



LUDLOW TOWN COUNCIL AGENDA

SERVICES COMMITTEE

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

Contact: Gina Wilding, Town Clerk

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

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townclerk@ludlow.gov.uk

Despatch date: Friday 6th June 2025.

You are summoned to attend a meeting of the
Services Committee on
Wednesday 11th June 2025 at 7pm
At The Guildhall, Mill Street, Ludlow.

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Henley Road Cemetery
- Castle St toilets
- Ludlow Market
- Castle Gardens

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. **ELECTION OF A VICE CHAIRMAN**

To receive nominations and elect a Vice Chairman.

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 23rd April 2025**.

9. **ITEMS TO ACTION**

To note the items to action sheet from **Wednesday 23rd April 2025**



ITEM	Attachment
10. HENLEY ROAD CEMETERY To consider a report regarding the installation of an arch to enhance the entrance to the Babies Memorial Area.	9
11. VJ DAY To consider a report regarding a proposed VJ Day community celebration on 15 th August 2025.	10
12. CASTLE STREET TOILETS a) To consider a report regarding the current allocation of facilities. b) To consider a request for card payment facilities at Castle Street public conveniences.	11
13. SHROPSHIRE YOUTH ASSOCIATION (SYA) REPORT a) To approve a request for continuation of the provision of youth club through alternative arrangements whilst the Youth Center is temporarily beyond use. b) To receive a term report from SYA.	12
14. LUDLOW MARKET a) To receive a report on the trading structure and occupation of the market from the Market Officer. b) To consider commissioning a structural condition report.	13
15. TOWN CENTRE TREE PLANTERS To consider a request from Viv Parry regarding the relocation of the trees in planters.	14
16. BOWSER To consider a report regarding the purchase of a secondhand water bowser.	15
17. MAY FAIR To consider a report regarding window cleaning.	16
18. CASTLE GARDENS To consider a request for a new bench location in Castle Gardens.	17
<p style="text-align: center;">M e m b e r s h i p</p> <p style="text-align: center;">Councillors Addis, Childs, Cowell (Chair), Gill, Ginger, Harris, Hepworth, Lyle, Parry, Tapley and Taylor.</p>	
<p style="text-align: center;">Notes</p> <p style="text-align: center;">The next Services Committee meeting will be held on Wednesday 23rd July 2025.</p>	

ITEM 8.

MINUTES

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** adjourned from 2nd April 2025 and held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 23rd APRIL 2025** at **7.00PM..**

S24/166 PRESENT

Chair: Councillor B. Waite

Councillors: Garner, Ginger, Jones, Tapley, and S Waite.

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

S24/167 ABSENT

Councillors Gill, Hall, Miller, and Parry were absent.

S24/168 WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION

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

S24/169 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.

S24/170 APOLOGIES

Apologies were received from Councillors Gill & Miller.

S24/171 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None declared.

Conflicts of Interest

None declared

Personal Interests

None declared

S24/172 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

S24/173 LUDLOW UNITARY COUNCILLORS SESSION

No Unitary Councillors were present.

S24/174 MINUTES

RESOLVED BW/EG (Unanimous)

That the minutes of Services Committee meeting held on 19th February 2025 be approved as a correct record and signed by the Chair.

S24/175 ITEMS TO ACTION

RESOLVED BW/EG (unanimous)

That the Items to action from Services Committee Wednesday 19th February be noted.

S24/176 LUDLOW MARKET UPDATE

RESOLVED BW/RJ (unanimous)

To note the information provided by the Market Officer.

S24/177 WASTE MANAGEMENT & RECYCLING

RESOLVED BW/SW (unanimous)

To note the Simpler Recycling legislation and the action taken by Ludlow Town Council in March 2025 to ensure compliance with the legislation.

S24/178 HENLEY ROAD CEMETERY REGULATIONS

RESOLVED BW/GG (unanimous)

To note the regulations amended, as previously approved by Services Committee, to include an extended the period for floral tributes for up to one month.

S24/179 TOWN CENTRE PLANTING

RESOLVED BW/EG (unanimous)

That the red, white & blue planting scheme for 2025 to commemorate the 80th anniversary of VE day be approved.

S24/180 LETTER FROM LUDLOW 21

RESOLVED GG/EG (unanimous)

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.

S24/181 OFFER FROM CIVIC SOCIETY

RESOLVED GG/BW (unanimous)

That subject to the following provisions, the offer of a Cercis Eternal Flame tree from Ludlow Civic society be accepted:

- 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.
- That a plaque may be installed, funded by the Society providing the wording & design are approved by Ludlow Town Council.

S24/182 LINNEY RIVERSIDE PARK – PARKING METER MAINTAINANCE

RESOLVED BW/GG (unanimous)

That the annual service / maintenance agreement provided by Flowbird at cost of £591.00 for 2025/2026 be approved.

S24/183 SC PLAY AREAS – GROUND ZERO COSTINGS & RISK ASSESSMENT

RESOLVED EG/AT (unanimous)

That the ground zero costings template and the risk assessment template be approved as the core working document for managing due diligence for each of the Shropshire Council play areas.

S24/184 TOWN CENTRE TREE PLANTERS

RECOMMEND BW/AT (unanimous)

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

S24/185 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED BW/GG (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.

Chairman

Date

Closed session minutes to follow.



CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the **SERVICES COMMITTEE** adjourned from 2nd April 2025 and held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 23rd APRIL 2025** at **7.00PM**.

S24/186 BIENNIAL TREE SURVEY

RESOLVED BW/EG (unanimous)

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.

S24/187 UPDATES TO LUDLOW MUSEUM AT THE BUTTERCROSS SIGNAGE

RESOLVED SW/EG (4:2:0)

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.

The meeting closed at 7.21 pm

Chairman

Date

ITEM 9.

ITEMS TO ACTION

Services Committee

Items to Action

23/04/2025

ITEMS COMPLETED				
S23/080	<p><u>S22/069 PLAY AREA UPDATES – WHEELER ROAD AND HOUSMAN CRESCENT</u></p> <p>To hold back on the replacement of the climbing wall at Wheeler Road play area until nearby CCTV is operational, and a conversation has been had with South Shropshire Youth Forum. Bring updated costs to Committee when CCTV is connected. Action – when will the CCTV be connected?</p> <p><u>S/63, S/123, S/74</u></p> <p><u>BOATING UPDATE AT LINNEY RIVERSIDE PARK</u></p> <p>Could the Committee be provided with an update regarding this project.</p>	<p>To obtain a date when the CCTV will be connected.</p> <p>Update on progress required.</p>		
S24/181	<p><u>OFFER FROM CIVIC SOCIETY</u></p> <p>That subject to the following provisions, the offer of a Cercis Eternal Flame tree from Ludlow Civic society be accepted:</p> <ul style="list-style-type: none"> • That the location of the tree does not cause any issue with mowing the area. • That a substantial tree guard be provided by the society & mulch be put down during planting. 	<p>Inform Civic Society of Committee decision.</p>	Complete	May 2025

Services Committee
Items to Action

23/04/2025

	<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

23/04/2025

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.	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 81th anniversary of VE Day be approved.	Arrange planting	Complete	May 2025
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)	Pending – awaiting information from Rich Morley.	
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)		

Services Committee
Items to Action

23/04/2025

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 consideration, with costings.	Ongoing (KA)		
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)		

Services Committee
Items to Action

23/04/2025

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)		
November 2024				
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	
January 2025				
S24/155	<u>SHROPSHIRE COUNCIL PLAY AREA INFORMATION</u> That Shropshire Council confirm that they hold the	Contact Shropshire		

Services Committee

23/04/2025

Items to Action

	<p>title for the play areas at St Johns Lane, Steventon New Road, Tollgate Road, Vashon Close, Parys Road, Fishmore View, Friars Field, Normandie Close, Dahn Drive (2 play areas).</p> <p>That a risk assessment and ground zero costings be bought back to Committee for consideration.</p>	<p>Council for info (KA)</p> <p>Continue to undertake works for repairs (KA)</p> <p>To create the framework for a ground zero costing and risk assessment (GW)</p>	<p>Template created & approved by Committee.</p>	<p>Complete April 2025.</p>
S24/165	<p><u>TREE REPORTS AND QUOTATION</u></p> <p>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.</p>	<p>Application to be processed. (KA)</p>		

ITEM 10.

HENLEY ROAD CEMETERY

HENLEY ROAD CEMETERY – INSTALLATION OF ARCH WAY

Report No. SS/25/01

**Services Committee
11th June 2025**

1. INTRODUCTION

- 1.1 Henley Road cemetery is owned and managed by Ludlow Town Council.
- 1.2 It is an important community facility and a sensitive area with burials taking place throughout the year, and local families visiting the graves of their loved ones.
- 1.3 The management and operation of the cemetery is undertaken under the Burial Act 1857; and the Local Authorities' Cemeteries Order 1977; and in line with the government publication - Guide for Burial Ground Managers, which requires the local authority to hold and administer the burial ground for the enjoyment of the public as an open space, under proper control and regulation.

2. RECOMMENDATION

- 2.1 To approve the purchase and installation of an arch to enhance the entrance to the Babies Memorial Area at Henley Road cemetery.

3. CURRENTLY

- 3.1 The Babies Memorial Area is an important part of the Cemetery for bereaved families to reflect in a special place.

A new bench has recently been installed, thanks to Graeme Perks and the Direct Labour Force, which has improved the area.

'Henley Road Helpers' volunteers have taken a particular interest in improving the area and feel a wooden arch for a climbing rose would be a lovely addition to the space and could be covered with fairy lights at Christmas.

The arch would be post-creted into the earth, avoiding the well-established hedge, to ensure it could not be stolen.

The arch would be installed by the DLF.

4. APPEARANCE OF THE ARCH

- 4.1 The volunteers would like to paint the arch the same colour as the bench (Cuprinol sage).

The arch width complies with the minimum width requirement for disabled access which is 800mm.



Zest Starlight Wooden Garden Arch

Product Code: 1077589

£159.99 + £20. delivery

x Zest Starlight Wooden Garden Arch

- Size: 1.34m x 0.72m x 2.23m (W x D x H)
- Pressure Treated
- 10 Years Guarantee Against Rot
- FSC Certified timber from managed resources
 - Self-assembly required

<https://www.webbsdirect.co.uk/zest-starlight-wooden-garden-arch/>

5. BUDGET

5.1 To be purchased:

Blue Circle Post-crete: x 2 20kg Bag - Ready mixed £7.50 per bag

Wooden arch £159.99 + £20.00 delivery

Paint approx. £23.00

TOTAL COST £217.99

5.2 The contingency budget code (353) will be utilised for this project.

Deputy Town Clerk and Cemetery Officer.

June 2025

Implications

Wards Affected (All)

Financial (Staff budgeted time)

Health & Safety (none)

Law & Order (not stated)

Environmental implications (not stated)

ITEM 11.

V J DAY



VJ DAY CELEBRATIONS

Report No. SS/25/02

Services Committee

11th June 2025

1. INTRODUCTION

- 1.1 This report proposes working in collaboration with Ludlow Chamber and Ludlow Castle to put on a VJ Day evening community event hosted by the castle.
- 1.2 Initial enquiries with collaborators for an evening event on 15th August to celebrate VJ Day have been positive.

2. RECOMMENDATION

- 2.1 To approve working collaboratively with Ludlow Castle and Ludlow Chamber of Trade to put on a VJ Day celebration event.
- 2.2 To approve a budgetary contribution of up to £2,200.00 from Ludlow Town Council.

2. BACKGROUND

- 3.1 Ludlow Town Council, Ludlow Chamber and Ludlow castle have previously successfully collaborated to put on free entry community events hosted by the castle – the most recent on was D-Day in June 2024.
- 3.2 Unfortunately, it was not possible to hold a VE day event earlier in the year, but there is a second opportunity on VJ day – 15th August 2025.
- 3.3 Initial ideas are community event at Ludlow castle in the outer bailey with catering and free entertainment from approx. 7 – 10 pm.
- 3.4 Whilst no one is committed to any arrangements yet, the castle have indicated that they would be willing to offer use of the outer bailey free of

charge.

3.5 previously the Chamber have been able to fund SIA security personnel, and sourced gazebos.

3.6 The Town Council have previously funded provision of:

• mobile toilets	£800
• first aid provision	£900
• waste management	£300
Total:	£2,000.00

3.7 Ludlow Concert band have indicated that they have availability, and other entertainment and catering would need to be booked as soon as possible once the initial arrangements have been agreed with our partner organizations.

3.8 **Draft organisational timeline:**

Target Event Date: Friday 15th August 2025

Ideal Start Time: 7:00 PM – 10:00 PM (set up from 5pm)

10 Weeks Before (June 2025)

Planning & Initial Bookings

- Confirm Event Concept & Budget
- Agree theme, capacity, and budget.
- Confirm permissions for using Ludlow Castle.
- Book Headline Entertainment
- Send Out Food Vendor Invitations
- Book SIA
- Book First Aiders
- Create event plan
- Recruit volunteers

9–8 Weeks Before (Mid–Late June 2025)

Marketing Prep & Confirmations

- Confirm Food Vendors
- Draft Event Marketing Plan
- Design event branding (logo/poster style).
- Prepare teaser content for social media.

7–6 Weeks Before (Late June – Early July 2025)

Publicity & Ticketing Launch

- Launch Event Publicity
- Posters in town centre, library, tourist info, pubs, community halls.
- Announce via town website, social media, and email newsletter.
- Submit listing to Shropshire What's On, Visit Ludlow, and local press.
- Start Weekly Social Media Promotion
- Feature music acts, food highlights, historical facts, "countdown" content.

5–4 Weeks Before (Mid July 2025)

Logistics & Audience Engagement

- Finalise Entertainment Schedule
- Timings for speeches, bands, dance demos, remembrance moment.
- Confirm Vendors & Logistics
- Send parking/pass info, set-up maps, and contact details.
- Promote via Press Release & Radio
- Pitch feature stories (e.g. local veteran attending, school choir involved).

3–2 Weeks Before (Late July – Early August 2025)

Final Promotions & Checklists

- Push Final Publicity
- Print Programmes / Signage
- Include schedule, food map, emergency exits, credits.

1 Week Before (Early August 2025)

- Final Confirmations
- Final Team Briefing
- Volunteers, stewards, first aid, and performers.

Event Day – Friday 15 August 2025

Town Clerk
June 2025

Implications

Wards Affected (All)

Financial (As stated in report)

Health & Safety (HASAWA 1974)

Law & Order (not stated)

Environmental Implications (not stated)

ITEM 12.

CASTLE STREET TOILETS



CASTLE STREET TOILETS

Report No. S/25/03

Services Committee

11th June 2025

1. INTRODUCTION

- 1.1 This report provides an explanation of the process to review public toilet provision at Castle Street in the light of the concern raised by a member of the public that the current facilities are potentially indirectly discriminatory under the Equality Act 2010.
- 1.2 The council should urgently review and consider options for rebalancing the facilities to ensure compliance with equality and best practice standards.

2. RECOMMENDATION

- 2.1 To make an immediate change to the signage so that one of the unisex toilets is designated a female only facility.
- 2.2 To monitor use patterns to understand if women are at a disadvantage in terms of wait times or comfort.
- 2.3 In the longer term, seek funding for upgrades through grants or community projects to refurbish the facilities and rebalance the provision.

3. BACKGROUND

- 3.1 The Current Toilet Provision at castle was built in 2003 / 2004. The facilities comprise of:
 - 1 self-contained unisex and accessible toilet with sanitary bin provision.
 - 2 self-contained mixed-sex toilets (also used for baby changing) with sanitary bin provision.

- The waiting area is open visibility, which may increase feelings of safety and reduce the risk of antisocial behaviour.
- 1 men's-only toilet (urinals)
- No women-only toilet available.

The key issue is about how facilities are managed, maintained, and monitored to ensure safety, dignity, and fairness.

- 3.2 Under the Equality Act 2010, indirect discrimination occurs when a policy or provision that applies to everyone puts people with a protected characteristic (e.g., sex) at a particular disadvantage compared to others. It must be objectively justified as a proportionate means of achieving a legitimate aim.

The Public Sector Equality Duty also requires councils to eliminate discrimination, advance equality of opportunity, and foster good relations between different groups.

- 3.3 Potential Issues Identified:
Indirect Sex Discrimination

- Men have access to a men-only urinals in addition to the shared mixed-sex toilets.
- Women must share the mixed-sex toilets without a designated space of their own.

- 3.4 This disparity may:

- lead to longer wait times for women.
- fails to consider specific needs of women (e.g., menstruation, pregnancy).
- disadvantages those with caring responsibilities using baby changing facilities.

- 3.5 Whilst the absence of a female-only space may raise concerns about privacy and safety for some women and girls, it should be noted that with the exception of the male urinals, each toilet facility is self-contained and designed to be accessed by one person at a time.

4. CURRENT SITUATION

- 4.1 Under the Equality Act 2010, *indirect discrimination* occurs when a policy or provision that applies to everyone puts people with a protected characteristic (e.g., sex) at a particular disadvantage compared to others. It must be objectively justified as a proportionate means of achieving a legitimate aim.

The Public Sector Equality Duty requires councils to eliminate discrimination, advance equality of opportunity, and foster good relations between different groups. In doing so, the council should consider guidance from bodies like the Equality and Human Rights Commission

(EHRC) or the Local Government Association (LGA), which promote equitable access to facilities, including male, female, gender-neutral, and accessible toilets.

4.2 Potential Issues Identified

Indirect Sex Discrimination

- Men have access to a men-only toilet in addition to the shared mixed-sex toilets.
- Women must share the mixed-sex toilets without a designated space of their own.
- This disparity:
 - May lead to longer wait times for women.

4.3 Contextual Considerations

- Budget limitations are a real constraint and often justify maintaining existing facilities rather than rebuilding.
- If the intent and effort is to offer equal access within the constraints, and the facilities are clean, safe, and accessible, then it's likely to be considered a reasonable compromise.
- There is mixed sex access for those with caring responsibilities that require baby changing facilities.

4.4 Budget

There is a toilet maintenance budget 303/4222 with an annual budget set at £5,000.00.

The expenditure to date is £495.00 on electrical works / repairs.

The total expenditure last year was £2,650.00.

The expenditure for the signage could be allocated from this budget.

Town Clerk

May 2025

Implications

Wards Affected (All)

Financial (Unstated cost of new signage)

Health & Safety (None)

Law & Order (As described in the report)

Environmental Implications (None)



CASTLE STREET TOILETS COIN BOXES

Report No. S/25/04

**Services Committee
11th June 2025**

1. INTRODUCTION

- 1.1 This report conveys a request from a member of the public to consider updating the charging / payment facilities to include card payment because fewer people are carrying cash.

2. RECOMMENDATION

- 2.1 To seek quotations for installing facilities for card payments at Castle Street car park public toilets.

3. BACKGROUND

- 3.1 A member of the public emailed the council to report that they

'Had a lovely visit to Ludlow yesterday fantastic place, just one problem. TOILETS.20p to use the toilet is fine, but so many people don't carry cash anymore, no option to pay on the card, no change machine as I only had £1. I think you can do better than this. Thankfully a kind person had left 20p by the machine.

4. CURRENT SITUATION

- 4.1 The coin boxes and automatic locking system were installed approximately 10 years ago, and during this period there has been a steady increase in the use of card payments.

- 4.2 The Council has recently introduced card payment facilities at the market, Guildhall and the Buttercross.
- 4.3 Seeking quotations would enable the Council to make an informed decision that could consider the revenue raised, and the cost of the alterations, and also consider the implications of not modernizing.

Town Clerk
June 2025

Implications

Wards Affected (All)

Financial (Unknown)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

ITEM 13.

SHROPSHIRE YOUTH ASSOCIATION (SYA) REPORT

From: Richard Parkes
Sent: 8 May 2025 13:12:57 +0000
To: Gina Wilding
Cc: Kerry Williams
Subject: SYA's Youth club report
Attachments: Ludlow.docx

Hi Gina,

Please find attached last terms report.

As you are aware the building is currently closed and we hope to move top Helena Lane after half term. We are keeping parents informed and will use the hours and budget to put on trip for the young people, I hope this is OK

Regards



Richard Parkes

Pronoun: He/Him
Chief Executive Officer
Richard@sya.org.uk

The New Lodge, Upton Lane, Shrewsbury SY2 5RR
01743 730005



TERMLY MONITORING AND EVALUATION SCHEDULE

The purpose of termly monitoring reports is to:

- Demonstrate how the club is meeting the aims and outcomes contained within the agreement and the statutory requirements;
- Gather service user feedback,

The termly monitoring reports shall include:

Provider name:	SYA
Club/project name:	Ludlow
Term:	Spring 2025
Date:	13/4/25

1. Outcomes

Please give specific examples/case studies of how your service has contributed to the Children and Young People Outcomes during the last term:

1. Ensure all children and young people are safe and well looked after in a supportive environment
2. Ensure the emotional well-being of children and young people by focusing on prevention and early intervention
3. Keep more children healthy and reduce health inequalities

What we have done to increase/improve physical health	<p>Ludlow is a lively group with a lot of young men that like to be active. Not having outdoor space, it was anticipated they would find it challenging, so an active activity was aimed for when the young people did their planning at the beginning of the term. Charades, Indoor golf and penalty shoot outs were on the programme, along with games, indoor badminton, relay racing and a Wii dance competition. This was in conjunction with archery, swing ball and pool being utilized as a mean to keep active and burn off energy to enable other activities to be enjoyed.</p> <p>Cooking is really enjoyed at Ludlow; we look at food the young people choose and adapt recipes to be a healthier option than readymade processed food. The group really enjoyed smoothie making and mug cakes that were made with reduced sugar, fruit kebabs, cheese lattice and cake pops which are a fun and exciting way to easily make cake in small quantities, so they are a healthier option as a snack.</p>
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**What we
have done**

A lot of arts and crafts are engaged with at Ludlow and they are a wonderful tool for mindfulness and thought-provoking conversations, they

**to increase/
improve
Emotional
health**

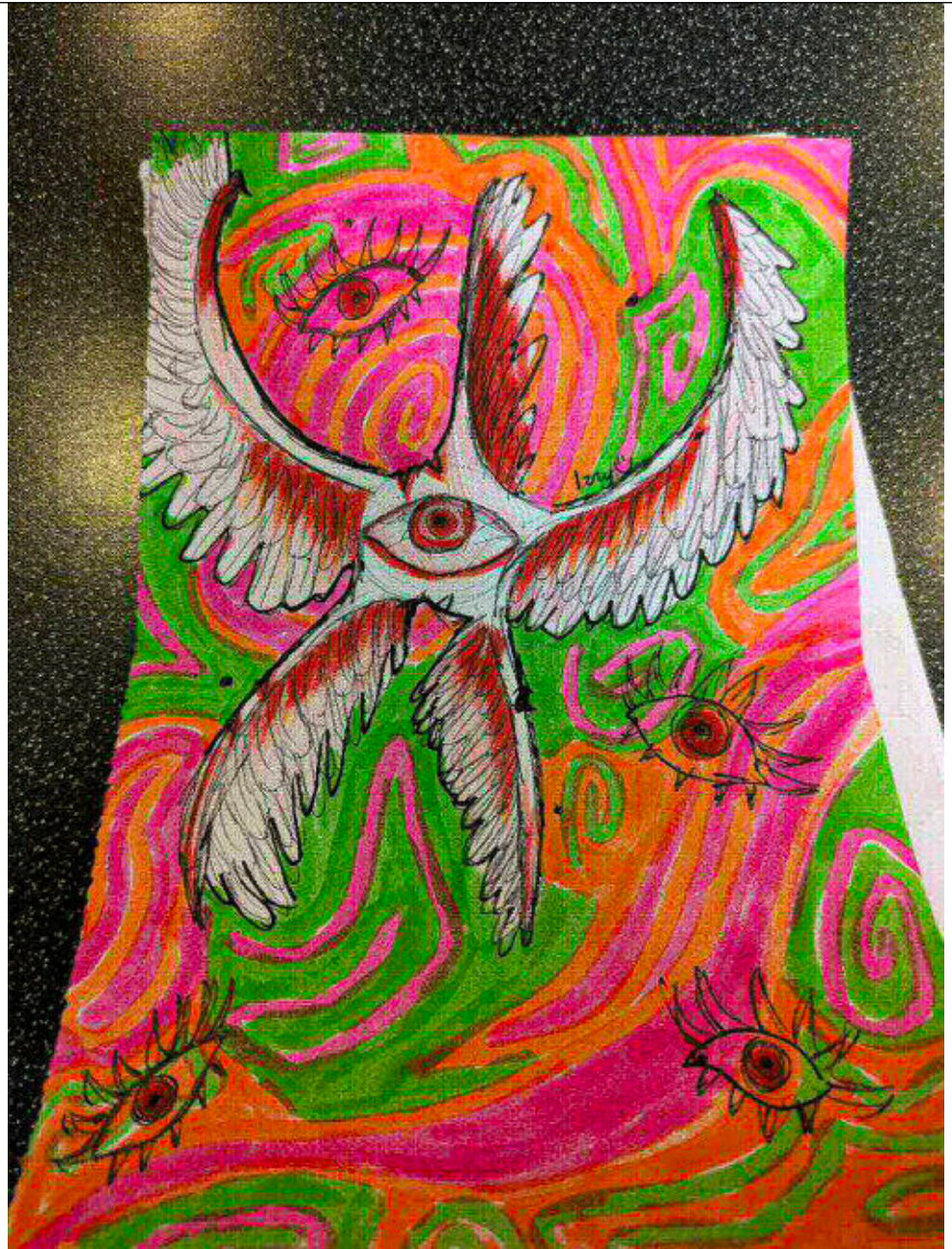
provide the opportunity to calm young people down and focus on what they are doing and develop skills and new techniques in the meantime. The easter egg hunt was very active and the young people enjoyed running about outside in the sun now the weather is warmer.

The young people enjoyed jewellery making, diamond art, Hama beads, clay modelling and dream catcher making. Along with exploring interests and new ideas as they organized a talent show. The majority of young people came prepared for the session and those that didn't thought of something on the spot or joined up with others. It was an enjoyable session, with so many talents such as artwork, standup comedy, magic tricks, gymnastics and dancing that was a great confidence boost for many that was fantastic for their self-esteem. Badge making and card making, wooden box decorating and mug decorating have been activities that young people have done, either learning to express themselves or creating something for others. Ludlow youth club were asked by the Town Council to decorate an Easter bonnet for the Ludlow Mayor to wear at the Easter Parade in the Town, which Iryna is modelling below. We sadly had to say goodbye to Iryna who's other work commitments meant she could not continue. The young people gave a lovely farewell.















2. Outputs Reporting

Total number of different individuals who have benefited from the activities since Term start: 24

(24 young people have attended Ludlow youth club this term, we have not advertised the club, but new members have joined and some moved on. However, due to only 2 members of staff there has been a waiting list, as the majority attend each week, but there is room for a couple more members now the weather is warmer, and we can use outside.)

Average attendance per session		18
Total of weekly contacts	Subject	Notes
10	Bullying	
45	Confidence	.
13	Developing social action	Members talking part in survey
5	Diet	Sugar intake
8	Family	
28	Getting active	Indoor football, the young men need more exercise factored into sessions. Burning energy discussions
34	Healthy eating	Learning how to make smoothies and the benefits of fruit
33	Public speaking	Talent show, addressing the whole club. A Youth Forum member leading an activity to collect information for Homes plus
11	Relationships	Discussions around relationships with one another and respect.
2	Safeguarding	Not locking the door in the chillout room as a safeguarding issue. Escape room for sensory overload
12	School	Young people in club expressing they don't get along at school
5	Sexism	Young people challenged about sexist comment
18	Volunteering	Young leader training 4 young people and two organising talent entries

3. Case study

Give an example where an intervention or series of interventions has contributed towards a young person/people's behaviour, physical or emotional health or behaviour change.

A young person has struggled to be independent for some time, they look to please others and get swept along with the flow, whether it being to do something positive or negative. This has led them into situations where they are challenged by staff regularly to think about their behaviour, slow down and calm. They are not diagnosed with SEN, but struggle to focus and listen, which appears



rude, yet through building a relationship with the young person over time it is clear that is not their intention. Therefore, support in sessions to engage in activities on their own and making decisions for themselves has been key, to encourage independence and problem-solving skills to make the right choices. They asked if they could do the young leaders training, which a friend was already signed up to. I was unsure as to whether the dynamics would be a problem for them both, which unfortunately it was as their behaviour was challenging and when this continued, they were told they would both not be able to return for day two if it did not change. This was a setback, but both have broadened their horizons since then and are engaging in different activities apart and are looking forward to delivering their activities within club too. The young person has spent a large amount of time engaging in painting a wooden box that was fantastic, concentrating on the detail and not being distracted by others.

ITEM 14.

LUDLOW MARKET



UDLOW MARKET UPDATE

Report No. S/25/05

**Services Committee
11th June 2025**

1. INTRODUCTION

- 1.1 Ludlow market is a service provided by Ludlow Town Council and trades between four to seven days a week throughout the year.
- 1.2 Ludlow regular market operates on Monday, Wednesday, Friday and Saturday throughout the year.
- 1.3 Town Council Craft / specialist markets are held 1st and 3rd Thursdays, and 2nd and 4th Sundays, from April until Christmas. Craft markets can offer new traders the opportunity to trade at a low cost and can lead to them trading on regular market days.
- 1.4 The Antiques and Collectible market is held every 1st and 3rd Sunday, throughout the year. It is managed by M & B Cramp, who has a whole market let.
- 1.5 The Local to Ludlow Produce Market is held every 2nd and 4th Thursday, and is managed by Tish Dockerty, who has a whole market let.

2. RECOMMENDATION

- 2.1 To consider the update from the Market Officer
- 2.2 To note information from NABMA.

3. UPDATE FROM THE MARKET OFFICER - MAY 2025

- 3.1 Ludlow market has an excellent position at the heart of the town. The sense of vibrancy created by the market is important to the community and wellbeing of the town.
- 3.2 The Town Council has actively supported the vibrancy and diversity of the market by maintaining rents at a consistent level for the last 3 years.
- 3.3 The supporting infrastructure of the market is also important. An electrical supply is available to traders from the street lighting power outlets.

Market traders have concessionary parking at Castle Street car park granted by Shropshire Council. The cost is £ 2.00 per day from January 1st until March 31st, and £ 4.00 per day from April 1st until December 31st. This arrangement is limited to the first 20 attending traders and managed by the town council. Parking is also available for the largest vans at the Ludlow Town Council's Linney Car Park.

- 3.4 Ludlow Market has welcomed new traders recently, including Bob's Curry Hut, Kirkwood Distillery, and Felix Forge, blacksmith.
- 3.5 A new market website has been designed and is in the final stages of content population. It will improve the promotion of the market and traders and help traders to easily book themselves onto specialist markets.

3.6 Ludlow market attendance MARCH 1ST – MAY 30TH

Day	Date Paid	Stalls	Large Pitches	Small Pitches	Vans	BTX	
Saturday	01/03/2025	42	3	2	3	1	
Monday	03/03/2025	11	3	1	3	0	
Wednesday	05/03/2025	28	2	1	3	0	
Friday	07/03/2025	34	2	2	3	1	
Saturday	08/03/2025	42	3	2	4	2	
Monday	10/03/2025	14	3	1	3	0	
Wednesday	12/03/2025	24	2	1	3	0	
Friday	14/03/2025	31	2	2	4	1	
Saturday	15/03/2025	43	3	2	4	1	
Monday	17/03/2025	17	1	0	3	0	
Wednesday	19/03/2025	28	3	0	3	1	

Friday	21/03/2025	37	2	2	4	1	
Saturday	22/03/2025	41	3	2	4	2	
Monday	24/03/2025	18	3	2	3	0	
Wednesday	26/03/2025	29	2	1	3	1	
Friday	28/03/2025	33	3	2	4	1	
Saturday	29/03/2025	42	3	1	4	2	
Monday	31/03/2025	18	3	1	3	0	
Wednesday	02/04/2025	30	3	0	3	2	
Friday	04/04/2025	37	3	1	4	1	
Saturday	05/04/2025	43	3	0	4	2	
Monday	07/04/2025	19	2	1	3	0	
Wednesday	09/04/2025	27	3	0	3	0	
Friday	11/04/2025	39	3	2	4	1	
Saturday	12/04/2025	43	3	2	4	2	
Monday	14/04/2024	22	2	2	3	0	
Wednesday	16/04/2025	22	0	0	3	1	
Friday	18/04/2025	36	3	2	4	1	
Saturday	19/04/2025	42	3	2	4	2	
Monday	21/04/2025	15	2	1	3	0	
Wednesday	23/04/2025	21	3	0	2	2	
Friday	25/04/2025	38	3	2	4	1	
Saturday	26/04/2025	43	3	1	4	2	
Monday	28/04/2025	16	3	2	3	0	
Wednesday	30/04/2025						MAY FAIR
Friday	02/05/2025						MAY FAIR
Saturday	03/05/2025						MAY FAIR
Monday	05/05/2025						MAY FAIR
Wednesday	07/05/2025	29	3	0	3	0	
Friday	09/05/2025	38	3	2	3	2	
Saturday	10/05/2025	43	3	2	4	2	
Monday	12/05/2025	15	3	2	3	0	
Wednesday	14/05/2025	28	3	0	3	0	
Friday	16/05/2025	39	3	3	4	2	
Saturday	17/05/2025	43	3	2	4	2	

Monday	19/05/2025	20	1	1	3	0	
Wednesday	21/05/2025	32	3	0	3	0	
Friday	23/05/2025	38	3	1	4	1	
Saturday	24/05/2025	43	3	2	4	2	
Monday	26/05/2025	23	2	2	4	0	
Wednesday	28/05/2025	29	3	0	3	0	
Friday	30/05/2025	39	3	2	4	1	
Saturday	31/05/2025	43	3	2	4	1	

BTX - Buttercross

4. INFORMATION FROM NATIONAL ASSOCIATION OF BRITISH MARKET AUTHORITIES (NABMA)

- 4.1 NABMA is a supportive organisation promoting markets across the country and working with the government to develop markets and the high street in our towns. <https://nabma.com/>
- 4.2 Ludlow has recently taken part in the NABMA Love your Local Market campaign, and was featured on BBC Radio Shropshire. <https://loveyourlocalmarket.nabma.com/>
- 4.3 The latest NABMA newsletter is on the attached link: <https://nabma.com/LYLM2025-Newsletter/>

Market Officer
June 2025

Implications

Wards Affected (All)

Financial (None)

Health & Safety (None)

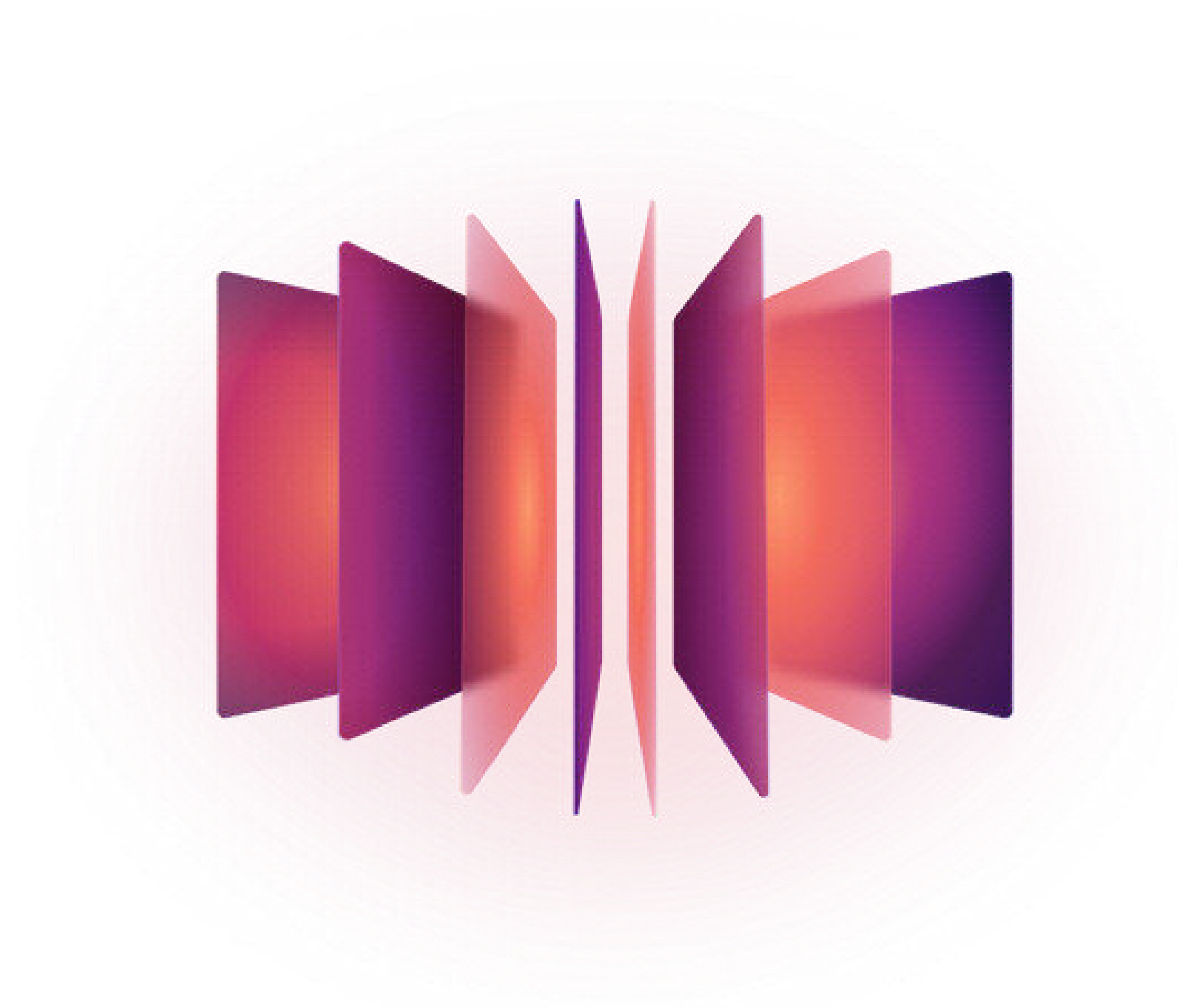
Law & Order (None)

Environmental Implications (None)

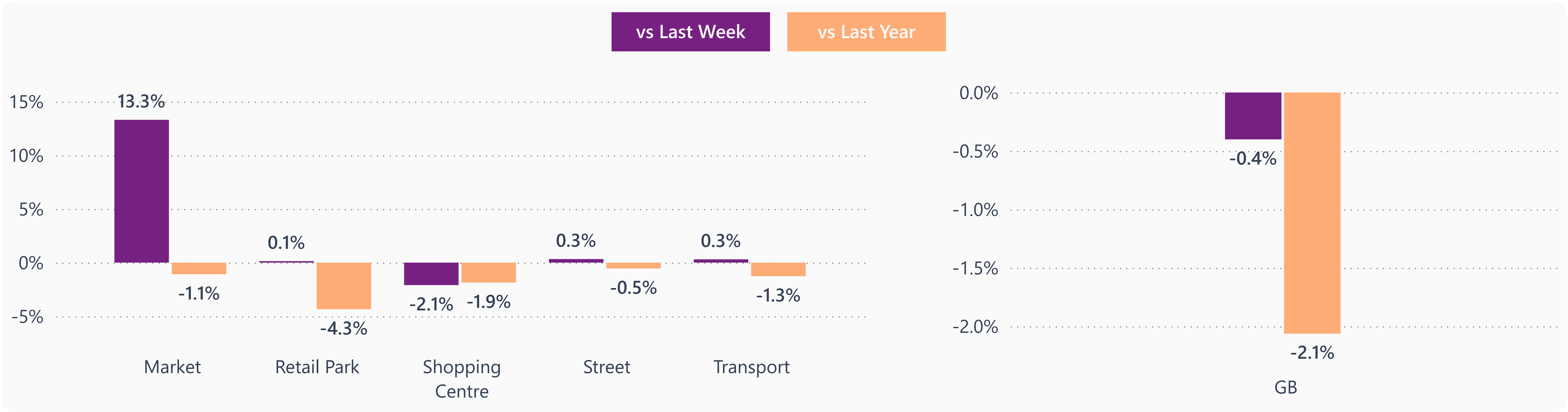
PFM Footfall Index.

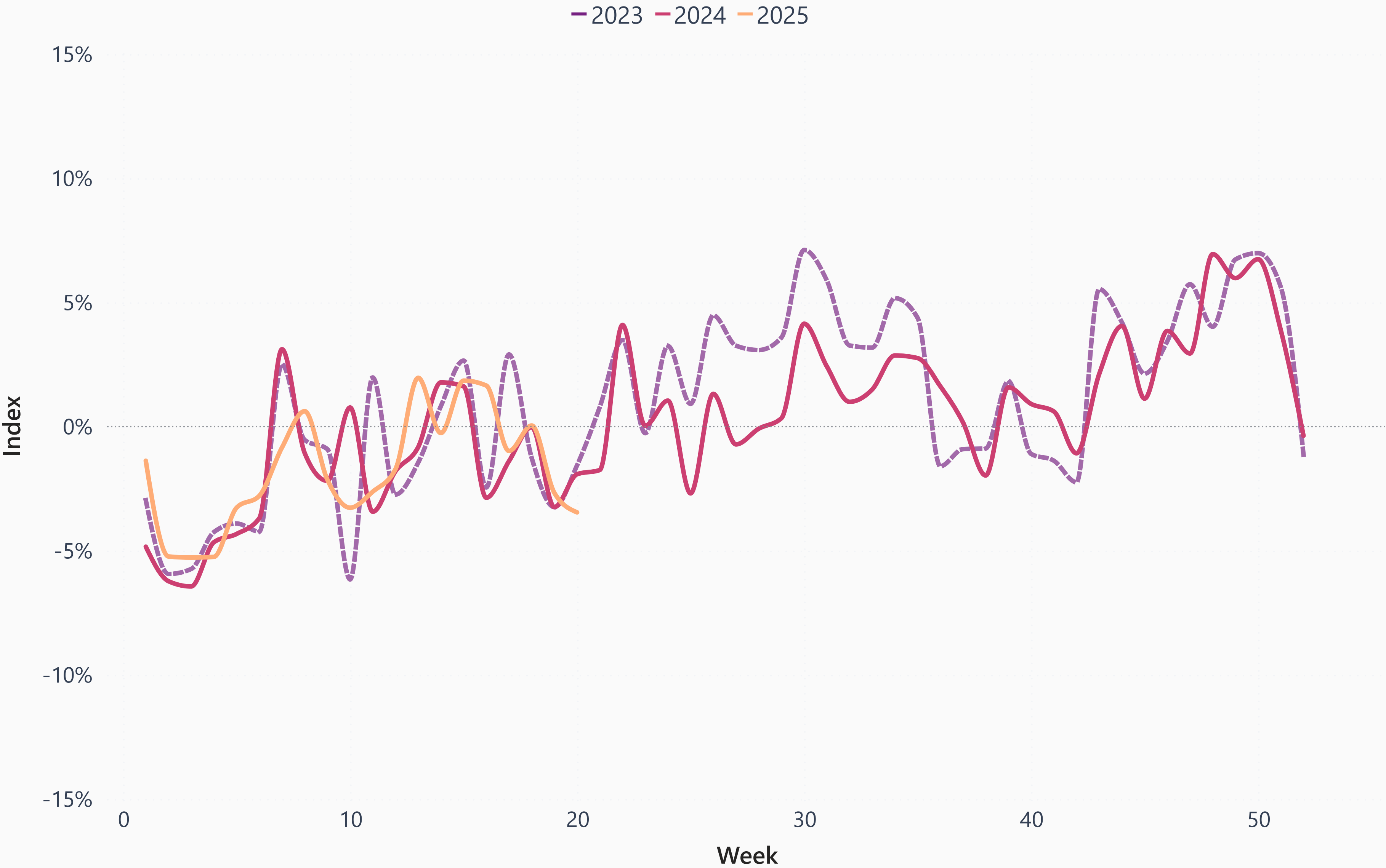
Week 20 of 2025

Category Comparisons - Week Commencing 12th May



Date	Mon 12/05/2025		Tue 13/05/2025		Wed 14/05/2025		Thu 15/05/2025		Fri 16/05/2025		Sat 17/05/2025		Sun 18/05/2025		Total	
Category	vs LW	vs LY	vs LW	vs LY	vs LW	vs LY	vs LW	vs LY	vs LW	vs LY	vs LW	vs LY	vs LW	vs LY	vs LW	vs LY
Market															13.30%	-1.08%
Retail Park															0.14%	-4.34%
Shopping Centre															-2.09%	-1.86%
Street															0.33%	-0.55%
Transport															0.31%	-1.26%





Week	2023	2024	2025
8	-0.54 %	-1.07 %	0.62 %
9	-0.91 %	-2.19 %	-2.14 %
10	-6.16 %	0.77 %	-3.27 %
11	1.97 %	-3.43 %	-2.62 %
12	-2.74 %	-1.80 %	-1.71 %
13	-1.45 %	-0.83 %	1.96 %
14	0.82 %	1.78 %	-0.26 %
15	2.65 %	1.62 %	1.85 %
16	-2.45 %	-2.87 %	1.65 %
17	2.90 %	-1.39 %	-0.98 %
18	-1.26 %	-0.03 %	0.04 %
19	-3.25 %	-3.25 %	-2.67 %
20	-1.56 %	-1.92 %	-3.46 %



LUDLOW MARKET STRUCTURAL REPORT

Report No. S/25/06

**Services Committee
11th June 2025**

1. INTRODUCTION

- 1.1 This report provides contextual background information, a draft specification and suggested contractors to approach for quotations in relation an assessment of the structure of the market stalls and costed recommendations for repairs.

2. RECOMMENDATION

- 2.1 To approve the specification.
- 2.2 To approve inviting the local contractors to submit a quotation.

3. BACKGROUND

- 3.1 The Council's Buildings, Equipment, & Facilities Inspection and Maintenance Policy provides the framework within which the Direct Labour Force inspects and maintains the council's assets.
- 3.2 The annual dismantling of the market is an excellent time for more indepth visual inspections, and this year the inspection revealed that the anchor bolt fixings are beginning to corrode.
- 3.3 The majority of the market structure is 14 years old, so a structural inspection of the whole structure would usefully aid effective maintenance and future planning.

4. CURRENT SITUATION

4.1 Draft Brief for Structural Assessment of Metal-Framed Market Stalls:

To engage a qualified structural engineer to assess the structural integrity of the metal-framed market stalls at Ludlow Market.

Scope of Work:

- Conduct on-site inspections of each market stall.
- Evaluate the condition of metal frames, including joints, welds, j-bolt underground anchor points and fixtures and report signs of corrosion or fatigue.
- Assess the load-bearing capacity and stability under typical usage conditions.
- Provide a detailed report outlining findings, costed recommendations for repairs or reinforcements, and compliance with applicable standards.

Deliverables:

- Comprehensive assessment report for each stall.
- Photographic documentation of any identified issues.
- Costed recommendations for necessary remedial actions.

Timeline:

- Inspection days: Tuesdays in June and July.
- Report to be received by: 18 August 2025.

Please provide your availability and a quote for the services outlined above by 14th July 2025.

4.2 Estimated cost for the assessment would be in the region of £3,000.00 - £6,000.00. The Council holds £50,000.00 in EMR 351 - Market.

4.3 Local Contractors to be approached for a quotation:

Lordstone Consulting Structural Engineers

Location: Based in Shropshire, serving Ludlow and surrounding areas

Contact: 07903 973 704 | andrew@lordstoneconsulting.co.uk

Services: Chartered structural engineers specializing in residential, commercial, and industrial design. They offer tailored services including structural surveys and site inspections.

Andrew R Owen – Chartered Structural Engineer

Location: Church Preen, Church Stretton (approximately 14 miles from Ludlow)

Contact: 01694 771249 | 07971 155597

Services: Offers structural design, calculations, and surveys for various materials including steel and timber.

Border Engineering & Fabrication Ltd

Location: Ludlow

Contact: 01584 872211 | info@border-engineering.co.uk

Services: Specialists in metal fabrication and structural steelwork with over 30 years of experience. They offer custom design, fabrication, and installation services, making them well-suited for assessing and repairing metal-framed structures.

Town Clerk

June 2025

Implications

Wards Affected (All)

Financial (As stated within the report)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

POLICY:	BUILDINGS, EQUIPMENT, & FACILITIES INSPECTION AND MAINTENANCE POLICY
Policy number:	BMP / 24 / v.1
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	New policy formalising working procedures and practices
Approved by:	Full Council
Approval date:	29 th July 2024
Review due:	July 2027

1. Description

- 1.1 Ludlow Town Council owns buildings, fixed equipment, and facilities and this policy explains how they will be inspected and maintained.

2. Purpose of this policy

- 2.1 Ludlow Town Council believes that its staff, elected members and visitors should expect the premises to provide a safe, clean, well maintained and comfortable environment at all times.

We believe that the quality of the physical learning environment is a key factor in the provision of high-quality and effective care.

3. Scope

- 3.1 All buildings, fabrics, fittings, utilities and equipment are kept in good, safe condition, in efficient working order and in good repair.
- 3.2 Services such as water, lighting and heating are maintained appropriately to ensure that premises are comfortable, economical and safe to use, and that energy is not wasted.
- 3.3 This policy applies to all elected members and officers of Ludlow Town Council and anyone working for or on behalf of Ludlow Town Council whether in a paid, voluntary or commissioned capacity.
- 3.4 The responsibilities for buildings maintenance systems lie with the Town Council. These responsibilities may be delegated.

4. Procedure

- 4.1 **A system of planned preventative maintenance** will be used, involving the inspection and assessment of equipment and buildings on a regular basis.

- 4.2 **Staff are encouraged to report faults** or potential problem areas, such as torn or frayed carpets, damaged flooring, broken windows, blocked gutters and down pipes, electrical faults, leaks, and broken paving.
- 4.3 **Job sheets** for small-scale repairs / required maintenance within allocated budgets are created by the Deputy Town Clerk and delegated for in-house or contractor action.

Larger scale repairs are notified to the Town Clerk and, if not a H&S emergency, are reported to Services Committee for expenditure approval.

- 4.4 **Repairs will be allocated to appropriate staff or contractors** and followed up to check that any necessary work has been completed satisfactorily.
- 4.5 All maintenance contractors will be expected to comply with Ludlow Town Council's health and safety policies and safeguards.
- 4.6 Access to any relevant risk assessments, drawings, instructions, handbooks and records will be provided to staff or contractors.
- 4.7 **The maintenance system will cover all aspects of the premises including:**
- All buildings — both external and internal parts of buildings and outbuildings.
 - Fixed Equipment.
 - Utilities such as water, gas and electricity.
 - Grounds — including fences, gates, paths, car parks, lighting and walls.
- 4.8 All material parts of the premises, including fixtures and fittings, will be well maintained and a maintenance schedule will be in place in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

4.9 **Inspections undertaken by staff:**

- **Ludlow market**
 - Visual inspections undertaken by Market Officer on a daily basis. DLF staff undertake an in-depth visual and manual inspection on a monthly basis.
 - Annual structural assessment and repairs at May Fair.
- **Public Conveniences**
 - Visual inspections undertaken by Public Facilities Operatives on a daily basis.
 - DLF staff undertake deep cleaning and inspections on a quarterly basis.
 - Legionella testing on a weekly basis.

- **Depot and storage buildings**
 - Visual inspections undertaken by DLF staff on a monthly basis.
 - Weekly Fire Safety checks by trained staff.
 - Annual Fire Equipment checks are undertaken by a contractor.
 - Legionella testing on a weekly basis.
- **Listed Public Buildings**
 - Internal and external visual inspections undertaken by DLF staff on a quarterly basis.
 - Weekly Fire Safety checks by trained staff.
 - Legionella testing on a weekly basis.
 - Annual Fire Equipment checks are undertaken by a contractor.
 - Electricity Periodic (5 year) certification testing is undertaken by a qualified external contractor
 - Annual Gas certification testing is undertaken by a qualified Gas Safe™ Registered external contractor.
 - Insurance condition report undertaken on a five-year basis.
 - Competent structural surveyor to provide a building condition report on a biennial basis.
- **Residential Property**
 - Visual external inspections undertaken by DLF staff on a quarterly basis.
 - Internal inspection / repairs as notified by the tenant.
 - Annual Gas certification testing is undertaken by a qualified Gas Safe™ Registered external contractor.
 - Electricity Periodic (5 year) certification testing is undertaken by a qualified external contractor
- **Play Area Equipment**
 - Visual and manual inspections undertaken by trained DLF staff on a weekly basis.
 - Annual Inspection undertaken by an external examiner on an annual basis.
- **Life Buoys**
 - Visual inspections undertaken by DLF staff on a weekly basis.
- **Jetty**
 - Visual inspections undertaken by DLF staff on a weekly basis.
 - Annual Inspection undertaken by an external examiner, or as required after a flood incident.
- **Flagpole**
 - Visual inspection when the flag is raised and lowered.
- **Public Open Spaces**
 - Litter picking and visual inspections undertaken twice or three times a week depending on the season.

- Grounds maintenance undertaken by trained DLF staff on a rolling three weekly basis in growing season.
- **Henely Road Cemetery**
 - Visual inspections and litter picks three times a week by DLF staff.
 - Grounds maintenance undertaken by trained DLF staff on a rolling three weekly basis in growing season.
 - Programme of topple testing of gravestones on a rolling three-year cycle undertaken by grounds staff and results recorded by cemetery officer. Required actions notified to grave owners, and emergency works undertaken by contractors.

4.10 **Emergency Repair**

Emergency repairs should be dealt with immediately and appropriate action taken to ensure the safety of building occupants.

A repair is usually considered to be an emergency if there is a danger to health, a risk to safety or security, or a danger of serious damage to the building.

Examples include:

- Insecure property or failure of security systems (such as broken windows)
- Flood/fire
- Blocked and overflowing drains
- Failure of water supply
- Serious structural damage
- Complete failure of heating system in winter
- Complete failure of hot water system.

4.11 **Staff and Contractors**

All contractors working on maintenance tasks on the premises will be expected to abide by our health and safety and security policies and procedures.

4.12 **Records**

Records will be kept of all maintenance jobs and repairs, including:

- When the fault or repair requirement was reported.
- When the repair was arranged.
- Who completed the repair.
- Who checked that it was complete.

Incomplete or unsatisfactory repairs will be followed up.

Maintenance records will be regularly inspected and reviewed to identify trends or patterns of work required and the performance of contractors.

5. Risk Assessments and Competent Persons

To protect workers from risks posed from building services the council should have:

- Identified where and when workers or the public may be exposed to the risks from building services.
- Identified the control measures already in place and any additional measures that may be required.

To include.

- The identification of all major utilities at each site.
- A safe system of isolation.
- The presentation of this information (a simple plan located alongside any emergency alarm evacuation control zone panel etc.).
- Ensuring the emergency services can be made aware of this information.
- All gas work is carried out by a competent person - Gas Safe™ Registered.
- All electrical work is carried out by a competent person – qualified to certificate their work.
- Monitor and review the operation of this procedure from time to time and made changes to the procedure identified as necessary or beneficial.

6. Legal

Workplace (Health, Safety and Welfare) Regulations 1992.

Health & Safety at Work Act 1974.

Occupiers Liability Act 1957 and 1984.

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

The Regulatory Reform (Fire Safety) Order 2005

7. Other relevant policies

Health & Safety Policy
Internal Controls Policy
Winter Policy
Memorial Safety Policy

ITEM 15.

TOWN CENTRE TREE PLANTERS

TOWN CENTRE TREE PLANTERS

Report No. SS/25/07

**Services Committee
11th June 2025**

1. INTRODUCTION

- 1.1 Ludlow Town Council has recently moved the tree planters to Castle Gardens to reduce the need for them to be moved for the annual May Fair.

2. RECOMMENDATION

- 2.1 To consider the request to hand over the responsibility of the trees and planters to Viv Parry.

3. RELOCATION OF TREE PLANTERS

- 3.1 Two tree planters which contain Mountain Ash saplings have recently been relocated from Event Square to Castle Gardens. This cost £150.00.
- 3.2 They were planted in 2020 and donated to Ludlow In Bloom in memory of a local resident by her husband.



4. **REQUEST RECEIVED**

- 4.1 We have received the request below that the trees are permanently handed over to Viv Parry. She would like to move the trees to a location in Castle Street car park, where they will be maintained alongside the Sensory Garden.

After a long discussion with the members who will be looking after the garden in Castle Street car park it was thought that if we look after the large boxes with the trees in it would help if they could be removed to the car park next to the other two boxes and this would mean that they can be watered at the same time by the members who are working on the beds down there .This would mean that now the two men have died ,they paid £2,000 for these to be in the square the people who know what it means to have their memories of the town and them , will be able to sit nearby and the trees will be watered regularly .We ask ,do not put them near the wall we don't want people standing on them ,also we can put in flowers to brighten the area

A plan and photo showing the suggested location is shown below:





Location where the pink dots are above.

An arrangement to locate the trees in the car park would need to be made directly between Viv Parry and Shropshire Council.

Deputy Town Clerk
June 2025

Implications

Wards Affected (All)

Financial (not applicable)

Health & Safety (not applicable)

Law & Order (not applicable)

Environmental Implications (not applicable)

ITEM 16.

BOWSER

BOWSER

Report No. SS/25/08

Services Committee

11th June 2025

1. INTRODUCTION

- 1.1 The bowser was purchased by Ludlow in Bloom and used for their watering activities.

2. RECOMMENDATION

- 2.1 To consider the offer of a water bowser which would aid watering of town centre planters by volunteers.

3. OFFER OF A BOWSER

- 3.1 Ludlow in Bloom have offered to sell us their water bowser at a cost of £350. Whilst the bowser is several years old it is in good condition and the two batteries were only replaced a couple of years ago.

Acceptance of this offer would be subject to a condition inspection and report undertaken by the DLF Supervisor.

4. USE OF THE BOWSER

- 4.1 A second hand bowser would be a useful addition to Town Council equipment and could be loaned to volunteers who are assisting with watering. It is smaller and more manageable than the other bowser recently purchased.
- 4.2 A Service Level Agreement has been requested to allow LIB to continue to have access to water from Castle Street toilets to water the sensory garden.

5. BUDGET

- 5.1 There is a Direct Labour Force equipment budget (500/4323) which would be appropriate for this purchase.

Deputy Town Clerk
June 2025

Implications

Wards Affected (All)

Financial (As stated in report)

Health & Safety (not applicable)

Law & Order (not applicable)

Environmental Implications (not applicable)

ITEM 17.

MAY FAIR

MAY FAIR – WINDOW CLEANING

Report No. SS/25/09

**Services Committee
11th June 2025**

1. INTRODUCTION

- 1.1 Ludlow May Fair visits the town for the first May Bank Holiday each year.
- 1.2 It is located in the town centre on the market square and in Mill Street.
- 1.3 The Town Council has a contract with providers of the Charter May Fair.

2. RECOMMENDATION

- 2.1 To maintain contact with the resident and offer reassurance that the Council takes their concerns seriously and that the matter will be addressed with the Fair organiser and provide them with updates during this process.
- 2.2 To address the concerns raised about the impact of the ride on the resident's property, closure times, and noise with the May Fair organiser.

3. BACKGROUND

- 3.1 A resident of Mill Street has expressed their feelings of anger regarding their windows being sprayed with hydraulic oil from the same ride (Oxygen) during the fair.

For the last three years, the Fair has paid to have this removed, however, this year they had to wait for 5 days because it was difficult for the organiser to find window cleaner able to do the removal job.

4. CURRENT SITUATION

- 4.1 The resident is tired of the acceptance that this is an inevitable consequence for them. Stating 'It should certainly not be, and I think it is high time that something be done to stop it.'

The resident makes the following points:

- 4.2 I believe that it is Ludlow Council who gives agreement each year for the fair, and I would ask that you kindly ask the May Fair organiser to remove this ride from our windows.'
- 4.3 On another issue, while writing, I would like to add that the times of closure for the fair are not religiously upheld, and twice this year I have had to go to request closure. My husband is ill and we sleep at the front of the house. Going away is not an option, although many in Mill Street have to resort to this each year.
- 4.4 The Fair is something much enjoyed by many children and adults, and, during the day all goes well, but come nighttime it seems to be encouraging hooligans to come into town to create broken windows, cars being violated, roofs having stones thrown at them etc... could we not just enjoy the fair during daylight hours?
- 4.5 Also I obliquely mentioned the noise from the fair when discussing the times of opening. I now want to tell you that the noise from the fair in the evenings is totally unacceptable to my husband and myself.

5. FUTHER CONSIDERATIONS

- 5.1 Whilst there were incidences of significant vandalism in the period surrounding the May Fair, it has not been demonstrated that they were a result of the May Fair, and indeed there have been further incidences of serious vandalism since the May Fair.

Town Clerk
June 2025

Implications

Wards Affected (All)

Financial (Not stated)

Health & Safety (Not stated)

Law & Order (Not stated)

Environmental Implications (Not stated)

ITEM 18.

CASTLE GARDENS



MEMORIAL BENCH IN CASTLE GARDENS

Report No. S/25/10

Services Committee
11th June 2025

1. INTRODUCTION

- 1.1 Castle Gardens is a peaceful, reflective amenity area owned and managed by Ludlow Town Council.

There are a number of benches throughout the gardens for residents and visitors to enjoy.

2. RECOMMENDATION

- 2.1 To approve the siting of a new bench in Castle Gardens.

3. BENCH PROVISION IN CASTLE GARDENS

- 3.1 There are currently 21 benches in Castle Gardens, most are located nearer to the Castle entrance.

The requested location for the bench is shown in the image below as a grey oblong:



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

NEW BENCH with single metal plaque

Bench	£595.00
Administration Fee	£126.50
Siting Fee	£230.00
(Construction of concrete base, levelling and securing bench)	
5 year Maintenance Fee	£120.00
Total Payable	£1071.50
Includes one Metal Plaque with 15-word inscription.	

Example of the same bench recently installed at Henley Road Cemetery:
The bench will be painted black in keeping with other benches on Castle Gardens



4. SUGGESTED DEDICATION

- 4.1 John Wickers moved to Ludlow in 1959/1960 with his wife Joan and his daughter Toni.

He joined a practice as a dental surgeon in Broad Street (53) where he worked for many years serving the local community as an NHS dentist until his retirement.

During the 1960's his sons Matthew and Adam came along and as a family we enjoyed many happy memories living in this beautiful historic town.

He was passionate about his work and was also an enthusiastic member of the local amateur dramatics society (LADS). He loved being involved in local life and was an avid collector of books and antiques. Being a peoples person, he thoroughly enjoyed spending time with the many people he got to know during his time in Ludlow.

In latter years after moving from Ludlow, he always loved visiting to take a nostalgic walk around the town.

5. BUDGET

- 5.1 As stated above there will be an initial cost to the Town Council but this will be fully reimbursed by the applicant.

Cemetery Officer & Deputy Town Clerk
2025

Implications

Wards Affected (All)

Financial (As stated)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)