



LUDLOW TOWN COUNCIL

A G E N D A

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

Contact: Gina Wilding

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Despatch date: 4th March 2026

COUNCIL

You are summoned to attend the meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Monday 9th March 2026 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- MARKET PARKING
- HELENA LANE DAY CENTRE
- TOWN CENTRE PLANTERS
- CCTV

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**

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. **MARKET PARKING**
To receive information on market parking from Simon D'Vali, Interim Executive Manager, Strategic Transport, Shropshire Council.
10. **MINUTES**
To approve the open and closed session minutes of **Council** on 26th January 2026 as a correct record of the meetings (LGA 1972 Sch 12 para 41(1)).
11. **ITEMS TO ACTION**
To note the items to action from **Council** on 26th January 2026.

ITEM	Attachment
12. <u>MARKET PARKING</u>	
a) To approve that Shropshire Council create a TRO for Ludlow market Square with no loading restrictions between 9:30 am and 2:00 pm.	12a
b) To approve that Shropshire Council create yellow line no parking restrictions for the entrance roadway to Castle Street car park.	12b
13. <u>HELENA LANE DAY CENTRE</u> To respond to Shropshire Council's consultation https://getinvolved.shropshire.gov.uk/consultations/day-centres-consultation/	13
14. <u>LAMP LIGHT OF PEACE</u> To approve the inclusion of the Lamp Light of Peace within the Council's Remembrance Service.	14
15. <u>SSYF FUNDING REQUEST</u> To consider further information in support of funding request.	15
16. <u>CCTV</u> To consider an update on CCTV functionality.	16
17. <u>CEMETERY HOUSE</u> To consider a report and approve changes to the management of Cemetery House.	17

18.	<u>TOWN CENTRE PLANTERS</u>	18
	To consider a report and approve expenditure from the Planter EMR in preparation for Ludlow's 2026 floral displays.	
19.	<u>LUDLOW PARK AND RIDE</u>	19
a)	To approve support for the scheme as part of the Climate Action Plan.	
b)	To approve advertising the facility on the Council's website.	
c)	To approve promotion of the scheme via the Council's social media.	
20.	<u>DUTY OF CANDOUR</u>	20
	To note that the Public Office (Accountability) Bill - better known as the Hillsborough Law - was introduced in the House of Commons on 16 September 2025 and is currently at the early stages of its passage through Parliament. The Bill's headline purpose is to ensure that public bodies - including local councils – act with honesty and openness under statutory scrutiny.	
21.	<u>PROJECT SUPPORT GRANT</u>	21
	To reconsider a Project Support Grant application.	
22.	<u>COMMITTEE MEMBERSHIP</u>	22
	To approve Cllr Ward as a member of the Policy & Finance Committee and Staffing Committee.	
23.	<u>COMMITTEE RECOMMENDATIONS</u>	23
	To approve recommendations from the Representational Committee on 27 th January 2026.	
24.	<u>COMMITTEE MINUTES</u>	
	To receive the minutes of:	
a)	Services Committee on 14 th January 2026 and 25 th February 2026.	24a
b)	Policy & Finance Committee on 19 th January 2026.	24b
c)	Representational Committee on 27 th January 2026 and 24 th February 2026.	24c
25.	<u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u>	
	The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.	No Papers
26.	<u>SMART SCREEN FOR CHAMBER MEETINGS</u>	26
	To consider the report and approve a quotation.	
27.	<u>DLF EQUIPMENT AND STORAGE</u>	27
	To consider the report.	



28.	<u>LEGAL ADVICE</u>	28
	To consider the report.	
29.	<u>CHURCHYARD WALLS TASK AND FINISH GROUP</u>	29
	To consider the report.	
30.	<u>MAYFAIR PRINCIPAL EVENT ORGANISER</u>	30
	To consider the report.	
31.	<u>ROCKSPRING CENTRE</u>	31
	To consider the request.	

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 Ward.

The date of the next Council meeting is 20th April 2026

Item 10.

MINUTES

Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

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

FC/344 APOLOGIES

No apologies for absence were received.

FC/345 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

None declared.

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Ginger	17	SSYF was his charity during his Mayoral term.
Harris	17	Recommended applicant approach council for support.
Owen	29	Knows the Chair of Ludlow Town Walls Trust.
Cowell	29	Is a member of the choir at St Laurence's Church. Knows the Chair of Ludlow Town Walls Trust.
Parry	29	Worships at St Laurence Church. Knows the Chair of Ludlow Town Walls Trust.
Hepworth	29	Knows the Chair of Ludlow Town Walls Trust.
Maxwell-Muller	29	Knows the Chair of Ludlow Town Walls Trust.
Childs	29	Knows the Chair of Ludlow Town Walls Trust.
Lyle	13	Knows the Treasurer.
	17	Knows the applicant.
	29	Knows the Chair of Ludlow Town Walls Trust.

FC/346 PUBLIC OPEN SESSION (15 minutes)

There were two members of the public in attendance.

A resident of Ludlow submitted a letter to each councillor and requested that it be read outside of the meeting.

A resident of Ludlow thanked the council for correcting the statement regarding CCTV on the council's website. They also asked whether Councillors Childs, Owen and Hepworth, in light of fuller information now available regarding

reported harassment and bullying, considered previous complaint letters they submitted against former councillors to have been misplaced, and whether they would offer a public apology.

FC/347 LUDLOW POLICE UPDATE

PS Bell from the Safer Neighbourhood Team gave an update to members on current policing in the area. He reported that a PCSO is due to return from maternity leave in May, and that officers continue to build relationships as familiar faces in the town. Surgeries continue to be held across the town, with additional venues being sought in other parts of the Ludlow area. Ongoing action is being taken to address antisocial behaviour and shoplifting, including the issuing of ASB warning letters and recent charges brought before the courts. A recent case resulted in a custodial sentence for multiple shoplifting offences, including incidents in Ludlow. An update was also provided on traffic enforcement, noting a recent conviction and fine for a wrong-way driving offence on Tower Street. Residents were encouraged to report concerns to the police via the appropriate channels.

FC/348 LUDLOW'S UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) reported that Sheet Road will be fully resurfaced from 23rd March, with a complete closure from the top roundabout to the bottom. She is investigating whether resurfacing will also take place in Smithfield car park, as the surface there is in poor condition.

FC/349 MINUTES

RESOLVED DL/KC (13:0:1)

That the open and closed session minutes of **Council** on 5th January 2026 be approved as a correct record and signed by the Chair.

FC/350 ITEMS TO ACTION

Councillor Parry provided an update on the Market parking issue, advising that Shropshire Council has appointed a new Transport Lead who has been contacted. Councillor Parry reported that, as far as she is aware, Shropshire Council is still looking into the matter. Councillor Hepworth asked for a report on the timeline on the CCTV project.

RESOLVED KC/DL (unanimous)

To note that the Items to Action were considered.

FC/351 DISPENSATION

RESOLVED DL/KC (12:0:2)

To grant a dispensation for the duration of the existing council term for Councillor Parry to participate and vote on all matters relating to the devolution of powers, and / or delivery of Shropshire Council services by Ludlow Town Council.

FC/352 BUDGET AND PRECEPT

RESOLVED DL/KC (unanimous)

That the 2026 / 27 budget report, be noted.

FC/353 RESOLVED DL/MT (12:0:2)

That the recommendations from Policy and Finance Committee regarding the budget and precept, be approved.

FC/354 RESOLVED DL/MT (12:0:2)

That the budget of £1,295,579.00 for 2026 / 27, be approved.

FC/355 RESOLVED DL/KC (12:0:2)

That the precept of £946,655.00 for 2026 / 27, be approved.

FC/356 RESOLVED DL/PA (unanimous)

That the current earmarked reserves and a general reserve of in excess of 3 and up to 12 months of the precept for 2026 / 27, be approved.

FC/357 PROJECT SUPPORT GRANT

RESOLVED TG/PA (unanimous)

That the application is currently outside the criteria, and additional information, including full project details and an official quotation showing the total cost of the work, be sought from the Croquet Club, as well as evidence of a bank account in the name of the club, with confirmation of at least two signatories.

FC/358 EXTERNAL AUDIT 2024 / 25

That the notice of conclusion of the external audit, together with Sections 1, 2, and 3 and the audit certificate, be noted as published on the website.

FC/359 EXTERNAL AUDIT 2025 / 26 ASSERTION 10

That the informative briefing on Assertion 10 be noted, together with the Web Content Accessibility Guidelines 2.2 AA and Public Sector Bodies compliance reports for the Council's websites, which found 70% compliance as a benchmark for future improvements.

FC/360 PROJECT ACTION PLAN

RESOLVED GG/PA (unanimous)

That the three priority projects for January – March 2026 be the Market Parking, CCTV and Churchyard Walls.

FC/361 SSYF REQUEST FOR FUNDING

RESOLVED PA/DL (12:0:2)

That additional information be sought from the applicant regarding the event, including cost and proposed dates.

FC/362 SHROPSHIRE'S DESTINATION MANAGEMENT PLAN 2026 – 2029

RESOLVED DL/PA (unanimous)

That the Council supports the draft Destination Management Plan (DMP) 2026–2029.

FC/363 LUDLOW – TOWN OF CULTURE 2028

RESOLVED GG/VP (unanimous)

That the Council submits an expression of interest to Shropshire Council for an application on behalf of Ludlow.

FC/364 LUDLOW BATHING WATER STATUS

RESOLVED DL/GG (13:0:1)

That the Environment Agency Report be noted.

FC/365 CIVILITY AND RESPECT PROJECT

RESOLVED DL/RO (unanimous)

That it be noted that Ludlow Town Council adopted the Civility and Respect Pledge on 1 August 2022.

FC/366 RESOLVED DL/GG (unanimous)

That the Council approves compliance with the Civility and Respect Working Group's Basic Governance Checklist.

FC/367 GOVERNMENT CONSULTATION RESPONSE – STRENGTHENING THE STANDARDS AND CONDUCT FRAMEWORK FOR LOCAL AUTHORITIES IN ENGLAND

RESOLVED DL/GG (unanimous)

That the government's intention to legislate for a whole system reform of the current regime as set out in Localism Act 2011, be noted.

FC/368 MEETING CALENDAR

RESOLVED DL/GG (unanimous)

That the following changes to meeting dates be approved: the Policy & Finance Committee meeting be moved from Monday 16th February 2026 to Monday 2nd March 2026; the Full Council meeting be moved from Monday 2nd March 2026 to Monday 9th March 2026; and the Annual Town Residents Meeting be moved from Monday 30th March 2026 to Monday 1st June 2026.

FC/369 BUCKINGHAM PALACE GARDEN PARTY NOMINATION

RESOLVED VP/IMM (unanimous)

That Councillor Harris be nominated to attend the Buckingham Palace Garden Party on 12th May 2026.

FC/370 COMMITTEE RECOMMENDATIONS**RESOLVED RO/IMM (13:0:1)**

That the following recommendations from the Policy and Finance Committee on 19th January 2026 be approved:

PF/180 FINANCIAL REGULATIONS**RECOMMENDED RO/MM (Unanimous)**

That Financial Regulation 5.15 be amended to include the following bullet point:-

- “except that any commitment to incur expenditure on obtaining legal advice shall require consultation with the Chair of the Council (or Deputy Chair in the absence of the Chair) or of the Chair of the Policy and Finance Committee.”

PF/183 SHROPSHIRE COUNTY PENSION FUND**RECOMMENDED MT/RO (Unanimous)**

That the Actuarial Valuation Employers Contribution Rate of 16.8% for 2026/27, 2027/28 and 2028/29, be approved.

FC/371 COMMITTEE MINUTES**RESOLVED RO/JH (12:0:2)**

That the minutes of the Policy & Finance Committee meeting held on 24th November 2025 be received.

FC/372 RESOLVED KC/PA (12:0:2)

That the minutes of the Services Committee meeting held on 26th November 2025 be received.

FC/373 RESOLVED SH/PA (12:0:2)

That the minutes of the Representational Committee meeting held on 2nd December 2025 be received.

FC/374 RESOLVED ISB/KC (10:0:4)

That the minutes of the Staffing Committee meeting held on 10th December 2025 be received.

FC/375 COMMUNICATIONS TASK AND FINISH GROUP

RESOLVED IMM/RO (unanimous)

That the consultation document is approved.

FC/376 RESOLVED IMM/GG (unanimous)

That the distribution cost of £300 plus VAT, and Quote 1 from the distributor for the printing of 7,000 colour copies (to be revised to 6,000 copies) at a cost of £408, be accepted.

FC/377 RESOLVED GG/IMM (unanimous)

That the consultation closure date is one month after the date of release, which is 31st March 2026.

FC/378 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED DL/KC (12:0:2)

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 9.19pm.

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 **MONDAY 26TH JANUARY 2026** at **7.00PM**.

Named votes were requested for all decisions

FC/379 MEETING EXTENSION

RESOLVED DL/KC (unanimous)

That the meeting be extended for 15 minutes.

FC/380 CHURCHYARD WALLS TASK & FINISH GROUP

RESOLVED DL/ISB (11:2:1)

For: DL/ PA/ DC/ KC/ GG/ TG/ JH/ IMM/ RO/ ISB/ MT

Against: VP/ SH

Abstain: AT

That the report and costings are noted.

FC/381 RESOLVED DL/PA (11:2:1)

For: DL/ PA/ DC/ KC/ GG/ JH/ IMM/ RO/ ISB/ MT/ AT

Against: VP/ SH

Abstain: TG

That the proportionate costings provided at 4.8 in the report be approved.

FC/382 MEETING EXTENSION

RESOLVED DL/KC (unanimous)

That the meeting be extended for 15 minutes.

FC/383 RESOLVED DL/TG (11:2:1)

For: DL/ PA/ DC/ KC/ GG/ JH/ IMM/ RO/ ISB/ MT/ AT/ TG

Against: VP

Abstain: SH

That the amended points, as listed at 7.2 in the report, be approved.

The meeting closed at 9.19pm.

Town Mayor

Date

Item 11.

ITEMS TO ACTION

Full Council

Items to Action

<u>ONGOING</u>					
<u>FC Meeting</u> <u>29.07.2019</u>					
FC/125	<p><u>1ST FLOOR GUILDHALL</u> That: -</p> <ul style="list-style-type: none"> 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. 	<p>Building consent application sent.</p> <p>Quotations sought.</p>	<p>GW</p> <p>GW</p>	<p>Complete</p> <p>Pending</p>	<p>09/12/19</p>
<u>FC Meeting</u> <u>26.04.2021</u>					
FC/336	<p><u>STAFFING STRUCTURE REVIEW</u></p> <p>To approve: -</p> <ul style="list-style-type: none"> i) Creation of workspaces upstairs at the Guildhall to facilitate the proposed appointments. 	<p>Not being progressed.</p>	<p>GW</p>	<p>Complete</p>	<p>01/07/22</p>

Full Council

Items to Action

	<p>ii) Further exploration of a Projects and Assets role by a Staffing Task & Finish Group.</p> <p>iii) Further exploration of an additional admin apprentice role by a Staffing Task & Finish Group</p>	Staffing T&F to discuss.		<p>Pending</p> <p>Pending</p>	
<u>FC Meeting</u> <u>29.07.2024</u>					
FC/144	<p><u>COACHES</u> To secure coach friendly status and liaise with the Chamber about the coach driver welcome pack.</p>	To liaise with BIDs and make the application.	GW / KP	<p>BIDs and Visit Shropshire approached for information.</p>	
FC/145	To follow up with Visit Shropshire to promote Ludlow as a coach destination at tourism shows and through other communication channels.			<p>Made contact with Coach Friendly Status organisation.</p> <p>Application needs to be completed.</p>	
<u>FC Meeting</u> <u>14.04.2025</u>					
FC/363	<p><u>SPRING STATEMENT IMPACT ON HIGH STREET BUSINESSES AND TOWNS</u></p> <p>To note the update on the impact of the</p>				

Full Council

Items to Action

	government's Spring Statement on the High Street, and to approach Shropshire Council for the reinstatement of the Ludlow Future Partnership.	To contact Tracy Woods, SC.	GW	Nov 25 - Still awaiting response.	
<u>FC Meeting</u> <u>23.06.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status / Update</u>	<u>Date</u>
FC/112	<u>LISTED BUILDINGS CONDITION REPORT</u> That three contractors listed in the report are invited to submit a quotation.	Invite contractors to quote.	GW	Pending	
FC/129	<u>TOWN WALLS</u> To approve, without prejudice to Ludlow Town Council's position that it is not liable, a contribution of £1,500 for hiring an external contractor to reposition replacement bags of stone at the collapsed section of the Town Wall as a gesture of goodwill because of the H&S concerns.	To liaise with LTWT.	GW	Ongoing	
<u>FC Meeting</u> <u>20.10.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status/Update</u>	<u>Date</u>
FC/250	<u>PROJECT UPDATES</u>				

Full Council

Items to Action

	That a follow up letter be sent to Shropshire Council asking for progress on the Market Square parking issue.	To write to Shropshire Council again.	GW / HJ	Ongoing. Feb 24 – update: draft consultation with legal department. April 24 – email and images sent to SC to inform of cars left on market. July 2025 – letters sent to SC with council resolution. August 25 – letters sent to Heather Kidd and Rob Wilson. Nov 25 – letter sent to Rob Wilson. Dec 25 – email sent to Simon D’Vali at SC (Interim Executive Manager, Strategic	
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Full Council

Items to Action

<u>FC Meeting</u> 1.12.2025	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status/Update</u>	<u>Date</u>
FC/294	<p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That the Guildhall heating upgrade and repair of the kitchen window remains a priority project.</p>		KA / HJ	<p>Heating upgrade completed.</p> <p>Kitchen window ongoing.</p>	Feb 2026
FC/313	<p><u>CHURCHYARD WALLS TASK & FINISH GROUP</u></p> <p><u>RESOLVED MT/DL (unanimous)</u></p> <p>That the Task & Finish Group research an information page that compiles information already released on the website into a single page on the website, and publication is subject to approval by Full Council.</p>	T&F Group to create an information page for website.	GW / KP	Ongoing.	
<u>FC Meeting</u> 26.01.2026					
FC/357	<p><u>PROJECT SUPPORT GRANT</u></p> <p><u>RESOLVED TG/PA (unanimous)</u></p>				

Full Council

Items to Action

	That the application is currently outside the criteria, and additional information, including full project details and an official quotation showing the total cost of the work, be sought from the Croquet Club, as well as evidence of a bank account in the name of the club, with confirmation of at least two signatories.	To seek additional information from the applicant and resubmit for next FC meeting.	HJ	Information requested from Croquet Club, to return to March FC meeting.	
FC/360	<p><u>PROJECT ACTION PLAN</u></p> <p><u>RESOLVED GG/PA (unanimous)</u></p> <p>That the three priority projects for January – March 2026 be the Market Parking, CCTV and Churchyard Walls.</p>	Project list updated with Priority Projects.	GW / KA / HJ	Ongoing.	
FC/361	<p><u>SSYF REQUEST FOR FUNDING</u></p> <p><u>RESOLVED PA/DL (unanimous)</u></p> <p>That additional information be sought from the applicant regarding the event, including cost and proposed dates.</p>	To contact applicant for additional information and resubmit to FC at the next meeting.	GW / HJ	Additional information to return to March FC meeting.	
<u>COMPLETED</u>					

Full Council

Items to Action

<u>FC Meeting</u> <u>11.05.2022</u>					
FC/50	<u>MARKET PARKING</u> To escalate the item to action for prompt consideration in six months.	To follow up with SC monthly.	GW / HJ	Is a priority project.	Feb 2026
<u>FC Meeting</u> <u>01.08.2022</u>					
FC/122	<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		Feb 2026
FC/123	<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		Feb 2026
<u>FC Meeting</u> <u>31.07.2023</u>					
FC/133	<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.	GW GW	Complete Complete	Aug 2023 July 2025

Full Council

Items to Action

		Civic regalia to revalued. Specification delegated			
<u>FC Meeting</u> <u>29.07.2024</u>					
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	Complete – being considered by Representational Committee	November 2025
	<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. 		KA	Complete	June 2025
FC/192	To approve membership of the Neighbourhood Plan Task and Finish Group as Councillors Ginger, Harris, Miller, Parry, Tapley and S Waite.	Meeting with Shropshire Council being organised for members of Representational	GW	Complete – being considered by Representational Committee	Dec 2025

Full Council

Items to Action

			Committee to inform this new council and to progress item.			
<u>FC Meeting</u> <u>20.01.2025</u> FC/298						
	<u>WHEELER ROAD RECREATION AREA</u>					
	To support in principle the request from Ludlow Rugby Club to use Wheeler Road Recreation Area as a temporary training ground, subject to approval from a successor of the original grantee.		To locate and write to original grantee. Oct 2025 – letter sent with formal request to trustee. 5yr consent received.	GW / HJ	Complete	Nov 2025
<u>FC Meeting</u> <u>14.04.2025</u> FC/375						
	<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
<u>FC Meeting</u> <u>23.06.2025</u>					Status / Update	Date

Full Council

Items to Action

FC/106	<u>ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2024/25</u> That the Annual Return Governance Statement 2024/25 in accordance with the Accounts and Audit Regulations be approved.	Send AGAR to external auditor.	GW	Complete	26/06/25
FC/108	That publishing the detailed Annual return Account document on the Council's website be approved.	On LTC website.	GW	Complete	26/06/25
FC/109	That the dates from Monday 30 th June to Friday 8 th August for the period for the exercise of public rights be approved.	On LTC website.	GW	Complete	26/06/25
FC/110	<u>SHROPSHIRE COUNCIL'S NEW APPROACH TO PARTNERSHIP WITH TOWN AND PARISH COUNCILS</u> That Councillors will either send their responses to the survey into the Town Clerk or directly into Shropshire Council.	LTC response to be submitted.	GW	Complete	26/06/25
FC/113	<u>COMMUNITY INFRASTRUCTURE LEVY (CIL)</u> That the Annual Neighbourhood Fund Agreement be approved.		GW	Complete	July 2025

Full Council

Items to Action

		Return to Shropshire Council.			
FC/114	<p><u>MARKET SQUARE PARKING</u></p> <p>That the motion to urge Shropshire Council to promptly undertake a public consultation on a Traffic Regulation Order under the Road Traffic Regulation Act 1984 be approved.</p>	To write to Shropshire Council and Portfolio holders.	GW / HJ	Complete	July 2025
FC/117	<p><u>LUDLOW CANCER SUPPORT GROUP</u></p> <p>That the request for a statement of support from the Town Council be approved.</p>	To write to LCSG to confirm support.	GW / HJ	Complete	July 2025
FC/121	<p><u>INCLUSIVE MEETINGS</u></p> <p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That an investigation into amplification equipment and live streaming capabilities at the Guildhall be approved.</p>	To approach specialist companies to investigate the solutions they might be able to offer.	HJ/KP	Complete	Nov 2025
FC/122	<p><u>RESOLVED PA/TG (unanimous)</u></p>	To update project list	HJ	Complete	

Full Council

Items to Action

	That the investigation into amplification equipment and live streaming capabilities in the Guildhall be added onto the Projects Action List.				
FC/123	<p><u>PROJECTS</u></p> <p><u>RESOLVED DL/IMM (unanimous)</u></p> <p>That the top three priority projects for June – September 2025 be approved as CCTV, VJ Day, and the Shaping Lives Project.</p> <p>The next three priorities for October – December 2025 be considered at the July Council meeting.</p>		GW / KA / HJ / KP	Complete	August 2025
		To include on the July agenda.	GW	Complete	July 2025
FC/124	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That Councillor Maxwell-Muller be approved onto the membership of Services Committee, Policy & Finance Committee, Staffing Committee, Climate Action Task & Finish Group and the Town Planters Working Group.</p>	Update the committee matrix and the website.	HJ / KP	Complete	June 2025

Full Council

Items to Action

FC/127	<u>FRIENDS OF LUDLOW MUSEUM</u> <u>RESOLVED VP/SH (unanimous)</u> Councillor Parry is appointed the Town Council representative.	Notify the group.	HJ	Complete	June 2025
FC/128	<u>LUDLOW SUSTAINABLE TRANSPORT BUS GROUP</u> That the update from Ludlow Sustainable Transport Bus Group be noted, and actions referred to the Representational committee.	Refer actions to Rep Cttee for July meeting.	GW	Complete	July 2025
<u>FC Meeting</u> <u>28.07.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status/Update</u>	<u>Date</u>
FC/141	<u>LUDLOW POLICE UPDATE</u> To submit the Police Crime Commissioner (PCC) survey as drafted by the Town Clerk.	To complete survey and return to PCC.	GW	Complete	August 2025
FC/145	<u>VISIT SHROPSHIRE</u> To renew the Town Council's annual standard level membership at a cost of £1,500.00.	To renew membership.	GW	Complete	July 2025

Full Council

Items to Action

FC/149	<u>PUBLIC PARTICIPATION</u> To allow public filming unless disruptive.	To update Standing Orders.	GW	Complete	Aug 2025
FC/150	To provide guidance on how to give notice and speak at meetings on the Council's website.	To update website.	GW	Complete	Aug 2025
FC/152	That Members of the public who are not residents of Ludlow may speak during public open session at the discretion of the Chair, particularly where the matter directly relates to the town or Council responsibilities.	To update Standing Orders.	GW	Complete	Aug 2025
FC/154	<u>ADOPTION OF CLUSTER MODEL FOR OUTDOOR SPACES PARTNERSHIP IN SHROPSHIRE</u> To note the cluster model and to approve Cllr Ian Maxwell-Muller to attend the Nature Recovery Conference on 3 rd October.	To book a space at the conference.	HJ	Complete	Aug 2025
FC/156	<u>CORE GRANTS</u> To approve the amendment of the criteria to read: Organisations must be prepared to attend	To update criteria.	GW	Complete	July 2025

Full Council

Items to Action

	Ludlow's Annual Town Residents Meeting to showcase their work and publicly recognise the support received from Ludlow Town Council, and to approve the release of the application form for core grant applications in 2026/ 27.	To update application form.	GW	Complete	July 2025
FC/160	<u>TOWN CRIER</u> Ludlow Town Council does not approve any sponsorship opportunities or hosting a competition in Ludlow.	To update Town Crier.	GW	Complete	July 2025
FC/162	<u>TOWN WALLS</u> To note the correspondence and to change the Full Council meeting on 8 th Sept to have this as a single agenda item.	To arrange single agenda item meeting.	GW / HJ	Complete	July 2025
FC/164	<u>SCAFFOLDING INSPECTION</u> To defer consideration until the requested information is received from Longmynd Consultants Ltd.	Bring to next meeting.	GW	Complete	Aug 2025

Full Council

Items to Action

FC/165	<u>COMMITTEE MEMBERSHIP</u> To approve the amendment of the membership of Policy & Finance Committee to reflect the resignation of Councillor Harris from the committee.	To update matrix and website.	HJ	Complete	Aug 2025
FC/166	<u>COMMITTEE RECOMMENDATIONS</u> To approve the following recommendations from Policy & Finance Committee on 21 st July 2025: POLICY REVIEW Investment policy That the Council maintain a balance of £150,000.00 in the current account and all other funds to be vested in the CCLA Public Sector Deposit Fund. a) Communications Policies a) A Communication Strategy Task and Finish Working Group be set up to review the Press Protocol, Social Media Policy, Communications Protocol and Community	To update P & F Committee Officer.	GW	Complete	Aug 2025

Full Council

Items to Action

	<p>Engagement Policy and the terms of reference be approved.</p> <p>b) The Communications Policy Task and Finish Working Group membership is Councillors Childs, Cowell, Lyle, Maxwell-Muller, Owen and Scott-Bell</p> <p>CLIMATE ACTION TASK & FINISH GROUP</p> <p>That:-</p> <p>a) The minutes of the Climate Action Task and Finish Group meeting held on the 11th July 2025 be received.</p> <p>b) The Climate Action Task and Finish Group recommendations from the 11th July 2025 be approved as follows:</p> <ul style="list-style-type: none">• That a meeting of the Ludlow Town Centre Task and Finish Group be organised in Sept and put together a seasonal planting and tub maintenance strategy for 2025/26 This forum will allow us to begin pulling ideas together for the provision and maintenance of planting throughout Ludlow.			
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Full Council

Items to Action

	<ul style="list-style-type: none"> • That a volunteer group named St Johns Guardians should be set up. Once up and running all updates and information to go via Services Committee. The first volunteer day to take place on a weekday in September, DLF to all be available to assist with removal of rubbish etc, spades forks and trowels to be brought by the person or loaned by the DLF. • That the updates made to the Climate Action Plan as listed above be approved. 				
FC/173	<p><u>WORK EXPERIENCE</u></p> <p>To approve the request from a local college.</p>	To update college and make arrangements.	HJ	Complete, to commence Oct 2025.	Sept 2025
<u>FC Meeting</u> <u>03.09.2025</u>					
FC/187	<p><u>INSURANCE RENEWAL</u></p> <p><u>RESOLVED MT/PA (unanimous)</u></p> <p>That the Council's liability insurance be renewed with Hiscox at a cost of £16,101.09, and that the Task and Finish Group continue to meet to</p>	To renew liability insurance.	GW / LJ	Complete	September 2025

Full Council

Items to Action

	review the policy and bring any amendments back to Council for consideration.				
FC/188	<u>RESOLVED</u> MT/IMM (unanimous) That the Council's listed buildings and civic regalia insurance be renewed with Ecclesiastical at a cost of £9,642.79, and that the Task and Finish Group continue to meet to review the policy and bring any amendments back to Council for consideration.	To renew listed buildings and civic regalia insurance.	GW / LJ	Complete	Sept 2025
FC/189	<u>RESOLVED</u> MT/KC (unanimous) To approve cyber insurance up to £1 million cover for a premium of £981.00 and a £2,500 excess for one year, and that the Task and Finish Group continue to meet to review the policy and bring any proposed amendments back to Council for consideration.	To arrange cyber insurance.	GW / LJ	Complete	Sept 2025
FC/190	<u>RESOLVED</u> MT/IMM (unanimous) That the Council's motor insurance be renewed for one year, and that the Task and Finish Group continue to meet to review the policy and bring any proposed amendments back to Council for consideration.	To renew motor insurance.	GW / LJ	Complete	Sept 2025

Full Council

Items to Action

<p>FC/191</p>	<p><u>RESOLVED RO/MT (unanimous)</u></p> <p>That alternative quotes be sought for revaluation of the council's properties.</p>	<p>Alternative quotes to be sought.</p>	<p>GW</p>	<p>Complete.</p> <p>Jan 2026 - expenditure agreed. Date for site visits set for 26th Feb 2026.</p> <p>Feb 2026</p>	
<p>FC/193</p>	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That the membership of the Representational Committee be amended to reflect the resignation of Councillor Lyle, and that Councillor Parry be appointed to the Communications Strategy Task and Finish Working Group.</p>	<p>To amend and update committee membership.</p>	<p>HJ</p>	<p>Complete</p> <p>Sept 2025</p>	
<p>FC/194</p>	<p><u>SCAFFOLD ASSESSMENT</u></p> <p><u>RESOLVED DL/TG (unanimous)</u></p> <p>That the £540.00 quotation from Longmynd Consultants Ltd to assess the scaffolding surrounding the substation be approved.</p>	<p>Instruct Longmynd Consultants.</p>	<p>GW / HJ</p>	<p>Complete</p> <p>Oct 2025</p>	

Full Council

Items to Action

<u>FC Meeting</u> <u>08.09.2025</u>					
FC/204	<p><u>LEGAL ADVICE</u></p> <p>The council received advice from their barrister and solicitor relating to the collapsed section of wall at St Laurence's church, and agreed that a second meeting would be required to discuss the matter further.</p>	To hold further extraordinary council meeting.	GW	Complete	Sept 2025
<u>FC Meeting</u> <u>24.09.2025</u>					
FC/218	<p><u>CHURCHYARD AT ST LAURENCE CHURCH</u></p> <p><u>RESOLVED DL/KC (12:0:1)</u></p> <p>That a Task & Finish Group be formed to facilitate the progression of discussions and defer all decision making to Full Council.</p>	To arrange first meeting and formulate terms of reference.	GW	Complete	Sept 2025
FC/219	<p><u>RESOLVED MT/KC (unanimous)</u></p> <p>That as a matter of urgency the solicitor be instructed to issue a response, including the council's willingness to enter into discussions, to the letter received on 6th September 2025.</p>	To instruct solicitor.	GW	Complete	Sept 2025

Full Council

Items to Action

FC/220	<u>RESOLVED DL/KC (unanimous)</u> That membership of the Task & Finish Group is Councillors Childs, Ginger, Hepworth, Lyle, Owen, Scott-Bell. Tapley, and Taylor.	Matrix updated.	HJ	Complete	Sept 2025
FC/221	<u>RESOLVED PA/KC (unanimous)</u> That a public statement outlining the decisions made at the meeting be issued.	To issue statement.	GW	Complete	Sept 2025
<u>FC Meeting</u> 28.07.2025	<u>Item</u>	Action	Staff	Status/Update	Date
FC/146	<u>PROJECTS</u> That there are only two priority projects for the period September to December 2025 and are as follows: <ul style="list-style-type: none"> • Installation and functioning of CCTV throughout Ludlow. • Amplification equipment and live broadcasting capabilities in the Guildhall chamber 		KA HJ	Installation taken place. Update provided to Services Committee.	Oct 2025 Complete Nov 2025
FC/174	<u>GUILDHALL HEATING</u>				

Full Council

Items to Action

	To approach Shropshire Council's Conservation Officer asking for their recommendations for heating to be installed in a Grade I listed building.	Contact SC Conservation Officer.	HJ	Complete	Oct 2025
FC/175	<u>GUILDHALL AV</u> To ask prospective suppliers to provide a demonstration in the Guildhall of how the equipment would work in the chamber before quotes are considered, or arrange for members to visit a comparable site to experience working equipment.	Contact suppliers.	HJ	Complete	Oct 2025
<u>FC Meeting</u> 20.10.2025	<u>Item</u>	Action	Staff	Status/Update	Date
FC/234	<u>SHROPSHIRE COUNCIL DEVOLUTION OF SERVICES</u> <u>RESOLVED KC/IMM (unanimous)</u> That the Town Clerk be authorised to sign and return the Memorandum of Understanding with Shropshire Council.	To sign and return the MOU.	GW	Complete	Oct 2025

Full Council

Items to Action

FC/235	<p><u>RESOLVED</u> KC/GG (unanimous)</p> <p>To inform Shropshire Council that subject to adequate funding from Shropshire Council, Ludlow Town Council are interested in discussing the following local services in Ludlow:</p> <ul style="list-style-type: none">• Litter picking and street cleaning• Grounds maintenance and verge cutting• Public waste bin management• Graffiti and fly-posting removal• Highway weed control• Support for public events• Maintenance of street furniture• Community clean-up support• Shropshire Council owned play areas in Ludlow (subject to confirmation from Shropshire Council that they have the legal ability to transfer the play areas to Ludlow Town Council)	To contact Shropshire Council	GW	Complete	Nov 2025
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Full Council

Items to Action

<p>FC/236</p>	<p><u>RESOLVED GG/IMM (unanimous)</u></p> <p>To inform Shropshire Council that Ludlow Town Council does not at present consider itself able to support the following services, but is nonetheless concerned about the provision of the following services:</p> <ul style="list-style-type: none"> • Ludlow Library • Teme Leisure • Youth Services • Support for Ludlow Museum 	<p>To contact Shropshire Council</p>	<p>GW</p>	<p>Complete Nov 2025</p>	
<p>FC/237</p>	<p><u>RESOLVED KC/PA (unanimous)</u></p> <p>That Ludlow Town Council shares its response to the government Town and Parish Neighborhood Governance consultation with Shropshire Council.</p>	<p>To share document with SC.</p>	<p>GW</p>		<p>Complete Nov 2025</p>
<p>FC/238</p>	<p><u>RESOLVED MT/KC (unanimous)</u></p>	<p>To contact Shropshire Council.</p>	<p>GW</p>		<p>Complete Nov 2025</p>

Full Council

Items to Action

	That a Task & Finish Group is not formed at this point, but the council contacts Shropshire Council / Claire Braddock to open discussions.				
FC/240	<p><u>RESOLVED GG/IMM (10:0:1)</u></p> <p>To approve the scope and objectives of this year's budget-setting process as the following:</p> <ul style="list-style-type: none"> • To support existing services • To support council projects • To support Ludlow during devolution of services from Shropshire Council <p>To approve the budget setting premise of:</p> <ul style="list-style-type: none"> • Inflation: 3.6% • Interest Rate: 4% <p>To approve the reorganisation of budget lines as identified in the T&F notes.</p> <p>To approve the release of a consultation in December that discusses the range of options</p>				
					Complete
					Nov 2025
			LJ		Complete
					Nov 2025
			GW		Complete –
					Report to go to
					Nov 2025

Full Council

Items to Action

	open to the council with as much information as is available.			Full Council Dec 2025.	
FC/241	<p><u>CORE GRANTS</u></p> <p><u>RESOLVED GG/TG (unanimous)</u></p> <p>That a grant of £1,000.00 to South Shropshire Youth Forum in 2026/27 be approved.</p>	To write to SSYF.	HJ	Complete	Nov 2025
FC/242	<p><u>RESOLVED GG/TG (unanimous)</u></p> <p>That a grant of £1,050.00 to Ludlow Town Concert Band in 2026/27 be approved.</p>	To write to Ludlow Town Concert Band.	HJ	Complete	Nov 2025
FC/243	<p><u>RESOLVED GG/VP (9:0:2)</u></p> <p>That the original application from Ludlow Town FC was retrospective and therefore refused because it was outside of council's criteria. The council offered the opportunity for an amended application but were unable to accept the submitted application for a wholly different project.</p>	To write to Ludlow Town FC.	HJ	Complete	Nov 2025
FC/244	<u>RESOLVED KC/IMM (unanimous)</u>				

Full Council

Items to Action

	That the grant of £5,000.00 to Ludlow Visitor Information Centre in 2026/27 be approved.	To write to Ludlow VIC.	HJ	Complete	Nov 2025
FC/245	<u>RESOLVED TG/GG (8:0:3)</u> That a grant of £1,000.00 to Pentabus Theatre in 2026/27 be approved.	To write to Pentabus Theatre.	HJ	Complete	Nov 2025
FC/246	<u>SAFER NEIGHBOURHOOD TEAM POLICING PRIORITIES</u> <u>RESOLVED KC/MT (unanimous)</u> That the agreed priorities for October 2025 to March 2026 are: <ol style="list-style-type: none"> 1. Drugs 2. Antisocial behaviour including driving 3. Commercial and domestic theft 	To return priorities to SNT.	HJ	Complete	Nov 2025
FC/248	<u>SHROPSHIRE COUNCIL PARKING CHARGES CONSULTATION</u> <u>RESOLVED ISB/PA (unanimous)</u> To object to the proposed increases in parking charges because of the severe detrimental	To contact Shropshire Council with LTC objection.	GW	Complete	Oct 2025

Full Council

Items to Action

	<p>impact upon Ludlow, which is a small market town with a population of less than 11,000.</p> <p>To report these concerns to the press and public that the Council is actively opposing the new charges.</p>	To share objection with press and public.	GW / KP	Complete	Oct 2025
FC/254	<p><u>EFFICIENCY REVIEW</u></p> <p><u>RESOLVED</u> MT/JH (unanimous)</p> <p>That the Efficiency Review Task & Finish Group draft full terms of reference for approval, consider the timetable of action, assess the offer from LCC and report back to Full Council.</p>	Timetable first meeting to establish TOR, timetable and assess LCC offer.	GW	First meeting took place 15th January 2026.	Jan 2026
FC/255	<p><u>PROJECT SUPPORT GRANTS</u></p> <p><u>RESOLVED</u> KC/MT (unanimous)</p> <p>That a £750 grant to Ludlow Assembly Rooms be approved.</p>	To write to LAR.	HJ	Complete	Nov 2025
FC/256	<p><u>RESOLVED</u> TG/AT (unanimous)</p>	To write to Hope House for			

Full Council

Items to Action

	That clarification be sought from Hope House Hospice of specific instances in which the grant funding would benefit individuals from Ludlow postcodes.	additional information. To return to Dec FC.	HJ	Complete	Nov 2025
				Complete	Dec 2025
FC/257	<u>WHEELER ROAD PLAY AREA COVENANT</u> <u>RESOLVED TG/IMM (9:0:1)</u> That a formal request be sent to the covenant holder to allow the temporary use of the Recreation Area by Ludlow Rugby Club adults' team on two evenings per week.	To send a formal request to covenant holder. Response received. Considered by Services Committee Nov 2025.	GW / HJ	Complete	Nov 2025
FC/258	<u>RESOLVED MT/IMM (9:0:1)</u> That once the Christmas Lights installation is completed, the grass cutting at Wheeler Road recreation area becomes the top priority for the Direct Labour Force.	To add to DLF work schedule.	KA / MH	Complete	Nov 2025
FC/260	<u>COMMITTEE RECOMMENDATIONS</u> <u>RESOLVED KC/MT (9:0:1)</u>			Complete	Nov 2025

Full Council

Items to Action

	<p><u>Data Breach Policy</u> That the Data Breach Policy, as amended to state that it replaces the Data Breach Policy adopted on the 17th June 2019, be adopted.</p> <p><u>Freedom of Information Policy</u> That the Freedom of Information Policy, as amended to state that the policy will be reviewed annually, be adopted.</p> <p><u>RESIDENTIAL RENTAL</u></p> <p>That a residential rent remains at £500.00 per month to be increased annually by inflation from January 2026.</p> <p><u>POLICY REVIEW</u></p> <p><u>Recruitment and Selection Policy</u> That the Recruitment and Selection Policy, be adopted.</p> <p><u>Sexual Harassment Policy and Action Plan</u> That the Sexual Harassment Policy and Action</p>	<p>For P&F Committee Officer.</p> <p>Policies to be circulated to staff.</p>	<p>LJ</p> <p>LJ</p>	<p>Complete Nov 2025</p> <p>Complete Nov 2025</p>	
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Full Council

Items to Action

	<p>Plan, be adopted.</p> <p><u>Hedgerow Policy</u> That the Hedgerow Policy, be adopted.</p>				
FC/261	<p><u>RESOLVED VP/ISB (unanimous)</u></p> <p>That the recommendations from Representational Committee on 9th September 2025 be approved:</p> <p><u>CORONATION AVENUE</u></p> <p>To recommend to Full Council that Shropshire Council are given a list of critical roads in Ludlow, which should not be closed, but if works are required they are open with 2-way traffic lights especially during the busiest times of year which are summer, Christmas and the festivals:</p> <ul style="list-style-type: none"> • Sheet Road • Henley Road • Dinham Bridge • Temeside • Bromfield Road • Coronation Avenue • Galdeford 	To write to SC.	HJ	Complete	Nov 2025

Full Council

Items to Action

	<ul style="list-style-type: none"> • Overton Road 				
FC/268	<p><u>GUILDHALL HEATING</u></p> <p><u>RESOLVED KC/TG (unanimous)</u></p> <p>That the quotation of £33,273.09 ex. VAT from Grange Heating be accepted, and the project in a Grade I Listed building progresses to the next stage, which is detailed sign off by the conservation officer.</p>	To liaise with Grange Heating and Conservation Officer to progress the project.	HJ	Complete	Jan 2026
FC/269	<p><u>CHAMBER AMPLIFICATION SYSTEM</u></p> <p><u>RESOLVED IMM/TG (unanimous)</u></p> <p>That the quotation of £6,094.00 ex. VAT from Sound Induction Systems be accepted.</p>	To progress the project with SIS.	HJ	Complete	Nov 2025
<u>FC Meeting</u> 1.12.2025	<u>Item</u>	Action	Staff	Status/Update	Date
FC/284	<p><u>BUDGET TASK & FINISH GROUP UPDATE</u></p> <p><u>RESOLVED GG/MT (unanimous)</u></p>	To be considered by Policy &	GW / LJ	Complete	Jan 2026

Full Council

Items to Action

	That the recommendations from the Budget Task & Finish Group, as listed in their notes from their meeting on 20 th November 2025, are given further consideration by Policy & Finance Committee before coming back to Full Council in January 2026.	Finance in January then return to Full Council.			
FC/285	<u>RESOLVED DL/IMM (13:1:1)</u> That, subject to the removal of the reference to a survey, the budget consultation statement be approved for release.	To release statement.	GW / KP	Complete	Dec 2025
FC/286	<u>RESOLVED MT/IMM (unanimous)</u> That all councillors provide their feedback on the draft survey to the Town Clerk within a 14-day period, so that the Clerk can redraft the survey for approval at Full Council in January 2026.	To return to Full Council in January 2026.	GW	Complete	Dec 2025
FC/288	<u>COMMUNICATIONS TASK & FINISH GROUP</u> <u>RESOLVED DL/IMM (unanimous)</u> That the improved Community Engagement Strategy, superseding the existing strategy from point 4 onwards, be adopted.	To update the policy, circulate to staff and update on website.	KP	Complete	Dec 2025
FC/289	<u>COMMUNICATIONS TASK & FINISH GROUP</u>				

Full Council

Items to Action

	<p><u>RESOLVED DL/PA (unanimous)</u> That the strapline ‘Looking After Ludlow’s Future’ be approved, and that the Task & Finish group be tasked with developing an ambitious action plan to support this aspiration, with the plan to be submitted to Full Council for approval.</p>	T&F Group to progress and feed back to Full Council.	GW / KP	Complete	Dec 2025
FC/290	<p><u>RESOLVED DL/KC (unanimous)</u> That the Task & Finish group refocuses on the original remit to review council’s communications policies and protocols to create a user-friendly suite of policies that strengthen the council’s engagement with the community.</p>	T&F Group to review policies.	GW / KP	Complete	Dec 2025
FC/291	<p><u>COMMUNICATIONS TASK & FINISH GROUP</u> <u>RESOLVED DL/KC (unanimous)</u> That the Communications Task & Finish group reports back to Full Council in April 2026.</p>	To return to Full Council in April 2026.	GW / KP	Complete	Dec 2025
FC/293	<p><u>PROJECTS</u> <u>RESOLVED DL/PA (unanimous)</u> That the CCTV project remains a priority.</p>		KA	Priority project Jan-Mar 2026.	Feb 2026
FC/295	<p><u>RESOLVED DL/AT (unanimous)</u></p>		GW / HJ	Complete	Jan 2026

Full Council

Items to Action

	That the priority projects be reconsidered at the January 2026 council meeting.	To return to Full Council in January 2026.			
FC/298	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED DL/TG (unanimous)</u> That the committee and Task & Finish Group membership be noted, with the addition of Councillor Lyle onto the Residential Rental Task & Finish Group, and the Efficiency Review Task & Finish Group.</p>	To update matrix.	HJ	Complete	Dec 2025
FC/299	<p><u>PROJECT SUPPORT GRANT APPLICATIONS</u></p> <p><u>RESOLVED VP/JH (13:0:2)</u> That a £750 grant to Ludlow Piano Festival be approved.</p>	To update Finance Officer and inform applicant.	HJ / LJ	Complete	Dec 2025
FC/300	<p><u>RESOLVED GG/AT (13:0:2)</u></p> <p>That, with regret, the application for £1,000 from Hope House Hospice be declined because it does not meet the Project Support Grant criteria.</p>	To write to Hope House.	GW / HJ	Complete	Dec 2025
FC/301	<p><u>WHEELER ROAD RECREATION AREA</u></p> <p><u>RESOLVED DL/PA (unanimous)</u></p>		KA	Complete	Dec 2025

Full Council

Items to Action

	That the positive conditional response received from the covenant holder, and the fact that the matter is being considered by the Services Committee, be noted.	Letter sent to Rugby Club.			
FC/302	<p><u>MAYOR'S SUNDAY</u></p> <p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That the Mayor's Sunday service will take place on Sunday 28th June 2026.</p>	To update council calendars and make arrangements.	HJ	Complete	Dec 2025
FC/303	<p><u>COUNCILLOR DISPENSATION</u></p> <p><u>RESOLVED DL/SH (7:4:4)</u></p> <p>To grant a dispensation for the duration of the existing council term for Councillor Waite to participate and vote on all matters relating to the devolution of powers, and / or delivery of Shropshire Council services by Ludlow Town Council.</p>	To keep record of active dispensations.	HJ	Complete	Dec 2025
FC/304	<p><u>SCAFFOLDING</u></p> <p><u>RESOLVED DL/IMM (13:0:2)</u></p>	For inclusion in the next P&F meeting.	GW / LJ	Complete	Dec 2025

Full Council

Items to Action

	That the recommendations in the report be costed and considered by the Policy & Finance Committee in January 2026.				
FC/305	<p><u>COMMITTEE RECOMMENDATIONS</u></p> <p><u>RESOLVED RO/IMM (14:0:1)</u> That, subject to an amendment to the wording of a recommendation from the Climate Action Task & Finish Group on 30th October 2025, changing it to a recommendation from the Town Planters Task & Finish Group, the following recommendations from the Policy & Finance Committee on 24th November 2025 be approved:</p> <p>PF/150 b) <u>Recommendations</u></p> <p><u>RECOMMENDED RO/KC (Unanimous)</u> That the recommendations of the Climate Action Task and Finish Group meeting held on the 13th November 2025 be approved:- Changes/actions relating to the CAP.</p>	Update P&F committee officer.	HJ	Complete	Dec 2025
		Changes to CAP.	KA	Complete	Dec 2025

Full Council

Items to Action

	<p>To consider the following statement to be forwarded to prospective contractors when obtaining quotes:</p> <p>It is important to Ludlow Town Council that prospective contractors consider the following aspects of their work to be efficient and less harmful to the environment.</p> <ul style="list-style-type: none">• Conserve natural resources through careful planning, and efficient use of resources, water and raw materials.• Minimisation of waste through source reduction, reuse and recycling.• Handling and disposal of waste through safe and environmentally sustainable methods. <p>We would like contactors to have an aspirational 'zero to landfill' policy to ensure as much waste as possible is diverted from landfill. With the ultimate goal of achieving Zero Waste to Landfill</p>			
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Full Council

Items to Action

	<p>through prevention, reduction, reuse and recycling.</p> <p>PF/152 b) <u>Recommendations</u></p> <p><u>RECOMMENDED RO/MT (7:0:1)</u> That the recommendation of the Climate Action Task and Finish Group meeting held on the 30th October 2025 be approved:-</p> <ul style="list-style-type: none">a) Purchase of a plastic planter in black to trial on Bromfield slip road at a cost of £399 + £72 delivery (from Amberol – self watering planter PRM-0P)b) Removal of 29 boxes from various locations in Ludlow (as detailed: 19 Old Street, 4 Corve Street, 2 Broad Street, 2 Bromfield slip road, two Mill Street). This is to remove boxes which are in poor condition, are not being maintained or that there are simply too many planters in a single location. Local residents will be notified of the changes.	KA to progress actions.	KA	Complete Dec 2025
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Full Council

Items to Action

	<ul style="list-style-type: none">c) All plants that can be saved will be used in other LTC locations.d) Planters that can be salvaged will be repaired for use elsewhere and also made more 'sustainable' with liners etc.e) Purchase tags to number/identify remaining planters £31.64 (including delivery and tax)f) Agree with the suggestion of a single business sponsorship category that will be within the £20-£30 per annum cost bracket – no income for LTC, simply to cover costs of a plaque etc.g) Approve that cordaline plants are removed from planters and offered to local residents free of charge.h) To approve the purchase of a box ball shrub.i) To approve the purchase of 6 lavender plants, 6 hebe plants, weed suppressing matting and bark for the Old Street flower beds – work to be undertaken over winter.				
FC/314	<u>CHURCHYARD WALLS TASK & FINISH</u>				

Full Council

Items to Action

	<p><u>GROUP</u></p> <p><u>RESOLVED MT/JH (unanimous)</u></p> <p>That permission be granted for the Town Walls Trust (TWT) to speak with the author of the structural engineering report, on the clear understanding that they are acting on behalf of the TWT, and not the Town Council.</p>	To contact TWT.	GW	Complete	Dec 2025
FC/315	<p><u>RESOLVED MT/JH (unanimous)</u></p> <p>That a confidential non-binding without prejudice meeting is arranged between the PCC and all members of the Task & Finish Group.</p>	Meeting took place in December 2025.	GW	Complete	Dec 2025
FC/316	<p><u>RESOLVED MT/DL (unanimous)</u></p> <p>The discussion from the meeting shall be reported back to the next full council meeting, and decision making will be undertaken by the whole council.</p>	To return to next Full Council meeting.	GW	Complete	Jan 2026
<u>FC Meeting</u> 5.1.2026	<u>Item</u>	Action	Staff	Status/Update	Date
FC/328	<p><u>MOTOR INSURANCE</u></p> <p><u>RESOLVED RO/ISB (unanimous)</u></p>				

Full Council

Items to Action

	That expenditure of £330.40 per year at current rates (pro-rated from the effective date until renewal) to add the under 25-year-old driver is approved.	To arrange insurance.	GW / HJ	Complete	Jan 2026
FC/329	<p><u>BUILDINGS REVALUATION FOR INSURANCE PURPOSES</u></p> <p><u>RESOLVED</u> RO/JH (unanimous) That expenditure of £4,750 plus VAT for the revaluation of all Council-owned buildings by Gallagher is approved.</p>	Proceed with revaluation.	GW	Complete	Jan 2026
FC/332	<p><u>CHURCHYARD WALLS TASK & FINISH GROUP</u></p> <p><u>RESOLVED</u> DL/ISB (unanimous) For: DL/ PA/ DC/ KC/ SH/ JH/ IMM/ RO/ VP/ ISB/ MT Against: None Abstain: None</p> <p>That Ludlow Town Council states its willingness to work with the PCC and SC to achieve a resolution without resorting to the Courts.</p>		GW	Complete	Jan 2026
FC/333	<u>RESOLVED</u> DL/KC (9:2:0)				

Full Council

Items to Action

	<p>For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: SH/VP Abstain: None</p> <p>That Ludlow Town Council is willing to hold a discussion with the PCC at a without prejudice meeting with a view to agreeing percentage contributions from all parties and with SC for in kind percentage contributions.</p>		GW	Complete	Jan 2026
FC/334	<p><u>RESOLVED DL/KC (9:2:0)</u> For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: SH/VP Abstain: None</p> <p>That without prejudice and subject to agreement on the split of costs, Ludlow Town Council agrees to be the Responsible Body for maintenance to enable grant funding applications.</p>		GW	Complete	Jan 2026
FC/335	<p><u>RESOLVED DL/MT (10:0:2)</u> For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: None Abstain: SH/VP</p> <p>To delegate the drafting of the response to the Parochial Church Council's letter of 19th</p>		GW	Complete	Jan 2026

Full Council

Items to Action

	December 2025 to the Chair of the T&F group and the clerk, and that the draft is shared with Council by the end of the week.				
FC/336	<p><u>RESOLVED DL/KC (unanimous)</u> For: DL/ DC/ KC/ JH/ IMM/ RO/ VP/ ISB/ MT Against: None Abstain: None</p> <p>That all future correspondence received from the Parochial Church Council or Shropshire Council, or the Ludlow Town Walls Trust, is not passed to Geldards prior to being seen and considered by the Churchyard Walls Task & Finish Group and Council.</p>		GW	Complete	Jan 2026
FC/337	<p><u>RESOLVED DL/KC (unanimous)</u> For: DL/ DC/ KC/ JH/ IMM/ RO/ VP/ ISB/ MT Against: None Abstain: None</p> <p>That a meeting between the Churchyard Walls Task & Finish Group, the Parochial Church Council and Shropshire Council be arranged as soon as possible after the letter has been sent to the Parochial Church Council.</p>		GW	Complete	Jan 2026
FC/338	<p><u>RESOLVED DL/KC (7:0:2)</u> For: DL/ DC/ KC/ JH/ IMM/ RO/ MT</p>				

Full Council

Items to Action

	<p>Against: None Abstain: ISB/VP</p> <p>To be party to either a bilateral legal agreement with the PCC or preferably a trilateral agreement with the PCC and SC, with a view to protecting the legal position of our organisations and to protect all parties for the next 25 years.</p>		GW	Complete	Jan 2026
FC/339	<p>RESOLVED JH/MT (unanimous) For: DL/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: None Abstain: None</p> <p>That Ed Morton and/ or Colin Richards are permitted to hold discussions with Historic England, St. Laurence DAC, Shropshire Council, and any other necessary organisation for the purposes of initial scoping prior to the creation of a specification. An expenditure limit of £3,000.00 applies to this matter.</p>		GW	Complete	Jan 2026
<u>FC Meeting</u> <u>26.01.2026</u>					
FC/350	<p><u>ITEMS TO ACTION</u> Cllr Hepworth asked for a report on the timeline on the CCTV project.</p>	To produce a report. For March FC meeting.	GW / KA	Complete	March 2026

Full Council

Items to Action

FC/351	<p><u>DISPENSATION</u></p> <p><u>RESOLVED DL/KC (unanimous)</u> To grant a dispensation for the duration of the existing council term for Councillor Parry to participate and vote on all matters relating to the devolution of powers, and / or delivery of Shropshire Council services by Ludlow Town Council.</p>	To keep record of active dispensations.	GW / HJ	Complete	Jan 2026
FC/362	<p><u>SHROPSHIRE'S DESTINATION MANAGEMENT PLAN 2026-2029</u></p> <p><u>RESOLVED DL/PA (unanimous)</u> That the Council supports the draft Destination Management Plan (DMP) 2026 – 2029.</p>	To complete the survey with Shropshire Council.	GW	Complete	Jan 2026
FC/363	<p><u>LUDLOW – TOWN OF CULTURE 2028</u></p> <p><u>RESOLVED GG/VP (unanimous)</u> That the Council submits an expression of interest to Shropshire Council for an application on behalf of Ludlow.</p>	To submit an expression of interest with Shropshire Council.	GW / HJ	Complete	Jan 2026
FC/368	<p><u>MEETING CALENDAR</u></p>				

Full Council

Items to Action

	<p><u>RESOLVED DL/GG (unanimous)</u></p> <p>That the following changes to meeting dates be approved: the Policy & Finance Committee meeting be moved from Monday 16th February 2026 to Monday 2nd March 2026; the Full Council meeting be moved from Monday 2nd March 2026 to Monday 9th March 2026; and the Annual Town Residents Meeting be moved from Monday 30th March 2026 to Monday 1st June 2026.</p>	To update calendar, make venue booking and inform committee officers.	HJ	Complete	Jan 2026
FC/369	<p><u>BUCKINGHAM PALACE GARDEN PARTY NOMINATION</u></p> <p><u>RESOLVED VP/IMM (unanimous)</u></p> <p>That Councillor Harris be nominated to attend the Buckingham Palace Garden Party on 12th May 2026.</p>	To submit the nomination for Cllr Harris.	HJ	Complete	Feb 2026
FC/370	<p><u>COMMITTEE RECOMMENDATIONS</u></p> <p><u>RESOLVED RO/IMM (13:0:1)</u></p> <p>That the following recommendations from the Policy and Finance Committee on 19th January</p>				

Full Council

Items to Action

	<p>2026 be approved:</p> <p>PF/180 <u>FINANCIAL REGULATIONS</u></p> <p><u>RECOMMENDED RO/MM (unanimous)</u> That Financial Regulation 5.15 be amended to include the following bullet point:-</p> <ul style="list-style-type: none"> • “except that any commitment to incur expenditure on obtaining legal advice shall require consultation with the Chair of the Council (or Deputy Chair in the absence of the Chair) or of the Chair of the Policy and Finance Committee.” <p>PF/183 <u>SHROPSHIRE COUNTY PENSION FUND</u></p> <p><u>RECOMMENDED MT/RO (unanimous)</u> That the Actuarial Valuation Employers Contribution Rate of 16.8% for 2026/27, 2027/28 and 2028/29, be approved.</p>	<p>To amend regulation and re-publish on website.</p> <p>Financial Regulation 5.15 to be amended.</p> <p>To send signed acceptance of the valuation results to Shropshire Council.</p>	<p>LJ</p> <p>GW</p>	<p>Financial Regulations amended and re-published on website.</p> <p>Complete</p>	<p>Feb 2026</p> <p>Jan 2026</p>
FC/375	<p><u>COMMUNICATIONS TASK & FINISH GROUP RESOLVED IMM/RO (unanimous)</u> That the consultation document is approved.</p>		KP	Complete	Feb 2026

Full Council

Items to Action

		Update Communications Officer.			
FC/376	<u>RESOLVED IMM/GG (unanimous)</u> That the distribution cost of £300 plus VAT, and Quote 1 from the distributor for the printing of 7,000 colour copies (to be revised to 6,000 copies) at a cost of £408, be accepted.	Communications Officer to progress.	KP	Complete	Feb 2026
FC/377	<u>RESOLVED GG/IMM (unanimous)</u> That the consultation closure date is one month after the date of release, which is 31 st March 2026.	Communications Officer to progress.	KP	Complete	Feb 2026

Item 12.

MARKET PARKING

THE COUNTY COUNCIL OF SHROPSHIRE (CASTLE STREET AND CASTLE SQUARE, LUDLOW)(PROHIBITION OF MOTOR VEHICLES) ORDER 2000

The County Council of Shropshire (hereinafter referred to as "the Council") in exercise of their powers under Sections 1(1) and 2(1) and (2) of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act hereby make the following order:

- 1. Save as provided in Articles 3 and 5 of this Order no person shall cause or permit any motor vehicle to proceed or wait on the area of the highway in Castle Square marked "A" on Drawing No. 55028/MID/BIR/201.
- 2. Save as provided in Articles 4 and 5 of this Order no person shall cause or permit any motor vehicle to proceed or wait on the area of highway in Castle Street marked "B" on Drawing No. 55028/MID/BIR/201.
- 3. Nothing in Article 1 of this Order shall render it unlawful to cause or permit any motor vehicle to proceed on the area of highway referred to therein if the vehicle is being used for the conveyance of persons, goods or merchandise to or from Ludlow College, Ludlow Castle or Ludlow Castle House Flats.
- 4. Nothing in Article 2 of this Order shall render it unlawful to cause or permit any motor vehicle to proceed in an easterly direction from Castle Street (North) and wait on the area of highway referred to therein if the vehicle is being used for the conveyance of goods or merchandise to or from-

- 4 Castle Street, Ludlow
- 6 Castle Street, Ludlow
- 8 Castle Street, Ludlow
- 10 Castle Street, Ludlow
- 12 Castle Street, Ludlow

PROVIDED THAT the vehicle waits no longer than is necessary and for the purpose specified and that the vehicle exits from the area in a southerly direction towards Castle Street (South).

- 5 Nothing in Articles 1 and 2 of this Order shall render it unlawful to cause or permit any motor vehicle to proceed or wait on the areas of the highways referred to therein if the vehicle is being used-
 - (a) in connection with the removal of any obstruction to traffic; the maintenance, improvement or reconstruction of the part of highway; or the laying, erection, alteration or repair in, or on land adjacent to, the areas of highway of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunications apparatus as defined by paragraph 1(1) of the Telecommunications Code contained in Schedule 2 of the Telecommunications Act 1984;
 - (b) in the service of a local authority, a water undertaker or a sewerage undertaker, or the National Rivers Authority in pursuance of statutory powers or duties;

(c) in an emergency for police, fire brigade or ambulance purposes;

(d) by a market trader for the conveyance of goods or merchandise to market stalls; or

(e) in connection with the staging of the Ludlow May Fair.

(f) in connection with the staging of Ludlow Festival events.

PROVIDED THAT the vehicle waits no longer than is necessary and for the purpose specified.

6. This Order shall come into operation on 1 July 2000 and may be cited as the County Council of Shropshire (Castle Street and Castle Square, Ludlow) (Prohibition of Motor Vehicles) Order 2000.

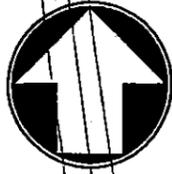
THE COMMON SEAL OF THE COUNTY)
COUNCIL OF SHROPSHIRE was)
affixed hereto the 11th day of May 2000)
in the presence of)

L.S

T.W. Collard

Senior Solicitor

CERTIFIED TRUE COPY
David Bivley
COUNTY SOLICITOR



Ludlow
College

14

PH
12

10

CHURCH STREET

HARP LANE

CASTLE STREET

HIGH STREET

(A) CASTLE SQUARE

MARKET ST

Castle Lodge

Mus

AREA SUBJECT TO ORDER

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Client



Rev	Date	Drawn	Description	Ch'k'd	App'd	Title	Drawn	RWB
A	9/12/99	RWB	Issued For Comment			LUDLOW TOWN CENTRE ENHANCEMENTS	Checked	SR
B	13/12/99	RWB	Revised As Comments			PROHIBITION OF DRIVING PLAN	Approved	JND
C	14/12/99	RWB	Areas Labeled				Scale	1:500
						Drawing No.	Rev	Status
						55028/MID/BIR/201	C	COM

LANDSCAPE TOWN AND COUNTRY LIMITED

Item 13.

HELENA LANE DAY CENTRE

Dear [REDACTED]

My name is [REDACTED] who is one of the care users at Helena Lane.

As Mayor of Ludlow I'm hoping you are able to help stop the closure of Helena Lane Day Care Services that Shropshire Council is proposing.

I don't know if you saw it but the Ludlow Advertiser did an article on the proposed closure on Thursday 12th Feb 2026 (last Thursday).

The effect of closure of Helena Lane on both [REDACTED] and myself (not to mention other care users) would be :-

1. I would have to care for [REDACTED] myself 24/7 with NO respite at all.
2. As there are No other Day care centers for the Elderly and Disabled in Ludlow it would cause isolation for [REDACTED] which would affect her wellbeing and mental health.
3. Apart from taking [REDACTED] to the Dementia Cafe (in Ludlow Library once a month) she would Not be able to socialise. Through Helena Lane she has been able to socialise and has made long lasting friendships.
4. Although (at present) [REDACTED] doesn't use it , there is a bathing and laundry service (which is used by other care users that attend) so loss of this service would deprive them of being able to have a bath once a week (basic hygiene) at present [REDACTED] has a shower everyday.
5. There is NO other Day Care centre for the elderly or disabled in South Shropshire that provides a bathing and laundry service.
6. Without the Respite that Helena Lane provides (I get 4 hours on a Tuesday, Wednesday and a Thursday) my health and mental health would decline (as caring for someone 24/7 is both mentally and physically exhausting).
7. If the care package/provision is moved to Shrewsbury, travelling there would take nearly an hour and 1hour back again . Then to pick her up the same, so out of the 4 hours respite (myself and the council pay for) I'm only receiving 2hours respite. !!!! Doesn't seem fair. Helena Lane was bequeathed to the elderly people of Ludlow by Major Wheeler (unsure when, but council records would show this) and Shropshire Council have a duty of care for ALL residents of Shropshire (not just for residents of Shrewsbury).

I fully believe myself that this is a cost cutting exercise by Shropshire Council not "the proposed consultation and wider engagement on the future of in-house day services " that their original letter stated.

I'm sure if Ludlow residents know that this could be happening there would be outrage that Shropshire Council would be failing in there Duty of care.

Yours sincerely

[REDACTED]

Item 14.

LAMP LIGHT OF PEACE

Lamp Light of Peace

In Remembrance

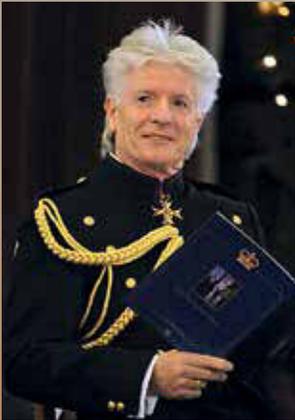
11am • 11 November 2026



AS THE EMBERS OF PAST CONFLICTS LINGER BENEATH OUR COMMON LIFE,
REMEMBRANCE BECOMES NOT MERELY A GESTURE, BUT A SOLEMN VOW

Introduction

Bruno Peek CVO OBE OPR, Pageantmaster The Lamp Light of Peace in Commemoration 11am - 11 November 2026



As the embers of past conflicts linger beneath our common life, remembrance becomes not merely a gesture, but a solemn vow. Each November we gather in shared silence and witness names read out, carved tenderly in stone. We are summoned to more than mourning, rather to see the possibility of enduring peace.

To remember is to recognise the humanity within each

story: the hope in a soldier's distant gaze, the echo of a mother's lament, the innocence lost to a child's vanished world. War is not the work of nameless nations, but of individuals; and it is here that we also find the seeds of peace, growing stronger through each of our memories.

As we remember, let the flame of peace also be passed between us, hand to hand - its light illuminating not only lives once lived, but the promise of a future yet unwritten. As the voices of those who have gone before fade into history, it is our responsibility to honour their sorrow and respond with hope to the living wounds that conflict leaves behind.

In a world often frayed at the edges, remembrance serves as our guiding star. Let us not only reflect on the past but also look to the future as joining across the land at 10.57am on November 11th as we light the Lamp of Peace. This will be a symbol to guide us all as we step into the future with courage and hope for our fragile and beautiful world.

Let this lamp burn brightly, an emblem of our shared commitment to peace.

Local authorities and others with flag poles are being encouraged to purchase the Flag of Peace shown on page 15 and raise it throughout the Nation at 10.00am.

We would also like to encourage the involvement of young people in this promotion of continued peace around the world, involving youth organisations such as Scouts, Army, Sea and Air Cadets, schools, and youth clubs etc, to name but a few, especially as the youth of the world are the peace makers and keepers of the future.

Those who already have these Lamps are being encouraged to re-light them again as part of the Lamp Light of Peace at 10.57am on 11th November 2026.

The overall aim for the next few years, is to make this the largest promotion of peace the world has ever seen, bringing the people, families and communities of the world together at one moment in time, in a very simple, but symbolic act.

If you go to page 12, you will see the special prayer that has been written for this occasion, enabling it to be read over the Lamp after the two minutes silence should you wish to.

To purchase your lamp, please go to page 14 of this guide.

I do therefore, hope that you will take part in this unique event, helping us to promote and encourage peace in our lifetime, making the world a safer place for the future of mankind.

Finally, I would like to thank Brian Conley and all the others in the Guide for their generous support for this unique and important moment, helping to promote 'peace in our time'.

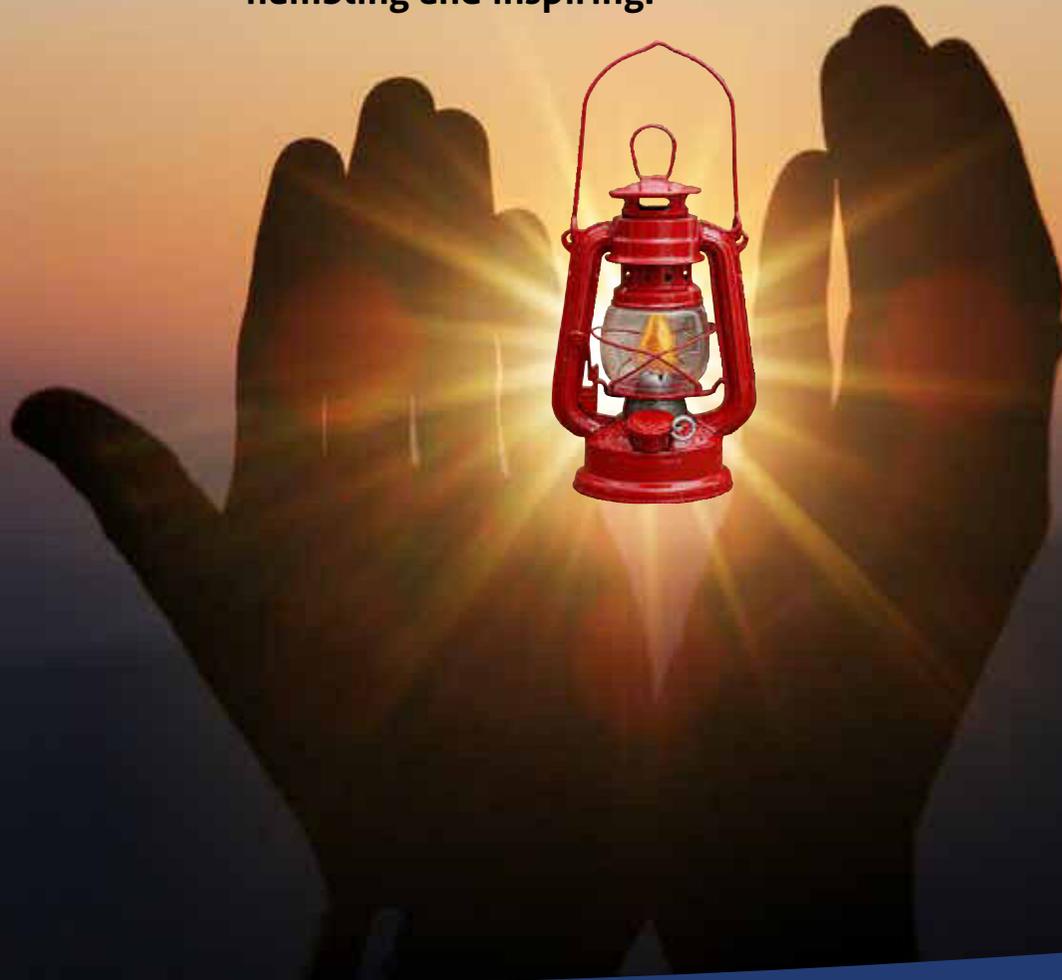
Bruno Peek

*Bruno Peek CVO OBE OPR
Pageantmaster
Lamp Light of Peace -
In Remembrance
11am - 11 November 2026
Email: brunopeek@mac.com
www.lamplightofpeace.com*



A Message from the Patron - Brian Conley

"It is truly an immense honour to be involved with the Lamp Light of Peace and its work in promoting world peace. To participate in a symbol that goes beyond borders, cultures, and beliefs and to contribute to the universal desire for world peace, is both humbling and inspiring."





Andrew Rosindell M.P. Shadow Minister for Foreign Affairs

I am deeply honoured to support the Lamp Light of Peace and the Flag of Peace, as poignant reminders of the sacrifices made by successive generations who served and continue to serve in His Majesty's Armed Forces and their families. Not only is this a deeply moving reminder of their sacrifice for King and Country, but also of what they secure for us by their sacrifice – peace and security. Their selfless defence of our nation, its values, and all that we hold dear reminds us that peace is not something that is given freely, but a precious gift that must be fought for and continually protected.

I encourage individuals and organisations the length and breadth of our great nation to join in lighting the Lamp Light of Peace and flying the Flag of Peace at 10.57 a.m. on November 11th 2026. Let us not only remember sacrifice, but always strive for the peace, principles, and policies that would make past and present servicemen and women proud. This November, I hope that the light of peace will illuminate the British Isles as a stark reminder of this solemn duty.



Andrew Rosindell



Hertsmere Borough Council

Borehamwood, Hertsmere, is well known for making TV Programmes, Films, Strictly Come Dancing, Big Brother and so much more, as well as having a wealth of history in our Town so we are used to playing an important role in hosting important occasions etc, so on behalf of the good Citizens of Hertsmere, I would like to confirm that we are so proud and honoured to be taking part in the Lamp Light Peace in Remembrance 11am - 11 November 2026, and we will be lighting our Lamp Light at 10.37am, and would like to encourage all Civic Leaders of every County, District, Borough, Town and Parish Council throughout the United Kingdom, Channel Islands and the Isle of Man to light one at this time too, helping to promote long-term Peace in this troubled world of ours.

So let the Lamp Light of Peace be passed among us all with love and hope, letting it shine a clear path for the whole world.

It is planned that this simple, unique and meaningful promotion of World Peace is to become an annual occasion, growing in size and stature over the next few years, so once your Lamp has been lit for this current occasion, it can be re-lit for many years to come.

Please consider involving your local Schools too, especially as the youth of our Nation are the future peace makers.

The Worshipful the Mayor of Hertsmere - Cllr Alpha Bird Collins LLM



*St Michael and All Angels
Anglican church.*

*Left: The Reverend
Louise Collins BA.*

*Right: The Worshipful the Mayor of
Hertsmere - Cllr Alpha Bird Collins LLM.*



Olney Town Council

I'm Cllr Debbie Whitworth and Mayor of Olney, and for remembrance 2025 I invited our local schools to attend the remembrance service at the memorial on the Market Place - two pupils from each of our three schools laid wreaths and I asked an older student to read the names of the fallen with me - they were proud to have been invited to such a poignant occasion and the residents were delighted to see the youth engaging in this way - it is vital our children feel involved so they can honour the sacrifices made by service personnel in the past and present conflicts, to ensure their legacy will never be forgotten.

Olney Town Council is delighted and proud to be taking part in the lighting of a Lamp Light of Peace at 10.37am on 11th November 2026, encouraging the 'promotion of peace in our time', and have already invited schools to take part by passing the lamp around the Market Place on 11th November too.

I would like to encourage other Mayors of towns, boroughs and cities throughout the UK to please sign up and take part in lighting a lamp of peace and reach out to your schools and together throughout the UK let us get the youth of today participating and encourage a joint commitment towards a future of peace and unity in our world.

*With very best wishes
Cllr Debbie Whitworth, Mayor of Olney*



Elstree and Borehamwood Town Council

I write from Elstree and Borehamwood, home of over 100 years of film and television.

When I was a boy, my grandfathers would recount to me horrors of their witnessing fallen comrades on the battlefields of Dunkirk and of unbearable conditions in the Burmese jungle where they fought for the British Army to defeat Nazism in WWII. My grandmothers who grew up in the East End would recount how The Blitz devastated their communities but how they all remained resilient when faced with terror.

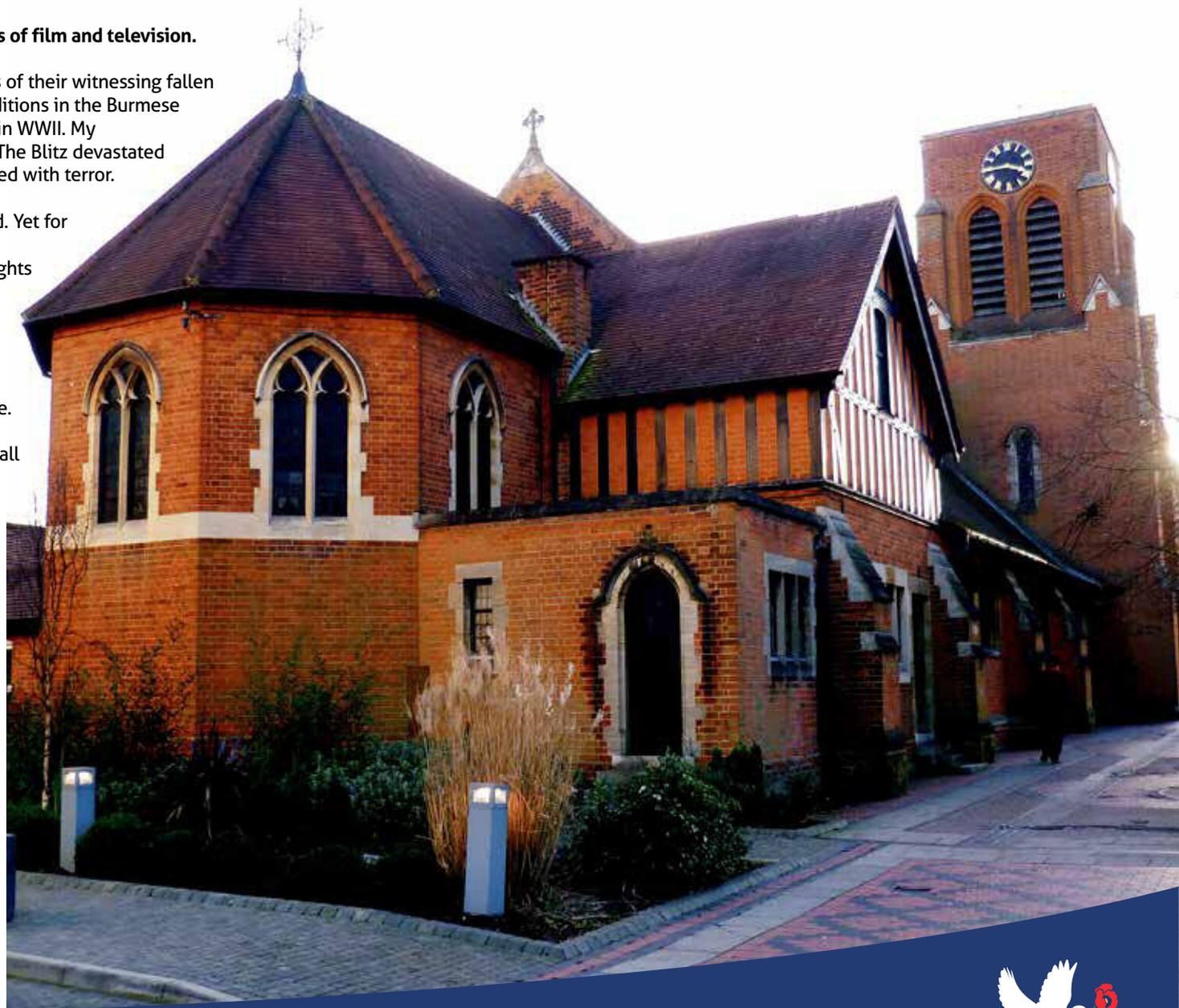
80 years after VE Day, dozens of wars still rage around the world. Yet for peacebuilding to succeed it must have salience at town and neighbourhood level. Therefore I am delighted that the Lamp Lights of Peace initiative has been established and am honoured to be participating myself.

I would urge all Mayors of Towns, Boroughs and Cities, to take part at **10.37am** on 11th November 2026 in what will be the largest, Civic led event, ever to take place at one moment in time. Let us also do what we can to encourage our local community organisations, schools and faith groups to join in unison in our call for world peace.

*Cllr Dr Dan Ozarow,
Mayor of Elstree and Borehamwood.*



*(Left) Deputy Mayor, Cllr Tushar Kumar.
(Right) Cllr Dan Ozarow, Mayor of Elstree and Borehamwood.*



Rob Smith, SLCC Chief Executive

The Society of Local Council Clerks (SLCC) is proud to support the Lamplight of Peace in Remembrance event on 11 November 2026. As the professional body representing local council clerks and senior council employees in England and Wales, we encourage town, parish, and community councils, who wish to take part, to light a Lamplight of Peace at 10:57am on 11 November 2026, in a way that is appropriate to their local community.

Remembrance Day is a time to reflect, honour those who served, and recognise the sacrifices made in conflicts past and present. The Lamplight of Peace symbolises the light that emerged from the darkness of war. By lighting it each year going forward, not only do we join together in shared remembrance and unity, but also in hope for a more peaceful future.



A handwritten signature in black ink that reads "Rob Smith". The signature is written in a cursive, flowing style.

*Rob Smith,
SLCC Chief Executive*

SLCC

For Local Council Professionals[®]

For Local Council Professionals[®]



How the Lamp Light of Peace can benefit animals in need today

The Lamp Light of Peace will support animal charities with £5 from every sale of each Lamp.



We have teamed up with the The War Horse Memorial CIC, who seven year's ago unveiled in Ascot, Berkshire, the first national memorial dedicated to the millions of UK, Commonwealth and Allied horses, mules and donkeys lost during The Great War and subsequent conflicts.

Poppy, named by the country's guides and brownies in a national competition, is a larger than life bronze horse and stands on a three metre high stone plinth created by acclaimed British sculptor Susan Leyland. It has become much more than a memorial. It has created an opportunity to raise funds for struggling animal charities and welfare organisations through the memory of those fallen victims of war and the emblem of a purple poppy to be worn alongside the red.

War Horse Memorial CIC, sells purple poppy pin badges and knitted purple poppies for treasured pets to wear ahead of International War Animal Day, on February 24 and on November 11 when we remember ALL lives lost in Two World Wars and conflicts that followed, through The Animal Purple Poppy Fund.

As Co-Founder of this organisation, we are working with others in Australia, Canada, New Zealand and America to create an animal memorial in France dedicated to those animals who went to war and never returned, and will use some of the money raised from Lamp Light of Peace sales to help make that happen.



For more information on The War Horse Memorial and the Animal Purple Poppy Fund please go to www.thewarhorsememorial.org

Susan Osborne



**WAR HORSE
MEMORIAL**
STRENGTH IN ADVERSITY





Australian War Animal Memorial Organisation



Lest we forget, four-legged diggers served too.



To order and purchase your lamp, please go to www.amplightofpeace.co.uk

President of AWAMO Nigel Allsopp

The Australian war animal memorial organization (AWAMO) was established over 25 years ago to honour the deeds and sacrifices of animals during conflicts. AWAMO has established over 50 memorials worldwide, including the official war animal memorial in Pozieres France. AWAMO has also worked alongside many international associations to establish memorials honouring the service of animals in their countries. As we rightly remember human soldiers, we should also remember the contribution of animals in all wars. Millions of animals have paid the ultimate sacrifice for mankind. AWAMO established International War Animal Day and the wearing of a purple poppy to recognize the role animals played. With the help of colleagues in Britain, Canada, America, France and New Zealand both the wearing of the purple poppy and War Animal Day has spread across the world. AWAMO has established funds in Australia and New Zealand to support both human veterans with the provision of assistance dogs and provide financial assistance to retired military working dog veterinary bills. AWAMO promotes the education of youth they are the future, and we encourage the involvement of young people on this day of peace as we remember, both human and animal deeds. Let the flame of peace shine around the world to remind us.



Lamp Light of Peace
In Remembrance
11am 11 November 2026



The Youth Lamp Light of Peace

11th November 2026



The sounds of war, keep raging on
Where have my childhood visions gone
I need no stress in my tender years
Keep Mum and Dad close, then I'll have no fears
It is children, who will rule the world
Step up, come forth, with banners unfurled
We can! We must! Use our brain
And light, the Lamp Light of Peace again.

Written by Chelsea Pensioner Roy Palmer.



A Prayer for World Peace

11.05am

May the lamplight of peace always be to us a symbol of peace, hope and reconciliation.

May the flickering flame remind us that even in the darkest of times there can always be a glimmer of hope and light.

In the light of that hope, in a spirit of reconciliation and compassion, may we be led from despair to hope, from hate to love, and from war to peace.

Let peace fill our hearts, our world, our universe.

Amen



Proclamation of Peace

10.55am

Oyez Oyez Oyez

The lighting of this Lamp Light of Peace provides us with the opportunity to encourage long-term peace throughout this troubled world.

The flickering flame of the lamp represents the 'Light of Peace' that emerges through the darkness of war.

If everyone demanded peace... then there would be peace.

Let us look to the future with the light by our side.

And let us give thanks and remember those people who gave so much and continue to do so on behalf of us all.

When the power of love overcomes the love of power the world will know peace.

God Save the King



Lamp Light of Peace

The gentle flame of the Lamp Light of Peace represents the light that emerged from the darkness of war. This lantern offers a simple, safe and meaningful way to take part in this unique aspect of national remembrance. Please light it just before the two minutes silence at 11am on Remembrance Day - 11th November 2026 and every year thereafter at this time - as a lasting tribute to the millions who gave their lives during WWI and WWII.



berry
...useful gear

Handcrafted by Feuerhand, a trusted German brand known for quality since 1893, the lantern combines tradition with practicality. Each bundle includes the iconic Feuerhand hurricane lantern and a durable carry case. Exclusively available now for £55.00 at www.berryuseful.co.uk/llp, it's more than a commemorative light - it's a piece to cherish and use year after year.

After Remembrance Day, the lantern is perfect for bringing a warm glow to your garden evenings or camping trips.



Scan the QR for more details and to place your order for the Lamp Light of Peace, exclusively available from Berry Useful. www.berryuseful.co.uk/llp



THE FLAG OF PEACE THROUGHOUT THE NATIONS

10.00am November 11th, 2026

Flying 'The Flag of Peace throughout Nations' offers a traditional, simple but perhaps one of the most poignant and effective ways to take part in any act of remembrance.

The strong bold logo sits to the hoist of the flag, not only to maximise its visibility when flying but to help reinforce the symbolism and meaning of the flag.

The 'dove', a long held symbol piece carries a 'poppy', the flower of remembrance. It flies from struggle and conflict depicted by the red of the background towards the calm, stability, signified by the blue; leading into the light and wisdom signified by the gold.

Please join in a unique and simple act of remembrance and hoist the flag at 10.00am on the morning of 11th November 2026 and every year that follows.

JW. Plant & Co Ltd are proud to be nominated as the official supplier for 'The Flag of Peace throughout Nations'. We are a family run business and have been manufacturing flags in the UK for four generations.

Based in Leeds, our factory continues to manufacture a wide range of traditional hand sewn, screen printed and digitally printed flags.

We have a passion for flags: their ability to unite communities, to provide a focus whereby we can give thanks, celebrate and be proud.



The flags are digitally printed in 8 colour RainbowТесМ High Energy disperse dyes, creating vibrant, durable colours. They are reduction cleared at 50° centigrade making them fully washable at 40° centigrade.

Single thickness flags, design shows correct on the front and in the mirror image on the reverse.

Hemmed all round with 2 rows stitching, 3 rows of stitching will be used on the fly edge of the 90" flag.

Headed down the left hand side. Finished as details below, other finishing such as eyelets, available on request.

PRODUCT Details - SIZE, FINISHING, PRICES below
Other sizes available on request.

Ordering

Scan QR Code



or visit link below

<https://the-flag-company.co.uk/>

[FlagofPeacethroughoutNations](https://the-flag-company.co.uk/FlagofPeacethroughoutNations)

Flags are made to order, once payment is received.

Please allow a minimum of 10 working days for the manufacturing process and place all orders in good time for the event.

Delivery will be made by Royal Mail 48 track and can take up to 3 working days. Please ensure full and complete delivery address is provided, including a contact name, telephone, and email address.

We suggest orders are placed by the date below to ensure delivery by 11/11/2026

14th October 2026

Sizes				
Imperial - Inches		USE	Finishing	Unit Price £
Width	Depth			
36"	21.6"	Best suited to freestanding flagpoles around 3-4m (10-13ft), wall mounted and roof mounted flagpoles of at least 1-3m in length, at a approximately 1st storey level	D rings top and bottom	£18.11
60"	36"	Best suited to freestanding flagpoles around 5-6m (15-20ft), wall mounted and roof mounted flagpoles of at least 2-3m in length, at a height of at least 4-6m (20-25ft)	D rings top and bottom	£38.99
90"	54"	Best suited to freestanding flagpoles 8m (25ft) and above, wall mounted and roof mounted flagpoles of at least 3m in length, at a height of at least 10m (30ft.)	Rope and toggle	£67.65
144"	72"	Best suited to freestanding flagpoles 12m (40ft) and above, roof mounted flagpoles of at least 6m in length, base approximately 12m (30ft.) from the ground.	Rope and toggle	£118.82

*** Prices include postage and VAT and are correct at the time of publication
*** Prices are subject Standard T & Cs of JW plant & Co Ltd
*** Prices may be subject to change



JW Plant & Co Ltd, 39 Ashley Road, Leeds, LS9 7AJ Tel: 0113 248 0454
Email: pauline@jwplant.co.uk





EMPIRE
MEDALS

Lamp Light of Peace Official Lapel Badge

This beautifully crafted 40mm gold and enamel badge is a proud symbol of unity, remembrance, and the global hope for peace.

Created by Empire Medals in support of the Lamp Light of Peace campaign, it features secure butterfly clasps for a perfect fit.

Wear it with pride and purpose.

www.empiremedals.com



Lamp Light of Peace on Historic Fishing Vessels

Message from Ernie Artis, Ship Manager, Vice Chairman, Lydia Eva and Mincarło Charitable Trust

The Lydia Eva and Mincarło Charitable Trust is extremely delighted to participate in the unique lighting of Lamp Lights of Peace at 10.57am on 11th November 2026, on the steam drifter Lydia Eva in Great Yarmouth, Norfolk, and the Sidewinder Trawler Mincarło in Lowestoft, Suffolk, as part of The Lamp Light of Peace in Remembrance next year.

THE LYDIA EVA YH89 is the last remaining Steam Drifter and is based on South Quay, Great Yarmouth, Norfolk, built in 1930 at Kings Lynn, fitted out in Great Yarmouth and operated by Harry Eastwick until 1939 when it was sold to the Air Ministry and then forwarded to the Royal Air Force as a buoy layer and recovery vessel. In the early 70s it was sold to the Heritage Maritime Trust, converted back to a Drifter and on permanent display in Great Yarmouth as a museum until 1978. It was then moved to St Catherine's Dock, London



until the mid 80s when it was sold to the Lydia Eva and Mincarło Charitable Trust for just £1.00 and returned to Gt.Yarmouth/Lowestoft SAS museum where it was lovingly restored from 2000-2009. The Lydia Eva is back in steam taking paying passengers on trips out as a floating museum and is now a film star in the new Wonka film of 2023.

MINCARLO LT412 is the last Sidewinder Trawler built and engined in Lowestoft, Suffolk and is on display on Heritage Quay in Lowestoft. Built in 1961 at Brooke Marine, Lowestoft, with a 5 cylinder Diesel engine the Mincarło was operated out of lowestoft until the mid 70s and was renamed Putford Merlin and operated as a standby boat until the mid/late 80s, when it was then sold to Lydia Eva and Mincarło Charitable Trust and opened as a floating museum in the early 90s.

Both these vessels remain in the hands of Lydia Eva and Mincarło Charitable Trust and rely on donations to keep the vessels afloat.

Lydia Eva YH89



Mincarło LT412



James Paget Hospital lights the way

"As an NHS organisation, James Paget Hospital values the connection between our hospital and the communities we serve, and this is a simple and meaningful way of showing our support for the Lamp Light of Peace in Remembrance at **10.57am** on the 11th November 2026.

"By lighting the lamp of peace, our hospital is showing support for this significant shared moment of reflection, shared peace and remembrance. We encourage other hospitals and health care organisations to get involved in a similar way, and share in the commitment to peace."

Dr Shane Gordon
Executive Managing Director
James Paget University Hospital
NHS Foundation Trust



James Paget
University Hospitals
NHS Foundation Trust



Rotary Club of The Studios & Elstree and Borehamwood

Message from George Carr President 25/26

Welcome everyone, I'm calling on you all to join in the lighting of a Lamp Light of Peace at 10.37am on 11th November 2026.

This will become an annual occasion from next year, growing in size and stature throughout the United Kingdom, Channel Islands, the Isle of Man and other countries around the world, promoting and encouraging long-term peace in this troubled world of ours.

My name is George Carr, Rotary President 25/26, of the Studios & Elstree and Boreham Wood Rotary Club.

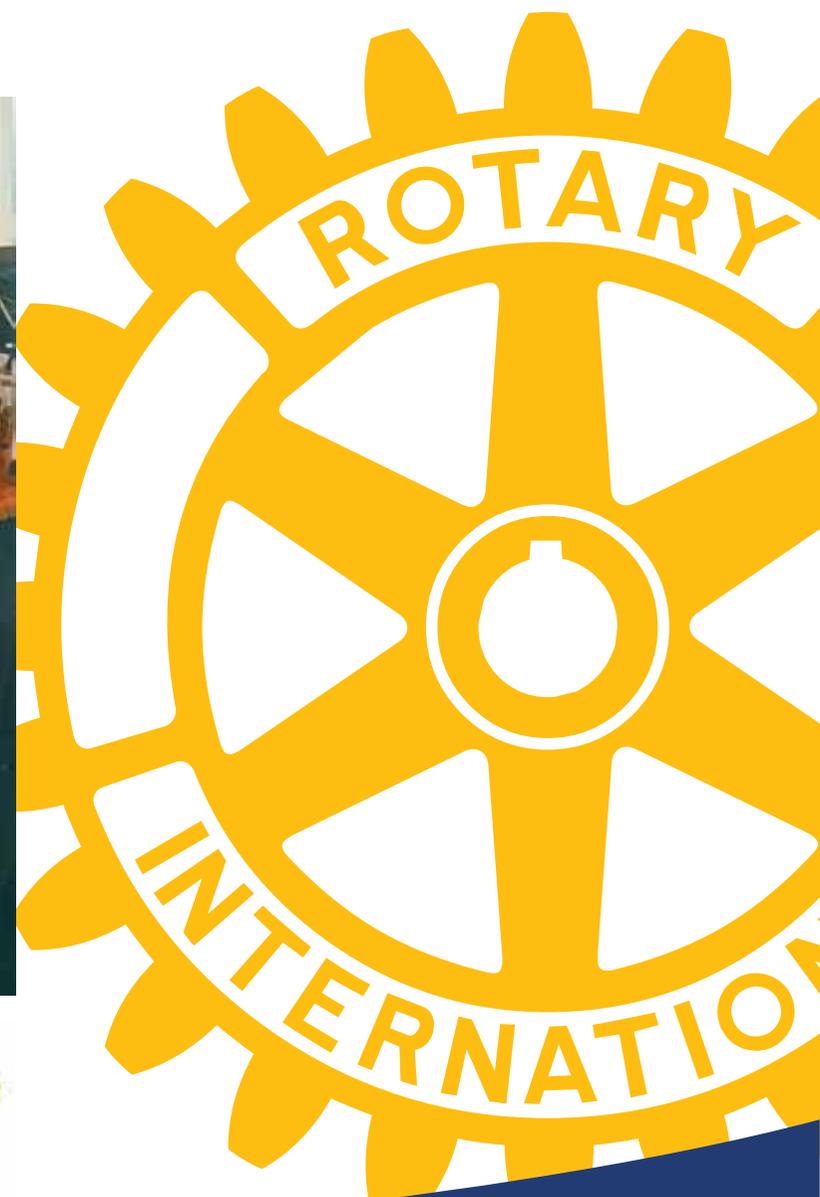
It is an Honour and a Privilege for our club to be invited to take part in this Unique Opportunity, and invite and encourage the Worldwide Family of Rotarians to join with us in this important message.

The light from the Lamps will represent the 'Light of Hope' that emerges from the dreadful darkness of war.

As a Piper I will be one of many Pipers around the UK taking our part in piping from 1st to 11th November 2026 at 11.00hrs.

George Carr President 25/26

G W CARR



Empowering Youth Ventures (EYV)

The Lamp Light of Peace in Remembrance 11am - 11th November 2026

Empower Youth Ventures (EYV) is a community-based organisation committed to inspiring and empowering young people to achieve their full potential through creative, inclusive and engaging programmes built around play, performance, education and personal development, thus providing opportunities for children and young people, especially those from disadvantaged or underserved backgrounds, to grow in confidence, key life development skills enabling them to thrive in Borehamwood Hertfordshire.

Rooted in strong community ethos, EYV partners with schools, local organisations, and families to create safe, supportive environments where young people can learn, express themselves, and build brighter futures. Every project we deliver aims to nurture creativity, teamwork, and resilience, helping them to discover their strengths and shape positive pathways forward. We are therefore extremely proud and delighted to support and participate in the lighting of the Lamp Lights of Peace in Remembrance on 11th November 2026, enabling our young people to come together to honour those many

millions who sacrificed so much to achieve the freedom we all enjoy today, especially because the young people of the world are the 'peace makers' of the future, so their involvement in this event is so important.

This event also provides our young generation with the opportunity to play their equal part in the promotion and encouragement of peace in this troubled world of ours, encouraging others to follow their lead. Through their meaningful participation, our youth engage in the important act of remembrance from an early age whilst learning the important values of unity, gratitude and civic responsibility.

Anthony McEyeson
Founder & CEO

Kerri Carr
Operations and Director

Empower Youth Ventures

Email - anthony@eyv.org.uk
Website - www.eyv.org.uk



Healthier Heroes: A Veteran's Story

Howard Boudewyn and his daughter, Caitlin Boudewyn.



Howard had always wanted to join the Royal Marines, and in 1991 his dream came true. After completing the Royal Marines Commando Course, Howard served in Northern Ireland with 40 Commando before being deployed to Kuwait, Norway, the Caribbean and the Indian Ocean. Howard left the Royal Marines in 1999 after a distinguished career.

On leaving the Royal Marines, Howard, like many, struggled to adapt to civilian life, which unfortunately led to the breakdown of his marriage. He moved from job to job, never fulfilled and never at peace, which ultimately led to a reliance on alcohol as a coping mechanism.

Howard became homeless in 2015. Over the course of the next five years, he had no fixed abode and slept in places including stock rooms, on sofas and on the road. Alcohol continued to play a huge part of Howard's life, ultimately resulting in the breakdown of his relationship with his daughter Caitlin in 2020. This caused Howard significant pain, knowing that the responsibility for this breakdown rested solely with him.

In April 2021, Howard's problems reached breaking point. He was identified as a Veteran and taken to Bancroft House, a home for veterans run by Healthier Heroes CIC. Now accommodated in a safe place, Howard underwent a programme of intervention including Rehab at Elisha House where he successfully undertook a 12 step, peer lead recovery programme.



His time since then has been both fulfilling and productive. Howard has gone full circle and now works for Healthier Heroes as night staff responsible for residents' safety and well-being. Having been through the process,

the guidance and support he gives to others is priceless. He is living independently, has purchased his own transport, and most importantly, has built and continues to build on his relationship with his precious daughter.

"If it wasn't for Healthier Heroes I don't know where I'd be. It was due to their support and guidance that I am clean and now can move forward in my life. I have regrets and for many years I was ashamed of the person I had become. Not the Royal Marine I was so proud of, a person I didn't like. In fact, it was only on a visit to D-Day in June 2025, that I felt worthy to put on my Beret for the first time in years. But I can't change the past. All I can do is continue on my path forwards and know my life is better now. As a Veteran, I am both delighted and proud to be involved with the Lamp Light of Peace in Commemoration and will be lighting one of the Lamps at 10.37am on 11th November 2026, in memory of my Comrades that did not return, and to help promote everlasting Peace in our world, and urge other Veterans to undertake similar."



How to Register your Involvement



The Lamp Light of Peace at St Augustine's Abbey, Canterbury, Kent, courtesy of English Heritage.



Social Media: Use the power of social media channels to promote your involvement in Lamp Light of Peace in Remembrance 11am - 11th November 2026.

TV, Radio and Newsprint: Make contact with your regional and local TV stations, local radio and newspapers, informing them of your participation in this event. We will be providing you with a Press Release during the last week of October 2026, outlining the overall plans for this event, enabling you to affix it to your plans. **Please** remember to include all of your own contact details, enabling them to contact you direct.

REGISTRATION OF EVENTS

Step 1: To confirm your involvement and make important communications as easy as possible please register your participation, providing the information below, direct to brunopeek@mac.com as soon as possible please, but **no later than 30th October 2026.**

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name of Country: England, Wales, Scotland, Northern Ireland, Channel Islands, Isle of Man.
Name of County
Name of City, Borough, District, Community Council, Town, Parish
Location where Lamp will be lit
Will it be accompanied by an event - Yes/No
Name of Organisation
Name of Organiser
Email address
Public or Private event

Step 2: Public or private event & legal essentials

Ensure you have undertaken all legal essentials and risk assessments before lighting your Lamp, ensuring everyone involved is happy and familiar with your plans, including your local Fire Brigade and Local Authority, along with taking out public liability insurance where necessary.

Step 3: Please light your LampLight of Peace just before you undertake the two minutes silence at 11am.

The Lamp Lighting Ceremony could include your HM Lord Lieutenant, DL, Lord Mayor, Mayor, High Steward, High Sheriff, Lord Provost, Chairman, Leader of the Council or a WWII Veteran, or another of your choice.

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster
Lamp Light of Peace -
In Remembrance
11am - 11 November 2026
Email: brunopeek@mac.com





Woody Osborne

Your pets can join in the Remembrance Day celebrations

War, and its consequences is naturally viewed from a human perspective. However, it is only right we also remember the contribution of animals in both World Wars and subsequent conflicts. Tens of millions of horses, donkeys, dogs, cats and pigeons gave service during those dark years - and sadly, many never returned.

For example, the role that dogs played can never be underestimated. Up to 20,000 dogs of different breeds and sizes were trained for front-line duties during World War One. Dogs like Woody (pictured here) took messages between the lines and sniffed out enemy soldiers. Their roles were deemed so important that in the early months of 1917 the War Office formed the War Dog School of Instruction in Hampshire to train them. They were also used for pulling machine guns and equipment. Many - about 7,000 - had been family pets, while others were recruited from dogs' homes or came from police forces. Sentinel dogs were trained to stand quietly on the top of the trench alongside their master's gun barrel, in order to let the soldiers know if anyone attempted to approach the barbed wire.

The picture (below), courtesy of The Imperial War Museum, shows French Red Cross dogs, including Labradors like Woody, line up for inspection on the Western Front, in 1914. These specially trained dogs wore harnesses containing medical equipment, which they delivered to injured soldiers on the battlefield.



The skills, loyalty and devotion of our canine friends was called on again in World War Two. British forces utilized various dog breeds for a range of crucial roles, including sentry work, mine detection, messenger duties, and even as companions. German Shepherds, Doberman Pinschers, Labradors, and Airedales were among the breeds favoured for their specific skills and temperaments. Some were specifically trained to locate and detect landmines, playing a vital role in breaching minefields, and others were used for search and rescue, locating people buried under rubble, and even laying telephone wires.

Millions of animals were taken from family homes and farms to aid allied forces during both World Wars, so it is only fitting that those of us with much loved pets, should be encouraged to light a Lamp Light of Peace at 10.57am on 11th November, 2026, to 'shine a light' on the animals who also served, and for the lamp to be re-lit for years to come.



Your pets can join in the Remembrance Day celebrations

Meet Patrick. He's a miniature Shetland pony, with a lovely temperament and a kind and caring nature. He is something of a celebrity and is the current Mayor of Cockington, a beautiful village in South West Devon. He has been trained as a therapy pony, which means that his calming effect can help alleviate pain, reduce stress, anxiety and improve overall psychological state in people young and old.

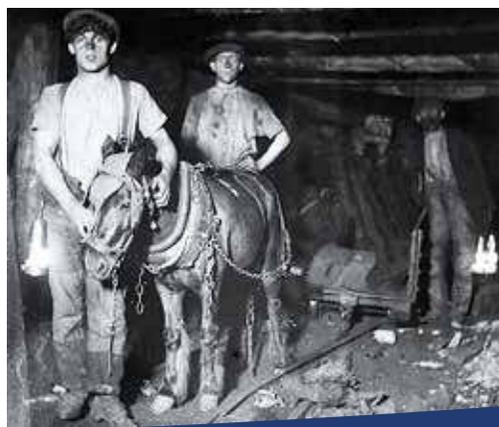
However, if Patrick had lived during either world war his fate would have been very different. A war horse is often thought of as a huge cavalry charger or a smart officer's mount. But during the First World War the roles of equids was much more varied. A Shetland pony like Patrick can pull twice their own weight, and because they evolved in harsh environments, are known for their sure-footedness.

The Army needed thousands of civilian horses to serve alongside its soldiers. Different types were suited to different military roles. Riding horses were used in the cavalry and as officers' mounts. Draught horses switched from pulling buses to hauling heavy artillery guns or supply wagons. Small but strong multi-purpose horses and ponies carried shells and ammunition. Without these hard-working animals, the Army could not have functioned.

By 1917, the Army employed over 368,000 horses on the Western Front. The vast majority of these were draught or pack animals rather than cavalry horses. Thousands succumbed to fatigue or diseases like mange. Others fell victim to the weapons of modern war. The use of gas, artillery, mines, machine guns, mortars and tanks made the front a terrifying place for horses. In the early days of gas warfare, nose plugs were improvised for horses to help them survive. Later, special types of horse gas masks were developed.

Back home, one of the most significant uses of animals was in the coal mines. Pit ponies, small horses or ponies used underground, played a crucial role in the mining industry, hauling coal from the depths of the earth to the surface. With many horses requisitioned for the war, the demand for pit ponies increased. These ponies worked in harsh conditions, often spending their entire lives underground. Despite the challenging environment, they ensured a steady supply of coal, essential for powering factories, railways, and ships.

On November 11, 2026 at 10.57am, Patrick and the Petrakis family he lives with in Torquay will light their Lamp Light of Peace and remember those soldiers and animals who gave service and sacrifice, and hope this simple act will create a movement for peace across the globe.



Patrick the Pony



The Principal Lamp Light of Peace

2018 - 2026



The Lamplight of Peace was originally conceived, created and designed, by Bruno Peek CVO OBE OPR - Pageantmaster, in 2018, to pay an everlasting tribute to remember the many thousands of Miners who left families and loved ones, and the Coalfields of the UK to dig tunnels under the German lines on the Western Front. The Lamp was lit alongside the Tomb of the Unknown Warrior in Westminster Abbey, London on the 4th August 2018 while a lone Bugler from the Sea Cadet Corps played the Last Post. It was subsequently kept alight for 25 days each by the four Charities of Battle's Over - A Nation's Tribute before being returned to the Tomb of the Unknown Warrior at the Abbey for 6am on 11th November 2018, before its long journey throughout the United Kingdom, Channel Islands, the Isle of Man, other locations around the UK and overseas too before being used at 10.37pm where it will be re-lit and placed in the National Arboretum, Staffordshire, the first of many thousands being lit that night as part of 'The Lamp of Peace in Remembrance 11 November 2026.



The Principal Lamp Light of Peace

2018 - 2026



The Lamplight of Peace was returned to the Abbey by river, by representatives of the Merchant Navy Association at 6am on 11th November 2018, where it was once again placed alongside the Tomb of the Unknown Warrior while a lone piper from the Air Training Corps played Battle's O'er. It was used at 7.15 that evening by the Dean of Westminster to light a beacon alongside the Garden of Remembrance, Westminster Abbey.



The Principal Lamp Light of Peace

2018 - 2026



The Lamplight of Peace conceived, created and designed by Bruno as a lasting Tribute to the WW1 Tunnellers, those unsung heroes of WWI who fought their war underground, constantly surrounded by darkness and danger. They were among the millions of service men and women who died or returned home dreadfully wounded from the Great War, and who are honoured as part of Battle's Over - A Nation's Tribute 11th November 2018.

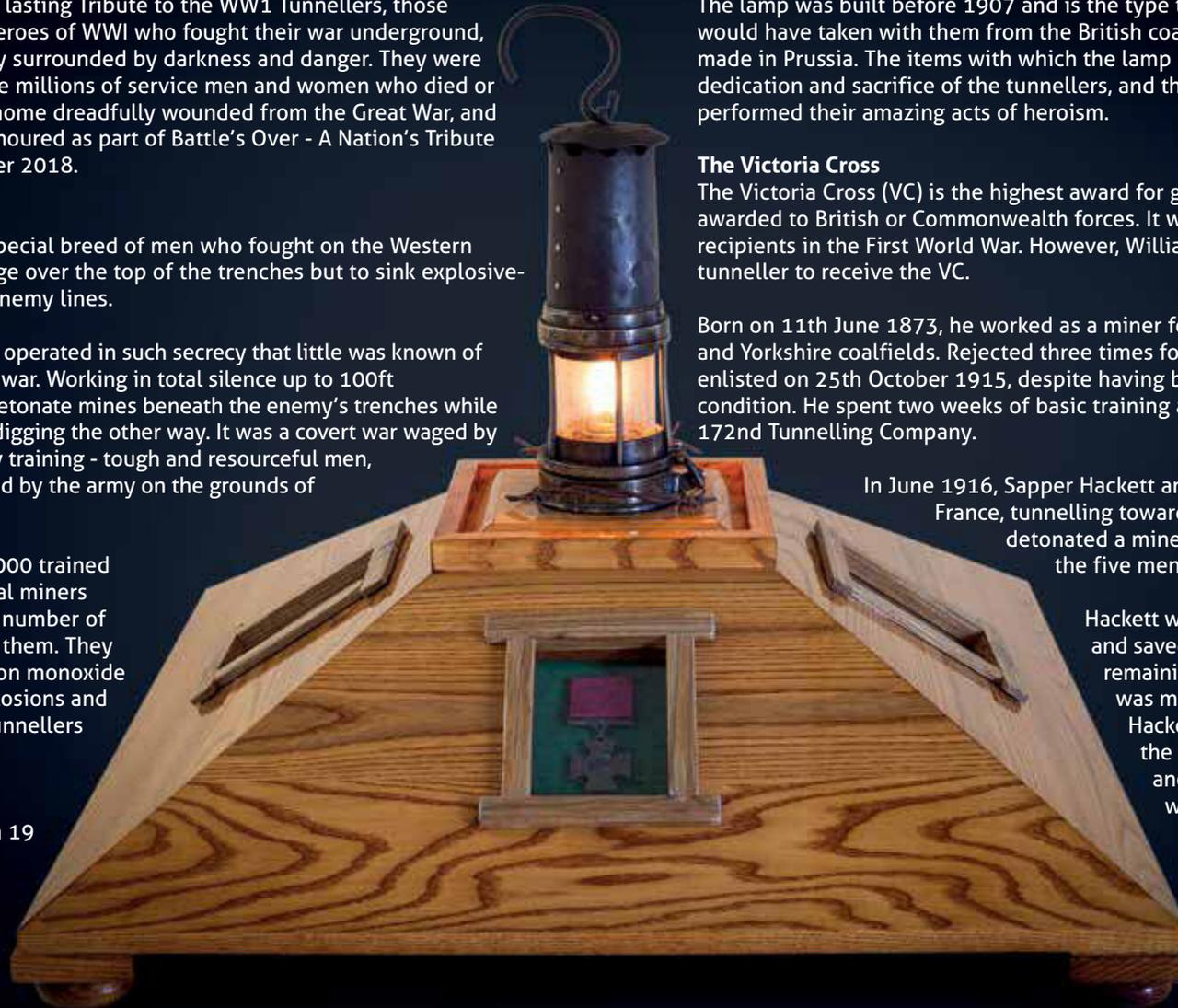
The WWI Tunnellers

New light has been shed on a special breed of men who fought on the Western Front. Their job was not to charge over the top of the trenches but to sink explosive-packed tunnels deep beneath enemy lines.

The allied tunnelling companies operated in such secrecy that little was known of their exploits for years after the war. Working in total silence up to 100ft underground their task was to detonate mines beneath the enemy's trenches while seeking out German tunnellers digging the other way. It was a covert war waged by civilians with little or no military training - tough and resourceful men, many of whom had been rejected by the army on the grounds of health and age.

The British Army had about 25,000 trained tunnellers, mostly volunteer coal miners supported by almost twice that number of infantrymen working alongside them. They worked in constant fear of carbon monoxide poisoning, tunnel collapse, explosions and the dread of fighting German tunnellers hand-to-hand in the dark.

Their greatest victory came at 3.10am on 7th June 1917 when 19 mines were detonated at Messines Ridge in West Flanders, Belgium. A seismograph in Switzerland registered the explosions and David Lloyd George is said to have heard them over 150 miles away in Downing Street, London. Following the blasts, it took just three hours for the British troops to take the German positions.



The E. Thomas & Williams Bonnetted Clanny (Meusler) Lamp
The lamp was built before 1907 and is the type that WWI tunnellers of the Somme, would have taken with them from the British coalfields. Ironically, its glass was made in Prussia. The items with which the lamp has been dressed reflect the dedication and sacrifice of the tunnellers, and the awful arena in which they performed their amazing acts of heroism.

The Victoria Cross

The Victoria Cross (VC) is the highest award for gallantry in the face of the enemy awarded to British or Commonwealth forces. It was awarded 628 times to 627 recipients in the First World War. However, William Hackett was the only WW1 tunneller to receive the VC.

Born on 11th June 1873, he worked as a miner for 23 years in the Nottinghamshire and Yorkshire coalfields. Rejected three times for being too old, Hackett eventually enlisted on 25th October 1915, despite having been diagnosed with a heart condition. He spent two weeks of basic training at Chatham, Kent, before joining the 172nd Tunnelling Company.

In June 1916, Sapper Hackett and four others were in Givenchy, France, tunnelling towards enemy lines when the Germans detonated a mine and the shaft collapsed, burying the five men.

Hackett worked for 20 hours to create a hole and saved three of his comrades. The remaining soldier, Private Thomas Collins, was mortally wounded, however, Sapper Hackett stayed with him, despite having the opportunity to escape. When another explosion occurred, both men were buried alive and died together.

The Victoria Cross was presented by King George V to Sapper Hackett's widow, Alice, at Buckingham Palace on 29th December 1916.



The Principal Lamp Light of Peace

2018 - 2026

British and German Barbed Wire

(pictured below left)

The two strands of barbed wire, one British and one German, were found at Thiepval on the Somme Battlefield. They represent the hopelessness of trench warfare in which so many brave men found themselves tangled and dying on the barbs of a muddy battlefield.



Kellingley Coal

(pictured left)

The pieces of coal are from the Kellingley Colliery, North Yorkshire, the last major coal mine in Great Britain. It represents the selfless civilian miners who left their loved ones to join the WWI tunnellers on the Western Front. Many of them never returned.



Trench Post and Soil Sample

(pictured centre)

The shards of trench post built into the base of the lamp around the four panes of glass covering the various artefacts were found in a British trench during road works in 2014 at Wieltje, a hamlet north of Ypres, Belgium. The soil sample also came from a trench near Ypres. These symbolise the dreadful conditions in which those fighting on the Western Front lived and died during the four-year campaign.



Acknowledgements:

The concept of the Lamp Light of Peace was conceived etc, by Bruno Peek CVO OBE OPR, Pageantmaster of Battle's Over - A Nation's Tribute for the event on 11th November 2028, but with the full intention it use at 10.37am as the Principal Lamplight of Peace for 10.37pm on 11th November 2026.

The E. Thomas & Williams Bonnetted Clanny (Meusler) Lamp - Donated by Bruno Peek CVO OBE OPR - Pageantmaster.

The Victoria Cross - Replica Victoria Cross Donated by Bruno Peek CVO OBE OPR - Pageantmaster.

British and German Barbed Wire -

Donated by Taff Gillingham, Tracey Mackenzie and Kevin Smith, directors of the Great War Huts Visitor Centre and Heritage project, Hawstead, Suffolk.

Kellingley Coal - Donated by the National Union of Mineworkers, known during the Great War as the Miners Federation of Great Britain.

Trench Post and Soil Sample - Donated by the In Flanders Fields Museum, Ypres, Belgium.

Ballast - Donated by the l'Association du Mémorial de l'Armistice, Compiègne, France, with the valuable assistance of Elizabeth Bailey and the Friends of Compiègne, Bury St Edmunds, Suffolk, England.

Lamp Cover - Produced by students at Cliff Park Ormiston Academy, Great Yarmouth, in association with SPP Digital Great Yarmouth.

Base of the Lamplight of Peace - Sponsored by Bruno Peek Pageantmaster Ltd.

The first of over one thousand four hundred WW1 Beacons of Light being lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories, was lit on 11th November 2018, at Westminster Abbey, London, by the Dean of Westminster, from the flame of the Lamplight of Peace, in commemoration of the millions that died during dreadful conditions on the battlefields of the Western Front, on the high seas and in the air, along with paying tribute to the WW1 Tunnellers, the thousands of civilian coal miners that left the coalfields of the UK, to dig tunnels under the German Lines during World War 1.



Step into History's light: Igniting the flame of peace across generations

In May 2024, Challenge The Wild proudly agreed to accept the invitation from Bruno Peek CVO OBE OPR Pageantmaster, the Lamp Light of Peace, to become the trusted Custodians of the Principal Lamp Light of Peace in readiness for its use at 10.37am on 11th November 2026. Our unique journey began at the iconic Chartwell, Sir Winston Churchill's stunning property being lovely looked after by the National Trust and continued its journey to the historic shores of Normandy, France. There, it's flame lit the D-Day 80 Lamplights of Peace and, from their enduring flames, cast a wonderful, radiant tribute to the many thousands of brave souls who once fought on the blooded beaches and ignited a 'Beacon of Hope' for the future they fought so hard to secure.

That event marked the beginning of a series of extraordinary events as Challenge The Wild, made a commitment to carry the flame forwards to key events in our history. From the Beaches of Normandy to the Trenches of the Somme; to the Mountain Locations that have formed the backdrop of our VE and VJ Day Commemorative events, the Lamp has continued to forge deep connections between eras. Together, we honour the selfless sacrifices of those who paved the path to our freedom, while charting a course towards a world defined by peace and prosperity.

Challenge The Wild is passionate about our current veteran community, and actively supports Healthier Heroes, a grassroots veteran's organisation that makes a real difference. Their Mission has purpose. UNITE as one, INSPIRE one another, BELIEVE anything is possible. They aim to rehome veterans by providing supported living accommodation, rehabilitate through positive intervention, and reconnect veterans with their families, so it is only fitting that they should be playing such a prominent role in the lighting of the Principal Lamp Light of Peace at 10.37am on 11th November 2026.

"Challenge The Wild are extremely honoured to be the Custodians of the Principal Lamp Light and are committed to honouring history and supporting our veteran community. Together, we can build bridges between generations, foster resilience, and leave a lasting legacy celebrating the unbreakable spirit of those who protected and inspired us."



DJ Searson

**Custodian of the Principal
Lamp Light of Peace 2018 - 2026**





Lamp Light of Peace
In Remembrance
11am • 11 November 2026



Bruno Peek

For further information contact:
Bruno Peek CVO OBE OPR
Pageantmaster
Lamp Light of Peace - In Remembrance
11 November 2026
Email: brunopeek@mac.com
Tel: 07737 262 913
www.lamplightofpeace.com

All those taking part will be sent a copy of the certificate (right) via email enabling them to download and frame it.

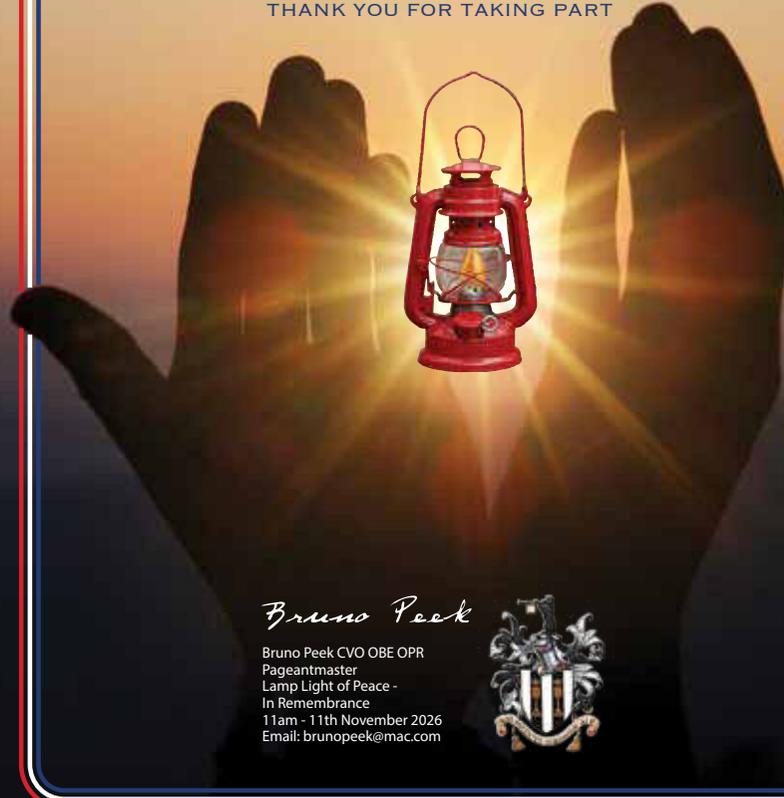
SLCC
For Local Council Professionals •



The design and production of this Guide to Taking Part has been kindly sponsored by the Caravan and Motor Home Club.



CERTIFICATE
THANK YOU FOR TAKING PART



Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster
Lamp Light of Peace -
In Remembrance
11am - 11th November 2026
Email: brunopeek@mac.com



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2018 - 2026
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SINCE 1907

**CARAVAN AND
MOTORHOME CLUB®**

Item 15.

SSYF REQUEST FOR FUNDING

Recent project successes

The project has developed really well the last 12 months or so, with record numbers of young people worked with, and regular weekly contacts also at a record high. This means there are more young people choosing to socialise on the streets of Ludlow than ever. To our surprise the number of young females present has also grown to just over 40% of young people.

The impact of the project can be seen on a number of levels:

1. The growing trust between youth workers and young people. Young people are willing to talk to us. Many start contact by calling us over to speak to them rather than us having to try to get them to talk. This is a good indicator showing they are comfortable to talk to us and have us around.
2. The amount of time conversing with young people is growing. Conversations are more in depth and are usually centred around
 - The latest gossip/what's current
 - The situation at school, at college, at home or work
 - Work/volunteering opportunities
 - Drugs/alcohol
 - Matters around the law
 - Relationships at home/with peers
 - Discussions about views/needs and how they feel about being part of their community
3. We have got young people to express their views/needs. We have been close to organising some activities with them, such as a DJ competition.
4. We have started to get to know some of the parents of the young people as some are keen to help organise/support activities.
5. A Ludlow Youth Focus group has been set up to look at ways of getting something positive done for young people (as a response to all the negative comments made on social media about young people of Ludlow). We currently meet online. Partners include the Assembly Rooms, SSYF staff and trustees, Ludlow & Area Community Partnership, Limitless Ludlow, SSYF Town Council rep, and parents of young people.

Helen Jones

From: Rich Morley <richssyf@yahoo.com>
Sent: 16 February 2026 12:06
To: Gina Wilding; assistant@ludlow.gov.uk
Cc: [REDACTED]
Subject: Youth Activity Fund - further information

Hi both, I've just spoken to Helen about the outcome of the meeting on the 26th to consider our Youth Activity Fund application.

I spoke to Councillor Stacey Harris last week so was aware we have been asked to provide further information.

As this fund is specifically designated for young people to decide what activities or services we'd like to provide for them it will be difficult to outline exactly what they will ask for, when it would be and what it would cost. Needs change really quickly with young people, as groups and individuals come and go. As it stands any delay will threaten the momentum of the project, meaning by the time we get all the funding we need to get back out on the streets young peoples patterns of behaviour may have changed. The key to minimising this is to be aware of these changes is being out regularly on a weekly basis. Not only that any support/input from SSYF for Ludlow is now on hold. Currently we have no resources to support the likes of a Youth Festival idea as proposed by the Town Council.

Based on what young people have said we can guess that the following types of activities (with estimated costs).

Summer BBQ on the Linney £50-100 depending on group size)

Astro turf hire at Ludlow FC £40 an hour (young people decide how many sessions they would like)

Winter indoor cafe sessions (waiting for the Assembly rooms to give us a cost - anticipate this to be a minimal cost - or free.

Young people have talked about doing an evening/day trip - this would have to be co-planned by young people - costs depending on travel/time. Young people may have to put their own money towards this. Activities include tri to trampoline park, fishing trip, summer camping trip.

DJ session - hire of a DJ and decks - Ludlow assembly rooms could help with this. Costs of DJ unknown

The budget isn't endless. Young people need to understand that. All activities/ideas there would need to be a consensus either through a small planning committee and support by the Ludlow Youth Focus group (with Councillor Harris involved). Young people will not be spending any fund money directly.

As mentioned my biggest concern now is the time frame for another meeting to take place to consider this application. SSYF may not be able to wait until 9th March (as this will hold up the application to our main funder). We may consider doing an online funding plea and just send our application as is without the town council support. As soon as our bid goes in we are anticipating we will have 18 months worth of funding for the project, and the Youth Activity Fund will last the same duration.

If you could let me know if there is a possibility this application can be reconsidered before 9th March that would be extremely helpful.

Regards

Rich Morley - Chief Officer

Please note I work Mondays, Tuesdays, Wednesdays and Fridays only

South Shropshire Youth Forum

Clee Hill Recreation Rooms, 22a High Street, Clee Hill, Ludlow SY8 3LZ

Registered charity: 1068321

www.ssyf.net

www.youtube.com/channel/UC1RWB0WWrwJ_4uoUKrvIKFA/videos

www.facebook.com/southshropsyouthforum

www.instagram.com/south_shropshire_youth_forum

Item 16.

CCTV



REPORT

Ludlow Town Council

CCTV IN LUDLOW Report No. FC/26/05

**Full Council
9th March 2026**

1. INTRODUCTION

- 1.1 Ludlow's CCTV system has been installed in two phases. Phase I is eight town centre cameras, and Phase II is 13 cameras mostly outside of the town centre.
- 1.2 All Phase I cameras are installed and operational. Nine Phase II cameras are installed and operational; and a further four camera are due to be installed between 16th and 24th March 2026.

2. RECOMMENDATION

- 2.1 To note the update on the status of installed cameras at 3.4, and the dates of the installation of the final cameras at 3.3.
- 2.2 To approve the maintenance requirement for the CCTV system and note that quotes will be sought with the maintenance requirement and the technical specification.

3. CCTV LOCATIONS IN LUDLOW

- 3.1 Phase I – town centre CCTV locations
Cameras are located at the following sites:
 - Station Drive (opposite the doctors surgery) – Fixed camera
 - Station Drive at the junction with Upper Galdeford & Gravel Hill – Fixed camera

- Tower Street at junction with Galdeford – Fixed camera
- Bull Ring – Fixed camera
- King Street (Hope House) - Fixed camera
- Broad Street (by Broad Bean) - Fixed camera
- Castle Square (by Vision Express) - Fixed and PTZ camera
- Event Square (by Ludlow College) - Fixed and PTZ camera

Radio transmitters are located at the following sites:

- Springfield Close (to link to the police station)
- Upper Galdeford (at the Thai bar)
- In the Buttercross (transmitters on roof)
- King Street

PTZ stands for Pan Tilt Zoom.

3.2 Phase II - CCTV locations

Cameras are installed at the following sites and the software is being updated:

- Station Drive near Aldi – 360 degree camera
- Corve Street at junction with Station Drive – 360 degree camera
- Corve Street near The Compasses – 360 degree camera
- Whitbread Road at junction with Sandpits Road (opposite park entrance) – 360 degree camera and anti-vandal spikes
- Bromfield Road near the Coronation Avenue junction – ANPR camera and Overview camera
- Henley Road towards Weyman Road junction – ANPR camera and overview camera
- Sheet Road by petrol station pedestrian crossing – ANPR camera and overview camera
- Lower Broad Street near Ludford bridge lights – ANPR camera and overview camera
- Event Square opposite Castle Lodge Buttery – ANPR camera and overview camera

The cameras are principally located on streetlights with approval from Shropshire Council.

3.3 Upcoming further CCTV locations

Cameras will shortly be located at the following sites:

- Ludlow library (Parkway and entrance side of building) – PTZ camera **Planned for Tuesday 24th March 2026**
- Henley Road by the mini roundabout with Gravel Hill and New Road – Fixed camera and link
- Fishmore Road by the mini roundabout with Raglan Place and Whitbatch Close – ANPR camera and overview camera
These sites are planned for Monday 16th March and Monday 23rd March.

ORP have indicated that each install will take one day to complete

3.4 Current CCTV issues

The following CCTV issues have been reported to us by the police and forwarded to ORP for urgent attention. All of these cameras either show no image or are dirty and therefore of limited evidential use:

Camera 9	Station Drive junction
Camera 10	Upper Galdeford
Camera 11	Pedestrian crossing Upper Galdeford
Camera 12	College PTZ
Camera 22	High Street (dirty lens)
Camera 24	Market Square (dirty lens)
Camera 29	Surgery
Camera 30	Station Drive lower
Camera 31	Galdeford car park
Camera 32	Station Drive upper

ORP visited Ludlow on 2nd March and reported that:

- Signal strengths are now good. One needed a different receiver, and another required re-pointing.
- our engineers have visited the police station this afternoon, following your email on Saturday 28th. They have reported that a radiolink issue was the cause for the camera issues for the quad cameras. This has been resolved, and now all cameras on the main system are fully working again.
- Cameras 22 and 24 - this looks to be moisture ingress causing the image quality reduction. Due to the location of these sites, and the time of day, they were not able to visit these sites to confirm this.
- Sheet Lane - Site 12. The engineer reported that there are wires hanging down, and it appears that the power here has been disconnected. This will require a visit by an electrician to restore the connection.

4. CCTV SYSTEM SPECIFICATION

The details of our CCTV system are described in Appendix 1.

5. CCTV MAINTENANCE AGREEMENT

The current CCTV contractor has indicated that they are no longer able to provide a maintenance contract to suit the council's needs. They currently provide an ad-hoc service. In order to maintain an operational CCTV

system, a new annual maintenance agreement with a local CCTV provider is needed.

Services provided should include:

- Call-outs for faults
- Labour costs covered during maintenance
- Fuel costs incurred are covered by the contract
- Online system maintenance/repairs
- Technical assistance

Corrective maintenance

Call outs for corrective maintenance shall be offered, where a fault is reported via email and telephone. This will be between the hours of 08:00 and 17:00 Monday to Friday.

If checks show that a visit is required to resolve the issue one will be scheduled within the next 5 working days.

- Call-out to remedy faults within 5 working days
- Labour costs covered during maintenance
- Online maintenance/repairs within business hours

Local maintenance

Image checks should be completed at least monthly by the police/council to make sure that the images shown by each camera are of good quality, that the camera angle and focus are valid, and that no debris is restricting the view.

Town Clerk and Deputy Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (as described in the report)

Health & Safety (expenditure included in budget)

Law & Order (expenditure included in budget)

Environmental Implications (expenditure included in budget)

LUDLOW TOWN COUNCIL CCTV SYSTEM - SPECIFICATION

What we would like to include in the agreement:

- Emergency call out for faults
- Labour costs during maintenance
- Fuel costs
- Unlimited online remote system maintenance
- Assistance via phone
- 2 on-site maintenance visits per year
- Security firmware updates
- Recording capacity testing

Summary of equipment:

Item	Description	Number	Location
Monitors		2	Police station
Wireless link	Type 1	6	
Wireless link	Type 2	10	
Wireless link	Type 3	1	
Camera	Type 1 fixed	6	
Camera	Type 2 360	7	
Camera	ANPR	6	
Camera	PTZ	2	
Camera	Overview	6	

Fixed camera: 4 megapixel bullet camera, designed to maintain colour in all lighting conditions.

360 camera: allow to simultaneous view up to 9 'regional view' angles from 1 camera and change view of footage ePTV.

ANPR camera: automatic number plate recognition – detect, capture and read vehicle license plates even at high speeds in poor lighting

PTZ camera: pan (side to side), tilt (up and down), zoom (closer and farther)

Overview camera: provide colour images in all lighting conditions (not produced by ANPR).

Wireless links: connect distant buildings and provide internet access.

Site 1. Control room, Ludlow police station

1 x NVR

2 x monitors

Site 2. Police station (NW aspect)

1 x receiver on police station building – wireless link (type 2)

Site 3. Lower Galdeford/Springfield Close lamppost

1 x wireless link (type 2), 1 x wireless link (type 3)

Site 10/camera 1. Ludlow College, Castle Square, SY8 1GD

1 x 8 megapixel 360 camera (type 2), 1 x transmitter radio link (type 1)

Site 11/camera 2. 6-7 High Street, SY8 1BS (Vision Express)

1 x 8 megapixel 360 camera (type 2), 1 x transmitter radio link (type 1)

Site 9/camera 3. 60 Broad Street, SY8 1NH

1 x camera (type 1), 1x wireless link (type 1)

Site 12/camera 4. 18 King Street, SY8 1AQ

1 x camera (type 1), 2 x wireless link (type 2)

Site 7/Camera 5. 41 Bull Ring, SY8 1AA (Bull Ring/Tower St junction)

1 x camera (type 1), 2 x wireless link (type 2)

Site 4/camera 6. 9 Tower Street, SY8 2PQ (One Stop shop)

1 x camera (type 1), 1 x wireless link (type 1), 1 x wireless link (type 2)

Site 5. 4 Upper Galdeford, SY8 1QB (Thai box)

2 x wireless link (type 1)

Site 6/camera 7. 2 Station Drive, SY8 2PQ (Station Drive/Upper Galdeford junction)

1 x camera (type 1), 2 x wireless link (type 2)

Site 14/Camera 8. Station Drive (opposite doctors)

1 x camera (type 1), 1 x wireless link (type 1)

Site 8. Buttercross, High St, SY8 1AW

1 x wireless link

Site 13. 12 King Street SY8 1AQ

2 x wireless links (type 2)

Site 15/Camera 9. Station Drive (between train station and Aldi) **Installed March 2021**

1 x 360 camera (type 2), installed on streetlight no 6.

Site 16/Camera 10. 28a Corve Street (by Station Drive traffic lights)

1 x 360 camera (type 2), installed on streetlight no 8.

Site 17/Camera 11. Corve Street (Outside the Compasses)

1 x 360 camera (type 2), installed on streetlight no 14.

Site 18/Camera 12. Whitbread Road/Sandpits Road junction

1 x PTZ camera (anti vandal spikes), installed on streetlight no 1.

Site 19/Camera 13. Henley Road (mini roundabout by Gravel Hill) NOT YET INSTALLED

1 x 360 camera (type 2), installed on streetlight no 15.

Site 20/Camera 14. Bromfield Road (by junction with Coronation Avenue)

1 x ANPR camera, 1 x overview camera

Site 21/Camera 15. Fishmore Road (by Whitbatch Close) NOT YET INSTALLED

1 x ANPR camera, 1 x overview camera. Installed on streetlight no 6.

Site 22/Camera 16. Henley Road (outside Marlowe)

1 x ANPR camera, 1 x overview camera. Installed on streetlight no 24.

Site 23/Camera 17. Sheet Road (opposite petrol station)

1 x ANPR camera, 1 x overview camera. Installed on streetlight no 38.

Site 24/Camera 18. Lower Broad Street (by St Johns House)

1 x ANPR camera, 1 x overview camera. Installed on streetlight no 33.

Site 25/Camera 19. Events Square (opposite Buttery)

1 x ANPR camera, 1 x overview camera. Installed on streetlight no L16.

Site 25/Camera 20. Ludlow library, parkway (by entrance) NOT YET INSTALLED

1 x PTZ camera, 1 x wireless link

Item 17.

CEMETERY HOUSE



REPORT

Ludlow Town Council

CEMETERY HOUSE

Report No. FC/26/06

**Full Council
9th March 2026**

1. INTRODUCTION

- 1.1 This report introduces the Renters' Rights Act 2025 that comes into effect on 1 May 2026, and the impact of the act on managing the town council's assured short hold tenancy (AST) for Cemetery House.
- 1.2 In 2025, council resolved to maintain the rent at £500 per month and increase at an inflationary rate annual beginning in January 2025.
- 1.3 The Rent Review Task and Finish Group met with the clerk to flag up the implications of the new Renters' Rights Act 2025 on the council's AST. The clerk agreed to contact a letting agent recommended as the best local agent for further advice. The advice is provided in this report and in a separate email.

2. RECOMMENDATION

- 2.1 To approve appointing Samuel Wood as the letting agent for the property on full-service management fee of 15% of the annual rent, including VAT (plus £200+VAT initial set up fee).
 - 2.2 To increase the monthly rent under section 13 to £700, giving one month's notice from 23rd March.
- and
- To increase the monthly rent under the Renters' Rights Act 2025 in March 2027 to £900.

Or

To adopt the managing agent's 30-day notice rent increase strategy

2.3

To approve rent at the lower end of the suggested market rent £900 due to the specific circumstances of the location of Cemetery House including tolerance of incidents of anti-social behavior in a public space, requirements for tenants to support a dignified environment in the cemetery during burials, grave side services and services in the chapel, assisting the town council with gate opening and closing.

or

To adopt the managing agent's 30-day notice rent increase strategy.

3. KEY CHANGES UNDER THE RENTERS' RIGHTS ACT 2025

3.1

The new legislation introduces a range of stricter requirement and penalties for landlords, which are listed below, and would be difficult to navigate without the support of a managing letting agent.

3.2

Key Changes for Landlords Managing a Rented Property (Renters' Rights Act 2025)

End of No-Fault Evictions (Section 21 Abolished)

Landlords can no longer evict tenants without a valid legal reason. Evictions must now use *updated Section 8 grounds* such as:

- Selling the property
- Moving in a family member
- Serious rent arrears
- Proven anti-social behaviour

Impact on management:

Evictions require stronger documentation and compliance. Record-keeping becomes more important.

New Standard Tenancy Structure

All tenancies are now open-ended periodic from day one. No fixed-term contracts except in limited cases (e.g., student lets).

Impact on management:

- Tenancy agreements must be updated
- Rent increases can only follow regulated annual procedures
- Ending tenancies requires approved grounds

Stricter Safety & Property Condition Requirements

The Act strengthens legal obligations around:

- Electrical and gas safety
- Damp and mould prevention
- Habitability standards
- Heating and insulation requirements

Impact on management:

More inspections, faster repair timelines, and higher evidence requirements.

Repair Response Rules

The Act introduces mandatory repair response timeframes.

- Urgent issues: 24–48 hours
- Non-urgent repairs: within a reasonable timeframe defined by regulation

Impact on management:

Landlords must maintain repair logs and proof of timely action.

Restrictions on Rent Increases

Rent increases must:

- Occur no more than once every 12 months
- Follow a formal notice process
- Be challengeable through a strengthened tribunal system
- Be limited by new “fairness” tests to prevent excessive rises

Stronger Anti-Retaliation Protections for Tenants

If a tenant complains about repairs or conditions, landlords cannot:

- Increase rent in retaliation
- Serve notice using certain eviction grounds for a set period

Impact on management:

Communications, repairs, and inspections must be properly documented.

More Transparent Fees & Charges

More clarity is required for:

- Deposits
- Holding fees
- Permitted charges

Impact on management:

Landlords need updated documentation and compliance systems.

Digital Tenancy and Compliance Records

The Act introduces an optional digital property portal:

- Stores safety certificates
- Tracks compliance
- Holds tenancy information
- Helps landlords meet evidence requirements

Impact on management:

Easier auditing—but requires proper data entry and updating.

- 3.3 Samuel Wood has provided a report, which has been supplied to Cllrs by email. Samuel Wood are not yet the managing agent, so at the time of writing their report did not have access to all the documentation and knowledge of the circumstances of the operations / issues related to the cemetery.

In their report Samuel Wood confirmed that:

We are willing to take on the management of the property. Our full-service management fee is 15% of the annual rent, including VAT (plus £200+VAT initial set up fee). However, this would be contingent on:

1. Rent being set at a commercially viable level.
2. The tenancy being managed in a professional and compliant manner.

3.4 **Compliance Confirmation**

Ludlow Town Council has the following certifications in place:

- Electrical Installation Condition Report (EICR) – valid for five year from January 2026.
- Gas Safety Certificate – valid annually from June 2025

Hard-wired smoke detectors are on ground and first floor and therefore included in satisfactory (EICR).

A new carbon monoxide meter was supplied – January 2026.

The council storeroom only has external access and is not accessible

from the residential property.

3.5 The table below details the situations related to the location of the property in the grounds of a public cemetery.

Situation	Potential Impact
Funeral ceremonies nearby	Low level noise from ceremonies and mourners
Cemetery maintenance (mowers, groundskeeping)	Early morning noise, frequent daytime noise.
Visitors walking past the house when cemetery is open from early morning until sunset in the evening.	Reduced privacy.
Restrictions on behaviour (e.g., no music outside, considerate parking so as not to block shared access routes)	More restrictive than usual neighbourhood locations.
Anti-social behaviour from local youths (detailed report included below)	Nuisance and reduced privacy
Duties for locking and unlocking gates	Requires cooperation and commitment from the tenant
Public Toilets adjacent to the property.	The toilets were originally intended for the use of those attending funerals and services in the chapel. However, they attracted anti-social behaviour and are not opened very frequently.
Storeroom adjacent to the property	Occasional use by council staff depositing or retrieving archived files.

3.6 The table below gives details of reported anti-social behavior (ASB)

DATE	INCIDENT NO	DETAILS	ACTIONS
12/02/2021	75n120210	Report of items going missing from graves received - asked police to visit the cemetery after dark (9pm) to deter antisocial behaviour	
16/08/2021	71n160810	travellers on cemetery car park arrived evening before (also reported to police) - children running around the cemetery	

16/08/2021	166n160810	5 children in the graveyard running around and throwing water over grave stones	
08/01/2022		Break in at chapel	
17/03/2023		<p>CA called Cem house 17/03/82023 to check the security lights work</p> <p>Tenant mentioned on Tues 14/03/2023 at approx. 6.30pm a 18 year old lad sitting on front door step taking heroine – tin foil and rock of heroine. They asked what he was doing and he said heroine (lad)</p> <p>Well you shouldn't be doing that here ? (cem house)</p> <p>He said its illegal everywhere ! (lad)</p> <p>And moved on reluctantly</p> <p>Back puffer jacket</p> <p>Jeans</p> <p>Dark hair 5 ft 6 ish</p> <p>Bag for life</p>	
20/06/2022		Break in at Chapel	
28/06/2022		Break in at chapel	
19/01/2023		Drug dealing and whistling reported to Police	
Continued		<p>CA was called on Friday evening by the occupant of Cemetery House, who said a group of youths had congregated at the Chapel at Henley Road and she was worried they would cause some damage, or break in to the Chapel.</p> <p>There were around 10 youths in hoodies one very distinctive coloured lad around 16 – 17 yrs with short dreads was sitting on the bench and all the other lads were crowded around him. 4 on large scooters.</p> <p>I do not recognise him or any of the other lads. They said they were from Liverpool ! and Hereford.</p> <p>This behaviour has been noted numerous times now and there</p>	

		<p>needs to be a police presence on a regular basis to deter them.</p> <p>PCSO Lisa Thomas arrived shortly after and took details.</p>	
27/01/2023		<p>Cemetery Officer had a conversation with tenant of Cemetery House.</p> <p>She locks the gates for at night and said last night 19/01/2023 she walked down the path at 5.30pm to lock the bottom gate. There was clear whistling from one end of the cemetery to the other and she said the drug dealers use it to communicate and let people know they are there. She said someone was waiting by the gate and frightened her. Is it possible to have the police drive by into the carpark at this time at night to check the car park for dealing. Also to reassure our tenants.</p>	
31/03/2023		<p>3.40 CCTV at Chapel House tenant sent to CA to send to Police of lad taking drugs</p>	
17/05/2023		<p>Report to police: I've just had a call regarding a disturbance in henley rd cemetery 7 youths with dog and swearing jumping on the benches. It's 19.37 and I had a call from tenant at Cemetery House.</p>	
06/07/2023	<p>DP-31017-23-2222-01 22/64593/23</p>	<p>CA had a missed call from cemetery house tenant at 21.13 - a smartly dressed male white shirt black trousers 6ft tall in white range rover evoke WR65 MUO was left inside the cemetery carpark and tenant needed to lock our gates. I said wait a little while put note on car and then lock gates and its their own fault if its locked in. the guy in the car was acting suspiciously at 8.25 going in and out of the car then weed in hedge and fell over twice - possibly drunk climbed over the fence and fell in the trees. When</p>	<p>08/07/2023 – update from police: Further to the below report, this has been recorded under crime reference number 22/64593/23. At this time no additional information has been received to enable us to identify who caused the damage to the gates at the Cemetery car park. I understand that the male occupant of the stated vehicle was seen acting suspiciously earlier on and that his vehicle was locked inside the car park,</p>

		<p>the DLF team got to work this morning, the gate had been taken off its hinges obviously with tools and dented so that was taken off between 10pm and 7am</p>	<p>however this is not sufficient to evidence he was responsible for removing and damaging the gate. In regard to the situation with the male acting suspiciously, I have made the local Safer Neighbourhood Team (SNT) aware. The report will therefore now be filed pending anything further coming to light. Should you wish to add anything to the report then please ensure you include your crime reference number in any correspondence. 7073 Walsh Telephone Investigator Contact Resolution Centre West Mercia Police</p>
18/06/2024		<p>bag found at the cemetery with pants, empty vodka bottle and crack pipe collected by PCSO Lisa Thomas</p>	
03/07/2024		<p>Incident last week report from Mark DLF supervisor (unsure if reported to the police) possibly by tenant at the Cemetery House - someone was setting up camp in the baby area</p>	
03/07/2024		<p>x 3 Policemen attended cemetery plain clothed - looking for a suspect - spoke to CA regarding upgrading the current CCTV and security at the cemetery.</p>	
07/04/2025	DP-7966-25-2222-IR01	<p>07/04/2025 DLF supervisor informed CA that bench by Chapel had been vandalised over the weekend and one slat had been broken - CA reported online</p>	<p>text received saying ref is 22/31001/25</p>
30/04/2025	DP-11538-25-2222-IR01	<p>29/04/2025 CA noticed 2nd slat broken on bench near Chapel reported to DLF and Police</p>	

		<p>hoody and jeans 2nd youth was shorter dark top and track suit bottoms 3rd youth was short as 2nd with mustard coloured sweatshirt and dark tracksuit bottoms.</p> <p>The tenant at cemetery house who opens the gates for us asked them what they were doing and they swore at her and later turned up at Tesco. The DLF supervisor is calling you to report it so that I have a crime ref number. He saw the mess they had made this morning when he turned up at work – cones strewn everywhere</p>	<p>they didn't see me at first, but made off once I spoke, leaving behind their alcohol, which I have removed. One youth was smaller, the other taller and the third dressed all in black.</p> <p>If you could also cascade this information to Mark and Jenny for their awareness, it would be appreciated.</p> <p>Regards Sue PCSO Sue Cooke </p>
15/09/2025		<p>Bins thrown over wall into wheelie bin area on L .Yellow post from footpath thrown onto graves higher up near Chapel - concrete pots off graves thrown onto carpark area - watering cans smashed to pieces.</p>	<p>CA emailed police at Ludlow await crime ref number 15/09/2025</p>
27/10/2025	00069 I 27102025	<p>DLF supervisor called at 9 am to report the Chapel small blue door has been kicked off its hinges and reported t the police</p>	<p>CA emailed GW to let her know - MH is waiting for the police</p>

29/10/2025	00069 I 27102025	3rd consecutive break in at the chapel door kicked in after being fixed for the 2nd time	Informed office this morning
04/02/2026	CDS-25407- 26-2200-002 DP-4600-26- 2222-IR04.	reported online door kicked again and photo of shoe/ footprint sent to Ludlow SNT and filled in 2 online forms. 06.02.26 Ian from forensics at west Mercia police visited the cemetery to take evidence - footprint DLF Supervisor met him on site.	

4. DETERMINING RENT LEVELS

- 4.1 A property located in an open public cemetery requires consideration from the tenants and forbearance of activities that would not apply to most tenants. The tables at 3.5 and 3.6 above give examples.
- 4.2 These special circumstances have an impact on the residents' quiet enjoyment of the property and reduce the comparative market value of the property.
- 4.3 However, under the new legislation, the council's rental property is currently out of alignment with the market rent. There are some options that the council may wish to consider that would move the rent into closer alignment with market rents.
- 4.4 **First option:** Before May 2026, under current law, serve a Section 13 notice to increase rent.

Second option: From 1 May 2026 Onwards, increase rent once (annually) as permitted by the new legislation.

£8,400.00 less the management fee.

- 4.7 The annual expectation of £900 pr month (recommendation 2.3) is £10,800.00 less the management fee.

Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (as described in the report)

Health & Safety (safety certification in place)

Law & Order (as stated in the report)

Environmental Implications (not stated)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR		DETAILS OF THE CLIENT		DETAILS OF THE INSTALLATION	
Registration No: 612589000	Branch No: 000 <small>(*Where applicable)</small>	Contractor Reference Number (CRN): N/A		Occupier: N/A	
Trading Title: JP Electrical		Name: LUDLOW TOWN COUNCIL		UPRN: 100071225937	
Address: Heyope Rectory, Heyope, Knighton		Address: THE GUILD HALL, MILL STREET, LUDLOW, SHROPSHIRE		Address: Cemetery House, Henley Road, Ludlow, Shropshire	
Postcode: LD7 1PY	Tel No:	Postcode: SY8 1AZ	Tel No: 01584 871970	Postcode: SY8 1RA	Tel No: N/A

PART 2: PURPOSE OF THE REPORT

Purpose for which this report is required:
FOR INSURANCE PURPOSES.

Date(s) when inspection and testing was carried out: 01/12/2025
 Records available (65L1): N/A
 Previous inspection report available (65L1): N/A
 Previous report date: N/A

PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): THE GENERAL CONDITION IS GOOD. WIRED IN TWIN & EARTH PVC WITH WHITE PLASTIC FITTINGS. INSTALLATION SHOWS NO SIGN OF DAMAGE OR OVER HEATING OF FITTINGS.

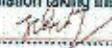
Description of premises Dwelling: (✓) Commercial: (N/A) Industrial: (N/A) Other (include brief description): (N/A)
 Estimated age of electrical installation: 25 years Evidence of additions or alterations: (N/A if Yes, estimated age N/A years) Overall assessment of the installation for continued use: Satisfactory/Unsatisfactory** (delete as appropriate)

**An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.

PART 4: DECLARATION

INSPECTION AND TESTING

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

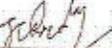
Name (capitals) on behalf of the contractor identified in PART 1: JONATHAN PRIDAY Signature:  Date: 01/12/2025

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 01/12/2030 (date)

Give reason for recommendation: THE NEXT RECOMMENDED DUE DATE GIVEN BY BS7671 OR ON TENANCY CHANGE

The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capitals) on behalf of the contractor identified in PART 1: JONATHAN PRIDAY Signature:  Date: 01/12/2025

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 6 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended to 2024 (date). Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the electrical installation covered by this report: THE WHOLE ELECTRICAL INSTALLATION

Agreed limitations including the reasons, if any, on the inspection and testing (653.2): N/A (see additional page No. N/A...)

Extent of sampling: 25% Agreed with (print name): N/A (see additional page No. N/A...)

Operational limitations including the reasons: N/A (see additional page No. N/A...)

PART 7 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements		Number and type of live conductors		Nature of supply parameters	
TN-C: (N/A)	TN-S: (N/A)	AC 1-phase, 2-wire: (✓)	2-phase, 3-wire: (N/A)	Nominal voltage between lines, $U^{[1]}$:	(N/A) V
TT: (✓)	IT: (N/A)	3-phase, 3-wire: (N/A)	3-phase, 4-wire: (N/A)	Nominal line voltage to Earth, $U_0^{[1]}$:	(230) V
BS EN: (88-2)	Type: (9G)	DC 2-wire: (N/A)	3-wire: (N/A)	Nominal frequency, $f^{[1]}$:	(50) Hz
	Rated current: (80) A	Other: (N/A)	Confirmation of supply polarity: (✓)	Prospective fault current, $I_{pf}^{[2]}$:	(4.28) kA
		Other sources of supply (Schedule of Test Results)	Page No: (N/A)	External earth fault loop impedance, $Z_e^{[2]}$:	(53.8) Ω

^[1] By enquiry
^[2] By enquiry or by measurement

PART 8 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Maximum demand (load): (45) kVA (delete as appropriate)	Main protective conductors	Main protective bonding connections	Main switch / Switch-fuse / Circuit-breaker / RCD
Means of Earthing	Earthing conductor: (material Copper)	Water installation pipes: (✓)	Location: (KITCHEN)
Distributor's facility: (N/A)	csa (...15) mm ² Connection/continuity verified: (...✓)	Gas installation pipes: (N/A)	BS EN: (60947-3) Type: (3) Rating / setting of device: (...N/A) A
Installation earth electrode(s): (✓)	Main protective bonding conductors: (material Copper)	Structural steel: (N/A)	No. of poles: (...2) Current rating: (...100) A Voltage rating: (...230) V
Earth electrode type - rod(s), tape, etc: (Earth Rod)	csa (...10) mm ² Connection/continuity verified: (...✓)	Oil installation pipes: (✓)	Where an RCD is used as the main switch
Location: (OUTSIDE KITCHEN WALL)		Lightning protection: (N/A)	RCD rated residual operating current, $I_{\Delta n}$: (...N/A) mA RCD Type: (N/A)
Electrode resistance to Earth: (53.8) Ω		Other (state): (N/A)	Rated time delay: (N/A) ms Measured operating time: (N/A) ms
		N/A (N/A)	

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf} , and external earth fault loop impedance, Z_e , must be recorded.

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists, or Code appropriately: CODE 'C1', 'C2', 'C3' or 'FI' (codes to be recorded in PART 5, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

Original (to the person ordering the work)

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

<p>1.0 Intake equipment (visual inspection only)</p> <p><i>An outcome against an item in section 11, other than access to live parts, should not be used to determine the overall assessment of the installation. Where inadequacies are identified, a cross should be put against the appropriate item and a comment made in Part 5 of this report.</i></p> <p>1.1 Distributor / supplier intake equipment</p> <ul style="list-style-type: none"> ▪ Service cable (.....) ✓ ▪ Service head (.....) ✓ ▪ Earthing arrangement (.....) ✓ ▪ Meter tails (.....) ✓ ▪ Metering equipment (.....) ✓ ▪ Isolator, where present (.....) N/A <p><i>Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and / or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.</i></p> <p>1.2 Consumer's isolator, where present (.....) ✓</p> <p>1.3 Consumer's meter tails (.....) ✓</p> <hr/> <p>2.0 Presence of adequate arrangements for parallel or switched alternative sources</p> <p>2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6) (.....) N/A</p> <p>2.2 Adequate arrangements where a generating set operates in parallel with the public supply (551.7) (.....) N/A</p> <hr/> <p>3.0 Methods of protection</p> <p>3.1 Automatic disconnection of supply (ADS)</p> <ul style="list-style-type: none"> ▪ Main earthing / bonding arrangement (41L3; Chap. 54) (.....) ✓ ▪ Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3) (.....) ✓ ▪ Adequacy of earthing conductor size (542.3; 543.1.1) (.....) ✓ ▪ Adequacy of earthing conductor connections (542.3.2) (.....) ✓ ▪ Accessibility of earthing conductor connections (543.3.2) (.....) ✓ ▪ Adequacy of main protective bonding conductor sizes (544.1.1) (.....) ✓ ▪ Adequacy and location of main protective bonding conductor connections (544.1.2) (.....) ✓ 	<ul style="list-style-type: none"> ▪ Accessibility of all protective bonding connections (543.3.2) (.....) ✓ ▪ Provision of earthing / bonding labels at all appropriate locations (514.13.1) (.....) ✓ <p>3.2 FELV - requirements satisfied (411.7) (.....) ✓</p> <p>3.3 Other methods of protection</p> <p><i>Where any of the methods listed below are employed, details should be provided on separate sheets</i></p> <ul style="list-style-type: none"> ▪ Non-conducting location (418.1) (.....) N/A ▪ Earth-free local equipotential bonding (418.2) (.....) N/A ▪ Electrical separation (413; 418.3) (.....) ✓ ▪ Double insulation (412) (.....) ✓ ▪ Reinforced insulation (412) (.....) N/A ▪ Provisions where automatic disconnection of supply is not feasible (419) (.....) ✓ <hr/> <p>4.0 Distribution equipment, including consumer units and distribution boards</p> <p>4.1 Adequacy of working space / accessibility to equipment (132.12; 513.1) (.....) ✓</p> <p>4.2 Security of fixing (134.1.1) (.....) ✓</p> <p>4.3 Condition of insulation of live parts (416.1) (.....) ✓</p> <p>4.4 Adequacy security of barriers or enclosures (416.2.3) (.....) ✓</p> <p>4.5 Condition of enclosure(s) in terms of IP rating, etc. (416.2) (.....) ✓</p> <p>4.6 Condition of enclosure(s) in terms of fire rating, etc. (421.1.201; 421.1.6; 526.5) (.....) ✓</p> <p>4.7 Enclosure not damaged / deteriorated so as to impair safety (651.2) (.....) ✓</p> <p>4.8 Presence and effectiveness of obstacles (417.2) (.....) ✓</p> <p>4.9 Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2) (.....) ✓</p> <p>4.10 Operation of main switch(es) (functional check) (643.10) (.....) ✓</p> <p>4.11 Manual operation of circuit-breakers, RCDs and AFDDs to prove functionality (643.10) (.....) ✓</p> <p>4.12 Confirmation that integral test button / switch causes RCD(s) to trip when operated (functional check) (643.10) (.....) ✓</p> <p>4.13 RCD(s) provided for fault protection - includes RCBOs (41L4.204; 41L4.5; 41L5.2; 531.2) (.....) ✓</p> <p>4.14 RCD(s) provided for additional protection / requirements, where required - includes RCBOs (41L3.3; 415.1) (.....) ✓</p> <p>4.15 Presence of RCD six-monthly test notice, where required (514.12.2) (.....) ✓</p>	<p>4.16 Confirmation that integral test button / switch, where present, causes AFDD to trip when operated (643.10) (.....) N/A</p> <p>4.17 Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1) (.....) ✓</p> <p>4.18 Presence of alternative supply warning notice at or near equipment, where required (514.15) (.....) N/A</p> <p>4.19 Presence of next inspection recommendation label, where required (514.12.1) (.....) ✓</p> <p>4.20 Presence of other required labelling (please specify) (514) (.....) N/A</p> <p>4.21 Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (432; 433; 434) (.....) ✓</p> <p>4.22 Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) (.....) ✓</p> <p>4.23 Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11) (.....) ✓</p> <p>4.24 Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1) (.....) ✓</p> <p>4.25 Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) (.....) ✓</p> <hr/> <p>5.0 Distribution circuits</p> <p>5.1 Identification of conductors (514.3) (.....) ✓</p> <p>5.2 Cables correctly supported throughout their run (521.10.202; 522.8.5) (.....) ✓</p> <p>5.3 Condition of insulation of live parts (416.1) (.....) ✓</p> <p>5.4 Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1) (.....) ✓</p> <p>5.5 Suitability of containment systems for continued use (including flexible conduit) (522) (.....) ✓</p> <p>5.6 Cables correctly terminated in enclosures (526) (.....) ✓</p> <p>5.7 Examination of cables for signs of unacceptable thermal or mechanical damage / deterioration (421.1; 522.6) (.....) ✓</p> <p>5.8 Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523) (.....) ✓</p>
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ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

5.9	Adequacy of protective devices; type and rated current for fault protection (41L3)	(✓)	6.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)	(✓)		
5.10	Presence and adequacy of circuit protective conductors (41L3.1; 543.1)	(✓)	6.3	Condition of insulation of live parts (416.1)	(✓)		
5.11	Coordination between conductors and overload protective devices (433.1; 533.2.1)	(✓)	6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	(✓)		*For cables concealed in walls / partitions containing metal parts regardless of depth (522.6.203) (✓)
5.12	Cable installation methods / practices with regard to the type and nature of installation and external influences (522)	(✓)	6.5	Suitability of containment systems for continued use (including flexible conduit) (522)	(✓)		*For final circuits supplying luminaires within domestic (household) premises (41L3.4) (✓)
5.13	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	(✓)	6.6	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523)	(✓)		*Older installations designed prior to BS 7671: 2018 may not have required RCDs for additional protection.
5.14	Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) -	(✓)	6.7	Adequacy of protective devices; type and rated current for fault protection (41L3)	(✓)	6.14	Provision of fire barriers, sealing arrangements and protection against thermal effects (527) (✓)
	• Installed in prescribed zones (see Section D. <i>Extent and limitations</i>) (522.6.202)	(✓)	6.8	Presence and adequacy of circuit protective conductors (41L3.1; 543.1)	(✓)	6.15	Band II cables segregated / separated from Band I cables (528.1) (✓)
	• Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204)	(✓)	6.9	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	(✓)	6.16	Cables segregated / separated from non-electrical services (528.3) (✓)
5.15	Provision of fire barriers, sealing arrangements and protection against thermal effects (527)	(✓)	6.10	Wiring system(s) appropriate for the type and nature of the installation and external influences (522)	(✓)	6.17	Termination of cables at enclosures - identify / record numbers and locations of items inspected (526) -
5.16	Band II cables segregated / separated from Band I cables (528.1)	(✓)	6.11	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	(✓)		• Connection under no undue strain (526.6) (✓)
5.17	Cables segregated / separated from non-electrical services (528.3)	(✓)	6.12	Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) -	(✓)		• No basic insulation of a conductor visible outside enclosure (526.8) (✓)
5.18	Condition of circuit accessories (651.2)	(✓)		• Installed in prescribed zones (see Section D. <i>Extent and limitations</i>) (522.6.202)	(✓)		• Connections of live conductors adequately enclosed (526.5) (✓)
5.19	Suitability of circuit accessories for external influences (512.2)	(✓)		• Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204)	(✓)		• Adequately connected at point of entry to enclosure (glands, bushes, etc.) (522.8.5) (✓)
5.20	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	(✓)	6.13	Provision of additional protection by RCD having rated residual operating current not exceeding 30 mA -	(✓)	6.18	Condition of accessories including socket-outlets, switches and joint boxes (651.2) (✓)
5.21	Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment - identify / record numbers and locations of items inspected (526)	(✓)		• *For all socket-outlets of rating 32 A or less (41L3.3)	(✓)	6.19	Suitability of accessories for external influences (512.2) (✓)
5.22	Presence, operation and correct location of appropriate devices for isolation and switching (Chap. 46; 537)	(✓)		<i>Additional protection by RCD may not have been provided as a noted exception in certain non-domestic installations covered by indent (ii) of Regulation 41L3.3.</i>		6.20	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) (✓)
5.23	General condition of wiring system (651.2)	(✓)		• *For the supply of mobile equipment not exceeding 32 A rating for use outdoors (41L3.3)	(✓)		
5.24	Temperature rating of cable insulation (522.1; Table 52.1)	(✓)		• *For cables concealed in walls at a depth of less than 50 mm (522.6.202)	(✓)		
6.0	Final circuits					7.0	Isolation and switching
6.1	Identification of conductors (514.3)	(✓)				Z1	Isolators -
							• Presence and condition of appropriate devices (462; 537.2) (✓)
							• Acceptable location - state if local or remote from equipment in question (462; 537.2.7) (✓)
							• Capable of being secured in the OFF position (462.3) (✓)
							• Correct operation verified (643.10) (✓)
							• Clearly identified by position and / or durable marking (537.2.7) (✓)
							• Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2) (✓)



This certificate is not valid if the serial number has been defaced or altered

40947625

EICR18.3C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

72	Switching off for mechanical maintenance -		8.5	Security of fixing (134.1.1)	(.....) ✓	• Low voltage (e.g. 230 volt) socket-outlets sited at least 2.5 m from zone 1 (701.512.3)	(.....) ✓
	• Presence and condition of appropriate devices (464.1; 537.3.2)	(.....) ✓	8.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: list number and location of luminaires inspected (separate page) (527.2)	(.....) ✓	• Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)	(.....) ✓
	• Capable of being secured in the OFF position where not under continuous supervision (464.2)	(.....) ✓	8.7	Recessed luminaires (downlighters) -		• Suitability of accessories and controlgear etc. for a particular zone (701.512.3)	(.....) ✓
	• Correct operation verified (643.10)	(.....) ✓		• Correct type of lamps fitted (559.3.1)	(.....) ✓	• Suitability of current-using equipment for particular position within the location (701.55)	(.....) ✓
	• Clearly identified by position and / or durable marking (537.3.2.4)	(.....) ✓		• Installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2)	(.....) ✓	9.2	Other special installations or locations -
73	Emergency switching off -			• No signs of overheating to surrounding building fabric (559.4.1)	(.....) ✓	N/A	(N/A) (.....)
	• Presence and condition of appropriate devices (465; 537.3.3; 537.4)	(.....) ✓		• No signs of overheating to conductors / terminations (526.1)	(.....) ✓		(.....)
	• Readily accessible for operation where danger might occur (537.3.3.6)	(.....) ✓	9.0	Special locations and installations			(.....)
	• Correct operation verified (643.10)	(.....) ✓		Where special installations or locations relating to a particular Section of Part 7, an additional inspection Schedule(s) should be provided on separate pages.			(.....)
	• Clearly identified by position and / or durable marking (537.3.3.5; 537.3.3.6; 537.4.3; 537.4.4)	(.....) ✓	9.1	Location(s) containing a bath or shower -		10.0	Prosumer's low voltage installation
74	Functional switching -			• Additional protection by RCD having rated residual operating current not exceeding 30 mA for all low voltage (LV) circuits serving the location or passing through zones 1 and / or 2 of the location (701.411.3.3)	(.....) ✓	(N/A) (.....)	
	• Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2)	(.....) ✓		• Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)	(.....) ✓		Where elements of a prosuming installation falling within the scope of Chapter 82 are covered by the report, additional schedules detailing the associated inspection and testing should be provided on separate pages.
	• Correct operation verified (643.10)	(.....) ✓		• Shaver supply units complying with BS EN 61558-2-5 formerly BS 3535 (701.512.3)	(.....) ✓		Schedule of Items Inspected by
8.0	Current-using equipment (permanently connected)			• Presence of supplementary bonding conductors, unless not required by BS 7671: 2018 (701.415.2)	(.....) ✓		Name (capitals): JONATHAN PRIDAY
8.1	Condition of equipment in terms of IP rating, etc. (416.2; 422.3; 422.4; 522.4)	(.....) ✓					Signature:  Date: 01/12/2025
8.2	Equipment does not constitute a fire hazard (421)	(.....) ✓					
8.3	Enclosure not damaged / deteriorated so as to impair safety (134.1.1; 416.2)	(.....) ✓					
8.4	Suitability for the environment and external influences (512.2)	(.....) ✓					

PART 10 : SCHEDULES AND ADDITIONAL PAGES (the pages identified are an essential part of this report (see Regulation 653.2))

Schedule of Inspections	Schedule of Circuit Details and Test Results for the Installation	Additional pages, including data sheets for additional sources	Special installations or locations (indicated in item 9.2 above)	Schedules relating to Prosumer's installations (indicated in item 10 above)	Continuation sheets
Page No(s): (..... 4, 5 & 6) (.....)	Page No(s): (..... 7 & 8) (.....)	Page No(s): (None) (.....)	Page No(s): (None) (.....)	Page No(s): (None) (.....)	Page No(s): (None) (.....)

Original (to the person ordering the work)

NOTES FOR RECIPIENT

THIS CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report has been issued in accordance with the national standard for the safety of electrical installations, *BS 7671: 2018* (as amended) – Requirements for Electrical Installations.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see PART 5), together with any items for which improvement is recommended.

You should have received the report marked 'Original' and the contractor should retain a duplicate. If you were the person ordering this report, but not the owner or user of the installation, you should pass this report, or a full copy of it, including these notes, the schedules and additional pages (if any), immediately to the owner or user of the installation.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. NICEIC* recommends that you engage the services of an NICEIC contractor for the inspection. Only an NICEIC contractor is authorised to issue this NICEIC Electrical Installation Condition Report, which has a unique serial number that is traceable to the contractor to which it was supplied by NICEIC.

The recommended date by which the next inspection should be carried out is stated in PART 4 of this report. With the exception of domestic (household) premises, there should also be a notice at or near the main switchboard or distribution board/consumer unit indicating when the next inspection of the installation is due.

This report is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation and must not be issued to certify new electrical installation work including the replacement of a distribution board or consumer unit.

The report consists of at least eight numbered pages. The report is only valid if the Schedule of Items Inspected (PART 9) has been completed to confirm that all relevant inspections have been carried out and the Schedule of Circuit Details (PART 11A) and the Schedule of Test Results (PART 11B) are attached. For installations having more than one distribution board (or consumer unit) or more circuits than can be recorded in PARTS 11A & 11B, one or more additional Schedule of Circuit Details and Schedule of Test Results, should form part of the report. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. The report is invalid if any of the additional pages, listed in PART 10 are missing.

Where the installation includes a residual current device (RCD) it should be tested every six months by pressing the button marked "T" or "Test". The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions should be followed with respect to test button operation.

Where the installation includes a surge protection device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, this should be identified in PART 7 Supply Characteristics and Earthing Arrangements, and the Schedules of Circuit Details and Schedule of Test Results (PARTS 11A & 11B) compiled accordingly.

PART 6 (Details and limitations) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in PART 6. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises the observations and recommendations made in PART 5. Where one or more observations have been made in PART 5, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (danger present) the safety of those using the installation is at risk. Wherever practicable, items classified as C1 should be made safe on discovery, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (potentially dangerous) the safety of those using the installation may be at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where inadequacies in the intake equipment have been observed (Item 1 of PART 9), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

For further information about electrical safety and how NICEIC can help you, visit:

www.niceic.com

*NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION

ONLY ONE CLASSIFICATION CODE SHOULD BE GIVEN FOR EACH RECORDED

Classification code C1 (Danger present)

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 (Potentially dangerous)

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. The NICEIC contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given for the next inspection date in PART 4 of this report is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Classification code C3 (Improvement recommended)

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC contractor issuing this report will be able to provide further advice.

Code FI (Further investigation required without delay)

It should usually be possible for the inspector to indicate a need for further investigation.

However, where 'FI' has been entered against an observation that observation is likely to reveal danger or potential danger, inspection and/or testing (entered in PART 6), could be required.

It would not be appropriate for the inspector to indicate a need for further investigation if there is no reasonable doubt as to whether danger or potential danger exists. Observations marked as 'Further investigation required without delay' (FI) should be marked as 'Unsatisfactory'.

If the inspector has indicated that an observation requires further investigation, this report is advised to arrange for the NICEIC contractor (or another competent in such work) to undertake further examination and testing to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification Codes to persons ordering condition reports, can be found in the *installation condition reporting: Classification Codes* document, which can be viewed or downloaded free of charge from www.niceic.com.

For further information about electrical safety, visit www.niceic.com

www

Landlord Gas Safety Certificate

Page No	1 of 1
Ref:	BB
Gas Safe Reg No:	197317



Date:	13/06/2025	Unique Serial No:	53461
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Customer Address			
Name:	Ludlow Town council		
Address:	The Guildhall		
	mill st		
	ludlow		
Postcode:	SY8 1AZ		
Telephone:	01584871970	Mobile:	

Site Details			
Name:	Danielle Prosser		
Address:	Cemetery House		
	Henley Road		
	ludlow		
Postcode:	SY8 1 RA		
Telephone:		Mobile:	

Registered Business Details	
Name:	RKS Plumbing
Address:	2 The Knowle
	Clee Hill
	Ludlow
Postcode:	SY8 3NL
Telephone:	01584891402

Appliance Details							Inspection Details									
	Location	Appliance Type	Make	Model	Flue Type	Landlord's Appliance (if applicable) Yes/No/NA	Appliance Inspected Yes/No	Operating Pressure in mbars or heat input kW/h	Safety device(s) correct operation Yes/No	Ventilation provision satisfactory Yes/No	Spillage Test Pass / Fail / NA	Smoke Pellet Flue Flow Test Pass / Fail / NA	Satisfactory Termination Pass / Fail / NA	Flue Visual Condition Pass / Fail / NA	Appliance serviced Yes/No	Appliance safe to use Yes/No
1	kitchen	combination boiler	Worcester	Greenstar 30i	RS-BF	Yes	Yes	24.00 Kw/h	Yes	Yes	Na	Na	Pass	Pass	Yes	Yes
2																
3																
4																
5																

	Defects Identified	Remedial Action Taken	Combustion Analysis Readings											
			1st Reading Min/Low			2nd Readings/Max/High			3rd Reading DHW					
			CO	CO2	Ratio	CO	CO2	Ratio	CO	CO2	Ratio			
1			7	9.5	.0008	84	10.3	.0008	N/A	N/A	N/A			
2														
3														
4														
5														

Final Checks					
Gas Tightness Test initial value:	21.60	TT final value:	21.60		
Satisfactory gas tightness test Yes/No/NA:			Yes		
Gas installation pipework satisfactory visual inspection Yes/No:			Yes		
Emergency Control accessible Yes/No:			Yes		
Main Protective Equipotential Bonding satisfactory Yes/No:			Yes		
CO alarm present?	Yes	CO alarm working?	Yes	In date?	Yes
Smoke alarm(s) present?	Yes	Smoke alarm(s) working?	Yes		
This inspection is for gas safety purposes only in accordance with the Gas Safety(Installation and Use) Regulations.Flues were visually inspected and checked for satisfactory evacuation of products of combustion.A detailed internal inspection of the flue integrity, construction and lining has not been carried out.					

Sign-Off			
This safety record is issued by:			
Gas Operative		Ben Bywater	
		Date	13/06/2025
Received by		Customer is not present	
Name		Danielle Prosser	

Flue Types Key	
FL-Flueless	
OF-Open Flue	
RS-BF-Room sealed balanced flue	
RS-FF-Room sealed fan flue	
NEXT SAFETY CHECK DUE BEFORE 13/06/2026	
This certificate was produced using the TradeHelp app	

Item 18.

TOWN CENTRE PLANTERS



REPORT

Ludlow Town Council TOWN CENTRE PLANTERS

Report No. FC/26/07

**Full Council
9th March 2026**

1. INTRODUCTION

- 1.1 As the spring planting season approaches, Council is asked to consider arrangements for town centre planting and the potential use of earmarked reserves to progress this work.

2. RECOMMENDATION

- 2.1 To approve the request from the Planitng Task and Finish Group for expenditure from EMR 364 (Town Centre Planters) for the purchase of large, durable planters.

3. RATIONALE AND FINANCIAL IMPLICATIONS

- 3.1 With the forthcoming spring planting programme, it is timely to consider whether part of EMR 364 should be utilised to support investment in additional large planters, potentially including Amberol planters, positioned along the principal routes into the town centre. This would represent a significant one-off capital investment of an enduring nature.
- 3.2 Utilising the Ear Marked Reserve rather than the current year budget (410/4303) would:
- Preserve the planting budget for ongoing expenditure such as plants, compost and maintenance for the planters, at St John's Gardens, and at

Castle Gardens.

- Demonstrate the proactive use of Council reserves for visible town improvements, rather than allowing reserves to accumulate year-on-year.

3.3 The management and responsibility for the expenditure would be undertaken by the Town Clerk or Deputy Town Clerk under delegated powers.

Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (as described in the report)

Health & Safety (not applicable)

Law & Order (not applicable)

Environmental Implications (not applicable)

Item 19.

LUDLOW PARK AND RIDE

Dear Gina

I am writing to you in my capacity as a member of Ludlow21 Sustainable Transport Group
Shropshire Council have an excellent webpage for the Park & Ride in Shrewsbury & Ludlow

<https://next.shropshire.gov.uk/public-transport/park-and-ride/ludlow-park-and-ride/>

Our group were wondering if the Town Council would consider publicly promoting the use of the Park & Ride facility in Ludlow by :

- a) Incorporating support to for the scheme as part of the Council's Climate Action Plan**
- b) Advertising the facility on the Council's website, including a link to Shropshire Council's webpage**
- c) Promoting the scheme through the Council's social media activities**

Thank you in advance for your support in this matter

Regards

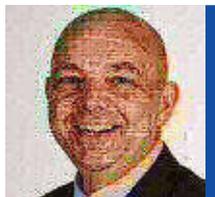
Stuart Waite

Item 20.

DUTY OF CANDOUR

HOT TOPICS

THE HILLSBOROUGH LAW



Michael King, SLCC Head of Policy and External Communications, examines the practical implications of The Public Office (Accountability) Bill.

The Public Office (Accountability) Bill - better known as the Hillsborough Law - was introduced in the House of Commons on 16 September 2025. It covers England and Wales and is currently at the early stages of its passage through Parliament. The Bill's headline purpose is to ensure that public bodies - including local councils - act with honesty and openness under statutory scrutiny. The new duty of candour does not mean councils must answer every question from residents, journalists, or campaigners with unfiltered frankness. Instead, it applies in a very specific context: public inquiries, inquests, and certain investigations.

What's the duty of candour?

The Act creates a legal obligation for public authorities - and those acting on their behalf - to assist inquiries and investigations proactively and truthfully. That means notifying an inquiry if you hold relevant information, providing evidence and assistance promptly without spinning or self-protection, and correcting errors and highlighting significant facts.

This duty kicks in only when an inquiry or investigation is formally established - such as a statutory inquiry under the Inquiries Act 2005, a ministerial non-statutory inquiry, or a coroner's inquest. It can also be extended by regulation to other types of investigations, but it is not a general transparency law. Day-to-day council business - Freedom of Information (FOI) requests, press queries, or awkward questions at the parish meeting - remains governed by existing rules.

Why does it matter for parish, town, and community councils?

Local councils are public authorities under the Act. While they're unlikely to feature in headline-grabbing inquiries, they can be drawn in where local decisions or services are under scrutiny - in response to fatal accidents on council-managed land or failures linked to public safety.

For clerks, as the proper officer, this is where your role becomes pivotal:

- **Compliance leadership:** If your council receives a 'compliance direction' from an inquiry chair or coroner, you must coordinate the response.
- **Record readiness:** The duty assumes you can locate and disclose relevant information quickly. Good governance and document management aren't just best practice - they're now a legal safeguard.
- **Ethical culture:** The Act also requires councils to adopt a code of ethics embedding candour as a professional standard. Clerks will likely draft, implement, and monitor this code.

What happens if you don't comply?

Failure to meet the duty - especially if done deliberately or recklessly to impede an inquiry - can lead to criminal sanctions, including fines and imprisonment. The Act also introduces an offence of misleading the public, aimed at serious cover-ups, not everyday missteps.

Next steps

- **Don't panic:** This isn't about answering every email with radical honesty. It's about formal processes where truth matters most.
- **Prepare now:** Review your records policy, prepare to implement an ethics code, brief councillors on the forthcoming duty of candour, and keep an eye out for sector guidance on compliance.
- **Embed ethics:** Expect model codes from SLCC, the National Association of Local Councils (NALC), One Voice Wales (OVW), and others - candour will sit alongside the Nolan Principles.

Royal Assent is expected in 2026, with commencement dates set by ministers. Guidance and model codes will follow - SLCC will publish a draft code once the Bill becomes law.

The Hillsborough Law isn't about everyday transparency - it's about truth when it matters most. For clerks, that means being ready to turn principle into practice.

Item 21.

PROJECT SUPPORT GRANT

ANNUAL & PROJECT SUPPORT GRANT APPLICATION

CONTACT DETAILS

Name of Group/Organisation

Ludlow Castle Croquet Club

Address

Linney,
Ludlow
Shropshire

Post Code: SY81EE

Email: bobpurcell1@gmail.com

Fax:

Tel No:07840288643

Contact Person

Title: Mr

First Name: Bob

Surname: Purcell

Position held in Group: Committee member

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Enclose our constitution

Charity Registration Number

I enclose our constitution.

If you are not a registered charity you must enclose a copy of your constitution

VAT registration number if applicable

Not applicable.

What does your community group/organisation do and how are you financed?

We are a Croquet Club playing on two full size lawns. We are financed essentially by subscriptions, but have obtained grants whenever it was necessary to acquire mowing equipment. We depend on our members to do this work and other essential maintenance.

How many people are in your group/organisation

We have 35 members.

ABOUT YOUR PROJECT

Project/Grant Title

Levelling our lawns.

Briefly describe your project or reason for applying to enable the Town Council to understand how its grant will be used:

The club has two lawns. Lawn 1 was flattened 10 years ago thanks to the generosity of a member of the parent tennis and bowling club. He recruited friends to help him with this task. The area had been allotments and more recently was rough grassland. No action was taken to level lawn 2, which is very uneven and in poor condition. Both lawns are regularly mown by members; the mowers to do this were bought with grants from several local bodies plus donations from members. We now have the necessary equipment to keep the lawns well maintained. What we do not have are the resources to do the necessary levelling. Having two lawns of a good standard will allow us to organise tournaments and attract new members, which we need to do. The lawns should be very flat with a tolerance of no more than 6mm. To achieve this will require professional help. We require grants this fund this work as we only have the reserves to repay small loans.

It's worth saying that croquet is a game that welcomes all ages and abilities, providing competitive challenge and social contact. Whether played for fitness, focus or friendship, it offers a low impact yet deeply engaging way to say active for life. It can be a tool for improving mental health, reducing isolation and encouraging gentle physical activity.

How many people will benefit from this project or activities? **Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.**

35 members, with 30 living within Ludlow.

Estimated cost of project

Desired grant from Ludlow Town Council

Please note that the maximum you can apply for is £1,000.

FINANCIAL DETAILS

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves, you must provide an explanation as to why this project cannot be supported from your own funds

DECLARATION

If a grant is awarded, please complete the section below for BACS payment

Bank NAT WEST Branch LUDLOW Postcode SY8 1AG
Account number 8267 3116
Sort code 53-81-18

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions specified. We understand that within six months after payment of a grant, we are expected to provide Ludlow Town Council with a report on the progress of this project and how the money has been spent.

Signature 1 (Person submitting form)	<i>R. Wines</i> (COMMITTEE MEMBER) <i>C.R.O. PURCELL</i>	Date: <i>11/12/25</i>
Signature 2 (Chairperson or senior representative of the Management Committee)	<i>David Ward</i> (TREASURER) <i>(DAVID WARD)</i>	Date: <i>4/12/25</i>

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have: (Please tick)</p>	<p>...tion</p> <p>...ur constitution (if you are not a registered) <input checked="" type="checkbox"/></p> <p>...ur latest accounts and/or treasurer's <input checked="" type="checkbox"/></p>
--	--

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT TAKING PLACE IN ORDER TO BE CONSIDERED AT THE APPROPRIATE MEETING

Completed Application Forms should be returned to:

Gina Wilding, Town Clerk, Ludlow Town Council, Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ
Tel: 01584 871 970 Email: townclerk@ludlow.gov.uk

PRIVACY NOTICE

Ludlow Town Council collects and manages personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018.

Your information will be lawfully processed by the Council within the terms of our privacy policy.

To find out more about our privacy arrangements, please access the Council's website www.ludlow.gov.uk where our full Privacy Notice and Privacy Policy can be viewed.

In the public interest details of applicants are in the public domain.

LUDLOW CASTLE CROQUET CLUB CONSTITUTION AND RULES

1. NAME The name of the club shall be Ludlow Castle Croquet Club, hereafter referred to as the Club. The Club is part of Ludlow Castle Bowling and Tennis Club (LCBTC) and is bound by its constitution and rules

2. OBJECTS The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of croquet in Ludlow.

The Club is constituted by these rules as a non profit making members' club. In no circumstances during the continuance of the club, nor at or after its dissolution, shall any assets or surplus funds be distributed to any member or other person. All surplus income or profits are to be reinvested in the Club.

Each member of the Croquet Club is a de facto member of the LCBTC.

Membership is open to all persons whose application for membership is approved by the committee, and is not subsequently determined in accordance with these rules.

3. MANAGEMENT

The management of the Club shall be in the hands of its Management Committee. Members of the Management Committee must be full members of the Club.

The management committee shall consist of 4 officers, and 4 members.

The officers and committee members shall be elected at the Annual General Meeting and shall hold office until the following AGM, except that the elected committee shall have the power to fill any casual vacancy.

All committee members must attend a minimum of 50% of the year's committee meetings in order to retain the right to be nominated for the committee for the following year.

Subject always to the provisions of these rules, the management committee shall have the power to transact any business, borrow money, deal with any matter and make any regulations to secure the efficient and equitable running of the Club.

X The officers shall be the Chairman, Secretary, Treasurer and Membership Secretary. Each of the officers shall implement the decisions and carry out the instructions of the committee as they relate to their particular areas of responsibility.

The Chairman shall convene and preside over all meetings.

The Secretary shall issue notices of meetings, keep minutes thereof, deal with correspondence and keep the records thereof, and deal with such other administrative matters as the committee may decide.

The Treasurer shall have charge of all monies belonging to the Club, and shall maintain records thereof. He/she shall produce annual accounts to the last day of February each year, in good time for auditing and presentation to the AGM.

The Membership Secretary shall maintain and circulate membership lists, welcome new members, and encourage new members to renew their membership.

4. MEMBERSHIP

4.1 A candidate for membership shall submit to the Membership Secretary or Treasurer an application, accompanied by the appropriate annual subscription and stating willingness to abide by these Rules if elected. The application shall be considered by the committee at its meeting next following, and if it be accepted the candidate shall be considered a member from the date of application. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may have different classes of membership and subscriptions on a non discriminatory and fair basis.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute.

4.2 Each member agrees as a condition of membership to be bound by these Rules.

4.3 Members are entitled to vote at General Meetings.

4.4 The annual subscription shall be decided by the Management Committee and ratified at the AGM. The membership year shall run from 1st April to 31st March.

5. MEETINGS The Annual General Meeting shall be held in April of each year on such date and at such time and place as the Management Committee shall decide. The business thereof shall be to read, and approve if agreed to be correct, the minutes of the previous AGM, to receive reports from the retiring officers, to elect officers and members of the Management Committee, who must themselves be full members and be proposed by 2 full members, to serve until the following AGM, to receive and consider the audited accounts, to appoint auditors, to consider changes to these Rules, and to conduct other such business as may arise.

An Extraordinary General Meeting may be called by the committee at its discretion, and shall also be called by the Secretary on receipt of a request signed by at least 20% of the membership. Such requisition must state, in the form of a resolution, the business to be transacted.

The Membership Secretary shall inform every member at least 14 days before the date of a General Meeting, of the date, time and place of the meeting and details of the business to be transacted, by email (if a member has registered an email address for the purposes of receiving emails from the committee) as well as notices posted in the Clubhouse.

X Twelve full members shall constitute a quorum.

Committee meetings shall be held on such dates and at such times and places as the committee shall decide. The business thereof shall be to verify the minutes of the last meeting, to receive officers' reports, consider applications for membership, and deal with any other business as may arise. 50% of the committee's membership shall constitute a quorum.

The Management Committee may from time to time delegate powers or duties to sub-committees who will subsequently report back to the full committee.

The Management Committee shall have the power to enter into contracts for the purposes of the Club on behalf of all members.

Every member of the Management Committee, employee or agent of the Club shall be indemnified by the Club.

6. CHANGES OF RULE Changes to these Rules may only be made by a simple majority of those members present and voting at a General Meeting. A proposal for such change may be made by any member, who shall submit it in writing to the Secretary at least 28 days before the date of the meeting, specifying the change in the form of a resolution to be placed before the meeting.

7. GENERAL

The Club shall be affiliated to the Croquet Association.

Visitors may be introduced by members on payment of a fee determined by the Management Committee.

8. FINANCE All monies payable to the Club shall be received by the Treasurer and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two authorised signatories.

9. DISSOLUTION OF THE CLUB

The Club shall be dissolved only on the passing of a Resolution to that effect at a General Meeting called at due notice. The passing of the resolution shall require at least two-thirds majority of those present. Such a meeting shall appoint a committee to wind up the affairs of the Club and give general directions as to the disposal of assets.

Upon dissolution of the Club, any remaining assets shall be transferred to the LCBTC.

05/06/2016

Ludlow Castle Croquet Club Accounts to Nov 2025

	2025	2024	2023
Full Members	£ 2,050.00	£ 2,205.00	£ 2,460.00
Country Members	£ 130.00	£ 227.50	£ 130.00
Sundry Income	£ 221.20	£ 800.00	£ 340.00
Total Income	£ 2,401.20	£ 3,232.50	£ 2,930.00
Lawn expenses	-£ 628.78	-£ 163.44	-£ 1,105.64
Mower maintenance	-£ 120.77	£ -	-£ 397.18
Couquet England Membership	-£ 437.00	-£ 437.00	-£ 396.00
Joint Club annual fees	-£ 722.00	-£ 888.00	-£ 902.00
Miscellaneous	-£ 74.29	-£ 19.00	
Total Expenditure	-£ 1,982.84	-£ 1,507.44	-£ 2,800.82
Nett	£ 418.36	£ 1,725.06	£ 129.18



QUOTATION

Invoice ref no. 25/	Date: 27 th of October 2025
Ludlow Croquet Club	
FAO: Bob Purcel	
Re. Croquet Lawn re Levelling	
<p>Works to one pitch.</p> <ol style="list-style-type: none"> 1. Survey site to assess levels and topsoil depths 2. Spray off grass and leave for 1 week 3. Scarify off dead grass and collect arisings. Dispose on site (compost) 4. Cultivate with rotovate/power harrow depending on conditions.. 5. Grade to levels previously agreed item 1. 6. Cultivate and Stonebury to Prepare for seed bed. 7. Sow seed and hand rake finish including pre seed fertiliser. 8. Provisional Item: Supply and import sand based topsoil to balance levels incase topsoil depth insufficient. Based on 60T 9. Extra over if the club wanted to include the other pitch at the same time 	<p>£3600.00</p> <p>£1800.00</p> <p>£1500.00</p>
TOTAL	£6900.00
VAT @ 20%	£1380.00
Total	£8280.00
<p>Many thanks for your valued custom.</p> <p>Dan Shotton D W Shotton Landscapes ltd</p>	



Account Name
LUDLOW CASTLE CROQUET CLUB
COMMUNITY ACCOUNT

Account No 82673446 Sort Code 53-81-18 Page No 1 of 2



NatWest

0008657/00016102/327 A 0099173-0001-0
MR DAVID PETER WARD
LUDLOW CASTLE CROQUET CLUB
BRINGWOOD BURWAY LANE LUDLOW
SALOP
UNITED KINGDOM
SY8 1DT



Current Account

Summary	
Statement Date	31 DEC 2025
Period Covered	02 DEC 2025 to 31 DEC 2025
Previous Balance	[REDACTED]
Paid In	[REDACTED]
Withdrawn	[REDACTED]
New Balance	[REDACTED]
BIC	NWBKGB2L
IBAN	GB64NWBK53811882673446

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid (€)	Withdrawn (€)	Balance (€)
02 DEC 2025	BROUGHT FORWARD	[REDACTED]	[REDACTED]	[REDACTED]
03 DEC	OnLine Transaction Croquet Engkand LDLWCSUB VIA MOBILE - PYMT FP 03/12/25 10 17145229791471000N	[REDACTED]	[REDACTED]	[REDACTED]
08 DEC	Card Transaction 7516 03DEC25 PAYPAL *PARISH UK 35314369001 GB	[REDACTED]	[REDACTED]	[REDACTED]
15 DEC	Automated Credit M GAUNT DONATION FP 14/12/25 2307 500000001682338649	[REDACTED]	[REDACTED]	[REDACTED]



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Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Financial Services Firm Reference Number 121878.



NatWest

MR DAVID WARD
LUDLOW CASTLE CROQUET CLUB
BRINGWOOD
BURWAY LANE
LUDLOW
SALOP
SY8 1DT

National Westminster Bank Plc
PO Box 16204
Birmingham
B2 2WP

www.natwest.com
Telephone: 03457 11 44 77

Date: 18 February 2026

001232

Dear Mr Ward,

Following our conversation on 18th February 2026, I am writing to provide you with proof of the signatories on your account held here at NatWest.

I can confirm that we hold a Business Current Account in the name of LUDLOW CASTLE CROQUET CLUB.

The signatories on this account are -

- David Brady
- Brian Godman
- David Ward

Should you require any further information on this matter please do not hesitate to contact myself or one of my colleagues at Businessline on 0345 711 44 77.

Yours sincerely,

Joel Kirkbride

9109001232000100001



NPOD/xxx/xxx/xxx/xxx

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Item 22.

COMMITTEE MEMBERSHIP

Item 23.

COMMITTEE RECOMMENDATIONS



RECOMMENDATIONS FROM REPRESENTATIONAL COMMITTEE 27TH JANUARY 2026 TO FULL COUNCIL 9TH MARCH 2026

R/239

NEIGHBOURHOOD PLAN

RECOMMEND ISB/TG (5:0:1)

That Full Council approve the setting up of a Task & Finish Group to explore the feasibility of possible options.

R/245

BUS SHELTER REFURBISHMENT

RECOMMEND ISB/KC (unanimous)

To approve quarterly cleaning of all eight town council owned bus shelters by the council's existing contractor.

Item 24.

COMMITTEE MINUTES

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 14th JANUARY 2026** at **7PM**

S25/109 **PRESENT**

Chair: Councillor Cowell

Councillors: Addis, Childs, Lyle, Maxwell Muller, Parry & Tapley.

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Julie Cox, Finance Assistant

S25/110 **ABSENT**

Councillors Gill, Ginger, Harris, Hepworth & Taylor were absent.

S25/111 **WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION**

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

S25/112 **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.

S25/113 **MEETING PROTOCOL**

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

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair.

Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

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

S25/114 APOLOGIES

Apologies were received from Councillors Ginger, Hepworth and Taylor.

S25/115 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared

Conflicts of Interest

None declared

Personal Interests

Councillor Lyle

Knows History Festival Organisers

Councillor Cowell

Involved in History Festival Organisation

S25/116 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

S25/117 LUDLOW UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) was present at the meeting but did not have any updates.

S25/118 MINUTES

RESOLVED KC/PA (unanimous)

That the minutes of the Services Committee meeting held on Wednesday 26th November 2025 be approved as a correct record and signed by the Chair.

S25/119 ITEMS TO ACTION

RESOLVED KC/DC (unanimous)

That the Items to Action from the Services Committee on Wednesday 26th November 2025 be noted.

S25/120 FINDINGS OF ANNUAL PLAY INSPECTIONS

RESOLVED KC/DL (unanimous)

To note the complete findings of the report, and the works to be completed.

S25/121 PRIDE OF PLACE LITTERPICKS

RESOLVED KC/PA (unanimous)

To note that the first Pride of Place litter pick of 2026 will take place on Saturday 17th January.

S25/122 RESOLVED KC/IMM (4:3:0)

To approve the purchase of 20, yellow Hi-Vis vests printed with 'Ludlow Pride of Place Volunteer' on the back. To be bought from Go Custom Clothing at a total cost of £135.20. To be funded from Climate Action Budget.

S25/123 LUDLOW HISTORY FESTIVAL

RESOLVED KC/PA (unanimous)

To approve, in principle the hanging of banners/shields from the lampposts that surround Market square & Events Square.

This is subject to a full risk assessment being provided by the festival organisers and proof of Public Liability insurance (£5 million). An undertaking that any damage incurred to the lampposts or the electricity supply will be at the expense of the History Society. The DLF must oversee the hanging and taking down of the items, and the banners/shields remain the responsibility of the History Festival organisers at all times.

S25/124 SUMMER BUNTING FOR MARKET AND EVENT SQAURES

RESOLVED PA/KC (unanimous)

To approve the purchase of Royal Standard coloured bunting. To be hung around the Market Square from early May to late September, to replace

hanging baskets. Bunting to be obtained from Flying Colours flag makers at a cost of £274.50 funded from planting budget.

S25/125 CCTV IN LUDLOW

RESOLVED KC/DL (unanimous)

To note the updated information regarding CCTV in the Town.
That ORP attended Ludlow on Tuesday 18th Nov to service cameras and update software, however, had to cut their visit short due to a faulty alternator in the MEWP.

The revised date for the works was Thursday 8th January 2026 (snowed) and we are awaiting an update from ORP regarding what work was completed and whether the system installation is now complete.

The meeting closed at 7.28pm.

Chair

Date

Closed session minutes will not be issued for this meeting.

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 25TH FEBRUARY 2026** at 7PM

S25/126 PRESENT

Chair: Councillor Cowell

Councillors: Addis, Lyle, Parry, Tapley, & Taylor.

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Julie Cox, Finance Assistant
Mark Hilton, DLF Supervisor

S25/127 ABSENT

Councillors Childs, Gill, Ginger, Harris, Hepworth and Maxwell-Muller were absent.

S25/128 WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION

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

S25/129 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.

S25/130 MEETING PROTOCOL

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

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair.

Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

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

S25/131 APOLOGIES

Apologies were received from Councillors Childs, Gill, Ginger, Harris and Maxwell-Muller.

S25/132 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None declared

Conflicts of Interest
None declared

Personal Interests
Councillor Lyle

Part of Ludlow 21 & Incredible Edible and
Honorary Member of Rotary Club

Councillor Parry

Knows Guerilla Gardeners

S25/133 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

S25/134 LUDLOW UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) was present at the meeting but did not have any updates.

S25/135 MINUTES

RESOLVED KC/PA (unanimous)

That the minutes of the Services Committee meeting held on Wednesday 14th January be approved as a correct record and signed by the Chair.

S25/136 ITEMS TO ACTION (ITA)

The following comments on the ITA were made:

S22/069 PLAY AREA UPDATES – WHEELER ROAD AND HOUSMAN CRESCENT

To hold back on the replacement of the climbing wall at Wheeler Road play area until nearby CCTV is operational and a conversation has been had with South Shropshire Youth Forum.

Query & Response: Is the camera operational? CCTV connection cannot at present be confirmed to be in operation. A detailed report is planned for Full Council

S25/016 CASTLE STREET TOILETS COIN BOXES

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.

Query & Response: Is this being actioned? There are infrastructure problems that need to be solved. Toilet coin boxes currently suspended. All toilets are available for use.

S25/020 LUDLOW MARKET STRUCTURAL REPORT

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.

Query & Response: Is this being actioned? Not yet actioned.

S23/062 LUDLOW MUSEUM AT THE BUTTERCROSS

To note the suggested actions from the report and that further details will be brought back to Services Committee for consideration, with costings.

Query & Response: Why is this ongoing? It is an ongoing this is part of the accreditation for the Museum.

S24/184 TOWN CENTRE TREE PLANTERS

That two tree planters containing Mountain Ash saplings, currently located on Events Square, are relocated to Castle Gardens on a permanent basis.

Query: Mountain Ash is not the correct name - it should be Sorbus.

S25/059 SEVERN TRENT – BATHING WATER QUALITY INVESTIGATIONS

To approve the request from Severn Trent to install a temporary auto-sampler kiosk at the same bankside location as in 2022.

Action – Question as to if samples are still being taken & their results issued to us.

Query & Response: Does LTC get info about the samples? No.

S25/077 ST JOHNS GUARDIANS

That a report containing a costed bulb and perennial planting scheme for all the beds in St Johns Gardens be brought back to Services Committee for consideration.

Query & Response: When is this coming the committee? The first stage report is on the current agenda.

S25/082 HENLEY ROAD CEMETERY BABIES AREA

That a report be bought back to next Services committee with more detail regarding the proposed memorial arch. Including the internal width of the arch and diameter of the uprights.

Query & Response: Ongoing

S25/105 LUDLOW MARKET UPDATE

That Ludlow Assembly Rooms be approached and asked not to use the word 'market' for future events to avoid any confusion with Ludlow Market events.

Query & Response: Has this been actioned. Yes

S25/096 USE OF WHEELER ROAD RECREATION AREA BY LUDLOW RUGBY CLUB

To write to the Rugby Club outlining the terms under which permissions is granted. Specifically, that the Rugby Club is responsible for undertaking safety checks of the grassed pitch area and for removal of any hazardous items found prior to commencement of play; and also that the Rugby Club arranges for the grass to be cut on site as they would usually cut the grass at their club ground, or LTC could obtain quotes for a contractor to undertake the work and recharge costs to the Rugby Club.

Query & Response: _Has this been actioned? Letter sent, no response from Rugby Club.

RESOLVED KC/MT (unanimous)

That the Items to Action from the Services Committee on Wednesday 14th January be approved including the comments made at the meeting listed above.

S25/137 LUDLOW MUSEUM AT THE BUTTERCROSS

RESOLVED KC/MT (unanimous)

That:-

- a) the proposed events to celebrate the 10th anniversary of the Museum, be approved. These are to include decorations, non-helium balloons, Museum logo flags & refreshments. Catherine of Aragon poetry reading and children's activities.
- b) Subject to Conservation Officer / listed building consent, to approve the installation of an information board in the Buttercross market area at a cost of £300.00 from Matthew Lloyd design.
- c) Quotes to be obtained for a contactless donation point to be installed in the museum and a report to come back to Services Committee.

S25/138 RESOLVED VP/MT (unanimous)

That:-

- a) free entry to the Museum during the Ludlow History Festival, taking place 21st – 30th August 2026 inclusive, be approved.
- b) the Museum is open on the additional days from 24th–27th August inclusive with the additional staffing costs kindly being met by Ludlow Civic Society.

S25/139 LUDLOW TOWN COUNCIL YOUTH FESTIVAL

RESOLVED PA/KC (unanimous)

That due to the disappointing number of responses, the consultation is relaunched and specifically targets local schools, and youth clubs; and all social media channels available to the town council are used. A report is then brought back to the next Services Committee.

S25/140 RESOLVED DL/PA (unanimous)

To defer any decisions as to what to include in the Youth Festival until the next meeting.

S25/141 ST JOHNS GARDENS AND ROTARY

RESOLVED KC/MT (5:0:1)

To approve that, Ludlow Rotary support a project to develop and maintain the garden at St Johns, alongside interested local residents, for a period (initially 3-5 years), subject to the following considerations:

- The design will include raised beds making the work and gardens accessible to a variety of site users.
- LTC would continue to be responsible for grass cutting, tree care & maintenance, the removal of any gardening waste, and maintenance of street furniture such as benches and public litter bins.
- Ludlow Rotary would make a contribution towards the purchase of plants, but LTC would take the lead, as landowner, in funding the project
- At some point during the first six months a suitable sign, as agreed by LTC, would be installed in the garden acknowledging the Rotary's support.

Further information regarding the initial design proposals to be brought back to Services Committee.

S25/142 LUDLOW MARKET UPDATE

RESOLVED DL/PA (unanimous)

That:-

- a) the update from the Market Officer be received.
- b) A report to be brought back to Services Committee concerning complaints regarding litter on the Market Square remaining once traders have left.

S25/143 RESOLVED PA/DL (unanimous)

That:-

- a) the installation of new temporary 'No Parking' signs on the Market Square be noted.
- b) it be noted that the Shropshire Council Officer responsible for creating a Traffic Regulation Order (TRO) for the Market Square is to attend the next Full Council meeting virtually to provide an update.
- c) a request to be made to Shropshire Council to extend the parking order to include the approach to Castle Street Car Park.
- d) a press release is written regarding the new temporary signage and the other updates.

S25/144 LIVING HERITAGE SUBMISSION FOR LUDLOW MAYFAIR

RESOLVED KC/MT (unanimous)

That the proposed submission for Ludlow Mayfair to be recognised as a Living heritage event be approved.

S25/145 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED DL/KC (unanimous)

The Chair will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The meeting closed at 8.20pm.

Chair

Date

Closed session minutes will be issued for this meeting.



CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 25th FEBRUARY** at 7PM.

S25/146 BOATING FROM LINNEY RIVERSIDE PARK

RESOLVED PA/DL (unanimous)

That:-

Ludlow Town Council invite Futuresound and Ludlow castle, as the operators of the service, to work with the council to explore options for reintroducing boating on the river Teme.

S25/147 TREE WORK QUOTATIONS

RESOLVED DL/KC (unanimous)

That the work must be completed by end of March, and starting with lowest quotation of £2,700.00 from Benbow Brothers and escalating to a maximum spend of £3,300.00, the contractor who is able to complete the work before the end of March is awarded the work.

That the works are funded from the Tree Survey and Works budget (410 / 4402).

S25/148 HENLEY ROAD CEMETERY HEDGE

RESOLVED DL/PA (unanimous)

To approve the quotation of £1,400.00 from Derek Bufton to initially reduce it to 6ft stumps, funded from Amenities Maintenance budget (410/4222)

S25/149 SIGNAGE QUOTATION

RESOLVED KC/MT (unanimous)

That the signage quotation of £670.00 from Pykefield signs be approved, subject to the following amendments:

- Linney parking sign to add the words 'Pay at meter'

- What three words signage for The Linney, Henley Road Cemetery, Housman and Wheeler Road play areas include the Town Council logo and an explanation of how to use 'what three words'.
- Toilet signage for Linney, Smithfield and Castle Street toilets to include 'No vaping'
- Responsible dog owner signs (to be displayed on Town Council owned outdoor sites) to add Ludlow Town Council Logo.

Signage to be funded from the remaining Amenities maintenance budget (410/4222) and excess funds to come from the contingences budget.

The meeting closed at 8.20pm.

Chair

Date

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

PF/170 APOLOGIES

Apologies for absence were received from Councillors Cowell, Ginger and Hepworth.

PF/171 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
D. Childs	15	Ludlow Community Hospital League of Friends
D Lyle	15	Representative on Outside Body Ludlow Community Hospital League of Friends – Steering Group

PF/172 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/173 UNITARY COUNCILLORS' SESSION

There were no Unitary Councillors present.

PF/174 MINUTES

RESOLVED RO/MT (Unanimous)

That the minutes of the Policy and Finance Committee meeting held on the 24th November 2025, be approved as a correct record, and signed by the Chair.

PF/175 ITEMS TO ACTION

RESOLVED RO/DL (Unanimous)

That the items to action from the Policy and Finance Committee meeting held on the 24th November 2025, be noted.

PF/176 FINANCE INFORMATION**RESOLVED RO/MT (Unanimous)**

That the Cash Book Payments, Income and Reconciliation, Barclaycard Payments, Income and Reconciliation, Petty Cash Payments, Income and Reconciliation, Public Sector Deposit Fund Payments, Income and Reconciliation, and Income Cash Book Payments, Income and Reconciliation for October and November 2025; and PayPal Payments, Income and Reconciliation, and Electric Vehicle Charging Payments, Income and Reconciliation, October 2025, be received.

PF/177 AGED DEBTORS**a) Debtors Report****RESOLVED RO/MT (Unanimous)**

That the Debtors report be received.

PF/178 AGED DEBTORS**b) Debtors Explanation Report****RESOLVED RO/MT (Unanimous)**

That the Debtors Explanation Report be received.

PF/179 POLICY REVIEW – CORPORATE GOVERNANCE POLICY**RESOLVED RO/MM (Unanimous)**

That the two separate documents provided, be drafted into one document with tracked changes. The review of the Corporate Governance Policy be deferred to the next meeting.

PF/180 FINANCIAL REGULATIONS**RECOMMENDED RO/MM (Unanimous)**

That Financial Regulation 5.15 be amended to include the following bullet point:-

- “except that any commitment to incur expenditure on obtaining legal advice shall require consultation with the Chair of the Council (or Deputy Chair in the absence of the Chair) or of the Chair of the Policy and Finance Committee.”

PF/181 HEDGE CUTTING CONTRACTOR**RESOLVED MT/RO (Unanimous)**

That the information regarding contractor expenditure for hedge cutting be received and it be noted that officers are satisfied that in the current circumstances the use of contractors is essential.

PF/182 ASSET OF COMMUNITY VALUE**RESOLVED RO/DC (Unanimous)**

That the Council supports the Community Right To Bid nomination for Ludlow Community Hospital as an Asset of Community Value and that the Mayor and Town Clerk draft a response to be circulated to Committee members prior to submission.

PF/183 SHROPSHIRE COUNTY PENSION FUND**RECOMMENDED MT/RO (Unanimous)**

That the Actuarial Valuation Employers Contribution Rate of 16.8% for 2026/27, 2027/28 and 2028/29, be approved.

PF/184 BUDGET TASK AND FINISH GROUP**a) Notes – 20th November 2025****RESOLVED MT/RO (Unanimous)**

That the notes of the Budget Task and Finish Group meeting held on the 20th November 2025, be received.

PF/185 b) Notes – 8th January 2026**RESOLVED RO/MT (Unanimous)**

That the notes of the Budget Task and Finish Group meeting held on the 8th January 2026, be received.

PF/186 c) Recommendations**RECOMMENDED RO/MT (Unanimous)**

That:-

- a) General Reserves in excess of 3 and up to 12 months of the value of the Precept, be approved.

- b) the final budget of £1,295,579.00 for 2026/27, be approved.
- c) the precept of £946,655.00 for 2026/27, be approved.
- d) the Budget Task and Finish Group continues to meet after the annual budget is set to develop more detailed specifications and costings for the Projects/EMR Action Plan.
- e) Earmarked Reserves funds be moved as follows:-

EMR No.	Name	Amount	Action
321	Capital Reserve Henley Orchard	£2,213.34	Release to General Fund
	General Fund	£2,213.34	Increase EMR:323 Neighbourhood Fund from General Reserves
322	EMR Public Toilets	£26,478.00	Release to General Fund
	General Fund	£26,478.00	Set up site specific EMRs (Castle Street / Smithfield / Linney) and increase each EMR from General Reserves according to a detailed specifications and costings from the Projects / EMR Action Plan.
325	EMR Play Areas Fund	£51,072.00	Release to General Fund
	General Fund	£51,072.00	Set up site specific EMRs for Wheeler Road, Linney and Houseman Play Areas and increase each EMR from General Reserves according to a detailed specifications and costings from the Projects / EMR Action Plan.
327	EMR Skatepark	£997.00	Release to General Fund
	General Fund	£997.00	Increase Wheeler Road Play Area EMR from General Reserves
334	EMR Wheeler Play Area Resurface	£2,000.00	Release to General Fund
	General Fund		Increase Wheeler Road Play Area EMR from General Reserves
341	EMR Signage	£7,117.00	Release to General Fund
	General Fund	£7,117.00	Increase site specific EMRs for Wheeler Road, Linney and Houseman Play Areas from General Reserve according to a detailed specifications and costings from the Projects / EMR Action Plan.

353	EMR Contingency Fund	£55,004.00	Release to General Fund
	General Fund	£55,004.00	Set up Churchyard Walls Legal Costs EMR and increase from general reserves.
362	EMR Grant Match Funding	£20,000.00	Release to General Fund
	General Fund.	£20,000.00	Increase EMR:363 Neighbourhood Plan from General Reserves
366	EMR Legal and Reg Compliance	£30,000.00	Release to General Fund
	General Fund	£145,000.00	Increase Churchyard Walls Legal Costs EMR to a total of £200,000.00 form General Reserves.
368	EMR Mem Bench/Plaque Maintenance	£195.00	Release to General Fund
	General Fund	£195.00	Increase EMR: 342 Street Furniture from General Reserve.

PF/187

SCAFFOLDING

RESOLVED RO/MT (Unanimous)

That the Town Wall scaffolding report be noted and quotations will continue to be sought.

PF/188

INSURANCE TASK AND FINISH GROUP

RESOLVED RO/MT (Unanimous)

That:-

- a) the notes be amended to include the attendance of the Mayor.
- b) the notes be amended to include Gallaghers Client Directors full name.
- c) the notes of the Insurance Task and Finish Group meeting held on the 23rd December 2025, be received.
- d) a copy of the note defining insured council activities be held on the insurance file for future reference.

PF/189

CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT

RESOLVED RO/DL (Unanimous)

That the CCLA Public Sector Deposit Fund Investment statements for November and December 2025, be noted.

PF/190 NON DOMESTIC RATES CHALLENGE

RESOLVED RO/DL (Unanimous)

That the receipt of the final rates refund, relating to the Buttercross, in the sum of £30,022.43, be noted

The meeting closed at 7.59pm

Chair _____ Date _____

N.B. Closed Session Minutes will NOT be issued for this meeting.



MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall, Mill Street, Ludlow on **TUESDAY 27th January 2026 at 7pm.**

R/209 PRESENT

Chair: Councillor Scott-Bell

Councillors: Councillors Addis, Cowell, Gill (7.03pm), Ginger, Scott-Bell, Tapley.

Officers: Gina Wilding Town Clerk
Charlie Ambrizas Committee Officer

R/210 ABSENCES

Councillors Harris, Owen Parry, and Hepworth were absent.

R/211 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/212 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/213 APOLOGIES

Apologies were received from Councillors Harris, Owen and Parry.

7.03pm Cllr Gill joined the meeting.

R/214 DECLARATIONS OF INTEREST

<u>Disclosable Pecuniary Interests</u>		
Cllr Scott-Bell	25/04719/ FUL	owns a property close-by
	25/04720/LBC	owns a property close-by

Conflicts of Interest
None

Personal Interest

Cllr Scott-Bell 25/04397/FUL Knows the resident

R/215 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public

R/216 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION

No unitary Councillors were present.

R/217 MINUTES

RESOLVED ISB/KC (unanimous)

To approve the minutes of 2nd December 2025 as a correct record for the Chairman to sign.

R/218 ITEMS TO ACTION

RESOLVED GG/ISB (unanimous)

To note the items to action of 2nd December 2025.

R/219 SHROPSHIRE COUNCIL DECISIONS PENDING

RESOLVED ISB/PA (unanimous)

That the decisions pending by Shropshire Council be noted.

R/220 SHROPSHIRE COUNCIL DECISIONS

RESOLVED ISB/KC (unanimous)

That the decisions by Shropshire Council be noted.

R/221 PLANNING APPLICATIONS

25/04397/FUL Oakdale, Temeside, Ludlow, SY8 1JN.

RESOLVED ISB/KC (unanimous)

To Object to the erection of replacement dwelling.
For the following reasons:

- i) The proposed development is out of character with the existing street scene.
- ii) The proposed development would take the building line closer to the river and the Environment Agency has not been consulted.
- iii) The town council endorses the comments from the Conservation Officer
- iv) The proposed development is also oversized for the plot and therefore overbearing on neighbouring properties.

R/222 25/04692/LBC Rickards & Son Limited, 6 - 7 Bull Ring, Ludlow, SY8 1AE.

RESOLVED ISB/AT (unanimous)

To Object to the Conversion of the first and second floor into two separate 2-bed residential apartments (Use Class C3a), including all associated building works and connection to services, use of the ground floor and The Courtyard Building as Use Class E (incorporating Ea, Eb and Ciii, Eci & Ecii.
For the following reasons:

- i) The proposed works will remove historical fabric from a Grade II listed building, which is unacceptable and should be avoided with a different approach that is more sympathetic to the listed historic fabric of the interior of the building.

7:10pm Cllr Scott Bell left the meeting

R/223 ELECTION OF A TEMPORARY CHAIR
RESOLVED PA/KC (unanimous)

To elect Councillor Ginger as Chair for 25/04719/FUL Westminster Cottage, 2 Bell Lane, Ludlow, SY8 1BN

R/224 25/04719/FUL Westminster Cottage, 2 Bell Lane, Ludlow, SY8 1BN.

RESOLVED GG/PA (unanimous)

To Object to the repair and conservation works including replacement Conservatory for the following reasons

- i) The historic fabric of the building especially the floor is not adequately protected.

- ii) The application does not provide pictures of the original window, which means it is not possible to ascertain if the proposed works are suitable or appropriate.

R/225 25/04720/LBC Westminster Cottage, 2 Bell Lane, Ludlow, SY8 1BN.
RESOLVED GG/PA (unanimous)

To Object to the repair and conservation works including replacement Conservatory for the following reasons:

- iii) The historic fabric of the building especially the floor is not adequately protected.
- iv) The application does not provide pictures of the original window, which means it is not possible to ascertain if the proposed works are suitable or appropriate.

7:20pm Cllr Scott Bell re-joined the meeting

R/226 26/00004/TCA 23 Broad Street, Ludlow, SY8 1NJ.

RESOLVED ISB/PA (unanimous)

No Objection to Crown raise to 2.5m 1no Magnolia & reduce in height by approx 50%.

To write to Shropshire Council to ask that pictures are include with all tree applications.

R/227 26/00009/TCA Carpark Behind, 17 Corve Street, Ludlow, SY8 1DA.

RESOLVED ISB/KC (unanimous)

No objection to French pollard 2no Apple within Ludlow Conservation Area

R/228 25/04891/FUL 8 Station Drive, Ludlow, SY8 2PQ

RESOLVED ISB/PA (unanimous)

No objection to Single Storey extension to the rear of the property replacing an existing conservatory.

R/229 26/00008/TCA The Coach House, 9A Corve Street, Ludlow, SY8 1DA

RESOLVED ISB/TG (unanimous)

No Objection to Re-pollard to previous pruning cuts at a height of 3-4m 1no Yew within Ludlow Conservation Area

R/230 26/00007/TCA 27 Broad Street, Ludlow, SY8 1NJ

RESOLVED ISB/TG (unanimous)

To Object to Prune back from sun house by 3m, trim regrowth from trunk and balance crown of 1no Yew within Ludlow Conservation Area.

For the following reasons:

- i) There are no images of the tree, so it is impossible to know if the 3 m pruning works would be detrimental to the health of the tree.

R/231 26/00047/FUL Local To Ludlow, Ground Floor Shop And Cafe, 4 Castle Street, Ludlow,

RESOLVED ISB/KC (unanimous)

To object to the Conversion of an existing gallery on the ground, first and second floors to residential accommodation for the following reasons

- i) There is no evidence of trying to re-let the shop as a commercial property before embarking on a proposed conversion to a dwelling, which could detrimentally impact the economic welling being of the town centre.
- ii) There is no application for change of use.
- iii) The current proposals raise serious concerns about the detrimental impact of conversion to a residential dwelling would have on the historic architecture of the listed building including:
 - a. the impact of the proposed subdivision of historic spaces and the application of internal insulation to historic walls.
 - b. and the extension of the soil pipe on the rear elevation to Quality Square would increase the existing visual intrusion.

R/232 26/00048/LBC Local To Ludlow, Ground Floor Shop And Cafe, 4 Castle Street, Ludlow,

RESOLVED ISB/KC (unanimous)

To object to the Conversion of an existing gallery on the ground, first and second floors to residential accommodation for the following reasons:

- iv) There is no evidence of trying to re-let the shop as a commercial property before embarking on a proposed conversion to a dwelling, which could detrimentally impact the economic welling being of the town centre.
- v) There is no application for change of use.
- vi) The current proposals raise serious concerns about the detrimental impact of conversion to a residential dwelling would have on the historic architecture of the listed building including:
 - a. the impact of the proposed subdivision of historic spaces and the application of internal insulation to historic walls.
 - b. and the extension of the soil pipe on the rear elevation to Quality Square would increase the existing visual intrusion.

R/233 26/00201/TCA 9 Station Drive, Ludlow, SY8 2PQ

RESOLVED ISB/KC (unanimous)

No Objection to Fell 4no. Leylandii (T1-4) within Ludlow Conservation Area

R/234 26/00056/FUL 2 Fishmore Close, Ludlow, SY8 2PS

RESOLVED ISB/GG(unanimous)

No Objection to Erection of single storey side extension

R/235 26/00043/FUL 5 Brand Lane, Ludlow, Shropshire, SY8 1NN

RESOLVED ISB/TG (unanimous)

No Objection to Refurbish, extension and alterations to the existing Building.

R/236 ROAD CLOSURE/TRAFFIC MANAGEMENT

RESOLVED ISB/KC (unanimous)

To note the road closures.

R/237 BUILDINGS, BUILDING LAND AND TREES

RESOLVED SH/PA (unanimous)

To note the updates and add them to the spreadsheet

R/238 BUS SHELTER CONSULTATION

RESOLVED ISB/KC (unanimous)

To note the consultation results and approach Euroshell and assess the feasibility of a cantilever shelter attached to the wall at the Tesco site. If the location is considered to be potentially feasible to approach Tesco ask them to consider giving permission and any support that they may be able to offer.

R/239 NEIGHBOURHOOD PLAN

RECOMMEND ISB/TG (5:0:1)

That Full Council approve the setting up of a Task and Finish Group to explore the feasibility of possible options.

R/240 PLANNING AND INFRASTRUCTURE BILL

RESOLVED ISB/TG (unanimous)

To note that the Planning and Infrastructure Bill is now in force.

Meeting closed at 8:15 pm

Chairman

Date

Closed Session minutes will be issued



CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at The Guildhall, Mill Street, Ludlow on **TUESDAY 27th JANUARY 2026** at **7.00PM**.

R/242 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED ISB/TG (unanimous)

That the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

R/243 BUS SHELTER REFURBISHMENT

RECOMMEND ISB/AT (unanimous)

That Full Council approve the removal of existing shelter and the installation of a Euroshel bus shelter of the same size and design as installed by the council since 2019, and with the same specification glass as Sandpits Road shelter.

R/244 RESOLVED ISB/PA (unanimous)

To approve the expenditure of £677.50 plus VAT on the replacement glass panels for the Sandpits Road bus shelter.

R/245 RECOMMEND ISB/KC (unanimous)

To approve quarterly cleaning of all eight-town council owned bus shelters by the council's existing contractor.

The meeting closed at 8:15 pm.

Town Mayor

Date



MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall, Mill Street, Ludlow on **TUESDAY 24TH FEBRUARY 2026 at 7pm.**

R/246 PRESENT

Chair: Councillor Harris

Councillors: Councillors Addis, Cowell, Owen, Scott-Bell, Tapley and Parry.

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

R/247 ABSENCES

Councillors Gill, Ginger and Hepworth were absent.

R/248 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/249 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/250 APOLOGIES

Apologies were received from Councillors Gill and Ginger.

R/251 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None

Conflicts of Interest

None

Personal Interest

None

R/252 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

R/253 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION

Councillor Parry was present and provided an update on Shropshire Council Highways works following a meeting with Andy Keyland. Sheet Road resurfacing is planned to begin 23rd March and will be done in two sections.

Highways are suggesting skimming High Street and King Street in October and would like LTC's thoughts on this taking place? Parys Road does also need doing at some point.

Cllr Parry has also asked that the signage is replaced on the railway bridge at the bottom of Sheet Road as it is currently the wrong height.

R/254 MINUTES

RESOLVED SH/PA (unanimous)

That the open and closed minutes of 27th January 2026, with the amendment at R/222 that the action was resolved by ISB/AT (unanimous), be approved as a correct record and signed by Chair.

R/255 ITEMS TO ACTION

RESOLVED SH/PA (unanimous)

To note the items to action of 27th January 2026.

R/256 SHROPSHIRE COUNCIL DECISIONS PENDING

RESOLVED SH/PA (unanimous)

That the decisions pending by Shropshire Council be noted.

R/257 SHROPSHIRE COUNCIL DECISIONS

RESOLVED SH/KC (unanimous)

That the decisions by Shropshire Council be noted.

R/258 PLANNING APPLICATIONS

26/00632/AMP Proposed Residential Development South of A49, Ludlow

RESOLVED KC/ISB (unanimous)

No Objection to the amended Proposed Site Plan to remove the footway from the eastern side of the internal access road to the A49 Trunk Road.

R/259 26/00618/PACMF Cobb Amos, 5 High Street, Ludlow, SY8 1BS

RESOLVED PA/KC (unanimous)

No Objection to the change of use from of first and second floors to a 1No flat.

R/260 26/00334/FUL 53 Mill Street, Ludlow, SY8 1BB

RESOLVED PA/ISB (unanimous)

No Objection to the conversion of first floor (commercial use) into residential apartment.

R/261 26/00549/CPE The Coach House, Rock Lane, Ludlow, SY8 1SF

RESOLVED VP/KC (unanimous)

To not support the Application for a Lawful Development Certificate for the existing use of the Coach House as a separate dwelling, for the following reasons:

- It has been previously rejected and there don't seem to have been any changes.
- Does the covenant not still apply given the relationship between tenants?
- More information is needed regarding the previous application and why it was denied, also solicitors' advice is required regarding the covenant.

R/262 **26/00450/LBC Lloyds Bank plc Bank House, 16 Broad Street, Ludlow, SY8 1NQ**

RESOLVED PA/VP (unanimous)

No Objection to the retrospective application from internal door repairs/upgrades with certain doors replaced with new designs.

R/263 **26/00459/TCA 21 Gravel Hill, Ludlow, SY8 1QR**

RESOLVED ISB/RO (4:2:1)

To Object to felling 1no Apple within Ludlow (Gravel Hill) Conservation Area for the following reason:

- Felling is not necessary, the crown of the tree could be raised with correct pruning to allow the access required.

R/264 **26/00693/HHE 23 Housman Crescent, Ludlow, SY8 1SG**

RESOLVED ISB/PA (unanimous)

To Object to erection of a single storey rear extension to an attached dwelling for the following reasons:

- A Design and Access statement is not included with the application
- The size of the extension is not in keeping with other properties.

R/265 **ROAD CLOSURE/TRAFFIC MANAGEMENT**

RESOLVED SH/ISB (unanimous)

To note the road closures.

R/266 **BUILDINGS, BUILDING LAND AND TREES**

RESOLVED KC/RO (unanimous)

To note there is no current update and add the following issues to the list for further investigation:

- Forest Dog Rescue building on Upper Galdeford (opposite The Queens) there is a tree growing out of the wall and windows appear unsafe.
- Wildwoods building, Broad Street. Rumours that the building is in a dire state and there are holes in the roof allowing water to get into the structure.
- Costa building, King Street. Site visit with Shropshire Councillors a week ago. Work is being delayed and there are concerns that the windows and insecure/unsafe.

R/267 **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RESOLVED SH/KC (unanimous)

The Chair will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Meeting closed at 7:57pm

Chairman

Date

Closed Session minutes will be issued

DRAFT



CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at The Guildhall, Mill Street, Ludlow on **TUESDAY 24TH FEBRUARY 2026** at **7.00PM**.

R/268 BUS SHELTERS – UPDATED QUOTATIONS

RECOMMEND PA/ISB (unanimous)

That a conversation about installing a 2 bay Invincible Euroshell bus shelter on Station Drive is started with Tesco regarding the location and with Shropshire Council regarding the viability of a shelter at this location.

R/269 RESOLVED PA/SH (6:0:1)

To approve the installation of a replacement bus shelter at Henley Road. The shelter chosen is a 3 bay open Invincible Euroshell bus shelter which is the same design as other locations but slightly larger, at a cost of £7,820.00 + VAT.

The meeting closed at 7:57pm.

Town Mayor

Date