



LUDLOW TOWN COUNCIL AGENDA

SERVICES COMMITTEE

To: All Members of the Council, Deputy Town Clerk, DLF Supervisor,
Unitary Councillors, Press

Contact: **Gina Wilding, Town Clerk**

Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1AZ

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Despatch date: **Wednesday 1st April 2026**

You are summoned to attend a meeting of the
Services Committee on
Wednesday 8th April 2026
At The Guildhall, Mill Street, Ludlow.

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Youth Festival consultation feedback
- Henley Road cemetery extension
- Ludlow Town Council benches
- Castle Gardens water fountain and posts

The public may speak at this meeting

In 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 CHAIR & ESSENTIAL HOUSEKEEPING INFORMATION

Councillors and members of the public are to note that the fire exits can be found to the rear of the building or left outside the Council Chamber 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 broadcast 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 apologies from members of the Committee.

5. DECLARATIONS OF INTEREST

To receive the declarations of interests from Members of the Committee:

- 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 meeting temporarily prior to the commencement of the debate.



6. PUBLIC OPEN SESSION (15 MINUTES)

Members of the public are invited to make representations to the Committee on any matters relating to the work of the Committee or Council.

7. LUDLOW'S UNITARY COUNCILLORS' SESSION

Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.

8. MINUTES

To approve as a correct record the open and closed minutes of Services Committee on **Wednesday 25th February 2026**.

9. ITEMS TO ACTION

To note the items to action sheet from **Wednesday 25th February 2026**.

ITEM	Attachment
<p>10. <u>YOUTH FESTIVAL</u> a) To consider the public consultation responses. b) To agree what should be included within the Youth Festival.</p>	10
<p>11. <u>LUDLOW MARKET LITTER CONCERNS</u> To consider the current situation and steps to be taken.</p>	11
<p>12. <u>CEMETERY EXTENSION AREA</u> To consider the proposal for the new cemetery area.</p>	12
<p>13. <u>NATIONAL BURIAL AND CREMATION REFORM</u> To note the contents of the report.</p>	13
<p>14. <u>MEMORIAL BENCHES IN CASTLE GARDENS</u> a) To consider the request for a new memorial bench b) To consider the suggested layout for future benches c) To consider the suggestion of a plaque 'wall' for old bench plaques.</p>	14
<p>15. <u>UPDATE ON LUDLOW TOWN COUNCIL BENCH MAINTENANCE</u> To note the update on maintenance of benches by our volunteer.</p>	15
<p>16. <u>REPLACEMENT OF HENLEY ROAD BENCH</u> To consider replacing the damaged bench.</p>	16
<p>17. <u>REFURBISHMENT OF CASTLE GARDENS WATER FOUNTAIN</u> To consider the volunteer offer to refurbish the water fountain.</p>	17
<p>18. <u>VOLUNTEER OFFER TO ASSIST WITH CASTLE GARDENS WALL & POST PROJECT</u></p>	18



To consider the volunteer offer to assist with the post replacement and repairs.

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| 19. | <u>TURFING IN CASTLE GARDENS</u> | 19 |
| | To consider the request from the Guerrilla Gardeners. | |
| 20. | <u>DIRECT LABOUR FORCE LEASE HIRE VEHICLES</u> | 20 |
| | To consider requests from the workforce regarding changes to lease hire vehicles. | |
| 21. | <u>CHRISTMAS LIGHTS UPDATE</u> | 21 |
| | To consider the update regarding Christmas lights. | |
| 22. | <u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u> | No papers |
| | 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. | |
| 23. | <u>VEHICLE ACCESS TO HENLEY ROAD CEMETERY</u> | 22 |
| | To consider the report and quotations provided. | |
| 24. | <u>CEMETERY EXTENSION AREA – FINANCIAL MATTERS</u> | 23 |
| | To consider the quotes. | |
| 25. | <u>BABIES AREA ARCH</u> | 24 |
| | To approve the purchase and installation of an arch to enhance the entrance to the Babies Memorial Area at Henley Road cemetery. | |

M e m b e r s h i p

Councillors Addis, Childs (Vice Chair), Cowell (Chair), Gill, Ginger, Harris, Hepworth, Lyle, Maxwell-Muller, Parry, Tapley and Taylor.

Notes

The next Services Committee meeting will be held on Wednesday 10th June 2026

ITEM 8.

MINUTES



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.

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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

ITEM 9.

ITEMS TO ACTION

Items to Action

ITEMS COMPLETED				
S23/080	<p><u>S22/069 PLAY AREA UPDATES – WHEELER ROAD AND HOUSMAN CRESCENT</u> 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. Bring updated costs to Committee when CCTV is connected. Action – when will the CCTV be connected?</p> <p><u>S/63, S/123, S/74 BOATING UPDATE AT LINNEY RIVERSIDE PARK</u> Could the Committee be provided with an update regarding this project.</p>	<p>To obtain a date when the CCTV will be connected.</p> <p>CCTV is not yet connected</p> <p>Update on progress required.</p>		
S24/181	<p><u>OFFER FROM CIVIC SOCIETY</u> That subject to the following provisions, the offer of a Cercis Eternal Flame tree from Ludlow Civic society be accepted:</p> <ul style="list-style-type: none"> • That the location of the tree does not cause any issue with mowing the area. • That a substantial tree guard be 	<p>Inform Civic Society of Committee decision.</p>	Complete	May 2025

Items to Action

	<p>provided by the society & mulch be put down during planting.</p> <ul style="list-style-type: none"> • That a plaque may be installed, funded by the Society providing the wording & design are approved by Ludlow Town Council. 			
S24/182	<p><u>LINNEY RIVERSIDE PARK – PARKING METER MAINTAINANCE</u> That the annual service / maintenance agreement provided by Flowbird at cost of £591.00 for 2025/2026 be approved.</p>	Contact Flowbird	Complete	May 2025
S24/184	<p><u>TOWN CENTRE TREE PLANTERS</u> That two tree planters containing Mountain Ash/ sorbus saplings, currently located on Events Square, are relocated to Castle Gardens on a permanent basis.</p>	Planters to be relocated	Complete	May 2025
S24/186	<p><u>BIENNIAL TREE SURVEY</u> That subject to trees 0047-0057 being removed from the list, the quotation from LLanerch Arboriculture of £972.00 (less the removed trees) to undertake a tree survey be approved and funded from budget 410/ 4402.</p>	Contact LLanerch Arboriculture to arrange survey.	Complete	May 2025

Items to Action

<p>S24/187</p>	<p><u>UPDATES TO LUDLOW MUSEUM AT THE BUTTERCROSS SIGNAGE</u> That the quotation of £409.00 from Think Graphic to replace the signage on the lift and at the bottom of the staircase, refit artwork to both sides of a newly refurbished A board be approved and funded from budget 119 / 4222.</p>	<p>Contact Think Graphic to arrange for signs to be done.</p>	<p>Complete</p>	<p>May 2025.</p>
<p>S24/180</p>	<p><u>LETTER FROM LUDLOW 21</u> That subject to a public consultation and ongoing agreement for the maintenance of the site post planting, the request from Incredible Edible Ludlow, to plant an orchard of 20-30 trees on open land at Weyman Road be approved.</p>	<p>Inform Incredible Edible of decision & arrange public consultation. (KA)</p>	<p>Letter sent & online survey for consultation arranged.</p>	<p>Complete May 2025.</p>
<p>S24/181</p>	<p><u>TOWN CENTRE PLANTING</u> That the red, white & blue planting scheme for 2025 to commemorate the 80th anniversary of VE Day be approved.</p>	<p>Arrange planting (JR/GW)</p>	<p>Complete</p>	<p>May 2025</p>
<p>S24/101</p>	<p><u>CASTLE GARDENS – WALLS & SURVEY WORKS</u> That the Civic Society be approached with regards to assistance and advice for the project, and a further report to be bought back to Services Committee.</p>	<p>Approach civic Society for advice. (KA)</p>	<p>Request sent to Civic Society. Resent 12th March. Response received June</p>	<p>Complete July 25.</p>

Items to Action

			25. Report to be bought back to Services.	
S25/023	<p><u>MAY FAIR</u> That the May Fair organiser be cautioned that causing even minor damage to properties is not acceptable, and to reassure the resident that Ludlow Town Council takes the matter seriously organiser.</p>	<p>Letter sent to residents (GW)</p> <p>Contact May Fair organiser. (GW)</p>	<p>Complete.</p> <p>Complete</p>	<p>July 2025</p> <p>July 2025</p>
S25/039	<p><u>CASTLE GARDENS – REQUEST FROM GUERILLA GARDENERS</u> To approve the purchase, with funds from budget code 410/4303, and supply £200 worth of Westland Farm Manure from Homecare to Guerilla Gardeners to mulch the plants during the ongoing drought conditions.</p>	<p>Advise GG's of decision. Collect and deliver manure to Castle Gardens.</p>	<p>Complete</p>	<p>Complete. July 2025</p>
S25/042	<p><u>BIENNIAL TREE SURVEY REPORT</u> To note the report and that quotations to be sought and brought back to next Services Committee meeting in September.</p>	<p>Quotations brought to Sept 2025 Services Committee.</p>	<p>Complete</p>	<p>Sept 2025</p>

Items to Action

S25/059	<p><u>SEVERN TRENT – BATHING WATER QUALITY INVESTIGATIONS</u> To approve the request from Severn Trent to install a temporary auto-sampler kiosk at the same bankside location as in 2022.</p>	Severn Trent to be updated.	Complete	Sept 2025
S25/055	<p><u>LINNEY PLAY AREA ACCESS QUERY</u> That social media be utilised to remind the public about keeping dogs under control and cleaning up after them.</p>	Discussed with Comms and Marketing Officer.	Complete	September 2025
S25/012	<p><u>HENLEY ROAD CEMETERY</u> That the scope of the report should include costings to widen the existing path to the Babies' Memorial Area to ensure it is wheelchair accessible; that the wooden arch be modified to allow comfortable wheelchair access; and that the arch planting be reviewed to avoid species with sharp thorns.</p>	Costings to be sought for widening of path & a wider arch. (CA)	Report to services Committee 15/10/25	October 2025
S25/041	<p><u>API NATIONAL PLAY STRATEGY</u> To ask Shropshire Council what action they will be taking in relation to the play strategy.</p>	Approach Shropshire Council.	Complete	August 2025

Items to Action

<p>S25/063</p>	<p><u>QUOTATIONS FOR TREE WORKS</u> That the quotation of £2,390.00 +VAT from Benbow Brothers Ltd be accepted.</p>	<p>Awaiting Benbow Brothers to complete the works.</p>	<p>Complete</p>	<p>October 2025</p>
<p>S25/074</p>	<p><u>PRIDE OF PLACE LITTERPICKING</u> That Ludlow Town Council support the co-ordination of the Saturday Ludlow Pride of Place litterpicks from January 2026. The Deputy Town Clerk will take on the role of co-ordinator with assistance from Councillor Lyle.</p>	<p>Contact current co-ordinator</p>	<p>Complete. Handover agreed.</p>	<p>October 2025</p>
<p>S25/079</p>	<p><u>PLANTING TASK AND FINISH GROUP</u> To approve the following recommendations:</p> <ul style="list-style-type: none"> • An updated list of planters to be completed by LTC staff. • Assessment of each planter to be undertaken and a list made of those to be removed. • Create a database of planters which highlights who is responsible for planting/watering/ sponsorship. • Hanging baskets to be restricted to Castle St toilets. • Install summer bunting around Market Sq to brighten it up each year May to Sept. 	<p>Actions passed to Planting Task and Finish Group</p>	<p>Complete</p>	<p>October 2025</p>

Items to Action

<p>S25/081</p>	<p><u>HENLEY ROAD CEMETERY BABIES AREA</u> That the quotation from Tarmacadam Driveways Ltd for £5,500.00 to remove existing path to the Babies area and replace with a tarmac finish, edged with concrete set kerbs be accepted.</p>	<p>Contractor informed and date scheduled for 8th December</p>	<p>Complete</p>	<p>November 2025</p>
<p>S/24/155</p>	<p><u>SHROPSHIRE COUNCIL PLAY AREA INFORMATION</u> That a risk assessment and ground zero costings be bought back to Committee for consideration.</p>	<p>To create the framework for a ground zero costing and risk assessment (GW)</p>	<p>Template created & approved by Committee.</p>	<p>Complete April 2025.</p>
<p>S24/075</p>	<p><u>LUDLOW MARKET UPDATE</u> That a report from the Market Officer containing costings and practicalities for Ludlow Town Council to install a Wi-Fi hub on the market be bought back to a future Committee meeting for consideration.</p>	<p>Market Officer to bring report to next meeting. (TC/Border Computers)</p>	<p>Market traders consulted and Wi-Fi hub not required. Complete</p>	<p>November 2025</p>
<p>S24/165</p>	<p><u>TREE REPORTS AND QUOTATION</u> To approve the submission of Tree Conservation Area applications for the specified works on the Irish yew (Tree of Light), Cherry plum, and Sawara cypress (Ilex aquifolium) in Castle Gardens; and that all works are undertaken by a suitability qualified contractor.</p>	<p>Superseded by further inspections and work</p>	<p>Complete</p>	

Items to Action

S25/099	<u>TREE STUMP REMOVAL AT CASTLE GARDENS</u> That the stump of the dead Maple tree in Castle Gardens be left in situ for wildlife habitat.	Updated the Guerrilla Gardeners and contractor	Complete	Dec 2025
S35/100	<u>ANNUAL FEES AND CHARGES 2026/27</u> That the annual fees and charges for 2026/2027 including inflationary increases where applicable be approved.	Updated LJ for implementation.	Complete	Dec 2025
S25/103	<u>PRODUCE MARKET DATES FOR DECEMBER 2026</u> That the request from Local to Ludlow producers market to amend their trading date from 24 th December 2026 to 17 th December 2026 be approved.	Updated Local to Ludlow. Update LTC staff.	Complete Complete	Dec 2025
S25/102	<u>CCTV STATUS UPDATE</u> To note that nine additional CCTV cameras throughout the wider area of Ludlow have been installed in addition to the eight town centre CCTV cameras, and further new cameras are also be installed at Ludlow library, Henley Road and Fishmore Road.	To continue to pursue completion of the outstanding work.	Report to services Jan 26	Complete Jan 26
S25/122	<u>PRIDE OF PLACE LITTERPICKERS</u> To approve the purchase of 20, yellow Hi-Vis vests printed with 'Ludlow Pride of Place Volunteer' on	Order vests from Go-Custom clothing.	Ordered and received.	Complete Feb 26

Items to Action

	the back. To be bought from Go Custom Clothing at a total cost of £135.20. To be funded from Climate Action Budget.			
S25/124	<p><u>SUMMER BUNTING FOR THE MARKET AND EVENTS SQUARES</u> 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.</p>	Order bunting	Ordered 29/1/26	Complete Jan 26
S23/150	<p><u>UPDATED INFORMATION AT LUDLOW TOWN COUNCIL SITES</u> That a report be brought back to next Services Committee detailing costings of permanent signage displaying What 3 Words location references to be funded from contingencies/ reserves.</p>	Contact signwriter for quotes.	Quotes received, report to Committee February meeting.	Complete February 2026
S23/175	<p><u>PUBLIC CONVENIENCES</u> That the implementation of rules and guidelines for public conveniences maintained by Ludlow Town Council be approved. Including: No Smoking, Assistance dogs only, use of sanitary bins provided & no anti-social behaviour. Designs and costings for signage to be bought</p>	Contact signwriter for quotes.	Quotes received, report to Committee February meeting.	Complete February 2026

Items to Action

	back to Committee for consideration.			
S25/054	<p><u>LINNEY PLAY AREA ACCESS QUERY</u> Fencing was deemed inappropriate due to cost and the site’s susceptibility to frequent flooding. It was agreed that no public consultation will be undertaken at this time. However, the option of installing permanent signage regarding dog fouling will be investigated, and costings will be brought back to the committee for consideration.</p>	<p>To look at signage costs and options.</p> <p>Bring back to Services Committee.</p>	To Committee Feb 26	Complete February 2026
S25/095	<p><u>HIRE OF PUMP TRACK/ YOUTH FESTIVAL – WHEELER ROAD RECREATION AREA</u> To conduct a survey of young people and other Ludlow residents to gauge if there sufficient local interest in a youth festival at Wheeler Road Recreation Area during the summer holidays. To bring the survey results back to the Committee for consideration.</p>	<p>Consultation to be undertaken in New Year.</p>	Results to Services Committee Feb 26	Complete Feb 26
S25/107	<p><u>ANTI-SOCIAL BEHAVIOUR AT HENLEY ROAD CEMETERY</u> Following recent vandalism at the site, to approve a temporary measure of purchasing and installing four cameras at a cost of £280.00.</p>	<p>Emailed LJ details of cameras to be ordered.</p> <p>To look at CCTV options</p>	Complete	Dec 25
			Complete	Feb 26

Items to Action

	A permanent CCTV camera installation is to be scoped by a contractor and reported back to Committee.	with new provider. Report to Full Council.		
S25/108	<u>HEDGE AT HENLEY ROAD CEMETERY</u> That more quotes be sought for the hedge cutting at Henley Road Cemetery, bought back to a future Committee.	More quotes to be obtained.	Complete. Report to Committee February meeting.	Feb 26
S23/006	<u>LAND ADJACENT TO 8-10 HENLEY ORCHARDS</u> To approach Shropshire Council and ask them to prove ownership of the hedge lies with Ludlow Town Council.	Contact Shropshire Council (KA), no response received but they appear to have undertaken works to the hedge.	Shropshire Council have completed works to hedge.	Complete February 2026.
S25/096	<u>USE OF WHEELER ROAD RECREATION AREA BY LUDLOW RUGBY CLUB</u> 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	Letter drafted for GW approval.	Letter sent 17.12.2025	Complete Feb 26

Items to Action

	ground, or LTC could obtain quotes for a contractor to undertake the work and recharge costs to the Rugby Club.			
S25/105	<u>LUDLOW MARKET UPDATE</u> 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.	Email/letter to be drafted to LAR	Email sent	Complete Feb 26
S25/077	<u>ST JOHNS GUARDIANS</u> 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.	This work has been superseded by Ludlow Rotary assisting with this project.	Complete	March 26
S25/149	<u>SIGNAGE QUOTATION</u> That the signage quotation of £670.00 from Pykefield signs be approved, subject to the following amendments: <ul style="list-style-type: none"> • 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'. 	Signs to be ordered with amendments made.	Complete. Signs ordered.	March 26

Items to Action

	<ul style="list-style-type: none"> • 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. <p>Signage to be funded from the remaining Amenities maintenance budget (410/4222) and excess funds to come from the contingences budget.</p>			
S23/062	<p><u>FAMILY FRIENDLY AUDIT OF LUDLOW MUSEUM AT THE BUTTERCROSS</u> That further details of suggested actions will be brought back to Services Committee for consideration, with costings.</p>	<p>Works are a continual process of improvements and will be ongoing.</p> <p>Expenditure requiring authorisation will be brought back to Services Committee for approval</p>	Complete	
S25/043	<p><u>WEYMAN ROAD COMMUNITY ORCHARD</u> To approve the development of the orchard in principle, and that plans and costings for trees, mulch and tree guards to be bought back to Services Committee for further consideration.</p>	<p>Costings for materials to be sought. (Incredible edible to fund trees)?23/4/25 meeting S24/180</p>	Complete, orchard planted	March 2026

Items to Action

S25/139	<u>LUDLOW TOWN COUNCIL YOUTH FESTIVAL</u> 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.	Consultation complete and feedback brought to April Services	Complete	March 2026
S25/147	<u>TREE WORK QUOTATIONS</u> 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.	Work began in March and remaining work is not affected by bird nesting season (reshaping etc)	Complete	March 2026
S25/148	<u>HENLEY ROAD CEMETRY HEDGE</u> To approve the quotation of £1400.00 from Derek Bufton to initially reduce it to 6ft stumps, funded from Amenities Maintenance budget (410/4222)	Arrange for works to be done. Following discussion with Contractor have decided work will be delayed to post bird nesting season.	Complete	March 2026
S25/082	<u>HENLEY ROAD CEMETRY BABIES AREA</u> That a report be bought back to next Services	CA to prepare information when able to.	Report & costings back	Complete March 2026

Items to Action

	committee with more detail regarding the proposed memorial arch. Including the internal width of the arch and diameter of the uprights.		to Committee.	
ITEMS TO BE COMPLETED				
June 2021				
DA/SER/21/03	<u>WHEELER ROAD SKATE PARK</u> To consider an offer to facilitate an online survey with the young people who use the skate park.	To link to the work already being undertaken by the Youth Forum. (GW)	Consultation would need to be undertaken in-house. To put on Services agenda for consideration.	
November 2022				
S22/069	<u>PLAY AREA UPDATES – WHEELER ROAD AND HOUSMAN CRESCENT</u> 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.	Bring updated costs to Committee when CCTV is connected. (KA)		
January 2025				
S24/155	<u>SHROPSHIRE COUNCIL PLAY AREA</u>			

Items to Action

	<p><u>INFORMATION</u> That Shropshire Council confirm that they hold the title for the play areas at St Johns Lane, Steventon New Road, Tollgate Road, Vashon Close, Parys Road, Fishmore View, Friars Field, Normandie Close, Dahn Drive (2 play areas).</p>	Chased SC for information – August 2025 (KA)		
APRIL 2025				
S25/016	<p><u>CASTLE STREET TOILET COIN BOXES</u> 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.</p>	Obtain quotes for card payment charges. (KA)		
S25/020	<p><u>LUDLOW MARKET STRUCTURAL REPORT</u> 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.</p>	Contact two fabrication companies for quotes. (GW)		
JULY 2025				
S25/040	<p><u>CASTLE GARDENS – REQUEST FROM BENCH VOLUNTEERS</u> To approve a request from Bench Volunteers that the council purchases and supplies bench maintenance/repair materials up to a value of</p>	Contact volunteers & purchase required materials.	Awaiting further information from volunteers	

Items to Action

	£305.00. The expenditure will be from budget code 302/4222			
FEBRUARY 2026				
S25/141	<p><u>ST JOHNS GARDENS & ROTARY</u> 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:</p> <ul style="list-style-type: none"> • 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 	<p>Design proposals to come back to Services Committee.</p> <p>In process of arranging a follow up meeting with Rotary.</p>		

Items to Action

	Rotary's support.			
S25/146	<u>BOATING FROM LINNEY RIVERSIDE PARK</u> 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.	Arrange meeting with Ludlow Castle & Future Sound		

ITEM 10.

YOUTH FESTIVAL

LTC YOUTH FESTIVAL

Report No. SS/25/55

Services Committee

8th April 2026

1. INTRODUCTION

- 1.1 Services Committee resolved in November 2025 to conduct a survey of young people and other Ludlow residents to gauge if there is sufficient local interest in a youth festival at Wheeler Road Recreation Area during the summer holidays. To bring the survey results back to the Committee for consideration.
- 1.2 The initial survey took place between 15th January and 18th February, but it was felt that more responses were needed so the survey was repeated between 27th February and 26th March 2026.

2. RECOMMENDATION

- 2.1 To consider the public consultation responses.
- 2.2 To agree what should be included within the Youth Festival and estimated budget.

3. PUBLIC CONSULTATION RESPONSE

- 3.1 The public consultation was repeated in March to encourage people to respond if they wished for the event to go ahead.

It was shared widely on social media, with local schools, community groups and posters displayed at various locations.

- 3.2 A summary of the consultation and social media responses is shown in Appendix 1.

A full breakdown of the consultation responses is shown in Appendix 2.

4. SUGGESTED ACTIVITIES & PARTNERSHIP WORKING

4.1 Suggested activities include:

- Hire of a pump track
- Hire of a gaming van
- Hire of a bouncy castle (maybe a cost to use)
- Ice cream van (would be a cost to use)
- Police car and officers
- Fire engine and officers, plus safe water education
- Local musicians
- Promotion from Ludlow Assembly Rooms
- Promotion from Ludlow doctors' surgery
- Promotion from Ludlow Air Cadets
- Sports activities
- Craft activities

4.2 We have been approached regarding some partnership working by the following organisations:

- Ludlow Assembly Rooms
- Station Drive Surgery
- Ludlow Air Cadets
- Future Sound and Ludlow Castle – Future Sound are particularly keen to offer some financial support to the event.

4.3 Shropshire Council's Locality Youth Worker, Tom Nielsen has been in contact recently to introduce himself, and he is supportive of the Youth Festival, and would be willing to assist us.

5. NEXT STEPS

5.1 The next steps to be completed would be as follows:

- Contact local partners to see how the event would look with their involvement.
- Build a selection of entertainment and activities, along with associated costs, and financial and in-kind contributions from other stakeholders that can be considered at next Services Committee alongside available budgets.

An event plan and risk assessment for the event will also be produced.

5.2 To consider the following timeline:

April 2026 Liaise with organisations (including Police and Fire) regarding partnership working and what they could bring to the event

- April 2026 Book items such as the Pump track, bouncy castle, ice cream van and contact food vendors
- April 2026 Contact our insurance company regarding the event plan
- May 2026 Plan sports and craft activities – may be contact local fitness companies and Teme Leisure
- May 2026 Begin promoting the event via various channels and press release
- June 2026 Confirm layout of the site, an event plan and risk assessments
- July 2026 Final tweaks to plans and liaison with partners.

6. BUDGET EXPENDITURE

- 6.1 The estimated expenditure is up to £2,500.00 from budget code 501/4800
£201,303.00

Deputy Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (as stated within the report)

Health & Safety (as stated within the report)

Law & Order (not applicable)

Environmental Implications (not applicable)

Condensed Social Media Insight Summary – Youth Festival

The Youth Festival Consultation has generated **strong, measurable engagement across Facebook and Instagram**, clearly demonstrating that young people, families, and the wider community are paying attention, interacting, and actively seeking opportunities to shape youth provision in Ludlow.

Even with a modest number of posts, social media engagement achieved:

- **Over 20,000+ combined views across Facebook and Instagram**
- **Hundreds of interactions**, comments, and reactions
- **Dozens of link clicks**, showing real intent to participate
- **Consistent engagement from young people on Instagram**
- **High-impact visibility among parents and community stakeholders on Facebook**

This is not passive scrolling. It is active interest.

Facebook: High Demand, High Visibility

Facebook posts repeatedly reached **thousands of residents**, with several posts performing exceptionally well:

- One post alone reached **8,625 views**, with **42 interactions** and **17 link clicks**.
- Multiple posts exceeded **1,000–4,000 views**, showing widespread community awareness.
- Link clicks were strongest on posts with clear calls to action, proving that people are not just seeing the content—they are acting on it.

There is clear, quantifiable appetite from families and community members for youth-focused initiatives. The community is watching, responding, and wanting to be involved.

Instagram: Young People Are Engaging

Instagram, the platform most used by young people, delivered **steady, meaningful engagement**:

- Posts consistently reached **25–87 young people**, with interactions on nearly every post.
- Several posts stood out with strong combined performance, such as:
 - **219 views / 153 reach / 6 interactions / 1 follow**
 - **144 views / 87 reach / 2 interactions**

- **80 views / 47 reach / 4 interactions**

These numbers show that young people are not only seeing the content—they are responding to it, following the page, and engaging with the consultation.

Young people are paying attention. They want to be part of shaping something new, something exciting, something that reflects their voice.

What the Data Tells Us

Across both platforms, the message is clear:

1. There is strong community appetite for youth provision.

Thousands of residents have viewed and interacted with the consultation posts.

2. Young people are engaging directly.

Instagram shows consistent youth engagement—something we rarely see at this scale for council-led consultations.

3. People are taking action.

Link clicks demonstrate that residents are not just interested—they are participating.

4. Momentum is building.

Engagement increased as the consultation progressed, showing growing awareness and enthusiasm.

The consultation data shows a community that is:

- **Ready for a Youth Festival**
- **Actively engaging with youth-focused content**
- **Eager to contribute ideas and feedback**
- **Looking for positive, inclusive opportunities for young people**

A Youth Festival is not a speculative idea—it is a response to demonstrated demand.

The numbers show that young people want to be heard, families want more youth opportunities, and the wider community is supportive. The consultation has already built a foundation of interest and expectation.

Consultation insight

Youth Festival Consultation – Summary of Findings

The consultation shows **strong support** for a Youth Festival at Wheeler Road Recreation Area, with clear evidence of demand from young people, families, and regular park users.

1. Wheeler Road is already well-used

Nearly **half of respondents (47%)** use Wheeler Road **daily or weekly**, confirming it is a natural and familiar location for a youth-focused event.

- “Daily – 13.64% (9 responses)”
- “Weekly – 33.33% (22 responses)”

This demonstrates that the site is already part of young people’s routines and is well-placed to host a festival.

2. Overwhelming support for a Youth Festival

A decisive **78.46%** of respondents said **Yes** to a Youth Festival, with only **6.15%** saying no.

- “Yes – 78.46% (51 responses)”

This is a strong mandate and shows clear community appetite for the event.

3. Activities young people want

Respondents expressed interest in a wide range of activities, including:

- Pump track sessions
- Live music
- Food stalls
- Fire engine visit
- Sports challenges
- Craft activities
- Inflatables

These preferences show that a Youth Festival can offer a varied, inclusive programme appealing to different ages and interests.

- “Pump track sessions... Live music... Food stalls... Inflatables...”

4. Pricing expectations support accessibility

Nearly **half (47.69%)** said the cost would depend on what’s included, while **another third** were comfortable paying **£1–£6**.

- “Depends on what's included – 47.69% (31 responses)”

This suggests a low-cost or flexible pricing model would be well-received.

5. Young people are engaging directly

A significant proportion of respondents were young people:

- **23.08%** under 16
- **12.31%** aged 16–18
- **6.15%** aged 18–24

Together, **41.5%** of respondents were under 25.

- “Under 16 – 23.08% (15 responses)”
- “16–18 – 12.31% (8 responses)”

This is unusually strong youth engagement for a council-led consultation and shows young people want to shape the festival.

6. Social media is the preferred communication channel

Over **half (51.61%)** want updates via Ludlow Town Council’s social media channels.

- “Ludlow Town Council Social media – 51.61% (32 responses)”

This aligns perfectly with the strong social media engagement already achieved.

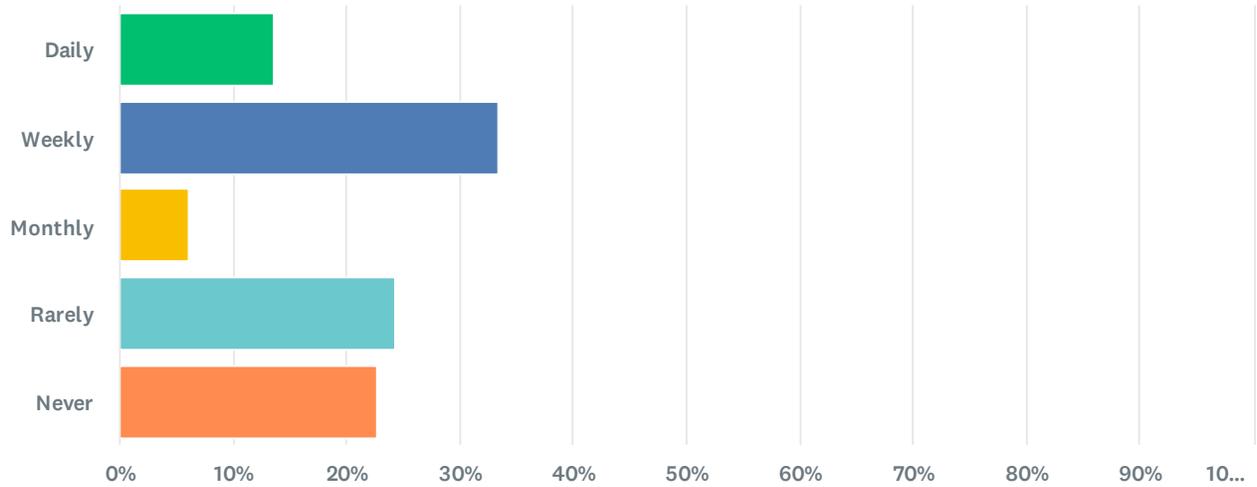
Overall Summary

The consultation provides **clear, data-driven evidence** that:

- The community supports the Youth Festival
- Young people are actively engaged
- Wheeler Road is the right location
- The event should be accessible and varied
- Social media will be the most effective communication route

Q1 How often do you use Wheeler Road Recreation Area in good weather?

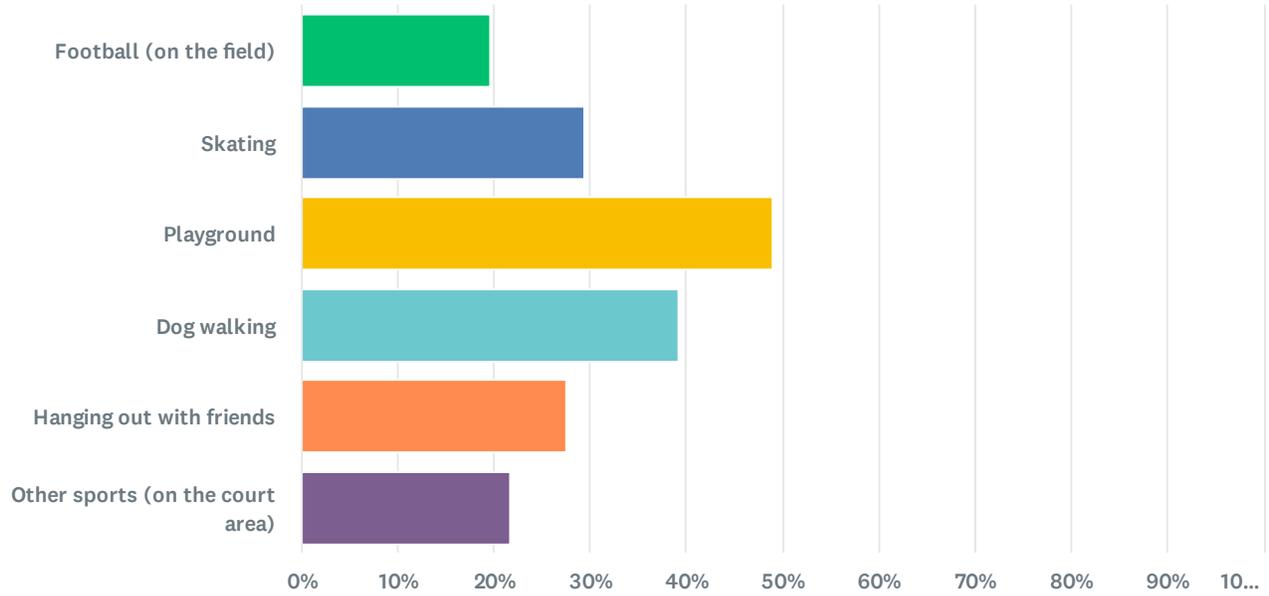
Answered: 66 Skipped: 0



Answer Choices	Percentage	Responses
● Daily	13.64%	9
● Weekly	33.33%	22
● Monthly	6.06%	4
● Rarely	24.24%	16
● Never	22.73%	15
Total		66

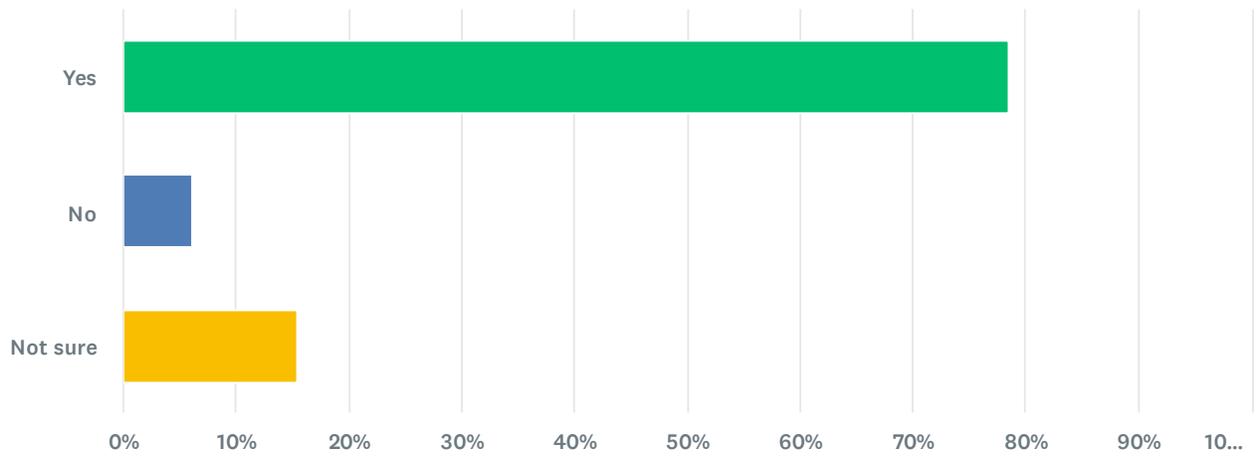
Q2 When you visit, which of these activities do you usually do?

Answered: 51 Skipped: 15



Q3 Would you be interested in a one-day Youth Festival at Wheeler Road Recreation Area during the summer holidays on Thursday 30th July?

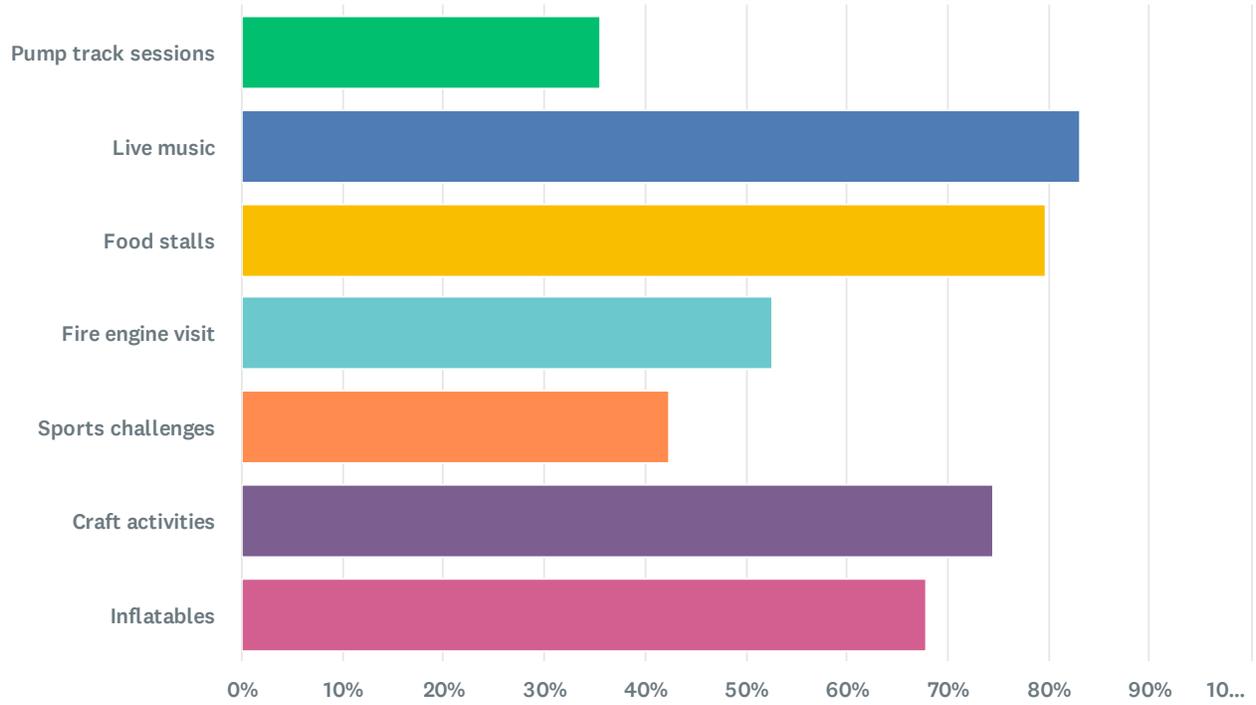
Answered: 65 Skipped: 1



Answer Choices	Percentage	Responses
● Yes	78.46%	51
● No	6.15%	4
● Not sure	15.38%	10
Total		65

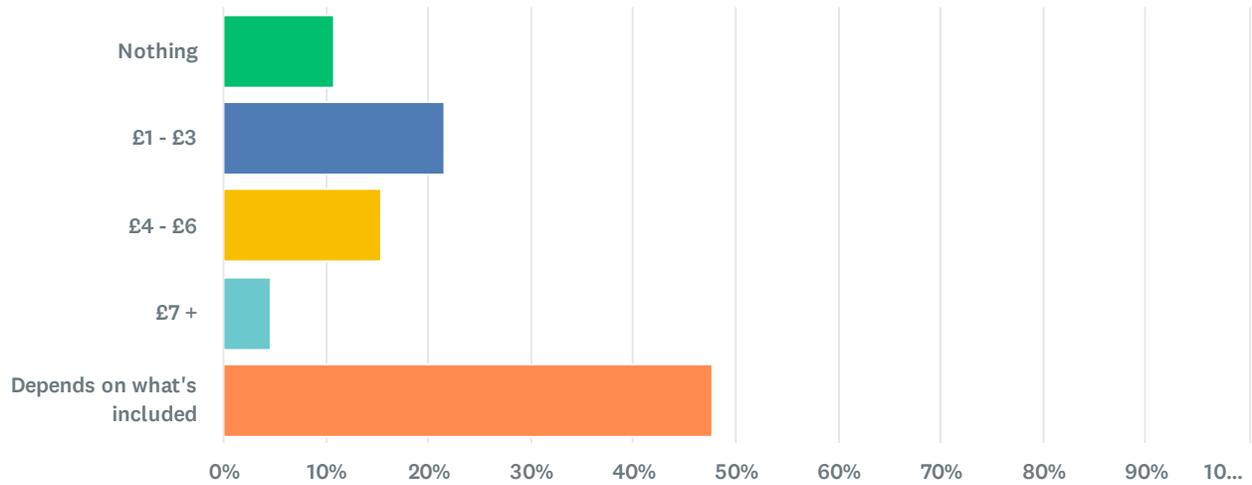
Q4 Which of the following activities would you like to see at the festival?

Answered: 59 Skipped: 7



Q5 How much would you be willing to pay to attend a Youth Festival? (choose 1)

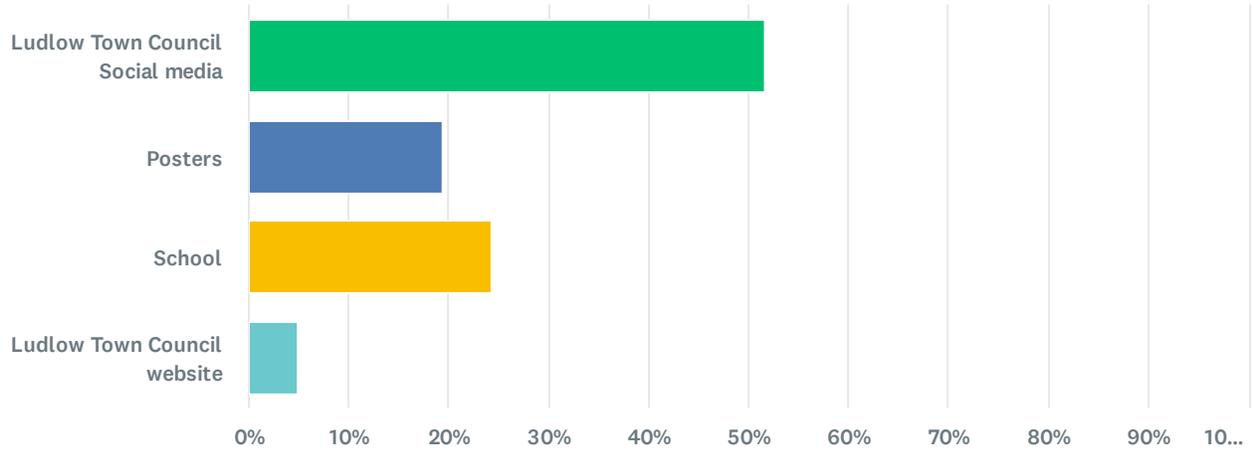
Answered: 65 Skipped: 1



Answer Choices	Percentage	Responses
● Nothing	10.77%	7
● £1 - £3	21.54%	14
● £4 - £6	15.38%	10
● £7 +	4.62%	3
● Depends on what's included	47.69%	31
Total		65

Q6 How would you prefer to hear about the festival if it goes ahead?

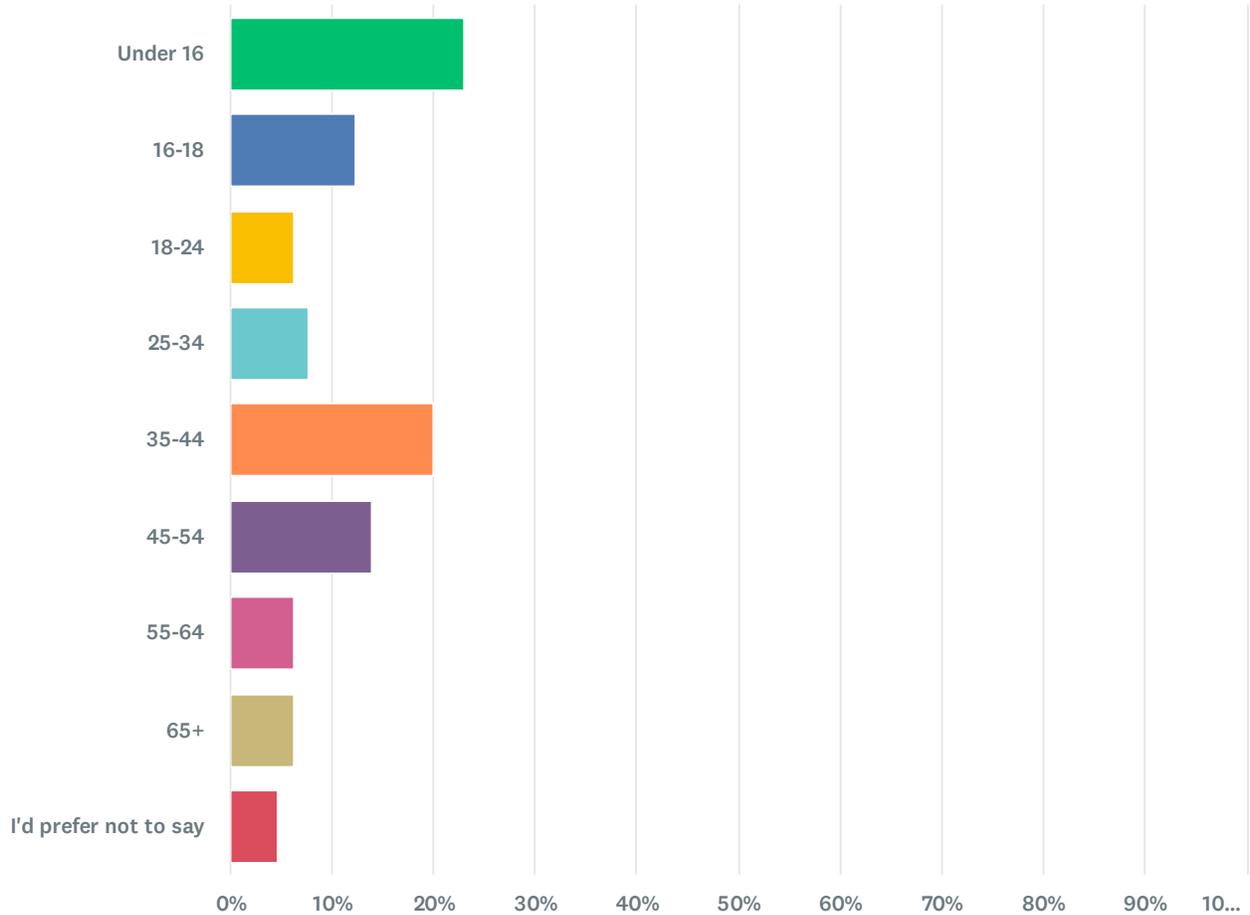
Answered: 62 Skipped: 4



Answer Choices	Percentage	Responses
● Ludlow Town Council Social media	51.61%	32
● Posters	19.35%	12
● School	24.19%	15
● Ludlow Town Council website	4.84%	3
Show comments		
Total		62

Q7 How old are you?

Answered: 65 Skipped: 1



Answer Choices	Percentage	Responses
● Under 16	23.08%	15
● 16-18	12.31%	8
● 18-24	6.15%	4
● 25-34	7.69%	5
● 35-44	20.00%	13
● 45-54	13.85%	9
Total		65

Youth Festival Consultation

Answer Choices	Percentage	Responses
 55-64	6.15%	4
 65+	6.15%	4
 I'd prefer not to say	4.62%	3
Total		65

ITEM 11.

LUDLOW MARKET LITTER CONCERNS

LUDLOW MARKET LITTER CONCERNS

Report No. SS/25/56

Services Committee

8th April 2026

1. INTRODUCTION

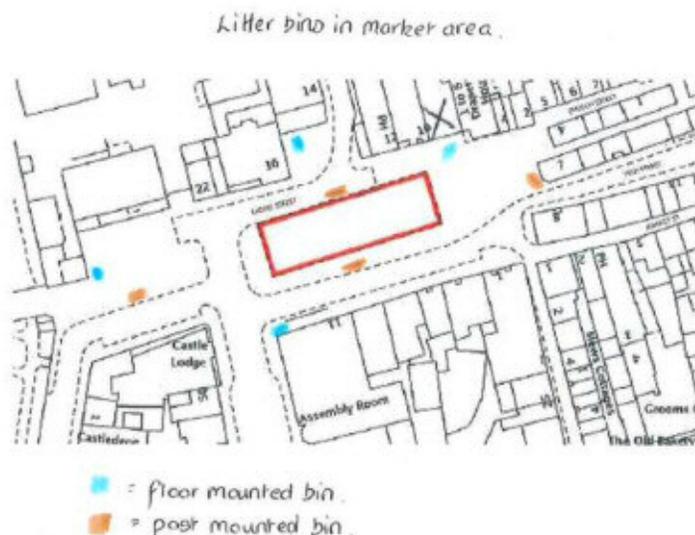
- 1.1 Ludlow market is owned by Ludlow Town Council (LTC) and trades between four to seven days a week throughout the year.
- 1.2 Ludlow regular market operates on Monday, Wednesday, Friday and Saturday throughout the year. Alongside LTC specialist markets, whole market let Antiques and Local to Ludlow Produce Markets take place on Thursdays and Sundays twice a month.

2. RECOMMENDATION

- 2.1 To consider the current situation and possible steps to be taken.

3. LITTER/ MARKET WASTE DISPOSAL

- 3.1 Provisions are in place for the collection and disposal of both litter and waste in the market area:



- There are 2 post mounted litter bins on the market area. These are owned and emptied by Shropshire Council as the relevant litter authority.
- There are also 4 floor mounted and 2 post mounted litter bins in nearby locations (Event Square, Peace Memorial etc).

- Ludlow Town Council cleaning staff litter pick the market area daily between 6-7pm.
- Waste disposal provision is provided for all market traders in the form of large 1100 litre trade bins which are located in Castle Street car park.
- The Market Trader regulations state the following in relation to waste:

4.13 DISPOSAL OF REFUSE

All refuse must be placed in the containers provided by the Town Council's Contractor if this facility is available to the Stall Holders (This is not available as of right). Only refuse accumulated by the Market Trader on the site is authorised to be deposited in such containers. Dumping of any other rubbish is strictly prohibited. Cardboard boxes must be flattened. Traders are required to keep stall areas and the avenues adjoining the stalls free from refuse and litter of any kind at all times and to take all precautions to prevent litter from being blown about. All associated packaging and rubbish must be removed to the disposal point. All perishable waste and items that may cause a smell must be placed in bin liners and tied by the Stall Holder before being deposited as stated above.

4. ISSUES WITH WASTE/ LITTER

- 4.1 Since concerns were raised at the last Services meeting staff have been monitoring the area to ascertain the level of the problem.
- 4.2 On some days there has been market waste present and the Market Officer has spoken to the relevant trader.

On other days waste present has been identified as coming from local shops or blown litter from other locations.

- 4.3 From speaking to market traders a large amount of the waste is left by people gathering in the market area to eat snacks or takeaways late in the evening.

Another issue is they feel that the litter bins aren't emptied often enough and aren't big enough.

They feel more bins are needed, that have a greater capacity and have a hood/lid to contain the waste. They also mentioned that during the summer concerts when the castle provided wheeled bins on the market the litter was much less of an issue.

5. POSSIBLE ACTIONS

- 5.1 Possible actions could include continued daily inspections and firmer instructions/reminders given to the relevant trader/s.
- 5.2 Installation of additional public litter bins on the market area – given

Shropshire Council's financial situation we may need to look at these being purchased and emptied by Ludlow Town Council.

All litter bins listed below are metal with a metal liner and include gold banding or wording. All would permanently installed on the square.

Litter bin options

Manufacturer	Bin style	Capacity	Cost	Link
Glasdon	Invicta	110 litres	£498.56	Invicta™ Litter Bin
Broxap	Derby	120 litres	£391.95	Derby Standard Street Litter Bin 120L Steel
Broxap	Derby Double E slimline	160 litres	£450.95	Derby E Double Slimline Double Litter Bin 160L

5.3 Points to remember when considering installing additional litter bins:

- Emptying most likely to be done by LTC staff (SC do not have resources)
- Bins will need emptying on weekends and Bank Holidays
- Disposal of additional waste
- Locations of bins to not obstruct trader access/vehicle pitch trading, issues that may affect the May Fair layout
- Alternative plastic litter bins could be considered that are cheaper and could be of a similar style.

Deputy Town Clerk
February 2026

Implications

Wards Affected (All)

Financial (as stated within the report)

Health & Safety (as stated within the report)

Law & Order (not applicable)

Environmental Implications (not applicable)

ITEM 12.

CEMETRY EXTENSION AREA

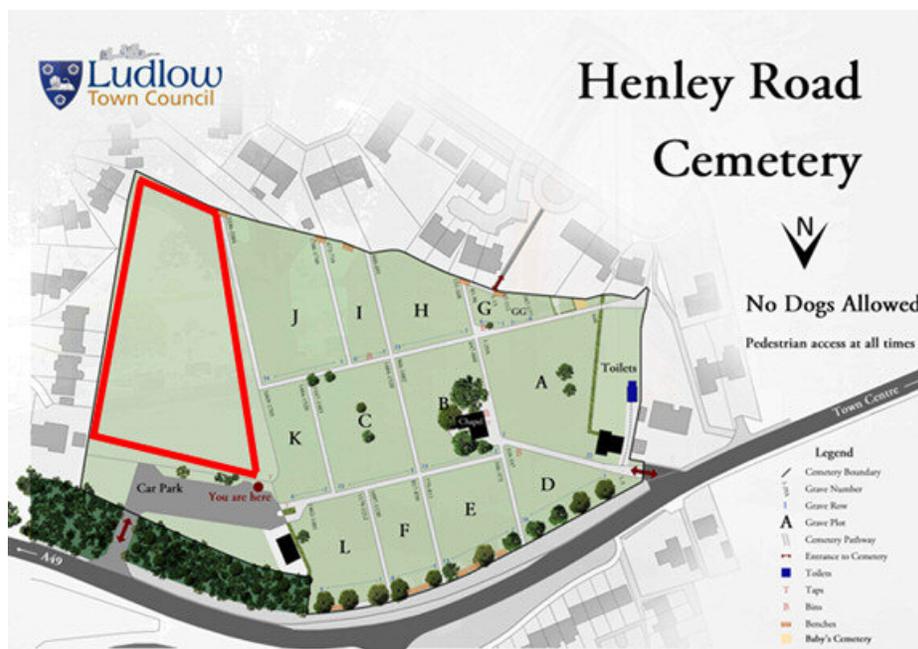
CEMETERY EXTENSION AREA

Report No. SS/26/57

Services Committee
8th April 2026

1. INTRODUCTION

- 1.1 Henley Road Cemetery is owned and managed by Ludlow Town Council.
- 1.2 The cemetery was opened in 1914 with areas A-L. There is one area of land as yet unused for burials – outlined in red below.



- 1.3 The statistical information in this report is sourced from a Shropshire Council local insight report for the parish of Ludlow, unless stated as otherwise.

2. RECOMMENDATION

- 2.1 To approve including the following options in the initial layout drawings:

- Christian and non-denominational burial plots
- Cremated remains plots
- Muslim burial plots
- Turning circle for hearses
- Hard and soft landscaping
- Drainage

3. **BACKGROUND**

3.1 Henley Road Cemetery has limited remaining burial capacity.

The increasing demand for burial plots, projected population growth, and anticipated long-term community needs necessitate the preparation for a all the land into active use for burials.

3.2 Ludlow's population statistics are shown in the table below:

Population Composition

Indicator	Ludlow (PARNCP24)		Shropshire		England	
	Count	Rate	Count	Rate	Count	Rate
Total	10,005	-	332,455	-	58,620,101	-
Male	4,809	48.07%	163,657	49.23%	28,724,339	49.00%
Female	5,196	51.93%	168,798	50.77%	29,895,762	51.00%
0 to 15	1,357	13.56%	52,320	15.74%	10,768,248	18.37%
16 to 64	5,259	52.56%	192,339	57.85%	36,870,761	62.90%
65 and over	3,389	33.87%	87,796	26.41%	10,981,092	18.73%

Source: Office for National Statistics (ONS)

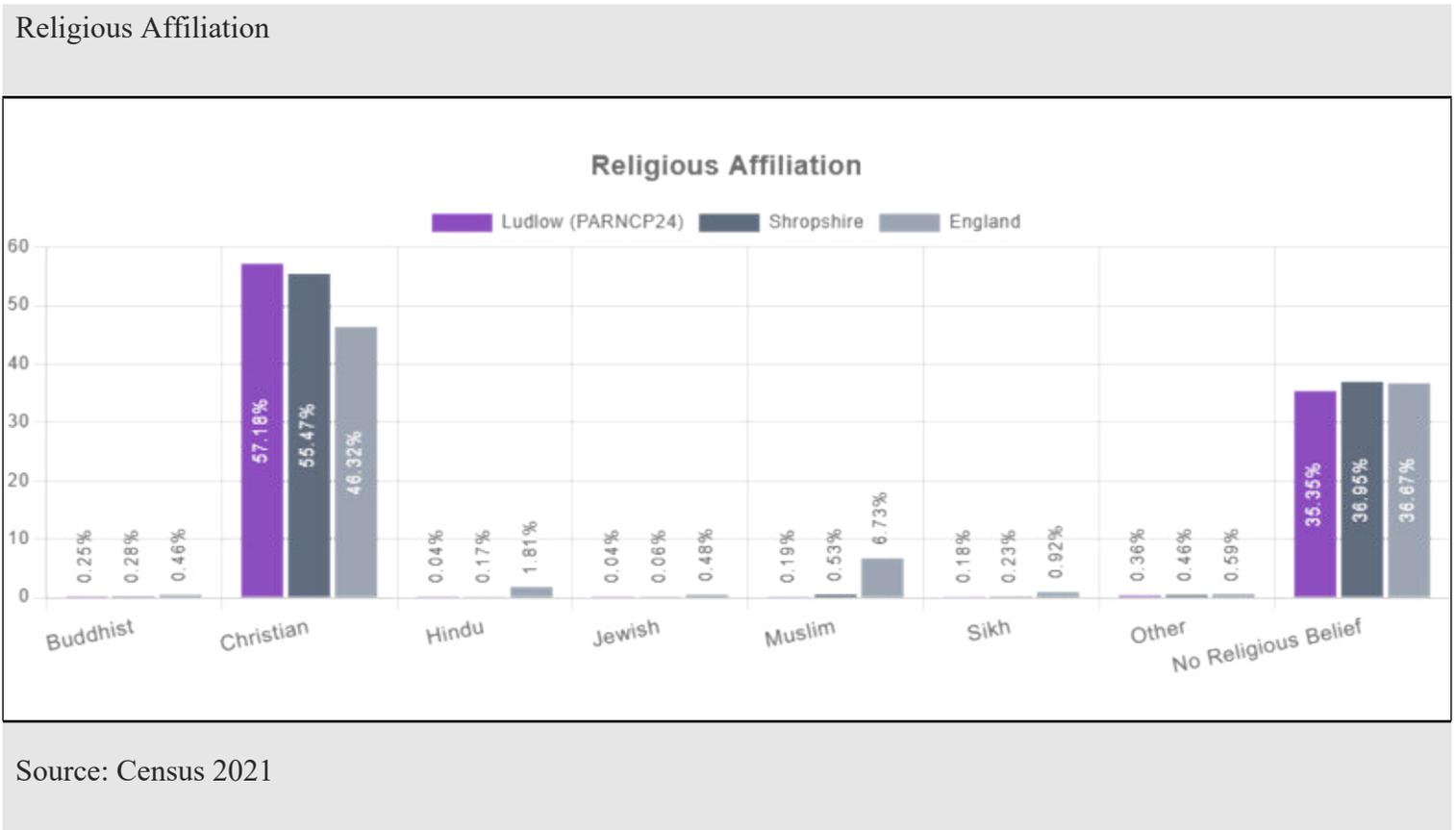
4. **CURRENT SITUATION & CONSIDERATIONS FOR LAYOUT OF AREA**

4.1 A ground water survey/ assessment has been completed. The full report is shown in Appendix 1 (121 pages long) and a summary of the report is shown in Appendix 2.

4.2 The next stage is for a layout plan to be commissioned. Prior to this the council will need to make a few decisions for options:

- **Should the area include a hearse drive and turning circle?**

- The drive an during circle has been requested by funeral directors.
- The turning circle would mean that the coffin can be transported into the area in the hearse and the transportation on a trolley or by the bearers would be kept to a short and safe distance.
- The drive and turning circle would reduce the amount of useable burial land.
- **What religions and denominations should be included?**



- The table above shows the religious affiliations of Ludlow’s population.
- The majority of the population is Christian or no religion.
- The council has been approached by the Muslim community in Ludlow with a request for some land to be allocated for Muslim burials. The proportion of Ludlow’s population that are Muslim is 0.19%. The table above also shows details of the other minority religions.
- The Council should consider their request and communicate with the Muslim community. **An Equality Impact Assessment has been undertaken and attached to this report.** The recommendation is to create a small area of 12 graves. This recommendation should be discussed with representatives of the Muslim community.

- Guidance, which would include Qibla alignment (the direction towards Mecca), from other cemeteries that undertake Muslim burials is attached to this report for further information.
- **Should the area include both burial land and a dedicated area for interment of cremated remains?**
 - The number of burials and cremated remains fluctuate each year. We record the numbers in our Annual Report. Please see the numbers over the last few years as stated below:

In 2025/ 26, there have been 30 Burials and 20 interments of cremated remains to date.

In 2024/25, there were 25 burials and 10 interments of cremated remains.

In 2023/24, there were 19 burials and 17 interments of cremated.

In 2022/23, there were 33 burials and 21 interments of cremated remains.
 - As the figures above confirm, there is still a significant need for burial plots.
 - In terms of best land use, cremated remains plots will extend the life span of the burial area, so they should be considered for a smaller but still significant area.
- **What drainage would need to be installed?**
 - The area is sloped and this should be taken into consideration in terms of the positioning of graves, and drainage of disturbed soil.
- **Hard and soft landscaping**
 - Paths will be essential and full accessibility needs should be considered.
 - Areas for benches and planting should also be included to create an atmosphere of reflection and dignity.

6. **NEXT STEPS**

- 6.1 Bringing the last piece of unused land to use for burials is a necessary step to meet the long-term needs of Ludlow residents.
- 6.2 A check list of steps has been created to assist with this process, and is appended to this report for information.

Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (As stated in the report)

Health & Safety (H&SAWA 1974)

Law & Order (Local Authorities' Cemeteries Order 1974)

Environmental Implications (in line with EA parameters)

LOCAL AUTHORITY CEMETERY EXTENSION CHECKLIST

(Including Provision for a Muslim Burial Area)

1 Land & Legal Status

- Confirm land ownership (title checked)
- Confirm land use classification
- Confirm no restrictive covenants
- Confirm land is not consecrated (or record consecration status)
- Check for any historic rights of way
- Confirm burial powers under:
 - Local Government Act 1972 s.214
 - Open Spaces Act (if relevant)
- Legal review commissioned (if required)

2 Ground & Environmental Compliance

- Percolation/drainage test completed (✓ already done)
- Soil classification recorded
- Groundwater level assessment
- Check Environment Agency groundwater vulnerability maps
- Confirm no proximity issues with:
 - Watercourses
 - Boreholes
 - Flood Zone 2/3
- Pre-application advice from Planning Authority (if change of use required)

Consult if necessary:

[Environment Agency](#)

3 Community & Equality Considerations

- Evidence of demand for additional burial land
- Engagement meeting with local Muslim community representatives
- Record estimated annual burial numbers
- Confirm specific burial requirements:
 - Qibla orientation
 - Depth
 - Coffin or shroud practice
 - Grave reuse policy
 - Memorial preferences
- Equality Impact Assessment completed
- Clear written record of consultation

Optional reference body:

[Muslim Council of Britain](#)

4 Cemetery Layout & Design Brief

- Specialist cemetery designer appointed
- Written brief issued including:
 - Total site area
 - Plot size assumptions
 - Separate Muslim section (if confirmed)
 - Qibla alignment requirement
 - Pathways & access routes
 - Hearse turning areas
 - Disabled access compliance
 - Drainage fall strategy
 - Phased development option

- Landscaping buffer zones
- Plot yield estimate
- Digital mapping/grid referencing system

Cost estimate for:

- Groundworks
- Paths
- Fencing
- Signage
- Utilities (if any)

Future expansion safeguarded

5 Planning & Statutory Requirements

Confirm whether planning permission required

Submit planning application (if required)

Highways review (traffic impact)

Ecological assessment (if required)

Archaeological considerations reviewed

6 Financial & Fee Setting

Capital cost estimate approved

Phasing strategy agreed

Plot yield vs projected demand analysed

Burial fees reviewed (including exclusive right of burial)

Long-term maintenance liability assessed

10–20 year financial sustainability projection completed

7 Policy & Regulatory Updates

Cemetery Regulations reviewed and updated to include:

- Muslim burial section rules

- Memorial restrictions
- Grave ownership terms
- Non-reuse policy (if adopted)
- Rapid burial procedure (if applicable)

- Legal review of amended regulations
- Council formally adopts updated regulations

8 Operational Readiness

- Grave numbering and mapping system implemented
- Burial register format updated
- Staff training completed (including cultural awareness)
- Contractor arrangements in place
- Health & Safety risk assessment updated
- Public signage commissioned

9 Governance & Decision Trail

- Formal report to Council prepared including:
 - Need justification
 - Consultation evidence
 - Financial implications
 - Equality implications
 - Risk assessment
- Council resolution recorded
- Delegated authority confirmed (if applicable)
- Communications plan prepared

10 Communications

- Public announcement prepared
- Website updated

FAQs drafted

Stakeholder briefing note prepared

△ Key Risks to Monitor

- Underestimating Muslim burial demand
- Designing section without proper consultation
- Groundwater contamination risk
- Future political sensitivity
- Long-term maintenance costs exceeding fee income

Item 12. Cemetery extension area APPENDIX 2

This document is a groundwater risk assessment report for a cemetery extension in Ludlow, evaluating environmental and regulatory considerations.

Groundwater Risk Assessment for Ludlow Cemetery Extension

A comprehensive groundwater risk assessment was conducted to evaluate potential pollution risks from a proposed cemetery extension near Ludlow, considering geological, hydrogeological, and environmental factors.

Site Location and Assessment Scope

The site is located at Henley Road Cemetery, Ludlow, SY8 1RA, covering approximately 0.56 hectares within a 1 km influence zone, with assessments based on Environment Agency Tier 2 criteria.

- The site boundary is marked in red on maps and aerial images.
- The assessment aims to identify water pollution risks related to groundwater and surface water.
- The site is near the Raglan Mudstone Formation, with no artificial or superficial deposits mapped on or near the site.

Legal and Policy Framework for Cemetery Development

Regulations aim to minimize environmental risks from cemeteries, emphasizing pollution prevention, natural attenuation, and environmental permitting.

- The Environment Agency's guidance (2018, 2017, 2023) informs site management.
- New cemeteries or extensions require early risk assessments to determine permit requirements.
- High-risk sites need environmental permits; low-risk sites may operate under exemptions.
- Failure to comply can lead to enforcement under UK water and pollution laws.

Groundwater and Soil Geology

The site is underlain by the Raglan Mudstone Formation, with no superficial deposits or artificial ground.

- Geology includes clay-based soils with variable gravel content, prone to shrink-swell and collapse.
- No soluble rocks or landslide hazards are identified.
- The site is in Flood Zone 1, with low flood risk from rivers, sea, or surface water.

Geological Hazards and Stability

Potential hazards include shrink-swell, slope instability, collapsible deposits, but no significant landslides or flooding risks.

- The site is susceptible to ground shrinkage and collapse due to clay soils.
- No risks from soluble rocks, running sand, or mining activities.

Hydrogeology and Water Table Characteristics

Groundwater is likely shallow, constrained by local topography, with small fluctuations.

- Perched water tables may occur in clay soils, with no direct connection to regional groundwater.
- Confined conditions are possible, especially in weathered or fractured zones.
- Groundwater strikes are anticipated at depth, with low potential for rapid flow in cohesive soils.

Groundwater Vulnerability and Source Protection

The site is outside any Source Protection Zone, reducing immediate pollution risk.

- The Raglan Mudstone Formation is classified as a Secondary A Aquifer with high vulnerability.
- The site is designated as a High Vulnerability Secondary Aquifer, indicating potential for groundwater contamination.
- No mapped superficial soils or protection zones directly impact the site.

Summary of Environmental and Regulatory Considerations

- Cemeteries must adhere to strict guidelines to prevent groundwater pollution, including minimum distances from water sources.
- Pumping and greywater management are regulated, especially during winter, to avoid contamination.
- Site-specific assessments are essential for compliance with environmental permits and to mitigate risks.
- The geological and hydrogeological conditions suggest low to moderate risk, but detailed investigations are recommended for final approval.

Groundwater and Site Sensitivity

The site is sensitive regarding groundwater levels, with detailed assessments indicating low risk of groundwater contamination and no historical wells within 1300m.

- Site considered sensitive due to groundwater table proximity.
- Groundwater vulnerability map shows associated risks.
- No mapped groundwater abstraction points within 1300m.
- Historical maps from 1886 show no wells.
- No groundwater encountered in boreholes up to 3m depth.

Flood Risk and Water Zone Classification

The site lies within Flood Zone 1, indicating low flood risk, with requirements for surface water management if impermeable surfaces are constructed.

- Located in Flood Zone 1 (less than 1 in 1,000 annual risk).
- Suitable for cemetery use.
- SUDS principles required for impermeable surface development.
- Surface water flooding risk is not mapped; development risks need assessment.

Surface Water Flooding and Drainage

The site is not at risk of surface water flooding; any development increasing flood risk must incorporate SUDS.

- No surface water flood risk mapped.
- Development must assess flood risks and implement SUDS if necessary.

Site Topography and Soil Conditions

The site slopes from +130m AOD in the south to +120m AOD in the north, with soils comprising clayey topsoil over variable clay-based soils.

- Slope from +130m to +120m AOD.
- Soils: 0.2m of red-brown clayey topsoil, over silty clay with weak lithorelic structure.
- Soil logs attached; soils generally stable.

Groundwater Encounter and Stability

Groundwater was not encountered in boreholes; soils are generally stable, but risk assessments are recommended for open excavations.

- No groundwater found at 3m depth.
- Soil stability observed in short-term.
- Excavation risk assessments advised for personnel safety.
- Support and dewatering may be required for open excavations.

Burial Suitability and Groundwater Protection

The site meets EA guidelines for burial, being outside SPZ1, at least 250m from water supplies, and with sufficient depth from water table.

- Meets statutory burial guidelines.
- Minimum 1m clearance from water table.
- Not in unaltered bedrock or groundwater flood zones.
- Burial depth ensures 1m soil cover over coffins.
- No significant groundwater risk posed by burial activities.

Environmental and Geological Data

Comprehensive environmental, geological, and hydrogeological data indicate low risk of ground instability, contamination, and flooding.

- Soil and rock geology: Pridoli Rocks, Silurian Raglan Mudstone.
- Soil chemistry: arsenic, cadmium, chromium, lead, nickel levels within safe limits.
- No mineral sites or hazardous land uses nearby.
- Potential for collapsible, compressible, or landslide hazards is very low.
- Radon risk is intermediate; no protective measures needed.
- No significant mining, cavity, or instability hazards.
- Multiple water abstractions and pollution incidents mapped within 2000m.
- Several licensed waste sites and infilled land within proximity.
- Numerous trade directory entries and infrastructure data provided.

Water and Pollution Control Data

Data on water abstractions, discharge consents, pollution incidents, and waste management facilities within 2000m highlight low to moderate environmental risks.

- Multiple water abstractions from groundwater and surface water.
- Discharge permits and pollution incidents recorded, some minor.
- Waste transfer and treatment sites present nearby.
- No major pollution or hazardous substance issues identified.

Land Use and Infrastructure

The area contains various active and inactive commercial, industrial, and service directory entries, with infrastructure including water network lines, roads, and utility lines.

- Active businesses include car dealers, builders, and waste services.
- Inactive sites include confectionery, textiles, and pest control.
- Utility lines and water network infrastructure mapped within 2000m.
- Landfill and infilled land data indicate some areas of potential concern but low overall risk.

Summary

The site is suitable for burial and development, with low flood, groundwater, and geological risks, supported by comprehensive environmental data and regulatory compliance.

Environmental and Land Use Data

Details on environmental designations, protected areas, and land use.

- Natural England data on protected areas: National Nature Reserves, Sites of Special Scientific Interest, Special Areas of Conservation, and Special Protection Areas.
- Green belt and open land data from local authorities.
- Areas of outstanding natural beauty and environmentally sensitive zones are mapped.
- Data updated bi-annually, quarterly, or annually, with specific reference dates.

Regulatory and Hazard Data

Information on land hazards, pollution, and safety regulations.

- Data on contaminated land, pollution incidents, and waste sites.
- Hazardous sites: Control of Major Accident Hazards (COMAH), explosive sites, and hazardous substance notifications.
- Landfill sites, waste transfer, and treatment facilities mapped with recent updates.
- Ground stability hazards: collapsible, compressible, landslides, and ground dissolution risks.
- Radon potential zones and other geohazard data are current as of October 2023.

Additional Geological and Environmental Data

Supplementary data on mineral sites, groundwater, and subsidence.

- Mineral sites and potential for ground instability mapped.
- Groundwater vulnerability and bedrock aquifer designations.
- Landfill and waste management facilities with latest update in 2024.
- Data on potential infilled land, collapsible ground, and subsidence hazards.

Hazel Thomasson
Principal Officer
www.burbage-council.co.uk



**Burbage Millennium Hall
Britannia Road
Burbage
Leicestershire
LE10 2HF**

BURBAGE CEMETERY ADDITIONAL GUIDANCE FOR MUSLIM BURIALS

Reviewed May 2017

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Page 3	Place and Method of Interment
Page 4	Burials without coffins
Page 5	Appendix 1 – Initial Contact Form
Page 6	Appendix 2 – Notifiable Diseases
Page 7	Appendix 3 - Example of grave for burials without a coffin

General Requirements of the Muslim Religion

The requirements of the Muslim religion recommends that the body should be conveyed to the cemetery in a coffin/covered container. Then, as part of the ceremony the body will be taken out of the coffin and positioned at an angle in the grave, in line with the requirements of their religious observations. The body should be well wrapped in a stitched shroud. A timber cover will be placed over the body before the grave is backfilled. This form of burial is now widely accepted within this country as long as there is a minimum of 3ft (91.5cm) covering the body after the backfilling process. No grave will be reopened to receive other bodies.

Length of Notice

The Council will attempt to bury the deceased within 24 hours of the time of notification, subject to factors such as weekends, bank holidays and existing funeral bookings. The time of notification will be calculated from its receipt by the representative of the Council. This excludes Saturdays, Sundays and bank holidays.

Booking a Funeral

Bookings can only be accepted after a death has occurred and will not be accepted in cases where death has not actually occurred.

This cemetery office is open for funeral bookings on all weekdays other than bank holidays between the hours of 9.00 am to 12 noon. Bookings for Saturday funerals are taken up until 12.00 noon on a Friday, burials for Saturday cannot be accepted after this time.

Bookings should be made in the first instance by telephone to: -

Burbage Parish Council
Millennium Hall
Britannia Road
Burbage
Leicestershire
LE10 2HF

Telephone: 01455 637533

Interment Details, Muslim Burial – Initial Contact (Appendix 1)

Particulars required at this point are as follows:

- (a) The requested day and hour of interment after consultation and agreement with a representative of the Council.
- (b) Full name of the deceased.
- (c) Is the interment to be in a previously purchased plot and, if so, are the deeds available?
- (d) Is the interment to be with or without a coffin?
- (e) If a coffin is used, the coffin size.
- (f) If no coffin is used, the grave size.

- (g) The name, address and telephone and fax number of the person arranging the funeral.
- (h) Are relatives present?
- (i) Did the deceased die with a notifiable disease? (See Appendix 2).

It is requested that in order to avoid confusion that only **one** person be involved in arranging the funeral with the Council.

Any initial notification for burial made by telephone must be confirmed as soon as possible by completing the Order for an Interment Form (see Burbage Cemetery Regulations & Management Rules). This must be delivered at least 2 hours before the interment takes place and during working hours to Burbage Parish Council, Millennium Hall, Britannia Road, Burbage, LE10 2HF along with the appropriate fee. Forms for a Notice for an Interment are held by the Funeral Directors and the Muslim Society.

The representative of the Council will not authorise any interment to take place unless the necessary documents for the disposal of the body, in accordance with Section 1 or 5 of the Births and Deaths Registration Act 1926 have been received. The documents required are parts B and C of the Certificates for the disposal of the body (in addition to the notification referred to under the above regulation) and where applicable the Coroner's Order for burial (parts B and C). These documents must be produced at the Parish Office before arrival at the cemetery.

In the case of the burial of a still-born child, there must be delivered with the body either a Certificate of Registration of the still-born or an order of the Coroner.

For the burial of a non-viable foetus (less than 24 weeks gestation) a Certificate of the Medical Practitioners in respect of a non-viable foetus must be completed and produced with the Notice of Interment.

Place and Method of Interment

The excavation of the grave shall only be carried out by approved contractors working in accordance with Health & Safety Executive excavation policy to a standard size as specified in the Appendix A, unless otherwise specified.

An open excavation is a potential hazard; no member of the public, including the funeral party, is permitted to enter the grave. Any excavation presents a potential hazard. There can be no guarantee of complete safety and therefore mourners must not enter the grave. If anyone does, they do so entirely at their own risk.

Backfilling initially by mourners will then be completed by the contractor. Specific arrangements will be confirmed on site. Planting of living twigs provided by the mourners is not permitted.

Grave supports must always be used to prevent the collapse of the grave, and must be removed before backfilling commences.

Note: If there is surplus water in the grave, wood chippings may be placed in the bottom of the grave.

Burials Without Coffins

All matters regarding the collection and transport of the body are the responsibility of those arranging the interment (where this is not an Undertaker).

On the occasions when a burial without a coffin is requested, the body must be covered with a shroud and in a coffin or suitable container before arrival at the cemetery, within a 'closed' vehicle, i.e. one in which the deceased is not visible to members of the public.

Whilst in the cemetery, the body must be carried in a coffin or box, which prevents anyone present in the cemetery from seeing it.

Once the coffin has been taken to the graveside, mourners who are to proceed with the burial can remove the body. The coffin must be removed from the cemetery by the person arranging the funeral, immediately after the funeral has taken place.

The body may be lowered into the grave either with or without a body board. Any rope or webbing required for this purpose must be supplied by the persons arranging the funeral. The length required is 5 metres.

Covering boards should be used where burials are un-coffined, ensuring that there are no visible gaps.

Where the burial takes place without a coffin, the grave will be excavated to allow a covering board to be supported above the body. (See appendix 3 for details.)

The body of a person dying of a notifiable disease will not be permitted to be handled, transported or buried unless it is in a coffin. (See Appendix 2 for a list of notifiable diseases).

If a coffin is used for the burial, graves must be dug to a depth of 4' 6" and be of normal construction, i.e. square sides.

MUSLIM BURIAL – INITIAL CONTACT

- 1. Name of Undertaker/ Person arranging funeral
 Telephone No. & Fax No.
- 2. Cemetery:- Burbage Cemetery, Lychgate Lane Burbage
- 3. Date & Time of Funeral
- 4. Name of Deceased
- 5. If a coffin is to be used – coffin size:
- 6. If burial is without a coffin – grave size:
 (Please supply all ropes or webbing required)
- 7. Relatives Present at Interment:
- 8. Are the relatives to backfill the grave?
- 9. New or Reserved Grave?
- Deeds Available if reserved?
- 10. Did the deceased die with a notifiable disease?
- 11. Minister/Official

C. PRE INTERMENT CHECK LIST

- 1. Interment Form Received Details of any Special Arrangement:
- 2. Grave Deed or Indemnity Form Received
- Register of Grave Spaces if reserved
- Register of Purchase if reserved

C. TO BE COMPLETED BY PARISH COUNCIL OFFICIAL

- 1. Confirmed Grave Number
- 2. Physical Plot Check & Mark
- 3. Disposal or Cremation Certificate No.
- 4. Grave dug to a depth of

By: Grave Digger Supervised by

(BLOCK CAPITALS PLEASE)

Date Supervisor

Diseases notifiable (to Local Authority Proper Officers) under the Public Health (Infectious Diseases) Regulations 1988

Reviewed on 18 January 2006

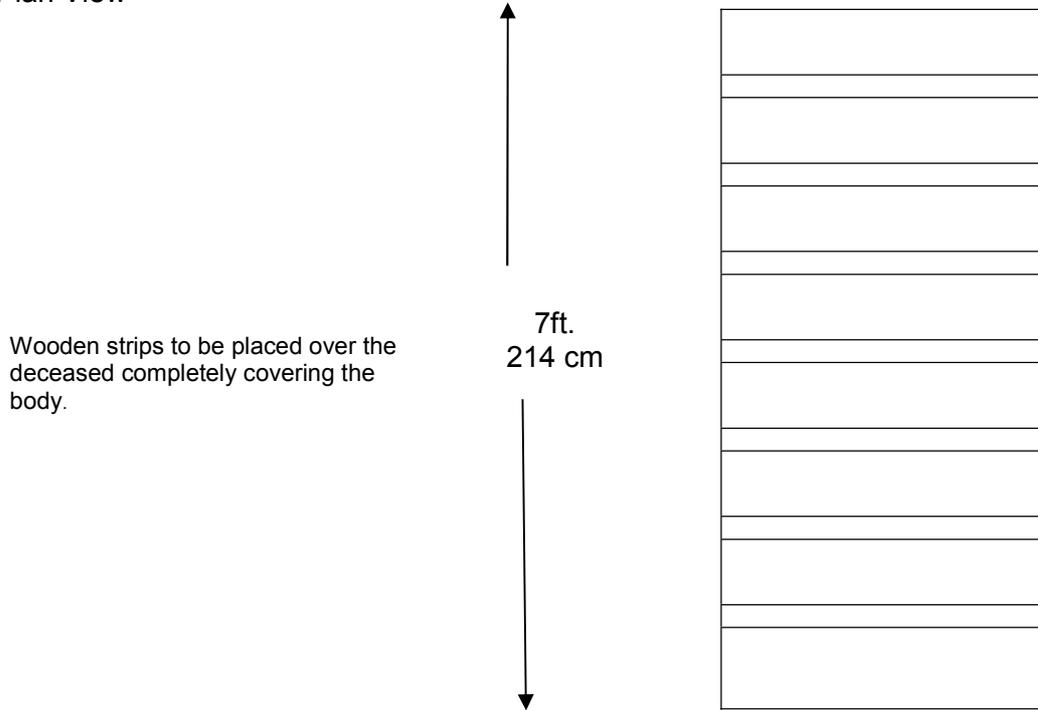
Acute encephalitis
Acute Poliomyelitis
Anthrax
Cholera
Diphtheria
Dysentery
Food poisoning
Leptospirosis
Malaria
Measles
Meningitis
Meningococcal
Pneumococcal
Haemophilus influenzae
Viral
Other specified
unspecified
Meningococcal septicaemia (without meningitis)
Mumps
Ophthalmia neonatorum
Paratyphoid fever
Plague
Rabies
Relapsing fever
Rubella
Scarlet fever
Smallpox
Tetanus
Tuberculosis
Typhoid fever
Typhus fever
Viral haemorrhagic fever
Viral hepatitis
Hepatitis A
Hepatitis B
Hepatitis C
Other
Whooping cough
Yellow fever

Leprosy is also notifiable, but directly to the HPA, Cfl, IM&T Dept.

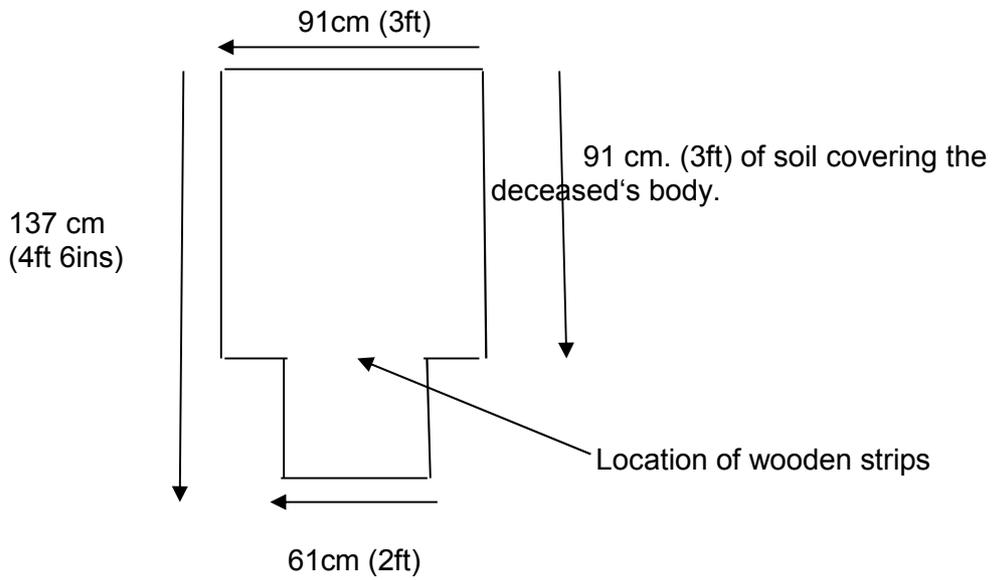
BURIALS WITHOUT A COFFIN

Adults Grave maximum 3ft wide (91cm)

Plan View



End Section





Muslim Burial Policy

Bridgwater Town Council

May 2025

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Quantock Road Cemetery and St John's Cemetery, Bristol Road are administered by Bridgwater Town Council's Cemetery Services in accordance with Local Government Act 1972 s214 and Schedule 26, the Local Authorities Cemeteries Order 1977 & the Local Authorities Cemeteries Order (amendment)1986.

All enquiries to the Cemeteries should be addressed to:

Cemeteries Administrator
Bridgwater Town Council
The Town Hall
Bridgwater
TA6 3AS

Telephone 01278 427692

Email: cemeteries@bridgwater-tc.gov.uk

The office at the Town Hall is open 9.00am to 5pm Monday to Friday. It is advisable to make an appointment if you wish to visit the office because cemetery staff may not be available during burials or on other occasions.

1. Introduction

This policy document is supplementary to the Cemetery Policy Document and contains additional information useful when a Muslim burial is required.

In this document you will find information regarding:

- How to book a burial.
- Types of graves available.
- Purchasing the burial rights.
- Cemetery fees.
- Legal requires.
- How the actual burial takes place.
- Contact details including Mosque representatives.

2. How to Book a Burial

When a burial is required, please telephone the office on 01278 427692, as soon as possible, to book a provisional time and day. Interments may take place **between** the hours of 9.00am to 3.00pm Monday to Thursday, 9.00am to 2.00pm on Fridays. April to September. 9.00am to 2.30pm Monday to Thursday, 9.00am to 1.30pm on Fridays, October to March. Outside these times on weekdays, weekends, and bank holidays cover is subject to the Council's 'Out of Hours' policy.

The information we require when a burial is booked:

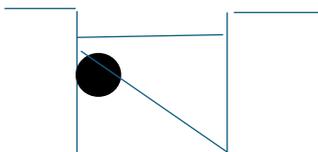
- **Funeral date and time:** the date and time the funeral cortege will arrive at the cemetery gates.
- **Details of the deceased:** Full name, address, and age.

- **Type of burial:** Whether a coffin, casket, or shroud is to be used. If a coffin or casket is to be used, we must have the coffin size to ensure the grave is the correct size. Coffin size must be given in writing, and we cannot be held responsible if this information is later found to be incorrect. Burials without coffins are permitted provided the deceased is brought to the grave in a temporary coffin and screening is used to afford decency during the burial (screening by mourners is acceptable). If it is to be a shroud burial then the Council will provide a wood layer, so that earth will not be put directly on the body when the grave is filled with earth. Shroud only burials are not permitted if the deceased has a contagious or notifiable disease.
- Please note that the graves will be dug as normal and will not be dug on an angle to face MECCA this is due to space within the cemeteries being premium.
- **Notice of interment:** A completed Notice of Interment must be received to confirm the booking. The form is available from the Office or on the Council's website and must be completed by 10.30am on the day of the burial. The person applying for the burial (the applicant) will be responsible for payment of the relevant fees. In the case of the applicant not being a Funeral Director fee **MUST** be paid BEFORE the burial can take place.

3. Type of Grave: Whether an Earth Grave or Wooden Line is Required

Earthen graves are usually single depth (4ft 6") in the Muslim section unless a specific request is made for a double depth grave for two. The grave will be shored for Health & Safety purposes and this needs to be removed prior to closing the grave.

Wooden layer graves are as earthen graves, but they will have a wooden layer to accommodate shroud burials.



4. Purchasing the Burial Rights

Purchasing the Exclusive Right of Burial ensures that no other burials may take place in the grave. A Grave Deed will be issued following the completion of the relevant form there can be a maximum of four owners, however they must understand that they all must act together. A memorial may be placed on the grave subject to the completion of a Memorial Permit application and payment of the appropriate cemetery fee. The Exclusive Right of Burial does not include the ownership of the actual land which remains with the Council.

Unpurchased graves can be provided in all cemeteries. These graves have no burial or memorial rights and non-family members may be buried in the same grave. It is important to consider the implications of a burial in a general grave.

5. Cemetery Fees

The fee for a burial must be paid to the Council or a funeral director prior to the burial taking place. The fees are calculated by adding the interment and purchase fee together plus any 'out of hours' fee plus a wooden layer grave fee (which is at cost). Receipts will be issued for any money paid to the Council. A list of the current Fees and Charges can be obtained from the Council's website or through the Council's Office. Fees usually change each April. For non-residents of Bridgwater Town Parish, the full price is double the subsidised figure for Bridgwater Town Parish residents, except for the Transfer of Burial Rights and Search fees. If a person has lived outside the Parish, had to be moved for medical reasons that were beyond their control and died outside the district, then the residents' discount will be applied on the fees to be charged. The Council may ask for documented evidence of these circumstances.

6. The Legal Requirements

A Registrar's Certificate or Coroner's Order for burial must be delivered to the Cemetery Office before a burial can proceed. The burial cannot proceed if the Certificate has been forgotten except where the funeral director has signed a declaration (Form 18) in accordance with the Birth and Deaths Registration Act 1926.

7. How the Burial Takes Place

A member of the Council's staff will meet the cortege at the cemetery gates at the time arranged for the burial. They will witness the burial, advise and assist whenever required. Also, the family must nominate one person to be a point of contact for the cemetery staff.

Lowering the body into the grave

'Webs' are provided to go under the coffin/shroud and to enable the 'bearers' to carefully lower the coffin/body into the grave. It is also acceptable for a sheet to be used for lowering a shrouded body and this must be provided by the Funeral Director or family. The webs/sheet must then be removed and left to the side of the grave. The Council's staff will then remove the shoring. In case of a wooden layer grave the wood will then be placed in the grave by Council staff.

Returning the soil to the grave.

In many cases families and mourners wish to return the soil to the grave, however due to Health & Safety regulations this is not allowed. The initial filling is done by the family and mourners who wish to do this using shovels. The balance is filled by the Council's machinery. The grave will be left mounded to allow for settlement.

After the burial.

After a period of settlement, the grave space will be levelled off and grass seeded.

8. Useful Contacts

Bridgwater Islamic Centre, 10 Friarn Street, Bridgwater TA6 3HL

Tel Nur Miah 0794640841, Karim Miah 07581460571, Awal Miah 07588511543

Taunton Islamic Centre, 2 Tower Lane, Taunton

Tel 01823 33464

ITEM 13.

NATIONAL BURIAL AND CREMATION REFORM



NATIONAL BURIAL AND CREMATION REFORM

Report No. S/25/58

Services Committee
8th April 2026

1. INTRODUCTION

- 1.1 Ludlow Town Council manages burials and interment of cremated remains at Henley Road cemetery.
- 1.2 At present the legislative framework for activities at a local authority cemetery are governed by Local Authorities' Cemeteries Order, 1977
- 1.3 The governance document is the Guide for Burial Ground Managers 2005 https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://assets.publishing.service.gov.uk/media/5a7e0743ed915d74e6223a35/burial-ground-managers.pdf&ved=2ahUKEwj8o6yBjPCJAxWHQ0EAHTOWE6gQFnoECDEQAQ&usg=AOvVaw1Wtl_MUwpokcsncaUHFhmM

2. RECOMMENDATION

- 2.1 To note the contents of the report.

3. BACKGROUND INFORMATION

- 3.1 In 2024 The Law Commission published a consultation paper on burial and cremation which had been informed by discussions with stakeholders in a number of forums. It contained provisional proposals in a number of areas,

3.2 Ludlow Town Council made the following comments:

FC/252 NATIONAL CREMATION AND BURIAL CONSULTATION

RESOLVED BW/EG (12:0:1)

Ludlow Town Council would be against removing burials and reusing graves and to maintain compliance with current regulations that graves are sold once and dug to double depth and could include up to five single depth cremated remains interments.

4. REPORT FOLLOWING THE CONSULTATION

4.1 Following the consultation the a report has been released, see link: [Burial and cremation: final report – Law Commission](#)

A summary of the document is attached in Appendix 1.

4.2 Any changes will not happen immediately, it is expected it will be at least 3 years before there is any operational impact.
There are likely to be new statutory duties which will ensure consistent regulation across the Country.

Deputy Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (Unstated)

Health & Safety (Unstated)

Law & Order (Unstated)

Environmental Implications (Unstated)

Burial and cremation: final report

Published:

March 18, 2026

<https://lawcom.gov.uk/publication/burial-and-cremation-final-report/>

Here's a focused, report-based assessment of the Law Commission Burial and Cremation Final Report (2026) and what it is likely to mean in practice for local authorities running cemeteries (burial + cremated remains).

This is a long-burn reform, not something councils will feel immediately. Realistically you're looking at 3–10 years before full operational impact, with some elements even longer.

1) Big picture: what the report is doing

The report's core conclusion is that the current system is:

- **“piecemeal, complex and outdated”** (laws dating back to the 1800s)
- Inconsistent across:
 - Local authority cemeteries
 - Church burial grounds
 - Private operators

So the Commission proposes a **single modern legal framework** covering burial, cremation and remains.

2) The most important operational change: grave reuse

What the report proposes

- **Nationwide powers for grave reuse**
- Minimum period: **~100 years since last burial**
- **Mandatory consultation + notice + objection rights**
- Protection for sensitive graves (e.g. war graves)

Impact on local authority cemeteries

This is the **single biggest shift**:

✓ Operational impacts

- Need to:
 - Identify reusable graves
 - Contact grave owners / descendants
 - Run consultation processes
- Introduce **exhumation + reinterment workflows**

✓ Strategic impacts

- Extends life of existing cemeteries (major benefit)
- Reduces need to acquire new land

✓ Risks

- Public opposition / reputational risk
- Complex casework → admin burden

Bottom line:

Moves councils from “land providers” → **active grave lifecycle managers**

3) New statutory duties & consistent regulation

What changes

- A **uniform regulatory regime** across all burial grounds
- Clear duties on operators for:
 - Maintenance standards
 - Record keeping
 - Burial rights management

Impact

- Local authorities will face:
 - **Stronger legal accountability**
 - Less ambiguity in decision-making
- Likely need for:
 - Policy rewrites
 - Staff training
 - Auditable systems

Especially important for mixed cemeteries handling:

- full burials
- ashes plots
- memorial areas

4) Major uplift in records & data management

What the report implies

- Standardised systems for:
 - Burial registers
 - Grave ownership
 - Ashes interment

(identified as a current weakness across the sector)

Impact

- Shift toward **digital cemetery management systems**
- Need to:
 - Clean historic records
 - Track rights expiry (critical for reuse)
 - Manage ashes locations long-term

This is **particularly significant for cremated remains**, which are often poorly tracked.

5) Cremation & ashes – clearer legal framework

Key reforms (from report + consultation direction)

- Clear rules on:
 - **ownership/status of ashes**
 - what happens if ashes are **uncollected**
- Cremation authorities may be required to:
 - accept return of ashes after a set period
 - manage final disposition

Impact for councils

- Increased responsibility for:
 - Long-term storage
 - Ashes interment or scattering
- More demand for:
 - ashes plots
 - columbaria
 - memorialisation options

Operational shift: crematoria + cemeteries become more integrated systems.

6) Stronger legal clarity over rights & decision-making

What's changing

- Clarification of:
 - who has authority over a body and remains
 - how disputes are resolved
- Potential move toward **binding funeral wishes**

Impact

- Fewer disputes reaching councils—but:
- More **formalised decision pathways**
- Need for staff to follow stricter legal hierarchy

7) Enabling new funerary methods (future impact)

Report direction

- Framework to regulate:
 - alkaline hydrolysis
 - human composting

Impact for local authorities

Not immediate, but strategic:

- Possible **new service lines** in future
- Planning implications (new facilities)
- Competition with traditional burial/cremation

8) Financial implications

Costs will increase due to:

- Admin for grave reuse processes
- Record digitisation
- Compliance with new legal standards

But savings / benefits:

- Delays need for new cemetery land
- More efficient land use (especially ashes)

Likely outcome:

- **Fee restructuring** (burial vs ashes vs reuse)

9) What this means specifically for cemeteries handling BOTH burials & ashes

You asked this specifically—here's the combined effect:

Burial side

- Transition to:
 - reuse-led model
 - more complex grave management
- Reduced reliance on new land

Cremated remains side

- Growth area:
 - more interments

- more council responsibility for ashes
- Need for:
 - better tracking
 - more space-efficient memorial options

Combined operational shift

Local authority cemeteries become:

- **Data-driven** (records, rights, tracking)
- **Process-heavy** (consultations, legal compliance)
- **Space-optimised** (reuse + ashes focus)

Report Summary:

The Law Commission reforms will:

- **Fundamentally change cemetery management**, not just update law
- Introduce **grave reuse at scale** → biggest operational shift
- Increase:
 - legal duties
 - admin workload
 - need for digital systems
- Accelerate move toward:
 - cremation
 - ashes interment
- Position local authorities as:
 - long-term custodians of both **land AND remains data**

ITEM 14.

MEMORIAL BENCHES IN CASTLE GARDENS

MEMORIAL BENCHES IN CASTLE GARDENS

Report No S/25/59

Services Committee

8th April 2026

1. INTRODUCTION

- 1.1 Castle Gardens is a peaceful, reflective amenity area owned and managed by Ludlow Town Council. There are a number of benches throughout the gardens for residents and visitors to enjoy.

2. RECOMMENDATION

- 2.1 To consider the request for a new memorial bench.
- 2.2 To consider the suggested layout for future benches.
- 2.3 To consider the suggestion of a plaque 'wall' for old bench plaques.

3. CURRENT BENCH PROVISION

- 3.1 There are currently 22 benches in Castle Gardens, most are located nearer to the Castle entrance.

4. NEW MEMORIAL BENCH REQUEST

- 4.1 A memorial bench has been requested by a family member dedicated to Maurice Bellwood who was a well-known local resident who owned many properties in Ludlow over the years including Ludlow Assembly Rooms. He loved sharing walks around the Castle with his dachshund.

A suggested location for the bench is shown in the images below.



Design of bench:

The bench would be purchased from Broxap and all costs, as per breakdown below, would be recharged to the applicant.

Cost of Bench	£906.00
Admin charge	£151.00
Siting Fee (concrete base and fixings)	£276.00
Maintenance for 5 years	£144.00
Total Fee recharged	£1,477.00 (incl VAT)

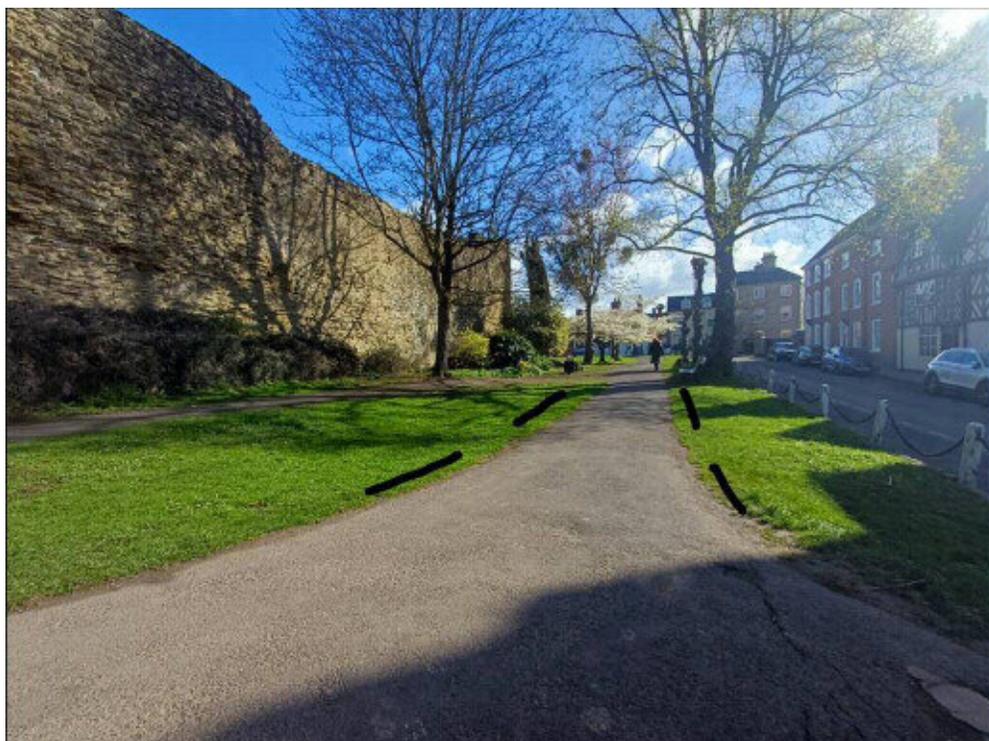
The bench would be painted black in keeping with other benches on Castle Gardens

5. LOCATIONS FOR FUTURE BENCHES

- 5.1 With regular requests for new benches it would be beneficial to agree locations for future benches in Castle Gardens.

Whilst the benches are extremely well used and a lovely addition to the site, we need to ensure the number remains manageable for future generations, and also that the site remains easy to maintain for Town Council staff.

- 5.2 The photo below highlights four more locations for benches. Any future requests (after the four shown) would need to be **for a plaque only** on an existing bench (with a maximum of 6 plaques per bench).



For reference our memorial bench regulations are shown in Appendix 1.

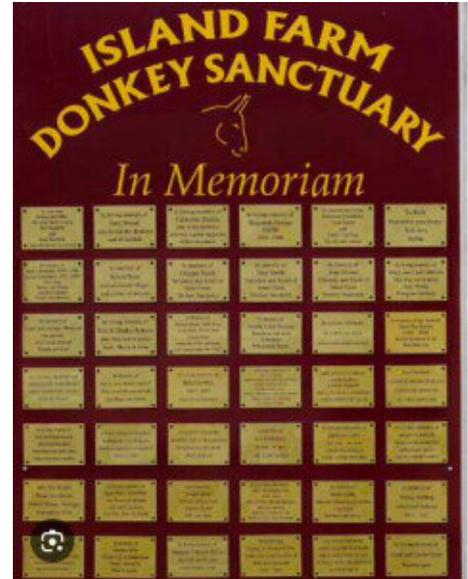
6. ERECTION OF A PLAQUE 'WALL' FOR OLD PLAQUES

6.1 When a plaque is installed on a bench it is for a period of 5 years.

Currently no action is being taken after 5 years, however, with continuous requests for plaques/memorial benches and a limited amount of space in future we will need to follow the procedure.

6.2 A suggestion is that old plaques could be installed in a sort of memorial 'wall' also located somewhere in Castle Gardens.

If Council are keen to consider this further time will be spent on this possibility and plans brought back to Services for consideration.



7. BUDGET

7.1 There are no budget implications within this report.
The bench installation is cost neutral as recharged to the applicant.

Cemetery Officer & Deputy Town Clerk
2026

Implications

Wards Affected (All)

Financial (As stated)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)



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Ludlow Town Council
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Memorial Bench Regulations

Adopted Full Council – 28th July 2014

INTRODUCTION

Henley Road cemetery, St John's Gardens, Castle Gardens and the Linney enjoy some beautiful aspects and Ludlow Town Council recognizes the benefit and amenity provided by memorial benches.

The Council would like to help families commemorate their loved ones and create a pleasant environment for all visitors.

These guidelines have been drawn up to ensure the benches serve the needs of all users.

BENCH REGULATIONS

1. Ludlow Town Council will supply approved benches for purchase by individuals or shared ownership, and arrange installation of all benches.
2. Ludlow Town Council reserves the right to decide the type of memorial bench and reserves the right to refuse or remove any bench deemed inappropriate or unsafe for use.
3. Permission must be sought and approval granted in writing for all benches. Applications must be made in writing to the Town Clerk on the appropriate form and accompanied by the appropriate fee.
4. Cemetery memorial benches will be positioned for the benefit and convenience of all cemetery users. Please note that cemetery benches will not be placed next to graves.
5. Benches at St John's Gardens, Castle Gardens, the Linney and other areas administered by Ludlow Town Council will be situated in suitable locations as designated by the Town Council.
6. Only one shared ownership bench at a time will be permitted at each location. Once the maximum number of plaques are attached, a new bench will be installed subject to available space.

7. The Council shall undertake maintenance of the bench for a five year period (fee payable). The location and condition of the bench will be reviewed at the end of this five year period. The Council reserves the right to remove the bench at the end of this period. If the bench is deemed in good condition, the owner may purchase a maintenance agreement for an additional 5 years.
8. The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst the Council carries out routine maintenance.
9. The Council will not grant applications for memorial benches to pets.
10. Benches may have an engraved metal plaque attached to commemorate loved ones. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
11. It is the responsibility of the bench applicant to inform the Council of any changes of address.
12. Applicants are advised to purchase suitable insurance cover for their bench.

PLAQUES REGULATIONS

1. Memorial plaque applications must be made in writing including the proposed inscription and location of plaque for approval prior to installation.
2. Inscriptions will be limited to the Name of the person, their year of birth and death (if appropriate) and a short inscription of up to 15 words
3. Plaques will be made of metal and measure 3" x 5".
4. Plaques will be installed by Town Council staff.
5. A maximum of **six** memorial plaques may be attached to each bench

ITEM 15.

UPDATE ON LUDLOW TOWN COUNCIL BENCH MAINTENANCE

UPDATE ON LUDLOW TOWN COUNCIL BENCH MAINTENANCE

Report No. S/25/60

**Services Committee
8th April 2026**

1. INTRODUCTION

- 1.1 Ludlow Town Council has approx. 100 benches around Ludlow.

Castle Street gardens is one of the most well used town centre locations to sit on a bench and relax or have a picnic.

2. RECOMMENDATION

- 2.1 To note the update on maintenance of benches.

3. BACKGROUND

- 3.1 Graeme Perks, volunteer for Ludlow War Memorial Fund, has undertaken regular bench surveys and maintenance of benches for many years.

His surveys identify the location, number, condition and ownership of benches.

- 3.2 His skills, knowledge and time and invaluable to Ludlow Town Council and other organisations he supports.

4. UPDATE ON BENCHES

- 4.1 Graeme has forwarded an update which is shown in Appendix 1.

5. BUDGET

- 5.1 There is a street furniture maintenance budget (302/4222) with a budget of £1,000.00 per year.

From this budget we purchase items on behalf of Graeme to enable him to undertake repairs and maintenance.

Deputy Town Clerk

March 2026

Implications

Wards Affected (All)

Financial (As stated in the report)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

- 1) Castle Gardens Bench 75: Temp repair end of last year – DLF to drop off to Graeme URGENT



- 2) Castle Gardens Benches

To be refurbished on site: 64 (Wilcox) 73 (Shakespeare) 76 (Dave Lewis) 71 (Pugh) 78 (Holt)



- 3) Castle Gardens Benches

Bench 82 (Norris) DLF to be delivered to Graeme when no 75 completed.



- 4) Castle Gardens Benches

On site work to strengthen bottom rail (as done in others in the town), refit plaque and re-stain wood and paint metal work.

83 (Macmillian), 69 (Keith May) 70 & 72



- 5) St John's Gardens

Replace Mayor Morris bench. Bench 34.



Requested taking old SC Broxap bench which was damaged outside old festival office and rebuilding.

6) Old Street Jubilee bench 25



Over the past three years there has been road work pavement work and building scaffolding. On site re staining and a bit of damage to the underside of the left arm - repairable on site.

7) Lower Galdeford. Bench 19 Repaired two years ago and requested plaque for John Coxill. Approved by Services Committee in June 2023 will confirm who is ordering the plaque.



8) Lower Galdeford. Bench 20 Right hand bench outside Mascall centre. To remove and rebuild as above.



Graeme Perks March 2026 - Ludlow's Wood Works volunteer bench repairer

ITEM 16.

REPLACEMENT OF HENLEY ROAD BENCH

REPLACEMENT OF HENLEY ROAD BENCH

Report No. S/25/61

Services Committee
8th April 2026

1. INTRODUCTION

- 1.1 Ludlow Town Council has approx. 100 benches around Ludlow.

Some are located on Town Council property (gardens and amenity areas) others are on road side locations.

2. RECOMMENDATION

- 2.1 To consider replacing the damaged bench.

3. BACKGROUND

- 3.1 A wooden slab end bench has been sited at this location on Henley Road for many years.



In November 2025 during a period of bad weather the large plane tree behind the bench split and a large section collapsed over the public highway (including landing on the bench).

3.2 The bench was well used and we have received several enquiries requesting that it is replaced.

4. **REPLACEMENT BENCH OPTIONS**

4.1 There are many options to replace the bench, however, it could be considered to replace it with a lower maintenance recycled plastic bench.

Manufacturer	Style	Length	Cost	Link	Image
Broxap	Ashwater	2m	£582.00	Ashwater Brown Park Bench Recycled Plastic Seating	
Broxap	Leith	1.5m	£577.00	Recycled Plastic Seat Leith Recycled Plastic Bench	
NBB recycled furniture	Hyde Park (with back)	1.5m	£696.00	Hyde Park Bench	
NBB Recycled furniture	Park seat with back	1.5m	£535.00	Park Seat with Back	
Glasdon	Eco rest	1.8m	£547.42	Eco-Rest™ Seat with Free Delivery - Glasdon UK	

Glasdon	Phoenix	1.8m	£608.40	Phoenix® Recycled Material Seat with Free Delivery - Glasdon UK	
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4.2 Alternatively we could purchase a bench identical to those used in the town centre.

The manufacturer is Broxap, the style is named the Blackburn seat and the cost is approx. £666.00.



5. **BUDGET**

5.1 There is a street furniture budget (302/4501) of £1,500 per year.

Deputy Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (As stated in the report)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

ITEM 17.

REFURBISHMENT OF CASTLE GARDENS WATER FOUNTAIN

REFURBISHMENT OF CASTLE GARDENS WATER FOUNTAIN

Report No. S/25/62

**Services Committee
8th April 2026**

1. INTRODUCTION

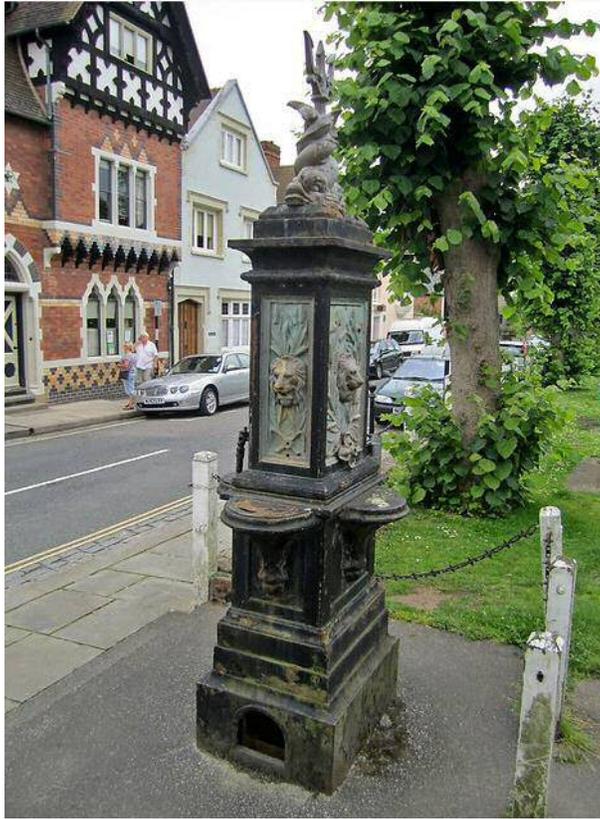
- 1.1 The 8ft tall cast iron water fountain in Castle Gardens was presented to the town by the Mayor, George Woodhouse, in 1908.

2. RECOMMENDATION

- 2.1 To consider the volunteer offer to refurbish the water fountain.

3. BACKGROUND

- 3.1 In 2015, Ludlow Town Council explored the possibility of reinstating the historic fountain to modern working order.
- 3.2 The Council decided against the idea because the fountain is within a site of significant archeological interest within Ludlow Castle's ancient scheduled monument designation. Whilst this in itself may not prevent works, it is a significant factor in the overall consideration; and the historic design of the fountain and exposure to direct sun are also problematic in terms of water hygiene and safety.
- 3.2 Ludlow Town Council acknowledges that they were grateful to Ludlow Civic Society for their work refurbishing and conserving the form of the historic fountain for the enjoyment of future generations. This was led by Tony Mahalski in 2014.



4. **VOLUNTEER OFFER**

- 4.1 Graeme Perks has volunteered to undertake metal work (to treat corrosion), and refresh the paintwork on the fountain in the same way as done previously by the Civic Society in 2014.



Tony Mahalski's family are keen for this work to be undertaken in his memory and would meet the cost of any materials.

5. BUDGET

5.1 No budget is required as materials will be donated.

6. NEXT STEPS

6.1 A specification will be agreed by the Town Clerk regarding work to be undertaken and when it will be undertaken with the necessary health and safety requirements.

This information will be retained for future use and maintenance.

Deputy Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (As stated in the report)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

ITEM 18.

**VOLUNTEER OFFER TO ASSIST WITH CASTLE GARDENS WALL &
POST PROJECT**

VOLUNTEER OFFER TO ASSIST WITH CASTLE GARDENS WALL & POST PROJECT

Report No. S/25/63

Services Committee
8th April 2026

1. INTRODUCTION

- 1.1 Castle Gardens are owned and maintained by Ludlow Town Council.
- 1.2 The retaining wall adjacent to the public highway, and the associated posts and chains, have been maintained as and when necessary.
- 1.3 However, the retaining wall and the posts and chains now require significant maintenance.

2. RECOMMENDATION

- 2.1 To consider the volunteer offer to assist with the post replacement and repairs.

3. BACKGROUND

- 3.1 The following information was provided to Services Committee in July 2025.

A SUMMARY OF AWORKS REQUIRED

Whilst as much original materials should be used/retained as possible, the following works are required:

- To repair sections of retaining wall that are showing signs of damage. To include where material will be sourced from, type of mortar etc.
- To realign the collapsed section of wall to accommodate the roots of the tulip tree (liaison with Shropshire Council required).
- To replace rotten posts with hardwood posts of the same size. A like for like replacement to be painted white.
- To strip back, repair, prep and repaint white all other posts.

- To replace chains that run between each post, as necessary, chains should be black and either a like for like replacement, or the original chain cleaned and refurbished.
- Where necessary, to replace railings around the canon with a similar design/material

The specification should also include how waste will be disposed of and to include recycling/reuse where possible.

3.2 The work is on the Council's project action plan with an aim of tendering for the work to be completed once a specification has been composed

4. VOLUNTEER OFFER

4.1 A volunteer, Graeme Perks, has offered to look at the timber posts (5 of which are missing and many of the others are in need of repair or replacement).

The initial task would be for Graeme to write a detailed report on timber post options, including the purchase of post options to compare. Graeme feels he can support the Town Council with this as his woodworking experience would be of assistance.

5. BUDGET

5.1 No budget would be required at this stage.

Deputy Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (As stated in the report)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

ITEM 19.

TURFING IN CASTLE GARDENS

TURFING IN CASTLE GARDENS

Report No. S/25/64

Services Committee
8th April 2026

1. INTRODUCTION

- 1.1 Castle Gardens is a well-used amenity space owned by Ludlow Town Council that consists of grassed areas, shrub beds, public seating and well paved pathways.

2. RECOMMENDATION

- 2.1 To consider the request from the Guerrilla Gardeners.

3. BACKGROUND

- 3.1 The Guerrilla Gardeners are a group of volunteers who undertake the majority of maintenance to the shrub beds and planting within Castle Gardens, with the support of the Direct Labour Force.

They take great pride in their work and are understandably keen to keep the area looking its best.

4. TURFING ISSUES

- 4.1 The need to re-turf some grassed areas has become necessary in recent years and the Guerilla Gardeners would like to undertake the job of preparing the ground and laying the turf later this year.

It is believed that no re-turfing has been done for over thirty years, which is an achievement for an area widely used by the public. The verges are particularly bad and are important to the Garden historically as well as protecting the shrub beds.

- 4.2 The areas which require re-turfing are shown on the attached plan and sketch in Appendix 1. Along with some photos below.



The total area is approximately 140m² to 150m².

The main areas requiring re-turfing are approximately 120m² and are adjacent to the large cherry tree and bench in the "western arm" of the gardens.

There are also about 5 "edge strips" with a total area of approximately 20m² along verges beside the planted borders (each strip is approx. 30cm wide).

- 4.3 Each of these areas would require temporary barriers to stop people walking across them for about 2 weeks whilst the new turf roots.

The ideal time to returf would be in the second half of September after the summer events are over and as footfall will gradually decrease.

- 4.4 The gardeners have researched the best turf suppliers and found Easylawn to be the best in quality, price and they cut to order so would be more cost effective.

Easylawn quote £498 for 150m² of turf. This includes VAT and delivery (provided they can combine our delivery with another delivery in the area, which they have said they can do if we give them some warning).

The gardeners would also need approx. 7 bags of soil improver/compost to add when turning the compacted soil before laying the turf. This can be purchased from Homecare for approx. £10 per bag.

5. BUDGET

5.1 Total budget required would be in the region of £570.

Amenities maintenance budget code (410/4222) has an annual budget of £7,240.00.

The volunteers would be willing to raise the money for this work if it is not available from Council budgets.

Deputy Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (As stated in the report)

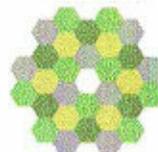
Health & Safety (None)

Law & Order (None)

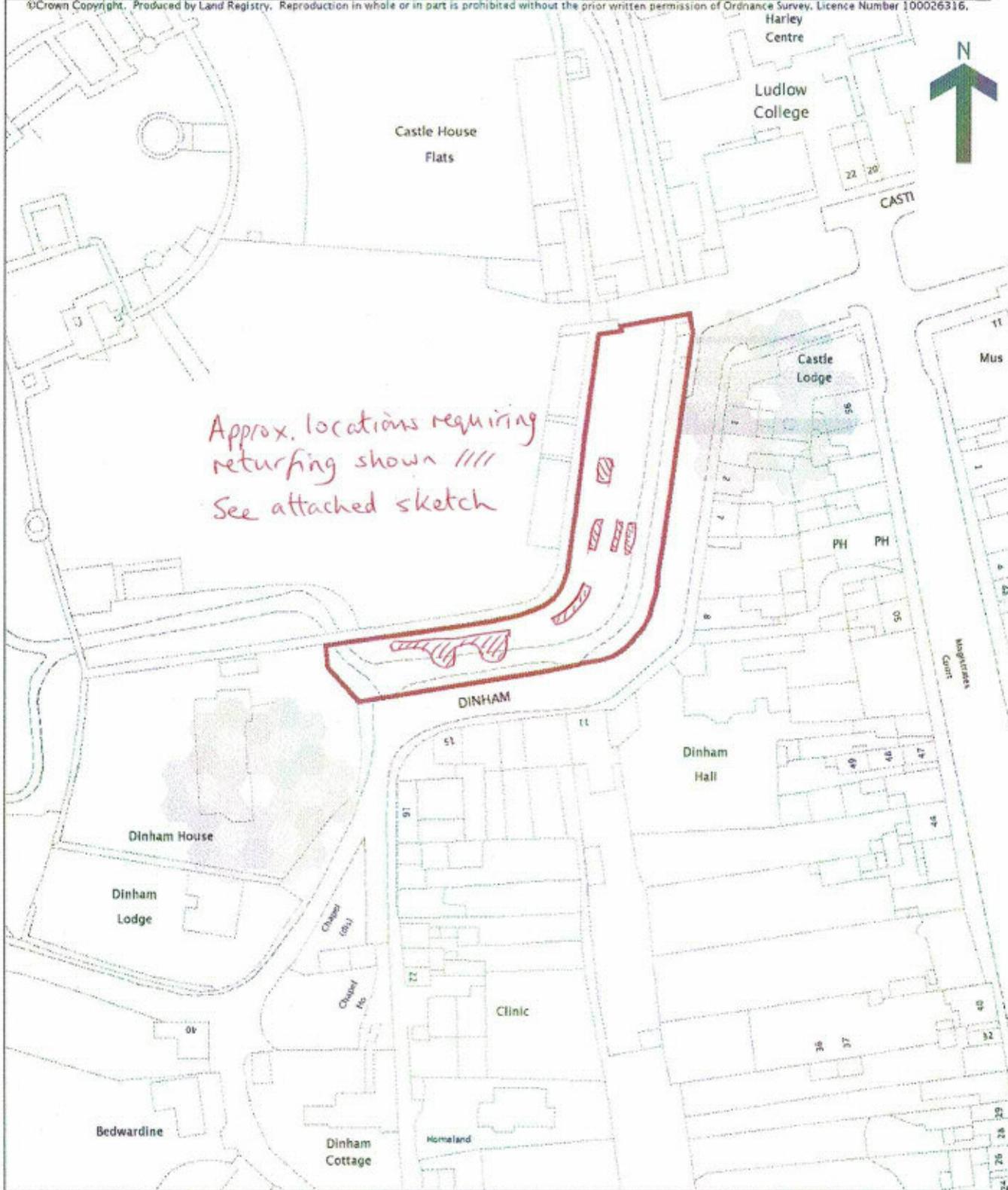
Environmental Implications (None)

Land Registry Official copy of title plan

Title number SL156997
Ordnance Survey map reference SO5074NE
Scale 1:1250
Administrative area SHROPSHIRE: SOUTH
SHROPSHIRE



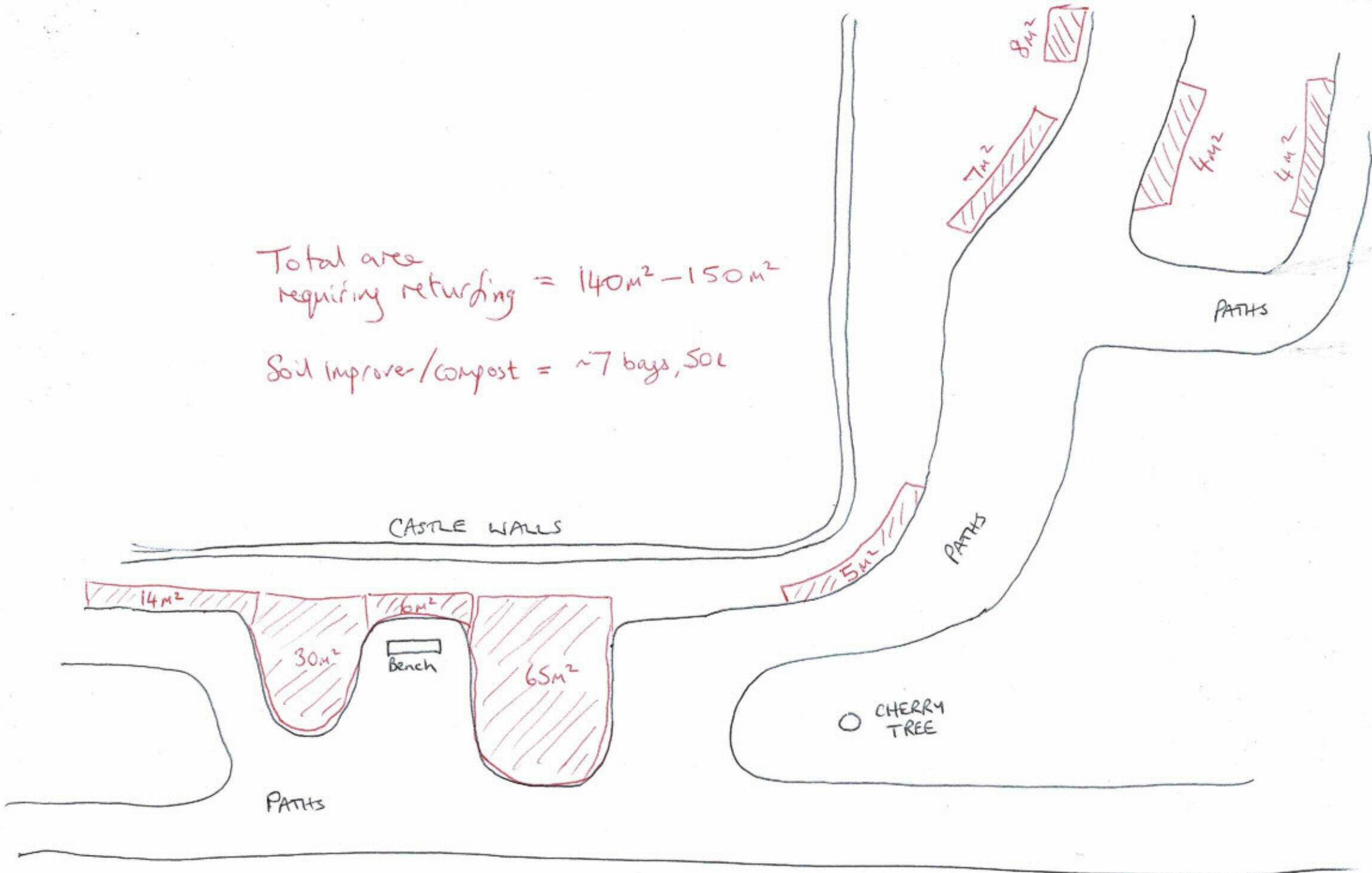
©Crown Copyright. Produced by Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316.



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Total area
requiring returfing = $140\text{m}^2 - 150\text{m}^2$

Soil improve/compost = ~ 7 bags, 50c



NOT TO SCALE

ITEM 20.

DIRECT LABOUR FORCE LEASE HIRE VEHICLES

LEASE HIRE WORK VANS

Report No. S/25/65

Services Committee
8th April 2026

1. INTRODUCTION

- 1.1 This report provides an update on the council's lease hire vehicles, the role of the council's vehicles, the associated costs, and the considerations to replace them.
- 1.2 The current lease hire agreement expires in September 2026. See Appendix 1.

2. RECOMMENDATION

- 2.1 To consider the benefits of direct purchase of vehicles over lease hire.
- 2.2 To consider requests from the workforce regarding changes to vehicles.

3. BACKGROUND

- 3.1 The Council's Direct Labour Force team are based at Henley Road cemetery and on a daily basis travel to the council's other sites to undertake, grounds maintenance, play area checks and maintenance, cleaning, building checks and maintenance, and event preparation.

In 2023 the Council decided to replace the existing with three vehicles because they were all in excess of ten years old, becoming unreliable and more expensive to maintain and repair. The new vehicles were three lease hire vehicles.

- 3.2 The Council also saw an opportunity to reduce its carbon footprint by replacing two vehicles with electric vans. The council needed to retain one diesel van to undertake towing of mowers.

4. CURRENT LEASE HIRE VEHICLES

- 4.1 In 2023 the Council lease hired one Citroen Dispatch Diesel van and two Citroen E-Dispatch vans on three-year lease hire.
- 4.2 **Lease hiring as a local authority is a long and problematic process** – there are very few vehicle suppliers and finance companies that will provide lease hire vehicles to a local authority. This will reduce the range of vehicles available to the council through lease hire.
- 4.3 In terms of spreading the cost lease hire is a good option. The annual cost including a maintenance package is £14,831.64, which was within the council current lease hire budget of £15,000.00 per annum.
- 4.4 The insurance cost per vehicle was £650, which was within the council's vehicle insurance budget of £2,500.00.
- 4.5 The hire of the e-vehicles gave an expectation that fuel expenditure would decrease.

ISSUES WITH THE E-VEHICLES

- 4.4 The electric vehicles have not been a huge success:
- All vehicles need to have towing capability to tow a trailer and tractor/ride on mower.
 - The maximum load of the electric vehicles is not sufficient for some tasks such as movement of sandbags etc.
 - You lose miles during cold weather to have heating on
 - the batteries are showing age (i.e. hold less charge),
 - they have to be charged during working hours and therefore work has to be co-ordinated around this,
 - relatively expensive using on street charging.

5. NEW VEHICLES OPTIONS

- 5.1 The request is for the 3 vehicles to be replaced with 2 large vans (e.g. Citroen Diesel Dispatch van that we have now) and 1 diesel crew cab tipper with a tail lift.

All vehicles should be diesel and have a tow bar fitted to enable pulling the trailer.

They should also all have the necessary marks/lighting for Chapter 8 roadside working.

A flat bed tipper is in many ways more useful than a van as it can be used for carrying waste (including litterbin contents), and large bulky items such as the saluting base, Santa's grotto and other large items.

- 5.2 Increasing to 4 vehicles would be an ideal scenario (2 small vans, 2 large vans and a tipper).

The small vans would be useful for tasks that don't require the movement of large pieces of equipment etc. such as visiting the Post Office, banking, meeting contractors for site visits, being on call etc.

All vehicles should be diesel and have a tow bar fitted to enable pulling the trailer.

They should also all have the necessary marks/lighting for Chapter 8 roadside working.

6. NEXT STEPS

- 6.1 To obtain quotes for purchase and lease hire of the vehicles required. Quotes to be considered by Services Committee on 10th June.

7. BUDGET

- 7.1 There is a budget of £15,000.00 per year for the lease hire of vehicles (500/4313).
- 7.2 Purchase options could be funded from:
- the budget code above - £15,000.00 per year for the lease hire of vehicles (500/4313).
and
 - 2026/27 500/4323 - £30,000
(the 2025/ 26 - 500/4323 has been allocated for the tractor and storage unit)
plus
 - EMR 337 - £32,000.00 (currently for the EV charging compound, but could be re-purposed if EV no longer an option)
and/or
 - EMR 353 Contingency Fund - £55,004.00

Town Clerk & Deputy Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (As stated in the report)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

16 MAR 2026

Alphabet (GB) Limited, Alphabet House, Summit Avenue, Farnborough, Hampshire, GU14 0FB

Gina Wilding
Ludlow Town Council
Mill Street
Ludlow
Shropshire
SY8 1AZ

Your Reference
MJ73VZY

Your Contact
Name Partner Support
Phone 0370 012 0324
E-mail indirectrenewals@alphabet.co.uk

Alphabet (GB) Limited
03 March 2026

Dear Ms Wilding

I am writing to remind you that your hire agreement for vehicle registration MJ73VZY ends on the 26/09/2026.

I hope you have enjoyed the vehicle and your contract experience with Alphabet.

As you approach the end of your agreement with us, it is time to start thinking about your next steps.

Your end of contract options

1. To discuss a **replacement vehicle**, please contact your supplying retailer Crownhawk Properties Limited T/A The LCV Group who will be happy to assist with any queries you may have.
2. If a friend or family member would like to **purchase** the vehicle, please visit our website www.alphabetdriversales.com or contact them via email on alphabetdriversales@bca.com. Please note that due to Inland Revenue Rules, we cannot sell the vehicle to you.

A purchase price can only be provided within 28 days prior to the end date of the agreement. Please note that the agreement holder will be responsible for any excess mileage or damage charge as set out in the agreement and below.

3. It may be possible to **extend** your current agreement, please contact your supplying partner Crownhawk Properties Limited T/A The LCV Group and they will advise whether this option is available to you and obtain a quote. Please be aware that the new quotation will take into account any increase in the total mileage and current market value of the vehicle. We require a minimum of one month's notice prior to the end date to consider an extension.
4. To book your **collection**, please contact your supplying partner Crownhawk Properties Limited T/A The LCV Group at least **14 days** before the end date and they will be able to arrange this for you. Alternatively, you can arrange You can book the collection of your vehicle via our website www.alphabet.com/en-gb/returning-your-vehicle.

If you have a **private plate** on the vehicle, we require **8 weeks' notice** to arrange for it to be removed and replaced. To remove the plate please contact us via email at cherishedtransfers@alphabet.com or phone 0844 264 3004.

The mileage allowance for your contract is 18,002 miles in total; there is an excess mileage charge of 17.61 pence plus VAT for each mile in excess of this mileage.

For full details of the vehicle collections process, including damage recharge information and Fair Wear & Tear guidelines, please visit our website www.alphabet.com/en-gb/returning-your-vehicle

Please note that you must continue to pay your monthly rentals in accordance with your agreement until the vehicle is returned to us.

If you pay via Direct Debit, please do not cancel this after your last rental. End of contract damage charges and excess mileage may be payable. These must be paid by the due date provided on the invoice to avoid late payment, and the potential for your credit file to be impacted. Should you wish to cancel your Direct Debit and pay these charges (should they be applicable) via BACs, please ensure that payment is made in full by the due date as set out in the invoice.

If you have already arranged the collection of your vehicle, or have recently extended your agreement, please ignore the contents of this letter.

We would like to make you aware of our updated Privacy Policy www.alphabet.com/en-gb/privacy-policy

If you have any further questions regarding this letter, we will be happy to help on either telephone Mon-Fri between 08:30 - 17:15 on 0370 012 0324 or email indirectrenewals@alphabet.co.uk

Yours sincerely
Richard Chadwick



Head of Indirect Sales
Alphabet (GB) Ltd

ITEM 21.

CHRISTMAS LIGHTS UPDATE

CHRISTMAS LIGHTS UPDATE

Report No. SS/25/66

Services Committee

8th April 2026

1. INTRODUCTION

- 1.1 Ludlow's Christmas lights are purchased and stored by the town council and tested and put up by contractors supported by the town council's outdoor team.
- 1.2 The Town Council's team works with Shropshire Council to ensure installations meet the required safety standards. Under the Highways Act 1980, section 178 – we are granted consent to erect Christmas lights over the public highway
- 1.3 Other considerations are: Part III of the Environmental Protection Act 1990:

Within the act, local authorities are obliged to investigate complaints about light nuisance. They will consider whether artificial light from a property unreasonably and substantially interferes with the use or enjoyment of a home or other premises, injures health or is likely to injure health. They will also address concerns about the safety of the lights, disruptions to neighbouring households, and excessive noise.

- 1.4 Further permission to attach lights to a public lamp post:

Legally, you must gain a permission to attach items to a street light. You cannot do so without permission. The local authority will approve when it is satisfied that your Christmas lights do not pose a risk to the safety of the public, or other highway equipment such as traffic signals. They will also check that any structures are strong enough to safely support your lights.

- 1.5 In its broadest sense, the annual timetable is new lights / repairs considered in April; anchor point testing in July; PAT testing and apply for permissions in September; lights up in October / November; lights down in Jan / Feb.

2. RECOMMENDATION

- 2.1 To note the operational update.
- 2.2 To consider the proposal from Cllr Addis.

3. CURRENT ISSUES

- 3.1 The contractor will meet with staff on 7th April to undertake site visits and discuss specifications for replacement lights for Bull Ring, King Street, High Street.
- 3.2 The lights in Broad Street also need to be considered because of the varying heights of anchor points, and some gapping.
- 3.3 The installation of a banner in High Street is no longer viable because of loss of permission for an anchor point.
- 3.4 Information from the site visit will be reported to Full Council in April

4. CLLR PROPOSAL

- 4.1 Cllr Addis has made the proposal attached to this report.

Town Clerk
March 2026

Implications

Wards Affected (All)

Financial (unknown)

Health & Safety (H&SAWA 1974)

Law & Order (Part III of the Environmental Protection Act 1990, Highways Act 1980, section 178)

Environmental Implications (Low – LED lights)

Hi Gina, Kate, and Cllr Cowell.

I would like Christmas lights to be added to services agenda, my proposal is...

Proposal for Christmas Lights Upgrade Programme

The current Christmas lights system incurs repeated annual costs included in the installation and removal. DLF costs, cherry picker hire, road closures etc.

The string lights on Corve street are different colours, there is a break in the lights by the compasses public house where the lights are blatantly a different colour light and it looks dire, although additional lights have been added to market square, they are minimal.

A 2023 consultation received support for upgrades (approx 400 responses)

<https://www.ludlow.gov.uk/news/christmas-light-s-consultation>

However, I am unable to view full results from survey that was undertaken as mentioned in agenda **FC 19.06.23**

In July 2023 council agreed

FC/122 CHRISTMAS LIGHTS REPORT RESOLVED (unanimous) GG/DL

To approve the launch of crowd funding for the new Christmas lights.

Our recent budgets have funds available for large projects and limited funds already allocated annually for Christmas lights, I think potentially, Cllr's on P&F could possibly confirm what budget they feel is achievable for this project but further investigation and consultation will probably be required first to get a better idea of costs involved. .

The 2025 Winter Festival switch-on was successful and well supported.

Long-term efficiency gains can be achievable via modern LEDs.

Ludlow is a popular, tourist town with many things happening all year round that could benefit from tailored lighting that remains in place and can be controlled to suit various events across the year.

Ludlow should be magical at Christmas time and further enhance its attraction to both residents and visitors.

Other towns feel more like a wonderland at Christmas and I believe we should be investing and improving continually each year with improvements ongoing indefinitely, we could potentially agree an annual upgrade scheme that ensures continuing improvements and enhancements.

Benefits for Ludlow

- Cost savings: Shift from annual disruption to one-time invest + low maintenance.
- Heritage/tourism fit: Subtle, weatherproof designs (warm-white LEDs, minimal visual impact off-season).
- Versatility: options that could be Programmable for Christmas, Food Festival, Remembrance, etc.
- Community/economic boost: Brighter high street attracts visitors/traders year-round.
- Seasonal additions, alongside all year round Lighting, making Ludlow more attractive.

Potential Steps (2026)

1. Spring/Summer 2026: Audit current assets + heritage constraints consultation (Shropshire planners).

2. Spring/Summer 2026: Consult public (survey, grow on previous surveys/consultations)
3. Summer 2026: Obtain site surveys/quotes from LED Specialists, potentially free surveys using companies that provide other councils.
4. Investigate potential funding/grants
5. Autumn 2026: Report with options.
6. Revive crowdfunding/sponsorship, although business is unlikely to contribute due to ongoing business costs being endured by both local and national government policies.
7. Winter 2026/27: Monitor current setup; plan for 2027 if approved.
8. Ongoing: Maintenance
9. Ongoing: Annual upgrades/improvement indefinitely within agreed budget.

Recommendation

Agree to form Working Group to enact upon agreed strategy or agree to progress within services committee passing to P&F or FC where required for budget approval.

Kind Regards

Cllr Pete Addis