



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

01584 871970

townclerk@ludlow.gov.uk

Despatch date: Friday 9th January 2026

You are summoned to attend a meeting of the
Services Committee on
Wednesday 14th January 2026
At The Guildhall, Mill Street, Ludlow.

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Pride of Place litterpicks
- Ludlow History Festival
- Summer bunting in the market area

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 26th November 2025**.

9. ITEMS TO ACTION

To note the items to action sheet from **Wednesday 26th November 2025**.

ITEM	Attachment
10. <u>FINDINGS OF ANNUAL PLAY AREA INSPECTIONS</u> To note the complete findings of the reports and work to be completed.	10
11. <u>PRIDE OF PLACE LITTERPICKS</u> a) To note the arrangements made for the first litter pick on Saturday 17 th January 2026. b) To consider the purchase of hi-vis vests.	11
12. <u>LUDLOW HISTORY FESTIVAL</u> To approve the request on the basis that it is subject to risk assessments and consent of specific details by the Town Clerk.	12
13. <u>SUMMER BUNTING FOR MARKET AND EVENT SQUARES</u> To consider the options for summer bunting in the market area.	13
14. <u>CCTV IN LUDLOW</u> To note the updated information regarding CCTV in the town.	14
<p style="text-align: center;">M e m b e r s h i p</p> <p>Councillors Addis, Childs (Vice Chair), Cowell (Chair), Gill, Ginger, Harris, Hepworth, Lyle, Maxwell-Muller, Parry, Tapley and Taylor.</p>	
<p style="text-align: center;">Notes</p> <p>The next Services Committee meeting will be held on Wednesday 25th February 2026</p>	

ITEM 8.

MINUTES

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 26TH NOVEMBER 2025** at **7PM**

S25/084 PRESENT

Chair: Councillor Cowell

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

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

S25/085 ABSENT

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

S25/086 WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION

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

S25/087 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.

S25/088 MEETING PROTOCOL

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

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

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

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

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

S25/089 APOLOGIES

Apologies were received from Councillor Gill, Councillor Ginger, Councillor Hepworth and Councillor Taylor.

S25/090 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared

Conflicts of Interest

None declared

Personal Interests

Councillor Lyle

Knows Chair of Rugby Club
Former member of Friends of Ludlow Museum
Knows the Guerilla Gardeners
Knows the Local to Ludlow market manager

Councillor Maxwell Muller

Former Chair Friends of Ludlow Museum

Councillor Addis

Knows Rugby Club Chairman

S25/091 PUBLIC OPEN SESSION (15 minutes)

The Market Manager of the Local to Ludlow Producers Market made the following presentation:

The Local to Ludlow Market has been trading every 2nd & 4th Thursday for 25 years. It is a campaign that promotes the production and sale of locally produced food, drink and other items made within 30 miles of Ludlow. We are formally a farmers' market and support more than 40 small local businesses that are the backbone of our local food & drink economy. We are a not for profit community interest Company whose surplus goes into educational activities for young people.

In 2026 our 4th Thursday is Christmas Eve, many of our traders are unwilling to trade on that day for a variety of reasons, so we are requesting to trade on Thursday 17th December as an alternative.

S25/092 LUDLOW UNITARY COUNCILLORS SESSION

No Unitary Councillors were present.

S25/093 MINUTES

RESOLVED PA/DL (unanimous)

That the minutes of the Services Committee meeting held on Wednesday 15th October 2025 be approved as a correct record and signed by the Chair.

S25/094 ITEMS TO ACTION

RESOLVED DL/KC (unanimous)

That the Items to Action from the Services Committee on Wednesday 15th October 2025 be noted.

S25/095 HIRE OF PUMP TRACK/YOUTH FESTIVAL – WHEELER ROAD RECREATION AREA

RESOLVED KC/PA (unanimous)

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.

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

RESOLVED KC/DC (unanimous)

To write to the Rugby Club outlining the terms under which permission 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.

S25/097 FRIENDS OF LUDLOW MUSEUM

RESOLVED KC/DL (unanimous)

That the Dissolution of Friends of Ludlow Museum be noted.

S25/098 RESOLVED PA/DL (unanimous)

That the report provided to the Civic Society in their new role as Museum supporter be accepted.

S25/099 TREE STUMP REMOVAL AT CASTLE GARDENS

RESOLVED PA/DL (unanimous)

That the stump of the dead Maple tree in Castle Gardens be left in situ for wildlife habitat.

S25/100 ANNUAL FEES AND CHARGES 2026/2027

RESOLVED PA/DL (unanimous)

That the suggested fees and charges for 2026/2027 including inflationary increases where applicable be approved.

S25/101 ANNUAL PLAY AREA INSPECTIONS

RESOLVED KC/PA (unanimous)

That the annual play area inspection reports be noted. That urgent works identified within the report have been completed.

S25/102 CCTV STATUS UPDATE

RESOLVED PA/DL (unanimous)

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 to be installed at Ludlow Library, Henley Road, & Fishmore Road.

S25/103 PRODUCE MARKET DATES FOR DECEMBER 2026

RESOLVED PA/IMM (unanimous)

That the request from Local to Ludlow Producers Market to amend their market trading date from 24th December 2026 to 17th December 2026 be approved.

S25/104 LUDLOW MARKET UPDATE

RESOLVED KC/DL (unanimous)

That the update from the Market Officer be noted.

S25/105 RESOLVED DL/DC (unanimous)

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.

S25/106 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED KC/PA (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 7.41pm.

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 26th NOVEMBER 2025** at **7PM**.

S25/107 ANTI-SOCIAL BEHAVIOUR AT HENLEY ROAD CEMETERY

RESOLVED PA/IMM (unanimous)

Following recent vandalism at the site, to approve a temporary measure of purchasing and installing four cameras at a cost of £280.00. A permanent CCTV camera installation is to be scoped by a contractor and reported back to Committee.

S25/108 HEDGE AT HENLEY ROAD CEMETERY

RESOLVED PA/IMM (unanimous)

That more quotes be sought for the hedge cutting at Henley Road Cemetery, bought back to a future Committee.

The meeting closed at 8.08pm.

Chair

Date

ITEM 9.

ITEMS TO ACTION

Services Committee
Items to Action

15/10/2025

ITEMS COMPLETED				
S23/080	<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?	To obtain a date when the CCTV will be connected. Update on progress required.		
	<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.			
S24/181	<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: <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 provided by the society & mulch be put down during planting. 	Inform Civic Society of Committee decision.	Complete	May 2025

Services Committee
Items to Action

15/10/2025

	<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	<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.	Contact Flowbird	Complete	May 2025
S24/184	<u>TOWN CENTRE TREE PLANTERS</u> That two tree planters containing Mountain Ash saplings, currently located on Events Square, are relocated to Castle Gardens on a permanent basis.	Planters to be relocated	Complete	May 2025
S24/186	<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.	Contact LLanerch Arboriculture to arrange survey.	Complete	May 2025
S24/187	<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.	Contact Think Graphic to arrange for signs to be done.	Complete	May 2025.

Services Committee
Items to Action

15/10/2025

S24/180	<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.	Inform Incredible Edible of decision & arrange public consultation. (KA)	Letter sent & online survey for consultation arranged.	Complete May 2025.
S24/181	<u>TOWN CENTRE PLANTING</u> That the red, white & blue planting scheme for 2025 to commemorate the 80th anniversary of VE Day be approved.	Arrange planting (JR/GW)	Complete	May 2025
S24/101	<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.	Approach civic Society for advice. (KA)	Request sent to Civic Society. Resent 12 th March. Response received June 25. Report to be bought back to Services.	Complete July 25.
S25/023	<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	Letter sent to residents (GW)	Complete.	July 2025

Services Committee
Items to Action

15/10/2025

	Ludlow Town Council takes the matter seriously organiser.	Contact May Fair organiser. (GW)	Complete	July 2025
S25/039	<u>CASTLE GARDENS – REQUEST FROM GUERRILLA 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.	Advise GG's of decision. Collect and deliver manure to Castle Gardens.	Complete	Complete. July 2025
S25/042	<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.	Quotations brought to Sept 2025 Services Committee.	Complete	Sept 2025
S25/059	<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.	Severn Trent to be updated.	Complete	Sept 2025
S25/055	<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.	Discussed with Comms and Marketing Officer.	Complete	September 2025

Services Committee
Items to Action

15/10/2025

S25/012	<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.	Costings to be sought for widening of path & a wider arch. (CA)	Report to services Committee 15/10/25	October 2025
S25/041	<u>API NATIONAL PLAY STRATEGY</u> To ask Shropshire Council what action they will be taking in relation to the play strategy.	Approach Shropshire Council.	Complete	August 2025
S25/063	<u>QUOTATIONS FOR TREE WORKS</u> That the quotation of £2,390.00 +VAT from Benbow Brothers Ltd be accepted.	Awaiting Benbow Brothers to complete the works.	Complete	October 2025
S25/074	<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.	Contact current co-ordinator	Complete. Handover agreed.	October 2025
S25/079	<u>PLANTING TASK AND FINISH GROUP</u> To approve the following recommendations: <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. 	Actions passed to Planting Task and Finish Group	Complete	October 2025

Services Committee
Items to Action

15/10/2025

	<ul style="list-style-type: none">• 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.		<div>Complete</div> <div>November 2025</div>	
S25/081	<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.	Contractor informed and date scheduled for 8 th December		
S/24/155	<u>SHROPSHIRE COUNCIL PLAY AREA INFORMATION</u> That a risk assessment and ground zero costings be bought back to Committee for consideration.	To create the framework for a ground zero costing and risk assessment (GW)		
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.	

Services Committee
Items to Action

15/10/2025

			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)		
June 2023				
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)	Awaiting response from SC. Chased up 16.9.2023 No mention of boundaries on deeds.	
September 2023				
S23/062	<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	Ongoing (KA)		

Services Committee
Items to Action

15/10/2025

	consideration, with costings.			
February 2024				
S23/150	<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.	Contact signwriter for quotes. (KA/JC)		
April 2024				
S23/175	<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 back to Committee for consideration.	Contact signwriter for quotes. (KA/JC)		
October 2024				
S24/075	<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.	Market Officer to bring report to next meeting. (TC/Border Computers)	Market traders consulted and Wi-Fi hub not required. Complete	November 2025

Services Committee
Items to Action

15/10/2025

January 2025				
S24/155	<u>SHROPSHIRE COUNCIL PLAY AREA 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).	Chased SC for information – August 2025 (KA)		
S/24/155	<u>SHROPSHIRE COUNCIL PLAY AREA INFORMATION</u> That a risk assessment and ground zero costings be bought back to Committee for consideration.	To create the framework for a ground zero costing and risk assessment (GW)	Template created & approved by Committee.	Complete April 2025.
S24/165	<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 (leylandii) in Castle Gardens; and that all works are undertaken by a suitability qualified contractor.	Application to be processed. (KA)		
APRIL 2025				

Services Committee
Items to Action

15/10/2025

S25/016	<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.	Obtain quotes for card payment charges. (KA)		
S25/020	<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.	Contact two fabrication companies for quotes. (GW)		
JULY 2025				
S25/040	<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 £305.00. The expenditure will be from budget code 302/4222.	Contact volunteers & purchase required materials.	Awaiting further information from volunteers	
S25/043	<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.	Costings for materials to be sought. (Incredible edible to fund trees)?23/4/25 meeting S24/180		

Services Committee
Items to Action

15/10/2025

SEPTEMBER 2025				
S25/054	<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.	To look at signage costs and options. Bring back to Services Committee.		
OCTOBER 2025				
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.			
S25/082	<u>HENLEY ROAD CEMETERY BABIES AREA</u> That a report be brought 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.			

ITEM 10.

FINDINGS OF ANNUAL PLAY AREA INSPECTIONS

FINDINGS OF ANNUAL PLAY AREA INSPECTIONS

Report No. S/25/40

**Services Committee
14th January 2026**

1. INTRODUCTION

- 1.1 This report is to update members on information relating to our three equipped play areas at Linney Riverside Park, Wheeler Road play area/skate park, and Housman play area.

2. RECOMMENDATION

- 2.1 To note the findings of the reports and work to be completed.

3. BACKGROUND

- 3.1 Routine play area inspections are undertaken weekly by a qualified member of staff to ensure the play equipment and site is safe for use.
- 3.2 Annual independent play area inspections are also undertaken in Autumn every year. This is a health and safety requirement.

4. ANNUAL INSPECTION REPORTS

- 4.1 The annual inspections took place on 3rd November 2025 and the full reports were brought to Services Committee in November 2025.
- 4.2 A full list of issues, and associated actions, is shown in Appendix 1.

5. NEXT STEPS

- 5.1 Low priority work that has little or no expenditure (less than £100) will be completed as part of a schedule of work by the DLF.

Larger jobs, along with those which require quotes from the manufacturer, will come back to Services Committee for consideration in April 2026 along with details of suggested budget expenditure.

Deputy Town Clerk
January 2026

Implications

Wards Affected (All)

Financial (As stated in the report)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

Play area works summary – Annual Inspections 2025

Linney play area – High risk

Disabled access: Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

Item	Work required	Risk rating	Work
Cable runway	<ul style="list-style-type: none"> Visual inspection of cable and fixing points from ground level. The main cable and fixing security need to be thoroughly inspected by manufacturer. 	Not rated	Arrange inspection.
	<ul style="list-style-type: none"> There is some strimmer/machinery damage apparent on the posts – monitor for deterioration (rot) and replace as required. 	Low	Monitor
	<ul style="list-style-type: none"> The chain links are worn excessively and require renewing - replace 	Moderate	Out of use
	<ul style="list-style-type: none"> The fixings have corroded excessively – replace corroded fixings (seat) 	Moderate	DLF
	<ul style="list-style-type: none"> The seat frame is corroding – monitor for further deterioration and replace as required. 	Low	DLF
	<ul style="list-style-type: none"> Grass mats are silted up and soil is compacted – reinstate as required 	Low	DLF
	<ul style="list-style-type: none"> Surface has subsided in some areas (near ramp) – monitor for further deterioration. 	Low	KA to look at options.
	<ul style="list-style-type: none"> Surface has eroded in some areas – reinstate. 	Low	DLF
	<ul style="list-style-type: none"> The height of the seat is less than 350mm when loaded and does not meet the requirements of BS EN 1176 Part 4– ensure seat is a minimum of 350mm above ground level when loaded with 69.5kg 	Moderate	DLF remove chain link.
	<ul style="list-style-type: none"> The nylon inserts are worn or missing at the point the cable enters the travellers – replace as required. 	Very low	Price /Wicksteed
	<ul style="list-style-type: none"> The shackles are worn in excess of 80% and require renewing – replace worn shackles immediately 	High	Equipment currently out of use
	<ul style="list-style-type: none"> The traveller brake is worn/damaged, and the item is not operating correctly – repair/replace. 		
	<ul style="list-style-type: none"> One of the starting platform supports appears under stress and is arching 	Low	

	<ul style="list-style-type: none"> – monitor for any further stress • The seat connection cannot be inspected without dismantling the seat – dismantle to inspect for wear. • There is or are fixings missing on the damper plate – replace all missing fixings. • The seat is less than 2m from the post when extended at 45 degrees at the end of the arc of travel and does not meet the requirements of BS EN 1176 Part 4 – adjust the cable stop position to ensure the minimum distance is maintained. • Cable ties are present on the frame and there are sharp projecting ends – remove • The tree canopy overhangs the equipment and is less than 2m away – lift tree canopy to ensure a minimum clearance of 2m from the equipment 	<p>Low</p> <p>No priority</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Price/ Wicksteed</p> <p>Monitor</p> <p>Check with DLF</p> <p>Wicksteed</p> <p>Wicksteed</p> <p>DLF</p> <p>DLF</p>
Boulders	Moss/algae growth apparent - Clean and maintain	Low	DLF
Log climber	<ul style="list-style-type: none"> • Timber has a number of splits/shakes and this may affect stability – monitor to ensure the splits don't cross through fixings points and cause instability • Algae/moss on the surface of the equipment – clean and treat appropriately. • The ropes/nets are worn/damaged in places – monitor for any further deterioration and repair or replace as required. • There is/are fixings missing on the item – replace missing fixings • There is some trimmer/machinery damage apparent on the posts – monitor for any deterioration (rot) and replace as required. • There are finger entrapments in the redundant holes in the posts and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers – remove entrapments • The grass mats are silted up, the soil is compacted, and the area will become very slippery when the soil is wet – reinstate as required • Notable evidence of chain wear – monitor and replace when 40% worn 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Very low</p> <p>Low</p> <p>Low</p>	<p>Monitor</p> <p>DLF</p> <p>Wicksteed</p> <p>Wicksteed</p> <p>Monitor</p> <p>Wicksteed replace missing timbers</p> <p>Monitor</p> <p>Monitor</p>

Trapeze rings	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard.	Very low	Monitor
Overhead rotator	<ul style="list-style-type: none"> Grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface – consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required. There are gaps opening between the grass mat tiles, the edges of the grass mat surface area raised/lifting above the surrounding surface – reinstate surface. The surfacing is severely damaged – repair damaged areas of surfacing Seat connection cannot be inspected without dismantling – dismantle to inspect. The chain links are worn excessively and require renewing – replace worn chains The paint is flaking off the metalwork – rub down and re-paint. The bushes are worn or missing – replace worn or missing bushes 	Low	To consider alternative option.
		Low	As above
		Moderate Not rated	As above DLF
		Moderate	DLF
		Low Low	DLF DLF
Single point swing	<ul style="list-style-type: none"> The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface – Consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained. Fixing pins have been installed in the impact areas of the grass mats – remove pins from impact areas There is moderate damage to the surface – repair the damaged areas of surfacing. There are gaps opening between the grass mat tiles – provide additional ties or reinstate surface. The surfacing dimensions are short and do not meet with the requirements of the current applicable standard – monitor, no remedial action recommended. The chain openings are in excess of the 8.6mm as recommended by BS 	Low	To consider alternative option.
		Very low	As above
		Moderate	As above
		Moderate	To consider alternative option
		Very low Very low	Monitor Monitor

	<p>EN 1176 Part 1 – monitor no remedial work required.</p> <ul style="list-style-type: none"> • The chain links are worn excessively and require renewing – replace • The bushes are worn or missing – replace worn or missing bushes • There is/are bolt cap covers missing or damaged on the item – replace missing or damaged bolt cap covers 	<p>Low</p> <p>Low</p> <p>Very low</p>	<p>DLF</p> <p>DLF</p> <p>DLF</p>
Embankment slide	<ul style="list-style-type: none"> • The grass mats are silted up and the soil is compacted – consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained. • The edges of the grass mat surface are raised/lifting above the surrounding surface – reinstate as required and remove trip hazard • There are gaps opening between the grass mat tiles – provide additional ties or secure/reinstate surface. • There are holes in the surrounding surface that may have been created purposely by users – infill to provide a sound reasonably level surface. • There are a number of dents in the slide surface – monitor for any further deterioration and repair as required 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Very low</p>	<p>To consider alternative option.</p> <p>DLF</p> <p>DLF</p> <p>DLF</p> <p>Monitor</p>
Cradle swings	<ul style="list-style-type: none"> • The grass mats are silted up and the soil is compacted – consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained. • Crucifix or T connectors should have at least two complete chain links through the connector to meet with the manufacturer recommendations – rectify installation to ensure at least two complete links are through the connectors. • The split pins are missing from the shackles – insert split pins to secure the shackles • The seat has minor damage or wear – monitor for further deterioration and replace as required. • The timber has a number of splits/ shakes, and this may affect the stability – monitor to ensure the splits do not cross through fixing points and cause instability. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>To consider alternative option.</p> <p>DLF</p> <p>DLF</p> <p>DLF</p> <p>Monitor</p>

	<ul style="list-style-type: none"> There is some evidence of fire damage to the item – monitor for any further deterioration and repair as required 	Low	Monitor
Flat swings	<ul style="list-style-type: none"> The grass mats are silted up and the soil is compacted – consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained. There is moderate damage to the surface – repair the damaged areas of surfacing. The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 Part 1 – monitor, no remedial work required. The chain links are worn in excessively and require renewing – replace worn chains. The shackles are worn in excess of 40% and require renewing – replace worn shackles The bushes are worn or missing – replace. The swing seat connectors are loose – tighten to secure The timber has a number of splits/shakes, and this may affect the stability – monitor to ensure the splits do not cross through fixing points of the structure. There are areas or parts of the timber support on the structure that have rotted – replace all affected timbers 	Low Moderate Very low Low Low Low Low Low Moderate	To consider alternative option DLF Monitor DLF DLF DLF DLF Monitor Get price to replace
Traverse wall	<ul style="list-style-type: none"> Consider replacing missing components 	Very low	Monitor
General site	<ul style="list-style-type: none"> Contact RLSS (Royal Life Saving Society) and ensure an appropriate risk assessment is in place. There are projecting bold threads present with the site sign. There is surface corrosion/rust present on the sign – consider treating Litter bin – the bin is not securely fixed to the surface and there is some possibility of the item tipping or rolling over. There is surface corrosion present, and a number of fixings have worked loose. DO WE STILL HAVE A BIN AVAILABLE FROM ST JOHNS? 	Low Low Low Low	In place, monitor Monitor Get price DLF to replace, bins already purchased?
Small Picnic tables	<ul style="list-style-type: none"> There are projecting threads present – remove excess and deburr. There is algae or moss on the surface of the equipment – clean and treat 	Low Very low	Monitor DLF spring job

	appropriately <ul style="list-style-type: none"> • Parts of timber are rough or splintered – remove all rough or sharp edges • There is some evidence of fire damage – monitor for deterioration 	Low Low	DLF Monitor
Bench	<ul style="list-style-type: none"> • There are projecting bolt threads present – remove and deburr • Holes in the ground which may cause users to trip – infill to provide a sound reasonably level surface • The area around the item has eroded and may become slippery – reinstate • The tubes on this item have corroded on the inside and split the steel – replace affected parts 	Low Low Low Low	DLF DLF DLF Get prices
Picnic table nr zipwire	<ul style="list-style-type: none"> • Some evidence of fire damage – monitor for further deterioration. • There are holes in the surface (ground) that may have been created purposefully by users – infill to provide a sound reasonably level surface. • The table is not secured to the ground and there is potential for it to be moved within falling space of equipment – secure to the ground • A number of fixings have worked loose – secure all loose fixings 	Low Low Low Low	Monitor DLF DLF DLF

Play area works summary – Annual Inspections 2025

Wheeler Road skate park– Low risk

Disabled access: Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

Item	Work needed	Risk rating	Work
Teen shelter	<ul style="list-style-type: none"> • The area around the item has eroded and may become slippery – reinstate eroded area. • There are projecting bolt threads present – remove excess thread length and deburr. • There are trip hazards present – reinstate surrounding surfaces to level to remove the trip points. 	Low	DLF
		Low	DLF
		Low	DLF

	<ul style="list-style-type: none"> There is some graffiti present – remove the graffiti 	Low	DLF
Concrete skate park	<ul style="list-style-type: none"> The copings do not meet the requirements of a minimum projection of 5mm forwards and upwards, and a maximum projection of 20mm forwards and upwards in contravention of BS EN 14974-6.2.7 – no reasonably practicable action given the risk assessment The coping projects from the edge of the ramp – adjust as required. There are cracks within the rolling surface – monitor for any further deterioration and repair as required. There is surface corrosion/ rust present on the item – consider treating the item. There is/are fixings missing on the item – replace all missing fixings Signage of wheeled sports area should be provided as recommended in BS EN 14974; this will include the use of the area, a recommendation to wear protective equipment, emergency contact details etc. – provide signage 	Low Low Low Low Very low	Monitor Monitor Discuss with DLF Monitor DLF Design and prices
Square litter bin	<ul style="list-style-type: none"> There is some evidence of fire damage to the surfacing – monitor for further deterioration and repair as required 	Low	Monitor
Bench	<ul style="list-style-type: none"> The surface has eroded, and the foundations are exposed – reinstate surrounding surfaces to cover the foundations The tube(s) on this item have corroded from the inside and split the steel – replace all affected parts 	Low Low	DLF Discuss with DLF

Play area works summary – Annual Inspections 2025

Wheeler Road play area – Moderate risk

Disabled access: Generally accessible; an area accessible to most.

Item	Work needed	Risk rating	Work
Site general	<ul style="list-style-type: none"> • Weed/ vegetation growth within the surface – remove • Algae, silt or moss growth on the surface – clean and treat appropriately • 	Low Low	DLF DLF
Gates	<ul style="list-style-type: none"> • The gate is closing too quickly (less than 4 seconds) – take corrective action to ensure the gate closes in 4-8 seconds from 90 degrees. • The gate is snagging on the surrounding surface preventing it from closing correctly. • There are trip hazards at the edges of the surface – reinstate surrounding surface to remove trip points. • The area under the access gate has eroded leaving uneven areas, or concrete foundation exposed, resulting in trip hazards – reinstate to level with surrounding surfaces. 	Low Very low Low Low	DLF DLF DLF DLF
Maintenance gate	<ul style="list-style-type: none"> • Trip hazards at the edge of the surface – remove trip hazard • The gate is closing too quickly (less than 4 seconds) – take corrective action to ensure the gate closes in 4-8 seconds from 90 degrees • There is/are bolt cap covers missing or damaged – replace • There are fixings missing on the item – replace missing fixings • The weld on this item has failed – repair • The attached sign is damaged – remove • There are projecting sharp edges on the banding straps – remove sharp edges 	Low Moderate Very low Low Low Low Low	DLF DLF DLF DLF Discuss with DLF DLF DLF
Fence	<ul style="list-style-type: none"> • There is some damage to the fence sections – monitor for further deterioration. • A number of fixings have worked loose around the fencing - secure 	Low Low	Monitor DLF
Litter bin	<ul style="list-style-type: none"> • The lid or door of bin is not secured – ensure it is kept locked • There is/are post or end caps missing - replace 	Low Low	SC DLF
Bench	<ul style="list-style-type: none"> • Minor damage to surface – clean and treat appropriately. 	Low	DLF

	<ul style="list-style-type: none"> • Algae/moss on the surface of the item – clean and treat. • The edges of the grass mat surface are raised /lifting above the surrounding surface – tuck in or pin edges of grass mats as per API Code of Practice to remove trip hazards • Parts of the timber are rough or splintered – remove all rough or sharp edges • Weed /vegetation growth on, between, or around the edges of the surfacing – remove • Moderate damage to the safety surface – repair damaged areas • The timber stain is in poor condition – prepare all affected parts and restrain with an appropriate preservative 	Low Low Low Low Low Low	DLF DLF DLF DLF DLF DLF
Multi play (senior)	<ul style="list-style-type: none"> • There is/are bolt cap covers missing – replace. • The paintwork has worn exposing metal underneath which is rusting – treat rusting components and repaint. • There are finger entrapments in the framework due to missing fixings/ inserts and the item fails to meet the requirements of BS EN 1176. – provide inserts to remove the entrapment • A number of fixings have worked loose – secure all loose fixings • There is moderate damage to the play surface – repair the damaged area of surfacing. • The ropes/nets are worn/damaged in places – monitor for further deterioration and repair or replace as required 	Very low Low Very low Low Low Low	DLF DLF DLF DLF Get prices Get prices
Supernova	<ul style="list-style-type: none"> • There is moderate damage to the play surface – repair the damaged areas of surfacing. • There is/are finger entrapment/s in the platform due to damage and the item fails to meet the requirements of BS EN 1176 – repair/replace affected components to remove entrapments. • The rubber beading is missing/damaged on the underside of the rotating section and has the potential to catch fingers or clothing – replace beading. • There is/are bolt cap covers missing or damaged on the item – replace missing/damaged bolt cap covers • The location of the gate encourages users to enter the free space of the equipment – monitor use and review risk assessment regularly 	Low Low Low Low Very low	DLF Get prices. Get price. Get price

	<ul style="list-style-type: none"> The ground clearance of the platform is less than the manufacturers specification of 117mm – monitor, no action given the risk assessment 	Low	Monitor
		Low	Monitor
Stand up see saw	<ul style="list-style-type: none"> The item is slightly loose in its foundations – reinstall item to secure The fixings have corroded excessively – replace all corroded fixings There is some minor damage to the play surface – monitor for further deterioration and repair as required 	Low Low Very low	DLF DLF DLF
Multi play (senior)	<ul style="list-style-type: none"> There is moderate damage to the play surface – repair the damaged area of surfacing. The safety surface around the area is beginning to wear – monitor for further deterioration and repair as required. The paintwork has been damaged or worn exposing the metal underneath which is rusting/corroding – treat affected areas and repaint There is/are finger entrapments in the framework due to missing fixings and components and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 entrapment of fingers – replace missing fixings and components to remove entrapments. The are bolt cap covers missing or damaged – replace cap covers. The climbing wall element is missing – replace. There is algae or moss on the surface – clean and treat appropriately. There is/are inserts missing – replace missing inserts. There are missing fixings or components exposing sharp edges – replace missing fixings or components There is some evidence of fire damage to the item - monitor for further deterioration and repair as required There is/are post or end caps missing – replace There is offensive graffiti present – remove as soon as practicable The spiral pole rotates and may cause an unexpected movement for the user – secure to prevent rotation The platform has been damaged – monitor for further deterioration and replace as required A number of fixing(s) have worked loosed on the barrier – secure all loose 	Low Low Low Low Low Very low Low Low Very low Low Low Low Low Low Low Low	DLF Monitor DLF Discuss with DLF DLF Awaiting CCTV DLF Get prices Get prices Get prices DLF DLF DLF DLF DLF

	fixings		
Flat swings	<ul style="list-style-type: none"> The surface is lifting at the edges and creating trip points – repair perimeter to remove trip points The seat has minor damage or wear – monitor and replace as required. The chain links are worn excessively and require renewing – replace worn chains The shackles are worn in excess of 70% and require renewing. There are bolt cap covers missing – replace bolt cap covers. There is some graffiti present – remove the graffiti 	Low Low Moderate Moderate Low Very low	DLF Monitor DLF DLF DLF DLF
Three way springer	<ul style="list-style-type: none"> The hand grips have been damaged – monitor for further deterioration and replace as required There are inserts missing – replace. The end caps are missing on the handgrips/ footrests –replace missing end caps The paintwork on the spring has worn exposing the metal underneath which is rusting – treat rusting components and repaint The item has been severely damaged – repair or replace the item/ affected part The seat has minor damage or wear – monitor and replace as required There is some minor damage to the play surface – monitor and repair as required. 	Very low Very low Low Low Low Low Very low	Monitor Get prices. Monitor DLF Get prices Monitor Monitor
Spinner bowl	<ul style="list-style-type: none"> There is moderate damage to the play surface – repair the damaged areas of surfacing The item has been damaged – monitor and replace as required. There is some evidence of fire damage to the item – monitor and repair as required The surface is lifting at the edges and creating trip points – repair perimeter to remove trip points 	Low Low Low Low	DLF Monitor Monitor DLF
Multi play (Junior)	<ul style="list-style-type: none"> The height of the slide runout is more than 200mm and fails the requirements of BS EN 1176 – monitor, no remedial work required There is moderate damage to the play surface – repair the damaged areas of surfacing The climbing ramp has been damaged – monitor for further deterioration and 	Very low Low Low	Monitor Monitor Monitor, get

	replace <ul style="list-style-type: none"> • There are post/end caps missing from the item – replace. • There are finger entrapments in the steel framework and the guardrail due to missing inserts and the items fails to be requirements of BS EN 1176 Part 1 4.2.7.6 – replace missing inserts 	Low Low	prices DLF Monitor
Springers	<ul style="list-style-type: none"> • The item handle has been damaged – monitor and replace as required. • The end caps are missing on handgrips/footrests – replace missing end caps. • The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting – treat rusting components and repaint • The seat has been damaged – monitor for further deterioration and replace as required • The safety surface around the area is beginning to wear – monitor and repair as required 	Low Low Low Low Low	Monitor Get prices DLF Monitor Monitor
Cradle swings	<ul style="list-style-type: none"> • There is moderate damage to the play area surface – repair the damaged areas of surfacing. • There is some notable evidence of chain wear – monitor for further deterioration and replace when 40% worn • The swing seat connectors have some wear present – monitor for further deterioration and replace when 40% worn • The swing seat frames are severely corroded – replace. • The seat fixings have corroded excessively – replace all corroded fixings • There are post/end caps missing from this item – replace. • There is some wear to the shackles – monitor for further deterioration and replace when 40% worn • The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176 Part 1; clause 4.2.13, Chains • There is/are bolt cap covers missing or damaged – replace 	Moderate Low Low Moderate Low Low Low Very low Very low	DLF temporary Monitor Monitor Replace DLF Get price. Monitor Monitor Replace

Play area works summary – Annual Inspections 2025

Housman play area – Low risk

Disabled access: Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

Item	Work needed	Risk rating	Work
Fence	• There is some strimmer/ machinery damage apparent on the posts – monitor for rot and replace as required.	Low	Monitor
	• The configuration of the timber poses a risk of head and neck entrapment in the fencing – monitor, no further action required.	Very low	Monitor
	• Parts of the timber are rough or splintered – remove sharp or rough edges	Low	DLF
Bench	• A number of fixings have worked loose – secure all loose fixings	Low	DLF
Multi Play (junior)	• Housing covers are damaged – replace	Low	Get prices
	• A number of fixings have worked loose – secure all loose fixings	Low	DLF
Rotor Play – dish roundabout	• The loosefill surfacing has displaced from under or around the equipment – regulate surface levels and maintain	Low	DLF
See saw	• The seat has been damaged – monitor for any further deterioration and replace as required.	Low	Monitor
	• The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting/ corroding – treat affected areas and repaint	Low	DLF
	• The pivot mechanism is showing signs of wear – monitor for further deterioration and replace as required.	Low	Discuss with DLF
Swings	• The loosefill surfacing has displaced from under or around the equipment – regulate surface levels and maintain.	Low	DLF
	• The seats are too close to each other, and the frame, as defined in BS EN 1176 Part 2; this is a low risk failure, and no remedial action is required.	Low	Monitor
	• The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 – monitor.	Very low	Monitor

	<ul style="list-style-type: none"> • There is some notable evidence of chain wear – monitor for further deterioration and replace when 40% worn • The bushes are worn or missing – replace worn or missing bushes • There is some wear to the shackles – monitor and replace when 40% worn. • The paint is flaking off the metalwork – rub down and re-paint • The swing seat connectors are loose – tighten to secure. 	Low Low Low Low Low	Monitor DLF Monitor DLF DLF
Embankment slide	<ul style="list-style-type: none"> • Safety surface is low, and membrane is exposed – remove/resecure loose membrane and top up surface to correct level • Dents in slide surface – monitor and repair as required • Item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers and/or steps – monitor no remedial work recommended • Parts of the steel on this item have corroded excessively – ensure all affected areas are treated and repaired. 	Low Very low Very low Low	DLF Monitor Monitor DLF
Gate	<ul style="list-style-type: none"> • Weed/ vegetation growth within the surface near the gate – remove weeds/ vegetation growth • There is algae, silt or moss growth on the surface resulting in slippery conditions – clean and treat appropriately • There is some damage to the item – monitor for further deterioration and repair as required. 	Low Low Low	DLF DLF Monitor
Site general	<ul style="list-style-type: none"> • There are areas or parts of the timbers surface edging that have rotted or are missing exposing projecting fixings – replace all affected timbers • There are trip hazards present – remove trip hazard – safety matting 	Low Low	DLF DLF

ITEM 11.

PRIDE OF PLACE LITTERPICKS

PRIDE OF PLACE LITTERPICKING

Report No. SS/25/41

**Services Committee
14th January 2026**

1. INTRODUCTION

- 1.1 Ludlow Pride of Place scheme was established in 2005 with the objective of making Ludlow a tidier place and to encourage civic pride in the town.
- 1.2 In October 2025 Ludlow Town Council confirmed we would support the co-ordination of monthly Saturday litterpicks beginning in January 2026.

2. RECOMMENDATION

- 2.1 To note the arrangements made for the first litterpick on Saturday 17th January 2026.
- 2.2 To consider the purchase of hi-vis vests for volunteers.

3. PRIDE OF PLACE LITTERPICKS

- 3.1 Pride of Place litterpicks will be co-ordinated by Ludlow Town Council from January 2026 and the following dates have been set for the coming year:

17 th January	18 th July
21 st February	15 th August
21 st March	19 th September
18 th April	17 th October
16 th May	21 st November
20 th June	19 th December

- 3.2 The litterpicks are predominantly organised by the Deputy Town Clerk with assistance from the Mayor, Cllr Lyle, who has been a longstanding supporter and volunteer with the Pride of Place.
- 3.3 All Pride of Place volunteers have been contacted and informed of the changes

4. PUBLICISING THE LITTERPICKS

- 4.1 The poster produced by the Communications & Marketing Officer is shown in Appendix 1.
- 4.2 Dates will be displayed locally on public noticeboards, including at the library, on social media pages and the Town Council website.

5. PURCHASE OF PERSONALISED HI-VIS VESTS

- 5.1 A small amount of equipment and a couple of green vests were passed over by the previous organiser.

It would be great to have some new hi-vis vests with 'Ludlow Pride of Place volunteer' printed on the back ready to start this new chapter. Hi-vis vests are also better than the previously used green as volunteers are working near to roadsides and it is important they are visible.

We currently have 10 volunteers and therefore if we could purchase 20 vests that would be sufficient for a few years.

- 5.2 A quote from Go Custom clothing (Ludlow based) for yellow hi-vis vests with 'Ludlow Pride of Place volunteer' printed on the back – lettering to be black. **These vests are important for volunteers working adjacent to roads.**
The cost is £ 6.51 each + vat and the print design set-up is a one-off cost at £ 5.00 + vat.
- 5.3 Other equipment such as litter pickers, hoops and waste bags will be provided by Shropshire Council.

6. BUDGET

- 6.1 Total cost for the personalised vests would be £135.20 + VAT.
- 6.2 It was agreed from the October meeting that Ludlow Town Council has a Climate Action budget that could be used for the purchase of any equipment needed. There is an annual budget of £860 and last years expenditure was £140.00.

An annual expenditure of up to £200 was anticipated to replace broken equipment and purchase sacks.

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)

**VOLUNTEERS
WANTED**



Register here



Pride of Place Ludlow litter pick

Join the Ludlow Pride of Place team - let's keep our town looking loved.

The legacy of 'Ludlow Pride of Place', supported by long standing volunteer Mayor Diane Lyle continues in 2026 with your help.



17 JAN
2026

10.30 AM

(followed by each 3rd Saturday of the month)



**The Cannon,
Castle Gardens**

Enquiries:

Call 01584 871970 / email kate.adams@ludlow.gov.uk

ITEM 12.

LUDLOW HISTORY FESTIVAL

LOUDLOW HISTORY FESTIVAL

Report No. SS/25/42

**Services Committee
14th January 2026**

1. INTRODUCTION

- 1.1 Ludlow History Festival is a new event for Ludlow and is planned to launch in August 2026.

2. RECOMMENDATION

- 2.1 To approve the request on the basis that it is subject to risk assessments and consent of specific details by the Town Clerk.

3. INITIAL EMAIL

- 3.1 Initial email received as below:

*Re: Ludlow History Festival
21 – 31 August, 2026*

This is a new festival which I'm hoping will encourage residents to explore and appreciate where they live more than they already do and visitors to come to Ludlow.

It is a not for profit making festival with collaboration from various groups within the town including the Civic Society, Town Walls Trust, Ludlow Castle, St Laurence's Church and Teme Valley Arts Society.

One of our ideas is for Anne Pitt to run workshops encouraging children and adults to design shields for the town inspired by Ludlow's Heraldic Roll. They would be printed onto correx paid for by the Teme Valle Arts Society. I anticipate them being 90 x 60 cm at their tallest and widest point.

I am writing to ask permission to install the shields on lamp posts around the town from the beginning of July onwards. They would be high up, eye catching and start generating conversation about why they are there. I'm hoping the festival will become an annual event and the shields can be utilised again.

4. POINTS TO NOTE

- 4.1 The organiser must provide a written risk assessment in advance which is to be approved by the Town Clerk.

DLF staff will need to be present during the installation/removal process to ensure electrical supplies etc are not affected.

The banners / shields will remain the responsibility of the event organiser for the duration of installation.

The organiser must arrange both the installation and removal after the event, to be undertaken on non market days.

5. BUDGET

- 4.1 No expenditure will be required by Ludlow Town Council.

Deputy Town Clerk
January 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 13.

SUMMER BUNTING OF MARKET AND EVENT SQUARES

SUMMER BUNTING FOR MARKET AND EVENT SQUARES

Report No. SS/25/43

**Services Committee
14th January 2026**

1. INTRODUCTION

- 1.1 In October 2025 Services Committee approved that hanging floral baskets will no longer be displayed in the Market and Event Square's for health and safety reasons.
- 1.2 It was suggested that bunting could be erected in these areas to provide colour and vibrancy over the summer months to ensure the market area is welcoming and colourful.

2. RECOMMENDATION

- 2.1 To consider the options for summer bunting in the market area

3. INITIAL IDEA

- 3.1 To install bunting in 2026 from early May (immediately after the May Fair) to late September.

In the absence of the previously used hanging baskets this will provide an attractive appearance to the market area and brighten the area up on gloomy days.

4. HEALTH AND SAFETY

- 4.1 The bunting will be hung between LTC owned street lights and staff will use a cherry picker to reach the correct height.

The condition of the bunting will be monitored during the installation period for signs of damage (due to weather or vandalism).

5. BUNTING OPTIONS

- 5.1 Fabric/ cotton bunting would be the most sustainable and hopefully reuseable for a couple of years.
- a) The Cotton Bunting Company: Beach hut bunting
[Beach Hut Bunting | The Cotton Bunting Company](#)
£30 for 10m, 100% cotton, hemmed, 33 flags per 10m section, flags 19x20cm
Blues, pinks, greens, limes and oranges
Total cost £750.00
 - b) The Cotton Bunting Company: Multi-coloured bunting
[Multi-Coloured Bright Garden Party Bunting | The Cotton Bunting Company](#)
£75 for 25m, 100% cotton, 84 flags per 25m section, flags 19x20cm
Red, orange, yellow, green, blue, lilac and purple
Total cost £750.00
 - c) Flying Colours Flagmakers: Multi-coloured bunting
[Buy Multi Coloured Bunting Online | Fabric Bunting | Made in Britain](#)
£34.20 (incl VAT) for 25m, knitted polyester, 60 flags per 25m section, flags 20x30cm
Pink, green, red, orange, white, blue, turquoise and purple
Flags are sown onto polypropylene tape
Total cost £342.00
- 5.2 Plastic bunting is unlikely to be used more than once and may not last the duration of the summer.
- a) Flags and Flagpoles: Multi-coloured polyflex bunting
[Multicoloured Polyflex Bunting - 10 metre length – Flags and Flagpoles](#)
£11.99 for 10m (reduced costs for more bought), 24 flags per 10 section, flags 20x29cm
Red, white, blue, green, orange and yellow.
Total cost £136.25
 - b) Fun Party Supplies: Rainbow plastic bunting
[Rainbow Plastic Bunting - Support the NHS & Key Workers](#)
£3.29 for 10m, plastic, flags are 30cm long
Total cost £82.25
Concerns regarding durability and quality of the bunting

6. AVAILABLE BUDGET

- 6.1 As the bunting is to replace historical planting the amenities planting budget (410/4303) could be used and has an available budget of £2,678.00.
Alternatively the street furniture maintenance budget (302/4222) has an available budget of £747.00, and the remaining £3 could come from contingencies.

Deputy Town Clerk
January 2026

Implications

Wards Affected (All)

Financial (as stated within the report)

Health & Safety (as stated within the report)

Law & Order (not applicable)

Environmental Implications (as stated within the report)

ITEM 14.

CCTV IN LUDLOW

CCTV STATUS UPDATE

Report No. SS/25/44

**Services Committee
14th January 2026**

1. INTRODUCTION

- 1.1 An upgrade to Ludlow's CCTV system has been in process since 2020.

For various reasons some aspects of the CCTV installation was delayed until recently.

2. RECOMMENDATION

- 2.1 To note the updated information regarding CCTV in the town.

3. CCTV LOCATIONS IN LUDLOW

3.1 Previous CCTV locations

Cameras are located at the following sites:

- Station Drive (opposite the doctors surgery) – Fixed camera
- Station Drive at the junction with Upper Galdeford & Gravel Hill – Fixed camera
- Tower Street at junction with Galdeford – Fixed camera
- Bull Ring – Fixed camera
- King Street (Hope House) - Fixed camera
- Broad Street (by Broad Bean) - Fixed camera
- Castle Square (by Vision Express) - Fixed and PTZ camera
- Event Square (by Ludlow College) - Fixed and PTZ camera

Radio transmitters are located at the following sites:

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

PTZ stands for Pan Tilt Zoom.

3.2 New CCTV locations

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

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

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

3.3 Upcoming CCTV locations

Cameras will shortly be located at the following sites:

- Ludlow library (Parkway and entrance side of building) – PTZ camera
- Henley Road by the mini roundabout with Gravel Hill and New Road – Fixed camera and link
- Fishmore Road by the mini roundabout with Raglan Place and Whitbatch Close – ANPR camera and overview camera

4. **TRANSMITTER INSTALLATION AT ST LAURENCES CHURCH**

- 4.1 After much communication and collaboration between electricians, the CCTV provider (ORP) and St Laurences Church the transmitting equipment was successfully installed on 22nd and 23rd October.

5. **WORKS TO BE COMPLETED IMMINENTLY**

- 5.1 ORP attended Ludlow on Tuesday 18th Nov to service cameras and update software, however, had to cut their visit short due to a faulty alternator in the MEWP.

We are awaiting a revised date for this work and for installation dates of the last three items of equipment.

- 5.2 The revised date for the works was Thursday 8th January 2026 and we are awaiting an update from ORP regarding what work was completed and

whether the system installation is now complete.

Deputy Town Clerk
January 2026

Implications

Wards Affected (All)

Financial (Sums previously agreed by Council)

Health & Safety (not applicable)

Law & Order (not applicable)

Environmental Implications (not applicable)

