



## LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, DLF Supervisor, Market Officer,  
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: 10<sup>th</sup> March 2021**

You are summoned to attend a meeting of the  
Services Committee on  
**Monday 15<sup>th</sup> March 2021 at 7pm**  
**Via Zoom**  
**Link: <https://us02web.zoom.us/j/81162251932>**  
**Meeting ID: 811 6225 1932**

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **Castle Garden – Proposed Tree Works**
- **2021-22 Fees**
- **Asset Maintenance**
- **Tender**

***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

To receive a welcome from Chairman of the Committee Councillor Mark Clarke.

Welcome to the Services Committee virtual meeting. There are a few housekeeping things to note.

This is a formal Town Council meeting. We have now entered the pre-election period and during the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times. The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen or raise your hand if you'd like to speak.

Please note that we will not be using the 'chat' function. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat

As there is no formal table, I will introduce the Councillors present and ask that they say hello or wave as I do so.'

## 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 turn off their camera and access the meeting via audio only.

## 3. APOLOGIES

To receive committee councillors' apologies.



#### 4. **DECLARATIONS OF INTEREST**

To receive declarations of councillors’:

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

*Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.*

#### 5. **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 to raise any issues of concern.

#### 6. **MINUTES**

To approve as a correct record and sign the open minutes of the **SERVICES COMMITTEE** meeting held on **Monday 14<sup>th</sup> December 2020**.

‘The minutes must be signed and loose leaf pages initialled at the meeting which they record or at the next meeting, by the person presiding thereat’ LGA 1972, Sch 12, para4 (1)

***Members are reminded:***

*All proposed amendments or queries relating to the minutes should be reported to the Town Clerk by 10.00 am on the day of the meeting, if required, responses will be given as soon as practicable, but not necessarily at the meeting.*

*All Committee minutes must be received without discussion or debate.*

#### 7. **ITEMS TO ACTION**

To note the items to action sheet from the previous Services Committee Meeting held on **Monday 14<sup>th</sup> December 2020**.

	<b>ITEM</b>	<b>Attachment</b>
8.	<b>CASTLE GARDENS</b> To consider the report on the retaining wall and to make an application for a Tree Preservation Order on the tulip tree.	<b>8</b>
9.	<b>2021/2022 FEES</b> To adopt the table of fees for 2021 / 22.	<b>9</b>
10.	<b>ASSET MAINTENANCE AND INSURANCE</b>	
a)	To consider the report on building and asset maintenance works.	<b>10a</b>
b)	To consider the report on insurance claims.	<b>10b</b>
11.	<b>WASTE CONTRACT</b> To note an update regarding the Town Council’s waste contract.	<b>11</b>



<p><b>12. WATER LEAK – HENLEY ROAD CEMETERY</b> To approve the investigation into a possible water leak at Henley Road Cemetery.</p>	<p><b>12</b></p>
<p><b>13. ELECTRIC VEHICLES</b> To recommend that Council initiates a scoping report for the introduction of Electric Vehicles.</p>	<p><b>No papers</b></p>
<p><b>14. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>	<p><b>No papers</b></p>
<p><b>15. TENDERS</b> To approve a tender.</p>	<p><b>15</b></p>
<p><b>M e m b e r s h i p</b></p> <p>Councillors Clarke (Chairman), Adams, Cobley, Garner, Gill, Ginger, Jones, Lyle, Naysmith, O'Neill, Parry, Perks (Vice-Chair), Pote and Smithers.</p>	
<p><b>Notes</b></p> <p>The next Services Committee meeting will be held on <b>Monday 7<sup>th</sup> June 2021.</b></p>	

**MINUTES – SERVICES**  
**14<sup>th</sup> DECEMBER 2020**

# MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** zoom meeting held on **MONDAY 14<sup>th</sup> DECEMBER 2020 AT 7PM.**

## **S/30**      **PRESENT**

Chairman:            Councillor Clarke

Councillors:        Adams, Cobley, Garner (7.11pm), Gill, Ginger, Lyle, Naysmith, Parry, Perks, Pote.

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

## **S/31**      **HEALTH & SAFETY**

Chairman of the Committee, Councillor Mark Clarke, welcomed everyone to the virtual Services Committee meeting, introduced the councillors present, and explained that:

This is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted to speak at other times, unless invited to do so by the Chairman.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

## **S/32**      **RECORDING OF MEETINGS**

The Chairman notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. 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 turn off their camera and access the meeting via audio only.

**S/33 APOLOGIES**

No apologies for absence were received.

7.03pm Cllr Lyle left the meeting.

**S/34 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None declared

Conflicts of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Parry	9	Member of Ludlow in Bloom
Perks	9	Member of Ludlow War Memorial Fund

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Clarke	10	Mother in law received a goodie bag

**S/35 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present.

**S/36 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION**

Councillor Parry addressed the meeting to mention that Shropshire Council will be setting their precept for 2021/22 later this week.

**S/37 MINUTES**

**RESOLVED MC/GP (unanimous)**

That the minutes of the Services Committee meeting held on Monday 19<sup>th</sup> October 2020 be approved as a correct record and signed by the Chairman.

**S/38 ITEMS TO ACTION**

The Chair thanked staff for completing the items to action

**RESOLVED MC/TG (unanimous)**

That the Items to Action from Monday 19<sup>th</sup> October 2020 be noted.

7.09pm Cllr Lyle rejoined the meeting.

**S/39 MEMORIAL SQUARE**

**RESOLVED MP/PA (unanimous)**

To write to thank the Merrick family for their request, and inform the family that due to public and ceremonial use of the space, unfortunately the location on Memorial Square is not suitable. Ludlow Town Council would like to reassure the family that they would do their utmost to support a location nearby.

7.11pm Cllr Lyle left the meeting due to technical issues.

**S/40 GOOD NEWS STORIES**

**RESOLVED GP/AC (unanimous)**

To note that the Town Council has successfully re-designed the museum talks, and seasonal events including Christmas lights switch-on and the Senior Citizen's Christmas party to online videos, or socially distanced Covid safe deliveries of goodie bags that have been very well received by local residents.

**S/41 EXCLUSION OF PRESS AND PUBLIC : PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED MC/AC (unanimous)**

That the Chairman moved 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 7.34pm.

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Chairman

N.B. Closed Session Minutes WILL be issued.

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Date





## CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 14<sup>th</sup> DECEMBER 2020** at **7.00PM**.

**S/42      ANNUAL HEDGE CUTTING – WHEELER ROAD RECREATION AREA**

**RESOLVED GP/MC (5:2:3)**

That the quotation for £2,500.00 be approved and the works be planned for January / February 2021.

The meeting closed at 7.34pm.

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Chairman

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Date

## ITEMS TO ACTION

## Services Committee

14/12/20

### Items to Action

<b>5.3.Minute No.</b>	<b>Resolution</b>	<b>Action</b>	<b>Status</b>	<b>Date</b>
<b>S/74 16/10/17</b>	<p><b><u>LINNEY RIVERSIDE PARK BOATING</u></b></p> <p>It was agreed that the following steps would be taken:</p> <ul style="list-style-type: none"><li>i) Teme Leisure Centre and Friends of the Linney are approached regarding their thoughts on the use of the boats and other options.</li><li>ii) To establish a competent maintenance company to assess the condition of the current stock of boats.</li><li>iii) Options are investigated for a possible kiosk/concession stand.</li><li>iv) Gain quotations to explore the electricity supply to the area.</li></ul>	<p>Research options for kiosk/concession stand.</p> <p>Contact electricians and gain quotes for exploratory work.</p>	<p>Ongoing as part of 2020/21 Linney project</p>	
<b>S/123</b>	<p><b><u>LINNEY RIVERSIDE PARK BOATING</u></b></p> <ul style="list-style-type: none"><li>i) To create a detailed specification to submit to the Earl of Plymouth Estates regarding reinstating commercial activity, boating and creating a putting green.</li><li>ii) That the hard standing for food concession could be created within the line of the existing toilet buildings (soon to be refurbished), using existing power, water and sewage infrastructure, in the area extending towards the river bank fence.</li></ul>	<p>Create a detailed specification</p> <p>To review services to the site.</p>	<p>Ongoing as part of 2020/21 Linney project</p>	

## Services Committee

14/12/20

### Items to Action

<b>S/89 (2018)</b>	<b><u>LUDLOW MUSEUM AT THE BUTTERCROSS</u></b>  i) To approve the short term and long term actions plans. ii) That a press release is issued accordingly. iii) To receive an update on the marketing plan informed by museum staff. iv) Improve DDA signage to direct people to the lift from the entry doorway with stair access.	Write press release  Create a draft merchandising / marketing strategy for review by committee.  Review signage regarding lift facilities to determine if action is possible, or if it should be part of the funding bid	Complete  Pending.  Temporary signage has been installed.	
<b>S/92</b>	<b><u>LUDLOW MUSEUM AT THE BUTTERCROSS</u></b> <b><u>Friends of Ludlow Museum</u></b>  i) Note that a further detailed report will come to committee outlining and exploring the staffing issues and the procedures surrounding hiring out the Ludlow Museum at the Buttercross space. ii) Note that a further detailed report will come to committee to explore the viability of additional opening hours. iii) Note that a further detailed report will come to committee to enable consideration of	Draft report for future meeting  Draft report for future meeting  Draft report for future meeting	Pending  Pending  Pending	

## Services Committee

14/12/20

### Items to Action

	strategy for the development of a five year plan to be advanced in 2019.			
<b>S/119</b>	<p><b><u>LUDLOW MARKET MISSION4MARKETS</u></b></p> <p>i) To adopt the Mission For Markets Recommendations for the Next Generation of Market Trader; New Skills for Market Traders; New Skills for Market Managers; Structural Change to Local Government; Local, National and European Legislation; and Markets and the High Street.</p> <p>ii) To note the performance indicators methodology for measuring footfall, trader survey, customer survey, and</p> <p>iii) That the Market Officer reports to a future committee meeting on a realistic timescale and methodology to put in place a system to measure and assess the economic performance of Ludlow Market in terms of foot fall of the market and town centre, customer surveys and traders surveys.</p> <p>iv) That the Town Clerk writes a report to provide an analysis of the way the market currently successfully works</p>	<p>MO to report to Services regarding a realistic timescale and methodology to put in place a system to measure and assess the economic performance of Ludlow Market</p> <p>Town Clerk to write a report providing an analysis of the way the market currently works successfully</p>	<p>Complete</p> <p>Pending</p>	<p>6<sup>th</sup> June 2019</p>
<b>S/37</b>	<p><b><u>LUDLOW MARKET LICENCES</u></b></p> <p>To seek legal advice regarding the terms that</p>	<p>Contact our legal advisor</p>		

## Services Committee

14/12/20

### Items to Action

	specifically refer to trading age restrictions and bring the information back to the committee.	for advice		
<b>S/63</b>	<b><u>LINNEY RIVERSIDE PARK</u></b>  That professional advice and guidance are sought from an Architect to identify feasible changes to the building that is currently the boat store.	Contact an architect regarding the options for the boat house	Ongoing as part of 2020/21 Linney project	
<b>S/66</b>	<b><u>CASTLE STREET FENCE</u></b>  That the item is brought back to committee once a solicitor has been contacted to confirm ownership responsibility/liability of the fence between Ludlow Town Council and the Freeholder at Land Reg.	Contact legal team to confirm ownership responsibility and liability of the fence	Quotes being prepared to contact property owner. Fence is believed to be in shared ownership.	
<b>S/99</b>	<b><u>LINNEY PLAY AREA</u></b>  That a report to the Committee providing a detailed survey of future development of the Linney Play Area exploring alternative play equipment that would be more appropriate to an area prone to flooding, and lower cost alternatives to replacing the damaged logs such as planting trees.	Write report regarding future development of Linney Play Area .	Ongoing as part of 2020/21 Linney project	

## Services Committee

14/12/20

### Items to Action

<b>S/123</b>	<b><u>CYBER SECURITY</u></b>  To approve the specification for the IT hardware and software, and to approve the expenditure to upgrade the software as advised by the IT consultant.	Upgrade Software Office PCs.  Laptop software upgraded when laptops returned to the office.	Complete  Pending	9 <sup>th</sup> March 21
<b>S/013</b>	<b><u>BENCH UPDATE</u></b>  Note the suggestion an additional bench and for the DLF to undertake a site survey  Note the suggestion of taking on additional benches. Further information to be brought back to Committee by Cllr Perks regarding cost of associated works and long term implications for the Town Council.	Raise job for DLF  Updated Cllr Perks via email	Pending  Pending receipt of information from Cllr Perks.	
<b>S/025</b>	<b><u>IMPROVEMENTS TO SMITHFIELD PUBLIC CONVENIENCES</u></b>  To install and purchase a wall mounted urinal.  Defer the decision for further costs to be established, a solution is Covid compliant and once a budget decision has been reached.	Further research in to costs and solution.	Ongoing	

## Services Committee

14/12/20

### Items to Action

<b>S/029</b>	<b><u>ST JOHN'S TREE WORKS</u></b>  Undertake light crown lift to dark leaved maple to improve light conditions at ground level.  Ludlow Town Council should apply for the correct permissions to undertake the work and then award the work to a contractor once permission has been granted.	Application form sent to Shropshire Council.  Permission granted.	Tree work completed	5.3.2021
<b>S/039</b>	<b><u>MEMORIAL SQUARE</u></b>  To write to thank the Merrick family for their request, and inform the family that due to public and ceremonial use of the space, unfortunately the location on Memorial Square is not suitable. Ludlow Town Council would like to reassure the family that they would do their utmost to support a location nearby.	Letter sent to the Merrick family asking if they had an alternative location in mind.	Complete.	15.1.2021
<b>S/042</b>	<b><u>ANNUAL HEDGE CUTTING – WHEELER ROAD RECREATION AREA</u></b>  That the quotation for £2,500.00 was approved and works would be planned for January / February 2021.	To arrange works with the contractor.	Works completed.	22.1.2021



## **CASTLE GARDENS – PROPOSED TREE WORKS**

# **CASTLE GARDENS**

## **Report No. SS/20/15**

### **Services Committee 15<sup>th</sup> March 2021**

#### **1. INTRODUCTION**

- 1.1 Castle Gardens are owned and maintained by Ludlow Town Council. The gardens are raised from the public highway and the ground is retained by a low wall, topped with post and chain fencing.

#### **2. RECOMMENDATION**

- 2.1 To approve making an application for a Tree Preservation Order on the tulip tree.
- 2.2 To get quotes from tree surgeons to undertake the specified maintenance to the tulip tree.
- 2.3 To get quotes for like for like repairs as suggested by Historic England.
- 2.4 To make an application for Scheduled Monument Consent.

#### **3. BACKGROUND**

- 3.1 In May 2019 the Town Council was made aware that some stone in the retaining wall had become loose and fallen on to the public highway. The area was made safe and has been monitored regularly for any further deterioration.

#### **4. CURRENT SITUATION**

- 4.1 The tree has been inspected by the Town Council's volunteer tree specialist Peter Norman and his email response is shown in Appendix 1.
- 4.2 Advice has been sought from Historic England who have confirmed that

the southern section of the retaining wall is within the Scheduled Area and any works will require Scheduled Monument Consent. Due to the Scheduled Monument and the location within the Ludlow Conservation Area they suggest a like-for-like repair.

## **5. NEXT STEPS**

- 5.1 To get quotes from contractors to repair and tidy up the length of the wall.
- 5.2 To accept a quote and arrange the works with necessary permissions.
- 5.3 To get quotes from tree surgeons to undertake some maintenance to the tulip tree as specified by Peter Norman.
- 5.4 To accept a quote and arrange the works with necessary permissions.
- 5.5 To apply for a Tree Preservation Order on the tulip tree as per Peter Norman's comments: the tree is clearly a mature specimen and by far the largest tree in Castle Gardens. There may be archive records somewhere of when it was planted but it was clearly well over 100 years ago and can be regarded effectively as irreplaceable if lost. Partly due to its prominence in the streetscape the tree has very high public amenity value enhanced by its rarity. Good form, the beauty of its leaves and flowers and the appeal of its gnarled bark and contorted roots.

Deputy Town Clerk  
March 2021

## **Implications**

**Wards Affected (All)**

**Financial (as contained with the report)**

**Health & Safety (as contained with the report)**

**Law & Order (None)**

**Environmental Implications (None)**

## **Appendix 1. Email response from Volunteer Tree Officer**

**First - an evaluation of the tree.** The species is *Liriodendron tulipifera* - the tulip tree. It is native to N. America but introduced in this country in the 17th century. It is notable for growing to very large size and height making it a valued timber tree. Its flowers and leaves are also very distinctive in shape. Unfortunately the flowers are rarely seen on mature trees because they stand up from the branches high in the canopy so can only be seen on the lower branches of young trees. In this case it is evident from the volume of fallen seed heads in the autumn that the tree flowers profusely although this can probably only be admired from the upper floor windows of houses on Dinham. I know of only one other occurrence of the species in Ludlow - a young tree in the grounds of the cemetery which is still small enough for the flowers to be seen from the ground.

The tree is clearly a mature specimen and by far the largest tree in Castle Gardens. There may be archive records somewhere of when it was planted but it was clearly well over 100 years ago and can be regarded effectively as irreplaceable if lost. Partly due to its prominence in the streetscape the tree has very high public amenity value enhanced by its rarity. Good form the beauty of its leaves and flowers and the appeal of its gnarled bark and contorted roots.

**Second - evaluation of the problems.** Root disturbance of the boundary wall is the obvious challenge but there are also some defects in the crown which warrant action. There is the stub of a broken branch which should be cut off cleanly to aid healing over of the wound. There is also one significant dead branch extending across the road which risks failing and falling onto cars or pedestrians. There are also some signs of branches having been rather badly trimmed back in the past. In short, the crown would benefit from the attention of a good, sympathetic tree surgeon.

Regarding the roots and the wall: - The structure of the wall is obviously very weak for a retaining wall - two or three courses of rough stone and one course of brick on edge. It is clearly leaning towards the road along much of the length where the tulip tree stands. In the vicinity of the tree itself the pressure of root growth has been sufficient to dislodge the entire wall although in many places the roots have distorted to work round the obstruction rather than dislodge it. This process will continue but the rate of root growth will not be as rapid as in a younger tree.

**Remedial action?** It would be very unwise to cut back the roots and buttresses of the tree to rebuild the wall in its original form. In fact the risk of any serious damage to life or property in leaving it completely alone is very low. The most likely occurrence would be for a stone to fall on to the road or one of the white posts to lean further both of which would only impede car parking. Both these eventualities could be avoided by removing the post immediately in front of the tree and any currently loose stones. A double length of chain could then be hung between the nearest remaining posts. Stable stonework or brickwork remaining at the extremities of the exposed root area could be pointed to extend its safe life.

At present there is little sign of the root action distorting the road surface itself although this cannot be ruled out in the long run. In my view, if this were to happen, a projecting kerb reducing the parking area (as has been required for the parking meter) would be a small price to pay for retention of this tree.

**2021-2022 FEES**

<b>FEES</b>		<b>2021/22</b>
<b>Cemetery Fees</b>		
Ludlow Parishioners:		
Exclusive Rights of Burial		£490.72
Exclusive Rights of		£209.38
Re-opening of a grave		£302.17
Use of Cemetery Chapel		£130.86
Interment of ashes		£104.69
Extension of Exclusive		£104.69
Erection of Headstone		£125.60
Additional Inscription		£125.60
Non-Parishioners:		
Exclusive Rights of Burial		£1,374.04
Exclusive Rights of		£628.14
Re-opening of a grave		£628.14
Use of Cemetery Chapel		£392.58
Interment of Ashes		£314.07
Extension of Exclusive		£314.07
Erection of Headstone		£394.81
Additional Inscription		£394.81
<b>Grave Excavation Fees</b>		
Treble		£420.00
Double		£367.50
Excavation of a Re-		£315.00
Ashes (new/reopen)		£84.00
<b>Hire of the Council</b>		
Room Hire - Hourly		£10.30
Room Hire - Hour and half		£13.39
Room Hire - Half a day (5		£41.20
<b>Regular Market Rents</b>		
Monday per stall	Low Season	£9.50
	High Season	£12.70
Monday per van	Low Season	£10.60
	High Season	£13.80
Wednesday per stall	Low Season	£12.70
	High Season	£15.90
Wednesday per van	Low Season	£12.70
	High Season	£17.00
Friday per stall	Low Season	£15.90
	High Season	£20.20
Friday per van	Low Season	£17.00
	High Season	£22.30
Saturday per stall	Low Season	£17.00
	High Season	£21.20
Saturday per van	Low Season	£18.00
	High Season	£23.30

<b>Market Rent Pitch Rents</b>		
Monday up to 9m <sup>2</sup>	Low Season	£9.50
	High Season	£12.70
Monday up to 18m <sup>2</sup>	Low Season	£13.80
	High Season	£18.00
Wednesday up to 9m <sup>2</sup>	Low Season	£12.70
	High Season	£15.90
Wednesday up to 18m <sup>2</sup>	Low Season	£20.20
	High Season	£26.50
Friday up to 9m <sup>2</sup>	Low Season	£15.90
	High Season	£20.20
Friday up to 18m <sup>2</sup>	Low Season	£22.30
	High Season	£28.60
Saturday up to 9m <sup>2</sup>	Low Season	£17.00
	High Season	£21.20
Saturday up to 18m <sup>2</sup>	Low Season	£23.30
	High Season	£30.80
<b>Buttercross Market Rents</b>		
Monday	Low Season	£10.60
	High Season	£13.80
Wednesday	Low Season	£11.70
	High Season	£14.90
Thursday	Low Season	£12.70
	High Season	£15.90
Friday	Low Season	£13.80
	High Season	£18.00
Saturday	Low Season	£14.90
	High Season	£19.10
Sunday Exclusive Use	All year	£56.20
<b>Specialist Market Rents</b>		
Thursday	1 Stall	£17.00
	2 Stalls	£27.60
	3 Stalls	£38.20
	Pitch	£17.00
	Large Pitch	£27.60
	Van	£19.10
Sunday	1 Stall	£22.30
	2 Stalls	£38.20
	3 Stalls	£54.10
	Pitch	£22.30
	Large Pitch	£38.20
	Van	£24.40
Festival	Stall	£38.20
	Pitch	£38.20
	Van	£43.50
<b>Market Electricity</b>		



1 day electric usage		£1.00
<b>Whole Market Let</b>		
Weekdays (Per day)	Low Season	£212.18
	High Season	£424.36
Weekends (Per day)	Low Season	£244.01
	High Season	£488.01
<b>Event Square Let Fees</b>		
Per Stall/Pitch		£15.91
<b>Street Trading</b>		
The Bull Ring per pitch per day	General Fee	£10.30
	Festival Fee	£30.90
Castle Sq (near to College) per pitch per day	General Fee	£19.10
	Festival Fee	£37.13
Castle Sq (near to College) vehicular pitch per day	General Fee	£37.13
	Festival Fee	£74.26
High Street (next to Bx) per pitch per day	General Fee	£18.54
	Festival Fee	£36.05
Tower Street per pitch per day	General Fee	£10.30
	Festival Fee	£20.60
<b>Street Trading Electricity</b>		
Non- Vehicular Pitches	Lighting	£1.00
	Other items	£5.00
Vehicular Pitches	Lighting	£1.00
	Other items	£7.50
<b>Calendar of Events</b>		
Small advert (46mm x	Inc. VAT	£139.16
Medium advert (92mm x	Inc. VAT	£234.39
Large advert (92mm x	Inc. VAT	£468.76
Single entry (including date,	Inc. VAT	£73.24
Additional information per	Inc. VAT	£14.65
Further entry within the	Inc. VAT	£36.62
Further additional	Inc. VAT	£7.32
<b>Ludlow Museum at the</b>		
Entrance Fees	Adults	£1.00
	Children	£0.00
<b>Castle Street Toilets</b>		
Entry		£0.20
<b>Linney Parking Meter</b>		
1 Day Parking		£1.00
<b>Memorial Bench Fees</b>		
NEW BENCH with single	Bench	£565.47

	Admin	£82.40
	Siting Fee	£206.00
	Maintenance	£103.00
BRASS PLAQUE on	Plaque	£87.55
	Maintenance	£72.10
	Admin	£82.40
<b>Model Publication</b>		
Disbursement cost - Photocopying B&W		£0.10

## ASSET MAINTENANCE WORKS

# **BUILDING & ASSET MANAGEMENT**

**Report No. SS/20/17**

**Services Committee  
15<sup>th</sup> March 2021**

## **1. INTRODUCTION**

- 1.1 The Town Council is responsible for managing and maintaining a significant number of assets including buildings.

## **2. RECOMMENDATION**

- 2.1 To note an update on building and asset maintenance works in 2020 / 21.

## **3. BACKGROUND**

- 3.1 Maintaining the Town Council's buildings and assets in terms of general maintenance, ensuring they are fit for use and meet health and safety requirements involves a lot of work.
- 3.2 It also includes one off jobs that may be created due to vandalism/weather conditions, assets wearing out, inspections finding faults that require remedial action, or improving the services that we offer.

## **4. CURRENT SITUATION**

- 4.1 Co-ordination of asset management is difficult because it is shared across the workloads of number of different members of staff. There is no one person with designated responsibility for organizing / overseeing works. The work is not usually reported to committee because of lack of staffing resources.

## **5. WORKS COMPLETED TO BUILDINGS / ASSETS**

## 5. WORKS COMPLETED TO BUILDINGS / ASSETS

<b>BUILDING/ASSET</b>	<b>DESCRIPTION OF WORKS</b>	<b>DATE COMPLETED</b>
Guildhall	Mortice lock and alarm for storage room – required by insurer	March 2020
Linney Riverside Park	Emergency tree works – H&S works.	May 2020
Wheeler Road Park	Removal of teen shelter – committee approved	June 2020
Linney sandpit	Vandalism meant the replacement of the whole structure and the steps leading to the structure.	June 2020
Shropshire Council fingerposts	Refurbishment – committee approved	July 2020
Linney Riverside Park	Fencing repairs – H&S works due to flooding damage.	July 2020
Linney Riverside Park	Pontoon safety inspection	August 2020
Buttercross Building Repairs	The Grade I listed Buttercross was damaged by a large lorry. The method and materials of the repairs required approval by the conservation officer and Historic England, and road was closed until the structural integrity of the building was restored.	Aug 2020
Sheet Road bus shelter	Installation of new bus shelter – committee approved.	September 2020
Guildhall	Installation of new remote working phone system – committee approved.	September 2020
Wheeler Road play area	Replacement of part missing on climbing frame – H&S works.	September 2020
Linney parking meter	Vandalism due to unsuccessful attempted theft caused damage to the door, printer and cash box locks – all of which had to be replaced.	Sept 2020
Cemetery chapel	Improved external door security – approved by insurers.	October 2020
All buildings	Electrical inspections – required by insurers.	October 2020
CCTV	Installation of CCTV Phase I – committee approved	November 2020
All buildings built pre 2000	Updated asbestos surveys – required by insurer.	November 2020
Linney riverside park	Gate repairs – Required for site security.	December 2020
Various buildings	Plumbing and heating works – required	December

	by insurer.	2020
Castle Street toilets	Replacement of canopy lights with LED lights – H&S and crime prevention works.	February 2021
Wheeler Road playing fields	Contractor hedge cutting – committee approved.	February 2021
Castle Street toilets	Repair to roof tiles – to maintain building security.	March 2021
St Johns Garden	Tree works – committee approved.	March 2021
Wigley Field allotments	Repair to gates and refurbishment of noticeboard – required maintenance works.	Throughout the year
CCTV	Installation of CCTV phase II	March 2021

## 7. WORKS TO BE CONSIDERED NEXT FINANCIAL YEAR

<b>BUILDING/ASSET</b>	<b>DESCRIPTION OF WORKS</b>
Smithfield toilets	Replacement of urinal in gents – unapproved.
Castle Street toilets	Refurbishment of public conveniences fixtures and fittings – unapproved.
Tree survey	Tendering for the survey - approved by committee. Next stage is awarding of tender, and final stage is the undertaking of the H&S works indicated in the survey (final works are uncoded at this stage).
Wigley Field Allotments	Drainage investigation/works – investigations into problems ongoing.
Various buildings	Minor non urgent electrical work – electrical testing required by the insurer.

Town Clerk & Deputy Town Clerk  
March 2021

### **Implications**

**Wards Affected (All)**

**Financial (budgeted or essential work contingency funded)**

**Health & Safety (as identified within the report)**

**Law & Order (None)**

**Environmental Implications (None)**

## INSURANCE CLAIMS

# INSURANCE CLAIMS

**Report No. SS/20/17**

**Services Committee  
15<sup>th</sup> March 2021**

## **1. INTRODUCTION**

- 1.1 This report identifies the insurance claims made and received by the Town Council in 2020 / 21.

## **2. RECOMMENDATION**

- 2.1 To note that the insurance claims in 2020 / 21.

## **3. CURRENT SITUATION**

- 3.1 The number of claims being made by the Town Council has slightly increased. The primary reasons for the claims are vandalism and accidental damage.

## **4. INSURANCE CLAIMS**

- 4.1 The insurance claims below were made by the Council:

<b>DESCRIPTION</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>STATUS</b>
Linney sandpit vandalism – required replacement of the whole structure and the steps leading to the structure.	June 2020	£6,194.00	Funds received, repairs completed by contractor
The Grade I listed Buttercross was damaged by a large lorry. The method and materials of the repairs required approval by the conservation officer and	Aug 2020	£2,395.55	Funds received, repairs completed



Historic England, and road was closed until the structural integrity of the building was restored.			
Linney parking meter vandalism. The attempted theft was unsuccessful, but the damage meant that the door, printer and cash box locks had to be replaced.	Sept 2020	£2093.50 plus loss of income	Not yet settled, repairs completed

4.2 The insurance claims below were received by the Council:

<b>DESCRIPTION</b>	<b>DATE OF INCIDENT</b>
Minor vehicle collision (collided with another vehicle reversing at slow speed)	June 2020 – settled.
Wheeler Road personal injury (trip injury due to uneven surface)	August 2020 – settled.

Town Clerk & Deputy Town Clerk  
March 2021

### **Implications**

**Wards Affected (All)**

**Financial (as stated)**

**Health & Safety (as identified within the report)**

**Law & Order (None)**

**Environmental Implications (None)**

**WASTE CONTRACT**

# **WASTE CONTRACT**

## **Report No. SS/20/18**

**Services Committee  
15<sup>th</sup> March 2021**

### **1. INTRODUCTION**

- 1.1 As a business the Town Council is required to have a commercial waste arrangement to deal with all waste generated by the Council and its activities.

### **2. RECOMMENDATION**

- 2.1 To note an update regarding the Town Council's waste contract.

### **3. BACKGROUND**

- 3.1 Following problems experienced with Cheaper Waste last summer, sought advice was sought from the Town Council's solicitor.

### **4. CURRENT CONTRACT**

- 4.1 The solicitor confirmed that the Council is tied into the waste contract with Cheaper Waste for 3 years until August 2023.
- 4.2 The contract includes 6 bins for the Market at Castle Street Car Park, 2 recycling and 4 general waste, which are scheduled to be emptied twice weekly.
- 4.3 There is also 1 bin at the Henley Road Depot which is collected weekly.
- 4.4 Despite an unsatisfactory start to the contract last September the agreement is now working well and bins are being emptied regularly.

Deputy Town Clerk  
March 2021

**Implications**

**Wards Affected (All)**

**Financial (as contained with the report)**

**Health & Safety (as contained with the report)**

**Law & Order (None)**

**Environmental Implications (None)**

**POTENTIAL WATER LEAK – HENLEY ROAD CEMETERY**

# **WATER LEAK – HENLEY ROAD CEMETERY**

**Report No. SS/20/19**

**Services Committee  
15<sup>th</sup> March 2021**

## **1. INTRODUCTION**

- 1.1 There are mains water supplies at Henley Road site that provide water to the Depot, the Chapel, Cemetery House, the toilets and several taps for public use in the cemetery grounds.

## **2. RECOMMENDATION**

- 2.1 To approve the investigation into a possible water leak at Henley Road Cemetery.

## **3. BACKGROUND**

- 3.1 Over recent months the water readings have shown an increased amount of water being used. However, it does not appear that activities at the site have altered, so a leak is suspected.

## **4. PLANNED INVESTIGATION**

- 4.1 To identify if there is a leak, the cemetery taps and water at the Depot will be taken out of use for a full weekend between Friday 19<sup>th</sup> and Monday 22<sup>nd</sup> March 2021.
- 4.2 Notices will be displayed on the taps advising people visiting the cemetery that water remains available at the outside chapel tap (on a separate mains supply).
- 4.3 If the meter readings have altered over this period it would indicate that water is leaking underground.

Deputy Town Clerk  
March 2021

**Implications**

**Wards Affected (All)**

**Financial (as contained with the report)**

**Health & Safety (as contained with the report)**

**Law & Order (None)**

**Environmental Implications (None)**