



MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 20TH APRIL 2026** at **7.00 PM**.

FC/425 PRESENT

Chair: Councillor Lyle

Councillors: Addis; Childs; Cowell; Gill (7.14PM); Ginger; Harris; Hepworth; Maxwell-Muller; Owen; Parry; Scott-Bell; Tapley; Taylor and Ward.

Officers: Gina Wilding, Town Clerk
Helen Jones, Senior Administrative Assistant

FC/426 HEALTH & SAFETY

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

FC/427 RECORDING OF MEETINGS

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

FC/428 MEETING PROTOCOL

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

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

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair. Disruptive behaviour, undue pressure on officers, or prioritising personal interests above

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

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

FC/429 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Lyle	25	Proposed the item and is to be involved in the event.

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Childs	30	Knows the Chair of Ludlow Town Walls Trust.
Cowell	19 30	Knows the applicant. Knows the Chair of Ludlow Town Walls Trust.
Lyle	9 19 20 21 22	Knows the speaker as part of Flood Action Group. Knows the treasurer. Knows the library manager and some staff. Knows the treasurer. Knows staff within several of the organisations.
Maxwell-Muller	30	Knows the Chair of Ludlow Town Walls Trust.
Owen	30	Knows the Chair of Ludlow Town Walls Trust.
Parry	9 19 20 21 22	Knows the speaker. Knows the treasurer. Knows the library manager and some staff. Knows the treasurer. Knows staff within several of the organisations.

FC/430 PUBLIC OPEN SESSION (15 minutes)

There were four members of the public in attendance.

A resident of Ludlow representing Ludlow 21, invited councillors and staff to attend local screenings of the *People's Emergency Briefing*, a 45-minute film summarising a national climate emergency presentation shown at Westminster.

The film features non-climate experts discussing the climate crisis and aims to provide a shared understanding of its urgency.

Three local screenings are scheduled for 5th May (Blue Boar), 6th June (Methodist Church), and 27th June (Oscars). Ludlow 21 is hosting the events alongside national screenings and encourages community leaders to attend to support shared discussion and future planning around the climate crisis.

A resident of Ludlow requested responses to previously submitted Freedom of Information Act questions, stating that replies had not been received or were incomplete. The resident also raised concerns about the condition of Ludford Bridge and other town streets, and requested that Ludlow Town Council urgently raise these issues with Shropshire Council.

FC/431 LUDLOW POLICE UPDATE

No update was received from Ludlow Police.

FC/432 LUDLOW'S UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) reported concerns regarding road conditions in the town, particularly High Street and King Street. It was noted that wider works are proposed for the full bus route through the town, including surrounding streets. However, these works are currently delayed due to other ongoing town projects, updates will follow in due course.

FC/433 SEVERN TRENT

Phil Mark (Severn Trent) introduced the newly formed Community Flood Team, created to improve engagement with communities on flooding issues. The team has both a reactive role - attending and assessing flooding incidents during or shortly after heavy rainfall to identify causes - and a proactive role, including engaging with councils, flood groups, and residents to understand local concerns and act as a liaison within Severn Trent.

He also highlighted his role as a point of contact to help route wider Severn Trent-related issues to the correct departments and encouraged the community to report flooding or service concerns through official channels, while also offering support in following up locally raised issues.

Councillor Addis asked if there are plans to address recurring flooding on Henley Road. Phil Mark said he would investigate and confirm whether it is a Severn Trent asset issue or caused by other sources, and respond after review.

Councillor Owen raised complaints about prolonged utility works causing full road closures, access issues, and wider disruption along the Whitcliffe Road. Phil Mark

confirmed this is not a flooding issue but a service/operations matter and will be investigated and referred to the relevant internal teams.

Councillor Childs raised concerns about poor bathing water quality linked to storm runoff. It was clarified this may fall under other agencies (e.g. Environment Agency), but Phil Mark will liaise with specialist teams and provide further information.

Councillor Parry raised issues about lack of drainage causing mud on roads and pavements, and delays in reinstating excavations after works. Phil Mark acknowledged concerns, could not provide immediate answers, and will investigate.

FC/434 LUDLOW LIBRARY

The Ludlow Library item was brought forward on the agenda to facilitate questions with Councillor James Owen, Portfolio Holder for Housing and Leisure at Shropshire Council, regarding the request for funding support.

FC/435 RESOLVED MT/KC (unanimous)

That Shropshire Council be requested to convene a meeting with Ludlow Town Council and surrounding parishes within Ludlow Library catchment area to discuss potential proportional funding arrangements. The matter would be considered again by Council after this meeting.

FC/436 MINUTES

RESOLVED RO/MT (14:0:1)

That the minute FC/403 be amended and that the wording “That three quotes from local contractors be sought for the management and maintenance of the CCTV system, in line with the agreed technical specification, and that a historic timeline of the CCTV system to date be provided for reference” be struck and replaced with the wording “That three quotes from local contractors be sought for the management and maintenance of the CCTV system, in line with the agreed technical specification, and that the report requested by the Policy & Finance Committee on 1st September 2025 be submitted as soon as possible.”

FC/437 RESOLVED DL/KC (12:0:3)

That subject to the above amendment, the open and closed session minutes of **Council** held on 9th March 2026 be approved as a correct record and signed by the Chair.

FC/438 ITEMS TO ACTION

RESOLVED DL/KC (13:0:2)

That the Items to Action be approved.

FC/439 RESOLVED GG/TG (unanimous)

That, once completed, Items to Action be reported to the next meeting and subsequently removed from the list presented to the Council or Committee.

FC/440 CCTV

RESOLVED DC/VP (13:0:2)

Not to receive the background information and timeline of works relating to the CCTV project and await the report in relation to Policy and Finance minute from **13.10.25: PF/112 ITEMS TO ACTION** That a report be presented to Full Council on the history of the CCTV project, to include details of the selection of the contractor, costings, payment schedule, police contribution and accounting, and any other important correspondence.

FC/441 PROJECTS

RESOLVED PA/IMM (unanimous)

That the update on the council's priority projects Market Parking, CCTV and the Churchyard Walls, be received.

FC/442 CIVIC AWARDS

RESOLVED PA/SH (unanimous)

That the Civic Awards criteria and application form are approved for publication.

That the proposed delivery approach set out in Options 1 (proceed with current arrangements) and 3 (enhanced promotion and engagement) of the Options Appraisal is approved.

That the Council ensures transparency by publicly announcing award recipients and the general basis for their selection, thereby maintaining accountability and public confidence in the process.

FC/443 FUTURE FOCUS SURVEY FEEDBACK

In response to the survey feedback, the council:

RESOLVED MT/IMM (unanimous)

To strengthen partnerships with local community groups, and to further consider this at a future Council meeting.

FC/444 RESOLVED DL/VP (unanimous)

To clearly communicate the respective roles and responsibilities of the Town Council and the unitary authority to improve public understanding and manage expectations.

To use survey findings to inform a clear set of Town Council priorities, particularly focusing on high-visibility public realm issues.

To position the Town Council as a community leader and advocate, particularly in relation to street scene and environmental quality.

To strengthen communication and visibility of Town Council activities, ensuring residents can clearly see areas of impact.

To develop a structured engagement approach with the unitary authority to address shared priorities, particularly street cleaning and environmental maintenance.

To undertake preparatory work on potential service devolution in high-priority areas identified by residents.

FC/445 CHRISTMAS LIGHTS

RESOLVED PA/DW (11:2:2)

That a newly established Task & Finish Group consider the design of the new lights before approval and a further report is brought back to Full Council for a decision.

Councillor Harris left the meeting at 8.31PM.

FC/446 AGE-FRIENDLY TOWNS

RESOLVED (unanimous)

That an Age-Friendly survey be undertaken to identify key local needs and priorities and to inform future actions.

Councillor Harris returned to the meeting at 8.34PM.

FC/447 SHROPSHIRE COUNCIL BIN COLLECTIONS

RESOLVED DC/IMM (12:1:2)

That the service failure and its impact on the town, be noted.

FC/448 PROJECT SUPPORT GRANT

RESOLVED PA/GG (14:0:1)

That the application for Project Support Grant funding from Ludlow French Twining Association for £300.00 is approved.

FC/449 BOXING CLUB REQUEST

RESOLVED PA/VP (unanimous)

To agree in principle to the proposed alterations, subject to the tenant submitting the required plans, method statement and compliance confirmations, with authority delegated to the Town Clerk to issue formal written consent subject to appropriate conditions.

FC/450 CORE GRANT FEEDBACK

RESOLVED MT/PA (unanimous)

That the feedback from 2025/26 core grant funding recipients be received.

FC/451 NEIGHBOURHOOD GOVERNANCE

RESOLVED DL/DW (unanimous)

That the motion entitled 'Ensuring an Influential Role for Parish/Town Councils in Neighbourhood Governance' as set out in the Neighbourhood Governance Pack be approved.

This Council notes:

1. That the Government's English Devolution and Community Empowerment (EDCE) Bill introduces a new duty on all local authorities to establish "effective neighbourhood governance" structures, with further detail to be set out in forthcoming regulations.
2. That the Government has stated it wants all local authorities to have a way of working with neighbourhoods "so they are not relying on town and parish councils to do it," indicating that parish and town councils may not automatically be recognised as the primary neighbourhood governance mechanism.

3. That the Secretary of State will have powers to define neighbourhood areas and set criteria for neighbourhood governance arrangements, but these definitions and criteria have not yet been published, creating uncertainty about the future role of parish and town councils within the new framework. [nalc.gov.uk]
4. That parish and town councils are the most local and democratically accountable tier of government, with established relationships in communities and a strong track record of facilitating local engagement and service delivery.

This Council believes:

1. That parish and town councils should play a central and influential role in any new system of neighbourhood governance, reflecting their democratic mandate and deep local knowledge.
2. That any new neighbourhood governance structures should complement, not duplicate or marginalise, existing parish and town councils.
3. That clear guidance from Government is essential to avoid confusion, overlap, and the dilution of local democratic accountability.
4. That parish and town councils are offered the opportunity to join any neighbourhood governance structures created in their area.;

This Council resolves to:

1. Call on our local Member of Parliament to press the Secretary of State for Housing, Communities and Local Government to:
 - Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
 - Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
 - Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.
2. Write to the MP enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
3. Engage with our principal authority to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
4. Publicly communicate this Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.

FC/452 MAY FAIR RIDE

RESOLVED PA/AT (unanimous)

That the inclusion and location of a new Star Flyer ride be approved.

FC/453 SHAKESPEARE SHOUT DAY

RESOLVED PA/KC (unanimous)

To approve use of Ludlow Town Council logo and participation of the Mayor, Cllr Lyle for the Shakespeare Shout event on Thursday 23rd April 2026.

FC/454 COMMITTEE RECOMMENDATIONS

RESOLVED RO/MT (13:1:1)

That the following recommendations from the Policy & Finance Committee on 2nd March 2026 be approved:

POLICY REVIEW

a) Corporate Governance Policy

RECOMMENDED RO/MT (4:1:1)

That:-

- a) the Corporate Governance Policy, be adopted
- b) clarity be provided on the difference between principles in the policy and those from CIPFA.

PF/208 b) Health and Safety Policy and Handbook

RECOMMENDED RO/KC (5:0:1)

That the Health and Safety Policy and Handbook, subject to the inclusion of "vaping" where reference is made to "smoking", be adopted.

PF/209 c) Sexual Harassment Risk Assessment

RECOMMENDED RO/ISB (Unanimous)

That the Sexual Harassment Risk Assessment, be adopted.

PF/211 b) Recommendations

RECOMMENDED RO/DL (5:0:1)

That:-

- a) purchase of a banner to be hung under the market stall canopy to be more easily identifiable at the Green Festival and other events, be approved.
- b) casual enquiry be made to the landowner of the Budgens old site to establish what the 'park' is going to look like and how long it is likely to be there?

PF/233 b) Communications Policy

RECOMMENDED RO/IMM (9:1:0)

That the Communications Policy:-

- a) subject to the amendment of the Communications Protocol paragraph 4.4 to replace the sentence "Matters for information to other Councillors should normally be directed via the Town Clerk and e-mails to other agencies should be copied to the Town Clerk." with "Matters for information to other Councillors and e-mails to other agencies should be copied to the Town Clerk."
- b) subject to the amendment of the Communications Protocol paragraph 5.3 to replace the sentence "All media enquiries must be directed to the Town Clerk, Marketing & Communications Officer, or appointed spokesperson." with "The Town Clerk, Marketing & Communications Officer, and/or appointed spokesperson shall be informed of all media enquiries."
- c) be adopted.

Also the following recommendations from the Policy & Finance Committee on 13th April 2026 be approved:

PF/234 c) Standing Orders

RECOMMENDED MT/DW (9:0:1)

That the Standing Orders, subject to final agreement on the wording of paragraph 9f, be adopted. The final agreed wording for 9f is: The Proper Officer and the Chair (or, if not available, the Vice-Chair) of the forthcoming meeting shall meet to discuss the agenda at least 6 clear days before the meeting. The decision of the Proper Officer as to whether any motion is clear, proper and lawful shall be final. Provided any motion proposed has been submitted in accordance with Clause 9b and has not been found unclear, improper or unlawful, such motion shall be included in the agenda of the forthcoming meeting.

PF/237 TERMS OF REFERENCE

RECOMMENDED RO/MT (Unanimous)

That the current Policy and Finance Terms of Reference be readopted at the Annual General Meeting.

FC/455 RESOLVED KC/PA (14:0:1)

That the following recommendations from the Services Committee on 8th April 2026 be approved:

S25/177 CHRISTMAS LIGHTS UPDATE

RECOMMEND PA/IMM (unanimous)

That a Town Lighting Display Task and Finish group is set up with membership including Ludlow Chamber with a remit to research options for across street lighting and display features for summer and winter.

FC/456 MEETING EXTENSION

RESOLVED DL/KD (unanimous)

That the meeting be extended for 30 minutes.

FC/457 COMMITTEE MINUTES

RESOLVED RO/MT (13:1:1)

That the minutes of the Policy & Finance Committee on 2nd March 2026 be received.

FC/458 RESOLVED SH/KC (12:0:3)

That the minutes of the Representational Committee on 24th March 2026 be received.

FC/459 RESOLVED ISB/DL (13:0:2)

That the minutes of the Staffing Committee on 26th March 2026 be received.

FC/460 RESOLVED KC/PA (12:0:3)

That the minutes of the Services Committee on 8th April 2026 be received.

FC/461 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED DL/MT (unanimous)

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

The meeting closed at 9.13PM.

Town Mayor

Date

Closed session minutes will be issued for this meeting.