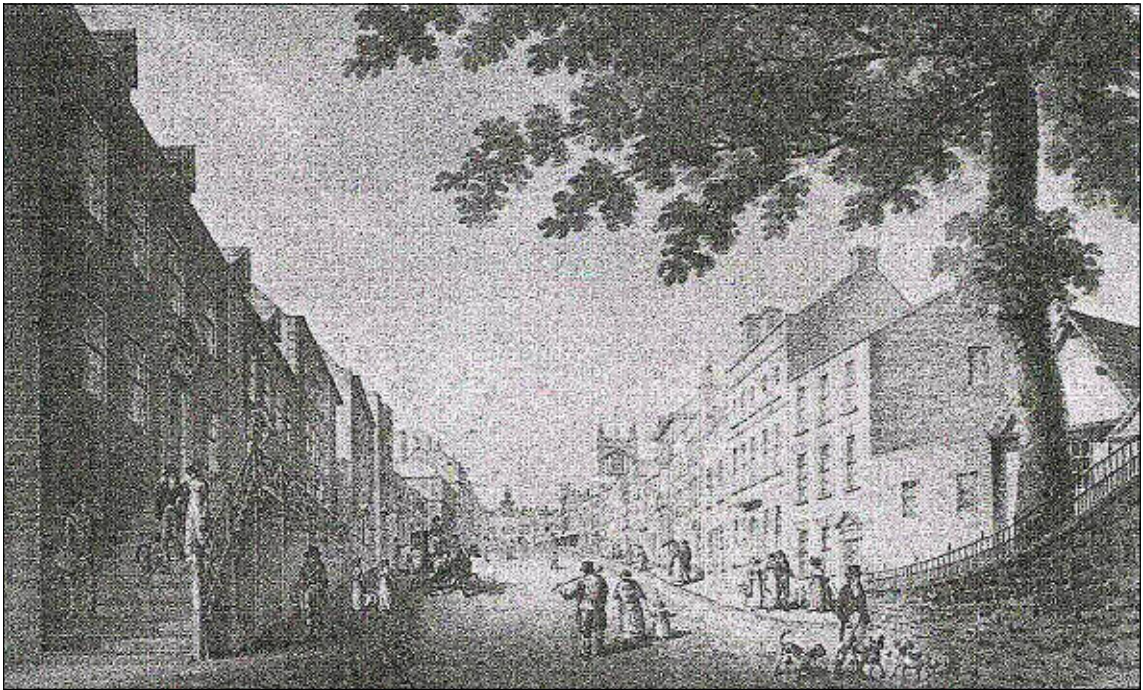


Fig 3: Broad Street c1810 by an unknown artist (LMRC)

3.1.7 By 1831 the population had more than doubled to over 5,000 but, despite the opening of a rail link to Shrewsbury and Hereford in the 1850s, Victorian Ludlow suffered from the general migration of the rural population to the cities, and expansion and redevelopment were minimal, the only notable exception being to the south of the town near the river. The town sustained its historic appeal, and new guidebooks appeared, such as those by Thomas Wright, the Ludlow antiquarian, of the 1820s, with its memorable series of woodcuts, and photographers arrived who left an accurate portrait of the town and of the Buttercross from this period.

3.1.8 In 1889 Shropshire County Council was formed and took over various responsibilities, notably highways and education, from the Borough. Further restructuring in 1967 meant that Ludlow lost its borough status and many of its functions were transferred to the Rural District Council. In 1974, following the creation of South Shropshire District Council, Ludlow Town Council was given parish council status, although it retained its Mayor, market and ownership of the Guildhall, Buttercross and town cemetery. During the 20th century, the prosperity of town was still based on its markets and its retail trade, but this became supplemented by the introduction of some light industry and a surge in tourism. The significant increase in heritage awareness over the second half of the century was accompanied by the formation of the Ludlow Civic Society in 1954 and the Ludlow Historical Research Group in 1976. However the increase in Ludlow's popularity has brought an alarming rise in traffic levels and in the demand for car parking. Some relief was provided by the by-pass that opened in 1977 and also by the pedestrianisation of Tower Street in 1989, but traffic remains the single greatest threat to the town's historic fabric.

3.2 The Site: pre 1743

3.2.1 The Buttercross stands towards the eastern end of the broad ridge that runs east/west through the historic core of the town. It is aligned on a similar axis, and is situated at the northern end of Broad Street, facing the main southern approach into the town through Broadgate. It also lies at the junction of Broad Street with High Street and its parallel alleyways to the west, and with King Street to the east. The parish church lies just 50 metres or so to the north-east of the Buttercross, and its principal access route from the town centre is from College Street or from an alleyway, both of which run due north from the rear of the Buttercross. The Buttercross, therefore, occupies arguably the most prominent site within the entire town at the principal axial point on the medieval grid.

3.2.2 The site, known as The Cross, has a long history of trading. In the mid 16th century, it was occupied by three, single-storey shops. These probably replaced earlier market stalls or possibly earlier shops, and were leased by the Corporation to tenants for 30s a year. Around 1570, a two-storey timber framed building was erected on the site called New House. This was open on the ground floor for selling goods and had a chamber above for use of the Corporation.

3.2.3 New House was not the only building in the immediate vicinity that was demolished when the Buttercross was built. The name of the site actually derives from a small 15th century building, which once stood to the south-west of the present Buttercross. This replaced a simpler structure, possibly a market cross; the Market Hall itself has always been located further to the west within the castle square. This small medieval building appears to have been hexagonal in form, largely open-sided and surmounted by a cross. The only known description of it is from the doctor, antiquarian and clergyman, William Stukeley (1687-1765), who visited Ludlow in 1721. (See Lloyd/Klein, 1984) He recorded in his *Itinerarium Curiosum* of 1724 that:

...in the mercat-place is an exagonal [sic] cistern or conduit like a cross, on the top of which is a long stone cross bearing a nich [sic] with an image of that saint (St Laurence) in it.

This cross was demolished in 1744 when the Buttercross was completed, and the conduit was moved to a site in Church Street. It is of particular interest in that it was clearly a former landmark building in this location. Its removal following completion of the Buttercross suggests that it was the Corporation 's intention to replace it with a more modern and prestigious landmark, one with more civic than religious connotations, that would fulfil the functions of New House and also punctuate the Georgian townscape with greater impact. It is interesting that the new Market Hall of 1702 was a very simple brick building built by local craftsmen. For the rebuilding of the cross in 1743, the Corporation ambitions were altogether different for they sought the help of an architect of some regional standing.

3.3 The Architect: early influences and later associations

3.3.1 William Baker (1705-71) was then in his early forties, a minor Georgian provincial architect and surveyor. He was born in London, the son of Richard Baker of London and Leominster. He and his second wife, Jane Dod, lived in Leominster and later Bridgnorth, until she inherited the family estate, Highfields, near Audlem in Cheshire, probably in the mid 1740s. At Audlem, he combined the life of a gentleman architect with that of country squire, working chiefly in Shropshire, Staffordshire and the neighbouring counties.



Fig 4: Portrait of William Baker c1750 (Country Life 8th March 1946)

- 3.3.2** Little is known of his early career, but his account/payment book and diary survive for 1748-59, the years following his work on the Buttercross, and this suggests that he was very busy and successful during this period. His work was chiefly concerned with the design and alteration of country houses, but he also surveyed and reported on churches in need of repair and designed some funerary monuments. (See Appendix III for list of works between 1748-49)
- 3.3.3** The Buttercross was one of his very few designs for public buildings, the only other comparable designs being those for Bishop's Castle Town Hall or Guildhall of 1745, and it is his only public building that survives almost unaltered. The building is almost certainly his most important work, and it is no coincidence that his portrait, attributed to Thomas Hudson, shows him proudly pointing to a drawing of the Buttercross in his left hand. (See Fig 4 *Country Life*, 8 March, 1946, p.448).
- 3.3.4** Baker undoubtedly sought knowledge and guidance from contemporary pattern books for mouldings and details. He appears to have been inspired, in particular, by the highly influential work of James Gibbs (1682-1754), and his books, such as *Rules for Drawing the Several Parts of Architecture* of 1732, that proved such invaluable reference sources for provincial architects and builders such as Baker. Baker is known to have worked at Ditchley House in Oxfordshire in 1727, a house Gibbs designed for the Earl of Warwick. Francis Smith of Warwick was mason and contractor at Ditchley, a figure probably of similar regional standing and reputation as Baker, and this association proved beneficial in Baker's later career. At Patshull House, in Staffordshire, Baker appears to have actually succeeded Gibbs as supervising architect. Between 1754-8 he designed the flanking towers and forecourt, which contain the parlour, library, stables, and chapel, and also the entrance gateway for Sir John Astley, MP for Shrewsbury. The Buttercross itself has an unmistakable Gibbsian feel in its composition and detail.
- 3.3.5** Also of particular interest is Baker's close association with the influential and talented Shrewsbury architect, Thomas Farnolls Pritchard (1723-77), renowned for his exploration of iron bridge construction. Their work shares certain similarities and influences, for example, Pritchard's biographer, Julia Ionides, notes their similar use of thermal and Venetian windows, lugged surrounds to openings, and large keyblocks. Very occasionally, as at Sibdon Castle, Salop, Baker was capable of abandoning his conservative classical manner for a more playful Gothick often seen in Pritchard's work. They also shared the same clients and Ionides has speculated whether Pritchard, a younger man, took over some of Baker's clients when he retired. Richard Morrice has also observed that there is a 'general lack of knowledge on Baker's fitting out of interiors', and as this was something at which Pritchard excelled, Pritchard could have undertaken this work for Baker and at the same time learnt his architectural skills from him. (Ionides p.34) The true extent of their relationship remains unclear but it is one that deserves further investigation.
- 3.3.6** In 1743 the Ludlow Corporation approached three local architects for advice on 'pulling down and rebuilding the cross in the town': William Baker, Thomas Farnolls Pritchard (then just 20 years old), and Thomas Symonds (d.1791), an architect and monumental mason probably from Hereford, who later became a Freeman and Surveyor to the Dean and Chapter of Hereford Cathedral. Among the Corporation members at this time were Richard Knight of Croft Castle, Richard Salwey of The Moor, and Lord Herbert of Powis, all of whom proved useful

contacts for Baker and Pritchard. Baker was the most experienced of the three and proved the safe and most obvious choice. He had worked extensively in the region by this time, and Salwey also commissioned him to build a house in Broad Street later that year. Both Baker's and Pritchard's designs are lost, but copies of Baker's survive at Ludlow Museum. The contract was signed on the 2 March 1743, and Symonds received 2 guineas for his efforts, while Pritchard was given a mere guinea probably due to his age and inexperience. (Information from Corporation Minute Book 1712-1746, p.333d, Shropshire Archives, and David.Lloyd's unpublished thesis).

3.3.7 This appears to have been Baker's first public contract, but it was the first of several public schemes with which he and Pritchard became involved. They both appear to have produced plans for the Infirmary in Shrewsbury, Pritchard in January 1746 and Baker in August 1746 (Ionides, p.32), of which only Pritchard's survive. However this may have established a working relationship that was established between the two architects, notably in other projects in Ludlow. For example, Baker produced plans for rebuilding Hosier's Almshouses and the Gaol in 1756 (as recorded in his payment book). He was not awarded the contract, possibly as his costs were too high, and work on the Almshouses did not start till 1758 under Pritchard's supervision but quite possibly to Baker's basic design. (Ionides, p.62) The bulky brick structure, with its simple and typically robust detailing, provides a restrained backdrop to the Perpendicular parish church. The Almshouses were linked by a brick bridge to the Buttercross, and this currently provides the main access to the upper floor. Costs were cut at the rear of the Almshouses by using local rubble stone in place of brick, just as inferior material, in this case brickwork, was used to the rear and western end of the Buttercross, its other elevations being faced with ashlar. Pritchard also rebuilt Ludlow Gaol for the Corporation in 1764-5, but little remains of the structure today. Baker is known to have delivered a plan to Pritchard for the Gaol in March 1763, so again the work may have been based on Baker's schemes, but with Pritchard acting as surveyor and supervisor of its construction.



Fig 5: Hosier's Almshouses, Ludlow



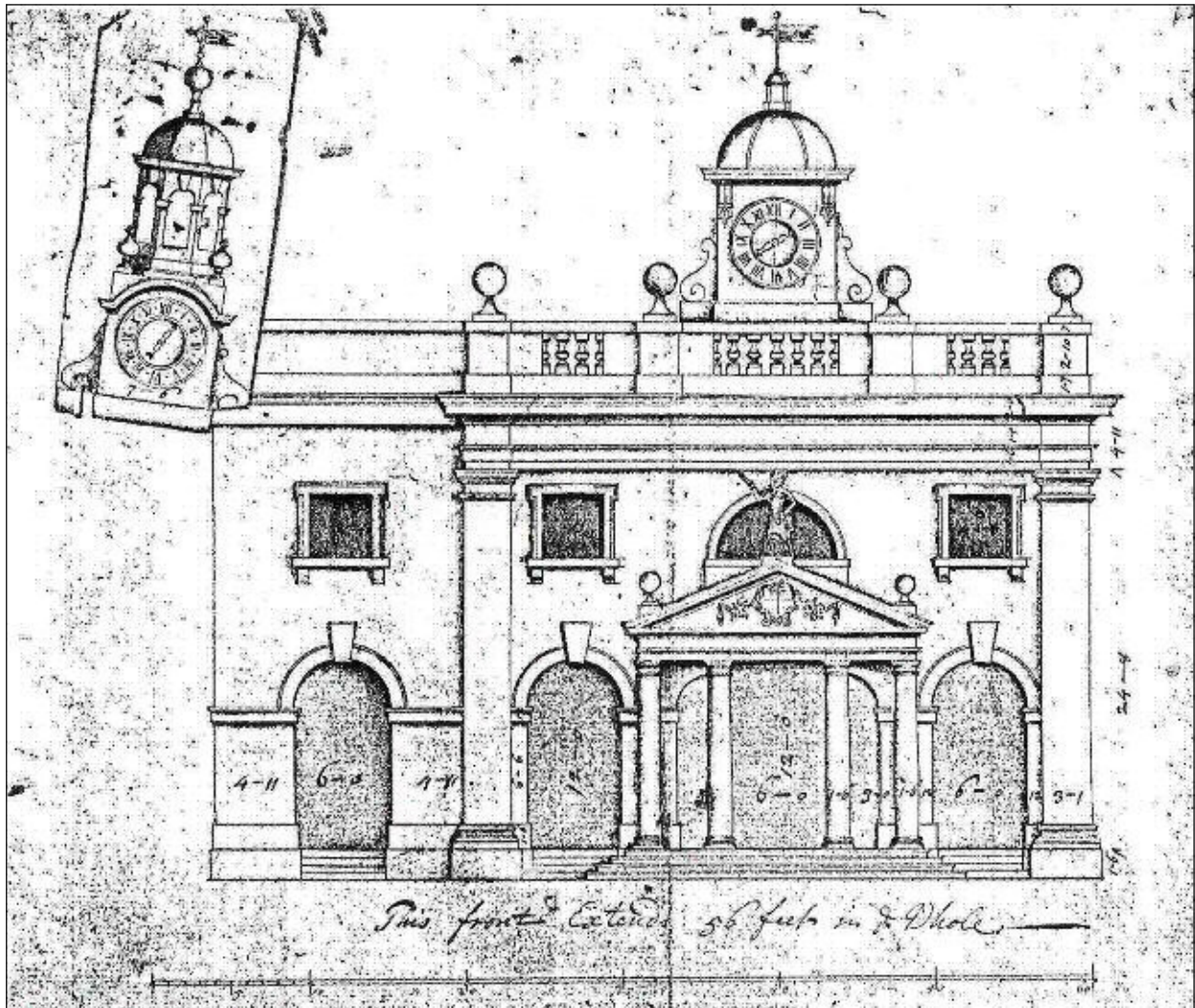
Fig 6: 27 Broad Street, Ludlow

- 3.3.8** Both men were also involved in various domestic buildings in Ludlow. For example, Baker designed a house for the Salwey family in Broad Street in 1743 with characteristic detailing, such as Venetian windows and large keyblocks. These features reappear in Pritchard's domestic work in the town, notably 27 Broad Street, and also at 13 and 14-15 Corve Street, buildings possibly remodelled by Pritchard following Baker's example.
- 3.3.9** These Ludlow contracts provided a boost to Baker's career, but not the crucial breakthrough they proved to Pritchard, as Baker was already busy with country house projects. After the Buttercross was completed, this domestic work increased during the 1750s, including various projects for clients such as the Earl of Powis, notably at Powis Castle between 1748-1754. He also took on church repairs during this period, notably making repairs and alterations to the College of the Vicars Choral in Hereford in 1750, and a few public works, including his design for Montgomery Market Hall of 1748 and for Hosier's Almshouses in 1756. He retired in the 1760s, although he did produce some further designs during this period, notably for the English Bridge, Shrewsbury, in 1767. He died on 29 November 1771 at his home in Audlem. His elder son Richard took up his profession but never achieved his prominence within the region.

3.4 The Building: structural history

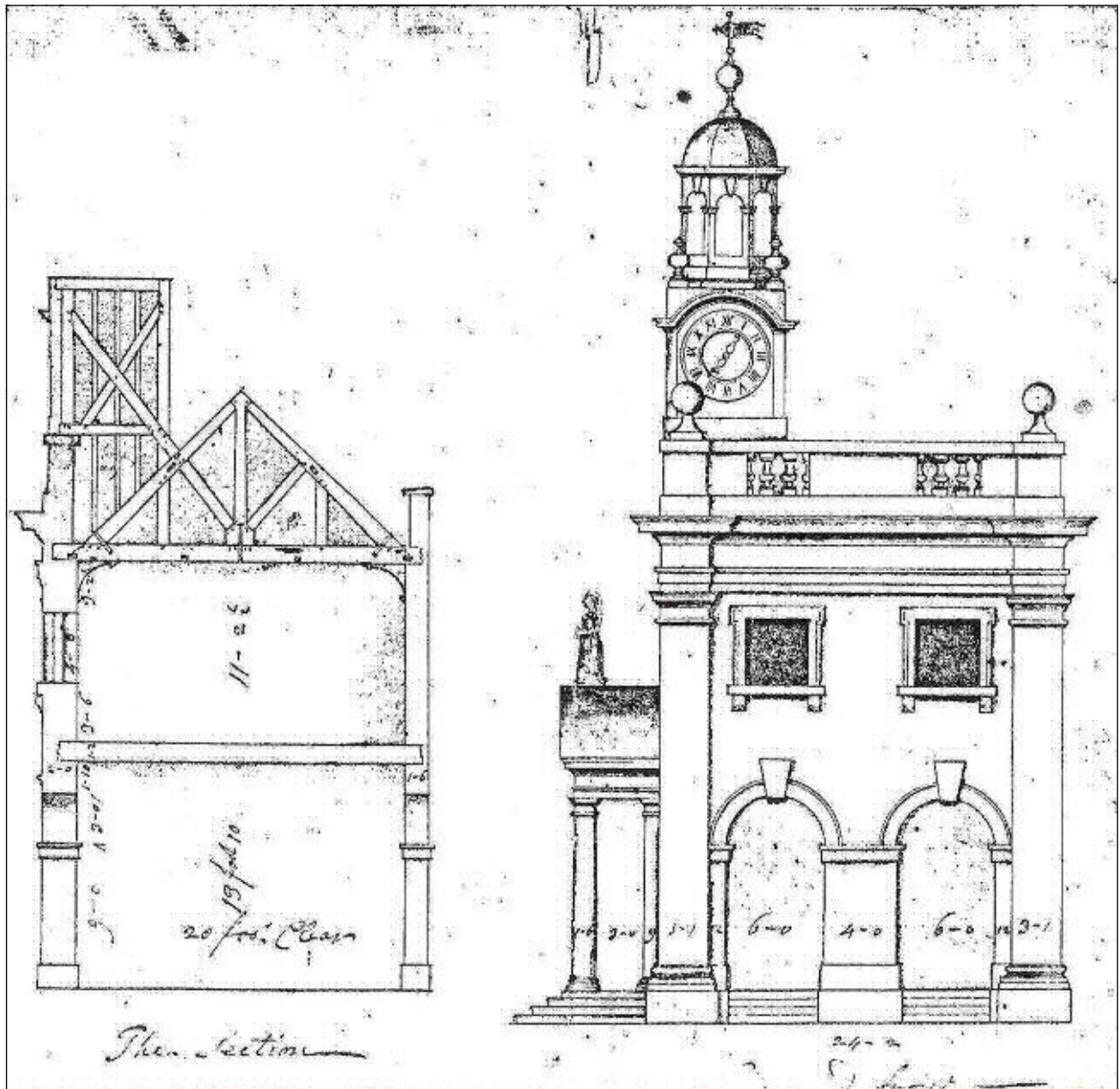
- 3.4.1** The Buttercross is among the most distinctive buildings in Ludlow. It is appealingly robust and unrefined in appearance, with a façade of golden sandstone and an exuberant clock turret and cupola that make a striking impact among the adjacent brick and timber-framed buildings. The classical vocabulary employed by Baker clearly appealed to the Corporation as it was fashionable and different and also conveyed an appropriate sense of authority and dignity. The design had practical advantages too. It made the most of the awkward narrow site, taking advantage of the space available but so contrived to present an apparently symmetrical and imposing focal point at the end of Broad Street. It is a skilful exercise that makes an independent contribution to the streetscape while at the same time respects both the scale and form of the surrounding buildings.
- 3.4.2** Baker's original plans for the building survived until recently at Ludlow Museum Resource Centre, but now only the original envelope in which they were stored and photocopies of the plans remain. A photocopy of the ground floor plan was also located during the research for this Plan. The (Ludlow Museum ref: C8) Equally curious is that the envelope is dated 2 November 1743. This cannot refer to the date of Baker's original scheme, which was formally accepted by the Corporation on 2 March 1743. However it is apparent that the design was subsequently altered, and it is possible that the date on the envelope refers to these amendments. In Baker's original design for the front elevation he proposed that there should be only a clock tower and no bell turret on the roof, although a small sketch for the clock turret was subsequently attached to it as an alternative or possibly at a later date. It is most likely that it was as an alternative, as the turret is included in the plans of the side elevation, although other details are different, notably the finials on the portico are omitted. Arguably the proportions of the combined turret and cupola is less satisfactory than just the cupola in

relation to the main façade, but it makes the building more visible at a distance and it has greater impact from the lower end of Broad Street. Baker also intended there to be a female statue with a raised sword standing upon the portico, possibly a Britannia, and a shield and festoons decorating the pediment. These were omitted from the completed building as no funds were made available for them in the original contract and the Corporation must have decided that they did not justify the additional expense.



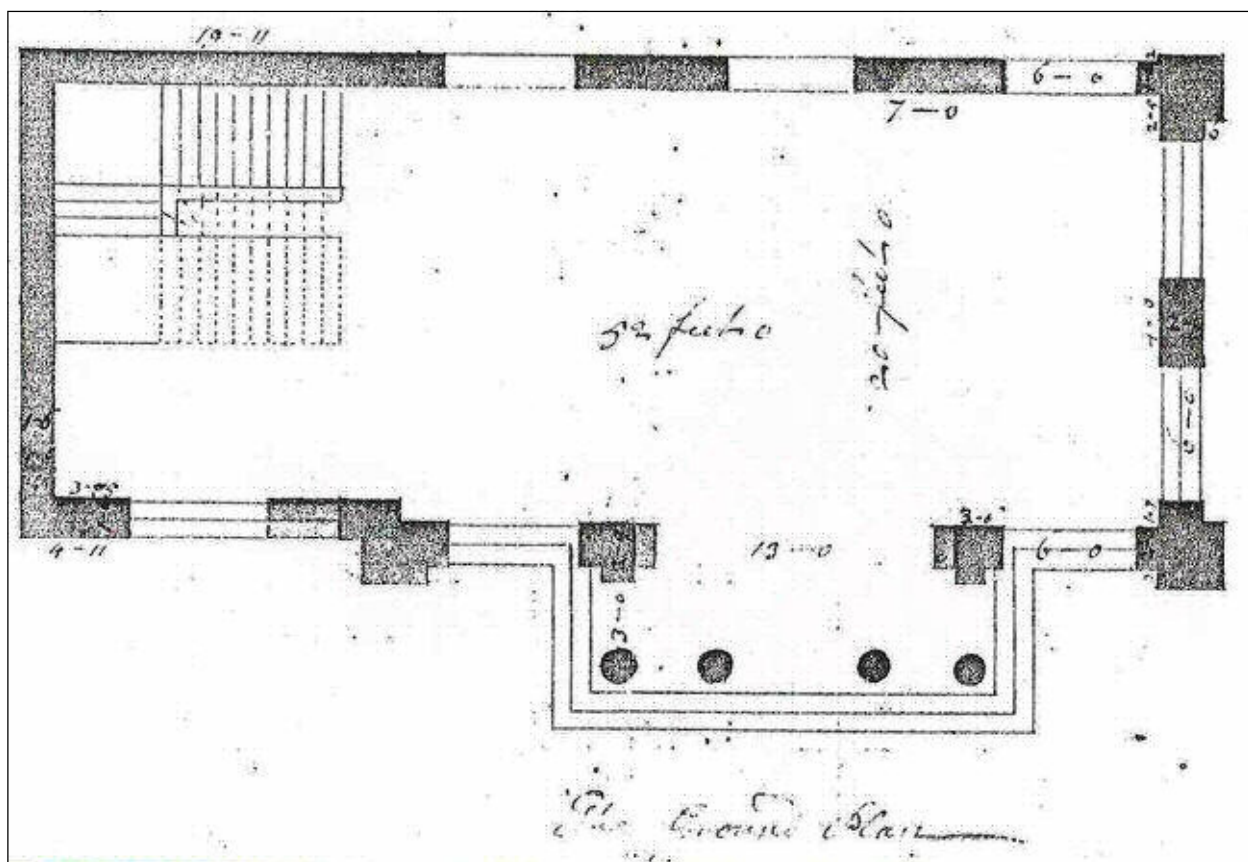
Photocopies of Baker's plans for the Buttercross 1743 (LMRC)

Fig 7: Front Elevation



Photocopies of Baker's plans for the Buttercross 1743 (LMRC)

Fig 8: East Elevation and section



Photocopies of Baker's plans for the Buttercross 1743 (LMRC)

Fig 9: Ground floor plan

- 3.4.3** The Articles of Agreement survive among the Shropshire county archive (See Appendix IV, Shropshire Archives ref: LB/7/733) and they provide a valuable insight into the original specification. In case of any dispute between Baker and the Corporation, William Smithy [sic], master builder of Warwick, was nominated to intervene. This is almost certainly William Smith (1705-47), son of Francis Smith of Warwick (1672-1738), the successful master mason, who Baker knew from his earlier work in Oxfordshire and who worked in a similar Gibbsian style. It is possible that Baker recommended William Smith for this role. It is a connection that would have impressed and reassured the Corporation of his credentials, and also demonstrated that his experience and connections was superior to that of his rivals. It may be no coincidence that Baker and the Smith family were both involved in several other projects in the region, including, Mawley Hall, Salop in 1748, Swynnerton Hall, Shropshire in 1750 and Wingerworth Hall in Derbyshire in 1751
- 3.4.4** The Articles state that Baker was to start work supervising ' Pulling Down the present Cross' on 29 March and the work was to be completed by 24 June 1745. It was to be built of brick and faced with stone except for 'that parte of ye South Front that includes the Staircase & all the west side and north side walls'. These elevations were to be of brick 'properly Ornamented w(i)th Stone'. The contract also specifies that the building was to measure fifty-five and a half feet in length and twenty-three and a half feet in breadth, measurements which reflect approximately the existing dimensions. There was also to be a staircase five feet wide that led up to the Council Chamber, with a stone chimneypiece in the Council Chamber and another in the Clerk's Office, and ' ...a plain Cove Cornished round ye Council Room...', oak flooring, and also shutters in the Town Clerk's office. The location of the original staircase can be seen on the copy of the original plan in the north-west corner of the building. However the original location of the fireplaces is not identified and it is also interesting that this plan shows no lateral wall separating the open ground floor from the room in the west side of the building. This may have been inserted when the Buttercross was under construction or at a slightly later date. However it seems that this original scheme did include the coved ceiling in the Council Chamber,
- 3.4.5** Baker was to be paid £860 for the work and was entitled to make an additional charge for materials if required. There was also to be additional funding provided by the Corporation to 'erect a Statue upon the Portico & cause ye Shield & Festoons to be Carved in ye Pediments', as shown in the original plans but subsequently omitted. Baker was to complete the work by the summer of 1745 and he appears to have been well within this as the building was largely complete by the end of 1744.
- 3.4.6** The Buttercross was faced not with the local Whitcliffe stone, which is very difficult to dress and can be seen used as rubble elsewhere in the town. Baker chose to use a freestone from North Shropshire known as Grinshill stone, a sandstone that is an attractive pale buff/gold in colour and fine in texture. Although excellent for details and mouldings, the stone weathers quite badly and requires frequent maintenance. The narrow handmade brick was laid with lime mortar in Flemish bond, and the roof is hipped with king post trusses and is covered with plain clay tiles.

3.4.7 The overall design is simple and effective. Two storeys high, the main part of the building is of three bays flanked by giant Doric angle pilasters, which support a deep entablature. Two round archways with moulded detail and large keyblocks flank a modestly-scaled central portico, above which is set a large thermal or Diocletian window. This repeats the curvature of the archways below and is flanked by square windows with lugged or eared architraves and bracketed sills. This Gibbsian combination much favoured by Baker was given a final flourish above the entablature, where a tall balustraded parapet, punctuated with ball finials forms the frontispiece to a large clock face set between volutes. The clock mechanism was designed by George Payne, (d.1809) a Ludlow clockmaker, who was made Steward of the Guild of Hammermen in Ludlow in 1749. The Corporation Accounts state that in 1746 'a bill of George Paine for the watch part of the clock over the new Cross' amounting to £11.9.0 was ordered to be paid. The clock base is studded with additional finials and above it is the slightly elongated and arcaded timber cupola, surmounted by a final finial. Within this hangs a 17th century bell that formerly belonged to the Chapel of St Leonards and which is inscribed: 'All Prayse and Glory to God for Evermore'. Although considerably taller than Baker originally intended, this lively composition gives considerable vertical emphasis to the composition as well as enhancing its visibility down Broad Street.

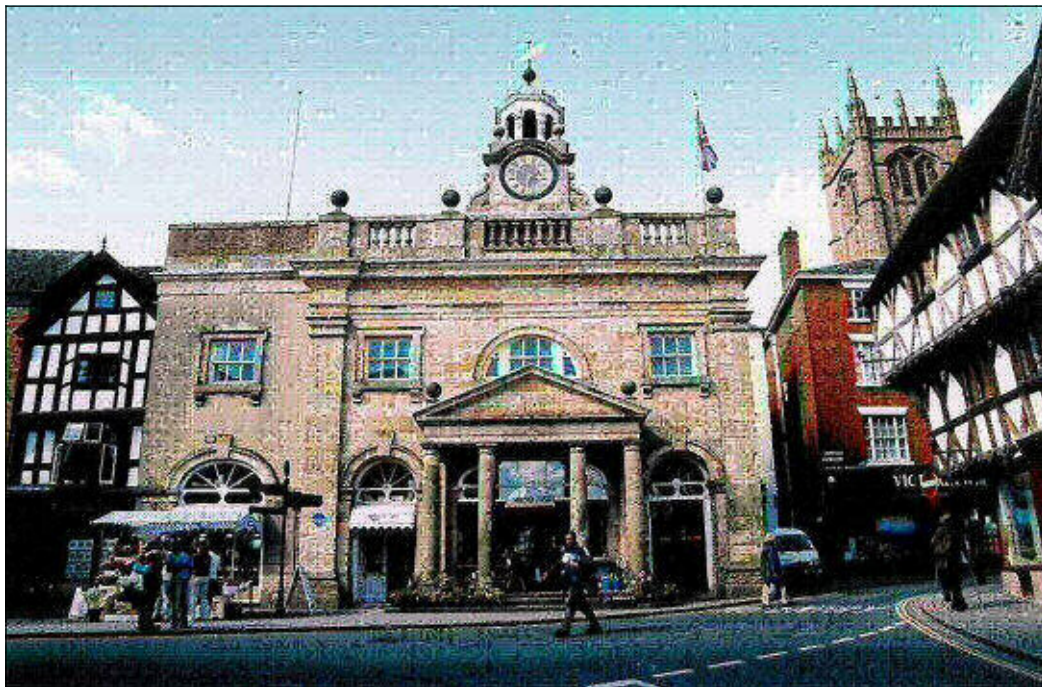


Fig 10: Front elevation

- 3.4.8** The additional bay to the west was made subordinate to the whole by setting it back slightly from the main part of the façade and by the use of different materials and the absence of detail. The original handmade brickwork has since been rendered to simulate stone, and this has detracted from the intended effect, but it is markedly simpler in appearance with just a stone plinth, impost band and cornice but no angle pilaster and a plain balustrade. The ground-floor archway is now converted to a window, but the first-floor window repeats the detail of the main part of the façade.
- 3.4.9** The narrow two-bay elevation to King Street is also stone-faced and the detail of the main part of the façade is repeated due to its prominence within the townscape when approaching the Cross from the east. This gives a sense of continuity from this aspect and the confined space accentuates its architectural qualities. The north elevation along Church Street seems to merge into the brickwork that lines the narrow alleyway. Only the stone archways of the open loggia and dressings identify the Buttercross within the streetscape and hint at the scale and quality of the building that emerges round the corner.



Fig 11: Rear elevation

3.4.10 The building remained virtually unaltered for more than 150 years, although it accommodated a variety of purposes during this time. The open ground floor was used for selling dairy produce, poultry and other goods, and has remained an open market area to this day. However the upper floor did not become the new Corporation Chamber as intended. It appears that the Buttercross served a largely symbolic civic role as far as the Corporation was concerned. It continued to meet on the upper floor of the Market House at less frequent intervals and the upper floor of the Buttercross was used to store Corporation records. Then, in 1785, the Buttercross became a school.

3.4.11 The Blue Coat Charity School had been founded at the Guildhall in 1714 with 50 boys and 30 girls, and it was re-established at the Buttercross in 1785 with funds supporting 30 boys and 15 girls. After 1813 it became absorbed within a much larger Church of England National School and by 1820 there were 170 boys enrolled above the Buttercross and 138 girls at a new building in Brand Lane. The Buttercross also housed the Sunday School after 1844, and the Literary Institute after 1869, which opened on Wednesday lunchtimes and also had an evening club.

3.4.12 A woodcut of the building of 1826, from Thomas Wright's guide to the town, shows that the building had altered little by this date, although the entrance in the western archway had clearly been partially blocked, although not yet widened, and this is also seen in an early photograph dating from the 1860s. It would, however, seem likely that internal alterations were made during this period, including subdivisions to the upper floor, the removal of the staircase, and the installation of dado panelling within the Council Chamber to protect the walls from damage.

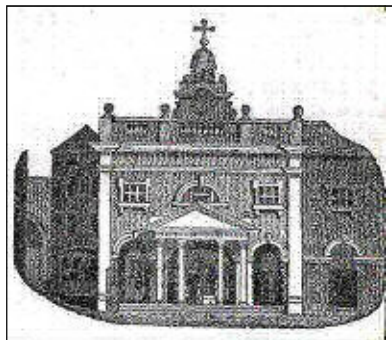


Fig 12 1826 Woodcut of the Buttercross from the second edition of Thomas Wright's "The History and Antiquities of the town of Ludlow" (1822)



Fig 13: 1861 Photograph of the Buttercross (Ludlow Heritage News Autumn/Winter 1910)

3.4.13 The lively late 19th century street scenes of Ludlow painted by the topographical artist Louise Rayner (1829-1924), who specialised in watercolours of cathedral cities and market towns, give a memorable impression of the key role the Buttercross played in the life of Victorian Ludlow, as meeting place, market hall, school and focal point within the town centre. The paintings show large lanterns attached to the front and rear of the building and a ball finial missing from the south-east corner of the parapet.



Fig 14: East elevation from a mid 19th century watercolour by Louise Rayner (LMRC)

3.4.14 Around the turn of the century the upper floor of the Buttercross acquired a further function as a club for the workers laying the new water main from mid-Wales to Birmingham. Yet despite its apparently prominent role in community life it was also threatened by major alterations and possible demolition. Around 1893 it appears that the GPO proposed to fill in the archways or alternatively remove the building altogether. (See SPAB Archive, Letter from Oliver Baker to the Society for the Protection of Ancient Buildings, dated 27 January 1893). Thackeray Turner, then Secretary to the Society for the Protection of Ancient Buildings, wrote back to Baker on 10 March 1893 informing him that he had written to the GPO requesting them to retain the building and to alter it as little as possible.

The threat was averted, but in 1910 there were new proposals to convert part of the building into a fire station. Basil Stallybrass, a local member of the SPAB from Ludford, wrote to the Secretary on 25 September 1910 to inform them of these proposals, but reassured them that '*beyond some glazing-in of the open arcading, the character would be unaltered*'. He added that the Borough Surveyor had planned the alterations so that the 18th century work would remain untouched, and that the fire-engine was to be housed in a later [sic] addition on the west, and that an existing archway in it was to be enlarged on lines consistent with the rest of the building. This most probably refers to the archway at the western end of the south elevation, which Stallybrass has incorrectly assumed was a later addition. A further letter from Stallybrass dated 11 October 1910 stated:

I have to-day inspected the plans for converting it [The Buttercross] into a fire station. I am glad to say that beyond glazing in the open arcading the character of the building will not be altered. They have bought a small fire engine which will clear the rather narrow existing doorways, while the floor is to be sunk 6" to allow of headroom. A passage is to be left through the centre of the building. The Borough Surveyor is considering my suggestion that the old flags should be left in this passage, instead of a new concrete and cement paving as proposed. Also my other suggestion that the glazing to arcades should be in small sash panes like the old windows above, rather than in large panes of plate glass, which are at present specified.

This is of interest as it implies that the archway in the lateral wall was still open at this time, and it also confirms that the existing doors and fanlights were inserted at this date.



Fig 15: Front elevation C1900 (NMR, Swindon)

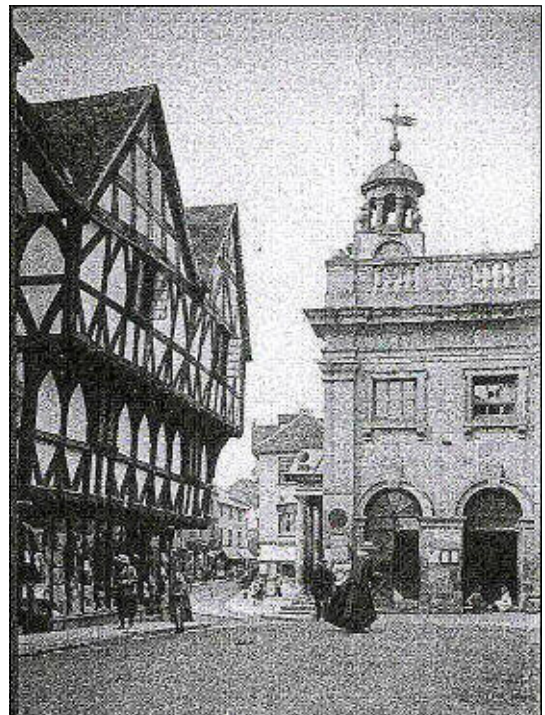


Fig 16: East elevation C1900 (NMR, Swindon)

3.4.15 Photographs taken of the building in 1944 contrast with the bustling street activity of Rayner's paintings and it is clear that the Buttercross played an increasingly minor role in the life of the town by this time. The fire engine had gone, and the building was still in use for storage and for occasional functions and local meetings, but it was beginning to suffer from neglect. The stonework shows evidence of decay, the finial is still missing, and a phone box has been installed at the foot of the south-west pilaster.

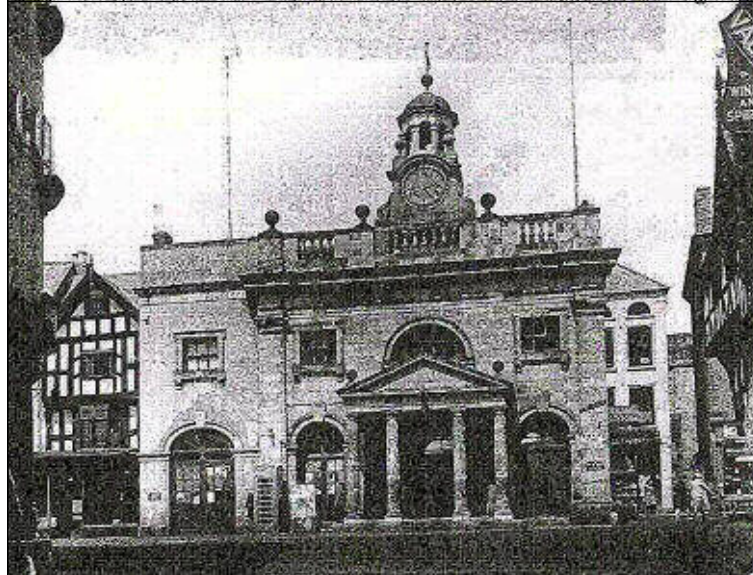


Fig 17: Front elevation 1944 (NMR, Swindon)

3.4.16 During the 1950s it was clear that the building deserved a new use, and it was altered to form a display area for the town museum, which opened in 1959. It is likely that the western part of the building was leased as a shop at this time, and photographs taken in the 1960s show an awning and new shop window in this part of the building.

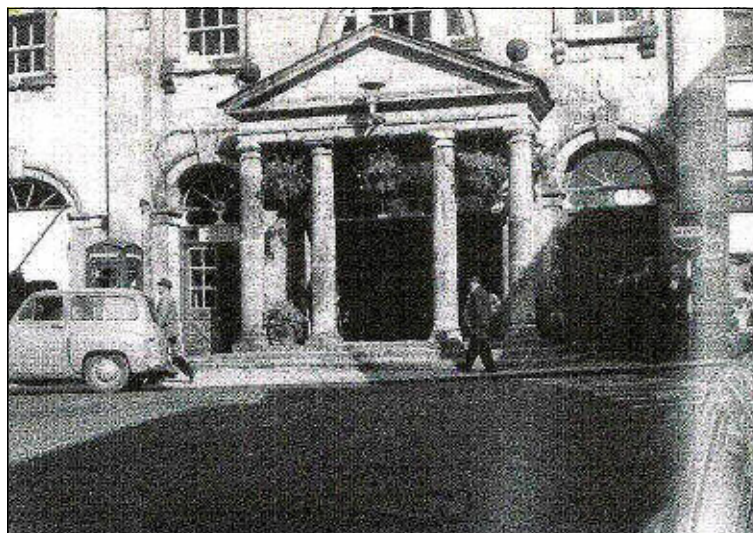


Fig 18: South portico c1960 (LMRC)

3.4.17 It appears from photographs dating from the 1970s that the stonework was by then in a serious state of decay, with scarred portico columns, widened joints, wire used to hold together balusters on the balustrade, and crumbling and missing mouldings. In 1982, at the instigation of the new Mayor, Martin Speight, also Ludlow Civic Society Chairman, a campaign of repair was launched. A condition survey was carried out in 1983 by the architects, Catterall Morris Jaboor of Shrewsbury, which described the structure as being in good condition in general but that the stonework 'calls for much concern'. The report also noted that the roof timbers were sound but that 'it would be prudent to treat them with a preservative' and that three first-floor windows and one set of double doors needed replacing. (*The Butter Cross, Ludlow: Report upon the Condition of the Structure and Fabric*, Catterall Morris Jaboor, November 1983)

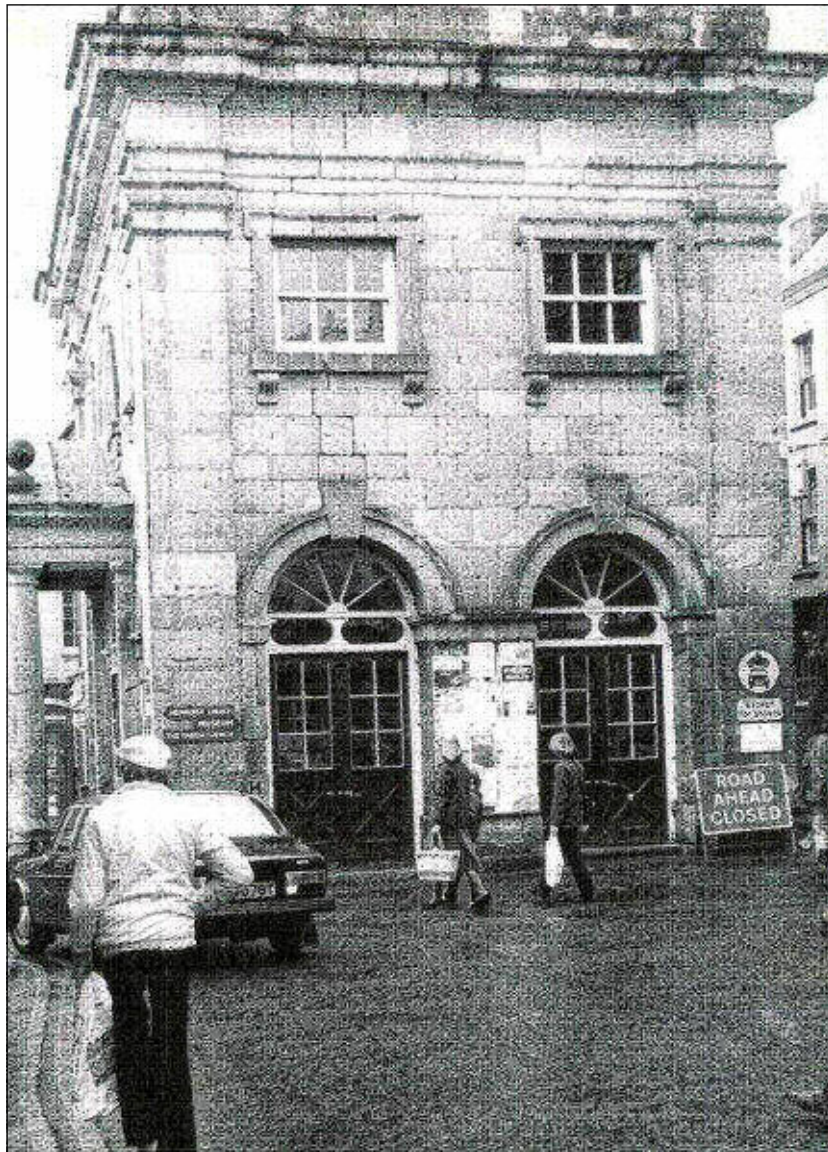


Fig 19: East elevation showing deterioration of stonework in 1970

3.4.18 Work began in 1985, and over 600 stones were examined by stonemasons from John Laing, building contractors, under the supervision of the architects, to ascertain which sections required refacing or completely replacing. This was completed in early 1986 at a cost of £90,000, a cost that provoked some controversy locally. (See *Ludlow & Shropshire Journal* 24 Jan and 21 February 1986). Although English Heritage had made a grant offer on 7 January 1985 of £20,256 towards the work (25% of the total eligible costs), the cost of the eligible work was subsequently increased and a further sum was offered for the amount of £4,392 on 18 October 1985

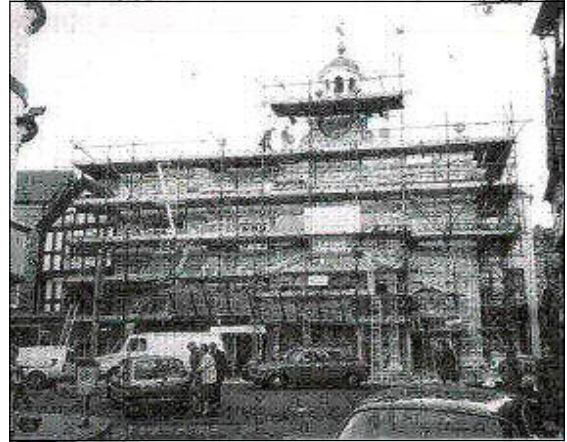


Fig 20: Repair work in progress 1985 (LMRC)

3.4.19 The SPAB report on these works dated 28 Feb 1986 was not particularly favourable, noting, for example, that no attempt had been made to ease the variation between the old weathered and new hard edges, the new joints varied in width, and the replacement voussoirs had a radius different to that of the arch in which they were set. Most significant of all was the observation that the original Tuscan columns of the portico were of two pieces from plinth to the underside of capital and that each stone section had been replaced with two or three new stones that had an 'exaggerated curvature' giving the effect of being constructed 'of so many cheddar cheeses'. There was also concern that the evident failings in the manner of workmanship suggested that there may be many more covered up during the course of the works, which might have more serious consequences over and above the visual ones. However, it was conceded that the works still required some finishing touches and that it was likely that earlier incompetent repairs may account for some of the failings observed during the inspection. (See SPAB Archive)

3.4.20 A further phase of repairs occurred during the 1990s, following the removal of the museum to new premises in 1991 and the decision in 1993 to convert the upper floor of the Buttercross back into a council chamber and offices for the Town Council, much as Baker had intended. When work began, deathwatch beetle was discovered and, on 4 and 5 May 1994, a structural survey of the roof was undertaken by English Heritage. The necessary repair works were quite extensive (See EH Report, 12 May 1994) with English Heritage offering a 40% grant of £10,059 towards total eligible costs of £25,147.41 of phase II of the repair works and, on 16 February 1995, a further offer of £13,632 towards £34,081 of phase III of the repairs. This work included the replacement of the lath and plaster ceilings, including the egg and dart cornice, redecoration of the dado boarding, and the replacement of infested floor boards as well as the major repairs to the roof structure.

3.4.21 In March 1996 part of the new lath and plaster ceiling over the ground floor of the jewellery shop collapsed. Surveys were undertaken in May and June 1996 to determine the cause of failure and the resulting EH Report of September 1996 found that the laths were inadequately spaced with insufficient space allowed for a plaster key to develop properly. There were also problems with the type and/or the condition of the hair within the plaster. A full survey of the ceiling in the shop and arcaded area was recommended, as well as repairs to the existing plaster and correct reinstatement of the fallen plaster. English Heritage did not contribute to these repair works. There has been further works carried out to the plaster ceilings in 2000, (See EH Report 17 May 2000) involving the replacement of the ceilings to the arcaded area and jewellery shop and the strengthening and repair of the ceilings on the first floor. The ceiling to the modern mezzanine floor in the jewellery shop was not included in these works. In addition, an electricity supply for the Christmas lights has been installed in the south-eastern corner of the Buttercross, which is also used by market traders.

3.4.22 The upper floor of the Buttercross remains in use by the Town Council, with the open ground floor used by market traders and in the summer months as an outside eating area used by the Church Inn in Church Street. The lower floor at the western end of the building also remains in use as a jewellery shop. In recent years the area immediately south and south -west of the building has been repaved with stone slabs which surround an irregular area of cobbles set in concrete. The phone box has been replaced by a tourist signpost and there is a wooden seat in front of the jewellery shop.

3.5 Building Context

3.5.1 Baker designed few public buildings. His contribution to buildings such as Shrewsbury Infirmary and Hosier's Almshouses is likely but unproven as no drawings survive and it appears that the Buttercross is one of only two town halls executed to his original design and the only one that has not been altered significantly.

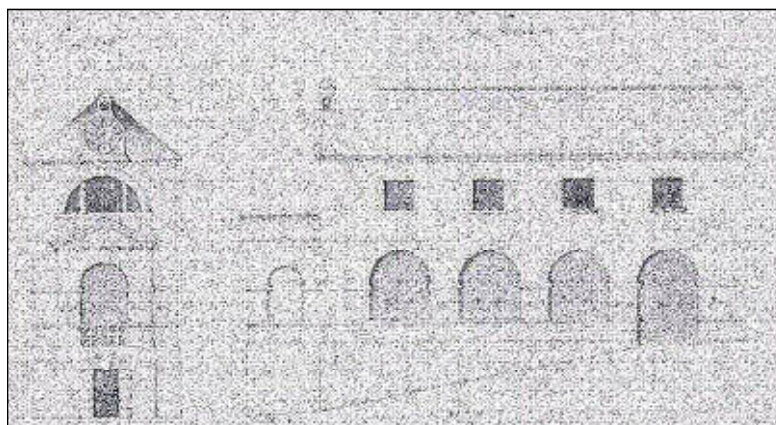


Fig 21: Baker's proposed elevations for Bishop's Castle Town Hall 1745 (Shropshire Archives)

3.5.2 In 1745 he designed a town hall for Bishops Castle, north-west of Ludlow on the Welsh border. The design, including two elevations and a floor plan, and also an estimate for the works, survive among the Powis papers in the Shropshire county archive. (SA ref: 552/9/287-290) This shows a modest brick structure with stone dressings, with some characteristic Baker details, such as the Venetian window and Gibbsian door surround with massive keyblock. The site was even more awkward than at the Buttercross. Set at the top of the narrow steep main street its end elevation becomes its principal façade, and Baker designed it to have a pedimented and balustraded porch, with a thermal above, and a large clockface above crowned by a tiny lantern. It therefore repeated the theme at the Buttercross in a slightly less grand manner more suited to its surroundings, but the tiered elements were to have made a similarly strong impression at the top of the street. A lock up in the basement provided an appropriate use for the Gibbsian doorway, while the side elevations were to be open and arcaded with square windows above, as at the Buttercross. The drawings also show a prominent impost band, which links the elevations in a similar manner.

Baker charged £410 for his efforts and, when the town hall was eventually built in 1767, his ideas were much modified. The entire main façade was given a small pediment, a Venetian window replaced the thermal, the porch was omitted, and the fenestration altered elsewhere. The tall clock tower and cupola were probably added at a later date. However the overall composition and layout remained much as Baker intended and the building provides an excellent focal point within the town centre.

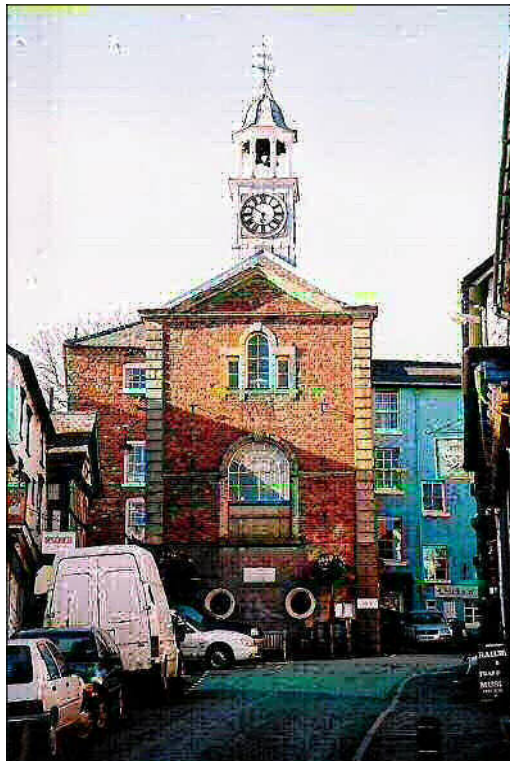


Fig 22: Bishop's Castle Town Hall. Main elevation

3.5.3 In 1748 Baker designed another town hall in Montgomery for the Herbert family, for whom he was working on Powis Castle. This was a less restricted site and the building is larger as a result. Built of pale red brick, it followed the usual form of an open arcaded ground floor, the arches having prominent keyblocks and linked by an impost band. The central bay of the main elevation originally had a first-floor thermal above which was located the Herbert arms breaking into the pediment. Little of Baker's original design can now be appreciated. The entire composition appears to be disproportionate, largely because the upper floor was rebuilt in 1828 and given tall sash windows and a very shallow hipped roof. A rear wing was also added in 1828 and the clock tower a century later in 1921.

3.5.4 There are few other market halls or town halls in the region of a comparable date and quality to the Buttercross. (See Appendix V) There is an impressive range of earlier stone and/or timber-framed structures that date from the 16th and 17th centuries in Shropshire, for example, at Bridgnorth (c.1650, Church Stretton (1617) and Shrewsbury (1596-97) and also in Herefordshire. However, in the mid 18th century, it appears that the Buttercross represented an important departure from this traditional pattern in the region. Its classical detailing set a fashionable new standard, and there were several variations built on a similar theme, not least Baker's own schemes for Bishop's Castle of 1745 and Montgomery of 1748, and also the new the town hall at Clun of 1780. Clun Court House, as it is known, is of particular interest due to its proximity to Bishops Castle and its use of details such as a three-bay arcaded façade, linked by an impost band, a thermal above the central arch and a tall clock turret and lantern.

Later classical examples within the region are less closely linked to the Baker format, such as Ironbridge of c.1800, Market Drayton of 1824 and Ellesmere of 1833, and it would appear that the Buttercross remains in a class of its own with regard to Baker's own work, and the design of contemporary public buildings within the locality.

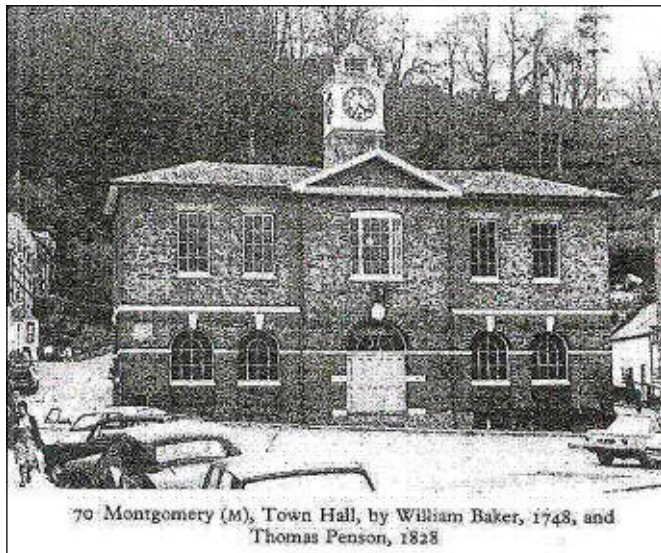


Fig 23: Montgomery Town Hall (Pevsner)

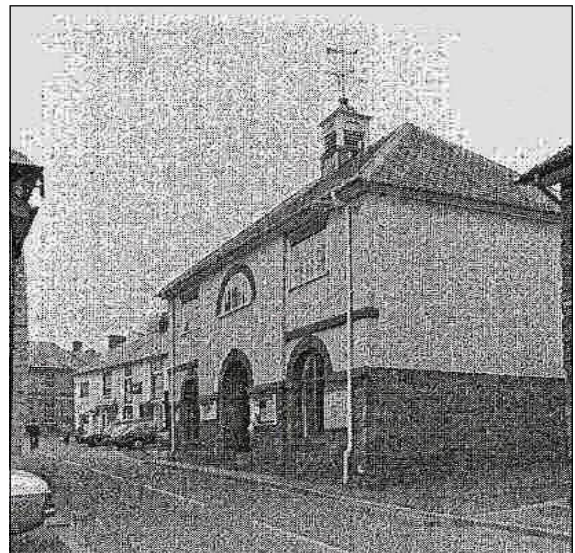


Fig 24: Clun Court House

4. ASSESSMENT OF SIGNIFICANCE

The historic and architectural importance of the Buttercross in Ludlow is acknowledged by its Grade I status, but an assessment of its full significance demands a more detailed analysis according to the following criteria:

4.1 Architectural merit

The building is of intrinsic architectural merit. Its sturdy classical design with its simple but bold detail conveys an appropriate sense of dignity and presence that is admirably understated and lacking in pretension. The combination of portico, flanking archways, thermal, turret and lantern create a dynamic play of solid and shadow, shape and form, that gives interest and vertical emphasis to the main elevation and reveals a sound appreciation of Gibbsian manipulation of form and detail. The design works equally well on the King Street elevation, the proportions of the building and the paired archways and windows forming a neat, balanced design that is appealingly restrained. Although the building is well-mannered and its form, scale, proportion and distinctive detailing relate most successfully to its context, the design is of admirable quality in its own right. It survives in a relatively unaltered state and makes an important individual contribution to a town rich in architectural assets.

4.2 Historic importance

The Buttercross is arguably the best and most familiar design by William Baker, a very successful gentleman architect who worked throughout the region in the mid 18th century. It is one of only a few public buildings he is known to have designed, one of only two executed to his original design and the only one that has not been altered significantly.

Although Baker's architectural contribution has been overshadowed by the remarkable career of Thomas Farnolls Pritchard, the working relationship between the two men warrants further research. Baker was undoubtedly a man of considerable talent, a successful follower of James Gibbs and he may deserve a regional reputation similar to that of Francis Smith of Warwick, enjoying a similar type of patronage from clients such as the Herbert family and Sir John Astley.

4.3 Building type

The Buttercross is also a rare and early example of a classical building of its type in Ludlow. Its popularity is evident from the fact that Baker received two commissions for town halls within the next few years, in Bishop's Castle and Montgomery. It became the first of several new public buildings in the classical style in the Marches, formerly renowned for its ornate timber-framed market halls. Baker's own designs were followed by other similar classical-inspired buildings, such as Clun Court House of 1780, and Market Drayton Butter Market of 1824. Arguably none of these are of a comparable quality, and it is in a class of its own in the region for its type and date, as acknowledged by its Listing status.

4.4 Social and community role

Since it was built by the Corporation in the mid 18th century, the building has played an important part in the social history and development of Ludlow, as a school, meeting place, fire-station and museum with the open ground floor continuing in use for market trading throughout. The building is still owned by the Town Council today and is partly in use as Council offices. This association has served to reinforce its important role within the community, and underlined the need to develop its civic function to the full as both emblem and hub of this historic market town.

4.5 Townscape merit

Arguably it is the contribution made by the building to its surroundings that is its most outstanding achievement. Baker made the most of two great advantages in this respect: the pivotal location within the medieval street layout and the topography of the site. Facing south down Broad Street towards the river, the building occupies the principal axial location on the Norman grid, commanding the main and most impressive route into the town from across the Ludford Bridge. The passage through Broadgate is the start of a theatrical progression out onto Broad Street, remarkable for its breadth and steep gradient and flanked by fine houses of outstanding quality and variety. These focus the view up the hill towards the parish church at its summit, and finally on the façade of the Buttercross. The sense of drama is increased as the route appears to terminate abruptly at the portico of the Buttercross and, due to the tight turn east into King Street, the visitor is re-orientated west and confined within the narrow streets and alleyways before emerging out into the square before the castle walls. The effect is equally effective when approaching the Buttercross from the west. On reaching the portico, one is suddenly redirected south, and the street falls away from you, funnelled towards Broadgate and beyond towards the river and wooded hillside. The role of the Buttercross within this inspiring spatial sequence is a memorable and masterly exercise in historic town planning.



Fig 25: Broad Street looking North towards The Buttercross

It is not merely the impact of the Buttercross on the townscape but also its respect for its context that is particularly admirable. The adjacent buildings have always been of varied proportions, but all conform to the narrow medieval plot layout and to gain more floor space they are of 3 or 4 storeys in height. They are built mainly of brick or timber framing, sometimes combined with the local Whitcliffe rubble stone and several buildings are rendered to present a more formal and uniform frontage. Some timber buildings are jettied or have been re-fronted in brick, and the gabled roof profiles vary in form and height, a few of them set behind parapets. This provides a rich variety of pattern, texture, colour and detail that merges into a complementary whole with a harmonious rhythm and scale. The Buttercross is deliberately different yet it does not impose itself upon its surroundings. Built of dressed golden stone and just two storeys high, its formal classical vocabulary and apparent symmetry is readily distinguished within the streetscape and yet, crucially, it maintains the rhythm and scale of its surroundings. As Christopher Hussey remarked:

*The excellence of the Butter cross for its position lies precisely in its scale being approximately the same as the older buildings...*Country Life, 8 Feb 1946, p.258.

The nearby buildings provide a perfect foil and frontispiece, and the contrast enriches, rather than conflicts with, the texture of the townscape.

The building's role within this remarkable manipulation of space and subtle contrasts in colour, texture and detail lends it a very special significance that extends beyond its intrinsic architectural value and its historic interest. For in this way the Buttercross makes a special contribution to our wider appreciation and understanding of the historic development and dramatic townscape of Ludlow itself, a town with an international reputation for its historic importance and interest.

4.6 In summary, the significance of the Buttercross may be attributed to a variety of factors: its architectural merit, its importance as arguably the best surviving work of the 18th century provincial gentleman-architect William Baker, as an early and rare example of a classical building within the town, as an influential public building in the region, as an important part of the town's social and civic history and, above all, for the vital contribution it makes within the dramatic townscape of this celebrated historic walled town. These factors combine to give this building a local, regional, national and international significance, that makes a valuable contribution to our understanding of the architectural and historical development of the region.

5. DEFINING ISSUES

The significance of the Buttercross and its proposed future role within the community are likely to be affected by the following issues:

5.1 Ownership and Management

The building is owned and managed by Ludlow Town Council and is likely to remain so in the foreseeable future. The ground floor of the western end of the building is leased as a jewellery shop and at present this does not create conflict. However the lease is due to expire in 2011 and its renewal will need to be reviewed if this affects future plans for the care and management of the building.

Although the current use of the upper floor by the Town Council is compatible with the structure, the present intensification of this usage, and the envisaged additional services to be offered, will push the pressure on the building to a point where it will be seriously at risk. The storage already compromises the architecture of the interior and impedes satisfactory implementation of the administrative duties of the building. It has also placed both the building and its occupants at risk of fire. The revised layout detailed in Section 6.2 will ease the pressure but will still maintain it at the maximum level that the building can safely withstand. Consideration may need to be given to the relocation of some staff to other buildings and/or seeking more suitable storage facilities off site.

5.2 Structural Condition

Previous structural alterations and repairs during the latter half of the 20th century include the replacement and repair of the stone facing and the replacement and repair of timbers damaged by deathwatch beetle attack; these are described in more detail in Section 3.4. For a full set of measured drawings of the building see Appendix VI and for a full Condition Report see Appendix VII.

5.3 Access

The market area remains open with unrestricted public access. However public access to the Town Council offices on the upper floor of the building is via a staircase and the bridge leading from Hosier's Almshouses. There is no disabled access to the upper floor at all. (See Disabled Access Audit included as separate supporting document) The Town Council is keen for the building to play a more active community role once more and this can only be achieved by improving public access, including disabled access and facilities. This, in turn, is only possible if the layout and use of each part of the building is reconsidered and the recommended necessary alterations implemented.

5.4 Inappropriate Development

As the Buttercross is located at the heart of the Ludlow Conservation Area, and the building itself and most of the surrounding buildings are statutorily listed, it is largely protected from development that would detract from its character and setting and this is not deemed to represent a serious threat. It should be emphasised that in view of its prominent location, it is not only all the adjacent buildings that make an important contribution to its setting, but many of the buildings in Broad Street and King Street too.

Listed Buildings in the immediate vicinity of the Buttercross and a list of the planning applications affecting the Buttercross submitted to South Shropshire District Council in the past 20 years are given in Appendix VIII and Appendix IX.

5.5 Site enhancement

The building is located on a confined site with Church Lane running immediately to the rear and east side of the building and King Street cutting across its south-eastern corner. However there is a small area of public open space immediately to the south-west of the building. This has been paved with small textured paving slabs, which surround an area of cobbles laid in concrete. A public seat is placed at the inner edge of this cobbled area and there is also a tourist signpost on its south side. This area is used by market traders quite regularly and needs to remain open and unobstructed for this purpose. However the paving does not relate well to the Buttercross itself, and fails to reflect its structural divisions and architectural form. The somewhat haphazard location of the street furniture and the appearance of A-boards contribute to a sense of clutter, which also detract from the building. An improved hard landscaping scheme that relates better to the main façade of the Buttercross would be more sympathetic and effective and give this small area a greater sense of place in keeping with its outstanding location.



Fig 26: View from roof level to show paving pattern



Fig 27: Detail to show paving pattern, street furniture and sandwich boards to south side of Buttercross



Fig 28: Detail to show randomly placed street furniture

5.6 Traffic issues

Traffic in Ludlow is widely acknowledged to be a major problem within the historic town centre and passing traffic and parked cars in the vicinity of the Buttercross probably pose the most complex and immediate threat to its historic fabric and setting.

The scale and layout of the town is quite unsuited to the current volume and type of traffic, which includes large commercial vehicles, buses and coaches. Ludford Bridge, the Buttercross and Broadgate are among many buildings that have suffered recent damage from passing vehicles. Traffic is also detracting from the town's special character and appearance, creating visual clutter and obstructing views, reducing accessibility, having an adverse effect on commercial activity, and putting pressure on the limited parking space available. In addition, there is further conflict between pedestrian and vehicular traffic due in particular to the narrow pavements.

The Buttercross is located at one of the greatest traffic trouble spots in the town where most of these problems appear to accumulate. Of particular concern is the pinch point at its south-east corner, where traffic from King Street is squeezed between the Buttercross and Bodenhams before emerging onto Broad Street. Both buildings have suffered damage as a result, as has the protective street furniture, and pedestrians are forced out of the way when large vehicles negotiate this corner. The diagonal parking along Broad Street also has a significant impact upon the views towards the Buttercross, creating considerable visual clutter and effectively reducing the width of the street and detracting from the full impact of this splendid example of historic town planning.

Various studies have been carried out to address these problems, including the 1990 Traffic Study on behalf of Ludlow Traffic Management Group and most recently the *Assessment of Traffic Impact* carried out by Entec UK Ltd, which forms part of the Draft Conservation Area Appraisal published in February 2006. This 2006 Survey identified the area around King Street as a particular area of concern (Section 2) where : *'moving vehicles can be observed to impact on the activity within that area (where pedestrians are delayed and obstructed by*



Fig 29: View north looking up Broad Street showing impact of cars on streetscape



Fig 30: Detail to show conflict between pedestrian, vehicle and building



Fig 31: Detail to show collision damage to north east corner

vehicles), on the condition of the built environment (given that buildings are subjected to damage by vehicles) and consequently impact on the general quality of the public realm’.

Section 2.2.1 also states that vehicle damage to buildings in King Street occurs relatively frequently, and that there is no restriction on the type and size of vehicle and evidence of multiple vehicle strikes that represent *‘a permanent change to the fabric of Ludlow’*. It would also appear that *‘...over the last five years 80% of all accidents in Ludlow have involved pedestrians with 25% of these accidents occurring in King Street ’* (Section 2.4.5) and the Report provides further data that suggests that the average speed of 15mph in King Street is still too high.

In August 2005 a consultation exercise was launched by the County, District and Town Councils on ‘Lorries and Car Parking in Ludlow’. The proposals included introducing additional car parking restrictions such as residents parking permits, limited waiting, introduction of a Park and Ride scheme, and a length restriction for vehicles in the town centre.

Tourist coaches passing through the town also pose an increasing threat and a pre-feasibility study for the provision of a new coach station was prepared by Scott Wilson on behalf of the District Council in September 2005. This established that a new station would be the preferred option together with restrictions to the size of vehicles permitted to enter the Town Walls.

The findings and recommendations of these studies should help alleviate some of the problems in the town, but the problems affecting the Buttercross itself would be best addressed by:

- a width restriction within the town centre
the removal of traffic, or of large vehicles at least, from King Street
further parking restrictions in the immediate vicinity to remove visual clutter
and obstructions at the upper end of Broad Street



Fig 32: Detail to show vehicle impact damage to south east corner - low level



Fig 33: Detail to show vehicle impact damage to south east corner - high level

6. CONSERVATION POLICIES AND PROPOSALS

The conservation policies and proposals included within this section are intended to underline a vision for the site. Their stated aims are to:

- protect and enhance the stated significance of the building
- protect and maintain the structure
- suggest appropriate uses for the building
- recommend means to improve access and disabled access in particular
- recommend means to improve public appreciation and interpretation
- suggest ways to raise the profile of the building within the community
- examine means of enhancing its setting

6.1 Care and Maintenance

A Maintenance Schedule is included in Appendix IX. This has been devised to arrest any further deterioration of the fabric and establish a regime of regular maintenance. The recommended occasional and regular tasks are to be undertaken in accordance with the relevant heritage and environment legislation, with any relevant access, health and safety requirements, and where appropriate in consultation with an architect who specialises in the care and repair of historic buildings.

Funds will need to be allocated for such maintenance works (See Appendix XI: Costings) and provision should also be made for any unforeseeable demands upon that allocation.

6.2 Proposed use and layout—see Sketch Schemes 1-3

The upper floor of the building is presently used as offices by the Town Council, including the Town Clerk's office, with the Council Chamber providing space for meetings if required. As referred to in Section 5.1, it cannot be stressed enough that although the current use of the building by the Town Council is compatible, the present intensive level of usage places both the building and the occupants at risk.

The open arcaded area remains in use by market traders, while the western end of the building, including the ground floor and a mezzanine area is leased as a retail unit. Three alternative sketch schemes have been prepared with proposals for a new layout and improved disabled access and facilities: an initial scheme, and two subsequent schemes

All three schemes are based upon the agreed principle that:

the building remains in the occupancy of the Town Council, with a new ground floor reception area, the reinstatement of the staircase, the installation of a lift, and a revised office layout on the upper floor that allows the Council Chamber to fulfil its intended role once more and the space to be fully appreciated. This would seem beneficial to the identity and integrity of the building, allow for improved disabled access and facilities and also a more welcoming and impressive public interface at street level. This layout is devised to make maximum use of available space and consideration may need to be given to the relocation of staff to other buildings and/or additional storage facilities elsewhere.

the retail unit is given up and the accommodation incorporated back into Town Council use. This is the only means of achieving the above, enabling a new reception area to be created at street level with access onto The Cross. The reinstatement of the staircase and installation of a lift in this part of the building would also be beneficial from a safety and security angle.

the open market area remains but with improved weather protection, lighting and heating to extend its use during the winter months. The existing blocked opening between the market area and retail unit could be re-opened either as a window or door to provide a visual link or access to the new reception area. The open area still provides a popular covered area for market traders and meeting place as intended originally as well as a summer seating area for the Church Inn, but there is potential to develop its community role. This will maintain the integrity of the building and ensure its special architectural qualities may continue to be appreciated as intended. It should be added that although community activities within the open market area are to be encouraged, care should be taken to ensure that these continue to be in keeping with its character and setting and are unlikely to damage the historic fabric or otherwise place it at risk.

The three sketch proposals were submitted to members of staff of Ludlow Town Council who use the building currently and to the Conservation Officer at South Shropshire District Council, for their comments. The sketch proposals submitted for comment, and the responses received are as follows:

Fig 34: Sketch Scheme 1

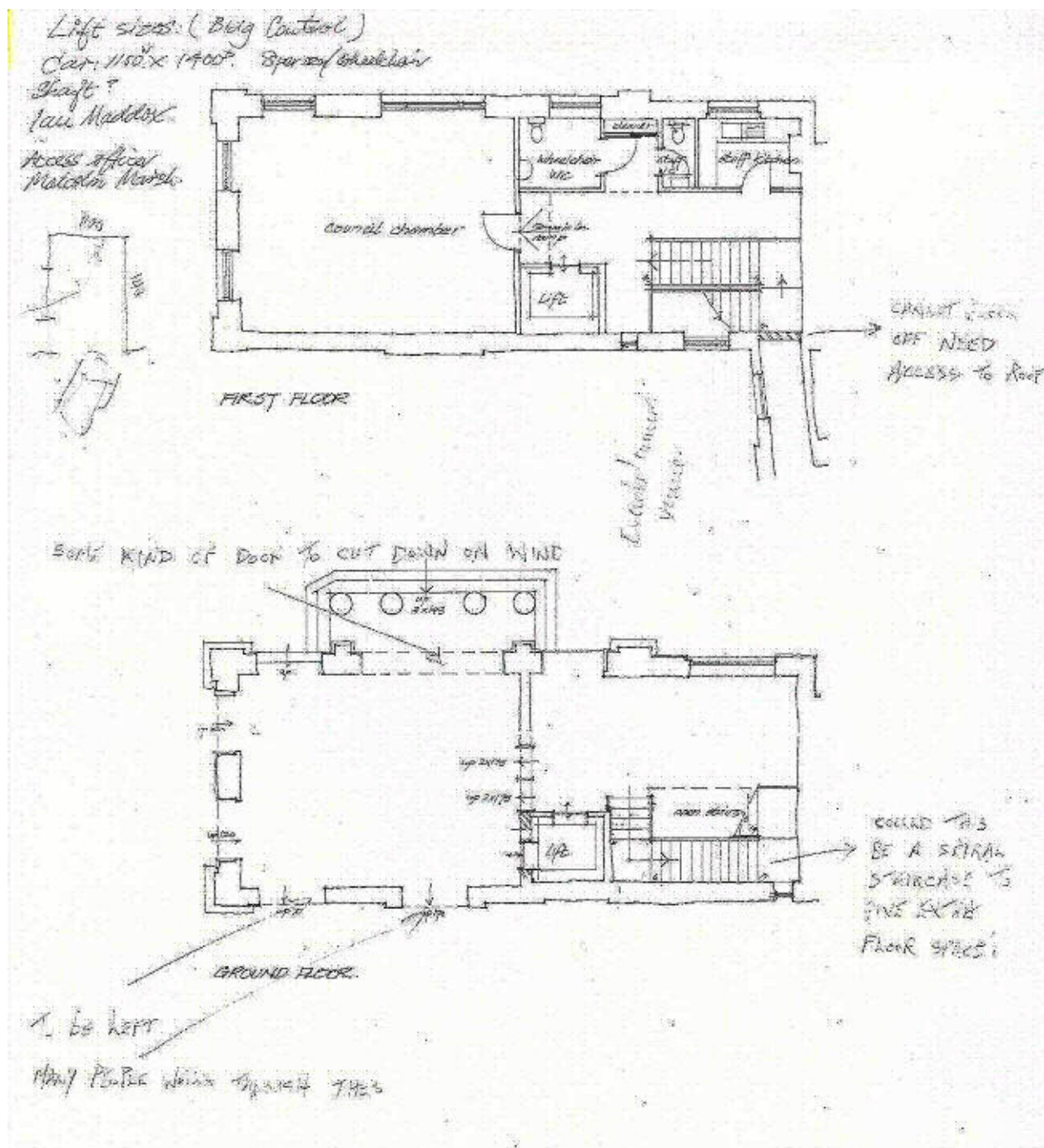


Fig 35: Sketch Scheme 2

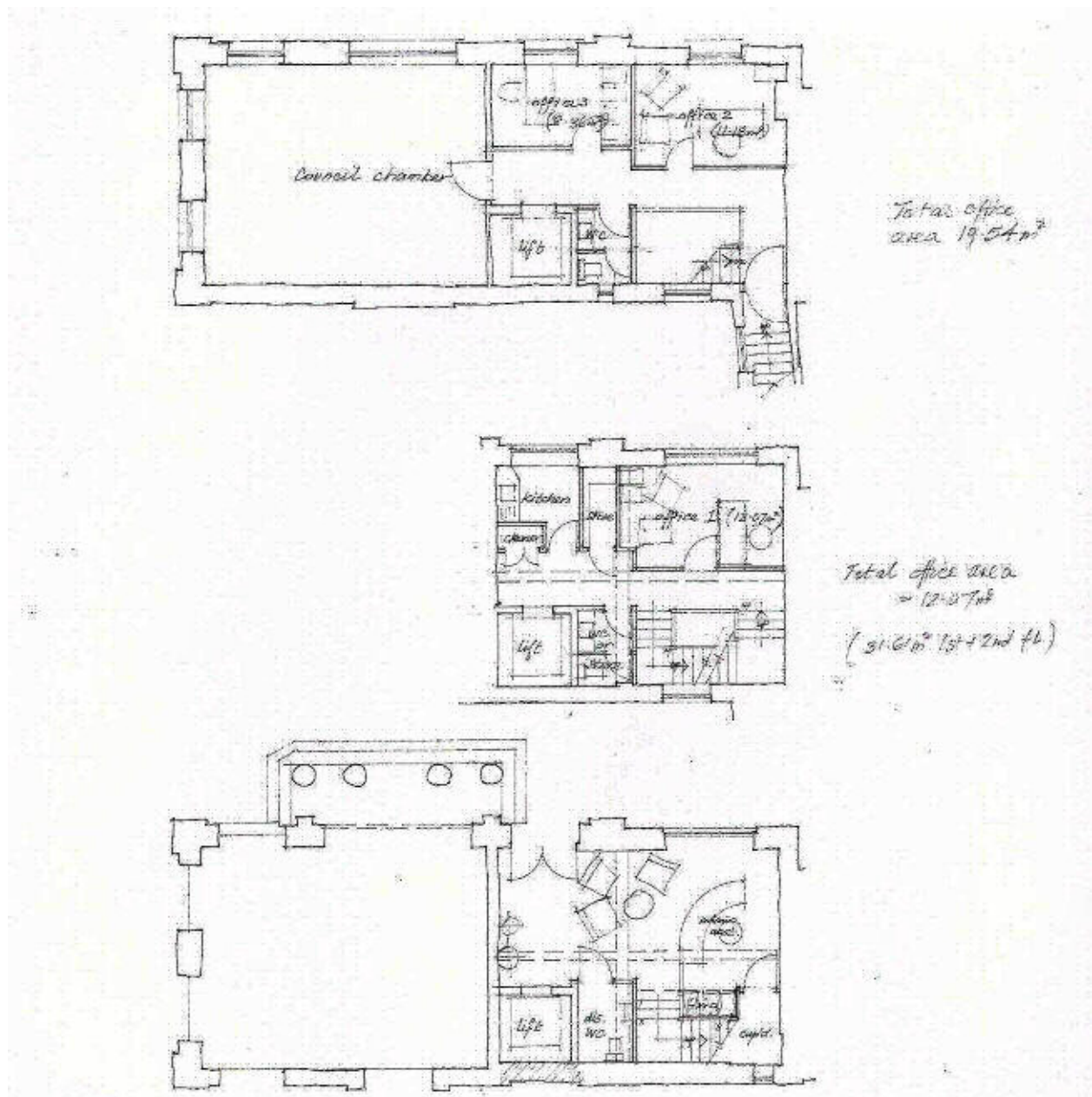
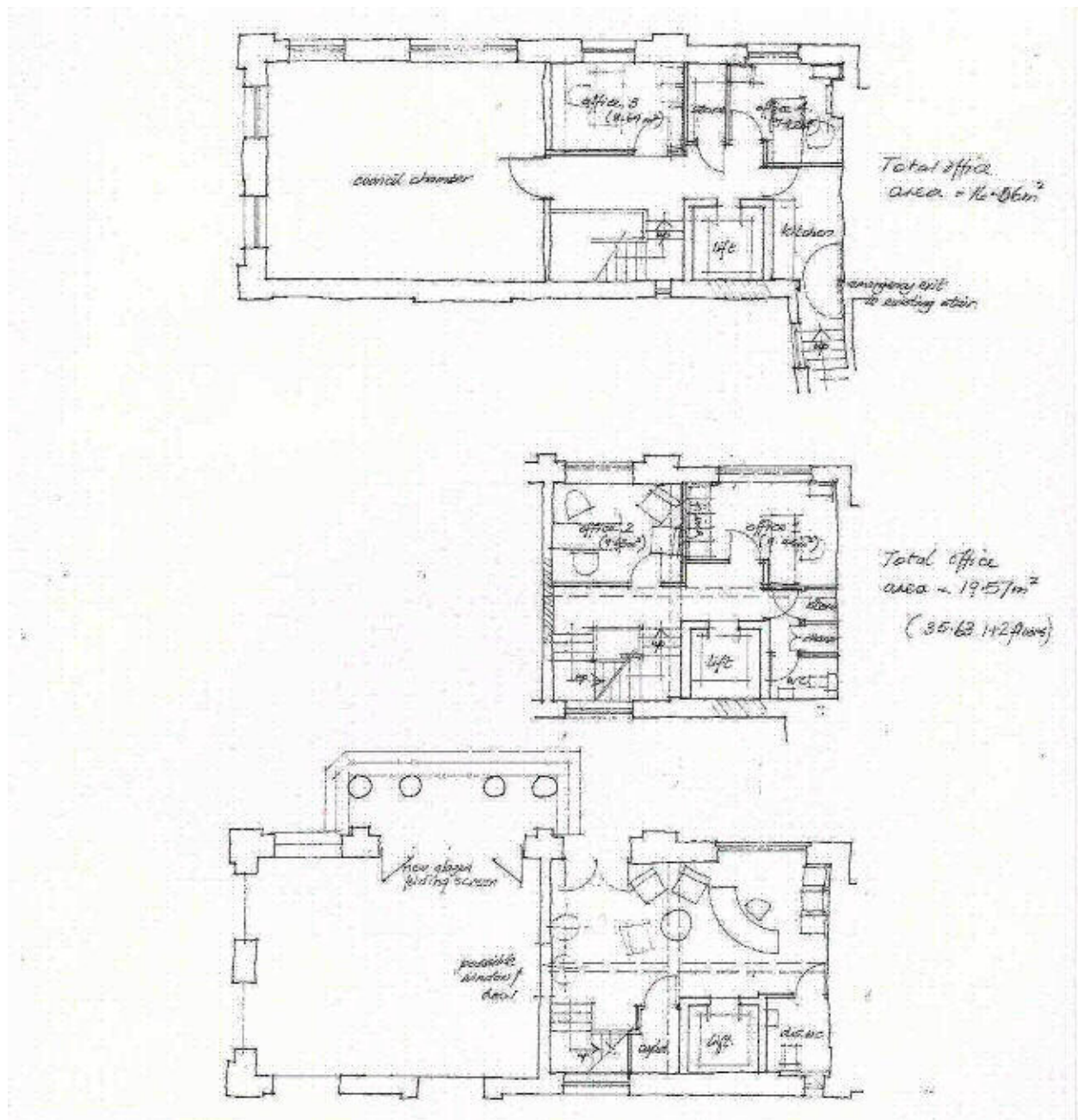


Fig 36: Sketch Scheme 3



THE BUTTERCROSS

SKETCH PROPOSALS FOR REVISED LAYOUT

Comments on the Initial Proposal: Sketch Scheme 1

Open Buttercross Space

- This space needs to be open to allow it to be used by market traders during the day and to play a more active part in the town's evening economy, not merely as a summertime seating area for the Church Inn but to accommodate other activities all year round, an important aspect of the town's Cittaslow initiative. This would also be in keeping with other similar buildings in similar towns i.e. Llanidloes etc

There is a microclimate created with the wind that travels up Broad Street. We need to try to protect/weatherproof the area without detracting from the building.

Suggestions to achieve this are:

Replace existing doors with glass panels that could also be used as interpretation panels

Erect some form of concertina door across the large open space at the front of the Buttercross that can be closed when required, although concern was expressed that this would detract too much from the original concept

Interpretation panels would be a great idea-maybe giving history and depicting what is upstairs in the chamber etc. They would, however, need to be bullet-proof glass or Perspex

Upgrade existing doors and enclose all the other open spaces except the main large one with doors similar to existing. However some members of staff expressed a wish to see this remain a thoroughfare

Suggest that the access from the retail unit into the Buttercross open space is not pursued but that the window is reinstated to allow sight into the enclosed area of the Buttercross (proposed new Town Council offices)

Retail Unit (currently David Benson Jewellers)

Keep the lift in the proposed position but create an access from Church Street through the existing window opening

Move the stairs slightly to allow the current entrance to the Town Council Offices to be used as an emergency means of escape.

Retain the mezzanine floor to create adequate office space

The retail unit to be designed to a very high standard to create a really good high quality entrance to the Buttercross

Ensure that the ground floor is uncluttered as possible

To investigate ways to create sensitive storage space on the mezzanine floor

Make sure the mezzanine floor is designed in such a way that it feels part of the design of the building originally

- There needs to be enough office and desk space for the following officer functions:

Town Clerk

Community Services Officer (Needs private space to deal with cemetery issues)

Administrative Officer

Market Manager

Market Assistant

Administrative Assistant/Receptionist

There will be a requirement for a least 6 computers, 4 large filing cabinets, 2 storage cupboards, storage space for large items of stationery (paper, files, box files etc), shelving for minute files, account files, burial files etc

The main aspiration though is to create a real impact when people first enter the Buttercross, for it to be open, spacious and accessible.

Staircase

As above – move it slightly and investigate possibilities to create an emergency exit using existing access to upper floor.

Upper Floor Space

Retain the proposed disabled loo on this floor and provide a separate staff loo

If possible increase the cleaning cupboard space

Retain the kitchen size and if possible incorporate an area for staff to have their breaks/lunch in

Ensure that the passage is utilised as much as possible to create an anticipation of entering the main Chamber

Consider using space that is currently hidden by false ceiling as additional storage space. Appropriate access would have to be considered.

Council Chamber

The aspiration for the Council Chamber is to hold all Council Meetings and a variety of meetings in this space and to use it to display and promote the Civic life of the town

Once again the creation of a space that creates a real impact on entrance is essential

The possibility of creating space for storage should be investigated but any units would need to be designed to be in keeping with the rest of the Chamber. Possible siting would be along the wall currently housing the CSO and Market Manager desks. Units could be provided along there with worktop space to provide a display area

It would be great to be able to tell the civic story of Ludlow in the Chamber – it is a beautiful space, which should be opened up.

Revised internal layouts: Sketch Schemes 2 & 3

Rationale behind revised internal layouts Sketch Scheme 2

The ceiling over the proposed new drop-in/reception area, i.e. the original 1st floor, is divided into 4 quarters by 2 beams. Historically the staircase lay in the north-west corner of the building and its position is reflected by the layout of these beams and therefore it is important that these are neither altered or removed.

The lift needs to be wheelchair compatible. This creates a lift shaft of 2.1 m x 2.1 m [external dimensions].

The stair to the mezzanine and first floors should be at least 900mm clear between handrails, preferably more. It must also be of a shallow pitch as it serves a public building and this makes it longer on plan.

The size of each quarter of the ground floor room is too small to contain both the lift and the staircase. They must therefore be in separate quarters.

The 2 quarters on the south side of the building are naturally lit by the two arched openings. One of these openings will be needed to form an entrance and the other will serve as the 'shop window', ruling out this area as a suitable location for either the lift or staircase.

This leaves the 2 remaining quarters on the north side for the lift and the stair. As the door to the bridge and the secondary means of escape are to be retained, either the proposed new stair or a separate corridor must link to this door as well as to the council chamber. This results in the circulation running the length of this part of the building on the top floor.

The existing drainage is on the rear of the building. It is cheaper, easier and quieter therefore, to keep as many of the toilets as possible on this side.

The circulation space required cuts down severely on the space left over for offices and storage. It is unlikely that the fire officer would accept open-plan offices on the mezzanine level and, even if he did, would this be wise or desirable given that the staircase is accessible to the public? The administrative assistant/receptionist could use some of the ground floor area. It is unlikely that there would be sufficient space (or inclination) to have the administrative officer on the same level, bearing in mind the amount of circulation required for the main entrance in and around the lift and at the base of the stairs. Presumably this officer needs to be in the same building as the administrative assistant. As the Town Clerk will need a private office as well as the Community Services Officer, it would be unsatisfactory to try to shoe-horn the Market Manager and assistant into the building. Even if they were to be relocated together in a different building, it would seem that the size of the offices left for the remaining staff will not be generous, merely adequate.

Alternative Sketch Scheme 3

- Staircase placed centrally so there is less circulation space

The north window can light the stair and the general feel of the reception area is more pleasant

The disabled WC gets natural light

The staircase may provide an opportunity of access to the attic space for further storage/office

There are four small offices as opposed to three slightly larger offices in SK2 but overall there is a gain of 4 square metres

There is no WC on the first floor

Comments on Sketch Schemes 2 & 3

In general, members of staff preferred Option 2 (SK3) for the following reasons:

More office space and even though there is reduced storage better housekeeping could overcome this

Lift position is preferable and will create a much more user-friendly reception environment

Having a WC on the mezzanine floor should not be a problem

The stairs would be better here from both a security aspect and as an evacuation route. It would enable the window at the rear to be opened up and create a good natural source of light and create some feeling of space as one enters the front door, bearing in mind that the mezzanine floor will be directly above the front door in order to create additional office space

The flexibility of the stairs to continue into the roof space (subject to practicalities) also commends this particular option. Attic space could then be used for storage

Although storage space is reduced additional space could be created in the chamber but the chamber should remain a usable and flexible meeting space that can be used for council meetings and possible hire

The window from the Jewellers to the open space under the Buttercross should be used to allow additional natural light into the reception space

SK3 enables all the existing Town Council staff to work within the same building in reasonable comfort.

Comments regarding the conservation aspects of the Sketch Schemes were as follows:

- The external element of the building is of paramount importance and is the main element that needs to retain all of its historical context
- The ceiling above the Jewellers was totally replaced so there is little historical construction left – this was due to deathwatch beetle

Agree that the building should be returned to its full civic function and continue in its civic role within the town

The open space under the Buttercross should remain open

Additional light could be provided by a glass mezzanine floor

6.3 Interpretation

The improvements in public access to the building will introduce new opportunities for display and interpretation within the building as follows:

The new reception area and public staircase provides an opportunity for display boards describing the architectural history of the building and its site

The Council Chamber itself could be enhanced by a well-designed display that describes the civic history of the town

The potential to open up the blocked opening between the current market trading area and retail area would integrate these two halves of the building in the spirit of Baker's original intention

As these will be mounted in a secure location, it will reduce the risk of defacement and vandalism significantly. In addition, the reception area will also introduce new opportunities as a source of information, advertising local events, and give a public face to the workings of the Town Council.

6.4 Enhancement proposals

It is recommended that the setting of the building be enhanced to take full advantage of the quality of its architecture and excellent location.

Lighting

At present no co-ordinated lighting scheme exists for the exterior and this is a wasted opportunity. Effectively lit, the portico, cupola and turret would make a considerable dramatic impact at night when approaching the town centre up Broad Street and this would ensure that the building maintained an important focal point within the streetscape

after dark. Discreet but effective lighting within the open market area would also significantly enhance this part of the building, particularly in the winter months.

Heating

An effective heating system, preferably employing sustainable energy, should be installed within the open market area to enable this space to play a more active role in community life all year round.

Landscaping

The south side of the building deserves a more co-ordinated and sympathetic hard landscaping scheme that relates more sympathetically to it in colour and texture and, in particular to the architectural divisions within the main façade. The creation of a related open space on this side of the building will give it greater visual impact and help counteract the visual clutter of advertisements, traffic etc that detract from its appearance.

6.5 Traffic

The traffic problems within the town centre clearly pose a considerable threat to the fabric and setting of the Buttercross. (See Section 5.6) The findings and recommendations of these studies should help alleviate some of the problems in the town, but the problems affecting the Buttercross itself would be best addressed by:

- a width restriction within the town centre

the removal of traffic, or of large vehicles at least, from King Street

further parking restrictions in the immediate vicinity to remove visual clutter and obstructions at the upper end of Broad Street. This would not just improve the setting of the Buttercross, it would also have important safety implications for pedestrians and improve traffic flow. Furthermore it would encourage visitors to linger in the immediate vicinity, which would help reaffirm the role of the Buttercross within the heart of the community and town.

7. IMPLEMENTATION AND REVIEW

This Conservation Plan is intended to form the foundation of a phased care and management strategy for the Buttercross that will safeguard its significance. It provides an historical background to the building and its site and informed guidelines for its repair, refurbishment, and enhancement and underlines any known threats to the building and any opportunities to improve appreciation of its special qualities.

Although the building is in need of repair, no serious external threat to the fabric has been identified, other than the potential for accidental damage by passing vehicles. There is no risk of inappropriate development in the immediate vicinity as it is located within a Conservation Area and most of the adjacent buildings are statutorily listed. Neither does its present use appear to present any risk of damage to the structure, although the intensification of services offered by the Town Council administration is inevitably putting unacceptable pressures on the limited space currently available. This has created storage difficulties and potential hazards with an increased fire risk, impeding means of escape. However, circumstances can change and it is important that a degree of flexibility is built into any programme of care and maintenance, particularly in view of the changes in the use and layout of the building suggested in this Plan. For this reason it is recommended that this Conservation Plan is reviewed every five years to accommodate and incorporate any changes as they occur, and to remain abreast of evolving conservation techniques and philosophies and of any new information that may emerge about the building and its setting.

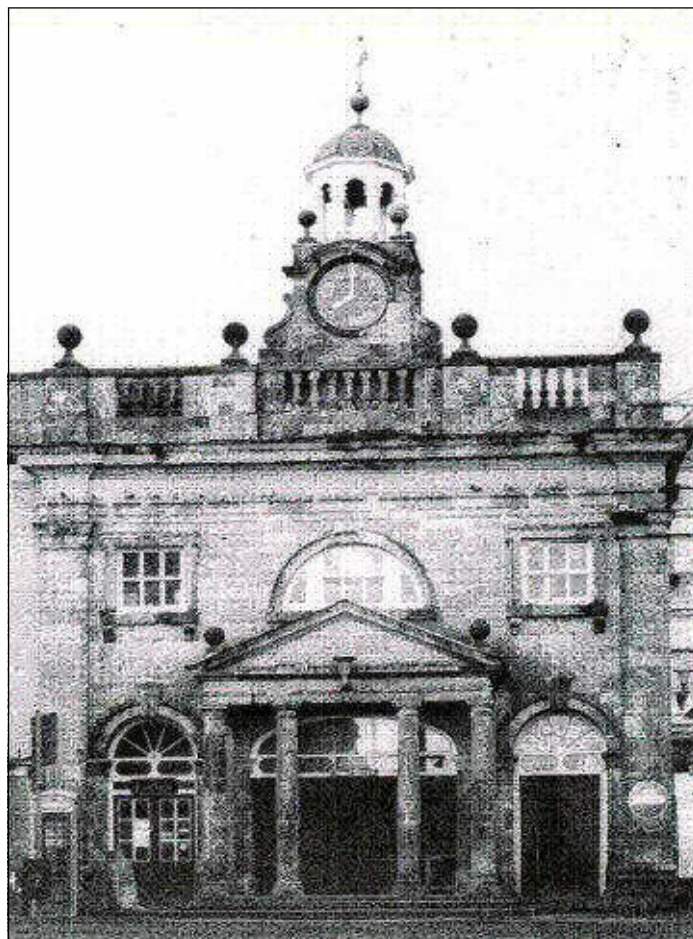


Fig 37: The Buttercross C1970 (LMRC)

APPENDICES

APPENDIX 1

Statutory List description

APPENDIX 11

Building Reference in Pevsner

I. Statutory List description

THE CROSS

The Butter Cross

SO5174

825-1/1/475

15.04.54

Market Hall. C1746. By William Baker of Audlem. Ashlar; 2-storeys; 3-window range: central tripartite, 1/1: 3/3: 1/1 sash flanked by 3/3 sashes, all with shouldered architraves and corbelled stone sills; side pilasters to moulded frieze and cornice; balustraded parapet with ball ornaments; rectangular ashlar clock turret with moulded hood; surmounted by octagonal bell-cupola with weather vane. Pedimented tetra-style portico with Doric columns, to open arcade with shallow arch flanked by semi-circular arches, all with keyblocks and moulded architraves. Wing to left similar, but with plain parapet. King Street front has paired arches and sashes over. Rear of brick, over ashlar piers and arches. Bell from old St Leonard's Church in Corve Street.

INTERIOR: central window with fanlight glazed upper casement; moulded arches with keyblocks; string course.

(Clifton-Taylor A: Six English Towns: 1978-: PP.163-165; Buildings of England: Pevsner N: Shropshire: 1958-: P.184)

II Building reference in Pevsner, *Shropshire*, Buildings of England series, London, 1958.

The hub of the town is the BUTTER CROSS, a curiously out-of-date name for William Baker's effort (of 1743-4) of a classical town hall for Ludlow. His architecture is not polished, but it has an attractive robustness. Stone, three bays wide, with a low portion of four Tuscan columns and a pediment in front of the middle bay. Semi-circular window above. Top balustrade, clock turret with volutes l. and r. of the clock, and cupola. The ground floor is open, and the views down Broad Street into the open as well as to the N against the close frontages in Church Street are equally effective.

APPENDIX 111

List of Baker's Works 1748-59

III List of Baker's Works 1748-59 from his account paybook (Cited in Colvin with additional known works in italics)

Public Buildings

Bishop's Castle, Salop. Design for Town Hall, 1745
Hereford, College of the Vicars Choral, repairs and alterations 1750
Ludlow, Salop. The Buttercross, 1743-4
Ludlow, Salop. Designs for Hosier's Almshouses and the Gaol of 1756, probably built to his designs but surveyed and supervised by Thomas Farnolls Pritchard
Montgomery, The Market Hall 1748. Upper part rebuilt 1828
Shrewsbury, Salop. Designs for English Bridge 1767
Shrewsbury, Salop. Designs for Infirmary 1745

Houses

Acton Burnell Hall, Salop. Enlarged for Sir Edward Smythe, Bart. 1753-8
Aldenham House, Morville, Salop. Drawings for Sir Richard Acton, Bart. 1750-1
Astbury Rectory, Cheshire. Repairs for the Rev. Joseph Crewe 1757-9
Beverley (Bever) nr Worcester. Drawing and surveying for Mr Brodribb 1748-54
Brand Hall, Norton-in-Hales, Salop. Minor interior alterations for Robert Davison 1756
Darlaston Hall, Staffs. Plans of a house for John Jervis 1751 'perhaps not built dem. 1953'. [sic]
Dorfold Hall, Cheshire. Repairs for James Tomkinson 1757-9
Egginton Hall, Derbyshire. Plans for the Rev. Sir John Every, Bart. 1756 dem. 1955
Envile Hall, Staffs. Unspecified plans for the 4th Earl of Stamford 1748-50
Hankelow Hall, Cheshire. Alterations including dining room for Mr Wittenhall 1755-7
Hanmer Hall, Flintshire. Additional building for Humphrey Hanmer 1756
Keele Hall, Staffs. Alterations to s front for Ralph Sneyd 1757-9. Rebuilt by A Salvin 1855
Liverpool. Houses in Hanover Street for Messrs Pardow, Fletcher and Cunliffe 1748. Demolished
Mawley Hall, Salop. Unspecified work for Sir Edward Blount, Bart. 1748
Morville Hall, Salop. Surveying for Arthur Weaver 1748. Probably alterations and additions. Removed during later alterations of 1770
Oakly Park, Salop, Alterations for the 1st Earl of Powis 1748-58, remodelled by C R Cockerell 1819-36
Patshull House, Staffs. Completion of house for Sir John Astley, Bart. 1754-8. Baker evidently succeeded from Gibbs as Astley's architect
Patttingham Staffs. House for Sir John Astley, Bart.
Penn Hall, Staffs. Drawing and surveying for Thomas Bradney 1748-54
Powis Castle, Montgomeryshire. Unspecified work for the 1st Earl of Powis 1748-54
Ranton Abbey, Staffs. Surveying for Sir Johnathan Cope Bart. 1748-9 and 1752-3
Demolished c.1940
Sibdon Castle, Salop. Various works 1740s and 1750s
Sidway Hall, near Maer Staffs. House for ? Eld 1758-9; since much altered.
Swynnerton Hall, Staffs and outbuilding for Thomas Fitzherbert 1750-6

Tixall Hall, Staffs. Rebuilt quadrangle for the 5th Lord Aston 1750-1. Dem c.1925.
Terrick Hall, Whitchurch, Salop. Plan for Mr Watson 1756
Teddesley Hall, near Penkridge Staffs. House for Sir Edward Littleton Bart. 1757-c1765; dem 1954
Whitmore Hall, Staffs. Surveying for Edward Mainwaring 1756
Wingerworth Hall, Derbyshire. House for Sir Henry Hunloke Bart. 1753-4. Demolished 1930
Wood Eaton, Staffs, the Hall Farmhouse for the Rev. William Astley, headmaster of Repton School 1753-6
Woodhouse or Wodehouse, nr Wombourne, Staffs, plans for Samuel Hellier 1758-9
Woodhouse Farm, Peplow, nr Hodnet, Staffs for Charles Pigot 1754-6

Churches

Surveyor in connection with repair of following churches:

Acton Church, Nantwich, Cheshire. Repairs and rebuilding work 1757
Ellenhall Church, Staffs. Surveyor. Plan and estimate for repair 1757
Kenmore, Perthshire. Plans for church for 3rd Earl of Breadelbane 1759
St Johns Chapel, Wolverhampton. Surveyor. Gibbs style. 1756-9
Seighford, Staffs. Inspector of Works. Rebuilding of tower and part of nave. 1754-6
Stone Church, Staffs. Supervised execution of plans designed by William Robinson 1754.
Wybunbury Church, Cheshire. Surveyor. Repairs. 1758
Upper Penn Church, near Wolverhampton, Staffs. 'Undertaker' for work to tower 1765

Monuments

Acton Scott, nr Church Stretton, Salop. Monument to Edward Acton d1747 executed by 'Mr Hiorn' in 1751
Leighton Church, Salop. Monument to Elizabeth Leighton d.1754
Norton-in-Hales, Salop. Monument to Samuel and Barbara Davison erected 1757

APPENDIX 1V

Articles of Agreement

IV. Articles of Agreement for Building the Buttercross dated 2 March 1743

Shropshire Archives ref: LB/7/733 Town Clerk's Book of "Presidents" [sic Presents is more likely] 1698- 1743)

As transcribed by David Lloyd 1 December 1992

Articles of Agree(me)nt Indented had made Contracted & Fully Agreed upon this Second Day of March in the Seventeenth year of the Reigne of our Sovereign Lord George the Second by the Grace of God of Great Britain France and Ireland King Defender of the Faith & so Forth & in the year of our Lord 1743 Between Francis Herbert & Alexander Stuart Esquires Bayliffes of ye Town Of Ludlow in the County of Salop and the Burgesses & Commonaltye of the said Town of the one parte & William Baker of Bridgnorth in the sd County of Salop Builder of the other parte

Hereas the Bayliffs Burgesses & Commonalty in Common Council Assembled on the 12th Day of January Last Did then approve of a plan by the sd Wm Baker Delivered for ye sd BB & C at such Meeting for Building a Market Cross at ye Head of ye Broadstreet In the sd Town of Ludlow the sd Building to Contain Fifty Five Feet & a half in Length & Twenty Three Feete & a half in Breadth wth an addition of a Portico & other projections as the sd Plan Directs And Whereas the sd BB & C in Common Council assembled On the Day of the Date hereof Did yn order & Agree that the sd Wm Baker be employed in Pulling Down the present Cross & rebuilding The same according to the sd Plan & other particulars by him given In to the sd Corp (oratio) n (Except the Vault) & that he ye sd Wm Baker Be paid £100 For ye same & yt Articles be Executed Between ye Sd Parties for that purpose to ye Effect & manner Following (That is to say) In the First place the sd Wm baker for himself his Heires Executors Adm(instrators) & Assignes & For every of them Doth Covenant promise &

Agree to & w(it)h the sd BB & C & their successors & to & w(it)h every of them By these presents that he the sd Wm Baker will Begin on or ab(ou)t ye 29th Day of March Instant to pull Down ye sd old Cross & Lay the Materials aside In proper Parcells & Carry away all the Rubbish occasioned thereby or By rebuilding the sd Cross From time to time at his own propper Costs & charges & make a Fence w(it)h the old Materialls to Inclose ye Ground & to Find & provide all manner of Scaffoldinge Stone Bricks Timber Lath Nailes Lead Iron Brass Sand Clay Lime Locks Hinges & all Other Materials w(ha) tsoever w(hi)ch shall be Fit & necessary to be used in & ab(ou)t ye sd new Building & Finishing ye same (Except old Boards & Timber for Centres of Arches & making ye sd Fence & stone and workmanshippe of ye Festoons & statuld of ye portico herein after mentioned) & Dig & Lay the Fopoundation For erecting the said Building & erect the same the walls whereof to be of such thickness As Figured on ye sd plan & of such Height as also Figured on the Front & section and that the outside walls of the sd New Building shall be Faced with stone (Except such brickwork as is herein after mentioned)

(That is to say) that parte of ye South Front that includes the Staircase
 & all the west side and north side walls to be of brick properly ornamented w(i)th
 Stone & work & put up the Balustrade & balls The Front of ye Cupola
 Pedestell & Tower wings w(it)h Stone & worke & set up a stone Chimney piece
 To the Chimney in the Council Room & another to the chimney in the
 Town Clerk's office to Lay the Cross Floor w(i)th stone Flagging & make
 the Steps of the portico & arches with Stone suitable to the stone Flagging to
 Frame a single Joist Floor over ye market place & a Ceiling over ye
 Council Room & Frame & put up a substantial rooffe Fit for Tyling
 & Tyle the same To Board & Furrall the Gutters & Floor & Doome of the
 Cupolla to partition out the staire case & make ye stairs Five Foot
 wide up to the Roome and make small staires up to the Rooffe to Lay
 the Chamber Floor w(it)h Oak Boardes Bradded Down to make Four
 Deal Doors with proper Locks & Hinges for ye same to make Six Sash
 Windows & Glaze them with London Crown Glass & one handsome
 window For the staires to make Shutters For the windows of the
 Town Clerkes office & Boardes in the Bottom For all the rest to Plaster
 The Rooms & Stair Case & Cross Ceiling & make a plain Cove
 Cornished round ye Council Roome to Stucco Three sides of the
 Cuploa to Lay lead upon the Portico Cornishes Gutters Floor &
 Dome of Cupola Ridge and [blank] poles & pipes on ye Back side
 To Convey the waters of ye Rooffe to put up a Copper Ball and Fane upon
 The Cupola & paint the Cupols & Tow Dials all w(hi)ch sd Worke
 The sd Wm Baker Does hereby Covenant & agree to Finish on or
 Before ye 24th Day of June w(hi)ch shall Come & be in the year
 Of our Lord 1745 in the most substantial & workman
 like manner In consideration of w(hi)ch sd Building Worke
 Materially so Doene Found & provided in manner aforesd they the
 Sd Bayliffs Burgesses & Commonalty For Themselves & their successors
 Do Coven(an)t promise & agree to & w(it)h the sd Wm Baker his Ex(ecu)tors
 Adm(inistrators)
 & Assignes to pay or Cause to be paid unto the sd WB his Ex(ecu)tors and
 Assignes the sd sume £860 in manner herein after Expressed (That
 Is to say) The sume of £100 w(he)n the arches are at the
 springing The Further sume of £100 w(he)n the Chamber Floor in on ye
 Further sume of £160 w(he)n the Building is up to the Chamber Ceiling
 The Further sume of £100 w(he)n the Roof is covered ye further sume
 Of £100 w(he)n the Cupola & all the Lead worke is Done & ye Further
 Sume of £200 w(he)n all the Building is Finished and tis hereby
 Further Covenanted & agreed upon by & Between ye sd P(ar)ties yt in
 Case any D(ispu)t is put or Difference shall happen Between ye sd
 BB & C & their successors & ye sd WB touching this Agreement
 Building or Contract the same shall be Finally Determined
 by the word of Wm Smithy of warwick in the County of Warwick
 Master Builder in writing und(er) his Hand w(i) thin Three months
 next after such Dispute shall arise w(i)thout suite in Law or Equity and
 that if Before the sd Buildings are Finished & Fully Completed

the sd WB shall happen to Dye his Ex(ecu)tors adm(inistrators) or Assignes
 sho(ul)d
 neglect or refuse to Finish & Compleat the same in manner
 herein before mentioned & set Forth in such Case ye sd BB
 & C & their successors shall & May Have Full power & Liberty to
 nominate Appoint & Employ such other p(ers)on or P(er)sons to Finish
 & Compleat the same at ye Cost & Charges of the sd BB & C their
 Successors as they shall think fit & all Subsequent paym(en)ts
 Then remaining to be paid to ye sd WB at sd times & according
 To the Tenor of these presents shall immediately Cease
 & none of 'em afterw(ar)rds to be had made or required And
 Further It is Covenanted & Agreed Between the sd P(ar)ties yt
 If the sd BB & C or their Successors shall think fit to ord (er) & Direct any
 Altera(t)ions or variations in the sd Buildinge Different From w(ha)t is
 Contained
 Herein & in the sd Plan ye same shall not be Construed to annul & make void
 these present articles but ye same shall be Looked upon as ov(er)worke only
 & if
 the Charges of such over worke exceed the value of what wo(ul)d have been
 Expended in working according to these p(re)sents & ye sd plan so much
 Shall be paid For the same By the said BB & C or their Successors
 To ye sd WB as ye sd Wm Smith shall award & no more And Lastly
 It is hereby Further agreed upon by & Between the sd P(ar)ties & ye sd BB &
 C For Themselves & their Successors Do Covenant & Agree to & w(i)th ye
 Sd WB his Ex(ecu)tors Adm(inistrators) & Assignes that ye sd WB shall
 & may have Liberty out of the old materialls sufficient to make the sd Fence
 & Centers of ye arches & free use of ye Conduit water For the use
 of the sd Building & also Free Liberty of Laying Down Materialls
 upon any Convenient parte of the street near ye sd Buildings not preventinge
 ye publick passage of the street & Further yt if ye Stone to be used For ye sd
 building shall Exceed ye sume of 12 shillings a Tun Delivered
 in Ludlow yt ye sd WB shall be allowed For such additional
 Charge and ye sd BB & C & their successors shall & will at their
 Own propper Costs & Charges (over & above ye sd sume of £860)
 erect a statue upon the Portico & cause ye Shield & Festoons to be
 Carved in ye Pediments therof and Further yt he ye sd WB shall
 have Liberty of Employing such P(er)sons in ye sd worke & Building
 as he shall think fit having Due respect to ye Recommendacon of the
 sd BB & C & their successors & if he has any absolute necessity to
 Imploy any Foreigner he shall be Indemnified by ye sd Bayliffs
 Burgesses and Commonalty & their successors in son Doing In witness etc.
 The plan was agreed on ye 2nd of March 1743
 Signed on ye Back on the Behalfe of ye Corporation of
 Richard Perks Town Clerke

APPENDIX V

Town and Market Halls in the Region 16th-19th Century

V. Town and Market Halls in the region 16th-19th Century

Bridgnorth- 1648-52 open ground floor. Burnt down in 1646. Lower storey was stone now faced with brick. Upper floor is timber. Clock belfries to N and S

Broseley- c1777 Ground floor has elliptical arches. 3-bay pediment and lantern. Rebuilt 1887

Church Stretton- 1617 Timber-framed and open ground floor. Possibly by John Abel. Jet-ties with decorative timber framing.

Clun Court House-1780. Rubble and ashlar. Open arched ground floor. Central thermal. Hipped roof and lantern with cupola

Ellesmere- 1833. 3 bays wide. Open ground floor. Ashlar- faced. Arched openings and Grecian upper windows with large pediment

Ironbridge Market Hall- c1800.Red brick. Two buildings, five bays each. Five segmental arches on ground floor, blank arches above with tripartite windows and pediment over middle bay.

Market Drayton- Butter Market 1824. Tuscan cols and pediment to north

Much Wenlock- 1577 earlier medieval sections remain. Two storeys with open timber-framed ground floor. 3-light windows and queen post roof. Jacobean panelling within.

Oswestry- 1869 Market Hall and Corn Exchange. Stone . 9 bays with end quoins and segmental-headed windows.

Old Market House- Shrewsbury- Walter Hancock 1596. Open ground floor, diagonal buttresses and broad segmental arches on Tuscan responds. Upper floor has two cross-windows and statue from tower of Old Welsh Bridge. Gable and heavy acroteria. Sides have solid centre and 3 round arches each side of it on Tuscan columns. Upper windows are of 3 or 4 lights with transoms. Parapet with inverted volutes not battlements

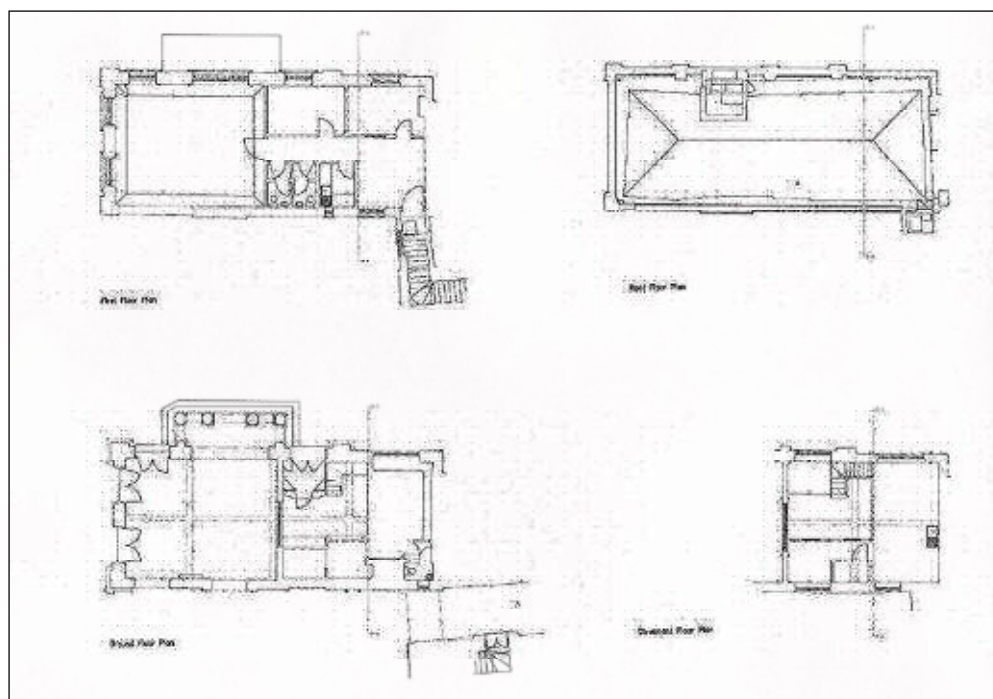
Wem-1903-5 by James Brown of Shrewsbury. Red brick and turret

Whitchurch-1872 Thomas Lockwood of Chester

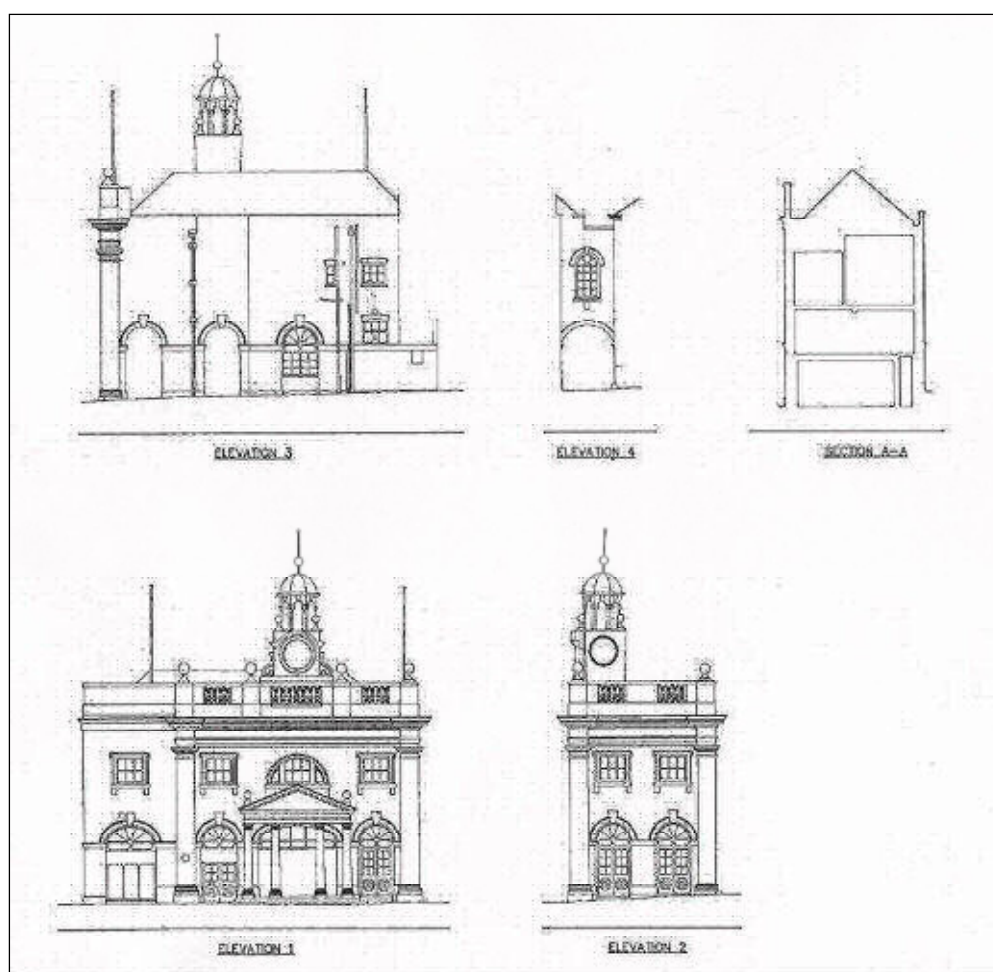
APPENDIX V1

Measured Survey

VI. Measured Survey of the Buttercross



Floor Plans



Elevations

APPENDIX V11

Condition Report with Photographs

BUTTERCROSS CONDITION REPORT

EXTERNAL FABRIC

1.0 ROOF COVERINGS INCLUDING LEADWORK

PRIORITY COST

- **Cupola and clock tower**

Constructed in two stages, with a square base to the clock tower on top of which is raised an open sided octagonal bell cupola.

Both the capping of the base and cupola are formed in lead with narrow lead rolls at the intersection of each roof segment of the cupola.

Condition

The condition of the leadwork was good. No defects were noted although within the clock tower there was some evidence of water staining.

The clock winder reported that the staining occurred on one occasion of heavy rain and strong south westerly winds which may have driven the rain under the lead capping.

Recommendations

No immediate action but monitor for any repeat of water ingress.

- **Main Roof and Parapet Gutter**

The main roof is covered with machine made plain clay tiles with lead capped ridge and hip rolls.

The roof was laid with a bituminous felt roofing underlay at the last time of re-roofing.

The roof drains to lead lined parapet gutters on each roof slope with a lead lined back gutter to the north side of the clock tower.

The parapet gutters drain to two outlets set at approximately one third spacings on the north elevation. The gutters are protected by softwood slatted duckboards onto which are mounted two air conditioning units at the south end of the roof.

Condition

To each slope several slipped, missing and broken tiles were noted with the west slope being in the poorest condition.

A nail has pierced the ridge capping at the west end.

There was evidence of water penetration through the parapet gutter at the west end but external inspection was prevented by

duckboards and air conditioning units.

Duckboards generally restrict the flow of rainwater away to outlets and collect detritus at the bearings. One duckboard was broken at the east end.

Recommendations

Replace all slipped, missing and broken tiles.	A	200.00
Replace nail and provide lead dot capping.	A	50.00
Take off air conditioning units and refix away from gutter floor.	A	400.00
Remove duckboards and clean out all gutters.	A	300.00
Investigate cause of water leak at west end parapet gutter. Further investigation required (FIR).	A	(FIR)

- **Lean-to roof over stair and roof access**

The lean-to roofs are covered with machine made plain clay tiles with a lead lined valley gutter at the intersection of roofs, and lead soakers and flashings at all abutments.

The condition was good.

- **South Porch**

The pedimented roof over the south porch is clad with lead with folded seams at the junctions of the lead sheets.

Condition

No defects were noted but a short iron rod projects through the lead at the ridge and is a potential route for water ingress.

Recommendations

It is recommended that the rod is cut off and the hole capped with lead.	B	150.00
--	----------	---------------

2.0 RAINWATER GOODS

The rainwater goods serving the main roof are placed on the north elevation and consist of a cast iron hopper and downpipe at the north west end and lead hopper and downpipe at the north east end. The lower section of the north east downpipe (at street level) is of cast iron.

Condition

The hopper head to the north west downpipe is blocked.

Recommendations

Clean out the hopper head.	A	25.00
----------------------------	----------	--------------

3.0 WALLS

- **Clock Tower**

The clock tower has an ashlar stone south face, timber framed to all other elevations which are clad with expanded metal mesh and a sand cement render.

Condition

There were some hairline shrinkage cracks noted in the render and some differential movement cracks between the render and stonework. No cracks were found to be of any particular concern.

Recommendations

Apply new flexible mastic seal to joint between render and stonework.	B	50.00
---	----------	--------------

Limewashing of the render would provide a good sacrificial layer of protection of the render and help to fill any hairline cracks.	B	750.00
--	----------	---------------

- **Main building**

The principal south and north elevations are of ashlar stonework with a pierced balustraded parapet wall above the cornice line. The west bay of the south elevation is set back from the three bays which face south down Broad Street and was originally constructed in brickwork with stone plinth, string and cornice courses and dressings to the openings. The brickwork has subsequently been rendered in a cement sand render.

The rear (north) elevation is constructed in hand made bricks with ashlar stonework used for the ground floor of the open loggia and with a stone string course, coping to the parapet and stone cills to windows.

The bridge across Church Street is constructed of hand made bricks.

Condition

The condition of the ashlar stonework generally is good having undergone considerable repair work within the last 20-25 years. The defects noted were mostly at high level relating to the copings and parapets, but there is also re-occurring damage at street level as a result of vehicle impact with the south east corner of the building.

Defects noted in particular were as follows:-

At various points on the south and east elevations the stone coping to the parapet has been cut back on its inner face and now provides no protection to the internal face of brickwork. '*Where there is water there is life*' and the resultant run off of rainwater onto the brickwork below is sufficient to support plant growth. Ferns and saplings are becoming established in open joints in these positions and will result in further damage to

brickwork.

The internal face of the parapet is constructed in brickwork and has in the past been pointed up in a dense cementitious mortar. Where water has been trapped behind the brickface this has resulted in frost damage in a number of areas.

The internal face of the north parapet gutter is quite open jointed.

There is impact damage at the base of the pilaster at the south east corner and further damage at higher level, all attributable to vehicles.

There is minor damage to the capital to the west end pilaster on the south elevation attributable to damage caused by a rusting iron cramp.

The appearance of the rendered section of the south elevation is patchy and is further marred by unsightly cabling and a cheap looking bracket for a hanging basket.

Recommendations

Let in patches of stone to the coping where this has been cut back and no longer affords weather protection of the brickwork below.	A	1500.00
Root out all plant growth. Where hard mortar can be easily removed by hand tools without causing damage to the brickwork, this should be carried out and the open joints then pointed up with a lime sand mortar. Cut out all frost damaged bricks.	A	1500.00
Carry out stone repairs to the pilaster at the south east corner of the building.	A	900.00
Cut out iron cramp and patch stonework.	B	600.00
Remove cables from south elevation and take off bracket.	C	750.00
The patchy appearance of the render could be improved by limewashing.	C	1500.00

- **Bridge**

Constructed in brickwork with stone copings.

Condition

Generally the bridge is in good condition but a slight open joint was noted on the east elevation at the head of the arch.

Recommendations

Point up open joint.

A**150.00****4.0 GLAZING**

The glazing generally is of clear glass within barred sash windows to the upper floors, and clear glazed screens and shop front at ground floor level.

Condition

The following defects were noted:

Window W4	-	3 panes broken
5	-	1 pane broken
10	-	1 pane broken
14	-	1 pane broken
15	-	1 pane broken

- External Door**

ED3 - broken glass to fan light

- Clock Face - East**

Central pane broken

1 outer pane broken

- Clock Face – South**

Central pane broken

1 outer pane broken

Recommendations**Glazing generally**

Replace all broken glass

A**500.00****Clock Face**

Replace all broken glass

C**1500.00****5.0 EXTERNAL JOINERY**

- High Level Joinery**

The Cupola is constructed in hardwood which is painted. The doors to the clock tower and roof access are of painted softwood.

Condition

The external joinery at high level generally is in poor condition. The cupola has been repaired with pieces of hardwood let into the structure but there are further areas of wet rot decay.

One of the doors to the roof access was rotten at its base.

The decorative order of the high level joinery generally is poor.

Recommendations

Replace one door to roof access.	A	150.00
Patch repair areas of the cupola affected by wet rot.	A	300.00
Rub down all high level joinery, prime, and repaint.	A	2000.00

- **Joinery generally**

The doors and windows generally are of painted softwood though some sashes are of hardwood.

Condition

The following defects were noted:

Window W6 - Sashes have been painted shut and there are no sash cords

W8 - The sill is rotten

W9 - There is wet rot decay to the rail of the bottom sash

The decorative order of all external joinery is poor.

Recommendations

Carry out repairs/replacement of decayed sections of joinery.	A	500.00
Release window W6 and fit new sash cords.	C	200.00
Rub down and redecorate all joinery.	B	2500.00

6.0 BUILDING INTERNALLY

- **Roof Structure**

The roof is constructed with king post trusses with raking struts from the king post to single purlins on each roof slope.

It is 3½ bays long with the half bay being on the line of the clock tower and cupola which is constructed off the backs of the principal rafters on the south side.

The roof is hipped at the east and west ends with the typical arrangement of hip rafters being supported at their feet on dragon ties across the wall plates. The wall plates are embedded in the wall on the south side but rest on an inner leaf of brickwork on the north side.

The purlins are jointed at each truss.

The common rafters rest on the backs of the purlins and are connected at ridge height with bridle mortice and tenon joints with no ridge.

The roof structure generally is of oak.

The cupola is supported off the principal rafters of trusses 2 and 3 numbering trusses from the west end. A sole plate at the base of the tower framing rests on the principal rafter and is carried at the south end by the parapet brickwork. Above this a simple frame is raised with diagonal bracing. On top of the clock tower base the cupola is raised on posts and is capped with an ogee shaped roof.

Condition

There is evidence of considerable recent structural repair both to the main roof structure and to the clock tower structure with a lot of steel reinforcing introduced.

Though there is evidence that the clock tower and cupola have tilted to the north side there is no evidence of continuing movement.

The main roof structure generally appeared sound but in view of water ingress at the west end through the parapet gutter further inspection will be required when this area is opened up.

Recommendations

Take up duckboards at west end to investigate cause of water ingress.

If necessary lift lead sheet and take up gutter boards for further investigation.

FIR

- **Ceilings**

First Floor

The first floor ceilings and ceiling to the stair and landing are of lath and plaster with a coving within the council chamber and egg and dart cornice.

Within the male and female wc's and the middle office and town clerks office there are modern suspended ceilings.

Ground Floor – Buttermarket and Jeweller's Shop

There are plastered ceilings below the first floor with ceiling tiles used for the mezzanine floor and in the lobby to the wc.

The first floor ceiling is formed with expanded metal lath and a modern plaster.

Condition

There is some plaster damage around the hatch to the roof access with some cracking and bulging of plaster.

One ceiling tile was missing in the lobby to the wc.

Recommendations

Patch plasterwork to the stair and landing.

B 150.00

Replace ceiling tile in lobby.

C 30.00

- **Walls**

- ***First Floor Level***

- Within the council chamber the walls are plastered above painted softwood vertically boarded dado panelling. Elsewhere the walls are plastered from floor to ceiling height.

- ***Ground Floor Level***

- Within the Buttermarket the walls are rendered above the level of the string course with ashlar blockwork below. The wall between the Buttermarket and the jeweller's shop has been rendered and painted.

The walls of the stairwell and landing are plastered as are the walls of the jeweller's shop.

- ***Condition***

- The plasterwork to the walls of the stairwell is damaged and the plasterwork generally is quite scuffed and in poor decorative order.

- There is some cracking around the walls to the first floor wc and kitchen partitions.

- ***Recommendations***

- Hack off and renew defective plasterwork, fill cracks.

Rub down and redecorate walls generally.

B

3500.00

- **Floors**

- ***First Floor Level***

- The floors of the council chamber middle office, Clerks office and reception area are laid with random width oak boards. In the kitchen and wc the floors have a lino finish.

- ***Condition***

- Slight damage was noted to the lino in the female wc.

- ***Stair and landing***

- Concrete steps and landing in satisfactory condition.

- ***Ground Floor Level***

- ***Butter Market***

- The open area of the Buttermarket is laid with stone flags. The surface is uneven with a number of damaged slabs and some open joints between stones – two stones have been replaced in concrete.

- ***Condition***

- The stone threshold to Church Street is damaged.

Recommendations

Take up and replace with new, the damaged flags and threshold. Replace two concrete paving slabs with stone flags to match as elsewhere.

A 1750.00

- **Shop – glazed tiled entrance**

Carpeted ground floor with a vinyl floor to the lobby and wc.
WC has sealed access to drain.

The stair is carpeted and the mezzanine has a vinyl floor on hard board.

There is open balustraded balcony and handrail to the mezzanine floor and stair.

Condition

Satisfactory

- **Internal Joinery**

Ground Floor**Doors – Shop**

Flush panel door to lobby and wc.

Glazed door to draught lobby.

First Floor

Flush panel doors to clerks' office, middle office and wc's.

6 panel hardwood door to Chamber.

Condition

Satisfactory

7.0 SERVICES

Electrical – see electrical report.

Heating

There is a gas boiler serving water filled mounted radiators. The boiler is serviced annually but last inspection boiler reported as needing replacement.

Storage heaters are used for heating in the shop.

Fire

There is an integrated alarm system of emergency lighting and detection in the Council Chamber and offices but there are no sounders.

There is no alarm system in the shop or Butter Market.

Fire Extinguishers

1 foam and 1 CO² in clerks' office.

Fire blanket in kitchen.

Condition

Currently the fire escape route at first floor is partially blocked

with boxes and other gathered material which appears to have no other area to be stored in. The upper floor rooms are also cluttered with open boxes, files, papers and assorted clutter which are both a potential fire risk and will impede safe access in the event of a fire.

None of the fire extinguishers are wall mounted and appear to float between rooms so would not be easily found in the event of a fire.

Recommendations

Resolution of accommodation and storage issues are a priority and form part of this study.

Fire escape routes must be kept clear and fire extinguishers should be wall mounted in clearly accessible areas.

The independent uses of the building should be linked by an integrated fire detection and alarm and lighting system.

8.0 DISABLED ACCESS – see access audit

SUMMARY OF RECOMMENDATIONS

Priority A Items (within the next two years)

Replace all slipped, missing and broken tiles.	200.00
Replace nail and provide lead dot capping.	50.00
Take off air conditioning units and refix away from gutter floor.	400.00
Remove duckboards and clean out all gutters.	300.00
Investigate cause of water leak at west end parapet gutter. Further investigation required (FIR).	(FIR)
Clean out the hopper head.	25.00
Let in patches of stone to the coping where this has been cut back and no longer affords weather protection of the brickwork below.	1500.00
Carry out stone repairs to the pilaster at the south east corner of the building.	900.00
Point up open joint.	150.00
Root out all plant growth.	
Where hard mortar can be easily removed by hand tools without causing damage to the brickwork, this should be carried out and the open joints then pointed up with a lime sand mortar.	1500.00
Cut out all frost damaged bricks.	
Glazing generally - Replace all broken glass	500.00
Replace one door to roof access.	150.00
Patch repair areas of the cupola affected by wet rot.	300.00
Rub down all high level joinery, prime, and repaint.	2000.00
Carry out repairs/replacement of decayed sections of joinery.	500.00
Release window W6 and fit new sash cords.	
Take up and replace with new, the damaged slabs and threshold. Replace two concrete paving slabs with stone flags to match as elsewhere.	1750.00

Priority B Items (2-5 years)

Apply new flexible mastic seal to joint between render and stonework.	50.00
Limewashing of the render would provide a sacrificial layer of protection of the render and help to fill any hairline cracks.	750.00
It is recommended that the rod is cut off and the hole capped with lead.	150.00
Cut out iron cramp and patch stonework.	600.00
It is recommended that the rod is cut off and the hole capped with lead.	100.00
Rub down and redecorate all joinery.	2500.00
Patch plasterwork to the stair and landing.	150.00
Hatch off and renew defective plasterwork, fill cracks.	
Rub down and redecorate walls generally.	3500.00

Priority C Items (over 5 years)

Remove cables from south elevation and take off bracket.	750.00
Appearance of render could be unified by limewashing.	1500.00
Release window W6 and fit new sash cords.	200.00
Clock Face - Replace all broken glass	1500.00
Replace ceiling tile in lobby.	30.00
The patchy appearance of the render could be improved by limewashing.	1500.00

CONDITION REPORT

APPENDIX A

SERVICES REPORTS

Herefordshire Fire Protection Services Ltd.

Unit 15, Station Approach, Hereford, Herefordshire HR1 1BB
Tel: (01432) 269094 Fax: (01432) 344095

**Supply and Maintenance of Fire Extinguishers, Fire Alarms, Safety Signs
Emergency Lighting and all Fire Fighting Associated Equipment**

CERTIFICATE OF INSPECTION

Customer: L128.
LUDLOW TOWN COUNCIL
THE BUTTERCROSS
LUDLOW
SHROPSHIRE SY8 1AW

Inspection Date: APRIL 2006.

1 X CO2	1 GOOD.
1 X FOAM	1 GOOD.
1 X BLANKET	1 GOOD.

TOTAL: 3.

PLEASE NOTE:
KEEP THIS CERTIFICATE SAFE -
IT MAY BE ASKED FOR BY YOUR LOCAL FIRE OFFICER
OR YOUR INSURANCE COMPANY

We hereby certify that the above service was carried out by one of our engineers.

Signed



pp Herefordshire Fire Protection Services Ltd.

EXTINGUISHER CERTIFICATE:

All above fire extinguishers have been serviced in compliance with the recommendations of the current British Standard BS 5306.

However, we cannot guarantee that any appliance will remain in working order for any period of time unless the regular checks recommended in BS 5306 ~~section 4~~ sub-section 4 (inspection by the user) are carried out.

ALARM CERTIFICATE

The above fire alarm system has been serviced in compliance with the recommendations of the current British Standard BS 5819.

However this certificate only confirms that the parts of the system tested are in working order (unless otherwise stated) and must not be mistaken for a commissioning certificate that guarantees that the system installation and its cabling complies fully to BS 5819.



ELECTRICAL SERVICES LTD

1/2 Sweetlake Business Village,
Longden Road,
Shrewsbury SY3 9EW
Tel: (01743) 240400
Fax: (01743) 240700
email: rmw@rmw.co.uk
website: www.rmw.co.uk

MRW/JO

29th June 2005

Ludlow Town Council
The Butter Cross
Ludlow
Shropshire
SY8 1AW

For the attention of Mr Dick Harper

Dear Sir

Ref: Proposed Remedial Works Following Periodic Inspection and Testing

We thank you for your recent enquiry regarding the above and in this respect we now have pleasure in submitting our quotations as detailed below.

a) Town Council Offices (Certificate no. 0456266)

To the provision of remedial works against items numbered two to four inclusive as detailed on page two of the above certificate.

Provide up to date circuit charts.

Provide necessary warning labels.

Disconnect and remove redundant switch gear.

For the sum of £226.50 excluding VAT.

✓ +£500.00

With regard to item number one we have included a budget figure of £500.00 for this element of the works, as we are unsure at this stage whether or not replacement covers are available for the existing light fittings.

b) Market Area (Certificate no. 0456265)

To the provision of remedial works for items numbered one to six inclusive as detailed on page two of the above certificate.

Remove the existing switchgear and replace it with one new distribution board.

Provide suitable isolation for the BS 4343 socket outlets.

Provide up to date circuit charts.

Provide main isolating switch.

Investigate apparent lack of metering.

For the sum of £980.35 excluding VAT.

Continued:



- | | | | |
|---|---|---|---|
| • INDUSTRIAL AND
COMMERCIAL
CONTRACTING | • FIRE ALARMS
• EMERGENCY LIGHTING
• NURSE CALL | • SECURITY LIGHTING
• DOOR ENTRY SYSTEMS
• INSTALLATION | • MAINTENANCE
• DESIGN
• 24 HOUR CALL OUT |
|---|---|---|---|



Registered in England 4169783



Fig 1: View of roof structure



Fig 2: View of roof structure looking towards hipped end



Fig 3: Detail to show damaged tiles



Fig 4: Detail to show the duck boards



Fig 5: View east over roof



Fig 6: Detail to show air conditioning units fixed to duck boards



Fig 7: Detail to show plant growth and hard mortar pointing



Fig 8: Detail to show spalled brickwork



Fig 9: Detail to show ineffective pigeon deterrent



Fig 10: Detail to show proximity of heavy vehicles



Fig 11: Detail to show low level vehicle impact damage to building



Fig 12: Detail to show high level vehicle impact damage to building



Fig 13: Detail to show inappropriate bracket fixed to building



Fig 14: View of Cupola



Fig 15: Detail of clock face



Fig 16: Detail to show wet rot decay to cupola post



Fig 17: Detail to show previous reinforcing of post and subsequent decay



Fig 18: View to west in Butter Market



Fig 19: View within Council Chamber



Fig 20: View within Town Clerks' office



Fig 21: Corridor (and fire escape route) from Council Chamber

APPENDIX V111

Planning Context

APPENDIX 1X

Recent Planning History

VIII. Planning Context: Listed Buildings immediately adjacent to the Buttercross

Address	Grade	Date/Materials
Tamberlane House, The Cross	II	Early 17 th century. Timber frame
1 Broad Street (East side) `	II*	Probably 1462. Timber-frame
and Nos. 19 & 20 King St		
Nos. 2 and 2a, Broad St (East side)	II	Early 17 th century. Timber frame.
Nos. 3 and 4, Broad St. (East side)	II	Early 17 th century. Timber frame.
No. 15, High St (South side)	II	Early 19 th century. Rendered brick.
Nos. 16 & 17, High St (South side)	II	Mid 19 th century. Early core. Stucco.
No. 1A, High St. (North side)	II*	17 th century and later. Brick/timber frame

IX. Recent Planning History

Applicant	Type/Description	Date/Decision	Ref.No.
Ludlow TC	PP (Full) Change of use of open market area to mixed use	28.05.02 Permitted	1/ 02/13325/F
Ludlow TC	PP (Full) Change of use ditto	05.07.84 Permitted	1984/94/P
Ludlow TC	LBC Signage, entrance doors, Lantern etc	01.10.96 Permitted	1/7089/L/
Ludlow TC	Internal alts to first floor	01.10.95 Permitted	1/5998/L/
Mr S Jones	LBC New shop window	17.05.93 Permitted	1/3152/L/
Mr D Benson	LBC Air con. System	15.05.98 Permitted	1/8797/L/
Mr D Benson	LBC Floodlight	09.06.80 Permitted	1980/-/L/293
Mr D Benson	LBC New shop window	05.07.84 Permitted	1984/94/L/452

APPENDIX X

Maintenance Schedule

**MAINTENANCE SCHEDULE
THE BUTTERCROSS
LUDLOW**

1. Occasional and regular tasks

Ref	Building element	Maintenance task	Responsibility	Frequency	Annual Cost	J	F
1.1	Roofs						
1.1.1	Roof areas generally	Inspect roof areas from the ground and accessible high points and report any loss or damage to the roof coverings	Unskilled/voluntary	i. after severe weather ii. annually	-		
1.1.2	Clay tile roofs	Inspect for cracked, displaced and broken tiles. Replace to match.	contractor	Annually))) £580.00		
1.1.3	Ridge tiles	Inspect bedding and jointing between ridge tiles. Re-bed and repoint as necessary.	contractor	Annually)))		
1.1.4	Lead clay roofs	Inspect condition of lead sheets, joints and clips. Make temporary repairs to cracks, splits, perforations.	contractor	Annually)))) £470.00		
1.1.5	Lead weatherings and flashings, parapet gutters.	Inspect condition of leadwork. Make minor repairs e.g. dress back clips, make good mortar fillets.	contractor	Annually)))		
1.2	Rainwater disposal						
1.2.1	Rainwater goods generally	Inspect rainwater goods from the ground and accessible high points and	Unskilled/voluntary				

**MAINTENANCE SCHEDULE
THE BUTTERCROSS
LUDLOW**

		report any loss or damage.					
1.2.2	Rainwater goods Incl. parapet gutters	Clear rainwater goods of debris and ensure overflows are clear. Rod if necessary.	contractor	i.during/after stormy weather ii. annually))) } £250.00	√	
1.2.3	Rainwater goods	Inspect rainwater goods for cracks and leaks. Repair or replace any cracked sections.	contractor	Annually)))		
1.3	External walls						
1.3.1	External walls generally Masonry and brickwork	Inspect external walls from the ground and accessible high points and report any damage, signs of movement, weak pointing.	Unskilled/voluntary	ii. annually	-		
1.3.2	External walls, copings and parapets	Remove any vegetation, ivy etc.	contractor	Annually	£120.00		
1.3.3	External walls render	Inspect external walls from the ground and accessible high points and report any damage, signs of movement, weak pointing.	Unskilled/voluntary	ii. annually	-		
1.3.4	Windows	Inspect windows and make essential minor repairs to glazing.	contractor	Annually	£410.00		
1.3.5	Doors and windows	Check operation of hinges, bolts and locks and lubricate as necessary. Check bearings of locks.	Unskilled/voluntary	Twice per year			

**MAINTENANCE SCHEDULE
THE BUTTERCROSS
LUDLOW**

1.4	Internal structure					
1.4.4	Internal spaces generally	Inspect roof voids and internal spaces, particularly below gutters. Report on any evidence of roof or gutter leaks.	Unskilled/voluntary	i. during/ after stormy weather ii. annually		
1.4.2	Internal structure and fabric	Inspect internal structure and fabric including roof timbers and cupola, and report on any signs of structural movements or any damp, fungal growth and dry rot.	Unskilled/voluntary	Annually		
1.4.3	Exposed woodwork	Inspect exposed woodwork and surfaces below for signs of active beetle infestation. Report any beetles or fresh wood dust.	Unskilled/voluntary	Annually		
1.4.4	Roof and floor voids	Check roof and floor voids for signs of vermin and remove. Avoid using poison when bats are roosting.	Unskilled/voluntary	Annually		
1.5	Building services					
1.5.1	Lightning protection installation	Visually inspect the lightning conductor system including spikes, tapes, earth rods and all connections and fastenings.	Lightning conductor engineer	Annually	£300.00	
1.5.2	Heating system	Service the heating system and update the	Approved Code of Practice engineer	Annually	£350.00	

**MAINTENANCE SCHEDULE
THE BUTTERCROSS
LUDLOW**

		service schedule.				
1.5.3	Water	Ensure that all exposed water tanks, water pipes and heating pipes are protected against frost.	Unskilled/voluntary	Annually		
1.5.4	Fire fighting equipment	Service fire extinguishers.	Specialist	Annually	£150.00	
1.5.5	Burglar alarm system	Test system and visually inspect wiring. Qualified engineer to service alarm.	Specialist	1 year	£180.00	

**MAINTENANCE SCHEDULE
THE BUTTERCROSS
LUDLOW**

2. Cyclical tasks

Ref	Building element	Maintenance task	Responsibility	Frequency	Costs	2007	2008	2009	2010	2011
2.1	Rainwater disposal									
2.1.1	Rainwater goods	Re-paint	Contractor	7 years	£125.00			√		
2.1.2	Timber cupola	Re-paint	Contractor	7 years	£1100.00			√		
2.2	External walls									
2.2.1	Doors and window frames	Re-paint	Contractor	7 years	£1350.00			√		
2.3	Building Services									
2.3.1	Wiring and electrical installations	Inspect all wiring and electrical installations in accordance with current IEE regulations including all wiring and electrical equipment associated with organ and all portable electrical equipment.	Electrical contractor registered with National Inspection Council for Electrical Installation Contracting or Electrical Contractors Association.	4 years	£320.00	√				√

APPENDIX X1

Costings

APPROXIMATE ESTIMATE

PROPOSED INTERNAL ALTERATIONS

BUTTERCROSS LUDLOW

Employer	Ludlow Town Council The Buttercross Ludlow Shropshire SY8 1AW
Architect	Nick Joyce Architects LLP 5 Barbourne Road Worcester WR1 1RS
Quantity Surveyor	Gwillam + Jones Chartered Quantity Surveyors 7A Severn Street Worcester WR1 2ND Tel. 01905 29815 Fax. 01905 611279

Gwillam + Jones
CHARTERED QUANTITY SURVEYORS



CONTENTS

Section 1

WORK IN/TO EXISTING BUILDINGS

GENERAL SUMMARY

ALTERATIONSLocation : Ground Floor

Demolishing : at ground floor level

a	one brick thick internal walls : plastered both sides	11 m2	26.50	291.50
b	Making good wall finishings	8 m	18.00	144.00
c	Making good floor finishings	5 m	12.30	61.50
d	Making good ceiling finishings	5 m	6.20	31.00
e	timber stud partitions : lath and plaster both sides	46 m2	9.80	450.80
f	Making good wall finishings	26 m	18.00	468.00
g	Making good ceiling finishings	16 m	6.20	99.20
h	suspended timber ceilings : bearers : joists : noggins : lath and plaster	3 m2	7.80	23.40

Removing

i	general debris : rubbish	itm		100.00
j	internal windows 2400 x 1000 : board : sill	1 nr	44.50	44.50
k	internal single doors : surrounds : architraves : ironmongery	4 nr	22.50	90.00
l	flights of dogleg timber stairs 5500 approximate total rise : balustrades : handrails : soffits : spandrels	1 nr	360.00	360.00
m	timber steps 2200 x 350 x 150 rise	1 nr	12.50	12.50
n	plaster : raking out joints and repointing	6 m2	36.00	216.00
o	plaster for ends of new walls not exceeding 300 wide : making good up to new wall one side	5 m	8.10	40.50
p	plaster for ends of new walls not exceeding 300 wide : making good up to new wall both sides	5 m	9.60	48.00
q	lath and plaster ceilings : denailing joists	28 m2	12.00	336.00
r	ceramic wall tiles	1 m2	7.80	7.80
s	floor coverings : cleaning off for new covering	35 m2	3.50	122.50
t	skirtings : grounds	44 m	1.50	66.00
u	sundry fixtures and fittings	itm		50.00

To Collection £

3,063.20

a	display cases and cabinets : shelving : shop fittings : making good	itm		350.00
b	meter cupboards : shelving	itm		32.00
c	corner cabinets : shelving	2 nr	16.00	32.00
d	safes : surrounds	itm		250.00
e	wc suites : cisterns : seats	1 nr	17.80	17.80
f	wash hand basins : pedestals : taps	1 nr	12.00	12.00
g	sanitary installation : waste pipes : traps : soil and ventilation pipes	itm		48.00
h	internal hot and cold water plumbing installations	itm		110.00
i	heating installations : boiler : radiators : pipework	itm		180.00
j	electrical installations : fittings	itm		150.00

Filling in openings through 300 brickwork internal walls :
plastered both sides

k	2400 x 1000 : 215 brickwork : bonding ends : plastered both sides	1 nr	620.00	620.00
---	--	------	--------	--------

Altering and adapting openings through 700 stonework
external walls : faced one side : plastered one side

l	existing opening 4000 x 2380 with glazed screen over : to form opening for folding glazed screen	1 nr	360.00	360.00
---	---	------	--------	--------

Location : Mezzanine

Demolishing : at mezzanine floor level

m	suspended timber floors : floor beams : boards : joists : noggins : metalwork : soffit	11 m2	8.80	96.80
n	Making good wall finishings	17 m	18.00	306.00
o	timber stud partitions : lath and plaster both sides	26 m2	9.80	254.80
p	Making good wall finishings	9 m	18.00	162.00
q	Making good boarded floor finishings	11 m	4.80	52.80
r	Making good ceiling finishings	14 m	6.20	86.80

Removing

s	general debris : rubbish	itm		100.00
---	--------------------------	-----	--	--------

To Collection £ 3,221.00

a	internal windows 900 x 1920 : board : sill	2	nr	22.00	44.00
b	windows 1300 x 1750 : board : sill	1	nr	32.00	32.00
c	internal single doors : surrounds : architraves : ironmongery	1	nr	22.50	22.50
d	floor coverings : cleaning off for new covering	30	m2	3.50	105.00
e	skirtings : grounds	34	m	1.50	51.00
f	plaster : raking out joints and repointing	5	m2	36.00	180.00
g	plaster for ends of new walls not exceeding 300 wide : making good up to new wall one side	5	m	8.10	40.50
h	plaster for ends of new walls not exceeding 300 wide : making good up to new wall both sides	11	m	9.60	105.60
i	lath and plaster ceilings : denailing joists	6	m2	12.00	72.00
j	plaster for tops of new walls not exceeding 300 wide : making good up to new wall one side	7	m	6.20	43.40
k	plaster for tops of new walls not exceeding 300 wide : making good up to new wall both sides	16	m	7.80	124.80
l	ceramic wall tiles	1	m2	7.80	7.80
m	sink units 1000 x 600 : sink tops : taps	1	nr	12.10	12.10
n	sanitary installation : waste pipes : traps : soil and ventilation pipes		itm		48.00
o	internal hot and cold water plumbing installations		itm		110.00
p	heating installations : boiler : radiators : pipework		itm		180.00
q	electrical installations : fittings		itm		150.00
Filling in openings through 500 brickwork external walls : faced one side : plastered one side					
r	1300 x 1750 : 337.5 brickwork : faced one side : bonding ends : plastered one side	1	nr	1,210.00	1,210.00

To Collection £

2,538.70

Location : First Floor

Demolishing : at first floor level

a	timber stud partitions : plastered plasterboard both sides	72 m2	9.80	705.60
b	Making good wall finishings	24 m	18.00	432.00
c	Making good boarded floor finishings	18 m	4.80	86.40
d	Making good ceiling finishings	28 m	6.20	173.60
e	suspended timber ceilings : boards : joists : noggins : metalwork : plastered soffits	28 m2	7.40	207.20

Removing

f	general debris : rubbish	itm		100.00
g	internal single doors : surrounds : architraves : ironmongery	7 nr	22.50	157.50
h	floor coverings : cleaning off for new covering	46 m2	3.50	161.00
i	skirtings : grounds	64 m	1.50	96.00
j	plaster for ends of new walls not exceeding 300 wide : making good up to new wall one side	7 m	8.10	56.70
k	plaster for ends of new walls not exceeding 300 wide : making good up to new wall both sides	14 m	9.60	134.40
l	ceramic wall tiles	3 m2	7.80	23.40
m	lath and plaster ceilings : denailing joists	49 m2	12.00	588.00
n	sundry fixtures and fittings : shelving	itm		150.00
o	wc suites : cisterns : seats	2 nr	17.80	35.60
p	wash hand basins : pedestals : taps	2 nr	12.00	24.00
q	kitchen fittings : worktops	itm		78.00
r	sink units 1000 x 600 : sink tops : taps	1 nr	12.10	12.10
s	sanitary installation : waste pipes : traps : soil and ventilation pipes	itm		76.00
t	internal hot and cold water plumbing installations	itm		160.00
u	heating installations : boiler : radiators : pipework	itm		180.00
v	electrical installations : fittings	itm		150.00

To Collection £

3,787.50

Cutting through timber suspended floor joists with boarded coverings

a	stair opening 3700 x 2100 : inserting trimmers : making good pockets : making good wall and ceiling plaster	1	nr	420.00	420.00
b	lift opening 2400 x 2300 : inserting trimmers : making good pockets : making good wall and ceiling plaster	1	nr	385.00	385.00

Cutting through timber suspended ceilings

c	lift opening 2400 x 2300 : inserting trimmers : making good pockets : making good wall and ceiling plaster	1	nr	360.00	360.00
---	--	---	----	--------	--------

Provisional sums

Include the following provisional sums

d	repairs to wall and ceiling plaster	£		1,000.00
e	additional repairs and strengthening of floors	£		2,500.00

To Collection £ 4,665.00

Collection

1/1	3,063.20
1/2	3,221.00
1/3	2,538.70
1/4	3,787.50
1/5	4,665.00

TO SUMMARY £	17,275.40
--------------	-----------

SUBSTRUCTURE

Excavation : disposal off site : compacting bottom : 150
hardcore : sand blinding : 300µm polythene damp proof
membrane : C35 concrete bed : inside existing building

Isolated lift pits

a	2000 x 2000 x 1000 : reinforced concrete base : 215 dense concrete block walls : damp proofing and tanking : protective boards : backfilling with granular material	1 nr	5,780.00	5,780.00
---	---	------	----------	----------

Extra over for

b	breaking up concrete (provisional)	1 m3	28.00	28.00
c	breaking up brickwork, blockwork or stonework (provisional)	1 m3	18.00	18.00
d	breaking up concrete 150 thick	9 m2	6.50	58.50
e	making good existing floor upto new wall : perimeter insulation : damp proof membrane : fibreboard isolation joint	7 m	28.50	199.50

TO SUMMARY £	6,084.00
--------------	----------

UPPER FLOORSPrecast concrete : C30 14 aggregate

Padstones

a	440 x 140 x 215	1	nr	13.60	13.60
b	440 x 140 x 215 : cutting and pinning to existing masonry	1	nr	20.60	20.60

Steel sections to BS 4 Part 1 : welded fabrication : zinc phosphate coating

Beams

c	members not exceeding 40 kg/m : bolted site connections	0.21	t	2,100.00	441.00
---	---	------	---	----------	--------

Fittings

d	generally	0.02	t	2,600.00	52.00
---	-----------	------	---	----------	-------

Fire protective coating : one hour resistance

Structural steelwork

e	columns or beams	5	m2	16.50	82.50
---	------------------	---	----	-------	-------

Timber : grade SC3 joists : boarding : strutting

Suspended floors

f	225 x 50 joists : at 400 centres : 25 softwood boarding : tongued and grooved joints : sound insulation	35	m2	52.15	1,825.25
g	225 x 50 joists	12	m	6.55	78.60
h	225 x 50 solid strutting	4	m	6.80	27.20

Plates

i	100 x 50 : bolting to steelwork : gms bolts at 600 centres	8	m	10.90	87.20
j	225 x 50 : bolting to masonry : gms expanding bolts at 600 centres : gms hangers at 400 centres	10	m	25.85	258.50

Galvanised steel

Restraint straps

k	horizontal : softwood noggins and blockings	6	nr	9.40	56.40
---	---	---	----	------	-------

TO SUMMARY £ 2,942.85

STAIRSWrot hardwood : decoration

Staircases

a	1200 wide x 2750 (approximate) rise in three flights with 2 nr quarter space landings : 900 high hardwood balustrade with handrail one side : wall handrail one side : decoration	1 nr	6,200.00	6,200.00
b	1200 wide x 2500 (approximate) rise in three flights with 2 nr quarter space landings : 900 high hardwood balustrade with handrail one side : wall handrail one side : decoration	1 nr	6,100.00	6,100.00

Balustrades

c	1050 high : handrail : apron linings : nosings	5 m	210.00	1,050.00
---	--	-----	--------	----------

TO SUMMARY £

13,350.00

WINDOWS AND EXTERNAL DOORSRubbing down : one coat undercoat : one coat gloss paint

Existing timber : gloss painted

a	casement windows	14 m2	10.75	150.50
b	sash windows	6 m2	13.20	79.20
c	window surrounds not exceeding 300 girth	43 m	4.50	193.50
d	glazed doors	15 m2	10.75	161.25
e	door surrounds not exceeding 300 girth	26 m	4.50	117.00

Provisional sums

Include the following provisional sums

f	alterations and repairs to existing external doors and windows	£	2,500.00
g	glazed folding screen : ironmongery	£	7,500.00

TO SUMMARY £	10,701.45
--------------	-----------

INTERNAL WALLS

Concrete blocks : BS 6073 : 440 x 215 : solid : compressive strength 7.0 N/mm2 : in cement-lime mortar (1:2:9) : flush smooth pointing as work proceeds

Walls

a	215 thick : facework one side	58 m2	53.95	3,129.10
---	-------------------------------	-------	-------	----------

Precast concrete

Lintels

b	215 x 215	4 m	25.55	102.20
---	-----------	-----	-------	--------

Stainless steel

Wall starters

c	for walls 150 to 300 thick	20 m	16.30	326.00
---	----------------------------	------	-------	--------

Timber stud : plasterboard lining : sound deadening quilt : three coats emulsion paint

Partitions

d	100 x 50 studs : two layers 12.5 plasterboard both sides	80 m2	73.96	5,916.80
---	--	-------	-------	----------

	TO SUMMARY £	<hr/> 9,474.10 <hr/>
--	--------------	----------------------

INTERNAL DOORS

Wrot softwood doors and surrounds : softwood architraves
both sides : gloss paint decoration

Panelled doors

a	762 x 1981 : ½ hour fire rating : ironmongery pc £100/doorleaf	4 nr	532.70	2,130.80
b	838 x 1981 : ½ hour fire rating : ironmongery pc £125/doorleaf : glazed opening 150 x 700	6 nr	632.70	3,796.20
c	900 x 1981 : ironmongery pc £125/doorleaf	1 nr	658.00	658.00
d	pair 750 x 1981 : ½ hour fire rating : ironmongery pc £50/doorleaf	1 nr	620.00	620.00

Rubbing down : one coat undercoat : one coat gloss paint

Existing timber : gloss painted

e	doors	9 m2	8.50	76.50
f	door surrounds not exceeding 300 girth	11 m	4.50	49.50

Provisional sums

Include the following provisional sums

g	alterations and upgrading of existing doors and ironmongery	£		1,000.00
---	--	---	--	----------

TO SUMMARY £	8,331.00
--------------	----------

	To plaster			
d	walls	2 m2	52.00	104.00
	<u>Stripping off : lining paper : three coats emulsion paint</u>			
	Existing papered plaster			
e	walls	190 m2	10.20	1,938.00
				<hr/>
			TO SUMMARY £	3,213.55
				<hr/>

(1:3)

To Latex

c	floors	34 m2	50.00	1,700.00
---	--------	-------	-------	----------

Vinyl sheet 3 thick safety with welded joints fixed with adhesive

To Latex

d	floors	6 m2	32.00	192.00
---	--------	------	-------	--------

To plywood

e	floors	13 m2	32.00	416.00
---	--------	-------	-------	--------

Carpet pc £25/m2 fixed with adhesive

To timber

f	floors	61 m2	25.00	1,525.00
---	--------	-------	-------	----------

g	treads	24 m	4.50	108.00
---	--------	------	------	--------

h	risers	31 m	4.50	139.50
---	--------	------	------	--------

Aluminium

Division strips

i	plugging, screwing to concrete	13 m	7.80	101.40
---	--------------------------------	------	------	--------

Nosings

j	screwing to timber	31 m	14.95	463.45
---	--------------------	------	-------	--------

			To Collection £	5,517.95
--	--	--	-----------------	----------

Collection

1/14	5,517.95
1/15	1,524.60

TO SUMMARY £	7,042.55
--------------	----------

b	ceilings	77 m2	32.85	2,529.45
				<hr/>
TO SUMMARY £				3,927.70
				<hr/>

Provisional sum

c	shelving	£	500.00
---	----------	---	--------

Pinboards, noticeboards, signage and the like

Provisional sum

d	pinboards, notices and signs	£	1,000.00
---	------------------------------	---	----------

			<hr/>
	TO SUMMARY	£	3,750.00
			<hr/>

SANITARY APPLIANCESVitreous china fittings

Basins

a	medium quality : white : pillar taps - 2	1	nr	220.00	220.00
---	--	---	----	--------	--------

WC suites

b	low level : white : cistern : plastics seat	1	nr	360.00	360.00
---	---	---	----	--------	--------

Disabled suites

c	wc : basin : pillar taps - 2 : grab rails	1	nr	795.00	795.00
---	---	---	----	--------	--------

Sinks

d	belfast type : grating : hardwood pad : pillar taps - 2	1	nr	480.00	480.00
---	---	---	----	--------	--------

Miscellaneous fittings

Mirrors

e	450 x 600	1	nr	32.00	32.00
---	-----------	---	----	-------	-------

f	450 x 900	1	nr	36.00	36.00
---	-----------	---	----	-------	-------

Hand driers

g	warm air	2	nr	165.00	330.00
---	----------	---	----	--------	--------

Paper towel dispensers

h	plugging, screwing : to masonry	1	nr	32.00	32.00
---	---------------------------------	---	----	-------	-------

Soap dispensers

i	stainless steel	3	nr	28.00	84.00
---	-----------------	---	----	-------	-------

Toilet roll holders

j	stainless steel	2	nr	30.00	60.00
---	-----------------	---	----	-------	-------

TO SUMMARY £

2,429.00

DISPOSAL INSTALLATIONSPvc

Waste pipework and fittings

a	32 nominal size per fitting	2	nr	41.17	82.34
b	40 nominal size per fitting	2	nr	48.28	96.56
c	100 nominal size per fitting	2	nr	42.90	85.80

Stack pipe and fittings

d	100 nominal size	11	m	14.75	162.25
e	Fittings : bends	2	nr	16.60	33.20
f	Fittings : branches	2	nr	21.50	43.00
g	Fittings : boss connectors	4	nr	11.90	47.60
h	Fittings : weathering collars : balloon gratings	1	nr	26.00	26.00
i	Fire collars	2	nr	48.00	96.00
j	Connection to drain	1	nr	6.50	6.50

TO SUMMARY £

679.25

WATER INSTALLATIONSCopper

Cold water services

a	per fitting	6	nr	162.00	972.00
---	-------------	---	----	--------	--------

Hot water services

b	per fitting	4	nr	218.00	872.00
---	-------------	---	----	--------	--------

				TO SUMMARY £	1,844.00
--	--	--	--	--------------	----------

HEAT SOURCE

Mechanical installation

Boiler, radiators, pipework, controls and pumps : extract
ventilation and ductwork

a	gas fired boiler	£	25,000.00
b	Main contractors profit	7.5 %	1,875.00
c	Special attendance	itm	300.00
			<hr/>
TO SUMMARY £			27,175.00
			<hr/>

ELECTRICAL INSTALLATIONSElectrical installations

Concealed installation with lighting, power, immersion heater
etc.

a	lighting, socket and fitting outlet points : communications installation : data installation : alterations to existing	£	25,000.00
b	Main contractors profit	7.5 %	1,875.00
c	Special attendance	itm	375.00
			<hr/>
TO SUMMARY £			27,250.00
			<hr/>

LIFT AND CONVEYOR INSTALLATIONSLaminate walls : stainless steel doors

Passenger lifts

a	3 stop : 6 person	£	28,000.00
b	Main contractors profit	7.5 %	2,100.00
c	Special attendance	itm	350.00
			<hr/>
TO SUMMARY £			30,450.00
			<hr/>

PROTECTIVE INSTALLATIONSFire fighting installations

Fire alarm

a	installation	£	2,500.00
b	Main contractors profit	7.5 %	187.50
c	Special attendance	itm	50.00

Provisional sum

d	fire extinguishers, blankets etc.	£	500.00
---	-----------------------------------	---	--------

Security installations

Provisional sum

e	burglar alarm	£	3,500.00
f	Main contractors profit	7.5 %	262.50
g	Special attendance	itm	50.00

TO SUMMARY £	7,050.00
--------------	----------

BUILDERS WORK IN CONNECTION

Work in any trade

Cutting away and making good the structure and its finishings/coverings for

a	sanitary appliances	itm	200.00
b	disposal installations	itm	120.00
c	water installations	itm	220.00
d	mechanical installations	itm	1,875.00
e	electrical installations	itm	2,250.00
f	lift and conveyor installations	itm	1,800.00
g	protective installations	itm	480.00
			<hr/>
TO SUMMARY £			6,945.00
			<hr/>

DRAINAGE

Foul water system

Provisional sum

a	foul water drainage	£	2,500.00
			<hr/>
		TO SUMMARY £	2,500.00
			<hr/>

SUMMARY

0A: ALTERATIONS	1/6	17,275.40
1A: SUBSTRUCTURE	1/7	6,084.00
2B: UPPER FLOORS	1/8	2,942.85
2D: STAIRS	1/9	13,350.00
2F: WINDOWS AND EXTERNAL DOORS	1/10	10,701.45
2G: INTERNAL WALLS	1/11	9,474.10
2H: INTERNAL DOORS	1/12	8,331.00
3A: WALL FINISHES	1/13	3,213.55
3B: FLOOR FINISHES	1/15	7,042.55
3C: CEILING FINISHES	1/16	3,927.70
4A: FITTINGS AND FURNISHINGS	1/17	3,750.00
5A: SANITARY APPLIANCES	1/18	2,429.00
5C: DISPOSAL INSTALLATIONS	1/19	679.25
5D: WATER INSTALLATIONS	1/20	1,844.00
5E: HEAT SOURCE	1/21	27,175.00
5H: ELECTRICAL INSTALLATIONS	1/22	27,250.00
5J: LIFT AND CONVEYOR INSTALLATIONS	1/23	30,450.00
5K: PROTECTIVE INSTALLATIONS	1/24	7,050.00
5N: BUILDERS WORK IN CONNECTION	1/25	6,945.00
6B: DRAINAGE	1/26	2,500.00

	£	192,414.85
PRELIMINARIES	£	34,585.15

	£	227,000.00
CONTINGENCIES	£	20,000.00

TO AMOUNT OF APPROXIMATE ESTIMATE	£	247,000.00
-----------------------------------	---	------------

GENERAL SUMMARY

Section 1		
WORK IN/TO EXISTING BUILDINGS	1/27	247,000.00

ESTIMATE TOTAL £	247,000.00
------------------	------------

APPROXIMATE ESTIMATE

for : PROPOSED INTERNAL ALTERATIONS

at : THE BUTTERCROSS, LUDLOW

for : LUDLOW TOWN COUNCIL

1.1 Approximate Estimate

To amount of Approximate Estimate for internal alterations to existing building to form offices and ancillary accommodation

To Amount of Approximate Estimate ... £ 247,000

1.2 Provisional Sums

The following Provisional Sums are included in the above estimate: -

1.2.1	Repairs to plasterwork	£ 1,000
1.2.2	Additional repairs and strengthening of floors	£ 2,500
1.2.3	Alterations and repairs to existing external doors and windows	£ 2,500
1.2.4	Glazed folding screen to Market place	£ 7,500
1.2.5	Alterations and upgrading of internal doors and ironmongery	£ 1,000
1.2.6	Kitchen fittings	£ 1,500
1.2.7	Service ducting	£ 750
1.2.8	Shelving	£ 500
1.2.9	Pinboards, notices and signs	£ 1,000
1.2.10	Mechanical installation	£ 25,000
1.2.11	Electrical installation	£ 25,000
1.2.12	Lift installation	£ 28,000
1.2.13	Fire alarm installation	£ 2,500
1.2.14	Security alarm installation	£ 3,500
1.2.15	Foul drainage	£ 2,500
1.2.16	Contingency Sum	£ 20,000

1.3 Professional Fees

1.3.1	Architect	11% of contract value	£ 27,170
1.3.2	Quantity Surveyor	1.35% of contract value	£ 3,334
1.3.3	Planning Supervisor	0.5% of contract value	£ 1,235
1.3.4	Structural Engineer	Fixed fee	£ 900

The Buttercross, Ludlow ...

2. Notes

The following notes should be read in conjunction with the estimate:-

- 2.1 The estimate has been based upon Architect's Sketch Scheme Floor Plans No. 949/SK3 and plans as existing.
- 2.2 All details of construction and finishing have been assumed.
- 2.3 The rates for labour, materials and plant used in this estimate are current at the date of the estimate.
- 2.4 It has been assumed that competitive tenders will be obtained with the use of full contract documentation.

3. Exclusions

The following are excluded from the estimate:-

- 3.1 Local Authority fees for planning, listed building and building regulation approvals
- 3.2 Archaeological investigation
- 3.3 External repairs or redecoration
- 3.4 Internal repairs or redecoration to Market Place or council chamber
- 3.5 Loose furniture, seating, office equipment or furniture
- 3.6 Computer, data or telephone installations
- 3.7 Out of pocket expenses
- 3.8 Value Added Tax.

Gwillam + Jones
Chartered Quantity Surveyors

16 June 2006

SELECT BIBLIOGRAPHY

- Central Marches Historic Towns Survey*, 1994
Conservation Plans for Historic Places, English Heritage, 1998
Informed Conservation, English Heritage, 2001
Conservation Management Plans, English Heritage, 2005
Ludlow Conservation Area, Draft Conservation Area Appraisal, South Shropshire District Council, February 2006
Ludlow Conservation Area, South Shropshire District Council, May 1994
- Clifton-Taylor, A., *Six English Towns*, BBC, 1978
Colvin, H., *A Biographical Dictionary of British Architects 1660-1840*, 3rd edition, Yale, 1995
Eliot, Douglas J., *Shropshire Clock and Watchmakers*, Phillimore 1979
Felton, William, *A Description of the Town of Ludlow with a Historical Account of the Castle*, 2nd edition, 1822
Ionides, Julia, *Thomas Farnolls Pritchard*, Dog Rose Press Ludlow 1999
Hussey, C., 'Old Towns Revisited' Ludlow, Shropshire III, *Country Life* 8 Feb 1946 and 21 and 28 December 1945.
Lloyd D & Klein P, *Ludlow: A Historic Town in Words and Pictures*, Phillimore 1984
Lloyd D., *The Concise History of Ludlow*, Merlin Unwin 1999
Lloyd D. Extract from unpublished Ph.d thesis
Ludlow Historical Research Group, *Victorian Ludlow* Scenesetters 2004
Mercer, Eric, *English Architecture to 1900: The Shropshire Experience*, Logaston 2003
Pevsner, N., *Shropshire*, Buildings of England series, Penguin, 1958
Scind, M A., *The Building Stones of Shropshire*, Swan Hill Press, 1990
Victoria County History series
Wright T, *The History & Antiquities of the Town of Ludlow*, (1822), 2nd edition, 1826.
- Ludlow & Shropshire Journal*, 24 January, 14 and 21 February, 1986
Ludlow Heritage News. Published twice a year by Ludlow Civic Society and the Ludlow Historical Research Group, No. 3, April 1985; No. 14 Autumn/Winter 1990; No.18 Autumn/Winter 1992; No 19, Spring/Summer 1993; No.27, Spring 1997.

Item 15.

COMMUNITY INFRASTRUCTURE LEVY (CIL)

COMMUNITY INFRASTRUCTURE LEVY (CIL) Neighbourhood Fund: Annual Monitoring Form

It is a regulatory requirement that Town and Parish Councils in receipt of Neighbourhood Funds must publish an **Annual Monitoring Form** on its website and send a copy of the report to Shropshire Council each financial year. This form must be received by Shropshire Council no later than the 30 September of each year regardless of whether any funds have been allocated or spent.

Section 1. Town or Parish Council Details	
Town or Parish Council:	Ludlow Town Council
Place Plan Area:	Ludlow
Financial Year:	2025 / 26

Section 2. Contact Details	
Name:	Gina Wilding
Organisation:	Ludlow Town Council
Email Address:	townclerk@ludlow.gov.uk
Phone Number:	07971 798 131
Address and Postcode:	The Guildhall, Mill Street, Ludlow SY8 1AZ

Section 3. Infrastructure Project Funding – Per Financial Year						
	Balance carried forward from previous financial year	CIL funds received within this financial year	Total CIL funds available	CIL funds allocated to projects	CIL funds available for spend in a subsequent financial year ¹	CIL funds spent on projects within this financial year
Neighbourhood Fund	£92,949.48	£2,271.27	£95,220.75	£91,284.47	£3,936.28	£0

¹ CIL funds retained for spend in a subsequent financial year less allocated funds.

Please Note: If Neighbourhood Funds are not used to support development as specified within this Guidance, or within five years of receipt, Shropshire Council can require repayment of the monies.

Section 4. Summary of Expenditure		Allocated	Spent
Project 1:	Hard landscaping including safety features to enhance the approach / vehicular entrance to Ludlow Station – contribution to Shropshire Council project.	£91,284.47	£0
Project 2:		£	£
Project 3:		£	£
Project 4:		£	£

Section 5. Signed - Off	
Town or Parish Clerk:	Date:
Town or Parish Chair:	Date:
Shropshire Councillor:	Date:

COMMUNITY INFRASTRUCTURE LEVY (CIL) Neighbourhood Fund: Notification of Requirements

1.0 Neighbourhood Fund Agreement

1.1 This Neighbourhood Fund agreement is between:

(1) Shropshire Council of Guildhall, Frankwell Quay, Shrewsbury SY3 8HQ (The Council); and

(2) of (Town or Parish Council)

1.2 On behalf of the Town or Parish Council, please signify that you have read and acknowledge the terms and conditions within this Neighbourhood Fund Agreement, by ticking the box and signing below.

1.3 Please return this signed and completed Neighbourhood Fund Agreement to the Council at your earliest convenience – email CIL@shropshire.gov.uk.

☐ We acknowledge that we have read and understood the content of this Neighbourhood Fund Agreement

Name:	Date:
Signed:	Position:

(Clerk signing on behalf of the Town or Parish Council)

Name:	Date:
Signed:	Position:

(Chair signing on behalf of the Town or Parish Council)

2.0 Introduction

2.1 To help communities accommodate the impact of new development, the Community Infrastructure Levy Regulations 2010 (as amended) requires a proportion of total Community Infrastructure Levy (CIL) monies should be provided directly to Town and Parish Councils as a Neighbourhood Fund.

2.2 This is consistent with the Shropshire Council approach of ensuring that the majority of the CIL is used to deliver local infrastructure priorities where development takes place.

2.3 The Neighbourhood Fund applies to development where a CIL Liability Notice has been issued from 25 April 2013 and is collected on the Parishes behalf. It is equal to either:

- 25% of the total CIL received in relation to development that has commenced within Parishes that have a Neighbourhood Plan or within a Neighbourhood Development Order, or
- 15% of the total CIL received in relation to development that has commenced within Parishes without a Neighbourhood Plan (capped at a maximum of £100 per dwelling).

2.4 Where possible, payment of the Neighbourhood Fund will be made annually in April unless requested otherwise.

2.5 Projects funded through use of the Neighbourhood Fund must be retained for community benefit for the infrastructure's useful economic life.

3.0 Regulatory requirements for the use of the Neighbourhood Fund

3.1 Neighbourhood Fund monies received must be used to support development by funding:

- (a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) Anything else concerned with addressing the demands that development place on an area.

3.2 If the Neighbourhood Fund is not spent within 5 years of receipt, or it is not spent on initiatives that support the development of the area, Shropshire Council may require it to repay some or all of those funds, however Shropshire Council has no intention of doing so if it is not spent within five years.

3.3 If the community's infrastructure priorities are consistent with Shropshire Council infrastructure priorities for the area, to maximise efficiency and minimise project management complexity, it can be agreed that Shropshire Council retains the Neighbourhood Fund to spend on these infrastructure priorities.

3.4 To ensure transparency, following receipt of Neighbourhood Fund payments, Town and Parish Councils must for each following financial year (irrespective of whether any CIL is received or spent in that year), publish a list of their:

- (a) Total Neighbourhood Fund receipts;
- (b) Total Neighbourhood Fund expenditure;
- (c) A summary of Neighbourhood Fund expenditure to include things to which the Neighbourhood Fund has been applied and the total Neighbourhood Fund expended on each; and
- (d) The total amount of Neighbourhood Fund receipts retained at the end of the reported year

3.5 To ensure consistency an Annual Report template has been provided by Shropshire Council. A copy of this report should be provided to Shropshire Council by 30th September of each year and made available on the Town or Parish Council website and/or Shropshire Council website by no later than the 31st December of the following financial year.

3.6 The Annual Report is only required if Neighbourhood Funds have been received within the reporting year. However, in the interests of transparency, Town and Parish Councils' may wish to publish some information on their website about Neighbourhood Fund, for example, no Neighbourhood Funds received in this reporting year.



4.0 Shropshire Council recommendations for the use of the Neighbourhood Fund

4.1 Use of the Neighbourhood Fund should be informed by discussions about infrastructure priorities with the local community, Shropshire Council and any neighbouring Town or Parish Councils. The Place Plan documents are the ideal mechanism for this process as they:

- (a) List and prioritise community infrastructure needs;
- (b) Identify infrastructures links to development;
- (c) Identify infrastructure (local and strategic) that could be delivered cumulatively; and
- (d) Specify forms of infrastructure most suited for delivery through the Neighbourhood Fund.

4.2 Information about Neighbourhood Fund receipts and spend should be provided as and when requested by Shropshire Council.

5.0 Project Implementation

5.1 Where projects are to be fully or partially funded by the Neighbourhood Fund it is the Town or Parish Council and not Shropshire Council that is responsible for all project management.

5.2 Project management responsibilities can be transferred to another delivery party/project manager but the Town or Parish Council is responsible for establishing this transfer of responsibilities. The Town or Parish Council remains responsible for ensuring the appropriate use of the Neighbourhood Fund in accordance with the CIL Regulations.

6.0 Communication and Publicity

6.1 The Town or Parish Council should produce annual updates on their neighbourhood project identification and implementation. These updates should be provided to:

- (a) The local community via Town and Parish Council meetings or Annual meeting;
- (b) The Shropshire Council Members for the area; and
- (c) Shropshire Council Place Plan Officers for the area;

6.2 The process for updating Shropshire Council is through submission of the Neighbourhood Fund Annual Report.

7.0 Subsidy Control and Procurement

7.1 Where a public body provides financial support to an undertaking it is necessary to consider whether such support constitutes a subsidy. It is the responsibility of the Town or Parish Council to ensure that their use of the Neighbourhood Fund is not a form of subsidy.

7.2 Further Guidance on Subsidy Control is available from the Department for Business and Trade at [Gov.UK/Subsidy Control](https://www.gov.uk/guidance/subsidy-control) .

7.3 Procurement of any project to be fully or partially funded through use of the Neighbourhood Fund must occur in accordance with the Town or Parish Councils Contract Rules as specified within its Constitution.



Where the Town or Parish Council does not have contract rules these should be developed. Development of a procurement policy could be informed by the Shropshire Council Contract Rules, available to view at Shropshire Council webpage [Doing Business with Shropshire Council](#) .

8.0 Financial Administration

- 8.1 Section 151 of the Local Government Act 1972 requires Parish and Community Councils to make arrangements for the proper administration of their financial affairs and the Accounts and Audit (England) Regulations 2011 require systems for effective financial control. These requirements also apply when dealing with Neighbourhood Fund payments.

9.0 Maintenance and disposal of any assets

- 9.1 It is the responsibility of the Town/Parish Council to ensure the continued maintenance and operation of projects funded by the Neighbourhood Fund. Future Neighbourhood Fund receipts can be used for this purpose, however, it is strongly recommended that these costs are considered during project development.
- 9.2 Any projects funded through use of the Neighbourhood Fund should be retained for community benefit during its useful economic life. The useful economic life of a project is taken to be 20 years, unless otherwise agreed in writing by Shropshire Council.
- 9.3 Where a project results in the formation of an asset, if this asset is subsequently sold, any monies raised should be considered Neighbourhood Fund and used in accordance with these requirements.

10.0 Project sign off

- 10.1 The Town or Parish Council is responsible for project sign off. It is recommended that project sign off occurs within 30 days of completion.



Town or Parish Council	Neighbourhood CIL collected 2012 to 2024
Abdon and Heath Parish Council	£7951.99
Acton Burnell Frodesley Pitchford Ruckley Langley	£19274.78
Acton Scott Parish Meeting	£0
Adderley Parish Council	£4640.15
Alberbury with Cardeston Parish Council	£10785.00
Albrighton Parish Council	£104399.63
All Stretton, Smethcott and Woolstaston PC	£1420.50
Alveley and Romsley Parish Council	£30809.89
Ashford Bowdler Parish Meeting	£3358.55
Ashford Carbonell Parish Council	£7773.20
Astley Abbots Parish Council	£1425.36
Astley Parish Council	£0
Aston Botterell, Burwarton and Cleobury North	£0
Atcham Parish Council	£60075.29
Badger Parish Council	£0
Barrow Parish Council	£3380.69
Baschurch Parish Council	£473859.44
Bayston Hill Parish Council	£91444.75
Beckbury Parish Council	£0
Bedstone and Bucknell Parish Council	£0
Berrington Parish Council	£188456.57
Bettws-y-Crwyn Parish Council	£0
Bicton Parish Council	£134412.45
Billingsley Deuxhill Glazeley Middleton Scriven PC	£8158.74
Bishop's Castle Town Council	£13959.83
Bitterley Parish Council	£3173.94
Bomere Heath and District Parish Council	£134787.56
Boningale Parish Council	£113.31
Boraston Parish Meeting	£0
Bridgnorth Town Council	£105390.32
Bromfield Parish Council	£404.36
Broseley Town Council	£131841.01
Buildwas Parish Council	£8903.36
Burford Parish Council	£3809.45
Cardington Parish Council	£5350.53
Caynham Parish Council	£11428.62
Chelmarsh Parish Council	£8411.27
Cheswardine Parish Council	£2704.49
Chetton Parish Council	£1449.74
Childs Ercall Parish Council	£30244.66



Chirbury with Brompton Parish Council	£10985.52
Church Preen, Hughley and Kenley Parish Council	£0
Church Pulverbatch Parish Council	£0
Church Stretton Town Council	£70074.29
Claverley Parish Council	£79771.37
Clee St Margaret Parish Council	£0
Cleobury Mortimer Parish Council	£39789.05
Clive Parish Council	£17942.08
Clun Parish Council	£22989.32
Clunbury Parish Council	£1297.98
Clungunford Parish Council	£1999.09
Cockshutt-cum Petton Parish Council	£38141.62
Condoover Parish Council	£161001.62
Coreley Parish Council	£484.95
Cound Parish Council	£0
Craven Arms Town Council	£12016.32
Cressage, Harley and Sheinton Parish Council	£8440.82
Culmington Parish Council	£3234.23
Diddlebury Parish Council	£42510.80
Ditton Priors Parish Council	£41415.85
Donington with Boscobel Parish Council	£31.67
Eardington Parish Council	£3150.32
Easthope, Shipton and Stanton Long Parish Council	£709.71
Eaton-under-Heywood and Hope Bowdler PC	£3072.16
Edgton Parish Meeting	£0
Ellesmere Rural Parish Council	£109905.54
Ellesmere Town Council	£147537.76
Farlow Parish Council	£2516.42
Ford Parish Council	£2749.18
Great Hanwood Parish Council	£73428.17
Great Ness and Little Ness Parish Council	£209874.35
Greete Parish Meeting	£0
Grinshill Parish Council	£0
Hadnall Parish Council	£119216.75
Highley Parish Council	£49754.08
Hinstock Parish Council	£161818.01
Hodnet Parish Council	£94019.41
Hope Bagot Parish Meeting	£0
Hopesay Parish Council	£18697.87
Hopton Cangeford and Stoke St Milborough PC	£7711.09
Hopton Castle Parish Meeting	£0
Hopton Wafers Parish Council	£19934.54
Hordley Parish Council	£828.77



Ightfield Parish Council	£22038.35
Kemberton Parish Council	£2897.10
Kinlet Parish Council	£25206.54
Kinnerley Parish Council	£81475.89
Knockin Parish Council	£32218.39
Leebotwood and Longnor Parish Council	£4215.16
Leighton and Eaton Constantine Parish Council	£0
Llanfairwaterdine Parish Council	£0
Llanyblodwel Parish Council	£16553.75
Llanymynech and Pant Parish Council	£75507.23
Longden Parish Council	£50476.63
Loppington Parish Council	£3571.52
Ludford Parish Council	£128651.57
Ludlow Town Council	£94947.33
Lydbury North Parish Council	£2933.53
Lydham and More Parish Meeting	£1353.86
Mainstone with Colebatch Parish Council	£1024.07
Market Drayton Town Council	£333049.58
Melverley Parish Council	£657.38
Milson and Neen Sollars Parish Council	£0
Minsterley Parish Council	£50778.79
Montford Parish Council	£40551.63
Moreton Corbet & Lee Brockhurst Parish Council	£3947.89
Moreton Saye Parish Council	£44870.15
Morville ActonRound AstonEyre M'hopton U.Cressett	£26859.33
Much Wenlock Town Council	£42618.28
Munslow Parish Council	£2281.21
Myddle and Broughton Parish Council	£60249.72
Myndtown, Norbury, Ratlinghope and Wentnor PC	£6579.14
Nash Parish Council	£195.64
Neen Savage Parish Council	£2541.47
Neenton Parish Meeting	£0
Newcastle on Clun Parish Council	£0
Norton in Hales Parish Council	£138201.38
Onibury Parish Council	£103.08
Oswestry Rural Parish Council	£186533.69
Oswestry Town Council	£95291.63
Pontesbury Parish Council	£202590.78
Prees Parish Council	£118202.01
Quatt Malvern Parish Council	£0
Richards Castle Parish Council	£4422.89
Rushbury Parish Council	£4240.08
Ruyton-XI-Towns Parish Council	£14213.05



Ryton and Grindle Parish Council	£0
Selattyn & Gobowen Parish Council	£203845.62
Shawbury Parish Council	£55563.05
Sheriffhales Parish Council	£6992.02
Shifnal Town Council	£1063246.99
Shrewsbury Town Council	£2566884.71
Sibdon Carwood Parish Meeting	£0
St Martins Parish Council	£192424.44
Stanton Lacy Parish Council	£917.45
Stanton upon Hine Heath Parish Council	£4122.04
Stockton Parish Council	£0
Stoke upon Tern Parish Council	£62924.23
Stottesdon, Sidbury Parish Council	£1648.93
Stowe Parish Meeting	£0
Sutton Maddock Parish Council	£0
Sutton upon Tern Parish Council	£13426.15
Tasley Parish Council	£5275.73
Tong Parish Council	£0
Uffington Parish Council	£15395.68
Upton Magna Parish Council	£14680.15
Welshampton and Lyneal Parish Council	£47357.88
Wem Rural Parish Council	£10485.23
Wem Town Council	£32379.58
West Felton Parish Council	£114105.62
Westbury Parish Council	£16032.03
Weston Rhyn Parish Council	£88045.72
Weston under Redcastle Parish Council	£0
Wheathill Parish Council	£9425.23
Whitchurch Rural Parish Council	£174084.19
Whitchurch Town Council	£492850.11
Whittington Parish Council	£254078.27
Whitton Parish Meeting	£0
Whixall Parish Council	£4575.22
Wistanstow Parish Council	£3691.29
Withington Parish Council	£0
Woore Parish Council	£130231.81
Worfield and Rudge Parish Council	£448.32
Worthen with Shelve Parish Council	£41824.08
Wroxeter and Uppington Parish Council	£4732.99



Disclaimers:

1. CIL income 'collected' is money that has been received from liable schemes that have commenced
2. The CIL collected includes funding already allocated or spent on infrastructure projects
3. The Neighbourhood Fund specified includes funding previously provided to Town and Parish Councils
4. CIL funds collected may be subject to rounding
5. The CIL liability associated with certain Planning Applications may be subject to change.



Item 16.

PARKING ON MARKET SQUARE

MARKET SQUARE PARKING

Report No. FC/25/18

**Full Council
23rd June 2025**

1. INTRODUCTION

- 1.1 Ludlow Town Council has been engaging with Shropshire Council to find a solution to the problems caused by cars parked on Ludlow Market Square for a number of years.
- 1.2 The Town Council agreed that a Traffic Regulation Order is the best way forward and Shropshire Council have been slow in progressing this matter.

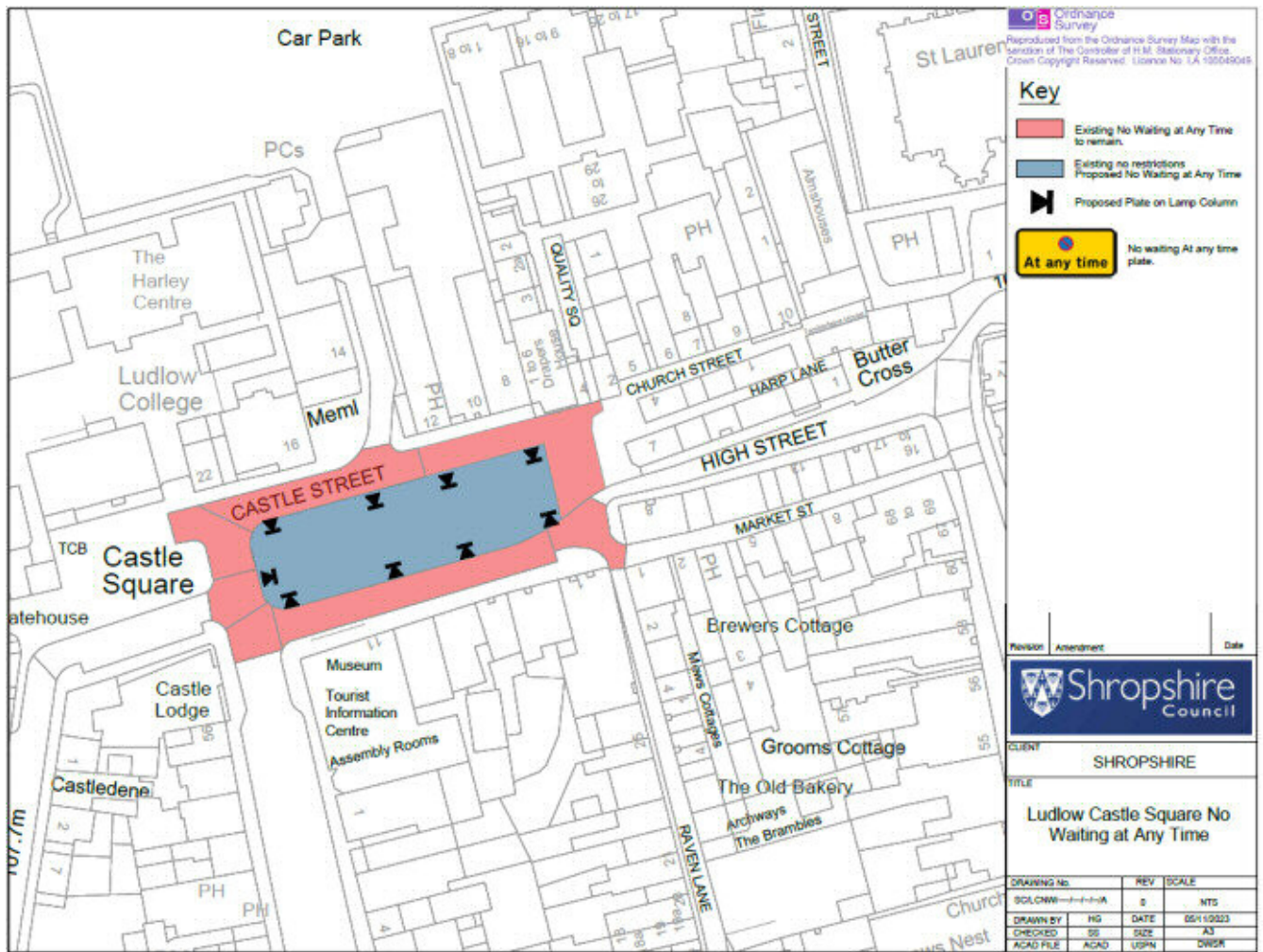
2. RECOMMENDATIONS

- 2.1 To approve a motion requesting that as a matter of urgency Shropshire Council initiate public consultation on a proposed Traffic Regulation Order under the Road Traffic Regulation Act 1984.

3. CURRENT SITUATION

- 3.1 The Town Council approached Shropshire Council (SC) a number of years ago regarding the ongoing problem with parking on the market. SC developed a proposal for provision of prohibition of waiting at all times on the Market Square in 2023.

Plan:



- 3.2 The town council gave their support for the proposal and permission for SC to consult and if approved, implement and enforce the proposed Traffic Regulation Order. The Ward Unitary Councillor also gave their support.
- 3.2 The town council has been chasing the matter with Shropshire Council on a monthly basis since then, but there has been little progress.
- 33 The town council asked the unitary Councillor to chase the matter, and the following response was received in July 2024.

Cllr Andy Boddington

Car parking a night on the market square against and even in between the stalls. Often cars are still there in the morning obstructing market traders. Some vehicles have been there all day. The market is essential to Ludlow town centre and its visitor footfall.

Ludlow Town Council and unitary councillors first started talking with Shropshire Council about a Traffic Regulation Order in 2014. Recently, Ludlow Town Council was told that a TRO was with legal officers. It is the height of the summer season and there has been no progress.

This is uncontroversial TRO, supported by unitary councillors, Ludlow Town Council and market traders. Could the TRO consultation be put in progress as a priority?

Response –

A draft decision report was awaiting a legal view before finalisation. This was returned to the team on 15/07/24 and will be reviewed. The officer who was leading on this report has left the authority. The job will be re-assigned and we should be able to progress with the authority to proceed in the next few weeks. The process after the approval of the Decision Report will be public consultation via a Traffic Regulation Order under the Road Traffic Regulation Act 1984.

3.4 The Unitary Councillor also submitted the attached paper to the Town Council.

3.5 The Portfolio Holder for Highways& Environment is Cllr David Vasmer, The Assistant Director – Infrastructure is Andy Wilde.

Town Clerk
June 2025

Implications

Wards Affected (All)

Financial (Inconvenience to traders)

Health & Safety (Potential hazards are risk assessed as necessary)

Law & Order (none)

Environmental Implications (none specified)

Traffic Regulation Order for parking on the Market Square

I asked Shropshire Council's Cabinet about the progress of the TRO for the Market Square on 17 July 2024. I was told that legal advice had been received and the council was seeking authority to proceed with the public consultation "in the next few weeks". Two months later, there is no sign of progress.

Could Ludlow Town Council write to the Portfolio Holder for Transport citing his response to my question and asking what progress has been made? There is still time to get the TRO in place before the Christmas season.

Andy Boddington 17 September 2024.

Question: Cllr Andy Boddington

Car parking a night on the market square against and even in between the stalls. Often cars are still there in the morning obstructing market traders. Some vehicles have been there all day. The market is essential to Ludlow town centre and its visitor footfall.

Ludlow Town Council and unitary councillors first started talking with Shropshire Council about a Traffic Regulation Order in 2014. Recently, Ludlow Town Council was told that a TRO was with legal officers. It is the height of the summer season and there has been no progress. This is uncontroversial TRO, supported by unitary councillors, Ludlow Town Council and market traders. Could the TRO consultation be put in progress as a priority?

Response: Cllr Dan Morris

A draft decision report was awaiting a legal view before finalisation. This was returned to the team on 15/07/24 and will be reviewed. The officer who was leading on this report has left the authority. The job will be re-assigned and we should be able to progress with the authority to proceed in the next few weeks. The process after the approval of the Decision Report will be public consultation via a Traffic Regulation Order under the Road Traffic Regulation Act 1984.

Item 17.

HSE PRIORITIES 2025/26

Overview

The Health and Safety Executive (HSE) has released its updated Local Authority Circular (LAC 67/2), revealing its key priorities for 2025/26.

Rather than routine inspections, the regulator has identified several specific risks and issues that all local authorities should focus on, including:

- Occupational lung disease
- Legionella control
- Work-related stress
- Violence and aggression
- Musculoskeletal disorders
- Noise in the workplace
- Planned preventative maintenance

HSE's priorities for 2025/26 | What businesses need to know

Written by Nick Wilson on 29 May 2025

The Health and Safety Executive (HSE) has released its updated Local Authority Circular (LAC 67/2), outlining how local authorities should plan their health and safety regulatory activity in 2025/26. While the guidance is directed at regulators, it provides valuable insight into what businesses can expect in terms of inspections and enforcement focus over the coming year.

If your business falls under local authority enforcement — such as those in the retail, hospitality, leisure, or light manufacturing sectors — it's important to understand these priorities so you can proactively manage risks, avoid enforcement action, and keep your workforce safe.

Here's what you need to know.

A risk-based approach to regulation

Local authorities are expected to take a targeted, risk-based approach to health and safety interventions. Rather than routine inspections, activity will be driven by:

The nature and severity of risks;

National priorities set by the HSE; and

Local intelligence (e.g. complaints, incidents, RIDDOR reports).

This means businesses with higher-risk activities or those with a poor compliance track record may face closer scrutiny.

Proactive work: National planning priorities

The HSE has identified several national priorities that all local authorities should focus on, regardless of local intelligence.

These include:

- Occupational lung disease – including the duty to manage asbestos, welding fume, and flour dust.
- Legionella control – especially in water systems that are used infrequently or where there's a history of poor control.
- Work-related stress – to raise awareness of work-related stress and mental health and the impact it can have on workers.
- Violence and aggression – including risks to lone workers and staff in customer-facing roles.
- Musculoskeletal disorders – to ensure suitable and sufficient risk assessments for manual handling activities have been undertaken where appropriate.
- Noise in the workplace – focusing on the use of hearing protection, its condition, and health surveillance.
- Planned preventative maintenance – to ensure that all work equipment is maintained in an efficient state, in efficient order, and in good repair.

Further proactive interventions may also be expected in the following areas:

- Falls from height (the leading cause of workplace fatality) – to ensure all work at height risks (including falls from vehicles) are properly assessed and managed.
- Workplace transport safety – to ensure that the risks of being struck by moving vehicles is assessed and properly controlled.
- Electrical safety – to ensure the use of appropriate outdoor electrical equipment, installed by a competent person.
- Explosion risks caused by leaking LPG – focusing on unsafe gas appliance installation and the conversion/use of LPG cylinders and cartridges.

If these hazards are present in your business then it's essential to review your risk assessments and ensure effective controls are in place.

Responsive work: Complaints and incident follow-up

Alongside proactive work, local authorities will continue to carry out a range of reactive interventions, including:

Investigating accidents and incidents;

Following up on complaints from employees or members of the public; and

Conducting visits prompted by RIDDOR reports or evidence of significant risk.

Businesses must ensure their reporting procedures are robust and that they respond promptly to any concerns raised.

What should businesses do now?

To prepare for the year ahead, we recommend the following actions:

- 1 Audit your risk assessments – especially in relation to gas safety, work at height, silica dust, violence, and any activities listed in Annex B.
- 2 Review training and competence – are staff aware of the risks and how to manage them safely?
- 3 Maintain accurate records and RIDDOR reporting – these could be reviewed during any enforcement visit.
- 4 Stay informed– keep an eye on both national guidance and any issues raised by your local authority.

Final thoughts

The HSE's 2025/26 LAC 67/2 guidance helps local authorities focus resources where they can have the greatest impact — but it also serves as a valuable checklist for businesses. By understanding the types of risks regulators are prioritising, employers can take steps now to improve compliance and avoid unwanted enforcement attention.

LAC 67/2 - 2025/2026 Work-Year

Title: Setting Local Authority Priorities and Targeting Interventions for 2025/2026

Open Government status: Fully Open

Target audience: Local Authority Health and Safety Regulators (Practitioners and Managers)

Contents

Introduction

Action

1. Setting Priorities
2. Targeting Interventions
3. Reporting Performance
4. Application to Petroleum Certification and Explosives Licensing Regimes

Annexes

[Annex A](#) - Summary of national planning priorities 2025/2026

[Annex B](#) - List of sectors/activities suitable for proactive inspection

[Annex C](#) - Information sources to assist development of LA Intervention plans

[Annex D](#) - Examples of interventions

[Annex E](#) - Recording Local Authority Activity and Enforcement Data (the LAE1)

Introduction

This Local Authority (LA) Circular is guidance under Section 18 of the Health and Safety at Work etc. Act 1974 (HSWA) and replaces LAC 67/2 (rev 13) and all earlier versions.

This LAC provides details of national priorities identified by HSE and should be used to complement (and support) any priorities identified from local intelligence. Using the guidance and tools for priority planning and targeting of interventions ensures a proportionate and consistent risk-based approach, which meets the requirements of the [National Local Authority Enforcement Code \(hse.gov.uk\)](#) (the Code). The Code provides flexibility for LAs to address local priorities alongside the national priorities set by HSE.

Section 18(4) of the Health and Safety at Work Act etc. 1974 places a duty on Local Authorities to make 'adequate arrangements for the enforcement' of health and safety and the Code sets out what is meant by 'adequate arrangements for enforcement'.

In May 2022 HSE published a 10 year Strategy '[Protecting People and Places](#)'. The Strategy sets out ambitious objectives ensuring protecting people and places will be at the heart of everything we do as regulators of H&S. Local Authorities have a crucial role to play enforcing H&S in nearly half of the workplaces in GB.

The national priorities for 2025/2026 (detailed in Annex A) and entries on 'The List' (Annex B) are similar but subtly different with Annex B focussing on industry sector specific problems (likely to be local intelligence led activity) as opposed to the national approach taken in Annex A. Both Annexes use a blended approach of activities addressing health as well as safety matters, aligning with the Strategic objectives and responding to HSE Board's strategic direction to focus on reducing ill health.

LAC 67/2 - 2025/2026 Work-Year

As the strategy work develops and evolves, local authorities will continue to play a key part in the regulatory framework underpinning achievement of these objectives.

Action

1. Setting Priorities

In delivering their priorities, LAs should ensure their planned regulatory activity is primarily focussed on improving employee health as well as reduced injuries to both employees and members of the public. The Code provides flexibility for LAs to address local priorities alongside the national priorities set by HSE.

Planning should include consideration of how to use resources to deliver national priorities set by HSE, and how to deliver local priorities that meet the requirements of the Code. LAs can also consider whether they can gain regulatory efficiencies by developing their workplans collaboratively with members of their local LA liaison groups.

Investigation of Incidents and Complaints (Reactive visits)

In deciding which incidents and complaints are suitable for investigation, LAs should apply [HSE's risk-based selection criteria](#) (via HELEX). Whilst all reported complaints and incidents may not meet the criteria for investigation, they may help identify and provide evidence of local issues which could form the basis of a local priority.

Investigation of stress complaints – LAs are not expected to undertake any proactive interventions focussing on work-related stress. Note: complaints from individuals do not meet the selection criteria.

Annual National Priorities

The national priorities in [Annex A](#) are determined using HSE's most current regulatory intelligence. HSE review the national priorities in [Annex A](#) on an annual basis to allow flexibility and the inclusion of any emerging priorities which may result from new intelligence or in response to learning from major incidents.

Locally Identified Priorities

LAs also have access to a wealth of local information (see [Annex C](#) - Information sources to assist development of LA intervention plans). This local intelligence should be used by LAs to determine their specific local priorities and poor performers, primarily focussing on identifying the key health risks within workplaces and their wider community.

Matters of Evident Concern (MECs)

MECs are defined as 'those that create a risk of serious personal injury or ill-health and which are observed (i.e., self-evident) or brought to the inspector's attention'. Matters of Potential Major Concern (MPMCs) are those which 'have a realistic potential to cause either multiple fatalities or multiple cases of acute or chronic ill-health' [Matters of evident concern and potential major concern - OC 18/12 - Version 4 \(hse.gov.uk\)](#)

LAs should take appropriate enforcement action where required and monitor MECs or MPMC's dealt with during advisory or other regulatory visits to identify potential local issues. Any MECs or MPMC's identified which may have national significance should be reported to HSE via lau.enquiries@hse.gov.uk LAs are also asked to alert HSE via this email address to new and emerging issues which could have national significance and require HSE to take action.

LAC 67/2 - 2025/2026 Work-Year

2. Targeting interventions

When planning interventions LAs should use the range of techniques available to increase their impact, maximising outreach to influence behaviours and improve the management of risk. LAs should primarily target their health and safety interventions to enable delivery of the Strategy objectives.

To assist LAs in targeting their resources, as well as the national priorities detailed in Annex A, Annex B of this guidance provides a list of higher risk activities/sectors suitable for targeting for proactive inspection (the 'List'). This list is not exhaustive, and whilst some issues may be better suited to other forms of intervention, where there is specific intelligence that risks are not being effectively managed the decision as to whether proactive inspection is appropriate is open to LAs.

LAs should expect to explain to the business why they are being inspected. A business can complain if they consider that they operate in a lower risk sector and have been unreasonably subject to a proactive health and safety inspection by an LA – see [Complaints about regulatory advice \(hse.gov.uk\)](#).

LAs should also consider the wider government and local government agenda of growing the economy, improving public safety and providing preventive measures to improve well-being and health. There may therefore be many opportunities for local authorities to collaborate with other stakeholders to achieve their goals.

Primary Authority inspection plans

Primary Authority (PA) inspection plans should follow the principles of the Code and align with the national priorities (see [Annex A](#)) and proactive inspection consistent with the 'List' or driven by evidence specific to that PA business(es). In line with the Primary Authority Principle if a local authority identifies non-compliant priority issues, they should share these with the Primary Authority. This will help determine a proportionate and consistent response and ensure that any wider implications can be considered.

PAs developing national inspection plans will obtain general advice and feedback on their inspection plan as part of the existing PA processes in which plans are sent to national regulators for comment. PAs that wish to have more detailed advice or engagement to help develop an inspection plan can approach HSE for Supporting Regulator input by submitting the proforma available on the .Gov website: '[Primary Authority – A guide for local authorities](#)' - <https://primary-authority.beis.gov.uk/>

3. Reporting performance

Under the Code, LAs should ensure they have a means of monitoring, capturing and sharing health and safety intervention, enforcement and prosecution activity. LAs must make this information available and share it with HSE via the LAE1 return to allow the preparation of national data. This national data will be on the HSE website to assist LAs when benchmarking and peer reviewing their work against other LAs.

The LAE1 is limited to the capture of occupational health and safety regulatory activity required by HSE. LAs are however at liberty to report to their managers or elected members a greater set of activity or information than that required by HSE on the LAE1.

4. Application to the Petroleum Certification and Explosives Licensing Regimes

LAC 67/2 - 2025/2026 Work-Year

The Code applies to all LA enforcement under the Health & Safety at Work etc. Act. This includes the requirement to follow a risk-based approach to regulation for petroleum certification and petroleum and explosives licensing, and the enforcement of relevant health and safety legislation at petrol filling, non-workplaces in relation to petroleum storage and licenced explosives sites e.g. Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and the explosives/petroleum regulations.

In practice, enforcing authorities for petroleum and explosives sites will need to ensure, by risk-based proactive inspection visits, that site operators are complying with the goal setting duties set out in the relevant health and safety legislation or for domestic and non-workplaces, petrol is stored in accordance with the petroleum storage regulations and any applicable licence/certificate conditions.

This guidance document and the LAE1 have been developed to address conventional health and safety issues and not the potential for high hazard/low frequency major incidents with the potential for substantial off-site effects that petroleum and explosives sites can pose.

In addition, further information to help regulators dealing with certificated petroleum sites or licenced explosive sites can be found at:

For certificated petroleum sites: [Overview: Storing petrol safely](#)

For licensed explosives sites:

General Information: [Explosives](#)

Explosives Regulations 2014 Guidance:

- [Safety provisions](#)
- [Security provisions](#)
- [Sub sector guidance](#)

LAC 67/2 - 2025/2026 Work-Year

Annex A - Summary of national planning priorities 2025 - 2026

This Annex sets out the 2025-2026 local authority national planning priorities. Not all national priorities have a proactive inspection component.

Priorities are presented in two distinct sections, one focussing on health and the other safety. Those listed as Health Topics should be considered as a priority when allocating resources. These national priorities have been collated from intelligence LA colleagues have provided to HSE alongside intelligence held by HSE's Sector teams.

Health topics	Safety topics
Occupational Lung Disease	Planned Preventive Maintenance
Legionella	Inflatable amusement devices
Work related Stress	Trampoline Parks
Violence and Aggression	Safety in the Motorsport
Musculoskeletal Disorders (MSDs)	Provision of licensable adventure activities
Noise in the Workplace	
Visitor attractions – animal contact	

Overarching principles

LAs should use the full range of interventions available to influence behaviours and the proportionate management of risk (see [Annex D](#)).

Targeted / Planned inspections (Proactive inspections)

Proactive inspection should be used for:

- Specific projects/programmes of inspections identified by HSE for LA attention. These may be contained within Annex A of this guidance or may be directly communicated to LAs for urgent attention as a result of new intelligence arising from an incident/investigation.
- High risk premises/activities within the specific LA enforced sectors published by HSE (See the 'List' [Annex B](#)).
- Locally identified potential poor performers. This is where specific local intelligence indicates that a business is failing to effectively manage risk.

In all circumstances, LAs have the discretion as to whether or not proactive inspection is the most appropriate intervention using their local knowledge/intelligence of the dutyholder.

1. OCCUPATIONAL LUNG DISEASE

LAC 67/2 - 2025/2026 Work-Year

Asbestos - Duty to manage asbestos

In premises likely to contain asbestos (i.e. built before 2000) LA health and safety regulators should identify the dutyholders and determine how they are complying with their Duty to Manage. Particular discussion topics with a dutyholder should include the following:

1. People responsible for premises that may contain asbestos should regard the duty to manage as a **proactive duty**. The guidance requires them to review their asbestos plans annually and actively consider whether the removal of known asbestos containing materials should be part of the building management in the coming year.
2. Dutyholders must ensure that anyone at risk of being exposed to asbestos at their premises are aware of where the asbestos is and of the risks associated with asbestos exposure. Anyone who intentionally damages or disturbs asbestos must be suitably trained.
3. In general, and particularly relevant for construction work, what survey/information about the presence of asbestos has been identified before the work commenced.

LA EHOs may wish to ask dutyholders to share their asbestos survey, asbestos register and asbestos management plans as part of the visit. They may also wish to check the register and plan is up to date.

More advice on all of this and additional information on other aspects of asbestos management can be found on the [HSE asbestos webpages](#).

Respirable Silica Dust

Dust, containing harmful respirable crystalline silica (RCS), can be generated during common operations such as block cutting, chasing brickwork, cutting concrete floors and processing of natural and engineered stone worktops. The standards for controlling this dust are detailed in HSE guidance:

- [Construction dust](#)
- [Construction dust - Information Sheet No 36 \(Revision 3\)](#)
- [Stoneworkers](#)
- [Installing stone worktops: protect against harmful natural or artificial stone dust](#)

During visits, LAs may come across minor construction work that is generating significant quantities of silica dust that give rise to a MEC. Poor standards should be addressed with dutyholders and any enforcement action taken in accordance with the EA Regulations 1998, collaborating with HSE where appropriate, using normal channels. See operational guidance on silica, used by HSE Inspectors: [Construction Dust: Inspection and Enforcement Guidance](#)

Information and guidance produced for dutyholders supporting the HSE RCS campaign can be found on the [Work Right website](#)

2. Legionella

Spa pools and hot tubs in the holiday sector

There has been a number of cases of Legionnaires' disease associated with spa pools and hot tubs in the holiday rental sector. Whilst some of the larger organisations are likely to manage the risk well, smaller companies may not have the same level of awareness of the risks and the requirements to manage those risks. LAs should raise awareness of the risks of spa pools and hot tubs and promote careful management to ensure that water quality

LAC 67/2 - 2025/2026 Work-Year

does not encourage microbial growth and pose risks to service users or people in the vicinity of the spa pools or hot tubs.

Systems should be managed in accordance with L8 Approved Code of Practice

- [Legionnaires' disease. The control of legionella bacteria in water systems](#)
- [Control of legionella and other infectious agents in spa-pool systems](#)

Cooling towers located in built-up areas

Cooling towers can have the potential to spread aerosol several hundred metres from the source, which in a built-up area, can potentially expose very large numbers of persons offsite. With the inflationary pressures and post-COVID changes to occupancy to buildings, this could affect risk and the way that systems are being managed. LAs should satisfy themselves that Legionella risks from cooling towers located in built-up areas are being appropriately managed.

Systems should be managed in accordance with L8 Approved Code of Practice

- [Legionnaires' disease. The control of legionella bacteria in water systems](#)
- [The control of legionella bacteria in evaporative cooling systems](#)

3. Work Related Stress (WRS)

This year the national priority covers two aspects of linked work, continuing to raise awareness of work-related stress and mental health and the impact it can have on workers, primarily via HSE's website ([Stress and mental health at work](#)) and the 'Working Minds' campaign ([Work Right to keep Britain safe](#)) working with businesses and intermediaries.

We will also be developing approaches to encourage employers to take more action to prevent work-related stress or manage it to reduce the potential negative impact it may have on workers. Currently many employers are limiting action to treating/supporting (tertiary) workers already adversely affected.

i) Awareness raising

Work related stress and poor mental health in the workplace has a direct impact on the health of workers, as well as having significant cost implications for businesses and the economy. It is important that we make employers aware of this and their legal duty to remove, prevent or manage the risk from stress. As co-regulators LA EHOs should continue raising awareness with employers and their workers about the necessary tools to prevent work related stress and help support good mental health at work.

It's also important that employers understand that work-related stress can be prevented or managed and that it's in their interest to do so both to reduce injury to their workers but also because there are significant financial savings for their business.

The Working Minds campaign developed to raise work-related stress with employers that are unaware of the risks, impact or duties they have regarding work-related stress. It is relevant to all businesses but is aimed particularly at SMEs, encouraging them to assess the risks from stress and to take action.

The Campaign uses simpler language than the Management Standards approach even though they are based on the same evidence-based structure using the five 'R' approach to:

- make stress and mental health **ROUTINE**, as part of employee engagement,
- **REACH** out to their colleagues,
- **RECOGNISE** the signs of stress,

LAC 67/2 - 2025/2026 Work-Year

- **RESPOND** to reduce the risk,
- **REFLECT** on how these experiences can be used to improve the workplace.

Information and guidance produced for the campaign can be found on the Work right site and more detailed information and guidance on stress is on the HSE website Stress at work.

ii) Intervention **Design**

HSE has been, and will continue to, gather data, evidence and examples of effective interventions that are used by duty holders, to prevent and manage work-related stress risks. The HSE 10-year strategy – Protecting People and Places, committed HSE to “Reduce work-related ill health, with a specific focus on mental health and stress”. HSE is working to achieve this through:

- enforcement action both reacting to complaints and examining options for proactive investigation/inspection work
- raising awareness of the impact stress can have on individuals, as well as promote prevention and management of work-related stress
- getting an understanding of what is currently being done and an estimation of its effectiveness
- identifying barriers to acting to tackle work-related stress and how these barriers have/can be overcome
- identifying effective interventions currently being used, how they work and how these can be shared with others either in similar industries/sectors or with groups of similar workers
- HSE is also looking to evaluate the need to update the provisions of the Management Standards; initial reviews have clarified that they remain suitable for the purpose of establishing a basis for risk assessment and developing an approach for tackling work-related stress, whilst acknowledging changes in the world of work and working practices.

EHOs participated in intelligence gathering during 2024 for which we are very grateful. These data along with material gathered by HSE's Insight team, Working Minds campaign and data gathered from the use of the tools, training and support HSE provides, will be considered alongside the outcome of ongoing research ([Project OSCAR | Affinity Health at Work](#)) to determine how it can improve its approach to ensuring employers comply with their legal duties and effectively ensure the health, safety and welfare of their workers at work.

4. **Violence and Aggression**

HSE's Strategy 2022 to 2032 Protecting People and Places, commits to reducing work-related ill health, with a specific focus on mental health and stress. The risk of physical harm from violence and aggression at work can be a cause of work-related stress, and good management arrangements for avoiding serious or persistent verbal abuse or threats can significantly support better mental health of workers.

Violence at Work statistics 2022/23 show the number of incidents of work-related violence in 2022/23 estimated at 649,000 with assaults accounting for 288,000 of these and 360,000 threats to victims and there was a large variation in the risks at work across occupational groups.

Sales and Health and Social Care associate professionals were found to be in the top five occupational groups with the highest risk for violence in the workplace. Local Authority health and safety regulators are asked to highlight, with dutyholders in these sectors, the importance of suitable and sufficient risk assessments to identify hazards and control the risk from workplace violence and aggression and implement effective control measures to reduce the risks so far as reasonably practicable.

LAC 67/2 - 2025/2026 Work-Year

For further information see:

- [Violence and aggression at work](#)
- [The Violence at Work statistics 2022/23](#)
- [Labour Force Survey \(LFS\)](#)
- [Managing risks and risk assessment at work](#)
- [How employers can protect workers from violence and aggression at work](#)
- [Protecting lone workers: How to manage the risks of working alone](#)
- [Lone working guidance pages](#)
- [Lone workers video](#)

5. Musculoskeletal Disorders (MSDs)

A key strategic objective in HSE's Strategy 2022 to 2032 Protecting People and Places is to reduce work related ill health. According to 2023/24 Labour Force Survey statistics, 543,000 workers were suffering from work-related musculoskeletal disorders (new and long-standing) - a large proportion of these numbers were due to manual handling. 7.8 million working days were lost due to work-related musculoskeletal disorders in 2023/24.

As a result, LA Health and Safety regulators are required to raise duty holder awareness of the regulatory requirement to ensure suitable and sufficient risk assessments for manual handling activities have been undertaken where appropriate. Focus should be given to retail premises and residential care homes (excluding people/person handling risks for manual handling) or where local authority knowledge dictates awareness is required.

For further information see:

- [Manual Handling at Work – a brief guide](#)
- [Manual handling. Manual Handling Operations Regulations 1992](#)
- [Full manual handling risk assessment: Examples of assessment checklists](#)
- [Manual handling assessment charts \(the MAC tool\)](#)
- [Risk assessment of pushing and pulling \(RAPP\) tool](#)
- [Variable manual handling assessment chart \(V-MAC\) tool](#)
- [Musculoskeletal disorders](#)
- [Manual handling at Work - Musculoskeletal disorders](#)
- [Retail industry health and safety research](#)
- [Health and safety in care homes](#)

6. Noise in the Workplace

Occupational hearing loss was the most common occupational health disease claimed against Employers Compulsory Liability Insurance (DWP) and HSE inspections have recently found that health surveillance for occupational noise is the most common type of health surveillance requirement amongst duty holders.

As part of HSE strategy to reduce worker ill-health HSE is running a hearing health inspection campaign in 2025.

Where Local Authority EHOs see hearing protection in use, and they are confident that it is a mandatory requirement within that workplace, they are asked to:

- Check the condition and use of the hearing protection.

LAC 67/2 - 2025/2026 Work-Year

- Check the duty-holder is providing hearing health surveillance for the affected employees.

Damage to earmuff seals, removal of foam from within the earmuff, incorrect wearing of hearing protection (e.g. earmuff worn over hats or ear plugs not fitted correctly) or not wearing hearing protection the entire time a worker is in a high noise area are matters of evident concern.

Indicators that hearing protection is mandatory could be; the presence of hearing protection zone signage or written risk assessments that indicate daily exposures exceed a daily level of LEP,d 85dB (A). If a worker is likely to be in a noisy environment for more than 2 hours, and a conversation at 2 m is only possible by shouting (when not wearing hearing protection) this can also indicate that at the very least an assessment of workplace noise is necessary, and hearing protection could be necessary.

For further information please see:

- [Controlling noise at work](#)
- [Noise: Hearing protection](#)
- [Noise: Health surveillance](#)

7. Visitor attractions prevention/control of ill health arising from animal contact

Please select the most appropriate intervention (Some Open Farms/Animal Visitor Attractions may require proactive inspections – See the 'List'), other situations may be usefully addressed via awareness raising or education.

For information regarding the prevention or control of ill-health from animal contact at visitor attractions see: [Appendix 1: IEE table when considering zoonotic risk and control measures at animal visitor attractions](#) and revised industry guidance [Industry Code of Practice](#)

8. Planned Preventive Maintenance

Planned preventive maintenance (PPM) of work equipment is essential to the reduction of serious injuries and fatalities in the workplace.

Maintenance ensures that plant and equipment continue to operate safely and that it continues to be reliable and productive. Newly published [British Standard BS 14200 entitled "Maintenance of machinery"](#) is a "User Standard" which is one intended to inform those who use machinery in how to comply with good practice. It is under the topic of "machinery" and was written with the intention for it to be applied to all sorts of industrial, retail, commercial and leisure equipment. It provides users with requirements for the approaches to be taken so that machinery remains in a safe, reliable, and effective condition throughout its working life. BS 14200 also considers factors relevant to the ongoing safe condition, including the environment in which machinery operates and the human factors that can lead to ineffective maintenance being completed.

Failure to maintain work equipment can result in dangerous situations arising in all workplaces and the implementation of PPM strategies supports a policy of regular checks to be carried out depending on time or usage. Keeping records of maintenance history in this way makes it easier to monitor usage and where necessary, plan appointments with properly trained maintenance contractors.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) place a general legal requirement on the employer to ensure:

LAC 67/2 - 2025/2026 Work-Year

- all work equipment be maintained in an efficient state, in efficient order and in good repair;
- where any machinery has a maintenance log, the log is kept up to date;
- maintenance operations on work equipment can be carried out safely.

In addition to this, there are specific maintenance requirements under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and Pressure Systems Safety Regulations 2000 (PSSR). Statutory examinations, such as those required by LOLER or PSSR, are not intended to be a substitute for adequate maintenance, however the results of such inspection regimes can influence the ongoing maintenance of plant and equipment.

LA health and safety regulators are asked to raise awareness, with all of their local dutyholders, of their statutory duties and signpost to relevant guidance material.

You can find more information on the subject of work equipment maintenance here: [Maintenance of work equipment](#)"

9. Inflatable amusement devices

There has been a number of serious incidents where inflatable amusement devices have collapsed or blown away in windy conditions. Inflatables can be found at many premises that fall to LAs for enforcement, and LAs should raise awareness of the general risks associated with the operation of such devices. In particular, that devices are correctly anchored to the ground, there are suitable arrangements for measuring wind conditions at regular intervals, there is written documentation from a competent inspection body to show it complies with British Standard BS EN 14960 and it is subject to an annual inspection by a competent person.

Useful guidance:

- [Bouncy castles and other play inflatables: safety advice](#)
- [British Standard BS EN 14960: 2019 Inflatable play equipment. Safety requirements and test methods](#)

10. Trampoline Parks – improved information provision and supervision of users

Over the past few years there has been an increase in the number of accidents occurring at the parks, involving both children and adults, which resulted in a specified major injury (fracture) as well as a small number which resulted in life-changing injuries. Analysis of RIDDOR reports suggests a lack of user understanding of the risks accompanied by reckless, unchallenged behaviour plays a factor in the number of injuries reported by this sector.

LA health and safety regulators are asked to highlight, with their local dutyholders, the importance of ensuring that there are suitable and sufficient standard operating procedures in place to ensure the safety of users, spectators, employees, and others.

Trampoline Park operators should ensure that they have in place;

- Procedures to check user understanding of the risks following the delivery of parks safety messages;
- Effective supervision of users of all activities within the facility, and;

LAC 67/2 - 2025/2026 Work-Year

- Provide suitable and sufficient information, instruction, and training to all staff members, giving special consideration to employees who supervise the trampoline court.

In addition to ensuring that there are safe operating procedures, Trampoline Park operators should ensure that their equipment is maintained in a safe condition and is subject to regular inspection by a competent person.

Useful guidance: [BS EN ISO 23659:2022 Sports and recreational facilities — Trampoline parks — Safety requirements](#)

11. Safety in the Motorsport and Motor Leisure Industries

The motor leisure and motorsport industries are adrenaline/high energy activities (karting, track days etc.) and can place members of the public in proximity of risks which if not controlled can lead to serious incidents and injury, including fatalities. As a leisure industry, in addition to public safety, it can also expose both members of the public and employees to health risks.

Where inspection visits are undertaken LAs are asked to focus upon Health risks.

Topics may include:

- Noise – has a risk assessment for noise been undertaken and where issues identified control measures implemented.
- Ventilation – are there monitoring and control measures in place to maintain air quality and prevent a build-up of carbon monoxide within areas of the venues. This aspect can include the control of welding fume in garage areas or other places where such activities occur.

Public Safety topics may include:

- The potential to be struck by vehicles – including the management of exclusion zones for the public and access to trackside areas for employees and participants.
- Pre-start information\induction for participants.
- Management of scalping\choking risk from operating karts whilst wearing loose clothing or long hair exposed. This may include measures to enclose moving parts of the engine of the kart.
- Gas safety – Gas safety should be considered at circuits and venues with catering facilities (bars, cafes, hospitality areas, etc.)

Other information

The inspection of track day activities, whilst of high importance and concern, are difficult to proactively plan without local knowledge as they do not take place every weekend or in the same place. To counter this we ask that any RIDDOR or concern received by LA be **considered** for an inspection visit and contact to the event organiser, where this is a different entity to the venue, be made.

A useful resource to assist during visits to motorsport and motor leisure premises may be [Managing health and safety at motorsport events: A guide for motorsport event organisers](#).

12. Provision of licensable adventure activities without an AALA licence

LAC 67/2 - 2025/2026 Work-Year

The Adventure Activities Licensing Regulation 2008 (as amended) 1989 requires anyone who provides facilities for adventure activities to under 18s in return for payment to hold a licence.

Local authority enforcement officers are asked to be alert to providers in their local area who may be operating without a licence, and to take appropriate action.

Feedback is requested on the number and type of interventions (include telephone calls, email correspondence, proactive mail shots and site visits) and any enforcement action taken. This feedback can be submitted via email: aala@hse.gov.uk.

Guidance

A list of licensed providers is available on the [public register](#) of the Adventure Activities Licensing Authority. The register should be checked prior to any intervention. Whilst the priority is **providers who are not on the register**, inspectors should be mindful of the possibility of licensed providers operating beyond the permissions on their licence.

AALA will inform LAs when licenses expire and share details of complaints relating to non-licensed provision when received, to help with targeting.

Many providers have websites and a social media presence where they advertise activities. These sometimes provide useful information about the activities being offered and whether they are in scope of the legislation. Inspectors should watch the HSE Webinar “introduction to the Adventure Activities Licensing Authority” for more information about the scope of the legislation.

Where there is sufficient evidence of a breach of Regulation 16(1) a prosecution should be considered. Where there is significant concern that provision of licensable activities without a licence is likely to take place, but evidence of a prior or ongoing breach of Reg 16(1) falls short of that required for a prosecution, inspectors can consider whether a Prohibition Notice would be effective in preventing a breach from occurring. Scenario: complaints from multiple sources but repeated denial from dutyholder, e.g. notifiers allege provision to unaccompanied children, but provider claims parents are always present.

Further Information:

- HSE webinar - [Introduction to the Adventure Activities Licensing Authority](#)
- Adventure activities licensing - [AALA website](#)
- For queries and/or advice relating to the register, please contact AALA-Applications@hse.gov.uk
- For enforcement advice/support please contact aala@hse.gov.uk.

LAC 67/2 - 2025/2026 Work-Year

Annex B – List of activities/sectors considered suitable for proactive inspection

Topic	Hazards	Potential Poor Performers within an Industry Sector	High Risk Activities
Health	Lead poisoning	Indoor firing ranges/gun clubs	Ineffective air extraction, poorly managed cleaning procedures, inadequate handwashing facilities.
Health	E.coli/ Cryptosporidium infection esp. in children	Open Farms/Animal Visitor Attractions Note: Animal visitor attractions may include situations where it is the animal that visits e.g. animal demonstrations at a nursery.	Lack of suitable micro-organism control measures
Health	Occupational lung disease – Asbestosis/ Mesothelioma	Premises build 1950-1980 where intelligence suggests risks are generally not being adequately managed.	Exposure to asbestos fibres through inadvertent disturbance or suspected poor management of asbestos exposure risk.
Health	Occupational lung disease - Silicosis	Industrial retail Retail outlets cutting/shaping their own stone or high silica content 'manufactured stone' e.g. gravestones or kitchen resin/stone worktops	Exposure to respirable crystalline silica
Health	Occupational lung disease - Cancer linked to welding fume exposure	Industrial retail/wholesale premises e.g. Hot cutting work in steel stockholders	Exposure to all welding fume regardless of type or duration may cause cancer. Welding fume guidance: Welding fume: protect your workers
Health	Occupational lung disease - Asthma	In-store bakeries and retail craft bakeries where loose flour is used and inhalation exposure to flour dust is likely to frequently occur i.e. not baking pre-made products. Note: For supermarket and other chain bakeries etc check to see if there is a Primary Authority inspection plan with more specific guidance.	Tasks where inhalation exposure to flour dust and/or associated enzymes may occur e.g. tipping ingredients into mixers, bag disposal, weighing and dispensing, mixing, dusting with flour by hand or using a sieve, using flour on dough brakes and roll machines, maintenance activities or workplace cleaning.
Health	Musculoskeletal Disorders (MSDs)	Residential care homes and provision of social care	Lack of effective management of MSD risks arising from moving and handling of persons

LAC 67/2 - 2025/2026 Work-Year

Topic	Hazards	Potential Poor Performers within an Industry Sector	High Risk Activities
Health	Manual Handling	High volume Warehousing/Distribution	Lack of effective management of manual handling risks
Health	Occupational deafness	Industrial retail/wholesale premises/Leisure Such as steel stockholders; builder's or timber merchants, night-time economy for example pubs, clubs, nightclubs, concert venues.	Exposure to excessive noise
Health	Carbon monoxide poisoning	Commercial catering premises	Badly installed or faulty appliances; lack of suitable ventilation resulting in lack of make-up air to support combustion; and/or inadequate extraction systems.
Health	Carbon monoxide poisoning	Commercial catering premises using solid fuel cooking equipment	Lack of suitable ventilation and/or unsafe appliances
Safety	Electrical Safety	Hospitality venues with 'outdoor' facilities	Use of appropriate outdoor electrical equipment, installed by a competent person and checked regularly for damage or water ingress.
Safety	Explosion caused by leaking LPG	Catering establishments.	Unsafe gas appliance installation, conversion/use of LPG cylinders and cartridges.
Safety	Violence at work	Premises with vulnerable working conditions. Such as lone working, night working or cash handling for example care providers, betting shops, off-licences and where intelligence indicates that risks are not being effectively managed	Lack of suitable security measures/procedures. Operating where police/licensing authorities advise there are local factors increasing the risk of violence at work e.g. located in a high crime area, or similar local establishments have been recently targeted as part of a criminal campaign
safety	Fatalities/injuries resulting from: <ul style="list-style-type: none"> Being struck by vehicles Amputation and crushing injuries Falls from height 	High Volume warehousing/Distribution	Poorly managed workplace transport, cutting machinery, lifting equipment or work at height risks

Annex C – Information sources to assist development of LA intervention plans

Although not exhaustive the following summarises the potential information sources that may be available to assist LAs when developing intervention plans - data protection issues may need addressing when sharing information of this type.

Sources within your Local Authority:

- Adverse Defect Reports (also known as Adverse Insurance Reports (AIRs)) - may indicate poor management or maintenance systems suggesting a failure to manage safety appropriately.
- Building control - changes in business activity, consider if this should be a MEC for workplace health and safety.
- Business rates - new businesses, consider if they identified in the [Annex A](#) priorities or the 'List'.
- Community protection teams - issues identified by multi-regulatory working
- Food Safety Officer observations – confidence in management as a possible health and safety MEC. Based on a number of LA reports and some limited statistical analysis by HSE, it is seen that there can be a strong correlation between a lack of confidence rating in food safety management and poor health and safety management. Using recent food hygiene assessments as a proxy for a recent assessment in the management of health and safety at a site can be useful to assist in targeting likely poor performers of H&S management.
- LA inspection/complaints database - risk ratings, past performance, local trends and MECs can provide useful background intelligence on the health and safety performance by a duty holder or provide evidence for local projects using education/awareness raising or targeted risk based inspections e.g. use of targeted information campaigns to raise awareness which could be followed up with targeted risk based inspections to assess standards, and the effect of awareness raising campaign and any need for further action.
- Local knowledge - local sector changes, poor performers.
- Registration/Licensing schemes - new businesses, changes in business activity, confidence in management.
- Trading standards - confidence in management, consider if this should be a MEC for workplace health and safety.

Sources within your local community and region:

- Clinical Commissioning Groups - anonymised local work-related ill health statistics, issues that span the health and safety/ public health boundary.
- Regulators of Health & Social Care and County Councils - identification of establishments with poor or failing management systems, issues that span the health and safety/ public health boundary.

LAC 67/2 - 2025/2026 Work-Year

- Fire services - information regarding poor on-site conditions, identified in response to attendance at incidents or as part of their wider business engagement.
- GPs - reportable cases of work-related ill health, reports disclosed by patients Local Enterprise Partnerships and their associated structures.
- Information within the Joint Strategic Needs Assessment (JSNA)
- Local Head of Public Health, or Health Protection Partnerships may also have knowledge of other community health issues related to work activity.
- Local health and safety Liaison Groups - Local trends, sharing good regulatory practice, methods of effective engagement, poor performing companies that operate in more than one LA.
- Local Media/Press - reported near misses, complaints and incidents.
- Local Trade Association contacts - issues of poor practice, requests for advice.
- Local training establishments - requests for advice, joint activity, changes in local business profiles.
- Police - information regarding violence in workplace or issues from the local community safety scheme.
- Safety representatives/local Trade Union contacts - worker complaints.
- Social media – e.g. Facebook and twitter can provide anecdotal evidence of poor performing local businesses.
- Utility suppliers – Gas, Electricity, Water companies – as part of their work to address fraud and utility theft they may bring to the attention of regulators information on businesses that are disregarding health and safety management e.g. untrained staff making gas connections, doing electrical work etc.
- Devolved Government initiatives (e.g. Wales Health at Work Project)

HSE sources:

- HSE's insight research reports <http://www.hse.gov.uk/research/insight.htm>
- HSE's social media feeds
- Latest news page on the HSE website
- Industry sector updates via HSE email bulletins
- Information provided to all LA Health and safety regulatory staff via HELEX system.
- Labour Force Survey - societal trends may include otherwise unreported trends.
- Local HSE office contacts - shared local knowledge, issues crossing the HSE/LA

LAC 67/2 - 2025/2026 Work-Year

regulatory boundaries.

- National planning priorities - issues identified and analysed by HSE policy teams as having a national priority. RIDDOR data - reported ill health and accidents, statistical comparisons and trends.

Annex D – Examples of Intervention approaches

Intervention	Description	Examples
Partnerships (Non-inspection intervention)	<p>Strategic relationships between organisations or groups who are convinced that improving health and safety will help them achieve their own objectives.</p> <p>This may involve duty holders or trade unions, regulators, other Government departments, trade bodies, investors.</p>	<p>Developing new relationships between services to reduce the regulatory burden; two-way communication between business and services; supporting regulators to find solutions; encouragement, education and enforcement from regulatory services for businesses.</p> <p>Partnerships.</p> <p>Working with a range of agencies e.g. local authorities, coordinators, secondary school students, regulators/enforcement organisations, school wardens to raise awareness.</p> <p>Estates Excellence type projects involving businesses, EEF, service providers, local authorities, business groups) to set up/fulfil the role of business groups and workers. Targeting businesses and workers. Targeting estates to offer advice to managers.</p> <p>workshops, training, advice and guidance to meet business' individual needs.</p>

DRAFT - LAC 67/2 2025/2026

<i>Motivating Senior Managers</i> <i>(Non-inspection intervention)</i>	Encouraging the most senior managers to enlist their commitment to achieving continuous improvement in health and safety performance as part of good corporate governance, and to ensure that lessons learnt in one part of the organisation are applied throughout it (and beyond).	Business engagement partnerships (Partnerships) can link a range of local representatives from the Federation Chamber of Commerce to influence business to get wider commitment and to address H&S and understanding 'Helping Great Britain Work Well' strategy.
<i>Supply Chain</i> <i>(Non-inspection intervention)</i>	Encouraging those at the top of the supply chain (who are usually large organisations, often with relatively high standards) to use their influence to raise standards further down the chain, e.g. by inclusion of suitable conditions in purchasing contracts.	Given an LA's local focus, national standards outside of their remit (although large employers may help develop this). However, there can be opportunities for supply chains to improve health and safety standards for builders' merchants. LAs can also be involved in helping to feed into supply chain monitoring and standards or public health work on safety.
<i>Design and Supply</i> <i>(Non-inspection intervention)</i>	"Gearing" achieved by stimulating a whole sector or an industry to sign up to an initiative to combat key risks, preferably taking ownership of improvement targets.	Initiative to reduce workplace violence by working with the Police and local taking to certain activities e.g. takeaways possessing alcohol from entering the LA providing specific guidance, training

DRAFT - LAC 67/2 2025/2026

<i>Intermediaries</i>	Enhancing the work done with people and organisations that can influence duty holders. These may be trade bodies, their insurance companies, their investors or other parts of government who perhaps are providing money or training to duty holders.	<p>Using local HABIA and training college contacts to influence hairdressers and managers to take up published materials and working practices.</p> <p>Using insurance companies to explain the benefits of LOLER examinations for businesses operating forklift trucks.</p>
<i>Working with other regulators and Government departments</i>	Where appropriate work with other regulators (including HSE, DVSA other LA regulators, the Police etc.) to clarify and set demarcation arrangements; promote cooperation; coordinate and undertake joint activities where proportionate and appropriate; share information and intelligence.	<p>Working with relevant signatories of the Work-Related Death Protocol.</p> <p>Working with DVSA to raise awareness amongst hauliers and delivery drivers about load safety.</p>
<i>Encouraging and recognising compliance</i>	Encouraging the development of examples with those organisations that are committed to performance and then using these examples to show others the practicality and value of improving their own standards.	Promoting and sharing compliant practice through campaigns, local business forums, large business mentoring small businesses etc. to improve the management of health and safety risks. Business Awards to give public recognition to workplaces that have taken positive action to improve employee's health and wellbeing.

DRAFT - LAC 67/2 2025/2026

<i>Proactive Inspection</i>	Alongside the Code, HSE publishes a list of higher risk activities falling into specific LA enforced sectors. Under the Code, proactive inspection should only be used for the activities on this list and within the sectors or types of organisations listed, or where there is intelligence showing that risks are not being effectively managed. The list is not a list of national priorities but rather a list of specific activities in defined sectors to govern when proactive inspection can be used. However, if a business carries out an activity on this higher risk list, it does not mean that it must be proactively inspected: LAs still have discretion as to whether or not proactive inspection is the right intervention for businesses in these higher risk categories.	Proactive inspection of retail/wholesale warehouse to ensure adequate control of work at height, workplace transport and loading and unloading of vehicles.
<i>Incident and Ill Health Investigation (Reactive)</i>	Making sure that the immediate and underlying causes are identified, taking the necessary enforcement action, learning and applying the lessons.	Using HSE Incident selection criteria (via HELEX) . When there is only limited information regarding the potential need for a more involved intervention it may be prudent to maintain an active 'watching brief' to see if there is cumulative evidence that identifies poor performance.
<i>Dealing with Concern and Complaints (Reactive)</i>	Encouraging duty holders to be active and making sure that significant concerns and complaints from stakeholders are dealt with appropriately.	Adoption of the HSE complaints handling procedures to ensure that resources are targeted on complaints that indicate the poor management of risk.

DRAFT - LAC 67/2 2025/2026

Enforcement	Inspection and investigation provide the basis for enforcement action to prevent harm, to secure sustained improvement in the management of health and safety risks and to hold those who fail to meet their health and safety obligations to account. Enforcement also provides a strong deterrent against those businesses who fail to meet these obligations and thereby derive an unfair competitive advantage.	Ensuring that adequate arrangements are made for enforcement. Taking proportionate enforcement action in line with HSE's <i>Enforcement Policy Statement</i> (EPS) (www.hse.gov.uk/pubns/hse41.pdf) and <i>Enforcement Management Model</i> (www.hse.gov.uk/enforce/emm.pdf). When taking enforcement action, making it clear to the dutyholder which matters are subject to enforcement, where compliance has not been achieved, what measures are needed to achieve compliance (including timescales) and their right to challenge/appeal. Following up on enforcement action taken to check that the necessary improvements have been made.
Revisit	To follow up on earlier interventions to check their impact and efficacy	

ANNEX E - Recording Local Authority Activity and Enforcement Data (the LAE1)

This annex is aimed at helping LAs, especially managers; ensure data is being reported accurately and correctly. The information from the LAE1 is shared with the Chartered Institute of Public Finance & Accountancy (CIPFA).

Completing the LAE1 – general principles and recording practices

- The only data which needs to be captured on the LAE1 is that which relates to an LA's health and safety regulatory activity.
- Where there is a multi-layered regulatory purpose for your visit, and if there was preparatory work targeting health and safety issues you can record that as a proactive inspection on the LAE1.
- Do not 'double count' visits. Each visit can only be counted once (e.g., a follow up for a MEC where an inspection is undertaken should only be counted as a proactive inspection – not proactive inspection **and** a reactive visit).
- For face-to-face non-inspection interventions, an event attended by numerous businesses should only be counted once. It is one intervention (with numerous attendees).
- Mailshots and general social media posts should only be counted once as they are one intervention.
- If in doubt what to record or which category to use – ask. A discussion with colleagues at your County Liaison Group may be useful, or contact lau.enquiries@hse.gov.uk

Staff resources devoted to health and safety enforcement work

This section is to capture the number of officers who hold warrants under HSWA and also how much of their time they are spending on HSWA activity.

Validation

LAE1s should be validated by heads of service or above and signed accordingly. The purpose of this is to ensure senior management have an understanding of the work undertaken in your LA to support businesses manage the health and safety risks they create.

Proactive Inspections

Principles

Inspection can be very effective in the right circumstances – where individual face-to-face contact with a dutyholder is necessary to influence their management of risk. However, it is the most resource intensive form of intervention and should be limited to the highest risk premises. High risk activities/sectors considered suitable for proactive inspection can be found in the list (Annex B).

Where there is local intelligence that suggest individual businesses, which fall outside sectors/activities detailed in Annexes A or B are not effectively managing their risks, proactive inspection may be appropriate.

HSE has produced an inspection procedure for their own inspectors, and although it refers to specific HSE only activities (such as applying Fee for Intervention), the principles included may be useful when considering use of proactive inspection: [OPERATIONAL GUIDANCE: INSPECTION PROCEDURE](#)

DRAFT - LAC 67/2 2025/2026

A proactive inspection is a visit to premises to examine and assess the business' management of occupational health and safety risk. The visit can either be one in which the business was:

- unaware that the visit will take place, or
- by appointment at a mutually agreed time, to maximise your intervention or reduce unnecessary burden on the business e.g. to ensure that key persons are available (site senior manager, or regional support staff); or when a key activity you wish to observe will be undertaken such as shelf stacking/delivery handling, cleaning, or avoiding the lunch time rush or when a stock take is underway.

Either way, the business has not been offered the opportunity to freely decline the inspection and if entry was denied the inspector is/was prepared to gain entry using their HSWA Section 20 "powers of entry".

"No inspection without a reason" – reserve proactive inspections for higher risk activities in the sectors specified by HSE (Annex B), or where there is local intelligence showing that risks are not being effectively managed. There should be a reasonable expectation higher risk that a material breach will be identified.

The list which accompanies the Code is freely available to businesses and you should always be prepared to explain to the business why this particular proactive inspection is appropriate. Proactive inspection should not be used simply as a means of gathering general intelligence [e.g. to maintain currency of a database].

Recording proactive inspections

HSE recognise LAs take a multi regulatory approach to dutyholder visits.

Were premises were targeted for more than one LA regulatory purposes e.g. food premises identified as a priority for both health and safety and food safety with appropriate targeted preparation the inspection visit can be recorded as a proactive inspection on the LAE1.

If the primary purpose was for another reason, (e.g. entertainment licensing purposes, food safety inspection etc.) but you touched on health and safety issues as a consequence or identified a matter of evident concern (MEC) **do not record as a proactive health and safety inspection on the LAE1** (you can detail such visits in the comments section of the LAE1 if you feel this helps give a better picture of your overall regulatory activity).

Record whether the proactive inspection was undertaken as a result of local or national intelligence in either one of the two columns of the table, but not both.

Non-inspection interventions

Non-inspection interventions fall into 2 categories: either 'face to face', or other contacts i.e. 'non face to face'.

Principles

Make the best use of resources by using the range of other available and permitted risk-based regulatory interventions (See Annex D - Examples of Interventions).

Such interventions are an efficient and effective mechanism to reach a wider population than can be achieved by individual inspection contacts e.g. awareness and education via business seminars, training course etc. reach a much wider audience with the benefit of allowing business to share good practice.

Recording non-inspection interventions

DRAFT - LAC 67/2 2025/2026

Activities which would fall within the category of “other visits/face-to-face contacts” could include:

- LA advisory visits, proactively offered by the LA (as opposed to reactively in response to a request from the business), and made at the convenience of the business, to provide helpful health and safety advice and support especially to new business start-ups and without recourse to section 20 powers of entry.
- Safety and health awareness events (e.g. talk to a gathering of retail businesses to discuss manual handling and violence prevention for employees).
- Advice ‘drop in’ sessions where businesses can visit a designated office/desk for health and safety advice.

Activities which could fall within the category of “other contact/interventions” could include:

- Specifically, targeted emails or letters to businesses to raise awareness on particular risks (e.g. letters to licenced premises to raise awareness of cellar safety)
- Telephone calls to individual businesses to offer health and safety advice
- Targeted (not blanket) social media posts or mailshots

Do not record non-targeted general newsletters, service magazines, or the number of hits on your website as “other contact/interventions”.

Reactive Visits

Principles

LAs undertake reactive visits for 3 main reasons:

1. To investigate RIDDOR reported accidents, cases of ill health, or dangerous occurrences.
2. To investigate concerns raised, or complaints about the management of health and safety by specific businesses.
3. In response to requests made for a visit by individual businesses.

Intelligence gathered from reactive visits can be used to identify, poor performance, trends and local issues which may require further interventions or matter which may need to be taken forward nationally and should be flagged up to HSE.

Matters of Evident Concern (MECs – those that create a risk of serious injury or ill-health and which are observed (i.e. self-evident or brought to the attention of LA staff)) during an inspection, non-inspection or other regulatory visits should normally be addressed at that time using enforcement powers if necessary. If a MEC requires a follow-up visit those visits should be counted as reactive visits.

Recording reactive visits

Record the reactive visit as directed by the incident, complaint or service request.

Do not record MECs dealt with during interventions or visits for other regulatory purposes.

Premises targeted for other regulatory purposes should be reported to the relevant regulatory agencies (e.g. Food Standards Agency in relation to food hygiene inspections) and should not be double counted.

If a further visit is necessary to address a specific MEC, this should be recorded as a reactive visit to investigate health and safety complaints on the LAE1.

Peer Review

Section 4 of the National Code sets out how LAs will provide assurance that they are meeting the requirements of the Code. Together with submission of the LAE1, LAs should undertake inter-authority peer review. Peer review offers LAs the opportunity to discuss, refresh and share working practices, as well as allowing them to verify that key messages have been understood and necessary change has been properly embedded. Undertaken in an effective and open manner it should raise confidence and competence, by reinforcing and promoting good practice by sharing expertise across LA boundaries.

Comments section

This section is voluntary and does not constitute a formal part of the LAE1 return. LA's can use it to share information regarding areas they think LAU and the wider LA community would be interested in hearing about. Some examples of information provided in the past have included new and emerging issues and further information regarding local intelligence lead projects. Comments should only relate to health and safety matters.

DRAFT - LAC 67/2 2025/2026

EXAMPLES OF DIFFERENT INTERVENTIONS AND WHAT SHOULD BE RECORDED ON THE LAE1

INTERVENTION	EXAMPLE	WHAT AND HOW MANY TO RECORD
Health and safety awareness event	Seminar for invited craft bakeries to offer advice on occupational lung disease	Non-inspection intervention – other visits/face to face contact One recorded (it is one intervention)
Participation in 'local task force'	Joint initiative with police, trading standards and home office, targeting modern slavery in nail bars.	Non-inspection – other visits/face to face contact One recorded for every premises where you discuss H&S.
Advice for SMEs	Stall set up in shopping centre where business can drop in for H&S advice	Non-inspection – other visits/face to face contact. One recorded for each business who drops in and discusses H&S
Presenting at local trade body meeting	As part of a wider meeting, encourage warehouse manager to let delivery drivers use their welfare facilities	Non-inspection – other visits/face to face contact One recorded for each event presented at.
Concern about business raised by LA colleague	Informed by building control officer of an office block they suspect of failing to manage asbestos	Reactive – visit to investigate whether business is managing risk. One recorded for every visit undertaken to that business for health and safety purposes.
Receipt of several reports of defective lifting equipment	A tyre and exhaust fitter with both a vehicle lift and vehicle hoist reported as defective by competent person	Proactive inspection – more than one report could indicate poor health and safety management. One recorded for every visit undertaken to that business for health and safety purposes.
Mailshot or social media messaging	Catch all messaging, not targeted to specific dutyholders	Non-inspection –other contact/intervention One recorded (it is one intervention)
Sector specific mail shots	Standard/generic information letter/leaflet sent to all retail premises to offer advice on reducing risk of violence to staff	Non-inspection - other contact/intervention One recorded for each mail shot campaign.
Direct messaging businesses either via social media or business tailored letter	Using social media platforms e.g. twitter/Facebook to contact individual businesses or sending individual letters to businesses where there is a known potential risk at their premise.	Non-inspection –other contact/intervention One recorded for each business individually contacted

Item 18.

TERRORISM (PROTECTION OF PREMISES)
ACT 2025

Terrorism (Protection of Premises) Act 2025: Overarching Factsheet

Updated 22 April 2025

Contents

1. [Why have we legislated?](#)
2. [What does the Act do?](#)
3. [When will the legislation come into effect?](#)
4. [Footnotes](#)

Why have we legislated?

Since March 2017, security services and law enforcement have together disrupted 43 late-stage plots and there have been 15 domestic terror attacks. These terrorist attacks have sadly demonstrated that the public may be targeted at a broad range of locations.

The Manchester Arena Inquiry and London Bridge Inquests called for the introduction of legislation and guidance to protect the public. The Terrorism (Protection of Premises) Act 2025 forms part of the Government's wider counter-terrorism strategy, CONTEST.

The threat level from terrorism in the UK is currently SUBSTANTIAL, meaning an attack is likely. The 2023 [CONTEST](#) strategy summarised the current threat facing the UK as 'enduring and evolving', with a domestic threat which 'is less predictable and harder to detect and investigate'. Terrorists have targeted a wide range of people and places in recent years. It is not always possible to predict where in the UK an attack might happen, or the type of premises or events that could be impacted – either directly (as the target of an attack) or indirectly (by being located near to the target of an attack). To ensure better preparedness and raise the public safety bar, a broad range of premises and events need to be ready to act to reduce harm.

Our expert security partners assess that individuals are more likely to take action that can reduce harm and save lives, if they have considered what they would do, and how, prior to a terrorist attack occurring. Given the complexity and unpredictability, of an attack occurring, the Government has acted to bolster the UK's preparedness for and protection from terrorist attacks.

What does the Act do?

The Terrorism (Protection of Premises) Act 2025 [\[footnote 1\]](#), commonly referred to as Martyn's Law, is intended to improve protective security and organisational preparedness across the UK.

The new Act requires certain premises and events to ensure steps have been taken to prepare for potential terrorist attacks and get ready to help keep people safe in the event of an attack. In addition, certain larger premises and events will be required to consider and, where appropriate, take steps to reduce their vulnerability to acts of terrorism.

Ensure consistency of approach and clarity of responsibility

Whilst some premises and events proactively consider the risk posed by acts of terrorism, there is no consistency across the UK. Historically counter-terrorism protective security and preparedness have often fallen behind other legally required activities, such as Health and Safety.

The Act places public protection on a legal footing like other regimes, to address such inconsistency, whilst making it clear who is responsible at qualifying premises and events, and what they are required to do.

Striking the right balance

Those responsible for certain premises and events must take appropriate action to reduce the risk of harm to their workers and the public. To ensure a proportionate approach, it is expected that procedures and measures that are reasonably practicable are put in place.

The legislation establishes a tiered approach linked to the different uses of premises and the number of individuals it is reasonable to expect may be present at the same time at the particular premises or events. The requirements vary accordingly, acknowledging that larger venues and events may be impacted to a greater extent by an attack and should be expected to do more.

Subject to other conditions, to be qualifying premises, 200 or more individuals (including staff) must, from time to time, be reasonably expected to be present at the same time in connection with one or more uses specified in the Act.

Where 800 or more individuals (including staff) may be reasonably expected at the premises from time to time, they will be enhanced duty premises unless the Act provides otherwise. Qualifying premises that do not meet this threshold will be standard duty premises.

One of the conditions to be a qualifying event is that 800 or more individuals (including staff) may reasonably be expected to present at the same time at some point during the event. Events beneath this threshold are not in scope.

Standard duty premises

Those responsible for standard duty premises are required to have in place, so far as is reasonably practicable, appropriate public protection procedures.

These are procedures that may be expected to reduce the risk of physical harm to individuals if an act of terrorism occurred at the premises or in the immediate vicinity.

They are procedures to be followed by people working at the premises where they suspect an act of terrorism is occurring, or is about to occur, at the premises or in the immediate vicinity.

The types of procedure are listed in the Act. The requirements for these smaller premises are focused on activities to enact policies and procedures that are expected to be simple and low cost. The aim of these requirements is to improve staff preparedness and responses. The Act does not require physical alterations to premises or the purchase of equipment for the purpose of having these procedures in place.

Enhanced duty premises and qualifying events

Those responsible for enhanced duty premises and qualifying events are required to have in place public protection procedures, too, but they must also do more in recognition of the potentially more impactful consequence of a successful attack.

They are required to have in place, so far as is reasonably practicable, appropriate public protection measures. These are measures that further the objectives of reducing the vulnerability of the premises or event to acts of terrorism or reducing the risk of physical harm to individuals, thereby providing better protection from acts of terrorism.

The types of measures are listed in the Act.

Oversight, advice and inspection

The Security Industry Authority (SIA) will provide the regulatory functions set out in the Terrorism (Protection of Premises) Act. This includes investigating suspected non-compliance and, where appropriate, taking enforcement action.

These functions will be delivered through a new function of the SIA. The Government was clear during passage of the Act that a core principle of the SIA would be to support, advise and guide those responsible for premises and events to meet the requirements of the legislation.

Where required they will also investigate and enforce compliance with the requirements, using a toolkit of powers and sanctions to address serious or persistent cases of non-compliance. This includes the power to issue penalties to those who fail to fulfil the requirements and to place restrictions on enhanced duty premises and qualifying events in the most serious cases.

When will the legislation come into effect?

The Act received Royal Assent on 3 April 2025 and it is expected that the implementation period will be at least 24 months.

Whilst those that fall within scope of the Act may wish to begin considering the requirements, they should note that there will be no legal requirement to comply until

the legislation comes into force. The Home Office will publish statutory guidance during the 24 month implementation period. This guidance will assist those responsible to understand the requirements set out in the legislation. It is being designed to be easy to follow, needing neither particular expertise nor the use of third-party products or services.

Footnotes

1. The Act was granted Royal Assent on 3 April, but these requirements have not yet been commenced. This means that they are not yet in force and so do not need to be complied with until brought into force by regulations. [↩](#)



Home Office

Policy paper

Terrorism (Protection of Premises) Act 2025: Scope (events)

Updated 22 April 2025

Contents

What events are within scope?

Application to standard tier premises

Exclusions

Footnotes



© Crown copyright 2025

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3 or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at <https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-scope-events>

specifies; and

- meet the thresholds for individuals present at a premises

What events are within scope?

Events that satisfy the following four criteria fall within scope of the Act:

1. The event must take place at premises caught within section 3(1)(a) of the Terrorism (Protection of Premises) Act (2025).

For an event to be in scope of the Act, it must take place in a building (which includes part of a building or group of buildings), on land (such as a field, park, or farmland), or at premises that consist of a combination of the two (such as a sportsground with a clubhouse). Qualifying events can take place on premises that are not qualifying premises under the Act (so otherwise out of scope of the Act's requirements).

Those responsible for enhanced tier premises that host events for over 800 people must consider such activity when putting in place appropriate public protection procedures and measures. For example, an exhibition hall that regularly hosts events for 800+ people is likely to be caught as an enhanced tier premises. Whilst the individual events would not be treated as qualifying events, the responsible person must ensure that in putting in place appropriate public protection measures they are tailored to all the activities happening there.

Further information on which premises are in scope of the legislation can be found in the [scope \(premises\) factsheet \(https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-](https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-)

3. Have specific entry conditions.

To be in scope of the Act, the event must have measures in place to check that attendees satisfy a condition of entry. This is the requirement that, to enter the event, members of the public have paid, have a ticket or pass, or are members or guests of a club, association or similar body. Whilst this provision applies to paid-for events, it also encompasses free events where there is a specific check on entry (as specified above).

Events arranged by other types of body, for example corporate events arranged by a company for their employees, do not satisfy the last condition to check members of the public are members or guests. Weddings or other private events with invitations also do not meet this requirement.

4. Be accessible to members of the public.

An event will only fall within scope of the Act if members of the public have access to all or part of it.

Events are not in scope of Clause 3 where individuals are attending in a personal or private capacity. For example, a wedding attended by relations and friends, or an office party attended by employees and invited customers. These are not considered publicly accessible for the purposes of the Act and are not in scope of the Act.

Application to standard tier premises

checking that attendees have a ticket before they enter. In such a scenario, the specific event will be treated as a qualifying event. However, the premises will remain within the standard tier when not part of the music event for that one weekend.

The specific context of the event will need to be taken into account to determine whether the event is a qualifying event. Guidance will set out the overarching principles which will help duty holders determine whether their event is a qualifying event, when taking place at a standard tier premises.

In this scenario, the responsible person could be the same entity in both scenarios; however, they could also be different entities. More information on the entity that is responsible for a qualifying event can be found in the [responsible person factsheet \(https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-responsible-person-factsheet\)](https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-responsible-person-factsheet).

Application to events with both open access areas and locations subject to entry checks

Many events take place across a range of locations. For example, the many marathons, triathlons, carnivals, festivals, and parades that occur across the UK each year. These events might include a mix of open-access areas, such as streets and other open areas, and other locations where entry is controlled.

Where parts of such events fulfil the conditions in Clause 3, the Act will apply to each such part separately (depending on the circumstances). For example, at a cross-city marathon, the legislation will apply to each area that has specific entry controls and where that area meets or

exceeds the 800-person threshold (this could include staging areas, grandstands, start areas, and finish areas), whilst the areas with no entry checks will not be in scope of the legislation (for example, pavements, towpaths and roads with no access control measures). This will be the case even if the marathon as a whole does not fall in scope of the Act (as it does not fulfil the conditions in Clause 3).

Exclusions

Certain events are excluded from being qualifying events under Part II of Schedule 2 to the Act. These are:

- an event held at premises specified or described in the following paragraphs in Schedule 2 to the Act—
 - paragraphs 1 and 2 (legislatures and devolved administrations),
 - paragraph 4 (transport security)
- an event that is to be held at premises wholly or mainly used for a use specified in the following paragraphs of Schedule 1 to the Act—
 - paragraph 9 (places of worship)
 - paragraph 13 (childcare)
 - paragraph 14 (primary and secondary education)
 - paragraph 15 (further education)

Examples of qualifying events

Example 1: A music event that takes place in a park or field. The event is open to the public and will have over 800 individuals attending. Attendees must purchase a ticket in advance of the event, and staff will be checking that attendees have a ticket before they enter the event.

Example 2: A one-off event that takes place in premises that are not usually open to the public, and the premises therefore do not fall within the Act's scope. However, the event is open to the public and will have over 800 individuals attending. The event is free; however, attendees must register online to attend the event. Staff or volunteers will be checking that attendees have registered before they enter the

event.

Example 3: An event that takes place at premises which falls within the standard tier, and the premises are not used as a place of worship, or for childcare, primary, secondary, or further education. The premises host a one-off event at the weekend which is open to the public and will have over 800 individuals attending. Due to the much higher number of people expected to attend the event, the event organiser uses the building and outside land to host the event. Attendees must purchase a ticket in advance of the event, and staff will be checking that attendees have a ticket before they enter the event.

Footnotes

1. The Act was granted Royal Assent on 3 April but these requirements have not yet been commenced. This means that they are not yet in force and so do not need to be complied with until brought into force by regulations.

OGI

All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



[© Crown copyright](#)



Home Office

Policy paper

Terrorism (Protection of Premises) Act 2025: Assessment of the number of individuals expected to be present (formerly known as 'capacity calculations')

Updated 22 April 2025

Contents

1. How to assess how many individuals are reasonably expected to be present
2. Premises: Reasonable to expect from time to time
3. Events: Reasonable to expect at some point
4. Considerations when assessing the number of individuals at qualifying premises and events

Footnotes

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at <https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-assessment-of-the-number-of-individuals-expected-to-be-present-formerly-known-as-capacity-calculations>

duty premises or enhanced duty premises [\[footnote 1\]](#):

- subject to other conditions, to be qualifying premises 200 or more individuals (including staff) must be expected from time to time in connection with uses specified in the Act
- those premises will generally be standard duty premises unless 800 or more individuals may be expected, in which case they will be enhanced duty premises, and
- for qualifying events, 800 or more individuals (including staff) must be expected at a point during the event

This approach should enable an accurate representation that accounts for actual usage and ensure that premises are not unfairly brought within scope where they have not exceeded the relevant threshold in practice and are not expected to do so in future (unlike a measure of their capacity).

1. How to assess how many individuals are reasonably expected to be present

A range of methods can be used to make a reasonable assessment. This includes methods which those responsible for premises and events may already be familiar with, e.g. safe occupancy calculations for the purposes of fire safety or use of historic data.

A. Safe occupancy for fire safety purposes

The lowest figure of the two calculations determines safe occupancy (of individuals) for fire safety.

This method of assessment may be suitable when the actual numbers of individuals who attend particular premises are not known.

Example: A café on the high street establishes a safe occupancy figure of 250 individuals at the premises. This figure includes those working at the café. The café is often full to capacity, and it is assessed that it is reasonable to expect 250 individuals at the premises at the same time. The café is standard duty premises.

B. Historic attendance data

Historic data showing actual usage and numbers present at premises or events can be used. The final assessment should take into account the number of individuals working at the premises or event.

C. Fixed seating and/or standing positions

Depending on the nature of the business, the number of fixed seats and / or fixed standing areas may be used to contribute to an assessment of the number of individuals that it is reasonable to expect. The assessment must take account of those working at the premises or event.

Example: A restaurant has indoor and outdoor dining areas. There is fixed seating for a maximum of 450 individuals at once. It is assessed that a maximum of 30 staff members will be working at any given point in time and the restaurant is full at peak times. As such, it is reasonable to expect no more than 480 individuals at the premises at the same time. This figure reflects the number of individuals at peak capacity. The restaurant is standard duty premises.

D. Tickets and Pre-registration

For a premises or an event that limits attendance based on the sale of tickets or pre-registration, the maximum number of tickets issued or those registered can be used to make the assessment. Those working in connection with the premises or event must be added to the number of ticket sales or pre-registration in the final assessment.

Example: A music event, which is open to the public by purchasing a

will be full, as there will be 850 registrants and 50 members of staff working in connection with the event. This is a qualifying event.

E. Restrictions

If there are restrictions on attendance as part of the conditions for an event taking place or premises being used, this figure might be relevant to determine the number of individuals. For example, a maximum attendance/capacity figure attached to an entertainment licence.

Example: An event takes place in a standard duty premises. The premises does not fall within the exempted categories under Schedule 2. The premises operator allows an event organiser to host a one-off art exhibition. The event organiser chooses to restrict the sale of tickets to 900 individuals per day. To maximise visitor experience they also choose to stagger attendance and not permit more than 200 individuals, including those working at the event at the exhibition at any one time. The responsible persons can use this restriction to demonstrate a reasonable expectation of 200 individuals present at the event at the same time. This would mean the event would not fall in scope of the legislation.

F. Other means of assessing

There may be some premises where the above methodologies (A-E) do

not, for various reasons, provide an accurate representation of the actual usage of premises or the number of individuals that it is reasonable to expect at the same time. Where that is the case, determinations can be made using other means of assessing attendance numbers so long as the method can be justified as reasonable.

Example: A garden centre consists of a building and a large outdoor area for the display and sale of goods. The operator does not count customer numbers and considers that its fire safety occupancy figure is significantly greater than the numbers who attend at peak times. It uses its records, such as staff rotas at peak times, transactions and an assessment of the number of customers that visit without making a purchase to provide an assessment of numbers present at the same time (during its busiest trading time).

2. Premises: Reasonable to expect from time to time

The assessment is of the number of individuals who may be expected to be at the premises at the same time, from time to time. The reference to “from time to time” reflects the fact that many types of premises will experience fluctuations in the number of individuals that they host and may have more than 200 or 800 individuals from time to time. The thresholds may be met only on certain nights of the week, or at certain times of the year, but can overall be considered to be met “from time to time”. Where that is the case, and similar attendance can be expected in the future, the premises will fall within scope.

Time to time does not refer to an average attendance, for example over a day or a week. It does not bring into scope premises that unexpectedly hit the threshold as one-off and it is not expected to do so again.

Example: The fire safety risk assessment establishes a safe occupancy figure of 250 individuals. However, based on its historic data, the number of individuals it is reasonable to expect at the premises is 180 (including those working at the premises). On one unforeseen occasion 250 individuals are unexpectedly present. If this one-off circumstance is not expected to be repeated, then the premises would remain out of scope.

3. Events: Reasonable to expect at some point

To qualify as an event, it should be reasonable to expect 800 or more people present, at the event at the same time. This criterion will be met if the threshold is met at any point during the event. For example, if an event takes place over a four-day period, and the event organiser only expects to meet this criterion during the event's final day, the event will be in scope of the legislation for its duration.

The organiser can use any reasonable method of assessing the number of individuals who may be expected to be present at the event and the assessment should include individuals working at the event.

For example, the organisers of many events will know the precise numbers of tickets that they have sold and when the 800 figure is likely to be reached. Other methods include looking at the numbers of individuals who have attended the event in the past, or utilising fire safety requirements to understand the number of individuals who may safely be accommodated at the premises.

Example: An event takes place in a field from Thursday to Sunday, which does not restrict ticket sales. Historical data is used to ascertain whether their event can reasonably expect 800 individuals to be present, including those working in connection with the event, at any one point. The reasonable expectation threshold is met bringing the event in scope for the entire 4 days, even if on some days the 800 threshold is not met.

4. Considerations when assessing the number of individuals at qualifying premises and events

1. Individuals working at the premises or events

The assessment must include individuals working at a qualifying premises or qualifying event irrespective of the method used.

2. Immediate vicinity

It is not required to take account of the immediate vicinity of premises or events (such as the pavement used by customers outside the pub's entrance) when making the assessment.

However, as these areas could present vulnerabilities, those responsible for qualifying premises and events are required to consider these areas when ensuring appropriate procedures and / or measures are in place.

Further information on the requirements can be found in the [standard duty requirements factsheet \(https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-standard-duty-requirements-factsheet\)](https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-standard-duty-requirements-factsheet).

Footnotes

1. Standard duty premises comprise the “standard tier”, whereas enhanced duty premises and qualifying events make up the “enhanced tier”.
2. For example, the [Building Regulations Approved Document B \(fire safety\) Volume 2 \(BR ADB\) for England and Wales \(https://www.gov.uk/government/publications/fire-safety-approved-document-b\)](https://www.gov.uk/government/publications/fire-safety-approved-document-b)

OGL

All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



© Crown copyright

LUDLOW CANCER SUPPORT GROUP

north of the country, needing transportation which brings its own environmental problems. Some pharmacies allow customers to deposit a small number of blister packs and recycle them, but none are local to Ludlow.

LCSG'S BLISTER PACK RECYCLING AWARENESS CAMPAIGN

LCSG has just embarked upon a highly successful Blister Pack Recycling Awareness Campaign. We engaged with the local population to set up collection points for empty blister packs and received nearly £3000 in donations and grants towards the cost of recycling containers.

In the last six months, we have bought, filled and despatched **32** 90-litre boxes to a specialist recycling plant in Hull. But we can no longer continue doing this. Sometimes people have assumed we get money from the empty packs, but this is not the case. It costs £84 each time we buy and despatch a box, **and this is just not sustainable.**

There are alternative packaging methods. Recent EU and US legislation makes it clear that governments wish to move towards phasing out plastic and, specifically, non-recyclable materials. But much of drug packaging is currently exempt from these laws – mainly because acceptable alternative materials are not yet universally available.

LCSG is communicating with PA Consulting in Cincinnati USA, co-ordinators of the PA and PulPac Blister Pack Collective, in which multi-national companies such as Bayer AG, Haleon plc, Opella and Sanofi have invested financially in R&D to produce a paper-based blister pack. And, whilst this will take some time, pressure from user-groups can help to accelerate change. As consumers become more environmentally conscious, they increasingly seek products with sustainable and eco-friendly packaging. Companies that fail to meet these demands risk losing customers.

THE STRENGTH OF LOCAL SUPPORT FOR THIS INITIATIVE IS CONSIDERABLE AND ONGOING

We need to address the problem at source: by lobbying MPs and pharmaceutical companies to see if blister packs can be produced using materials with the same benefits which can be collected at the kerb and easily recycled by our local authority.

LCSG is working closely with environmental groups Stretton Climate Care, Shropshire Climate Action and Ludlow 21. We will spearhead a campaign **asking *that the Government requires manufacturers to provide re-usable or fully recyclable alternatives as a matter of priority.***

We would do this in the following way:

- Contact local organisations, churches, societies, medical establishments and environmental groups and ask them to support us at local level.
- When we have agreement from several organisations, we will send a letter to our five local MPs, viz:

Julia Buckley the (Labour) MP for Shrewsbury and Atcham, a long-standing member of Shropshire Climate Action who appears sympathetic to our aims. She's now also on the Environment Audit Committee in Parliament (which was formerly chaired by Philip Dunne).

Helen Morgan the (Liberal Democrat) MP for North Shropshire.

Stuart Anderson, (Conservative) MP for South Shropshire

Mark Pritchard (Conservative) MP for Wrekin

Shaun Davies (Labour) MP for Telford, who is on the Environment Scrutiny Committee currently looking into landfill sites

asking that they raise this matter with the relevant minister. Specifically, we will ask the MPs to:

- Advocate for the inclusion of blister packs within the scope of the Extended Producer Responsibility (EPR) regulations for packaging currently under consideration by DEFRA
- Request the removal of the exemption for pharmaceutical packaging from the Plastic Packaging Tax.

- MPs would also be asked to tell us what steps they plan to take and inform us of any updates they receive from the relevant department.

- In conjunction with this, we will ask local supporters who are part of a national organisation, e.g. the WI, Rotary, Quakers, St. Laurence's, Civic Societies, etc., if they would contact their national HQ/Diocese, and ask if support could be sought throughout the country.

Would Ludlow Town Council support us in this endeavour, and allow us to add your name to our list of supporters?

Organisations supporting us include:

Hendra House Residential Home

Ludlow 21

Ludlow Quakers

Ludlow Relief in Need

Portcullis Surgery

Shropshire Climate Action

Station Drive Surgery

St. Peter's Catholic Church

Stretton Climate Care

The New Ludlow WI

The Parish Church of St. Laurence, Ludlow

Sincerely

Chairman, Ludlow Cancer Support Group

Item 20.

ANNUAL TOWN RESIDENTS MEETING

Ludlow Annual Town Residents Meeting

MINUTES

Minutes of a meeting of the **ANNUAL TOWN RESIDENTS MEETING** held at Methodist Church, Broad Street, Ludlow on **MONDAY 19th May 2025** at **7.00PM**

ATM/01 PRESENT

Mayor:	Councillor Lyle
Councillors:	Addis; Childs; Cowell; Ginger; Harris; Maxwell-Muller; Owen; Parry; Scott-Bell; Tapley; Taylor
Officers:	Gina Wilding, Town Clerk Kate Adams, Deputy Town Clerk Kim Pickford, Communications & Marketing Officer Helen Jones, Senior Admin Assistant
Unitary Councillors:	Parry
Members of the public:	60

ATM/02 WELCOME FROM THE MAYOR

The Mayor Councillor Lyle welcomed everyone.

ATM/03 PRESENTATION FROM LOCAL CHARITY

The charity's founder gave a presentation on the Ludlow and Area Community Partnership (LACP) based at the Ludlow Youth Centre on Lower Galdeford. The charity was set up to support the development of the Community and Family Hub and its core purpose is to support residents in Ludlow and the surrounding area, particularly those facing social disadvantage.

A hard-working team of volunteers and professionals have transformed the previously under-used Youth Centre building into a thriving community hub, from where the charity works to relieve need and promote wellbeing among individuals affected by age, ill health, disability, financial hardship, or other forms of disadvantage. It delivers a range of services, including wrap-around care and educational activities for schoolchildren, sports programmes for disadvantaged families, digital skills training, and support for migrants and refugees. In addition, the charity promotes health and wellbeing through preventative health screenings, community support groups, and referral to appropriate services. Their vision is to help build a compassionate, inclusive,

and equitable community in which individuals are empowered to support both themselves and each other.

The council and members of the public noted the valuable contribution the charity makes to the community and recognised the importance of continued cooperation and support for its work in addressing local needs and promoting community wellbeing.

ATM/04 PRESENTATION FROM LOCAL SHAPING LIVES PROJECT

The Food Projects Coordinator from Hands Together Ludlow and Marketing and Communications Officer from Ludlow Town Council gave a presentation on the current initiative under the Shaping Places for Healthier Lives project, delivered in partnership with Shropshire Council and Ludlow Town Council.

It was emphasised that Ludlow is marked by stark socio-economic contrasts, with both affluent and highly deprived areas. In response, the charity operates several community initiatives, including a community fridge that redistributed nearly 16,000 kg of surplus food in the past year - equivalent to approximately 37,000 meals - which would otherwise have gone to landfill.

The Shaping Places for Healthier Lives project aims to address food poverty and health inequality by supporting residents in adopting healthier eating habits. A key objective is to demystify home cooking and reduce reliance on ultra-processed foods, which are inexpensive but nutritionally poor. Barriers such as lack of skills, limited equipment, low confidence, and chaotic life circumstances often prevent individuals from preparing fresh meals.

To address these issues, the project is developing a set of 50 accessible recipes across five key categories:

- Meals using ambient food bank items
- Cooking for one
- Cooking with limited resources
- Meals for dietary needs (allergies, intolerances, diabetes)
- Basic, wholesome dishes requiring minimal equipment

These recipes are being designed with input from local chefs and nutritionists and will be distributed via printed recipe cards, a recipe book, and digital formats, including video tutorials. Workshops are also being held across the community, with strong uptake and positive feedback. Participants have expressed increased confidence and enjoyment in cooking, and some are progressing towards food hygiene certification - particularly younger attendees interested in food-related careers.

The project demonstrates strong reach across Ludlow, with widespread community engagement and a clear focus on empowering residents through food education, skill development, and access to nutritious meals.

Council members and members of the public acknowledged the positive impact of this initiative and commended the collaborative efforts to address health and food inequalities in the area.

ATM/05 COMMUNITY UPDATES AND TOWN COUNCIL PROJECTS & SERVICES

A presentation including updates, projects, and local services.

THE TOWN COUNCIL'S VISION

Ludlow is a successful and vibrant town where people want to live, work, and visit.

COMMUNITY CELEBRATION

D-Day Celebrations on 6th June 2024.

PROJECTS 2024/25

- Henley Helpers community volunteer programme.
- Ludlow Museum at the Buttercross Accreditation Award.
- Ludlow Bathing Water Designation and pontoon ladder.
- Ludlow Orientation Boards.
- Ludlow Future Partnership.
- Ludlow Market canopies and electrical works.

LOCAL SERVICES PROVIDED:

• **LUDLOW MARKET**

Trades every Monday, Wednesday, Friday & Saturday and most Thursdays and Sundays.

Street Trading creates a vibrant street scene on Events Square, High Street, Tower Street & Bull Ring.

• **LUDLOW MUSEUM AT THE BUTTERCROSS**

Open Fridays, Saturdays, Sundays and Bank Holidays.

Ludlow's history through the ages, family friendly activities, and changing locally focused exhibitions.

• **FAMILY FRIENDLY PLAY AREAS**

At the Linney Riverside Park, Wheeler Road Skate Park and Housman Play Area.

• **GREEN OPEN SPACES**

At Castle Gardens, St Johns Gardens, and Sidney Road Town Green.

• **CLIMATE ACTION PLAN**

Key Actions:

- Improving energy efficiency.
- Supporting sustainable transport.

- Biodiversity and green space protection.
 - Reducing waste.
 - Community engagement.
 - Carbon-conscious procurement.
- **LUDLOW MAY FAIR**
Rides open from 1st to 5th May 2025.
Dodgems Service on Sunday 4th May.
 - **CHRISTMAS LIGHTS**
Following the public consultation and funding support the first new lights were installed in 2024.
 - **GRANT FUNDING**
In 2024/25, Ludlow Town Council awarded:
£1,050 Ludlow Concert Band
£1,500 Shropshire Youth Association
£500 Ludlow Piano Festival
£4,000 Ludlow in Bloom
£2,000 South Shropshire Youth Forum
£750 Ludlow Town Colts Football Club
£3,050 Project Support Grants

Project Support Grant Applications are accepted all year.
 - **FINANCIAL YEAR END 2024/25**

Reserves and balances held Year End 2024/2025 40%
£1,468,236.00

Income including Precept 33%
£1,216,516.00

Expenditure including Staff costs 27%
£986,142.00
 - Annual Report 2024/2025 released.

ATM/06 QUESTION & ANSWER SESSION

WRITTEN QUESTIONS FROM RESIDENTS

Question 1:

Please can you break down the £636,915 staff salaries and wages (budget line item 4000)? I do not expect the council to provide salary details of employees, however, a breakdown as follows would help to explain the significant cost to local tax-payers.

- 1) Total number of employed staff salaries included in the £636,915?
- 2) Breakdown of roles and number of employees in each role, for example (clerical, maintenance, management etc.)

Name and address supplied.

Answer:

Subject: Response to Request for Breakdown of Staff Salaries and Wages (£636,915)

Thank you for your enquiry regarding the 2025 / 26 staff salaries and wages figure of **£636,915** included in the Council's budget.

While we are unable to provide personal or individual salary details, we are pleased to share a general breakdown to help illustrate how this total has been allocated across our staffing structure.

1) Total Number of Staff Employed

The Town Council currently employs **19 staff members**, both full-time and part-time, equating to a total of **15 full-time equivalent (FTE)** positions.

2) Breakdown of Roles and Number of Employees

As a small organisation delivering a broad range of local services, our staff are involved in multiple areas of work. The table below outlines the general categories and associated FTE:

Role Category	Number of Staff (FTE)
HR, Project, Financial, and Health & Safety Management	2.00
Administration / Customer Services / Events / Communications / Project Support	5.75
Grounds / Maintenance / Cleaning / Events / Markets / Christmas Lights/ Out of Hours	7.25

Breakdown of Total Salary Cost by Role Type

The table below shows how the overall salary cost is distributed by role category. Please note, these figures are approximate, rounded for clarity, and inclusive of employer contributions such as pensions and National Insurance where applicable.

Role Category	Total Cost (£)
HR, Project, Financial, and Health & Safety Management	£115,000.00
Administration / Customer Services / Events / Communications / Project Support	£195,560.00
Grounds / Maintenance / Cleaning / Events / Markets /	£326,355.00

Role Category**Total Cost
(£)**

Christmas Lights / Out of Hours

We hope this overview provides a helpful understanding of how staffing costs are structured within the Council. Should you have any further questions or require additional information, please do not hesitate to contact us.

Question 2:

Q.2a) Please explain the £45,000 allocated to Professional fees/legal (budget line item 4055)? Why has this gone up by 450% this year? Does the council anticipate significant professional and legal services to be required this year and if so, why?

Name and address supplied.

Answer:

Thank you for your query regarding the £45,000 allocated to *Professional Fees/Legal* in the Council's budget.

This budget line has been increased to account for a number of ongoing and potential matters requiring professional advice and support. The key areas currently anticipated are:

1. Due Diligence – Play Areas Transfer
The Council is currently considering the potential transfer of 11 play areas from Shropshire Council. As part of this process, we are undertaking detailed due diligence, which includes legal and professional advice to ensure any transfer is managed appropriately and in the community's best interest.
2. Conservation Surveys – Grade I Listed Buildings
The Council has agreed to commission conservation surveys for its two Grade I listed buildings. These are necessary to support responsible long-term management and maintenance of these important heritage assets and will require input from conservation professionals and specialist surveyors.
3. Potential Legal Action
We have received correspondence from the Parochial Church Council (PCC) indicating that it may consider taking legal action. While no formal proceedings have been initiated at this time, it is prudent to allocate funds in case legal advice or representation becomes necessary.

We hope this explanation clarifies the rationale behind the budget allocation. Please don't hesitate to get in touch if you need any further details.

Q.2b) If these additional Professional fees/legal fees are related to the town wall, please explain why this budget item is required considering that the council has stated the walls are not the responsibility of the council?

Answer:

Thank you for your follow-up question regarding whether the additional allocation for *Professional Fees/Legal* relates to the town wall, and why such a budget would be necessary given the Council's stated position that it does not hold responsibility for the structure.

To clarify, while the Council maintains that it is not responsible for the town wall, it is important that it is prepared to defend its position should this be formally challenged. Allocating funds for professional and legal advice ensures that the Council can respond appropriately to any legal action or disputes that may arise.

This budget provision is therefore a matter of prudent financial planning—not an indication of a change in the Council's stance, but a recognition of the need to be properly advised and represented if required.

We trust this explanation provides reassurance about the rationale behind this budget item. Please feel free to contact us if you require any further clarification.

Question 3 - Code of Conduct:

The content of some recent media reports and some social media comments carries the risk of damaging the reputation of our town. People disagree sometimes. That is fine, and inevitable – but the way we disagree is important.

Will all Councillors, 'new' and 'old' alike, ensure that they abide rigorously by the Local Government Association Councillor Code of Conduct?

The Code includes requirements to treat other councillors and members of the public with respect; to treat the Town Council's employees (and volunteers, and staff of partner organisations) with respect and respect for the role they play; respect being defined here as 'politeness and courtesy in behaviour, speech, and in the written word'.

Councillors are of course required by the Code of Conduct to refrain from bullying and harassment and to promote equalities.

In return, Councillors have a right to expect respectful behaviour from the public. The Code explains, 'If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police.'

Our Council will need at times to take contentious decisions. It needs to be able to do that without personal attacks, anonymous letters, and bullying.

May I also, briefly, draw Councillors' attention to the parts of the Code relating to the registration and declaration of interests? There is careful guidance within the Code on the registration and declaration of interests,

extending beyond pecuniary interests. The Code points out the circumstances where a conflict of interests may arise, and therefore 'where you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation'. Members of the public have the right to assume Councillors will seek to actively avoid possible conflicts of interest. Integrity in public life still matters.

A commitment from every Councillor to take on board the Code of Conduct and the principles within it would be very welcome.

Name and address supplied.

Answer:

Thank you for your thoughtful and timely reminder regarding the importance of upholding the Local Government Association's Councillor Code of Conduct.

Whilst differences of opinion are a natural and necessary part of democratic life, how councillors conduct themselves — both in public and in private—has a significant impact on the reputation of our Council and the wider community we serve.

Councillors have a responsibility to model respectful, courteous, and constructive dialogue, especially during periods of disagreement or when dealing with complex or contentious matters.

Thank you for highlighting the council's obligations to treat Councillors, Council staff, volunteers, and members of the public with respect, and to refrain from any behaviour that could be seen as bullying or harassment. It is equally important that councillors feel supported in taking appropriate steps should they be subject to any form of abuse or intimidation, whether online or in person.

With regard to the declaration and registration of interests, I appreciate the emphasis placed on transparency and integrity in public office. The guidance provided within the Code is essential in helping us all to maintain public trust and ensure decision-making is free from any perceived or actual conflicts of interest.

Please be assured that in accepting their role, each councillor has made a personal commitment to abide by the Code of Conduct and to uphold the highest standards of integrity, respect, and accountability in their role.

Question 4:

Q.4a) Could you explain why the allocation for the community projects grants was removed from the 2025/26 budget? (previously £10,000)

Answer:

Thank you for your enquiry regarding the allocation for Community Project Grants in the 2025/26 budget.

We would like to clarify that the £10,000 budget for Project Support Grants has not been removed. We apologise for any confusion caused by incorrect information on the Council's website.

The Council has, however, made a minor amendment to the grant criteria. Specifically, organisations in receipt of a core grant may now apply for up to two Project Support Grants in addition to their core funding within the same financial year. This change is intended to ensure fair and transparent access to funding while continuing to support a wide range of community initiatives.

We appreciate your interest in the Council's budget and community funding, and we are happy to provide further details if needed.

Q.4b) What is justification for the contingency provision in the 2025/6 budget of £181,252.00 given the very large cash reserve already held of over a million pounds?

Answer:

Justification for £181,252.00 Contingency Provision

Summary:

The contingency provision of £181,252.00 is a prudent financial safeguard to deal with unpredictable in-year costs, without eroding strategic reserves held for other commitments or emergencies. It ensures the council can respond effectively to risks, while still upholding statutory duties and financial sustainability.

Further information:

Local Government Financial Prudence (Guidance and Best Practice)

The Local Government Finance Act 1992 requires councils to set a balanced budget with "adequate provision" for future liabilities.

Sector guidance encourages the inclusion of a realistic contingency provision based on risk assessment.

Local Government Volatility (2025/26 Risks)

In light of economic uncertainty, councils are budgeting for volatility in the position of the unitary council and supporting local services at short notice.

Risk-Based Budgeting

A contingency fund reflects a risk-based approach: the council anticipates possible issues but avoids overcommitting core service budgets.

This prevents service cuts or hasty reserve use when challenges arise.

Reserves include:

- Earmarked reserves (set aside for specific projects or legal obligations)
- General reserves (held for financial stability, recommended at 3–12 months of net revenue)

Q.4c) What is the reason behind the £45,000.00 budget provision for legal fees in the coming year as this is a significant increase from previous years?

Name and address supplied.

Answer:

Thank you for your query regarding the £45,000 allocated to Professional Fees/Legal in the Council's budget.

This budget line has been increased to account for a number of ongoing and potential matters requiring professional advice and support. The key areas currently anticipated are:

1. Due Diligence – Play Areas Transfer

The Council is currently considering the potential transfer of 11 play areas from Shropshire Council. As part of this process, we are undertaking detailed due diligence, which includes legal and professional advice to ensure any transfer is managed appropriately and in the community's best interest.

2. Conservation Surveys – Grade I Listed Buildings

The Council has agreed to commission conservation surveys for its two Grade I listed buildings. These are necessary to support responsible long-term management and maintenance of these important heritage assets and will require input from conservation professionals and specialist surveyors.

3. Potential Legal Action

We have received correspondence from the Parochial Church Council (PCC) indicating that it is considering taking legal action against the Council. While no formal proceedings have been initiated at this time, it is prudent to allocate funds in case legal advice or representation becomes necessary.

We hope this explanation clarifies the rationale behind the budget allocation. Please don't hesitate to get in touch if you need any further details.

Q.4d) Why are the minutes for the Council meetings published without the attachments that they reference? This makes them largely useless from the point of the resident. Can the council agree that they will publish these documents going forward?

Answer:

Thank you for your enquiry regarding access to council meeting documents.

We can confirm that the approved minutes of council meetings are published on the council's website for public access. In addition, the headline agenda is also made available online in advance of meetings, in line with statutory requirements.

For each meeting, the full open agenda pack, including supporting reports, has been provided to the press, in recognition of their important role in keeping the public informed.

Going forward, and as part of our ongoing commitment to transparency and accessibility, the council will endeavour to publish the full open agenda pack—including all non-confidential supporting documents—on the website alongside the agenda wherever possible.

We appreciate residents' interest in council business and will continue to improve the availability of information to ensure public engagement is well supported.

Question 5:

Q.5a) Please advise LTC justification for raising the precept when there is a large cash surplus. LTC has run at a surplus for the last 13 years and as at year end 2023/4 had £1.22M in cash reserve. Accounts are not yet available for 2024/5 but on current trends it would be expected to be increased to over £1.4M. What is the justification for this?

Name and address supplied.

Answer:

Town councils in England are advised to maintain prudent levels of reserves to ensure financial stability, manage unforeseen events, and support responsible budgeting. However, there is no fixed legal minimum or maximum. Instead, guidance comes from sector bodies like JPAG (Joint Panel on Accountability and Governance) and NALC (National Association of Local Councils).

Recommended Reserve Levels for Town and Parish Councils:

General (Unallocated) Reserves

JPAG Guidance (Practitioners' Guide):

"The generally accepted minimum level of a smaller authority's general reserve is between 3 and 12 months of net revenue expenditure."

Ludlow Town Council holds £401,000 in general reserves.

Earmarked Reserves

These are reserves set aside for specific purposes, such as:

Planned capital projects (e.g., building renovations, playground upgrades), election costs, emergency repairs, or legal contingencies.

There's no upper limit for earmarked reserves, but they must be clearly justified and documented, especially during the annual audit.

The council holds, £1,064,571.00 in earmarked reserves for

- Capital Land Reserve Henley Orchard,
- Public Toilets,
- Community Infrastructure Levy (CIL),
- Neighbourhood Fund, Play Areas Fund,
- CCTV,
- Skatepark,
- Wheeler Play Area Resurface,
- Mkt website,
- Guildhall,
- Buttercross,
- Market,
- Cemetery Paths,
- Cemetery Refurbishment,
- Tree Survey & Works,
- Linney Riverside Park,
- EV Charging Compound Fund,
- Allotments,
- Streetlighting,
- Signage,
- Street Furniture,
- Christmas Lights,
- DLF Equip Replacement Fund,
- Neighbourhood Plan,

- Babies Memorial,
- Civic Regalia,
- Mayfair,
- Contingencies,
- Town Centre Planters,
- Grant Match Funding,
- Large Project Fund,
- and Legal & Reg Compliance.

Further considerations:

Shropshire Council has been under financial pressure, like many upper-tier councils, due to rising social care costs, inflation, and constraints on funding from central government.

In late 2023 and into 2024, several councils across England (e.g., Birmingham, Woking, Croydon) issued Section 114 notices, essentially declaring effective bankruptcy.

Shropshire Council had not issued a Section 114 notice, but it had acknowledged significant financial strain, with budget gaps projected in the tens of millions for coming years.

Based on the trends and public reporting:

The risk of insolvency is not negligible, especially if costs continue to outstrip revenue and if additional government support is not forthcoming.

However, Shropshire Council has been actively seeking to avoid insolvency by implementing cost-cutting measures, considering asset disposals, and lobbying for fairer funding settlements.

While insolvency is not imminent, the risk is elevated and should be taken seriously by town and parish councils, especially as future budget rounds may include further cuts to non-statutory services.

Impact on Market Towns:

If Shropshire Council were to declare insolvency or take drastic financial measures, the following impacts on market towns like Ludlow could be expected:

Reduced Services

- Non-statutory services such as libraries, leisure facilities, local transport subsidies, and environmental maintenance would be at highest risk.
- Ludlow could face service reductions or be asked to take on responsibility for certain services (e.g., parks, play areas) currently managed by Shropshire Council.

Q.5b) LTC Financial Policy FRP/19/v.2 states that reserves can be classified in two ways.

- a) General reserve or;
- b) Earmarked reserve,

Please provide a breakdown of how the 2023/24 £1.2M cash reserve was classified.

If general reserve was over 100% of precept, what was the explanation given to the internal auditor?

If part of the reserve was classified as 'earmarked', please provide an explanation as to what it is earmarked for and how much is allocated.

If the reason for earmarked reserve related to future potential liability for the wall collapse, please advise what the mechanism for returning the money to the town resources to benefit the people of Ludlow, since no liability is now accepted.

Answer:

In 2023/24:

- a) General reserve - £610,694.00
- b) Earmarked reserve - £607,168.00

The precept was £773,395.00.

Earmarked reserves are for specific projects, building and facilities maintenance for Grade I listed buildings, facilities and other public buildings that is beyond the scope of day-to-day maintenance.

Question 6 – Questions on the Town Wall Repair:

Shropshire has a low-wage economy. The cost-of-living crisis continues. Poverty is a real issue for many local residents. Will the Council take this context into account when it considers solutions to the repair of collapsed section of the town wall?

Will the Council consult carefully with residents if the proposed solution may commit us to many years of increased council tax payments for local people?

Background:

The work needs to be progressed, and urgently. Ideally, we need external funding – e.g. lottery or other charitable or public sector funding. If that alternative funding is not possible, then interested parties need to work together to find a way forward. Shropshire Council, Ludlow Town Council and the Church have all been viewed as potentially liable for the repair of the

walls, and all should be involved in a solution. If the finance has to be raised locally, will Ludlow Town Council seek an outcome that takes into account the ability of those interested parties to pay?

Shropshire Council has been close to bankruptcy in recent years, with deep cuts to core services.

Ludlow Town Council is funded for fixing things like broken public toilets, broken benches, and putting the Christmas tree back up when it blows down in a storm. It doesn't have the funds to fix collapsed medieval walls. The total income of Ludlow Town Council this year, 2025/26, will be around £1 million. Recent estimates of the cost of repairing the walls range between three times the annual funding of the Town Council and five times the annual funding of the Town Council.

The Church of England is, by contrast, a wealthy organisation. Its endowment fund is reportedly worth over £10 billion, it holds many other assets, and it receives significant public sector grants. This is not in any way a criticism. It is just an observation.

The bulk of Ludlow Town Council's funding, around 94%, comes from the 'precept' – the money raised through council tax. If our Town Council were to pay £3m or £5m for the repair of the walls, this would require a large loan and the repayment of this loan over time by every single council tax payer in Ludlow.

It has been suggested that National Lottery funding would be dependent on Ludlow Town Council accepting future liability for maintaining the walls. Taking this responsibility on would have required a very small Town Council with very limited funding to make an open-ended spending commitment for the future. That is not consistent with fiscal responsibility.

I am not an expert in medieval walls. Just a local resident and council tax payer. I want to see this resolved, but in a way that is about workable solutions now and in the future.

Name and address supplied.

Answer:

Thank you for your thoughtful and well-considered comments regarding the collapsed section of Ludlow's historic town wall. Your concerns reflect those of many in our community, and we welcome the opportunity to respond with clarity and openness.

Financial Context & Community Concerns

You are absolutely right to highlight the financial pressures that many local residents are facing. Shropshire is indeed a low-wage economy, and the cost-of-living crisis continues to affect households throughout Ludlow. These realities are central to how Ludlow Town Council is approaching the matter of

the town wall. The solution should not place a long-term financial burden on local residents.

Current Position of the Town Council

Whilst the council does not accept liability, the council is fully committed to seeing the wall repaired — both to preserve Ludlow's historic heritage and to protect public safety. In relation to future potential liability for the collapsed wall, the matter of who is responsible is not something which the Council, or any other body, can decide unilaterally. If disputed, it is a matter that can only be decided by legal process, the outcome of which cannot be predicted.

We agree that the ideal route is securing external funding, including from national bodies such as the National Lottery Heritage Fund, Historic England, and potentially charitable foundations.

Working Toward a Solution

We are committed to:

- Progressing discussions with all stakeholders;
- Exploring external funding as a priority;
- Ensuring that any local contribution is fair and proportionate;

We value your input and your respectful tone. Like you, we want to see this resolved — but in a way that is financially responsible and sustainable for the long term.

Thank you again for raising these important points.

Question 7 – Equalities:

Will all Councillors, individually and collectively, read and uphold the Council's Equal Opportunities policy?

In particular I draw the attention to every one of you to content that includes:

...the Council will do everything in its power to ensure that everyone is treated fairly and with respect at all times. Respecting and celebrating diversity is a vital part of the strength of our community.

We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

The Council will strive to ensure that all services provided by, or on behalf of, the Council are made accessible to all individuals and groups equally and without discrimination.

All service users will be treated with respect. Actions, behaviour, and attitudes will consistently demonstrate respect for the dignity and worth of an individual.

The Council will, wherever appropriate, work in partnership with other agencies in the area; including the relevant unitary, county, district, and borough councils, voluntary groups, and community organisations to promote equal opportunities.

The Council will ensure that all contractors directly supplying goods and services or executing works for, or on behalf of, the Council comply with this Council's stated policy on equal opportunities.

The Council will work with others to ensure that our community is a safe place in which to live, work or visit.

I would welcome the agreement and support of every Councillor to the content of this policy.

Name and address supplied.

Answer:

Thank you for your question and for highlighting the importance of the Council's Equal Opportunities Policy.

The Council fully supports the principles set out in the policy and recognises its legal and ethical responsibility to promote equality, diversity, and inclusion in all aspects of its work.

We reaffirm that:

All Councillors are expected to read, understand, and uphold the Equal Opportunities Policy in the course of carrying out their duties.

The Council is committed to treating all individuals fairly, with dignity and respect, and to opposing all forms of unlawful discrimination, whether direct or indirect, as outlined in the Equality Act 2010.

We are equally committed to ensuring that Council services are accessible to all, that contractors and partners comply with equality obligations, and that we work collaboratively to help make our community a safe, inclusive, and welcoming place for all.

We thank you for drawing attention to this vital aspect of the Council's responsibilities and welcome continued engagement from residents on this matter.

Question 8:

Ludlow Town Council has a small and effective workforce, including the staff who manage and run the administration and finance of the Council, the market and street trading, the Henley Road Cemetery, and the Buttercross Museum;

also of course the small Direct Labour Force that maintains amenity areas and play areas, cleans the public toilets, puts up Christmas lights etc.

The importance of services like these tends to be overlooked. They quietly make life easier or brighter for probably every single one of us in Ludlow. You don't notice the importance of day-to-day services like this until they have gone. Any moves to reduce staff numbers or outsource services would carry a high level of risk around service disruption, poorer and more uncertain future services, and increased costs (including redundancy costs).

With a number of new Councillors joining Ludlow Town Council, will this Council please commit to continuing to view its staff as a hugely valuable asset?

Name and address supplied.

Answer:

Thank you for your thoughtful message and for recognising the dedication and value of Ludlow Town Council's staff. Your acknowledgement of the essential services they provide — often quietly and without fanfare — is deeply appreciated.

Recognition of Staff Contribution

We fully agree that our staff are a vital asset to the community. From managing the cemetery, market, and museum, to maintaining public spaces, operating essential amenities like public toilets, and ensuring events like the Christmas lights run smoothly — their work touches nearly every part of day-to-day life in Ludlow. These services are often taken for granted until they are disrupted or lost, and we are proud of the consistently high standards our team maintains.

Council's Commitment

With new councillors joining Ludlow Town Council, there is a fresh opportunity to build on our commitment to good governance, responsible decision-making, and community engagement. We can confirm that:

- The Council recognises its staff as one of its greatest assets, and values their experience, skills, and ongoing commitment to the town.
- Any future considerations involving staffing - whether structural, financial, or operational — will be made carefully, transparently, and with full awareness of the risks to service quality, community well-being, and long-term cost-effectiveness.
- We do not underestimate the challenges and risks associated with reducing staff numbers or outsourcing local services, especially where those services rely on continuity, local knowledge, and community connection.

Moving Forward

We are committed to working with staff, fellow councillors, and the wider community to ensure Ludlow continues to benefit from reliable, high-quality

services that enhance life for all residents. The value of a stable, dedicated, and locally-rooted workforce is central to that goal.

Thank you again for your recognition of the importance of our staff and services. It is through the combined efforts of council, staff, and residents that we can continue to keep Ludlow a well-run, vibrant, and caring town.

Question 9:

Q.9a) Town Clerk Budget Oversight

My understanding is that it is highly unusual for a town clerk to have access to a £50,000 budget without requiring prior approval for expenditures. However, I understand this has been the case since the Covid period and it has yet to be reverted back.

Could the council confirm whether this is accurate, and if so, can a full financial review be conducted to detail how this money has been spent during the time free rein was allowed?

Answer:

Thank you for your question regarding the financial delegation to the Town Clerk and the oversight of Council expenditure.

We would like to clarify that at no point has the Town Clerk been given "free rein" over Council finances. All expenditure by the Clerk has been—and continues to be—governed by the Council's Financial Regulations.

These regulations permit delegated spending only where the expenditure has been agreed by the Council as part of an approved budget, and within defined limits. This ensures the efficient operation of Council activities while maintaining full transparency and control.

The Council is, and has always been, subject to both internal and external audit, which provide independent scrutiny of financial processes and expenditure. These audits play a key role in ensuring accountability and good governance, and any delegated spending is reviewed within this framework.

There has never been a period of unrestricted or unauthorised spending. All spending decisions remained within budgeted limits and were reported to the Council in line with proper practices. The government made provision for online meetings to become legal decision-making mechanisms, and minutes are on the website.

All of the Council's expenditure is documented in its accounts.

Q.9b) Procurement and Use of Local Businesses

At a recent public meeting I attended, the town clerk mentioned being too busy to obtain additional quotes for a planting project that many in attendance felt was significantly overpriced.

Shouldn't it be standard procedure to obtain a minimum of three quotes for such work, including at least one from a local business where possible, to ensure transparency, value for money, and support for the local economy?

Answer:

Thank you for your question and for attending the recent public meeting.

To clarify, a council meeting is a formal business meeting of the council, where decisions are made based on the information available and within the constraints of time, resources, and urgency. In the case of the planting project you mentioned, councillors and the clerk were openly, and transparently discussing a new and time-sensitive project. In such cases, it is entirely reasonable to seek clarity on project scope, timelines, and procurement processes to ensure decisions are informed and accountable.

As for procurement, the council is committed to achieving value for money, transparency, and—where feasible—supporting local businesses. Best practice typically involves obtaining a minimum of three quotes for services, especially where public funds are concerned. However, this can depend on the nature of the project, its urgency, and the availability of suitable contractors. Where time constraints are significant, decisions may be made to progress a project efficiently while remaining within legal and financial regulations.

Engaging in these discussions transparently at a council meeting is part of good governance. However, it's important that these proceedings are respected for what they are: open and accountable decision-making, not an opportunity to undermine or deride those contributing to the discussion in good faith.

The overheard discussion was part of the process for setting mutually agreed parameters for a new project the needed to be successfully executed, and required the clerk and other staff to learn new skills, and take on an extra workload within a very short timescale. In the end, the plants were sourced locally (although due to the nature of the product this is not really in question), quotes were obtained, and the town clerk and member of staff grew their skill sets.

The council welcomes constructive feedback and public engagement and is always working to improve its practices in the interests of the community.

Q9.c) Given the importance of community engagement and transparency, would the council consider live streaming all non-confidential meetings via a platform such as YouTube or Facebook Live, so that residents who cannot attend in person can still stay informed and involved?

I am following up from a resident's group as it has been an incredibly popular idea. It has proved beneficial in other councils (and obviously parliament) and can remove the time taken typing up minutes as you can actually retrieve them from recordings.

Answer:

Thank you for your thoughtful suggestion regarding live streaming non-confidential Ludlow Town Council meetings. We are pleased to see such strong local interest in increasing transparency and accessibility, and we welcome this kind of constructive input from residents and community groups.

Community Engagement & Accessibility

We fully agree that public engagement and openness are essential to good governance. Making council proceedings more accessible — particularly for those who are unable to attend in person due to work, caring responsibilities, mobility issues, or other barriers — is a goal the Council shares.

Live Streaming: Opportunities & Considerations

Live streaming meetings via platforms such as YouTube or Facebook Live has clear potential benefits, including:

- Greater public access and awareness of council decisions;
- Enhanced transparency and trust;
- Reduced reliance on lengthy written minutes for general context;
- Opportunities for more flexible participation in local democracy.

We are aware that many councils, and indeed Parliament, have adopted this approach with success. However, as with any initiative, there are some technical, legal, and cost considerations that would need to be carefully reviewed. These include:

- Ensuring data protection and GDPR compliance, particularly in relation to members of the public who may be present;
- Technical setup and ongoing resourcing;
- Moderation or comment management (if using interactive platforms like Facebook Live);
- Archiving and accessibility standards for recordings.

Next Steps

The Council will consider this proposal as part of ongoing discussions about improving communication and engagement. We will explore:

- The feasibility and cost of introducing live streaming;
- Appropriate pilot schemes or trial setups;
- Best practice examples from other councils;
- Consultation with staff and councillors to ensure legal and practical readiness.

We appreciate you raising this on behalf of a wider residents' group and will ensure the idea is properly discussed in an upcoming committee or full council meeting.

Thank you once again for helping to shape how we communicate and connect with our community.

Question 10: Can you tell us if there is a Ludlow Town Plan please? If a Town Plan has not been developed, what arrangements are in hand to produce one? Additionally, what help does the Town Council require from residents to assist it in the plan development?

Name and address supplied.

Answer:

Thank you for your question.

Ludlow's Town Plan is available on the Town Council's website and is titled the *Community Led Plan*, which may be why it was not immediately easy to locate. You can find it here:

<https://www.ludlow.gov.uk/your-council/council-documents>

To improve accessibility, we will review the way it is described on the website to make it easier for residents to identify and access.

The Council warmly welcomes feedback and ideas from residents regarding the plan, and we encourage you to share any thoughts you may have.

QUESTIONS FROM RESIDENTS AT THE MEETING

There were a number of points raised and statements made relating to the town walls and efficiency audits.

The meeting closed at 9.00 pm.

Item 21.

INCLUSIVE MEETINGS

Government response to the consultation on remote attendance and proxy voting in local authorities

SLCC Update - 6 June 2025

On Thursday 5 June, the government published its response to the consultation on remote meetings and proxy voting, which was carried out at the end of last year.

In the forward from the Minister of State, Jim McMahon OBE, the overarching message from the government is that, 'in the spirit of resetting our relationship with local government, we want to ensure that local authorities can develop their own remote and hybrid attendance policies, with local knowledge, and to respond to local need.'

This is a very positive outcome for the sector, which represents the bulk of the 5,844 responses to the consultation. It reflects the SLCC's position, which formed part of [our submission to the consultation](#), which was made in December.

The government has recognised concerns from our sector about the use of proxy voting. Development of that proposal will be limited to principal councils.

The government is committing 'to collaboratively develop guidance with the sector on both policies, to ensure that local authority schemes are supportive of members and officers.'

Both changes will require legislation to come into effect.

[Click here](#) to read the full response.

Summary of government response

The government acknowledges the importance of in-person meetings for local democracy but also recognises the need for flexibility. The key points from the response include:

1. Support for hybrid and remote options: while in-person meetings remain the default, the government supports enabling councils to allow remote or hybrid attendance to improve accessibility and inclusivity.
2. Proxy voting endorsed: proxy voting is seen as a useful tool for members in principal councils who cannot attend meetings, even remotely, due to exceptional circumstances.
3. Local discretion emphasised: councils will be empowered to develop their own policies on remote attendance and proxy voting, tailored to local needs and contexts.
4. Guidance to be co-developed: the government plans to work with the local government sector to create guidance that supports effective implementation of these policies.
5. Legislative change anticipated: the government is considering legislative changes to enable these reforms, though no specific timeline has been confirmed.

Top five take-aways for town and parish councils

1. Empowerment to set local policies: town and parish councils will have the autonomy to decide how and when to allow remote attendance, reflecting their unique circumstances.
2. Improved accessibility: these changes aim to make council roles more accessible to people with disabilities, caring responsibilities, or work commitments.
3. Support for smaller councils: the government recognises the distinct needs of smaller councils and intends to ensure that guidance and legislation are proportionate and flexible.
4. Encouragement of participation: by reducing barriers to attendance, the reforms are expected to encourage broader participation in local governance.
5. Safeguards for democratic integrity: while enabling flexibility, the government stresses the importance of maintaining transparency, accountability, and public engagement in decision-making.

Installation of amplification equipment in the Guildhall chamber and live streaming of council meetings

Introduction:

To investigate the installation of microphones and speakers to support both in-room audio amplification and future live streaming. These improvements aim to enhance accessibility, ensure clarity during meetings, and allow real-time participation for those watching online.

Timeline:

Additional sockets will need to be installed in the chamber (bearing in mind the restrictions around the building's listed status) – electrician is preparing a quote.

Officers will investigate integrated systems that can serve both in-room sound and live streaming – AV company site visit 27/6/25.

Prepare a final report with recommended audio system(s), live stream setup and associated costs – July council meeting.

Implement a permanent live streaming and audio solution with clear policy guidance.

Item 22.

PROJECTS

Action Plan 2024 / 25 – Updated June 2025

Governance	Aims	Objectives	Actions	Budget	Completion Date(s)
Minutes	Maintain effective communication.	Councillors and public have access to up-to-date information.	Draft minutes released to Councillors within five working days of completion. Approved minutes appear on website within 10 working days of approval.	102/4000	Ongoing as per meeting calendar. https://www.ludlow.gov.uk/your-council/council-and-committee-meetings
Items to Action (ITA)	Maintain adequate monitoring of items to be actioned.	Timely reporting / monitoring for Council and committee.	ITAs are reviewed and progress reported on a quarterly basis.	102/4000	Ongoing for each committee to note item as per meeting calendar. Full review in March, June, September, and December.
Project updates	Maintain adequate reporting and monitoring of the progress of projects	Councillors and public have access to up-to-date information.	To provide quarterly updates on each stage of projects to completion.	102/4000	Reported to Council in March, June, September, and December.
Governance	Area	Aims	Objectives		Actions
Policies	Improve access to policies.	Easy to read and understand policies.	Update policies on website	102/4000	Ongoing
			Change the format of all 80 policies to the agreed policy template.		Ongoing through P&F Committee
Assets	Improve reporting and budget preparation.	To create an asset register that is easy to integrate and update with a robust audit trail; and create an asset register that supports forward budgeting planning.	Creation of an Asset Disposal Policy and procedure		Completed
			Purchase asset software, train staff, and populate with existing data, and manage ongoing updates.	501/ 4800 £1,500.00	Existing asset register spreadsheet in use. Change to software pending.

Action Plan 2024 / 25 – Updated June 2025

Local Services	Aims	Objectives	Actions	Budget	Completion Date(s)
Town Council Services	To provide a high standard of service provision	<p>To maintain adequate financial, asset, and staffing resources to support a high standard of service.</p> <p>Appropriate annual budgeting process, staff roles and staff management enable the town council to provide a range of services.</p>	<ul style="list-style-type: none"> • Open spaces, • Play areas. • Life buoys. • Henley Road Cemetery. • The Guildhall customer services, social media and website. • Public meetings. • Civic events, seasonal events • May Fair. • Allotment provision. • Bus shelters, • Litter bins, • public benches. • Ludlow market, • Street trading • Entertainment Square permits. • Ludlow Museum at the Buttercross. • Christmas lights. • Grants. <p>Please visit: https://www.ludlow.gov.uk/your-council/services-we-provide</p>	Precept	Budget setting commenced in August 2024.
Shropshire Council	To support a high standard of service provision in Ludlow and surrounding area.	To find out what services are at risk and any options on offer from SC.	<p>Update: June 2025</p> <ul style="list-style-type: none"> • SC released a Devolution Statement in March 2025 - provided to LTC FC in April 2025. • SC figures for landlord repair and maintenance costs for Teme Leisure in Ludlow have been provided to LTC. • LTC is in conversation with SC regarding 11 play areas. • Received Shropshire Council's new approach to partnership with town and parish councils. 		Ongoing.

Action Plan 2024 / 25 – Updated June 2025

Projects		Aims	Objectives	Actions	Status	Budget / EMR	Completion Date(s)
1	CCTV	Increase crime deterrents and detection.	Activate 13 Wi-Fi CCTV cameras	Final stage: Sign off on Faculty from Chancellor of Diocese of Hereford to install WiFi transmitters in the church tower.	Faculty granted 12 April 2024.	EMR 326: £10,796.00	Complete
				Final Stages: Installation of the WI-FI transmitters and activate lines of sight to the CCTV cameras.	Agreement between LTC and PCC signed – May 2024.		Complete
					Initial scoping site visit to the tower undertaken by ORP		Complete
					Detailed plan of works being compiled for approval by PCC.		Pending
					Contractor ORP has supplied a plan, and the electrical install details are being negotiated with PCC.		
				Once approval received, ORP will schedule works.			TBC.
2	Churchyard Wall	To ensure the council acts in the interests of the residents of Ludlow	To work with partners under a no liability agreement.	To agree a suitable structure for the no liability partnership group.	At FC on 3 rd February 2025 FC/320 RESOLVED BW/GG (unanimous) That Ludlow Town Council agrees to take a full and active part in joining the partnership on a no liability basis with the stated aim of pursuing external grant funding for repairing and reinforcing the collapsed section of Ludlow Town Wall, bounding the Garden of Rest adjacent to St. Laurence Church Ludlow. MP wrote to LTC to cancel partnership group meetings.		Ongoing
					LTC agreed to assist PCC, TWT and SC with works to supporting structures in March 2025.	Contingencies budget: Projacks Tree Services £420.00 – removal of saplings and vegetation	Date of works 1 April 2025.
					14 th April 2025 FC/358 RESOLVED BW/TG (10:1:0) To approve the assertion that Ludlow Town Council was not responsible for the collapse of the Town Wall adjacent to St Laurence's churchyard. With due consideration to legal advice, Ludlow Town Council accepts no historical, current, or future liability for either the repair, upkeep or maintenance of the churchyard wall.		

Action Plan 2024 / 25 – Updated June 2025

					12 th June 2025: Request received from TWT for further financial assistance. The matter is being put to FC on 23 rd June for consideration.		
3	The Guildhall	Improve the council's meeting facilities	Refurbish and improve the Guildhall Chamber.	Final stage: To install electrical sockets on meeting table; install data points; strengthen Wi-Fi signal in chamber; install adequate hearing loop.	May / June 2025: Electrical testing and remedial works underway - £3,250.00	EMR 345: £101,000.00	Ongoing
		To heat the Guildhall Chamber	To replace the electric heating system	Preliminary Stage: Inspection	Local electrician made initial visit to confirm that current heaters are unusable.		Completed
				Interim stage: Repositioning existing heaters	Existing Infra-red heaters have been repositioned to provide more heat than previously. This has improved the warmth of the room during meetings, but more heating is needed.		Complete.
				Mid stage: Alternative heating being researched. Many of the fixed electric heaters in offices in corridors are old and need replacing, so quotations are being sought for a full replacement of heating at the Guildhall.	No immediate local (Shropshire) solution is available. Town Clerk to undertake initial research of HE guidance and suitable companies. Senior Admin Assistant (commenced work in January 2025). Arrange site visits in March / April and follow up visits in June 2025. Estimated costs: £30-40,000. Report planned for the July FC meeting.		Complete.
				Final Stage: Conservation Officer approval required. Project costings to be approved by Full Council			Ongoing
		Improve the internal and external condition of the rear wall.	Inspection of wall six months after initial works completed.	Mid-stage: Liaise with SC CO to inspect the back wall to assess if it requires re-rendering.	CO officer unable to advise directly and local companies will be approached.		April 2025
				Final Stage: undertake works agreed with SC CO.			September 2025
		Replacement / Repair of kitchen window – (ground floor).	To make safe.	Approval for works given by Services Committee – 27th November 2024.		Contingencies revenue budget.	January 2025
				Preliminary stage: Seek advice of Conservation officer re: repair / replace options.	CO advised that window is not historic and a like for like repair / replacement would not require LBC; and that a joiner should assess if repair is an option.		
				Mid Stage: Create a specification for either repair or replacement (dependant on advice of the joiner) to include a specification for a safe working platform over the neighbouring extension; and approach three local heritage quality companies for quotes.	Initial site inspection by local firm and discussion with neighbour has led to a timeline of Spring 2026 that encompasses other works due to difficult access. Quotations for works to windows and erecting scaffolding are being sought.		

Action Plan 2024 / 25 – Updated June 2025

				Final Stage: To bring the quotations to FC for approval.			December 2025.
4	The Guildhall & Buttercross	Condition Report for the Guildhall and Buttercross	To create a comprehensive plan to improve / maintain the grade I listed buildings	Approval of the Buildings, Equipment, & Facilities Inspection and Maintenance Policy in July 2024.	Report to FC in June 2025 for approval of seeking quotes for the condition reports.		
5	Henley Road Cemetery	Create sustainable provision for burials and cremated remains in Ludlow.	Bring the final section of the cemetery into active use.	Preliminary Stage: To undertake a ground water survey.	Contract awarded. Works undertaken 11 th & 12 th March 2024 Groundwater Risk Assessment Report received April 2024 – reported to FC in June 2024.	EMR 331: Cemetery £48,167.00	Completed
				Mid stage: Groundwater Risk Assessment informed design of layout plan	To assess the risk assessment, identify the community needs, and seek quotes for appropriate layout plans. Planning to bring to FC in July 2025	Quotations are being sought.	
				Final stage: ground works undertaken.			To be confirmed
6	Market Parking	To reduce unauthorised parking on the Market Square.	To ensure that market traders are not prevented from trading by unauthorised parking.	Mid stage: To work with Shropshire Council to create a parking order for the market square.	September 2024: Shropshire Council Cabinet has made a commitment to undertake the TRO consultation, but no timescale agreed. SC unitary Cllrs to chase. Ludlow Future Partnership has also agreed to chase with highways colleagues. Due to be continued after the election. Portfolio Holder: Cllr David Vasmer, Highways& Environment Assistant Director - Infrastructure: Andy Wilde June 2025: Agenda item to FC with motion ‘that as a matter of urgency Shropshire Council undertakes a public consultation for Traffic Regulation Order under the Road Traffic Regulation Act 1984’	No budget	Ongoing
				Final stage: SC to implement scheme.			TBC
7	Ludlow Market	Maintain safety of the stalls	Safe, clean, bright, and attractive market.	Initial Stage: Seek quotes for repair / maintenance of the market stalls including ground anchors by a metal fabricator.			
8	Ludlow Winter Festival	To create a sustainable annual festival in November	To consolidate the existing activities and events in the last weekend of November to launch Ludlow’s Christmas campaign.	To contribute to and facilitate meetings with partner organisations to brand the activities as Ludlow Winter festival and agree a programme of sustainable expansion of the festival over a three-to-five-year period.	LWF meetings have taken place in Jan, Feb & March 2025. Social media call out for extra events took place prior to the March meeting.	Revenue budget for Christmas Lights and Event: (111 / 4158) in 2025 is £20,000.00	2022 – 2026 ongoing

Action Plan 2024 / 25 – Updated June 2025

					Parking and litter provision need to be considered in 2025.		
9	Castle Gardens	To improve the safety and attractiveness of the gardens outside Ludlow castle.	To replace the posts and chains as necessary and repair damaged sections of the low retaining wall.	Preliminary Stage: Create a specification and tender for the work.	Services Committee received report in November 2024 and decided to consult with the Civic Society.	No allocated budget – no project costings established to date.	Unspecified.
10	Bus Shelter	To improve the provision of bus shelters in Ludlow.	To install one new bus shelter a year.	Preliminary Stage: To consult on bus stop location	Representational Committee selected alternative site for a new shelter at Tollgate Road bus stop.	Revenue budget – 101/ 4072 £5,200.00	Install date – 25 th April 2025.
				Mid-stage: To agree siting with SC.	SC have approved the site and shelter has been ordered.	Purchase and install costs: £4725.00	
				Final Stage: Installation by the contractor.			May 2025
11	Bus Shelter	To improve the provision of bus shelters in Ludlow.	To refurbish an existing shelter in the 2025 / 26 financial year.	To refurbish the Mill Street bus shelter in the next financial year.		2025 / 26. budget agreed - £16,000	March 2026
					Quotation for Mill Street approved by Rep in March 2025. Colour to be agreed with CO.	Agreed expenditure £3,661.92.00	June 2025
					Henley Road shelter will be refurbished by a company for material costs only.	Paint and material costs only.	March 2026
12	Orientation Boards	To improve visitor experience.	To install 5 x orientation on boards at:	Mid-stage: To apply for advertising consent from SC for locations at: <ul style="list-style-type: none"> Castle Street car park, Outside LAR (to the side by bus shelter) Smithfield Car Park Galdeford car park. 	All ADV consent applications were approved in October 2024.	SC Grant Funding Revenue Budget 111 / 4109 £1,096.00	October 2024
				Final Stage: To arrange install at sites.	Installation delayed by October – December seasonal workload.	Revenue contingencies fund.	Completed 28 March 2025
				Remedial works:	The Galdeford, and Castle Street signs were damaged during the installation by an external contractor and remedial actions are being sought.	Further details to follow.	
13	Wheeler Road Recreation Area	To improve sense of youth engagement / ownership of facility.	To improve the facilities.	Preliminary Stage: Install new teen shelter and remove old ones / repaint the MUGA panels / improve surface of play area and repair safety gates.		EMR 334 Wheeler PlayArea Resurface £13,876.00	February & March 2023
				Mid-stage: graffiti artist to repaint the skate park / install full size goal posts	Progress delayed by onsite vandalism and council has decided that the CCTV cameras need to be active before they will proceed with this project.	EMR 325 Play Areas Fund £17,713.00	
							Pending

Action Plan 2024 / 25 – Updated June 2025

				Final Stage: install a MUGA play surface / increase height of surrounding MUGA fences / install additional seating.	Progress delayed by onsite vandalism and council has decided that the CCTV cameras need to be active before they will proceed with this project.		Pending
14	VJ Day	To improve community cohesion	To create a free to attend community event.	On 11 th June 2025, Services Committee approved working collaboratively with Ludlow Castle and Ludlow Chamber of Trade to put on a V J celebration event in the Castle on 15 th August 2025. Initial partners planning meeting on 16 th June. Communication of timetable to marketing officer.		A contribution of up to £2,200.00 towards the event infrastructure such as first aid provision, and mobile toilets from Ludlow Town Council, to be funded from the contingencies budget 501/4800.	
14	VE Day 2025	To improve community cohesion	To create a free to attend community event.	Partnership working meeting between PCC, LTC and Ludlow RBL took place on 9 th April.	Draft Order of Service agreed. Road Closure in place. PA to be booked.	To be funded from contingencies.	Completed 8 th May 2025/.
15	Henley Helper Volunteer days	To improve community cohesion. To improve biodiversity.	To improve community cohesion through volunteer work and improve biodiversity of Henley Road Cemetery site through volunteer projects.	Event Plan to be devised.	Risk assessment and site management plan to be created.	Revenue contingencies fund.	Completed July 2024
				Inaugural Event	Volunteers attended event and learned about the ecology of the area and began creating a bug hotel.		Completed 5 th August 2024
				Second Event	Volunteers to be invited to attend a session on 24 th September 2024.		24 th September 2024
	Henley Helper Volunteer days	To improve community cohesion. To improve biodiversity	To improve community cohesion through volunteer work and improve biodiversity of Henley Road Cemetery site through volunteer projects.	First Monthly Event of 2025 on 1 st April 2025	Social media call out for volunteers. SurveyMonkey sign up process created. Risk assessment and site management plan to be reviewed prior to first event.		Ongoing from April to October 2025.
16	Ludlow Market Street lights	To provide a high standard of service provision	To maintain electricity supply to the market traders and for the Christmas lights.	Contractor began works on site on Tuesday 11 June.	The contractor is only able to work onsite one day a week because markets take place every day except Tuesday, and no work was possible in August because of the Tuesday Makers Markets. Work has progressed well. Update to Services to be made in 2025.	EMR 340 street lighting £4,970.00 301/4222 (2023 / 24 budget cfwd) £5,781.00	Commenced November 2025 and ongoing.

Action Plan 2024 / 25 – Updated June 2025

						301/4222 (2024 / 25 budget) £2,000.00	
						501/4800 (2024 / 25 budget) £804.00	
						Total £13,555.00	
17	Bathing Water Status	To comply with Bathing Water Status requirements of Environment Agency (EA) and Defra.	To develop a good working relationship with the EA.	To create and install the required signage (funded by Defra).	Signage has been ordered – awaiting delivery.	Grant Funded 110 / 1123 £431.00	Installed in October 2024.
				To hold monthly meetings with the EA team.	First meeting took place in August and subsequent monthly meetings timetabled for Town Clerk and Deputy Town Clerk. December 2024 - Ludlow received a poor water status classification – this was expected, and the EA will develop a plan to identify key sources of pollution and improve the water quality over time.		Ongoing
					February 2025 –New Project to Monitor Water Quality at Ludlow Bathing Spot was launched in February 2025. The Environment Agency, with funding from the River Severn Partnership Advanced Wireless Innovation Region, has installed high-tech sensors to track bacteria levels, including E.coli, every day. Initial funding period ends in March 2025. Equipment remains in situ. Further intensive bacteria testing due in August 2025 Bathing Season commenced on 15 th May 2025. Signage updated to reflect current poor status. Shropshire Wild Bathing App launched in May 2025.		Ongoing catch meeting with EA.
18	Ludlow Future Partnership	To bring SC, LTC, and local orgs together in support of achieving common aims to improve Ludlow.	To improve decide on short, mid and long terms projects to improve Ludlow.	To meet quarterly to progress short, mid and long terms projects for Ludlow.	Priorities workshop to take place in October 2024	Contingencies Revenue.	Ongoing
					Inaugural meeting of Ludlow Future Partnership took place in November 2024. A series of quarterly meeting are now due to take place in 2024 / 25 and beyond. Group suspended until after 1 May 2025 Elections.		Suspended

Action Plan 2024 / 25 – Updated June 2025

19	Shaping Lives Grant Funding	To support local organisations is the delivery of initiatives to help reduce the impact of food poverty in the local community.	To successfully bid with other local organisations for a grant of £15,000.	Successful submission of bid	Submission reviewed by Shropshire Council panel in September 2024 and a grant of £15,000 awarded to Ludlow Town Council.	Grant Funded £15,000.00	Complete
				Signing of grant agreement and raising of invoice for the grant	Agreement received from SC and signed. Invoice submitted.		Complete
				Inaugural project meeting with LTC and Hands Together Ludlow.	Took place on 21 October 2024		Complete
				Five Phase Project Plan drafted by HTL	Initial plan phases agreed. Detailed planning for each phase is the next step.		Completion Date September 2025
				First Phase	Recipe Videos for Food Parcels have been created. Recipe card template design has been created. Workshops have taken place. Food Hygiene Courses supplied to participants.	New Communications & Marketing Officer started work on 8 th April 2025.	Completion Date September 2025
				Phase 2	'Meals Made Easy': a mission to demystify cooking. 12th June workshop promoting confidence in cooking while creating a '1-pot' mince-based dish that the attendee can choose whether to finish as Spaghetti Bolognese, Cottage pie or Chilli-con-carne. The USP of this is that the entire dish is cooked in 1-pot (yes - Spaghetti and Bolognese in one pot!). Following the workshop the attendees will leave with a meal for 4 in containers provided (and hopefully the confidence to try it again at home). Videos and Recipe cards are being created.		Completion Date September 2025
				Phase 3	Meals geared towards type 2 diabetes/ who cook for others with type 2 diabetes. The workshops are Monday 23rd June 9:30am - 10:30am, Thursday 3rd July 2pm - 3pm and 3:30pm - 4:30pm. The link to book is: https://www.surveymonkey.com/r/takehometea Videos and Recipe cards are being created.	Expenditure to date on project management, room hire, food for workshops, online courses: £3,648.00	Completion Date September 2025
20	Ludlow Market Website	To support the continued success of Ludlow market, and the local economy of Ludlow.	To refresh the market website to support traders and help the public enjoy and engage with the market.	Final stage: to add trader content and market dates with basket system to enable traders to sign up and pay for specialist markets.	E-commerce set up. Trader details partially entered. Market days to be set up in calendar format.	New Communications & Marketing Officer started work on 8 th April 2025.	Proposed launch date is end of June 2025. is end of May 2025.
21	EV Charging points at Henley Road Depot	To support the council's electric vans with dedicated charging facilities	To lower charging costs and enhance charging convenience.	Agreed location of charging points in Henley Road cemetery.	Not started.		TBC

Action Plan 2024 / 25 – Updated June 2025

				Project plan needs to encompass safety, protecting dignity of site and facilitating multiple uses.			
22	Upstairs at Guildhall	To bring the Guildhall into full use.	To make full use of the council's assets.	It was agreed that this project would be added to the Project Action List. Further development of the project details is required.	Not started.		TBC

Item 23.

COMMITTEE MEMBERSHIP

Item 24.

REPRESENTATIVES ON OUTSIDE BODIES

REPRESENTATIVES ON OUTSIDE BODIES 2025-26

Organisation	Contact	Nominations 2025/26
Parish Paths Partnership	Michael Holland	
Fairtrade Steering Group	Liz Taylor / Penelope Bridstrup	
Friends of Ludlow Museum	Ian Maxwell-Muller	

Item 25.

LUDLOW SUSTAINABLE TRANSPORT GROUP
BUS SURVEY REPORT

Ludlow Bus Users' Survey

May-June, 2025

Introduction

Following anecdotal reports concerning the Town's bus services, Ludlow 21's Sustainable Transport Group (STG) organised a user survey to further determine users' experiences since the revised 701, 702 and 703 services were introduced. STG encourages sustainable travel and wants to assess how the new timetable is working out in the town.

The survey was carried out at the Ludlow Assembly Rooms (LAR) on Friday 30 May and Monday 2 June from 10:00 until 16:30. The venue was chosen because it is the departure point for the three services. LAR graciously offered the lobby space to STG as a community goodwill gesture which we appreciate.

Bus users and potential users of the three services were invited to offer their experiences. Representatives of Shropshire County Council, Ludlow Town Council and Minsterley Motors, the services operator, were informed of the event. Posters around the town, leaflets and news items in the local press publicised it.

Scope of the survey

The survey concentrated on the 701, 702 and 703 services which were the town buses affected by the revised schedule. (PDF files of the timetables are included with this report).

Several users suggested that the scope of the survey was too limited. For example, a user from SY8 1EE expressed difficulty in finding buses to Hereford.

Members of STG agree and recommend a further survey will be necessary that would include all services operating from the town, not just within it.

Methods

Bus users were asked to describe their experiences of the Ludlow town buses, 701, 702 and 703, including the school buses that share these services, by telling STG representatives as much or as little as they chose in response to the question: **How is the new bus schedule working for you?**

Bus users were interviewed as they arrived by members of Ludlow Sustainable Transport and, in some cases in the presence of Town Councillors Tapley, Harris and Parry. Councillor Lyle, the Mayor of Ludlow also called in to support the survey. Participants were asked whether they wished to provide their name and contact details or to remain anonymous.

They were first asked to describe their bus use as: *seldom, occasional, frequent, often, regular or daily*. Then, *whether having a bus service impacts your quality of life*, and whether a bus service was necessary for one or more of three essential factors:

- Access to services and medical appointments
- Obtaining practicalities of life such as groceries
- Enhancing social life

To help users assess whether the schedule is working, participants were shown a display containing several questions which could be used to frame their answers:

Timetable: Does the present timetable meet your needs?

Reliability: Do you feel confident the bus will run as scheduled?

Punctuality: Is the bus usually on time?

Bus shelters: Are they available at your stops and suitable for your needs?

Route: Is the route suitable for your needs?

Frequency: Does the bus run often enough?

Ludlow's Town Bus users

A large proportion of the passengers on Ludlow's town buses are older, have mobility restrictions and often have shopping bags and trolleys. Parents with young children in buggies are fewer in number but still represent a significant proportion of the ridership. Most mainly wish to access the town centre from areas outside it for access to services such as health centres, shopping, library and social reasons. A demand exists for access to and from some areas such as the Leisure Centre which are not presently met.

34 users responded in person over the two days, with attendance details being recorded by the interviewers. Of these, 27 submitted handwritten comments. Three users preferred to submit their final responses by e mail.

Usage effects

In terms of the three essential factors: *Access to services and medical appointments: obtaining practicalities of life* such as groceries and *enhancing social life*, 85% of respondents were frequent or regular town bus users. 65% of all users considered that they are affected by all three essential factors, 12% by two factors and 14% by one factor. 12% felt they were unaffected because they had reverted to using their car or walking, instead of using the bus since the timetable had changed. The biggest impact was having restricted access to attending medical services and such like (76%) followed by social aspects (62%) and grocery shopping (59%).

701 Ludlow North service (Monday to Saturday)

Departure point for this service is normally named as the Assembly Rooms but is in fact Mill Street The 701 Ludlow North service has been reduced from every 30 minutes to every hour or more. 'To keep to the previous timetable, it is claimed that more than a third of buses had to run late. The service had sometimes to be combined with the 722 because of driver shortages' (Boddington).

Departure point for this service is named as the Tourist Information Centre (TIC). However, its first trip departs from Rocks Green at 07:30 for the TIC which it leaves at 08:00. It afterwards departs hourly up to 11:00. At midday it becomes the 703 service

and 13:00, resuming as the 701 at 14:00 until its last departure from there at 17:15.
(*Minsterley Motors Timetable downloaded May 2025*).

The service runs from the Tourist Information Centre to the Railway station, Henley Road, Rocks Green, Weyman Road, Bringewood and Sandpits Road to Clee View, Julian Avenue and Tesco's on to the TIC. During term time the 08:00 calls at the school at 08:45.

Selected user comments:

'Why do the 701 and 702 leave at same time sharing the route for part of journey'?

'I don't know what I'd do without a bus'.

'The bus is vital to eke out my pension by accessing a variety of shops (*which are less expensive than neighbourhood convenience shop*).'

The decline in bus use since the timetable change is because of confusion. I now use the car or walk.

I can't get anywhere without one (a bus).

The accessibility of a regular town bus has practically been destroyed.

702 Ludlow South service (Monday to Saturday)

Departure point for this service is also normally named as the Assembly Rooms but is in fact Mill Street. Its first trip departs from Vashon Close at 07:40 to leave the Assembly Rooms at 08:00 and then at 09:15, 10:15 and 11:15 to become the 703 service at midday and 13:00, resuming as the 702 at 14:15 until its last departure from the Assembly Rooms at 17:15.

The core service runs from the Assembly Rooms to the Railway Station, Upper and Lower Galdeford, Sheet Road, Murchison Place, Tollgate Road, Vashon Close, Riddings, Sidney and Sheet Roads. During school term time, the 08:00 calls at the school at 08:40.

The stopping pattern for Weeping Cross, Steventon Road and Old Street, varies, only calling at Weeping Cross Lane etc at 09:47, 11:47, 15:32 and 15:57.

The stopping pattern for Lower and Upper Galdeford and Tesco at Station Drive also varies with calls at Lower Galdeford etc at 07:48, 08:31, 10:46, 14:46, 16:46 and 17:46.

Selected user comments:

'I'm unhappy with bus times for the 702-703 over lunch time. It doesn't work'.

The 3h 20m break in service at Steventon from 12:44 until 15:34/15:59 is unacceptable and poses a particular problem for elderly shoppers who have heavy bags to carry.

This service was reported as having been seen running 10 minutes early.

Users are afraid that infrequent service and consequent lack of use will result in the removal of some stops or the service itself being discontinued.

An 86-year-old person now frequently walks because the service is too infrequent to get her to where she needs to be.

One user is wary of using the NFU/Sheet Road stop when returning to town centre because of an unreliable service. 'I often walk home in despair'.

The timetable refers to another stop on Sheet Road, without saying exactly where.

The online timetable for this service is incorrectly titled '701 Ludlow North' when downloaded from the Minsterley Motors website.

703 service Ludlow Town Service (Monday to Saturday)

This service was introduced with the intention of giving drivers their required rest breaks by combining the 701 and 702 services. There are only two lunchtime departures at 12:00pm and 13:00pm. This has not been a popular move with many people finding they have to wait two hours for a bus.

The routes were adjusted after receiving user feedback from the first few weeks of service.

The changes were:

12:00 service adjusted to call at Parys Road, Steventon and Old Street.

13:00 service adjusted to call at Vashon Close but not Steventon and Old Street.

This service is the only town service operating between 12:00 and 14:00.

The 12:00 service leaves the stop named as TIC at 12:00 calling at the railway station, Henley, Weyman, Bringewood and Sandpits roads, Clee View, Sidney and Tollgate Roads, Vashon Close, Sheet and Steventon roads and Old Street.

The 13:00 follows the above pattern but does not serve Steventon Road and Old Street. Instead, it travels with stops at Upper Galdeford and Tesco's stores to arrive at the TIC at 13:52.

Selected user comments:

'The timetable is confusing'.

'It can be a busy service with buggies and shopping trolleys.'

Some avoid using this service by travelling earlier'.

General findings-all services

Selected user comments:

‘It was not perfect in the first place, but since the changes it has got a whole lot worse.’

‘I couldn’t manage without the bus ..., it’s essential because I’m disabled and partially sighted, ... it’s a lifesaver.’

Users feel aggrieved when they see the Park and Ride service passing them empty.

For some the bus is essential without which people would have to spend much more time and money on items such as groceries as they could only get to certain stores.

‘I used to use the bus as often as possible but now it’s impossible’.

Communications

When Shropshire Council introduced the new services in October 2024, it failed to get new timetables in place and inform users.

Services are inadequate for several reasons: a new timetable is needed outside the Assembly Rooms and at every stop. The national smartphone app is tricky to use. Some use the app for the 701 but are unable to find the 702 or 703 services on it

Town buses do not always have service numbers displayed

The Assembly rooms stop needs renaming as *Mill Street* so the service can be found. STG recommend that this stop is reclassified as a bus stand to permit buses to park there for longer periods.

There is a lack of information about cancellations and re-routing

Costs

Users accept that concessionary travel (Bus pass) is not valid until 09:30 but feel aggrieved that the first concessionary pick up from Bringewood is at 10:23 which means only later appointments in town are feasible.

Facilities-shelters, seating and bus models

A shelter is badly needed for Aldi/Tesco’s-users. It is a heavily used stop, and users are frequently exposed to wind and rain. Many wait there with heavy shopping bags.

With longer waits for hourly buses at Mill Street more seating is needed. This is not designated as a ‘bus stand’ which means buses leave the stop at lunch time for another location which offers inadequate facilities for drivers.

Buses should display their service number and destination even when stopped so that users can identify which bus to catch

Where bus shelters exist, they often lack timetables.

Route maps indicating routes, direction that each service travels with bus stops marked are needed.

Some buses allow less space at the front of the bus. This affects safety in the use of shopping trolleys. STG suggests careful consideration should be given to choosing the model of buses serving the town due to the significant number of shopping trolleys and large shopping bags taken on these services. At times, these large items take up considerable space in the aisle making it awkward and, at times, unsafe to move into or off the bus. Therefore, buses with the largest capacity for shopping and front seating for those with reduced mobility are highly recommended. For the same reason, buses without an internal step half-way down the main aisle are more practical generally.

Buses are more reliable now with fewer service interruptions due to breakdowns.

There are occasions when bus users have hailed a bus which fails to stop.

Frequency

There is a strong consensus that service intervals should be 30 minutes. All users consider that a more frequent service than that offered is needed.

Single purpose return journeys into the town for a 2-hour activity are taking four and a half hours.

Routing and stops-areas served and not served.

Several people mentioned that they are unsure where to wait whether in the town centre or at other stops.

Traders in town say that a service to the caravan park should be considered during route planning

Old Street is under-served and Fishmore Road has no service. One Old Street user prefers the bus to using his car because of parking difficulties in town centre.

Timetable and use of services

Deficiencies in the timetable have resulted in some users deciding to use their car in future instead of the bus; some have decided to walk. One has had to change working hours to fit around the bus timetable

The town timetable is hard to understand and memorise

Inconvenient. Intervals are too short or too long to perform essential tasks such as shopping or medical appointments or to allow for a return trip

The 702 and 722 services which leave the Assembly Rooms (Mill Street) at same time covering same partial route should be staggered

There are no services on bank holidays, evenings and Sundays. The lack of later services is leading to social exclusion

Minsterley Motors' drivers

Drivers are generally regarded as friendly and helpful, for example with lost property. They are considerate and show a concern for the welfare of their passengers.

Drivers were not surveyed as STG were cautious in not wanting to compromise them. However, they are in a unique position to provide in-depth knowledge, experience and understanding of the ridership and their needs, the route and timetable. They would be an invaluable asset in the preparation of a revised service.

For instance, there is a driver-generated timetable suggestion for a 30-minute passenger departure schedule but a 45-minute driver departure. This would allay the concern of one survey participant who said the previous timetable was passenger-centred but the present one driver-centred. The proposal intrigued a few of the survey participants and energized a discussion about possibilities.

STG stress the sense of community on Ludlow town buses. Drivers are friendly, demonstrate concern for their passengers and want to deliver a good service. Passengers express concern for driver welfare and some specifically mention changes should not be at the expense of drivers. Passengers look after each other by assisting others on/off the bus, advising on the timetable, show good comradery at stops and on the bus, and check with each other about any of the 'regulars' who may be missing. This special and valued 'bus culture' endures even through the frustrations of an inadequate service.

Conclusion: Ludlow's buses are an essential community service.

Ludlow Sustainable Transport sees this report both as a call to arrest the recent decline in services, which it evidences, and as a basis for improvement to achieve the full benefits that bus services can offer Ludlow.

The town needs, and deserves, a workable bus timetable and routes that meet people's requirements with frequent, punctual and reliable services.

A 'bus culture'

This report must also be a voice for an unknown number of people who have become isolated, to a degree, in their homes. A few participants expressed concern for those they know who no longer take the bus into town. There is a deep concern for the welfare of these people who have not adapted to the new timetable and lack means to freely access other transport such as taxis.

Ludlow Sustainable Transport Group suggest that Shropshire Council transport planners accompany a daily bus user, nominated by the group, to experience current services. This offer by a few survey participants to host a Shropshire Council Transport

representative to ride the buses with them is a sincere invitation with the practical aim of a solution-based discussion using specific examples. They are champions of bus use and would make useful ambassadors if utilized. They are willing to be contacted.

Then, after consultation with users' representatives and the service provider, to present an improvement plan to Council to correct the deficiencies and make the improvements highlighted in this report.

STG thank Town Councillors Harris, Lyle, Parry and Tapley for participating in the bus survey. Their attendance indicates an interest in sustainability issues and the welfare of town residents. Indeed, Councillors Harris and Tapley are regular bus users who have a deep understanding of the issue. They could be invaluable contributors in any consultative process revising the Ludlow town buses

A regular user summed up the need for this when he said: Ludlow's bus services are **'Not just a bus service to transfer people from A to B but a community resource which encourages and supports social interaction to provide a degree of security and comfort for many'**.

Ludlow Sustainable Transport Group

15 June 2025

Item 26.

TOWN WALLS



TOWN WALLS

Report No. FC/25/19

Full Council

23rd June 2025

1. INTRODUCTION

- 1.1 This report provides background information regarding recent decisions and actions of the town council, and a subsequent request from the Ludlow Town Walls Trust (LTWT).

2. RECOMMENDATION

- 2.1 To evaluate the request for further financial support in addressing urgent safety issues and to determine a fair and proportionate response.

3. BACKGROUND

- 3.1 At Full Council on 3rd February 2025, the council resolved:

That Ludlow Town Council agrees to take a full and active part in joining the partnership on a no liability basis with the stated aim of pursuing external grant funding for repairing and reinforcing the collapsed section of Ludlow Town Wall, bounding the Garden of Rest adjacent to St. Laurence Church Ludlow.

- 3.2 Unfortunately prior to the second partnership meeting at the end of February, the MP wrote to the Council to cancel the partnership group meeting.

- 3.3 At Full Council on 14th April 2025, the council resolved:

To approve the assertion that Ludlow Town Council (LTC) was not responsible for the collapse of the Town Wall adjacent to St Laurence's churchyard. With due consideration to legal advice, Ludlow Town Council

accepts no historical, current, or future liability for either the repair, upkeep or maintenance of the churchyard wall.

- 3.4 In early April 2025, LTC contributed £420.00 for the removal of the vegetation by a contractor

As part of the joint effort to urgently address the safety issue, LTWT agreed to fund the purchase of additional gabion baskets (£1,500), while St Laurence's PCC coordinated the acquisition of the necessary stone

4. CURRENT SITUATION

- 4.1 On the 12th June 2025, the Chair of LTWT, informed the clerk that whilst the Interim Bridge and Structures manager of Shropshire Council had offered to provide a machine and operator to move the replacement bags of stone into position at the collapsed section of wall fronting St Laurence's, unfortunately no progress has been made because the team are heavily committed undertaking resurfacing works across the County.

'I am concerned that this period of alternating very dry weather followed by intense rain could trigger further collapse on the weakened structure which would greatly increase costs of repair.

As an option to progress matters could Ludlow Town Council use its DLF operatives or external contractor to hire a teleporter machine and move the bags kindly donated by the Earl of Plymouth from Ludlow Bowls Club up to the wall and reinstate support.

If an external contractor was used it is anticipated this would cost approximately £1500.'

- 4.2 **The following response was made:** Thank you for the update. This is not something that I can definitively answer at this stage but will get advice on it and get back to you.

In terms of practical obstacles for our workforce, they are only cherry picker trained so they would not be able to hire a teleporter.

Just a question because of the apparent urgency - would it possible for some of the funds raised by the Town Walls Trust for the wall to be used for this?

- 4.3 **The following reply was received:** LTWT doesn't carry the insurance cover or public/professional liability cover for actually undertaking work which is restricted also by our charitable constitution.

With regard to the spending of monies raised we are trying to hold on/accumulate as much as we can to assist the relevant applicant body when it comes to a grant application requiring matching funding. At present we are able to claim gift aid on donations/money raised which the stakeholders can't so for each pound we have it has a multiplier capability which eventually will be of greater benefit to the community than spending at this juncture.

Town Clerk
June 2025

Implications

Wards Affected (All)

Financial (As stated within the report)

Health & Safety (As stated in the report)

Law & Order (Unstated)

Environmental Implications (As stated in the report)

Item 27.

COMMITTEE RECOMMENDATIONS



RECOMMENDATIONS FROM POLICY AND FINANCE COMMITTEE 16TH JUNE 2025 TO FULL COUNCIL 23RD JUNE 2025

PF/24 c) Write Off Debt

RECOMMENDED RO/DL (Unanimous)

That the Ludlow Pride organisation that incurred the debt are no longer in existence and that the debt in the sum of £45.00 plus VAT be written off.

PF/25 INSURANCE

a) Insurance Task and Finish Group

RECOMMENDED RO/KC (Unanimous)

That:-

- a) an Insurance Task and Finish Group be set up to review the Council's insurance requirements;
- b) the Insurance Task and Finish Group membership be made up of Councillors Hepworth, Owen and Taylor.

PF/27 POLICY REVIEW

a) Financial Regulations

RECOMMENDED RO/MT (7:0:1)

That:-

a) Financial Regulation paragraph 6.6 be amended to read:

For each financial year the RFO shall draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council may authorise in advance for the year.

b) Financial Regulation paragraph 6.9 be amended to read:

The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the Council], where the Clerk certifies

that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Finance Committee.

- ii. Fund transfers within the Councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Finance Committee.
 - iii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.
- c) **Financial Regulation paragraph 5.18** be amended to read: In cases of serious risk to the delivery of Council services or to public safety on Council premises, the clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

PF/28 RECOMMENDED RO/MT (Unanimous)

That **Financial Regulation paragraph 5.15. be amended to read:** Individual purchases of goods or services (or series of payments for the same service) within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £2,500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate Committee, for any items below £5,000 excluding VAT.
 - in respect of grants, Council within any limits set by the grant giving criteria, and in accordance with any policy statement agreed by the Council.
 - the Council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of Council or Committee decisions) or other auditable evidence trail.

PF/29 b) Safeguarding – Children and Vulnerable Adults Protection Policy

RECOMMENDED RO/KC (Unanimous)

That the Safeguarding – Children and Vulnerable Adults Protection Policy be amended at 4.2 to read:

4.2 Recruitment and Training

- Disclosure and Barring Service (DBS) checks, will be conducted for all staff, and Councillors.
- Disclosure and Barring Service (DBS) checks will be conducted for volunteers working with children, young people, or vulnerable adults.
- Staff, councillors and volunteers will receive regular training on safeguarding policies and procedures.

RECOMMENDED RO/DL (Unanimous)

That:

- a) the following actions be taken in preparation for Ludlow Green Festival:
 - Key information leaflets to be produced but only in a small number.
 - A QR code to be displayed linking to the information on our website.
 - Councillors who assist with ‘manning’ the stall will be provided with a script of information.
 - Councillors to be emailed asking for assistance in ‘manning’ the stall.
 - Councillor Lyle and Cowell will arrange obtaining free flower seeds to be given away.
- b) an expenditure for labels and seed envelopes (£3.99 for 100 envelopes (6 x 10cm), 100 Labels off: £25.51 plus vat). Expenditure from budget code 101 4062 (climate action) which has a budget of £500 be approved.
- c) the following updates to be made to the Climate Action Plan:
 - Working Group to consider what criteria could be included in 4 – *We will aim to include Climate Emergency reference in all new contract specifications and Invitations to Tender and we will include these references in the evaluation process*; and 11 – *We will aim to ensure all contractors have a ‘Zero to Landfill’ policy which is regularly reviewed and updated.*
 - 20 – To approach Shropshire Council to ensure they have found alternatives to using toxic weedkillers throughout the county.
 - 21 – The Deputy Town Clerk to progress the Hedgerow Maintenance and Management plan to be brought to the next Climate Action Task and Finish Group as a first draft document.
 - 22 – Could a DLF member be invited to a future meeting of the Climate Action Task and Finish Group to discuss? The Deputy Town Clerk to produce a draft document similar to a Toolbox Talk for the DLF.
 - 23 – The Deputy Town Clerk to confirm if Shropshire Council have been contacted regarding reducing non-essential grass cutting of verges throughout Ludlow to allow native wildflowers to grow.
 - 24 – To consider before the next meeting ideas for a climate action award draft criterion.
 - 25 – To look at the Grant Funding criteria and make suggestions regarding how climate-related criteria could be included.
 - 26 – To recommend to Policy and Finance Committee that Ludlow Town Council facilitates a community meeting to discuss environmental issues and climate change. The location should be easily accessible for all to attend.
 - 29 – Could we embrace the current volunteer interest in Ludlow and hold a volunteer day/morning (possibly a Saturday) at St Johns Gardens to begin interest in the site start tidying up the beds.

PF/37 d) Carried Forward Funds

RECOMMENDED RO/MT (Unanimous)

That the carried forward funds from the 2024/25 budget into the 2025/26, as stated in the 4th Quarter Exceptions Report, be approved.

LUDLOW TOWN COUNCIL – CLIMATE ACTION PLAN



Adopted by Full Council on 7th March 2022
 Approved by Full Council on 3rd March 2025.
 Reviewed and revised 19/03/2025
 Reviewed and revised 18/6/2025

Red – not begun, amber - ongoing,
 green – completed, pink – new /updated action

Action	Topic	Task	Status	Date / reference approved by Council	Target Date for completion	Est. Cost	How	Review date Update on progress
1	Mobilisation & Leadership	We will aim to review and update appropriate council policies to align with LTC's Climate Emergency commitment.			As each policy comes up for review	£ legal advice		18/6/2025
3		We will aim to agree a template for commenting on planning applications which do not include renewable energy or improved sustainability measures.			January 2026	£0		18/6/2025
4		We will aim to include Climate Emergency reference in all new contract specifications and Invitations to Tender and we will include these references in the evaluation process.	A policy of criteria and statement to be drafted at the July meeting		Dec 2025	£ legal advice		18/6/2025 Progress at next meeting
5		Arrange in house Carbon Literacy training for staff and Councillors			December 2025			18/6/2025
6	Energy Efficiency	We will aim to review the Carbon Audit report and deliver its recommendations.	To be taken to Policy & Finance 24 th Feb 2025		May 2025			18/6/2025
7		We will aim to change to a green energy provider and review annually or when contract is due for renewal.	To continue to review, however, green energy providers also need to be cost effective		Review annually / ongoing			18/6/2025
8		If compliant with safety regulations, we will aim to replace internal lighting with LED movement-sensor lights at all Council properties	Will be completed as required/ when lighting needs replacing		Ongoing			18/6/2025 No issues with current lighting
9		We will aim to install solar/PV panels at DLF depot and Henley Road cemetery	To obtain information about any grants.		May 2025			18/6/2025
10		To investigate replacing the immersion heater (used for heating water at the Guildhall) with an 'on demand' water heater	Obtaining quotes from local plumbers		August 2025			18/6/2025 quotes are being sought
11	Consumption & Waste	We will aim to ensure all contractors have a 'Zero to Landfill' policy which is regularly reviewed and updated.	A policy of criteria and statement to be drafted at the July meeting.		Dec 2025	£0		18/6/2025 Progress at next meeting
12		We will aim to renew planting vessels with built-in water reservoirs to reduce the need for watering (Ludlow-in-Bloom)			Review annually / ongoing	£		18/6/2025 Review annually, currently too expensive
13		We will aim to refill hand-washing and washing- up liquid single use plastic bottle with eco-friendly alternative products e.g. Bio-D or Eco-Leaf	Refillable containers are used, however not eco-friendly products due to cost.		Review annually / ongoing			18/6/2025

LUDLOW TOWN COUNCIL – CLIMATE ACTION PLAN



Adopted by Full Council on 7th March 2022
 Approved by Full Council on 3rd March 2025.
 Reviewed and revised 19/03/2025
 Reviewed and revised 18/6/2025

Red – not begun, amber - ongoing,
 green – completed, pink – new /updated action

14		Introduce a more efficient stock control process for cleaning materials at Town Council buildings. To ensure minimal waste and most cost effective spending			Dec 2025			18/6/2025
Action	Topic	Task	Status	Date/reference approved by Council	Target date for completion	Est cost	How	Review date Update on progress
15	Biodiversity	We will aim to participate in the annual No Mow May initiative, reduce grass cutting and introduce wild-flower meadow alternatives.	Report to Services Committee in Feb 2025 for approval	Approved 19.2.2025	Review annually/ongoing			18/6/2025 2025 initiative completed
16		We will aim to undertake a biodiversity audit of all LTC owned land and produce a Management Plan for each space.	Work in collaboration with Shropshire Wildlife Trust.		December 2025	£0		18/6/2025
17		Management of Sidney Road town green as a traditional grass verge/meadow to encourage native plants and wildlife			Review annually/ongoing			18/6/2025
18		Work being undertaken at Henley Road cemetery by 'Henley Road Helpers' volunteers to protect wildlife and increase the habitats provided on site.	The volunteer group is becoming well established		Review annually/ongoing			18/6/2025
19		Reduce strimming near hedgerows	Deputy Town Clerk to discuss with DLF		July 2025	£0		18/6/2025 Will be part of hedgerow maintenance plan
20		Find alternatives to toxic weedkillers for inhouse use. To approach SC to ensure they have found alternatives to using toxic weedkillers throughout the county.	Report to be brought to Services Committee for information.		July 2025	£0		18/6/2025
21		Hedgerow management and maintenance plan	First draft of document to be brought to the next CAWG		July 2025	£0		18/6/2025
22		Introduce a quarterly discussion with DLF staff prior to a new season beginning re biodiversity matters for the season ahead. Invite a DLF member to a future meeting of the CAWG to discuss. To draft a 'Toolbox Talk' type document for the DLF.	Report to be brought to Services committee to share ideas for approval and to arrange training for staff (if required).		July 2025	£0		18/6/2025
23		To contact Shropshire Council and ask them to reduce non-essential grass cutting of verges throughout Ludlow to allow native wildflowers to grow	Email to be sent to Shropshire Council (Executive Alliance Street Scene Manager)		July 2025	£0		18/6/2025
24	Engaging the Community	We will aim to include Climate Action in Civic Awards	Draft criteria ideas to be brought to the next meeting.		July 2025	£0		18/6/2025

LUDLOW TOWN COUNCIL – CLIMATE ACTION PLAN



Adopted by Full Council on 7th March 2022
 Approved by Full Council on 3rd March 2025.
 Reviewed and revised 19/03/2025
 Reviewed and revised 18/6/2025

Red – not begun, amber - ongoing,
 green – completed, pink – new /updated action

25		To look at the Grant Funding criteria and make suggestions regarding how climate-related criteria could be included.	Draft criteria ideas to be brought to the next meeting.		July 2025	£0		18/6/2025
26		That LTC facilitates a community meeting to discuss environmental issues and climate change. The location should be easily accessible for all to attend.			October 2025			18/6/2025
27		LTC to Join the Refill.org.uk association and look at how it can be used at the Guildhall, Museum and Castle Street car park office for people to refill their water bottles	To continue to promote the scheme		Review annually/ ongoing	£0		18/6/2025
28		We will aim to support local community events, and be present at the Ludlow Green Festival with a market stall to promote Ludlow Town Council's actions and sub-committee	To be approved by Full Council March 2025	Approved for 2025 FC/339 3.3.2025	Review annually/ ongoing	£0		18/6/2025
29		Encourage a volunteer group of gardeners at St Johns Garden Discuss holding a volunteer day/morning at St Johns Gardens to initiate interest in the site and start tidying up the beds.	Finalise ideas at next meeting to prepare a report for Services.		Autumn 2025	£0		18/6/2025
30		Encourage home composting and share information on social platforms	To continue to share appropriate posts.		Ongoing	£0		18/6/2025
32	Extreme weather	We will aim to share flooding alerts received from the Emergency Planning Unit (Shropshire Council) and Environment Agency on social media and website. To include information such as location of sandbags for residents collection	Flood alerts shared on social media and LTC website news items.		Review annually/ ongoing			18/6/2025
33		We will ask Shropshire Council to confirm arrangements for the supply of sandbags to residential areas prone to flooding.	Email to be sent to Shropshire Council (Executive Alliance Street Scene Manager)			£0		18/6/2025

Completed actions

2	Mobilisation & leadership	Create/update the Climate Emergency page on website and publicise commitment, initiatives, and achievements in reducing LTC carbon footprint as recommended by the Climate Action Group	Completed		2023	£0		Complete.
9	Energy efficiency	Continue to replace LTC streetlights with LED as and when needed.	Street lights replaced with LED when new lamps are required.		May 2025	£		Complete

LUDLOW TOWN COUNCIL – CLIMATE ACTION PLAN



Adopted by Full Council on 7th March 2022
 Approved by Full Council on 3rd March 2025.
 Reviewed and revised 19/03/2025
 Reviewed and revised 18/6/2025

Red – not begun, amber - ongoing,
 green – completed, pink – new /updated action

10	Energy efficiency	Agree timetable to replace existing plant and machinery with electric power	Two electric vehicles have been leased for three years. Replacing existing plant with electric alternatives will be undertaken when needed/when suitable alternatives are cost effective.		2023	Budget unknown		Complete
11	Energy efficiency	Retain and replace existing taps with lever taps as and when needed. Working taps should not be replaced unnecessarily.			2023 ongoing	a) staff time b) unknown		Ongoing
12	Energy efficiency	a) Investigate the replacement of water-flushing limitations in all toilets. An easy option is to install 'hippo-bags' or similar in single-flush toilet cisterns b) Then carry out the works when suitable replacements have been found	Bags have been purchased for Guildhall toilets (there are four on the ground floor) to see if they have an impact on water usage.		2023	a) staff time b) unknown		
	Energy efficiency	All lighting within Museum exhibition cabinets changed to LED lighting						Complete Sept 2024
15	Consumption and waste	Install rainwater butts where possible, but especially at the DLF depot.	Water butts have been purchased and will be installed in December.		2023	£ unknown		Complete
16	Consumption and waste	With L-i-B, plant where possible perennials, with emphasis on bee, insect & butterfly-friendly plants and herbs including drought-resilient plants.	LTC has an adopted perennials planting policy		2023/23	Budget £500 (LTC)		Complete
17	Consumption and waste	With Shropshire Council, review Dog bin/Litter bin locations.	No further action.		2023 and ongoing	Zero		No further action
18	Consumption and waste	In all Council premises discourage single-use plastic containers and packaging for staff refreshments and lunches e.g. buy locally-made fresh sandwiches, cakes, fruit, etc not pre-packed; consider making fresh hot drinks using loose coffee and tea and purchasing milk from local dairies.	Complete		2023 and ongoing	£		Complete
19	Consumption and waste	Continue to ensure all waste is recycled and re-used wherever possible; consider Terra-cycle as an additional recycle option.	Waste packaging is recycled by a member of staff.		2023 and ongoing	£		Complete
22	Biodiversity	Agree tree-planting strategy for all LTC-owned spaces	Subsidised trees have been applied for under Shropshire Council Community Tree		2023 and ongoing	£ grants available		Complete

LUDLOW TOWN COUNCIL – CLIMATE ACTION PLAN



Adopted by Full Council on 7th March 2022
 Approved by Full Council on 3rd March 2025.
 Reviewed and revised 19/03/2025
 Reviewed and revised 18/6/2025

Red – not begun, amber - ongoing,
 green – completed, pink – new /updated action

			scheme. Location of trees to be confirmed. Oak tree to be planted at Sidney Road green in memorial of covid victims.					
23	Biodiversity	Purchase peat-free compost	DLF have a large composing bay at their Henley Road site Woodchippings created by the DLF or contractors are used at Wigley Field allotments and in our gardens.		2023 and ongoing	£		Complete. Peat free compost produced
31		To donate two medicine blister pack recycling boxes to Ludlow Cancer Support Group for their current community initiative.	Completed	Approved FC/339 3.3.2025				Complete.
10		Use of a portable charging cable to charge EV vehicles at the Henley Road depot as and when needed	Will need to be replaced with a specially installed charging point		May 2025			Complete

Item 28.

COMMITTEE MINUTES



MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall Mill Street Ludlow on **TUESDAY 20th MAY 2025** at 7pm.

R/001 PRESENT

Chair: Councillor Harris.

Councillors: Councillors Addis, Scott- Bell, Cowell, Gill, Ginger, Lyle, and Owen.

Officers: Gina Wilding, Town Clerk
Charlotte Ambrazas Committee Officer

R/002 ABSENCES

Councillors Hepworth, Parry and Tapley were absent.

R/003 HEALTH AND SAFETY

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

R/004 ELECTION OF VICE CHAIR

Councillor Lyle nominated Councillor Ginger, who declined the nomination.

Councillor Addis nominated Councillor Scott Bell
Councillor Owen seconded the nomination

Councillor Harris nominated Councillor Gill
Councillor Ginger seconded the nomination

RESOLVED PA/RO (5:3:0)

Cllr Ian Scott Bell is elected vice chair of Representational Committee

R/005 RECORDING OF MEETINGS

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

R/006 APOLOGIES

Apologies were received from Councillor Hepworth (work commitments)

R/007 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None

Conflicts of Interest

None

Personal Interest

Cllr Cowell	Item 17	Responded to resident via email
Cllr Ginger	25/01241/TCA Item 17	Knows the applicant Responded to resident via email
Cllr Lyle	25/01145/LBC	Knows the applicant and heritage impact statement
Cllr Lyle	Item 16	Knows Shropshire Council Lead on the project

R/008 PUBLIC OPEN SESSION (15 minutes)

There were 7 members of the public present and one member of the press

A representative of the Ludlow Regeneration Focus group addressed the Committee, looking forward to working with Ludlow Town Council to make Ludlow thrive again. Regenerate disused buildings including the former costa coffee building on King Street. Ludlow looks uncared for at the moment.

Super Sundays is a group of volunteers/ residents who meet at Castle to litter pick and generally tidy up before the concerts in the Castle, the next session is 17th July 2025, and everyone is welcome.

A resident of Lower Corve Street addressed the Committee with concerns about the use of the road as a local cut through and the persistent small scale (but expensive) damage caused to cars, and the hazards caused by speeding cars that could lead to someone being hurt.

R/009 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION

Unitary Councillor Waite updated the committee with details of upcoming road closures and diversions on Henley Road, Gravel Hill (from 9:30 – 4pm on 5th to 20th June) and Coronation Avenue (24hr closure from 28th July to 2nd September).

She also informed the committee that Shropshire Council would be electing their Committee Chairs and membership on Thursday 22nd May, and they were likely to include members of the other parties as well as Liberal Democrat Councillors.

R/010 MINUTES

RESOLVED GG/TG (3:0:4)

To approve the minutes of 8th April 2025 as a correct record for the Chairman to sign.

R/011 ITEMS TO ACTION

RESOLVED SH/GG (unanimous)

To note the items to action of 8th April 2025

R/012 SHROPSHIRE COUNCIL DECISIONS PENDING

RESOLVED SH/GG (unanimous)

That the decisions pending by Shropshire Council be noted.

R/013 SHROPSHIRE COUNCIL DECISIONS

RESOLVED SH/TG (unanimous)

That the decisions by Shropshire Council be noted.

R/014 PLANNING APPLICATIONS

25/01145/LBC Linney House, Linney, Ludlow, SY8 1EE.

RESOLVED SH/GG (6:0:1)

To object to the replacement of 8No. front facing sash windows with new sash windows of same appearance, for the following reasons:

- i) That the windows should be repaired to maintain the historic fabric of the building as recommended by Historic England. This action is

supported by information in a report in the document bundle that accepted it would be possible to repair the windows.

R/015 25/01528/FUL 2 Linney Fields Linney, Ludlow, SY8 1EE

RESOLVED TG/DL (unanimous)

To approve the removal of four trees subject to them being replaced with four indigenous trees.

That there was no objection to the erection of detached garage following demolition of existing.

R/016 25/01742/TCA 8 Station Drive, Ludlow, SY8 2PQ

RESOLVED DL/TG (7:1:0)

To approve the re-pollarding to the previous pollard points of the Willows trees, and to approve the felling of the Leylandii subject to the planting of a replacement indigenous tree.

R/017 ROAD CLOSURE/ TRAFFIC MANAGEMENT

RESOLVED TG/DL (unanimous)

That the road closures and traffic management are noted.

R/018 BUILDINGS, BUILDING LAND AND TREES

RESOLVED TG/RO (unanimous)

To update the spreadsheet with the following:

The water ingress into the ancient structure of Ludford Bridge through potholes be reported to Shropshire Council as an urgent matter due to the unseen deterioration that could be caused to the bridge.

R/019 BRIDGES AND STRUCTURE WORKS - B6305 CORVE CULVERT

RESOLVED TG/RO (unanimous)

To note that Shropshire Council are planning to undertake concrete repairs to the soffits and deck of the culvert, construct new concrete slab over culvert with a waterproofing layer, resurfacing of carriageway at the Corve Culvert in 2025/26.

R/020 INCINERATION PLANT LUDLOW

RESOLVED TG/GG (unanimous)

To restate the objections previously stated by the council as they remain unresolved, namely:

- i) The site is not suitable because it is too close to a residential area. it appears that the placement of the site has been decided because it is convenient for Shropshire Council as owners of the site, rather than for a strategic reason.
- ii) The process is largely untested, and any resultant air pollution will be taken into a residential area by the prevailing wind. This could put the health of residents, or their quality of life at risk.
- iii) The plant will increase the traffic in the area, and this is considered to be unacceptable in a largely residential area.

R/021 DANGEROUS TRAFFIC ON LOWER CORVE STREET

RESOLVED GG/KC (unanimous)

To write to Ludlow Safer Neighborhood Policing Team to stress that this local traffic problem needs to be dealt with through more intensive policing and issuing fines to offenders so that there is a deterrent that will change people's attitudes and actions.

R/022 EMPTY BUILDINGS

RESOLVED ISB / PA (unanimous)

To write to both Shropshire Council's Building Control officers to notify them of the town council's concerns that the poor state of the windows, external plaster work, and roof tiles are hazardous to pedestrians in the narrow street below, and to request an inspection and an urgent works notice to be issued, and to ask Shropshire Council's Conservation Officer to investigate the poor condition of the listed building and put it on the 'at risk' register.

Meeting closed at 8:14 pm

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** adjourned from 2nd April 2025 and held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 11th JUNE 2025** at **7.00PM..**

S25/001 PRESENT

Chair: Councillor Cowell

Councillors: Addis, Childs (Vice), Gill, Ginger, Hepworth, Lyle, Parry, Taylor.

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Tony Caton, Market Officer
Mark Hilton, DLF Supervisor
Julie Cox, Finance Assistant

S25/002 ABSENT

Councillors Harris and Tapley were absent.

S25/003 WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION

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

S25/004 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.

S25/005 ELECTION OF A VICE CHAIR

RESOLVED MT/JH (8:0:1)

Councillor Childs was elected as Vice Chair of the Services Committee

S25/006 APOLOGIES

Apologies were received from Councillor Harris (meeting clash).

S25/007 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

Councillor Parry

Item 16 Bowser

Personal Interests

Councillor Taylor

His wife is member of Flowerbox Action Group.

S25/008 PUBLIC OPEN SESSION (15 minutes)

There were two members of the public present.

A representative from Ludlow Quakers spoke regarding a request made to Full Council on 14th April 2025 to hold a short meeting at the Peace Memorial on 21st September 2025 (International Peace Day). He confirmed that white poppies be worn and given away to participants on this day. He reported that Royal British Legion were not in support of the use of the peace Memorial and he would be approaching them to ask for them to reconsider their decision, reiterating that there would be no request for money for the white poppies.

S25/009 LUDLOW UNITARY COUNCILLORS SESSION

Councillor Parry, Ludlow South was present but did not have any updates.

S25/010 MINUTES

RESOLVED GG/KC (5:0:4)

That the minutes of Services Committee meeting held on 23rd April 2025 be approved as a correct record and signed by the Chair.

S25/011 ITEMS TO ACTION

RESOLVED TG/MT (unanimous)

That the Items to action from Services Committee Wednesday 23rd April 2025 be noted.

S25/012 HENLEY ROAD CEMETERY

RESOLVED MT/DL (unanimous)

That the scope of the report should include costings to widen the existing path to the Babies' Memorial Area to ensure it is wheelchair accessible; that the wooden arch be modified to allow comfortable wheelchair access; and that the arch planting be reviewed to avoid species with sharp thorns..

S25/013 V J DAY

RESOLVED DL/TG (unanimous)

To approve working collaboratively with Ludlow Castle and Ludlow Chamber of Trade to put on a V J celebration event in the Castle on 15th August 2025.

To approve a contribution of up to £2,200.00 towards the event infrastructure such as first aid provision, and mobile toilets from Ludlow Town Council, to be funded from the contingencies budget 501/4800.

S25/014 CASTLE STREET TOILETS

RESOLVED TG/VP (6:2:1)

That no changes be made to the gender designation or signage of the toilets.

S25/015 RESOLVED TG/VP (8:1:0)

To approve that in the longer-term Ludlow Town Council seek funding for upgrades through grants or community projects to refurbish the facilities

S25/016 CASTLE STREET TOILETS COIN BOXES

RESOLVED GG/PA (unanimous)

That approval be given to seek quotations for the installation of facilities to enable card payments at the Castle Street Car Park toilets, and that a report on costings and feasibility be brought back to the Committee for consideration.

S25/017 SHROPSHIRE YOUTH ASSOCIATION (SYA) REPORT

RESOLVED GG/TG (unanimous)

To approve that while the Youth Centre remains closed the Council grants permission for the allocated funding to be used to fund other suitable activities including organising a trip for the young people who would normally attend the centre.

To receive a term report from SYA.

S25/018 LUDLOW MARKET

RESOLVED GG/DL (unanimous)

To note the Market Officer's report on the aspects of the market's trading structure and stall occupancy across Town Council-managed markets.

S25/019 RESOLVED KC/DL (unanimous)

To note the initiatives in support of market trading provided from National Association of British Market Authorities (NABMA).

S25/020 LUDLOW MARKET STRUCTURAL REPORT

RESOLVED GG/JH (unanimous)

To approve that two local fabrication companies be invited to provide quotations for repairs or replacement of corroded or damaged parts of the market stalls.

S25/021 TOWN CENTRE PLANTERS

RESOLVED PA/DC (4:3:2)

That the two large tree planters containing Mountain Ash, remain in their current placement in Castle Gardens.

S25/022 BOWSER

This item was withdrawn from the agenda.

S25/023 MAY FAIR

RESOLVED GG/TG (unanimous)

That the May Fair organiser be cautioned that causing even minor damage to properties is not acceptable, and to reassure the resident that Ludlow Town Council takes the matter seriously organiser.

S25/024 RESOLVED TG/GG (unanimous)

That when the contract between Ludlow Town Council and the Mayfair organiser is due for renewal it should contain a clause explicitly stating that

any damage caused by the Fair is the Principal Event Organisers (PEO) responsibility.

S25/025 CASTLE GARDENS CK/GG (unanimous)

To approve the siting of a new bench in the specified location in Castle Gardens.

The meeting closed at 8.26pm

Chairman

Date

