



## 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: 14<sup>th</sup> January 2022**

You are invited to attend a meeting of the  
Services Committee on  
**Wednesday 19<sup>th</sup> January 2022 at 7pm**  
**Via Zoom**

**Join Zoom Meeting:**  
<https://us02web.zoom.us/j/84416622487>

**Meeting ID: 844 1662 2487**

*Gina Wilding*  
Gina Wilding  
Town Clerk

### Key Agenda Items:

- Market trading update & specialist markets
- Arthog outreach request
- Shropshire Good Food Charter
- Tree work quotations

***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 Graeme Perks.

Welcome to a virtual meeting for the consideration of this agenda by the members of Services Committee.

Ludlow Town Council is proud of its strong governance procedures, and it is disappointed by the government's recent decision to withdraw the ability for the council to hold decision making meetings virtually. The council feels that at this time it is not safe to hold frequent and long in-person meetings.

In the interests of transparency, I shall explain our temporary process.

The council has decided to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

Members of the public will be given the opportunity to speak during the public open session at the beginning of the agenda, 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 causes 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 raise your hand if you'd like to speak, and speak one at a time.

Please note that the 'chat' function will not be available during this meeting.

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 apologies from members of the Committee.

**4. 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.*

**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. LUDLOW UNITARY COUNCILLORS SESSION**

Ludlow's Unitary Councillors are invited to provide information and address questions to the Committee.

**7. DELEGATED DECISION MINUTES AND ITEMS TO ACTION**

To note the matrix of delegated minutes from the previous Services Committee Meeting held on Wednesday 1<sup>st</sup> December 2021 and the rolling list of Items to Action.

	<b>ITEM</b>	<b>Attachment</b>
<b>8.</b>	<b><u>MARKET TRADING UPDATE</u></b> To note the update on Market trading over recent months.	<b>8</b>
<b>9.</b>	<b><u>SPECIALIST MARKETS</u></b> a) To note the calendar of markets and festivals in 2022. b) To approve the in-house creation of a simple list of dates for publication on websites and social media, and distribution locally.	<b>9</b>
<b>10.</b>	<b><u>ARTHOG OUTREACH REQUEST</u></b> To consider the request to use Linney pontoon and accept the proposal from the Arthog Outreach/Outdoor Education service based on the conditions contained within the report.	<b>10</b>
<b>11.</b>	<b><u>PLAY AREA UPDATE</u></b> To note the delay in works, works to be completed and reactive work undertaken.	<b>11</b>



- |   |                         |
|---|-------------------------|
| <p><b>12. <u>SHROPSHIRE GOOD FOOD CHARTER</u></b></p> <p>a) To discuss the charter and sign up as Ludlow Town Council.</p> <p>b) Ludlow Town Council staff to consider how the market and its traders can play a role in this charter and bring ideas back to Services Committee.</p>   | <p><b>12</b></p>        |
| <p><b>13. <u>MAGNIFICENT MAGNOLIAS IN LUDLOW CAMPAIGN</u></b></p> <p>To approve the Magnificent Magnolias in Ludlow campaign to promote our amenity areas via social media.</p>   | <p><b>13</b></p>        |
| <p><b>14. <u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u></b></p> <p>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. <u>TREE WORKS QUOTATIONS</u></b></p> <p>To consider quotations for the remaining work identified in the tree survey and select a contractor.</p>  | <p><b>14</b></p>        |

### **M e m b e r s h i p**

Councillors Perks (Chairman), Boddington (Vice Chairman), Durnall, Garner, Gill, Ginger, Jones, Lyle, O'Neill, Parry, Pote and Waite.

### **Notes**

The next Services Committee meeting will be held on Wednesday 23<sup>rd</sup> February 2022.

ITEM 7

**DELEGATED DECISIONS &  
ITEMS TO ACTION**

## Services Committee 01.12.2021

### Delegated Authority Actions

In the interests of transparency, the council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

#### PRESENT

Councillors: Perks (Chair), Garner, Gill (arrived 19:02), Ginger, Lyle, O'Neill (left 20:20), Parry, Pote and Waite.

Staff: Gina Wiling, Town Clerk

Apologies: Councillors Boddington, Durnall and Jones.

#### DECLARATIONS OF INTEREST

##### Disclosable Pecuniary Interests

None

##### Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry		Ludlow in Bloom
Cllr Perks	13	The report was written by Cllr Perks.

##### Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Garner	12	Knows the representative from the Gorilla Gardeners

## **Services Committee 01.12.2021**

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Cllr Lyle	12	Knows the representative from the Gorilla Gardeners
	15	Knows the Food Festival Organiser
Cllr Perks	12	Knows the representative from the Gorilla Gardeners
<b><u>PUBLIC OPEN SESSION (15 minutes)</u></b>		
<p>One member of the public was present. The representative from the Gorilla Gardeners (GG) informed the committee that the GG had contributed 400 hours of voluntary work at Castle Gardens, and contribute £500 towards plants. She explained that the Gorilla Gardeners had been contacted the Fairtrade Group who had asked them to move the root balls and mulch the ground of the Fairtrade bed. The GG knew that Ludlow was the second Fairtrade Town established in the country – felt this was important to the town. The plants were offered a very good price, and the GG were confused about the process for getting approval for the expenditure of public money – and the GG apologised for this. The committee expressed their appreciation for the work of the Gorilla Gardeners group.</p>		
<b><u>LUDLOW UNITARY COUNCILLORS SESSION</u></b>		
<p>One Unitary Councillor was present, but did not wish to address the committee.</p>		

## Services Committee 01.12.2021

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<b>Delegated Authority No.</b>	<b><u>Recommendation</u></b>	<b>Action</b>	<b>Staff</b>	<b>Status</b>	<b>Date</b>
<b>20.10.21</b>					
<b>DA/SER/21/37</b>	<b><u>DELEGATED DECISIONS</u></b>  <b><u>RECOMMENDED</u> TG/GG (unanimous)</b>  To note the delegated of 20 <sup>th</sup> October 2021	To submit to FC for ratification	NRB		
<b>DA/SER/21/38</b>	<b><u>TREE WORKS UPDATE</u></b>  <b><u>RECOMMENDED</u> RP/SON (unanimous)</b>  To note the update	Get quotations for 12 month works	KA		
<b>DA/SER/21/39</b>	<b><u>ANTI SOCIAL BEHAVIOUR – CASTLE GARDENS</u></b>  <b><u>RECOMMENDED</u> BW/VP (unanimous)</b>  To note the reports received from residents  <b><u>RECOMMENDED</u> RP/VP (8:0:1)</b>  To approve an interim measure to leave the lights on the lime trees for an extended period.	None  Contact castle about access to electricity supply	  GW		



## Services Committee 01.12.2021

### Delegated Authority Actions

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	<p><b><u>RECOMMENDED EG/TG (unanimous)</u></b></p> <p>To approve recording of rubbish collected by the DLF to gather evidence of anti-social behavior / drug taking, and the findings to be reported to the local police on a weekly basis.</p> <p><b><u>RECOMMENDED VP/EG (unanimous)</u></b></p> <p>To approve initial investigations with Shropshire Council to improve street lighting in the area.</p>	<p>Inform DLF and supply recording sheet</p> <p>Contact SC</p>	<p>KA</p> <p>KA</p>		
<b>DA/SER/21/40</b>	<p><b><u>MARKET STREET LIGHTING</u></b></p> <p><b><u>RECOMMENDED VP/TG (u8:0:1)</u></b></p> <p>To note update</p>	<p>none</p>		<p>Complete</p>	
<b>DA/SER/21/41</b>	<p><b><u>LUDLOW MUSEUM AT THE BUTTERCROSS</u></b></p> <p><b><u>RECOMMENDED TG/GG (unanimous)</u></b></p> <p>To note the information about the Museum since reopening, and the forthcoming temporary exhibitions for 2022.</p>	<p>None</p>		<p>Complete</p>	

## Services Committee 01.12.2021

### Delegated Authority Actions

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	<p><b>RECOMMENDED TG/SON (unanimous)</b> To approve extending free entry for a four month period up until the end of March 2022.</p>	<p>To inform staff and ensure signage is in place.</p>	<p>KA</p>		
<p>DA/SER/21/42</p>	<p><b><u>FAIRTRADE FLOWER BED IN CASTLE GARDENS</u></b></p> <p><b><u>RECOMMENDED GG/EG (unanimous)</u></b> To note information supplied from 2013 reports and minutes.</p> <p><b><u>RECOMMENDED GG/GP (unanimous)</u></b> That the town council acknowledges and accepts their ownership of the land.</p> <p>That the town council acknowledges the need to review and improve the working relationship with the Gorilla Gardeners to ensure that expenditure of public money is agreed by committee in advance of the expenditure.</p> <p>That on this occasion only the Town Clerk authorises the reimbursement of the expenditure</p>	<p>Write to the GG to confirm the decision of the committee</p>	<p>KA</p>		

## Services Committee 01.12.2021

### Delegated Authority Actions

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	requested by the Gorilla Gardeners under delegated authority.				
<b>DA/SER/21/43</b>	<b><u>BENCH UPDATE</u></b> <b><u>RECOMMENDED</u> RP/BW (unanimous)</b> To note the report	None		Complete	
<b>DA/SER/21/44</b>	<b><u>2022/23 SERVICE FEES</u></b> <b><u>RECOMMENDED</u> GG/BW (unanimous)</b>  To recommend to FC that:  Ludlow Town Council has not increased its fees at all since 2019. To recommend to Council that an inflationary increase of 4% to all fees listed below: <ul style="list-style-type: none"><li>• Ludlow Market – hire of stalls and pitches</li><li>• Street Trading – hire of pitch</li><li>• Henley Road Cemetery - purchase of grave, burial, grave digging and headstone fees</li><li>• Ludlow Calendar of Events – listing and advert fee</li><li>• Ludlow Museum at the Buttercross - entrance fees</li></ul>	To provide this recommendation to the Budget Task and Finish and include the recommendations in their report to council.	GW		

## Services Committee 01.12.2021

### Delegated Authority Actions

In the interests of transparency, the council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

	<ul style="list-style-type: none"><li>• Benches &amp; Plaques – provision, installation and maintenance fee</li></ul> <p>For coin operated payment machines,</p> <ul style="list-style-type: none"><li>• In recognition the recent abolishment of non-domestic rates for public toilets, to recommend retention of the 20p fee for Castle Street Public Toilets. Ludlow Town Council has not increased the fee since its introduction in 2017.</li><li>• To recommend an increase to £2 per day for parking at the Linney Car Park. Ludlow Town Council has not increased the all-day parking fee at the Linney since 2007. The funds raised are either used for maintenance or ring-fenced for improvements to the site.</li></ul>				
<b>DA/SER/21/45</b>	<b><u>LUDLOW FOOD FESTIVAL</u></b>  <b><u>RECOMMENDED TG/GG (7:0:1)</u></b>  To approve the request from Ludlow Food Festival in principal subject to final agreement of the terms and fees by Council.	To write a letter informing the Food Festival that: their request for the dates is	GW		

## Services Committee 01.12.2021

### Delegated Authority Actions

In the interests of transparency, the council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

		approved in principal subject to final agreement of the terms and fees by Council.			
	To recommend that Council looks at how all organisation use Events Square.	To take this item to FC for consideration	GW		

**Meeting closed: 20:32**

**Items to Action**

<b>Minute No.</b>	<b>Resolution</b>	<b>Action</b>	<b>Status</b>	<b>Date</b>
<b>S/74</b> <b>16/10/17</b>	<b><u>LINNEY RIVERSIDE PARK BOATING</u></b>  It was agreed that the following steps would be taken: i) Teme Leisure Centre and Friends of the Linney are approached regarding their thoughts on the use of the boats and other options. ii) To establish a competent maintenance company to assess the condition of the current stock of boats. iii) Options are investigated for a possible kiosk/concession stand. iv) Gain quotations to explore the electricity supply to the area.	Research options for kiosk/concession stand.  Contact electricians and gain quotes for exploratory work.	Ongoing as part of Linney project	
<b>S/123</b>	<b><u>LINNEY RIVERSIDE PARK BOATING</u></b>  i) To create a detailed specification to submit to the Earl of Plymouth Estates regarding reinstating commercial activity, boating and creating a putting green. 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.	Create a detailed specification  To review services to the site.	Ongoing as part of Linney project	

## Services Committee

19/1/2022

### 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) To receive an update on the marketing plan informed by museum staff. iii) Improve DDA signage to direct people to the lift from the entry doorway with stair access.	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	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 strategy for the development of a five	Draft report for future meeting  Draft report for future meeting  Draft report for future meeting	Pending  Pending  Pending	

## Services Committee

19/1/2022

### Items to Action

	year plan to be advanced in 2019.			
<b>S/119</b>	<b><u>LUDLOW MARKET MISSION4MARKETS</u></b>  i) That the Town Clerk writes a report to provide an analysis of the way the market currently successfully works	Town Clerk to write a report providing an analysis of the way the market currently works successfully	Pending	
<b>S/37</b>	<b><u>LUDLOW MARKET LICENCES</u></b>  To seek legal advice regarding the terms that specifically refer to trading age restrictions and bring the information back to the committee.	Contact our legal advisor 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 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	



**Services Committee**  
**Items to Action**

**19/1/2022**

			shared ownership.	
<b>S/99</b>	<p><b><u>LINNEY PLAY AREA</u></b></p> <p>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.</p>	Write report regarding future development of Linney Play Area	Ongoing as part of Linney project	
<b>S/013</b>	<p><b><u>BENCH UPDATE</u></b></p> <p>Note the suggestion an additional bench and for the DLF to undertake a site survey</p> <p>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.</p>	<p>Raise job for DLF</p> <p>Updated Cllr Perks via email</p>	<p>Pending</p> <p>Pending receipt of information from Cllr Perks.</p>	
<b>S/025</b>	<p><b><u>IMPROVEMENTS TO SMITHFIELD PUBLIC CONVENIENCES</u></b></p>			

## Services Committee

19/1/2022

### Items to Action

	<p>To install and purchase a wall mounted urinal.</p> <p>Defer the decision for further costs to be established, a solution is Covid compliant and once a budget decision has been reached.</p>	Further research in to costs and solution.	Ongoing	
<b>S/051</b>	<p><b><u>CASTLE GARDENS</u></b></p> <p><b><u>RESOLVED MP/PA (Unanimous)</u></b></p> <p>I) To apply for a Tree Preservation Order on the tulip tree.</p> <p>II) To get quotes from tree surgeons to undertake the specified maintenance to the tulip tree.</p> <p>III) To get quotes for like for like repairs to the wall as suggested by Historic England.</p> <p>IV) To make an application for Scheduled Monument Consent.</p>	<p>Apply for a TPO</p> <p>Draft specification for tree works and obtain quotes</p> <p>Draft specification for works to the wall and obtain quotes</p> <p>Apply for Scheduled Monument Consent.</p>	Ongoing	
<b>S/056</b>	<p><b><u>ELECTRIC VEHICLES</u></b></p> <p><b><u>RESOLVED MC/RP (unanimous)</u></b></p> <p>Council initiates a scoping report for the introduction of Electric Vehicles.</p>	To draft a report detailing the items which would	Ongoing	

## Services Committee

19/1/2022

### Items to Action

		need further investigation.		
<b>June 2021</b>				
<b>DA/SER/21 /03</b>	<b><u>WHEELER ROAD SKATE PARK</u></b>  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.	Pending – awaiting information from Rich Morley.	
<b>DA/SER/21 /05</b>	<b><u>MUSEUM AND MARKET UPDATE</u></b>  To note the update regarding the Museum and market reopening. To discuss the suggested monitoring updates for the market recovery.	Figures to be brought back to Services Committee to show the markets recovery.	Complete	19.1.2022
<b>July 2021</b>				
<b>DA/SER/21 /13</b>	<b><u>MARKET UPDATE</u></b>  To note the update regarding the market.	Present latest figures to each Services Committee.	Complete	19.1.2022
<b>September 2021</b>				
<b>DA/SER/21 /19</b>	<b><u>LUDLOW MUSEUM AT THE BUTTERCROSS</u></b>  a) To recommend further exploration of a card payment system, and that a comprehensive report is presented to Full	Further work on this item.	Ongoing	

## Services Committee

19/1/2022

### Items to Action

	Council for consideration.			
<b>DA/SER/21 /20</b>	<b><u>GRASS CUTTING AT ST LAURENCES</u></b>  To consider the proposed agreement with St Laurence's church office.	Further work to be completed and queries clarified with the Town Clerk.	Ongoing	
<b>DA/SER/21 /21</b>	<b><u>ANNUAL INDEPENDENT PLAY AREA CHECKS</u></b>  a) To consider the play area reports and approve immediate action in line with financial regulations for high risk and some moderate risk recommendations as stated in the report. b) To note that quotations for low risk recommendations will be brought to a future meeting.	Works to be priced up/ allocated to the DLF according to report and any necessary information/ updates to be brought back to Committee.	Complete	19.1.2022
<b>DA/SER/21 /25</b>	<b><u>TREE AT HENLEY ORCHARDS</u></b>  a) That advice from Shropshire Council is accepted. b) That a contractor is selected to undertake the work from the quotations provided. c) That a replacement tree is planted and nearby resident is asked to help with the	Noted  Notify contractor and arrange works.	Complete  Complete  Complete	Oct 2021  Oct 2021  Dec 2021

**Services Committee**  
**Items to Action**

**19/1/2022**

	watering.			
<b>October 2021</b>				
<b>DA/SER/21 /28</b>	<b><u>ARTHOG OUTREACH REQUEST</u></b>  To consider the request to use Linney pontoon and accept the proposal from the Arthog Outreach/ Outdoor Education Service.	To get insurance details from Arthog Outreach, share risk assessments (including ours for the pontoon use), check with our insurance company.	Complete part of Jan agenda	19.1.2022
<b>December 2021</b>				
<b>DA/SER/21 /38</b>	<b><u>TREE WORKS UPDATE</u></b> To note the update.	KA to get quotations for 12 months work.  Quotes to be brought back to Services Jan 2022.	Complete part of Jan agenda	19.1.2022
<b>DA/SER/21 /39</b>	<b><u>ANTISOCIAL BEHAVIOUR – CASTLE GARDENS</u></b> To approve an interim measure to leave the lights on the lime trees for an extended period.  To approve recording of rubbish collected by the DLF to gather evidence of anti-social behaviour/ drug taking, and the findings to be reported to the police on a local basis.	Contact Castle about access to electricity supply.  KA to issue recording sheets to the DLF and to inform the police every Saturday on what has	Ongoing  Yet to be implemented	

## Services Committee

19/1/2022

### Items to Action

	To approve initial investigations with Shropshire Council to improve street lighting in the area.	been found that week. Contact SC	Ongoing	
<b>DA/SER/21/42</b>	<b><u>FAIRTRADE FLOWER BED IN CASTLE GARDENS</u></b> That the Town Council acknowledges and accepts ownership of the land.  That on this occasion only the Town Clerk authorises the reimbursement of the expenditure requested by the Guerilla Gardeners under delegated authority.	Guerilla Gardeners updated.  Expenditure reimbursed and cheques hand delivered by Deputy Town Clerk.	Complete  Complete	2.12.2021  17.12.2021
<b>DA/SER/21/44</b>	<b><u>2022/23 SERVICE FEES</u></b> To recommend to FC that: Ludlow Town Council has not increased its fees at all since 2019. To recommend to Council that an inflationary increase of 4% to all fees listed below: <ul style="list-style-type: none"><li>• Ludlow market – hire of stalls and pitches</li><li>• Street trading – hire of pitches</li><li>• Henley Road cemetery – purchase of grave, burial, grave digging and headstone fees</li><li>• Calendar of Events – listing and advert fee</li><li>• Ludlow Museum at the Buttercross –</li></ul>	GW to provide this recommendation to the Budget Task and Finish group and include the recommendations in their report to Council.		

	<p>entrance fees</p> <ul style="list-style-type: none"> <li>• Benches and Plaques – provision, installation and maintenance fee</li> </ul> <p>For coin operated payment machines:</p> <ul style="list-style-type: none"> <li>• In recognition the recent abolishment of non-domestic rates for public toilets, to recommend retention of the 20p fee for Castle Street public toilets. Ludlow Town Council has not increased the fee since its introduction in 2017.</li> <li>• To recommend an increase to £2 per day for parking at Linney car par. Ludlow Town Council has not increased the all-day parking fee at the Linney since 2007. The funds raised are either used for maintenance or ring fenced for improvements to the site.</li> </ul>			
<p><b>DA/SER/21 /45</b></p>	<p><b><u>LUDLOW FOOD FESTIVAL</u></b> To approve the request from Ludlow Food Festival in principal subject to final agreement of the terms and fees by Council.</p> <p>To recommend that Council looks at how all organisations use Events Square.</p>	<p>GW to write a letter informing the Food Festival that their request for the dates is approved in principal subject to final agreement of the terms and fees by Council.</p> <p>GW to take this item to Full Council for consideration.</p>		

**Services Committee**  
**Items to Action**

**19/1/2022**



ITEM 8

## **MARKET TRADING UPDATE**

# **MARKET TRADING UPDATE**

**Report No. SS/21/31**

**Services Committee  
19<sup>th</sup> January 2022**

## **1. INTRODUCTION**

- 1.1 The market has had a difficult two years throughout the pandemic. It reopened as soon as allowed and continues to attract both regular and new traders.

## **2. RECOMMENDATION**

- 2.1 To note the update on Market trading over recent months.

## **3. CURRENT SITUATION**

- 3.1 Summer trading was very busy and Ludlow Food Festival was very successful.
- 3.2 Coach tours have resumed and Ludlow was very popular with 'staycation' visitors.
- 3.3 The Thursday and Sunday specialist markets were almost all fully booked, and very popular with visitors. Ludlow businesses also enjoyed the additional pavement permits and this was especially popular around Post Office Square.
- 3.4 October/November/December 2021 was a busy period for Ludlow Market and its traders. Market occupancy was very good and we welcomed several new traders.  
The cancellation of Ludlow Medieval Festival and the Christmas Lights Switch on event was very sad news. However, with the excellent support of Mark and the DLF, we managed to repair the damaged market canopies and hold a successful Sunday market that weekend.

This was very much appreciated by the traders, and the members of the public who visited Ludlow for the Festival.

3.5 Currently no Covid restrictions are necessary for Ludlow Market operation but face masks and hand sanitisers are provided if requested.

3.6 See below information on the number of traders attending markets throughout October, November and December.

Day	Date	Paid Stalls	Large pitches	Small pitches	Trading vans	BTX	
<b>Maximum</b>		<b>43</b>			<b>3</b>	<b>2</b>	
Friday	1/10/21	31	2	2	3	0	
Saturday	2/10/21	34	0	2	2	1	
Monday	4/10/21	20	1	1	2	0	
Wednesday	6/10/21	31	2	2	2	0	
Friday	8/10/21	34	2	5	3	1	
Saturday	9/10/21	41	0	4	2	1	
Monday	11/10/21	21	1	1	2	0	
Wednesday	13/10/21	32	2	1	2	0	
Friday	15/10/21	41	2	5	3	1	
Saturday	16/10/21	43	1	6	2	1	
Monday	18/10/21	21	2	1	2	0	
Wednesday	20/10/21	27	2	1	2	0	
Friday	22/10/21	42	2	1	3	1	
Saturday	23/10/21	43	1	3	2	0	
Monday	25/10/21	22	2	1	2	0	
Wednesday	27/10/21	31	2	1	2	0	
Friday	29/10/21	38	2	0	3	1	
Saturday	30/10/21	41	1	4	2	1	
Monday	1/11/21	19	1	0	2	0	
Wednesday	3/11/21	36	2	2	2	0	
Friday	5/11/21	39	2	4	3	2	
Saturday	6/11/21	43	1	5	2	2	
Monday	18/11/21	18	0	0	2	0	
Wednesday	10/11/21	36	2	1	2	0	
Friday	12/11/21	39	1	3	3	2	
Saturday	13/11/21	43	1	6	2	1	
Monday	15/11/21	19	1	1	2	0	
Wednesday	17/11/21	31	2	2	2	0	
Friday	19/11/21	40	1	4	3	2	
Saturday	20/11/21	43	1	6	2	1	
Monday	22/11/21	22	1	0	2	0	
Wednesday	24/11/21	35	2	2	2	0	
Friday	26/11/21	35	0	1	3	1	
Saturday	27/11/21	Market cancelled					

Day	Date	Paid stalls	Large pitches	Small pitches	Trading vans	BTX
Monday	29/11/21	20	0	0	2	0
Wednesday	1/12/21	36	0	0	2	2
Friday	3/12/21	36	1	3	3	2
Saturday	4/12/21	43	1	5	2	2
Monday	6/12/21	23	2	1	2	0
Wednesday	8/12/21	Market cancelled				
Friday	10/12/21	40	1	3	3	2
Saturday	11/12/21	43	1	5	2	1
Monday	13/12/21	18	1	0	2	0
Wednesday	15/12/21	35	2	1	2	0
Friday	17/12/21	41	1	3	3	2
Saturday	18/12/21	43	1	5	2	2
Monday	20/12/21	23	2	1	2	0
Wednesday	22/12/21	33	1	1	2	0
Friday	24/12/21	33	0	2	3	2
Friday	31/12/21	22	1	0	2	0

Notes regarding numbers above:

The market is always at a greater capacity on Fridays and Saturdays, compared to earlier in the week.

As covid restrictions have relaxed further the maximum number of traders in the BTX has now been expanded to 2.

The maximum number of large and small pitches are dependent on each other as it is based on the square metre area.

- 3.7 The market is currently vibrant and providing a great attraction to visitors, although we do expect the number of paid stalls to be lower during January and February. A number of traders use this quiet period to take holidays or visit their family abroad, also we have a number of traders off with ill health, including some cases of Covid.

#### 4. **RECENT UPDATE FROM NABMA**

Dear Colleague

##### **NABMA Updates**

As we head into another period of uncertainty and possible restrictions below are some updates on NABMA activities.

1. **Great British Market Awards** – thank you for the entries that we have received to date. They all provide wonderful examples of the value of markets in local communities and the support they provide for the high street, local economies and tourism. The date to enter all categories has been extended to Monday 10 January.
2. **NABMA February Conference** – at the moment we are continuing with arrangements to hold a physical event at Birmingham on 3 February. Due to increases in Omicron cases then the situation is under daily review and we await information and decisions from the government. Regardless, NABMA intend to hold an event on our February date and if appropriate will switch to a virtual platform. Please continue to book and if the event has to be delivered on line then a revised fee of £85 plus VAT will be appropriate and part refunds will be issued to bookings already received.
3. **Changes to Permitted Development Rights** – NABMA will be commenting later on yesterday's announcement that High streets and local business will experience changes to planning rules, which mean markets can be held more often and marquees put up in pub and restaurant gardens without the need for planning permission, the Department for Levelling Up, Housing and Communities announced (20 December 2021). The changes to permitted development rights, first introduced last year as a temporary measure to boost high streets and small businesses during national restrictions, are being made permanent following a public consultation. Pubs, cafes and restaurants will now be able to install gazebos on their own land without planning permission, helping them to better make use of their outside space all year round. Councils will also be able to hold street markets as required without the need for a planning application, attracting more people to high streets and town centres and boosting local businesses. [Boost for high streets and businesses as markets and outdoor marquees allowed permanently - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/boost-for-high-streets-and-businesses-as-markets-and-outdoor-marquees-allowed-permanently)
4. **London Markets Board** - The Mayor of London is looking to appoint the next London's Markets Board. Board Members must share the Mayor's passion and aim to see markets in the capital flourish and diversify so that they continue to support good growth in our high streets and town centres and continue to offer something for every Londoner. The next London Markets Board will advise the Mayor on the delivery of a London markets strategy by agreeing a prioritised workplan to support and promote markets. It will provide a platform and advocacy for sector organisations. It will make recommendations to the Mayor on opportunities to improve long-

term sustainability and impact and address issues related to markets and their recovery in London. We are seeking candidates from a broad range of backgrounds who reflect the breadth of experience and diverse range of activity in the sector. This includes industry experts, economic development practitioners, and experienced business and community leaders. It also includes public and private traders and SMEs, operators and representative bodies, and individuals with market related experience from other sectors. <https://www.london.gov.uk/about-us/jobs-and-working-city-hall/current-vacancies/markets01-london-markets-board-members-9>

NABMA will continue to provide regular updates in this period of huge uncertainty.

Yours sincerely



David Preston (BA Hons)  
Chief Executive

## **5. SUMMARY**

- 5.1 Ludlow market did well throughout the Autumn/early winter and is now beginning its annual lull.
- 5.2 The Market Manager is continuing to build strong relationships with the traders, encouraging new traders to join the market and plan for coming months to ensure the great variety of goods on offer continues.

Market Manager & Deputy Town Clerk  
January 2022

### **Implications**

**Wards Affected (All)**

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

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

**Law & Order (None)**

**Environmental Implications (None)**

ITEM 9

## **SPECIALIST MARKETS**

# 2022 Specialist Markets & Festivals

## JANUARY

S	M	T	W	T	F	S
2				6		
9				13		
16				20		
23				27		
30	31					

## FEBRUARY

S	M	T	W	T	F	S
6				10		
13				17		
20				24		
27	28					

## MARCH

S	M	T	W	T	F	S
6				10		
13				17		
20				24		
27				31		

## APRIL

S	M	T	W	T	F	S
3				7		
10				14		
17				21		
24	26	27	28	29	30	

## MAY

S	M	T	W	T	F	S
1	2	3		5		
8				12		14
15				19		
22				26		
29						

## JUNE

S	M	T	W	T	F	S
5				9	10	11
12				16		
19				23		
26				30		

## JULY

S	M	T	W	T	F	S
3				7		
10				14		
17				21		
24				28		
31						

## AUGUST

S	M	T	W	T	F	S
7				11		
14				18		
21				25		
28						

## SEPTEMBER

S	M	T	W	T	F	S
4				8	9	10
11				15		
18				22		
25				29	30	

## OCTOBER

S	M	T	W	T	F	S
2				6		
9				13		
16				20		
23				27		
30	31					

## NOVEMBER

S	M	T	W	T	F	S
6				10		
13				17		
20				24		
27						

## DECEMBER

S	M	T	W	T	F	S
4				8		
11		13		15		
18		20		22		
25				29		

	Mothers Day Market
	Local Produce Market
	Antiques Market
	Green Fair
	Autumn Market
	Christmas Market
	Garden Fairs
	Book & Craft
	Art Market
	Craft & Country
	Medieval Market
	Spring Market
	Food & Craft Market
	Summer Market
xx	Food Festival
xx	Remembrance Sunday (no market)
xx	Tinsel Tuesdays
	Mayfair
	Mayor's Charity market
	Platinum Jubilee 2-5 June inclusive
xx	Spring Festival



# **SPECIALIST MARKETS 2022**

## **Report No. SS/21/32**

**Services Committee**  
**19<sup>th</sup> January 2022**

### **1. INTRODUCTION**

- 1.1 This report provides a calendar of specialist markets and festivals on Ludlow market in 2022, and suggests simple measures to promote the markets in 2022.

### **2. RECOMMENDATION**

- 2.1 To note the calendar of markets and festivals in 2022.
- 2.2 To approve the in-house creation of a simple list of dates for publication on websites and social media, and distribution locally.

### **3. BACKGROUND**

- 3.1 Ludlow Town Council owns and manages Ludlow Market.
- 3.2 Regular markets are held every Monday, Wednesday, Friday and Saturday throughout the year.
- 3.3 Ludlow market also holds and hosts a range of specialist markets and festivals throughout the year.
- 3.4 The creation of the market calendar is an annual task aligned to budget setting and operational planning.

### **4. CURRENT SITUATION**

- 4.1 Ludlow market is in many ways at the heart of the town and effective communication of the variety of markets and festivals to the public and market traders is important.

- 4.2 The Market Officer, working with other finance and admin staff, has an effective mechanism to book traders onto the town council's specialist markets.
- 4.3 Whilst recruitment has been timetabled, current short staffing means that there is not the capacity to produce a full calendar of events in 2022. However, the core information exists in the form of the calendar, and simple listings can be created for use on social media and websites to publically advertise the full range of market activities.
- 4.4 Once the Communications and Marketing Officer is in post, there is a great opportunity to reinvigorate the Calendar of Events and ensure it is a vibrant and effective promotional tool for the town and local businesses.
- 4.5 The 2022 calendar of specialist markets and festivals is an appendix to this report.

Town Clerk  
January 2022

### **Implications**

**Wards Affected (All)**

**Financial (promotion of council services)**

**Health & Safety (None)**

**Law & Order (None)**

**Environmental Implications (None)**

ITEM 10

## **ARTHOLOG OUTREACH**

# ARTHOG OUTREACH REQUEST

## Report No. SS/21/33

Services Committee  
19<sup>th</sup> January 2022

### 1. INTRODUCTION

- 1.1 The Deputy Town Clerk was contacted by a member of staff from the Arthog Outreach, Outdoor Education service.

### 2. RECOMMENDATION

- 2.1 To consider the request to use Linney pontoon and accept the proposal from the Arthog Outreach/Outdoor Education service based on the conditions contained within the report.

### 3. INITIAL REQUEST

- 3.1 Extract of email below:

I would like to enquire about the possibility of accessing the river from the jetty in Linney fields.

I work as part of the Outreach service of Arthog Outdoor Education Centre. We deliver Outdoor Education sessions for groups across the county, usually as part of a day provision and ideally connecting children with their local environment.

We work primarily with school groups but are also working with other groups from the Youth Service from South Shropshire who are coming out with us climbing this summer

At the moment I am also being approached by Bishops Castle Primary who would like to canoe as part of a river study.

I'm sure we would only be looking at visiting a couple of times a year, depending upon what the local schools would like.

Does this sound like something the council could consider?

#### **4. SITE MEETING & ADDITIONAL INFORMATION**

- 4.1 The Deputy Town Clerk and member of staff from Arthog met on site in late September.

Matters were discussed such as access to the site, provision for parking of a minibus and trailer, safety whilst on site, supervision of the young people etc.

They have provided us with their risk management summary for this type of activity which is shown in Appendix 1.

- 4.2 There are no costs incurred to the Town Council for this activity and it is an excellent example of partnership working.

- 4.3 The Outreach Service also work alongside Rich Morley of the South Shropshire Youth Forum so will directly benefit the young people of Ludlow and surrounding area.

- 4.4 Costs for the services offered by Arthog Outreach vary per event/session, however, some sessions may be subsidised dependent on the situation of each young person.

- 4.5 Any further permission required from other landowners etc will be obtained by the Arthog Outreach officer.

- 4.6 The initial request came to Services Committee for consideration in November 2021.

#### **5. CONDITIONS OF APPROVAL**

- 5.1 That Ludlow Town Council's insurance company are happy with the arrangement. We are currently awaiting a response from the underwriters (Appendix 2).

- 5.2 That Arthog Outreach forward a copy of the site specific risk assessment to the Deputy Town Clerk prior to any activities taking place. This has not yet been undertaken as they are awaiting provisional approval.

- 5.3 Ludlow Town Council have been provided with a copy of Arthog Outreach insurance details (Appendix 3).

- 5.4 Ludlow Town Council have shared a copy of their risk assessment for use of the pontoon with Arthog Outreach (Appendix 4).

- 5.5 Direct contact between the Arthog Outreach officer and the Deputy Town Clerk will take place frequently to ensure that Ludlow Town Council are

aware when the site is being used and also to ensure there are no site works such as works to the car park, or nearby trees, that may pose any issues regarding access.

Deputy Town Clerk  
January 2022

**Implications**

**Wards Affected (All)**

**Financial (None)**

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

**Law & Order (None)**

**Environmental Implications (None)**

# Appendix 1. Risk Management Summary by Arthog Outreach

Arthog Outreach  
Short Wood Centre, Limekiln Lane  
Wellington, TF1 2JA  
01952 387378

[outreach@arthog.co.uk](mailto:outreach@arthog.co.uk); [www.arthog.co.uk](http://www.arthog.co.uk)



## RISK MANAGEMENT SUMMARY

The following is a risk management summary for Arthog Outreach. The purpose of this summary is to satisfy clients that our risk analysis and management systems are adequately robust.

### 1. Insurance and licencing.

#### **Insurance**

Arthog Outreach is covered by Telford & Wrekin (T&W) Council's insurance arrangements: Public and Products Liability Indemnity – any one occurrence (unlimited in any one period in respect of Public Liability and annually in the Aggregate for Products Liability).

Arthog Outreach does not provide personal accident or cancellation insurance for clients.

#### **Adventure Activities Licence**

Arthog Outreach holds an Adventure Activities Licence from the Adventure Activities Licensing Authority (AALA) operated by the UK Government Health and Safety Executive.

This means that on inspection our risk analysis and management systems were found to be satisfactory. Our most recent inspection was on August 2020, and our licence details are as follows:

Reference number: R2067 Expiry date: 5th December 2022.

These details can be checked on the Licensing Service's website [www.aals.org.uk](http://www.aals.org.uk).

#### **Gold standard**

Is the AHOEC's (Association of Heads of Outdoor Education Centre's) quality scheme and is the highest current industry standard. Encompassing not just safety but also the quality of service and learning. Arthog Outreach achieved Gold standard in May 2019, and is re-inspected bi-annually.

### 2. Health and safety procedures

#### **Risk Assessments, Operating Procedures and Equipment**

Risk Assessments, Policy and Operating Procedures, and equipment for adventure activities are inspected as part of our Adventure Activities Licence inspection. Risk Assessments for other areas are in place, and we comply with relevant legislation and Telford & Wrekin Council policies and procedures. Risk assessments, and Policy and Operating Procedures are available for inspection on site. All equipment provided is fit for purpose. Records of equipment checks are available for inspection on site.

#### **Incidents and reporting**

Incidents are reported and investigated. They are recorded on T&W systems and are agenda items on our Management Steering group.

#### **Building**

Is kept in a good state of repair with regular Audits and periodic Health and Safety and Security inspections of the Centre. This policy has been developed in compliance with, and following advice from, Telford & Wrekin Audit and H&S Departments.

#### **Fire Protection**

A comprehensive Fire Risk Assessment of Arthog Outreach has been undertaken on behalf of Telford & Wrekin Council by a competent person possessing the requisite knowledge, skills, experience and training. A statutory fire safety audit is carried out by T&W, under the Regulatory Reform (Fire Safety) Order 2005.

#### **Transport**

Arthog Outreach has minibuses available for in-course transport. The minibuses are operated within the Telford & Wrekin Council minibus policy, and comply with current legislation. With driver checks, defect reporting and regular professional safety checks. Telford & Wrekin Council holds a 'Section 19' minibus permit for each minibus.

25/02/2021

## Appendix 2. Email correspondence with Insurance Company



Wed 12/01/2022 09:30

David Palmer <David\_Palmer@ajg.com>

RE: Use of river for organised outdoor pursuits

To: Kate Adams

Cc: Andrew Bedding

Hi Kate

I've sent the request to the underwriting team for a decision as soon as possible and will come back to you

*Dave*

**David Palmer**

Client Director – Community (Public Sector & Education)

07766 916344

[david\\_palmer@ajg.com](mailto:david_palmer@ajg.com)



**Gallagher**

Insurance | Risk Management | Consulting

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**From:** Kate Adams <[kate.adams@ludlow.gov.uk](mailto:kate.adams@ludlow.gov.uk)>

**Sent:** 11 January 2022 14:06

**To:** David Palmer <[david.palmer@cameandcompany.co.uk](mailto:david.palmer@cameandcompany.co.uk)>; Andrew Bedding <[Andrew.Bedding@cameandcompany.co.uk](mailto:Andrew.Bedding@cameandcompany.co.uk)>

**Cc:** [townclerk@ludlow.gov.uk](mailto:townclerk@ludlow.gov.uk)

**Subject:** Use of river for organised outdoor pursuits

**Importance:** High

Hi both

Happy new year! Hope this emails finds you both well?

We have approached by the Outdoor Education Service for Telford and Wrekin Council to ask for permission to use our pontoon at Linney Riverside Park for organised visits with local school children to take part in canoeing.

Please find attached our risk assessment and a copy of the Telford and Wrekin Council's insurance.

They will be undertaking a site specific risk assessment once they have the go ahead and we will receive a copy of this.

Would you be happy for us to give permission for this use?

Kind regards

Kate



## Appendix 3. Arthog Outreach Insurance Details



Insurance | Risk Management | Consulting

Riverside, Cloister House  
New Bailey Street  
Manchester  
M3 5AG

Telephone 0161 935 2859

Email [paumanchester@ajg.com](mailto:paumanchester@ajg.com)  
[www.ajginternational.com](http://www.ajginternational.com)

1<sup>st</sup> April 2021

Our Ref: 20788592

### TO WHOM IT MAY CONCERN

#### Telford & Wrekin Council

We act as Insurance Brokers and Consultants to Telford & Wrekin Council and hereby certify that the following described insurance is in force at this date.

<b>Type of Insurance:</b>	Employers Liability
<b>Limit of Indemnity:</b>	£35,000,000 any one occurrence
<b>Insurers:</b>	XL Insurance Company SE & Aviva Insurance Company via Maven Public Sector
<b>Policy Number:</b>	TBC
<b>Period of Insurance</b>	1st April 2021 to 31st March 2022

<b>Type of Insurance:</b>	Public & Products Liability
<b>Limit of Indemnity:</b>	Public Liability      £35,000,000 any one occurrence Products Liability      £35,000,000 any one occurrence and in the annual aggregate
<b>Insurers:</b>	XL Insurance Company SE & Aviva Insurance Company via Maven Public Sector
<b>Policy Number:</b>	TBC
<b>Period of Insurance</b>	1st April 2021 to 31st March 2022

## Risk Assessment Form

Location/Dept: Linney		Date Assessed: 8.1.2022			Assessed by: K Adams		
Task/ Activity: Use of pontoon		Review Date: 8.1.2023			Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Walking on the pontoon	Slip, trip or fall	User	Pontoon surface is checked regularly and cleaned as necessary. Users wear appropriate footwear. Lifebuoy is available adjacent to the pontoon and is checked weekly.	5	2	10	No further controls possible.
	Flooding of the pontoon/high river levels	User	River levels are monitored regularly and during times of flooding the gate is locked to prevent access.	5	2	10	No further controls possible.
Use of the play area/site	Children accessing the pontoon	User	Self-closing gate on the access to the pontoon, remainder of boundary is fenced off. Signage on gate reminding people to keep the gate closed. Young children should be monitored at the site.	5	1	5	No further controls possible
Individual water sports	Slip, trip or fall	User	As above. Take care and wear PPE/life jacket as appropriate.	5	2	10	No further controls possible
Cold water swimming	Slip, trip or fall	User	As above.	5	2	10	No further controls possible
Organised water sports	Slip, trip or fall	User	Person organising the sport is responsible for a specific risk assessment for their activity. To include PPE as necessary, life jackets etc. Pontoon is checked regularly by Ludlow Town Council staff.	5	1	5	No further controls possible

	Drowning	User	All persons participating should be competent swimmers and the organiser should carry appropriate rescue equipment.				
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## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

ITEM 11

# **PLAY AREA UPDATE**

## **PLAY AREA UPDATE**

**Report No. SS/21/34**

**Services Committee  
19<sup>th</sup> January 2022**

### **1. INTRODUCTION**

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

### **2. RECOMMENDATION**

- 2.1 To note the delay in works, works to be completed and reactive work undertaken.

### **3. BACKGROUND**

- 3.1 Routine play area inspections are undertaken weekly by a qualified member of staff to ensure the play equipment and site is safe for use. These inspections have continued throughout lockdown to ensure that equipment was not being misused or vandalised whilst play areas were closed.
- 3.2 Annual independent play area inspections are also undertaken in July/August every year. This is a health and safety requirement.

### **4. COMPLETED WORKS**

- 4.1 Reactive works at Wheeler Road including washing down play equipment following anti-social behavior, clearing up glass, removing graffiti.

- 4.2 Reactive works at Housman Crescent including sanding down a piece of wooden equipment that had been 'shredded' on the surface creating a rough, splintered section of timber.
- 4.3 Replace missing fencing adjacent to the river at Linney.
- 4.4 Replace vandalised sections of fencing at Wheeler Road recreation area that were damaged a couple of days prior to Christmas.

## 5. **SUMMARY OF ANNUAL INSPECTION REPORT**

- Based upon the annual report work has been separated into four types:
- To be undertaken by the Direct Labour Force (spread across all sites) Appendix 1
  - To be researched/quoted with Kompan (Wheeler Road) Appendix 2
  - To be researched/quoted with Wicksteed (Linney and Housman Crescent) Appendix 3
  - Further specialist advice to be sought. Appendix 4
- 5.1 The majority of the works are required at Linney and Housman Crescent as the timber structures are showing signs of age/wear. The fact that Linney play area is wooden equipment on a flood plain also creates some issues.

## 6. **PLAY AREA WORKS AS A PRIORITY**

- 6.1 Throughout February play area works must be a priority for the Deputy Town Clerk to allow time for quotations and advice to be sought and to write a detailed, achievable and timetabled plan for the DLF.
- 6.2 This plan for the DLF must take in to account that we remain short staffed due to long term sickness and a vacant post.

## 7. **NEXT SERVICES COMMITTEE**

- 7.1 To bring to the February Services Committee a series of costs for some remedial work as quoted by the respective companies.
- 7.2 An update of work completed by the DLF during February and scheduled to be completed in March and April.

**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. Works to be completed by the Direct Labour Force**

### **Wheeler Road skate park and play area – DLF works**

All actions were assessed as a low priority during the independent inspection.

#### MUGA

- Replace missing gate latch
- Remove padlock attached to gate
- Move sign re no climbing and contact number
- Secure loose fixings
- Remove vegetation/weed growth around edges of surfacing
- Remove projecting nail ends

#### Skate park

- Repair surface
- Treat rust and repaint

#### Bench

- Area around the bench has eroded – reinstate area to cover foundations

#### Gates

- Trip hazards at edges of surface – reinstate surrounding surface levels to remove trip points
- Remove any cable ties attached to gates

#### Fence

- Secure all loose fixings
- Replace any missing fixings

#### Benches

- Clean to remove algae/moss and treat
- Remove all rough/sharp edges
- Repair perimeter of surfacing to remove trip points

#### Multiplay senior (near skate park gate)

- Trip hazards at edge of surface – reinstate surrounding surface levels to remove trip points

#### Stand up see saw

- Reinstall item – foundations are loose

#### Multiplay senior

- Secure loose post caps
- Some movement in roof supports? Use cherry picker or mobile platform?

#### Flat swings

- The surface has eroded and the foundations are exposed – reinstate surfaces
- There are trip hazards at the edges of the surface – reinstate

### Three way springer

- Paintwork on the spring has worn exposing the metal underneath which is rusting – treat rust and repaint

### Multiplay Junior

- A number of fixing(s) have worked loose – secure all loose fixings

### Play area site general

- Surface is lifting at edges and creating trip points – repair perimeter of surfacing to remove trip points
- There is weed/vegetation growth on, between or around the edges of the surfacing – remove

### **Linney – DLF works**

All actions were assessed as a low priority during the independent inspection.

### Cable runway

- Gaps opening between grass mat tiles – reinstate surface
- Surface has eroded in some areas – reinstate

### Boulders

- Clean off moss/algae growth

### Log climber

- Remove all rough/sharp edges
- Clean and treat algae/moss on the surface of the equipment
- A number of fixings have worked loose in the timber beam – secure all fixings
- A number of fixings have worked loose on the rope net – secure all loose fixings

### Trapeze rings

- Remove redundant cable ties

### Overhead rotator

- Issues with mats

### Single point swing

- Remove fixing pins from impact area
- Gaps between grass mat tiles – reinstate surface
- Moderate damage to the surface – repair the damaged areas of surfacing

### Sandpit

- Safety surface (sand) is low and the membrane is exposed creating trip points – remove or re-secure the membrane and top up the surface to the correct level
- Parts of the timber are rough or splintered – remove all rough or sharp edges

#### Log climber

- The surface has eroded in some areas – reinstate
- There is algae/moss on the surface of the equipment – clean and treat
- There are areas/parts of the timber that have rotted – replace all affected
- There are trip hazards present – reinstate surrounding surfaces to remove trip points

#### Embankment slide

- The edges of the grass mat have not been installed in accordance with API Code of Practice – tuck in edges of grass mat to remove trip hazard
- The surface has eroded in some areas which will reduce the impact attenuating properties grass provides – reinstate the surface

#### Traverse wall

- Secure all loose fixings

#### All equipment

- Some strimmer/machinery damage apparent on posts – monitor for deterioration and replace as required. Stop strimming around equipment and use weed control.

#### Picnic tables

- Remove all rough/sharp edges
- Secure all fixings

#### Bench

- Area around item has eroded – reinstate

### **Housman Crescent – DLF works**

All actions were assessed as a low priority during the independent inspection.

#### Bench

- Remove rough or sharp edges, replace rotten timbers. On reflection this bench really needs replacing and the location of the bench also needs to be considered

Fence – there are a lot of issues with the fence so obtain a quote to replace with a durable fence that requires less maintenance

- Strimmer damage apparent on posts – monitor and replace as required
- There are areas/parts on the timber of the structure that have rotted – replace
- A number of slats are missing – replace missing slats
- A number of the posts are loose – monitor and replace

Multiplay junior – what is the expected lifespan of the junior multiplay and when was it installed?

- A number of fixings have worked loose on the suspension bridge – secure all loose fixings

- There is moss/algae on the surface of the equipment – clean and treat appropriately
- The item is slightly loose in its foundations – monitor for further deterioration and repair as required

#### Swings

- Notable evidence of chain wear – replace when 40% worn
- Bushes and shackles showing signs of wear – replace
- Surface corrosion present on the item – consider treating

#### Embankment slide

- Safety surface is low and membrane is exposed – remove/re-secure loose membrane and top up surface to correct level
- A number of fixings have worked loose – secure all loose fixings
- Paint is flaking off the metalwork – rub down and repaint
- **The welds on this item have failed – repair item. Get Border Engineering on site**

#### Timber edging

- Areas/parts of the timber edging have rotted – replace

#### Gate

- Weed/vegetation growth around the edges of the surfacing – remove/treat
- Some graffiti present – remove

## **Appendix 2. To be researched/quoted with Kompan**

All actions were assessed as a low priority during the independent inspection.

Galaxy senior multiplay (near to skate park gate)

- Price for missing bolt covers
- Advice – paintwork has worn exposing metal underneath which is rusting – treat rusting components and repaint
- Price to replace rope structure

Supernova

- Replace damaged components to remove finger entrapment
- Beading is missing on underside of rotating section – replace
- Price for missing bolt covers

Stand up see saw

- Price for missing inserts

Galaxy senior multiplay

- Replace missing post caps
- Replace missing components in climbing pole to remove entrapments and sharp edges
- Cost to replace seat that was removed due to vandalism
- Price for Kompan to secure loose fixings on spiral pole?
- Price for missing components from climbing wall
- Advice – paintwork has worn exposing metal underneath which is rusting – treat rusting components and repaint
- Replace bolt cap covers
- Replace all fixings missing

Flat swings

- The seat has minor damage or wear – monitor and replace as required
- There is notable evidence of chain wear – monitor and replace when 40% worn
- The shackles are worn in excess of 40% are require renewing

Three way springer

- There are several inserts missing – replace

Spinner bowl

- There are fixings missing on the item – replace

Multiplay Junior

- Here are post/end caps missing from the item – replace
- There is/are finger entrapment's in the framework due to missing inserts – replace missing inserts
- There is/are bolt cap covers missing/damaged on the item – replace

### Cradle swings

- The swing seat frames are corroding – monitor/replace
- The seat has minor damage or wear – monitor/replace
- The seat fixings have corroded excessively – replace
- There is some notable evidence of chain wear – monitor/replace
- There are post/end caps missing from this item – replace
- There is/are bolt cap covers missing/damaged - replace

### **Appendix 3. To be researched/quoted with Wicksteed**

#### **Linney – To contact Wicksteed:**

All actions were assessed as a low priority during the independent inspection.

##### Cable runway

- Visual inspection of cable and fixing points of cable runway. Main cable and fixing security need to be thoroughly inspected by manufacturer
- Service and possible repair of traveller brake
- Replace chain and swing seat in its entirety.
- Ensure height of seat is a minimum of 350mm above ground level when loaded with 69.5kg
- Replace nylon inserts at the point the cables enter the travellers
- Replace shackles

##### Cost to replace chains on log climber

##### Trapeze rings

- Inspection/assessment of the internal condition of the cross beam as it is discoloured. A Resi-PD survey to establish the condition of the timber at its core?

##### Overhead rotator

- Replace chains and swing seats in their entirety.
- Replace bushes

##### Single point/basket swing

- Replace chains
- Quotation to replace basket

##### Cradle swings

- Replace chains, bushes and shackles
- Areas/parts of the timber support post that have rotted – replace
- Replace timber crossbeam – evidence of rot

##### Flat swings

- Replace chains, bushes and shackles

#### **Housman Crescent – To contact Wicksteed**

All actions were assessed as a low priority during the independent inspection.

##### Multi play (junior)

- Evidence of rot in timber platform – replace all affected timbers
- The platform brace timber to the suspension log is loose due to rotted timbers on the platform – replace all affected timbers.
- Timber has a number of splits/shakes and this may affect stability and allow water ingress

- The ropes/nets are worn in places – monitor for any further deterioration and replace as required
- There is some evidence of rot in the timber support posts – monitor and replace
- A number of fixings have worked loose on the rope traverse – secure loose fixings
- A number of fixings have worked loose on the suspension beam – secure loose fixings
- There is some wear to the shackles – monitor and replace when 40% worn



## **Appendix 4. Further specialist advice to be sought**

ROSPA - sites for Impact Absorbency Testing of surface

### **Linney**

- Cable runway
- Hurricane swing
- Pendulum swing
- Cradle swings
- Flat swings

Play Inspection Company – sites for micro drill testing

### **Linney**

- Single trapeze swing/ trapeze rings – test structural integrity of cross beam by Resi-PD survey to establish the condition of the timber at its core

Top up of bark – **Housman Crescent**

- Depth of loose fill surfacing is lower than recommended depth – minimum of 300mm depth should be provided – top up loose fill surfacing to recommended levels

ITEM 12

# **SHROPSHIRE GOOD FOOD**

# SHROPSHIRE GOOD FOOD CHARTER

## Report No. SS/21/35

### Services Committee

### 19<sup>th</sup> January 2022

#### 1. INTRODUCTION

- 1.1 Shropshire Good Food Charter is a project recently launched to create a local food system that is good for people, place and planet.

#### 2. RECOMMENDATION

- 2.1 To discuss the charter and sign up as Ludlow Town Council.
- 2.2 Ludlow Town Council staff to consider how the market and its traders can play a role in this charter and bring ideas back to Services Committee.

#### 3. INFORMATION RECEIVED

- 3.1 See notes from email received in December below:

##### **Shropshire Good Food Charter: Message to Town and Parish Councils**

Shropshire Good Food Partnership has recently launched the **Shropshire Good Food Charter**. This is all about creating a local food system that is good for people, place and planet. Good food is vital to our quality of life in Shropshire, and we believe that by coming together as individuals, businesses, organisations and institutions we can achieve it.

Shropshire Good Food Partnership brings people together from across the County representing all aspects of the food system, from growers to retailers, to those involved with food banks and food festivals, people working in our academic institutions and the Council. Together we have developed the Shropshire Good Food Charter, our statement of intent for creating a food system that is good for people, place and planet:

For People: Good food choices are essential for health and wellbeing.

Everyone in Shropshire should have access to local, affordable, quality food and the knowledge and skills to grow, buy, cook and enjoy good food.

For Place: We are connected through food to each other and the land, we want to have a thriving local food economy supporting jobs with fair wages and creating a regionally distinctive food culture

For Planet: Our food system must enable environmental regeneration, working with nature, reducing carbon emissions, enhancing climate resilience, and minimizing waste and packaging.

The Good Food Charter highlights actions that can be taken to make good food a reality.

Town and parish councils can play a key role in this and it would be great if you could get involved in the following ways:

- Discuss the Charter and sign up to it [here](#) as a Town or Parish Council
- Let Shropshire Good Food Partnership know what your Council is doing to promote good food and what we can do to help
- Share the Good Food Charter with your constituents through newsletters or other means.

Councils can play a key role in facilitating conversations across the county about what good food means and what the priorities are in each community. Shropshire Good Food Partnership wants to hear from you about how we can support grassroots action. We plan to set up a dedicated page on our website to showcase what is going on at the town and parish council level. We will highlight on a map where councils sign up to the charter and share info on actions that they are taking. That will make action visible and enable joined up approaches.

We would also love to share more with you at a future meeting and be able to discuss your ideas. We really want to hear how we can support local councils, what can be done immediately and where additional resources would be required so we can bring those together into proposals to seek funds.

Jenny Rouquette  
*Partnership Lead*

[www.shropshiregoodfood.org](http://www.shropshiregoodfood.org)

*Creating a local food system which is good for people, place*

- 3.2 Appendix 1 shows a poster relating to the Good Food Charter which gives a summary of the partnership and which we can use to publicise our involvement.

**4. ACTION REQUESTED FROM LUDLOW TOWN COUNCIL**

- 4.1 To discuss the charter and sign up to it as a Town Council.
- 4.2 Let Shropshire Good Food Partnership know what your Council is doing to promote good food and what they can do to help.
- 4.3 Share the Good Food Charter with your constituents through newsletters or other means.

**5. NEXT STEPS**

- 5.1 For Ludlow Town Council staff to consider how the market and its traders can play a role in this charter and bring ideas back to Services Committee.

Town Clerk & Deputy Town Clerk  
January 2022

**Implications**

**Wards Affected (All)**

**Financial (None)**

**Health & Safety (None)**

**Law & Order (None)**

**Environmental Implications (Yes, to raise awareness)**





# SHROPSHIRE GOOD FOOD CHARTER

GOOD FOOD IS VITAL TO OUR QUALITY OF LIFE IN SHROPSHIRE

## WHAT IS GOOD FOOD?



### HEALTHY

It provides nourishment and enables people to thrive



### GREEN

It is produced in a nature-positive way and not wasted



### FAIR

Everyone along the food chain has been treated well



### ACCESSIBLE

Quality food is available to all

If you believe that everyone should be able to enjoy good food, sign up to the principles in this Charter and commit to doing one thing to help make it happen.

We.....  
Sign up to the  
**Shropshire Good Food Charter.**

Become a member and display your signed charter. Sign up now by visiting:  
[www.shropshiregoodfood.org](http://www.shropshiregoodfood.org)

## THE PRINCIPLES OF GOOD FOOD

### GOOD FOR PEOPLE

Everyone has access to local, affordable, quality food and the knowledge and skills to grow, buy, cook and enjoy good food.

### GOOD FOR PLACE

We are connected through food to each other and the land, there is a thriving local food economy supporting jobs with fair wages and creating a regionally distinctive food culture.

### GOOD FOR PLANET

Our food system enables environmental regeneration, working with nature, reducing carbon emissions, enhancing climate resilience, and minimising waste and packaging.





ITEM 13

# **MAGNIFICENT MAGNOLIAS**

# **MAGNIFICENT MAGNOLIAS IN LUDLOW CAMPAIGN**

**Report No. SS/21/36**

**Services Committee  
19<sup>th</sup> January 2022**

## **1. INTRODUCTION**

- 1.1 In recent years our two beautiful magnolia trees in Castle Gardens and on the Dinham triangle by St Thomas' chapel have gained great coverage on social media.

## **2. RECOMMENDATION**

- 2.1 To approve the Magnificent Magnolias in Ludlow campaign to promote our amenity areas via social media.

## **3. OUR RECREATIONAL AREAS**

- 3.1 We have several magnolia trees at our amenity areas in Ludlow and we would like to promote them via this social media and internet campaign.
- 3.2 We have magnolia trees at St Johns Garden, Dinham and Castle Gardens.
- 3.3 Our followers on social media, visitors and residents would be encouraged to post their photos of our Magnificent Magnolias in Ludlow and by adding this as a hashtag (#Magnificent Magnolias in Ludlow) we will create an online album of the photos.
- 3.4 People could also email their photos to the Deputy Town Clerk and we can add them to our own social media, and website.
- 3.5 This will hopefully encourage different ages to get involved and explore an area of Ludlow they may not have visited before.



**4. NEXT STEPS**

- 4.1 To develop a poster to introduce the campaign which would start in April, release a press release and place posters at near to each magnolia to encourage people to begin taking photos

Deputy Town Clerk  
January 2022

**Implications**

**Wards Affected (All)**

**Financial (None)**

**Health & Safety (None)**

**Law & Order (None)**

**Environmental Implications (Awareness of nature)**