



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: 18th February 2022

You are invited to attend a meeting of the
Services Committee on
Wednesday 23rd February 2022 at 7pm
At Ludlow Methodist Church on Broad Street

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Wheeler Road recreational area
- Tree planting
- No Mow May campaign
- Henley Road Cemetery

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. ELECTION OF CHAIRMAN

To receive nominations and elect a Committee Chairman.

2. WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION

In the event of a fire alarm, please leave in an orderly fashion by the main Exit at the front of the building. In the unlikely event that this route is blocked, please leave through the Fire Exit behind me, and through the side entrance. (For those upstairs there are Fire Exits at the front and at the back) Please assemble on the pavement outside, away from the front of the building.

For fire safety purposes, all attendees of this meeting were asked to give their name upon entry.

3. 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.

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 to raise any issues of concern.

7. LUDLOW UNITARY COUNCILLORS SESSION

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

8. MINUTES AND DELEGATED DECISION MINUTES AND ITEMS TO ACTION

- a. To approve the minutes of 15th March 2021 will be approved to be signed as a correct record by the Chairman.



- b. To approve the matrix of delegated minutes from the virtual Services Committee Meeting held on Wednesday 19th January 2022.
- c. To note the Items to Action.

ITEM	Attachment
<p>9. <u>WHEELER ROAD RECREATION AREA – REQUEST FROM CONNEXUS</u></p> <ul style="list-style-type: none"> a. To consider the request from Connexus b. To note that if required further information could be brought back to Services Committee. 	9
<p>10. <u>TREE PLANTING</u></p> <ul style="list-style-type: none"> a. To accept the offer from Incredible Edible and the ongoing trees maintenance liability for the trees. b. To approve locations for the fruit trees. c. To approve that a single tree or small number the trees should be planted on 11th March as part of the Queen’s Green Canopy Platinum Jubilee Celebration. 	10
<p>11. <u>‘NO MOW MAY’ CAMPAIGN</u></p> <ul style="list-style-type: none"> a. To approve the Council taking part in No Mow May campaign. b. To consider the suggested areas to be included as part of the campaign. 	11
<p>12. <u>METAL DETECTING REQUEST</u></p> <p>To consider the request from a local resident.</p>	12
<p>13. <u>TREE REPLACEMENT IN CASTLE GARDENS</u></p> <ul style="list-style-type: none"> a. To consider the suggestion for a tree replacement. b. To approve initial enquires being made with English Heritage regarding the planting of a replacement tree. c. To approve that the tree stump remains in situ. 	13
<p>14. <u>LUDLOW TOWN COUNCIL WINTER MAINTENANCE</u></p> <p>To note the current Gritting Policy, and that a review by staff will be undertaken and amendments taken to the Policy & Finance Committee for consideration.</p>	14
<p>15. <u>MONEY BEQUEATHED TO LUDLOW MUSEUM AT THE BUTTERCROSS</u></p> <ul style="list-style-type: none"> a. To note the money bequeathed to Ludlow Museum at the Buttercross. b. To approve expenditure as detailed. 	15
<p>16. <u>CASTLE GARDENS LIGHTING</u></p> <p>To consider the idea of installing year round lighting in Castle Gardens and to bring further information to the Services Committee.</p>	16



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|------------|---|-----------|
| 17. | <u>HENLEY ROAD CEMETERY DEVELOPMENT REPORT</u> | 17 |
| a. | To get advice from Environment Agency area groundwater and contaminated land team. | |
| b. | Using the advice from the EA, seek quotes for the ground water assessment and bring the quotes back to the committee. | |

M e m b e r s h i p

Councillors 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 13th April 2022.

ITEM 8

**MINUTES,
DELEGATED DECISION MINUTES
& ITEMS TO ACTION**

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** zoom meeting held on **MONDAY 15th MARCH 2021 AT 7PM.**

S/043 **PRESENT**

Chairman: Councillor Clarke

Councillors: Adams, Cobley, Garner, Ginger, Lyle, Naysmith, O'Neill, Parry, Pote, Smithers.

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

S/044 **HEALTH & SAFETY**

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

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

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

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

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

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

S/045 **RECORDING OF MEETINGS**

The Chairman notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during

public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

S/046 APOLOGIES

Apologies were received from Cllrs Gill and Perks.

S/047 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared

Conflicts of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Parry		Member of Ludlow in Bloom

Personal Interests

None declared

S/048 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

S/049 MINUTES

RESOLVED MC/AC (8:0:3)

That the minutes of the Services Committee meeting held on Monday 14th December 2020 be approved as a correct record and signed by the Chairman.

S/050 ITEMS TO ACTION

The Chair thanked staff for completing the items to action

RESOLVED MC/RP (unanimous)

That the Items to Action from Monday 14th December 2020 be noted.

S/051 CASTLE GARDENS

RESOLVED MP/PA (Unanimous)

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

7.12pm Cllr Parry left the meeting.

S/052 2021/2022 FEES

RESOLVED MC/AC (unanimous)

To adopt the table of fees for 2021/22.

7.14pm Cllr Parry returned to the meeting.

ASSET MAINTENANCE AND INSURANCE

S/053 RESOLVED MC/EG (10:0:1)

To note report on building and asset maintenance works.

S/054 RESOLVED MC/EG (Unanimous)

To note the report on insurance claims

WASTE CONTRACT

S/055 RESOLVED MC/EG (unanimous)

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

WATER LEAK – HENLEY ROAD CEMETERY

S/056 RESOLVED MC/PA (unanimous)

To approve shutting off the water and signage to guide the public during an investigation in to a possible water leak at Henley Road Cemetery.

ELECTRIC VEHICLES

S/057 RECOMMENDATION MC/RP (unanimous)

That Council approves the iinitiation of a scoping report for the introduction of Electric Work Vehicles.

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

S/058 RESOLVED MC/JS (unanimous)

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

The meeting closed at 7.26pm.

Chairman
N.B. Closed Session Minutes WILL be issued.

Date



CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 15th MARCH 2021** at **7.00PM**.

S/59 **TENDERS**

RECOMMENDED GG/MC (Unanimous)

To approve a tender price of £9 per tree and H&S documentation for the tree survey and mapping from Llanerch Arboriculture.

The outgoing chair was thanked by Committee members for his work.

The meeting closed at 7.26pm.

Chairman

Date

Services Committee 19.1.2022

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), Boddington (Vice Chair), Garner, Lyle, O'Neill, Pote and Waite.

Staff: Kate Adams (Deputy Town Clerk) and Mark Hilton (Acting DLF Supervisor).

Apologies: Councillors Gill, Ginger and Parry.

DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None

Conflicts of Interest

None

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Lyle	12	A member of the Ludlow Food Network
Cllr Perks	13	Suggested the agenda item

Services Committee 19.1.2022

Delegated Authority Actions

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PUBLIC OPEN SESSION (15 minutes)

The chair welcomed Mark Hilton and four members of the public.

Mark introduced himself and gave a brief summary of the DLF workload.

The four members of the public became offensive and disrupted the meeting both verbally and via the chat function.

It appeared that all of the members of the public present were involved and therefore the meeting was promptly shut and reopened under a new Zoom link.

LUDLOW UNITARY COUNCILLORS SESSION

One Unitary Councillor was present, but did not wish to address the committee.

Services Committee 19.1.2022

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.

Delegated Authority No.	<u>Recommendation</u>	Action	Staff	Status	Date
19.01.22					
DA/SER/21/46	<u>DELEGATED DECISION MINUTES AND ITEMS TO ACTION</u> <u>RECOMMENDED EG/BW (unanimous)</u> To note the matrix of delegated minutes from 1 st December 2021 and the rolling list of Items to Action.	To submit to FC for ratification	NB	Complete	21/2/2022
DA/SER/21/47	<u>MARKET TRADING UPDATE</u> <u>RECOMMENDED BW/RP (unanimous)</u> To note the update on market trading over recent months.	No action	KA	Complete	21/2/2022
DA/SER/21/48	<u>SPECIALIST MARKETS</u> a) To note the calendar of markets and festivals in 2022 <u>RECOMMENDED RP/EG (unanimous)</u> Noted. b) To approve the in-house creation of a simple list of dates for publication on	Feedback to relevant officer.	KA	Complete	21/1/2022

Services Committee 19.1.2022

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.

	<p>websites and social media, and distribution locally. <u>RECOMMENDED</u> GP/RP (6:0:1) To accept that this is undertaken under the Clerks delegated powers.</p>	Feedback to relevant officer	KA	Complete	21/1/2022
DA/SER/21/49	<p><u>ARTHOG OUTREACH REQUEST</u> <u>RECOMMENDED</u> GP/DL (unanimous) To approve 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.</p>	Deputy Town Clerk to make arrangements with Arthog Outreach, once a response is received from our Insurance provider.	KA		
DA/SER/21/50	<p><u>PLAY AREA UPDATE</u> <u>RECOMMENDED</u> RP/EG (unanimous) To note the delay in works, works to be completed and reactive work undertaken. To thank the office and the DLF for their extremely thorough work.</p>	None	KA	Complete	21/1/2022

Services Committee 19.1.2022

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.

DA/SER/21/51	<u>SHROPSHIRE GOOD FOOD CHARTER</u> a) To discuss the charter and sign up as Ludlow Town Council <u>RECOMMENDED GP/DL (unanimous)</u> 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. <u>RECOMMENDED GP/EG (unanimous)</u> That Ludlow Town Council staff consider the above as an initial approach. Within our market we could consider stickering businesses which are part of the charter and will encourage others. We should spread the charter to local food shops and could do this alongside the Ludlow Food Partnership. To bring back further information to Februarys meeting.	Sign up to the charter Explore how Ludlow market can play a role in the charter	KA KA		
DA/SER/21/52	<u>MAGNIFICENT MAGNOLIA'S IN LUDLOW CAMPAIGN</u> To approve the Magnificent Magnolias in Ludlow campaign to promote our amenity areas via social media.	<ul style="list-style-type: none">• Develop a poster to introduce the campaign which will start in April• Write a press release	KA		

Services Committee 19.1.2022

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.

	<u>RECOMMENDED GP/RP (unanimous)</u>	<ul style="list-style-type: none">• Locate posters by the magnolia trees			
DA/SER/21/53	<u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u> <u>RECOMMENDED EG/SO (unanimous)</u>	No action	KA	Complete	22.1.2022
DA/SER/21/54	<u>TREE WORKS QUOTATIONS</u> To consider quotations for the remaining work identified in the tree survey and select a contractor. <u>RECOMMENDED EG/DL (unanimous)</u> That Bufftons Tree Works are selected as the contractor as they have given the cheapest quotation.	To notify the contractors and make arrangements for the works to be undertaken.	KA	Complete	22.1.2022

Meeting closed: 8.15pm

Items to Action

Minute No.	Resolution	Action	Status	Date
S/74 16/10/17	<p><u>LINNEY RIVERSIDE PARK BOATING</u></p> <p>It was agreed that the following steps would be taken:</p> <ul style="list-style-type: none">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.	<p>Research options for kiosk/concession stand.</p> <p>Contact electricians and gain quotes for exploratory work.</p>	<p>Ongoing as part of Linney project</p>	
S/123	<p><u>LINNEY RIVERSIDE PARK BOATING</u></p> <ul style="list-style-type: none">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.	<p>Create a detailed specification</p> <p>To review services to the site.</p>	<p>Ongoing as part of Linney project</p>	

<p>S/89 (2018)</p>	<p><u>LUDLOW MUSEUM AT THE BUTTERCROSS</u></p> <ul style="list-style-type: none"> 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. 	<p>Create a draft merchandising / marketing strategy for review by committee.</p> <p>Review signage regarding lift facilities to determine if action is possible, or if it should be part of the funding bid</p>	<p>Pending.</p> <p>Temporary signage has been installed.</p>	
<p>S/92</p>	<p><u>LUDLOW MUSEUM AT THE BUTTERCROSS</u> <u>Friends of Ludlow Museum</u></p> <ul style="list-style-type: none"> 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 	<p>Draft report for future meeting</p> <p>Draft report for future meeting</p> <p>Draft report for future meeting</p>	<p>Pending</p> <p>Pending</p> <p>Pending</p>	

Items to Action

	year plan to be advanced in 2019.			
S/119	<u>LUDLOW MARKET MISSION4MARKETS</u> 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	
S/37	<u>LUDLOW MARKET LICENCES</u> 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		
S/63	<u>LINNEY RIVERSIDE PARK</u> 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	
S/66	<u>CASTLE STREET FENCE</u> 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

23/2/2022

Items to Action

			shared ownership.	
S/99	<u>LINNEY PLAY AREA</u> That a report to the Committee providing a detailed survey of future development of the Linney Play Area exploring alternative play equipment that would be more appropriate to an area prone to flooding, and lower cost alternatives to replacing the damaged logs such as planting trees.	Write report regarding future development of Linney Play Area	Ongoing as part of Linney project	
S/013	<u>BENCH UPDATE</u> Note the suggestion an additional bench and for the DLF to undertake a site survey Note the suggestion of taking on additional benches. Further information to be brought back to Committee by Cllr Perks regarding cost of associated works and long term implications for the Town Council.	Raise job for DLF Updated Cllr Perks via email	Pending Pending receipt of information from Cllr Perks.	
S/025	<u>IMPROVEMENTS TO SMITHFIELD PUBLIC CONVENIENCES</u>			

Services Committee

23/2/2022

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	
S/051	<p><u>CASTLE GARDENS</u></p> <p><u>RESOLVED MP/PA (Unanimous)</u></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	
S/056	<p><u>ELECTRIC VEHICLES</u></p> <p><u>RESOLVED MC/RP (unanimous)</u></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

23/2/2022

Items to Action

		need further investigation.		
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.	Pending – awaiting information from Rich Morley.	
September 2021				
DA/SER/21 /19	<u>LUDLOW MUSEUM AT THE BUTTERCROSS</u> a) To recommend further exploration of a card payment system, and that a comprehensive report is presented to Full Council for consideration.	Further work on this item.	Ongoing	
DA/SER/21 /20	<u>GRASS CUTTING AT ST LAURENCES</u> To consider the proposed agreement with St Laurence’s church office.	Further work to be completed and queries clarified with the Town Clerk.	Ongoing	
December 2021				
DA/SER/21 /39	<u>ANTISOCIAL BEHAVIOUR – CASTLE GARDENS</u> To approve an interim measure to leave the lights	Contact Castle about	Ongoing	

Services Committee

23/2/2022

Items to Action

	<p>on the lime trees for an extended period.</p> <p>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.</p> <p>To approve initial investigations with Shropshire Council to improve street lighting in the area.</p>	<p>access to electricity supply.</p> <p>KA to issue recording sheets to the DLF and to inform the police every Saturday on what has been found that week.</p> <p>Contact SC</p>	<p>Yet to be implemented</p> <p>Ongoing</p>	
<p>DA/SER/21/44</p>	<p><u>2022/23 SERVICE FEES</u></p> <p>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:</p> <ul style="list-style-type: none">• Ludlow market – hire of stalls and pitches• Street trading – hire of pitches• Henley Road cemetery – purchase of grave, burial, grave digging and headstone fees• Calendar of Events – listing and advert fee• Ludlow Museum at the Buttercross – entrance fees• Benches and Plaques – provision, installation and maintenance fee	<p>GW to provide this recommendation to the Budget Task and Finish group and include the recommendations in their report to Council.</p>		

Services Committee

23/2/2022

Items to Action

	<p>For coin operated payment machines:</p> <ul style="list-style-type: none">• 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.• 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.			
<p>DA/SER/21/45</p>	<p><u>LUDLOW FOOD FESTIVAL</u> 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>		
<p>January 2022</p>				

Services Committee

23/2/2022

Items to Action

DA/SER/21 /49	<u>ARTHOG OUTREACH REQUEST</u> To approve 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.	KA to make arrangements with Arthog Outreach, once a response is received from our Insurance provider.		
DA/SER/21 /51	<u>SHROPSHIRE GOOD FOOD CHARTER</u> a) To discuss the charter and sign up as Ludlow Town Council. b) Ludlow Town Council staff consider the above as an initial approach. Within our market we could consider stickering businesses which are acting within the charter and will encourage others. We should spread the charter to local food shops and could do this alongside the Ludlow Food Partnership.	KA to sign LTC up to the charter KA, GW and TC to consider and feedback to February's meeting		
DA/SER/21 /52	<u>MAGNIFICENT MAGNOLIA'S IN LUDLOW CAMPAIGN</u> To approve the Magnificent Magnolia's in Ludlow campaign to promote our amenity areas via social media.	<ul style="list-style-type: none">• Develop a poster to introduce the campaign which will start in April.• Write a press release• Locate posters by the magnolia trees.		

Services Committee

Items to Action

23/2/2022

DA/SER/21 /54	<u>TREE WORK QUOTATIONS</u> That Buftons Tree Works are selected as the contractor as they have given the cheapest quotation.	To notify the contractors and make arrangements for the works to be undertaken.		
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ITEM 9

**WHEELER ROAD RECREATION
AREA –
REQUEST FROM CONNEXUS**

**WHEELER ROAD RECREATION AREA –
REQUEST FROM CONNEXUS
Report No. SS/21/38**

**Services Committee
23rd February 2022**

1. INTRODUCTION

- 1.1 Wheeler Road recreational area and play area is a well-used site owned by Ludlow Town Council.

2. RECOMMENDATION

- 2.1 To consider the request from Connexus and if required further information could be brought back to Services Committee.

3. WHEELER ROAD RECREATIONAL AREA

- 3.1 Our site is well used by the public for dog walking, playing and socialising. It is a very busy site all year round, but particularly during the spring and summer months.

It is located near to two local schools and on a bus route so there is a lot of traffic on adjacent roads as well.

4. REQUEST FROM CONNEXUS

- 4.1 See extract from email below:

Good Afternoon,

I am hoping you can point me in the right direction please.

As an organisation we are doing major upgrades to a number of properties within the Sandpits area to help make these properties more energy efficient and replace old fixtures and fittings.

As part of these works we need a space to put a number of refuse units for the workers to be able to have breaks and use other facilities. We don't have a patch of land big enough for us to use close by and was hoping that we might be able to discuss the possibility of us using a corner of the Wheeler Road playing fields.

We would be willing to rent this space for the period of time needed and afterwards will do any repair works to the grassed area.

Any questions please let me know. Looking forward to your response.

Kind Regards,



Ross Mantle
Housing Team Leader

4.2 Further correspondence with the Town Clerk:

Works would begin April 2022 and continue for approximately 3 years.

I have highlighted the area required below. This is an estimate as there would be a number of containers used for storage and also used for welfare/refuge for the workforce.

This project is extremely beneficial for the sandpits estate to help bring a large proportion of properties to a good standard and become energy efficient.

As previously stated we would pay to rent this space and also repair the ground after use.

Look forward to your response, Many Thanks,
Ross



Ross Mantle
Housing Team Leader

5. POINTS FOR FURTHER CONSIDERATION

- 5.1 We asked for clarification on the following points and have received the information in blue below:
- Would the area need vehicular access or just pedestrian?
Yes to get deliveries in and out.
 - If it needs vehicular access what amount of traffic would be entering/exiting the site?
Not known at this stage.
 - I have measured the site roughly according to your diagram below and it comes to approx. 17 square metres. Is this the size of site you would require?
It's likely to be larger than this area.
 - What surfacing would be put down on the site? Would grass/soil be removed or would the surface be laid on top?
It's likely the grass would be removed and hard-core put down to certain areas but made good on completion
 - What size are the storage containers and welfare buildings that you would wish to have on the site and how would they be delivered to the site?
Size and number to be determined, they would be craned into position.
 - If you have looked at the site would you propose only removing the current wooden fencing in this area? Would any trees or hedgerow be lost?

We would hope not to disturb any trees and would try and keep removal of hedges to a minimum. Where possible we would look at removing wooden fencing for access. All disturbed areas will be repaired or replaced.

- This location is on a very busy school, pedestrian and bus route – what measures could be put in place to ensure safety at all times on the junction?

This would form part of the health and safety plan with deliveries arranged as much as possible outside of busy school times.

We have also offered to meet on site if it would be helpful.

Images of the site are shown in Appendix 1.

5.2 Other considerations should be given to:

- This is a busy entrance/exit point for pedestrians – it would remove this access point.
- Access would require crossing a Shropshire Council maintained highways verge so permission should be requested from them.
- Would Shropshire Council highways need to be involved due to the closeness of the junction?
- Should there be a consultation with local residents that will be affected by this temporary change of use?

Deputy Town Clerk
February 2022

Implications

Wards Affected (All)

Financial (Possible income)

Health & Safety (Concerns regarding site use)

Law & Order (None)

Environmental Implications (Negative)

Appendix 1. Site/access photos taken 18.2.2022





ITEM 10

TREE PLANTING

TREE PLANTING

Report No. SS/21/39

Services Committee
23rd February 2022

1. INTRODUCTION

- 1.1 We have received an offer of some fruit trees from Incredible Edible.
- 1.2 We would like to coincide this planting to take part in the Queen's Green Canopy National Association of Civic Officers (NACO) Initiative on 11th March – the day on which NACO has invited all Civic Heads to plant a tree as a national civic tribute to The Queen in Her Majesty's Platinum Jubilee year.

2. RECOMMENDATION

- 2.1 To accept the offer from Incredible Edible and the ongoing maintenance liability for the trees.
- 2.2 To approve locations for the fruit trees.
- 2.3 To approve that a single tree or small number the trees should be planted on 11th March as part of the Queen's Green Canopy Platinum Jubilee Celebration.

3. INTRODUCTION TO INCREDIBLE EDIBLE

- 3.1 Incredible Edible are a small group of people that have started occupying green empty spaces with sapling trees that will bear fruit, popular with all walks of life. These include apples, pears, damsons, cherries, plums and jostaberries. These will be free from pesticides and available to be picked by anyone. The aim is to add other edibles to these with home grown fruit and vegetables, constantly encouraging people to sow their own, plant it out and harvest it later. The ultimate aim is to inspire others to grow their own, become more aware of where their food comes from, become more resilient in their access to food, learn about their food heritage and become less reliant on supermarket produce that is often sold out of season, not grown for flavour but appearance and long term storage qualities.

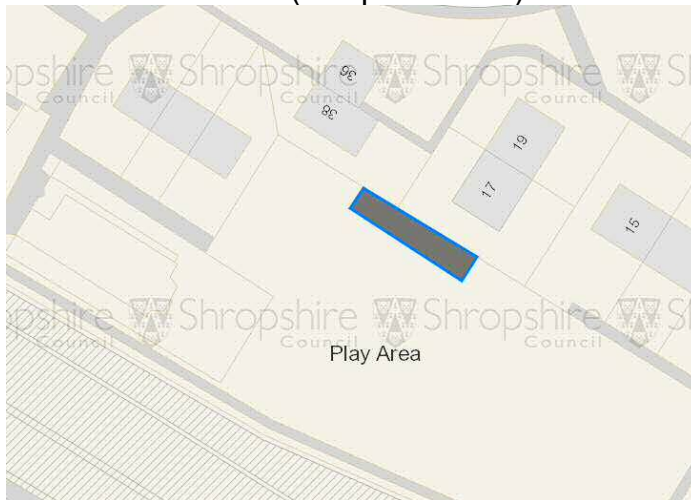
4. OFFER FROM INCREDIBLE EDIBLE

- 4.1 The Incredible Edible Ludlow group (part of Ludlow 21) have a number of fruit trees on dwarf rooting stock available for free – they have had much take up from local Parish Councils including Bitterley and Brimfield to have them planted on their land.

At a recent Ludlow Food Network Partnership meeting it was mentioned that we have approximately 5 trees left and it was queried whether Ludlow Town Council may wish to accept them?

5. LOCATIONS THAT COULD BE CONSIDERED ON LTC LAND

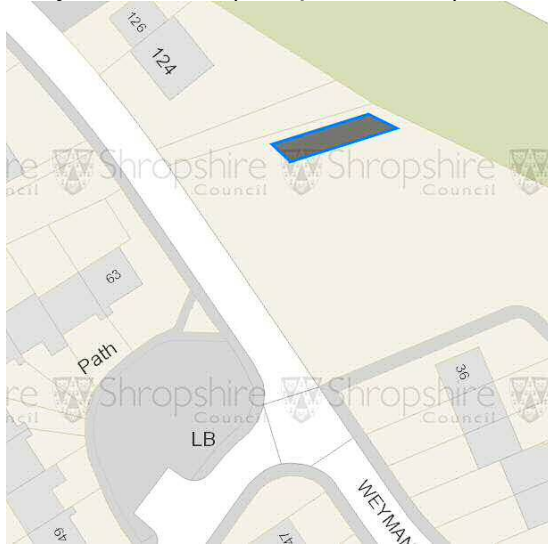
- 5.1 A strip of land adjacent to neighbouring fences on the amenity area at Housman Crescent (see plan below):



- 5.2 Wheeler Road recreational area (see plan below):



5.3 Weyman Road (see plan below):



6. **THE QUEEN'S GREEN CANOPY - NACO Initiative 11 March**

6.1 The National Association of Civic Officers (NACO) has invited all local councils to plant a tree as a national civic tribute to The Queen in Her Majesty's Platinum Jubilee year.

The day chosen is Friday 11 March 2022 - the seventieth day of the year in which The Queen marks the seventieth anniversary of her accession. It will be a major initiative as part of The Queen's Green Canopy project.

A plaque to dedicate the tree could be installed in June to coincide with the Jubilee Bank Holiday.

For more information visit: <https://queensgreencanopy.org/>

6.2 Wording for a plaque to be brought to the next Services Committee.

Deputy Town Clerk
February 2022

Implications

Wards Affected (All)

Financial (None)

Health & Safety (None)

Law & Order (None)

Environmental Implications (Positive)

ITEM 11

'NO MOW MAY' CAMPAIGN

‘NO MOW MAY’ CAMPAIGN

Report No. SS/21/40

Services Committee
23rd February 2022

1. INTRODUCTION

- 1.1 We have the opportunity to increase biodiversity, and raise public awareness, at some of our sites by taking part in this campaign.

2. RECOMMENDATION

- 2.1 To approve the Council taking part in the No Mow May campaign.
- 2.2 To consider the suggested areas to be included as part of the campaign.

3. INTRODUCTION TO THE ‘NO MOW MAY’ CAMPAIGN

- 3.1 Plantlives ‘no mow May’ asks people to do nothing....to help our bees, butterflies and wildlife.
Temporary signs should be put up at all sites informing people of the project and neat borders will be cut to make sure paths won’t be blocked and areas should not look unkempt.

4. LOCATIONS THAT COULD BE CONSIDERED ON LTC LAND

- 4.1 We could ease back on mowing at the following locations throughout May:

Henley Orchards

(see adjacent plan)



Weyman Road

(see adjacent plan)



Linney Riverside Park

(see adjacent plan)



Housman Crescent amenity area

(see adjacent plan)

Approx. half of site



5. AWARENESS OF THE CAMPAIGN

5.1 Temporary signs will be put up at all sites informing people of the project



5.2 A press release will be issued and information provided via social media and on our website.

Deputy Town Clerk
February 2022

Implications

Wards Affected (All)

Financial (None)

Health & Safety (None)

Law & Order (None)

Environmental Implications (Positive – increased biodiversity and social awareness)

ITEM 12

METAL DETECTING REQUEST

METAL DETECTING REQUEST

Report No. SS/21/41

Services Committee
23rd February 2022

1. INTRODUCTION

- 1.1 Ludlow Town Council has numerous sites across the town that are open, publically accessible areas.

2. RECOMMENDATION

- 2.1 To consider the request from a local resident.

3. REQUEST FROM A LOCAL RESIDENT

- 3.1 See email below:

I'm writing to you today to ask permissions to metal detect the recreational ground at wheeler road in Ludlow me and my son Joseph aged 11 are fully insured my son has recently just got in to the hobby and loves it but struggle to find any private permission locally wheeler road is right next to our property and I believe was left to the children of sandpits in a will we would love to take our hobby up and metal detect the land we could offer a litter picking service the same time we are there and could remove any sharp objects out of the ground and discard of has appropriate we are very professional all holes are plug dug and replaced which you can't even tell been dug once replaced and trood in we would only do at a evening once every one else's daily activities have finished please consider has this would benefit everyone from the removal of rubbish and reporting of local history yours sincerely [REDACTED] would be much appreciated a reply

4. POINTS THAT MUST BE TAKEN IN TO CONSIDERATION

- 4.1 Other local enthusiasts may see the activity and presume it is ok to do the same (without permission).
- 4.2 Ensuring that no trip hazards have been left after activity.
- 4.3 We should not be authorizing a member of the public to litter pick and remove any hazardous waste (such as broken glass/drugs litter) on a regular basis. Regular litter picks would still need to be undertaken by LTC staff.
- 4.4 Find further information at : [Metal Detecting Laws In The UK - Do I Need A Licence? \(metaldetectorexpret.uk\)](http://metaldetectorexpret.uk)

5. BENEFITS OF THE ACTIVITY

- 5.1 Allowing a local resident to continue their hobby locally.
- 5.2 We could ask the resident to keep a log of items found for our information and make them aware of the information at www.metaldetectorexpret.uk

Deputy Town Clerk
February 2022

Implications

Wards Affected (All)

Financial (None)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

ITEM 13

**TREE REPLACEMENT IN
CASTLE GARDENS**

TREE REPLACEMENT IN CASTLE GARDENS

Report No. SS/21/42

Services Committee
23rd February 2022

1. INTRODUCTION

- 1.1 During the storms in late November 2021 a Lawson Cyprus tree in Castle Gardens became unstable in the ground and was felled as an emergency.

2. RECOMMENDATION

- 2.1 To consider the suggestion for a tree replacement.
- 2.2 To approve initial enquires being made with English Heritage regarding the planting of a replacement tree.
- 2.3 To approve that the tree stump remains in situ.

3. SUGGESTED TREE REPLACEMENT

- 3.1 Advice was sought from Shropshire Council and they have suggested two possible specimens:

A wild service tree [Wild Service Tree \(Sorbus torminalis\) - Woodland Trust](#)

Or a fastigate field maple [Field Maple \(Acer campestre\) - British Trees - Woodland Trust](#)

Both are native British trees and Dougald Purce suggested them for Castle Gardens location, a site which he appreciates is under certain restrictions.

4. CONSIDERATION OF REMOVING THE TREE STUMP

- 4.1 A resident has requested that the tree stump from the fallen tree.

4.2 We have been notified by a tree surgeon that there is no requirement to remove the stump and we cannot disturb the tree roots at such a great depth because of there is too much of a risk of disturbing the archaeology.

5. NEXT STEPS

5.1 To make initial enquiries with English Heritage.

5.2 To get quotes for the planting a replacement tree.

Deputy Town Clerk
February 2022

Implications

Wards Affected (All)

Financial (Yes – within budgets)

Health & Safety (None)

Law & Order (None)

Environmental Implications (Positive – tree replacement)

ITEM 14

**LUDLOW TOWN COUNCIL
WINTER MAINTENANCE**

LUDLOW TOWN COUNCIL WINTER MAINTENANCE

Report No. SS/21/43

**Services Committee
23rd February 2022**

1. INTRODUCTION

- 1.1 Ludlow Town Council has a responsibility to reduce the hazard to site users (i.e. Members of the public) during periods of winter weather.

2. RECOMMENDATION

- 2.1 To note the current Gritting Policy, and that a review by staff will be undertaken and amendments taken to the Policy & Finance committee for consideration.

3. CURRENT ARRANGEMENTS

- 3.1 We currently have several grit bins in Castle Square and at the Cemetery.

These bins are checked regularly and topped up as necessary.
- 3.2 During hard frosts and icy periods Ludlow Town Council footpaths and paved areas (such as around the market, through the Cemetery, and in front of our public toilets) are gritted by staff.
- 3.3 Our Gritting Policy (re-adopted on 30th January 2017) is shown in Appendix 1.

Deputy Town Clerk
February 2022

Implications

Wards Affected (All)

Financial (None)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)



GRITTING POLICY

Adopted Full Council 15th March 2010
Re-adopted Full Council 8th July 2013
Re-adopted Full Council 30th January 2017

AIM

- To make Market Square and the Cemetery paths safe for members of the public during icy and snowy conditions by gritting with a grit/salt mix on ice and snow. Snow will be removed first.

RESPONSIBILITIES

- The Town Clerk will determine when gritting is necessary on Ludlow Town Council property
- The Town Clerk, Market Officer and Direct Labour Force Supervisor will liaise on a day-to-day basis on requirements during icy and snowy conditions
- The Direct Labour Force Supervisor will implement the decisions made
- The Direct Labour Force will be on emergency call-out during out of hours

EQUIPMENT AND WORK FORCE

All equipment will be stored at the Depot, Henley Road Cemetery

- A push-spreader will be used to spread the grit/salt mix
- Two manual snow blades will be available for use to clear snow prior to gritting
- Two grit bins will be installed in the Cemetery. The bins will be filled with the grit/salt mix at the beginning of the winter season (October) and re-filled as necessary and when possible
- The Direct Labour Force Supervisor will determine how many staff would be required depending on the severity of the condition

MONITORING

The Direct Labour Force Supervisor will

- Maintain the equipment and ensure it is in working order and good condition prior to and during the winter season
- Record the amount of grit/salt mix supplied to each grit bin during the season
- Record the weather/ice/snow conditions prior to gritting

CONTACTS

Town Clerk, 07971 798 131

Direct Labour Force Supervisor, 07800 555738

Market Officer, 07800 555692

ITEM 15

**MONEY BEQUEATHED TO
LUDLOW MUSEUM AT THE
BUTTERCROSS**

**MONEY BEQUEATHED TO LUDLOW
MUSEUM AT THE BUTTERCROSS
Report No. SS/21/44**

**Services Committee
23rd February 2022**

1. INTRODUCTION

- 1.1 Money has been bequeathed to Ludlow Town Council and placed in to an earmarked reserve for expenditure on educational resources.

2. RECOMMENDATION

- 2.1 To note the money bequeathed to Ludlow Museum at the Buttercross.
- 2.2 To approve expenditure as detailed.

3. MONEY BEQUEATHED TO LUDLOW MUSEUM AT THE BUTTERCROSS

- 3.1 Policy & Finance Committee on 17th January 2022 resolved that the expenditure of the money should be approved by Services Committee under the guidance and advice of officers.
- 3.2 The sum of money totaled £1,000.

4. EDUCATIONAL RESOURCES NEEDED FOR THE MUSEUM

- 4.1 Since we reopened, following the pandemic, in June 2021 we have set up a very informal children's area for children to sit and colour, try a word search or make notes for the children's trail.
- 4.2 There is not much space but we would like to purchase a children's wooden table and chairs set for this area. It would make the area more inviting and specifically designed for the age group intended.



Total cost of £95.95. Link to website [Children's Multicolour Wooden Table and 4 Chairs \(costway.co.uk\)](http://www.costway.co.uk/Childrens-Multicolour-Wooden-Table-and-4-Chairs)

- 4.3 We are hoping to reintroduce our talks at the Museum later this year and we would like to purchase some new chairs for this purpose.

Please find below three prices for the purchase of these chairs:

Company	Model of chair	Price per chair	Colour	Number of chairs	Total cost (not incl VAT)
Mogo Direct	Remploy GH20 stackable chair	£17.40	Sapphire blue	40	£696.00
Strictly Tables & Chairs	E series plastic stacking chair	£19.15	Blue	40	£766.00
Furniture@Work	Hille E Series classroom chair	£23.00	Blue	40	£940.00

- 4.4 Whilst we would prefer wooden chairs for their eco-credentials we are forced to look at plastic type chairs due to their weight and easy stacking nature. See information in Appendix 1.
- 4.5 The chairs would be stored in a dry, secure building at Henley Road cemetery.
- 4.6 Our preferred purchase would be from Strictly Tables and Chairs with a total cost of £766. + VAT

5. SUMMARY

- 5.1 Purchasing the tables and chairs above would give a total cost of £861.95.
- 5.2 With the remaining money (£138.05) we would like to purchase a plaque to be installed in the Museum noting the donation and a stock of new pencils, crayons and coloured paper for use at the table.

Deputy Town Clerk
February 2022

Implications

Wards Affected (All)

Financial (None)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

Appendix 1.

Mogo Direct.

Direct link:

[Remploy GH20 Plastic Stacking Chair - Mogo Direct \(UK\)](#)



Strictly Tables & Chairs.

Direct link:

[E-Series Stackable Plastic Chair \(strictlytablesandchairs.co.uk\)](#)



Furniture @ Work.

Direct link:

[Hille E Series Classroom Chair - Furniture At Work® \(furniture-work.co.uk\)](#)



ITEM 16

CASTLE GARDENS LIGHTING

CASTLE GARDENS LIGHTING

Report No. SS/21/45

Services Committee
23rd February 2022

1. INTRODUCTION

- 1.1 Concerns have been raised that the Castle Gardens are quite dark in the evening and it may benefit from some 'semi-permanent' lighting.

2. RECOMMENDATION

- 2.1 To consider the idea of installing year round lighting in Castle Gardens and to bring further information to the Services Committee.

3. OPTIONS

- 3.1 A chain of lighting similar to the Christmas lights, however, these would be hung between the eight roadside lime trees only so there will be a distinction.
- 3.2 Look at the possibility of electrically fed lights or solar powered lights.
- 3.3 Rather than lights installed in to the ground these may be more appealing to English Heritage.

4. FURTHER INFORMATION TO BE SOUGHT

- 4.1 The length of lighting that would be required, and cost comparisons. Establish a budget for the lighting.
- 4.2 A discussion with Ludlow Castle regarding the electric supply to the lights.

Deputy Town Clerk
February 2022

Implications

Wards Affected (All)

Financial (None)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

ITEM 17

HENLEY ROAD CEMETERY DEVELOPMENT REPORT

HENLEY ROAD CEMETERY DEVELOPMENT REPORT

Report No. S/21/46

**Services Committee
23rd February 2022**

1. INTRODUCTION

- 1.1 This report monitors the remaining grave spaces at Henley Road Cemetery and outlines the process for ground water assessment, which is required to be undertaken before the area is developed.

2. RECOMMENDATION

- 2.1 To get advice from Environment Agency area groundwater and contaminated land team.
- 2.2 Using the advice from the EA, seek quotes for the ground water assessment and bring the quotes back to the committee.

3. BACKGROUND

- 3.1 Henley Road Cemetery has been open and accepting burials since 1914. The majority of grave spaces have been used and space for new burials is limited.
- 3.2 Since the beginning of the pandemic, and due to concerns about increased pressure on the already limited capacity for new burials, Ludlow Town Council has not permitted reserving or pre-purchasing of plots at Henley Road Cemetery. For the duration of the pandemic, graves are only available for immediate use.

3.3

PLOT	AVAILABLE SPACES		Additional Information
L	10		This area is in the lowest lying area of

			the cemetery and cannot be used in very wet conditions. A further 10 burial spaces have been identified, but they in the most water logged area. These spaces would only be able to be used for interments in dry summer months.
K	9		Plots cannot be used for interment in wet weather
H	40		Catholic denomination burials only
I	20		Cremated remains burials only
GG	18		Cremated remains burials only

- 3.4 Based on the average number of burials during a one year the new area will need to be opened soon.

There were 43 burials including Ashes interments in the financial year 2018 / 19

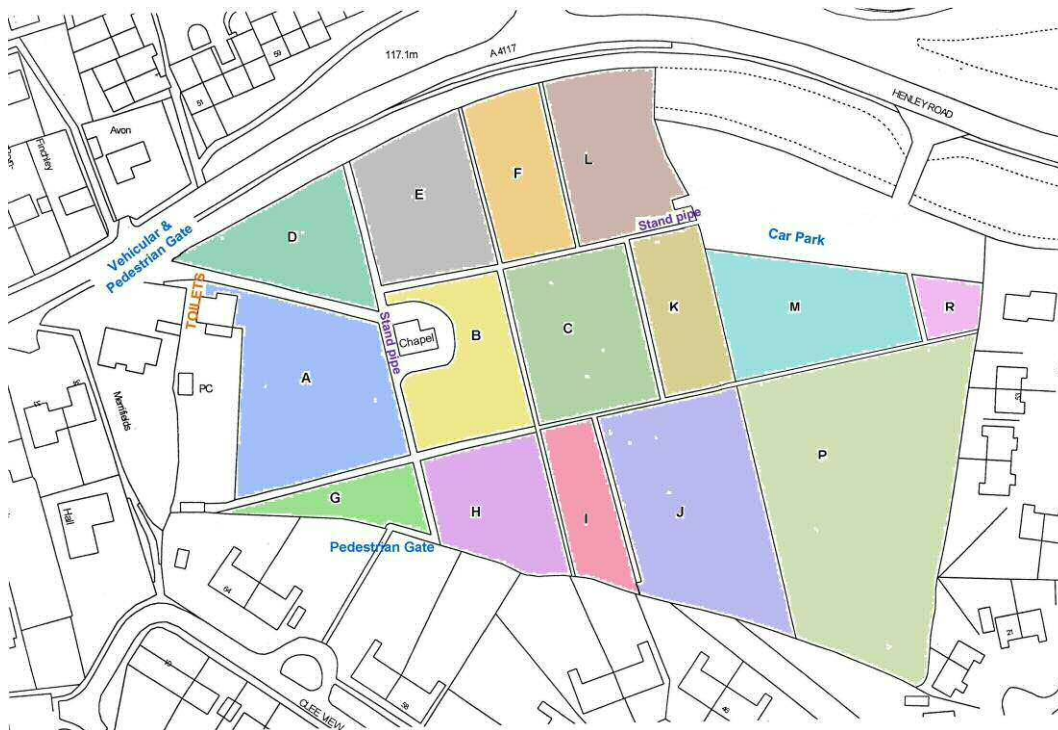
There were 52 burials including Ashes interments in the financial year 2019 / 20

There were 39 burials including Ashes interments in the financial year 2020 / 21

There are more new plots burials each year compared to re - opens

4. CURRENT SITUATION

- 4.1 The undeveloped area of the cemetery exists as a single grassed area, and is shown below divided up into three areas – M, R and P, which are the available area for burials at Henley Road Cemetery – subject to EA approval.



4.2 The production of a cemetery risk assessment report is required by the Environment Agency during the course of planning any proposed burial ground extensions. Environmental regulators are now requiring that existing burial grounds undergo risk assessment, in addition to the assessments carried out for extensions.

4.3 Government Guidance for Cemeteries and burials: groundwater risk assessments can be found at:

<https://www.gov.uk/guidance/cemeteries-and-burials-groundwater-risk-assessments>

4.4 A Groundwater Risk Assessments is the first stage to meet the statutory requirement that measures are taken to protect groundwater from potential pollution sources.

4.5 Advice has been sought from the Environment Agency area groundwater and contaminated land team.

4.6 There is an earmarked reserves budget code 331 – Cemetery Extension that contains £30,000 for this project.

Town Clerk & Cemetery Officer
February 2022

Implications

Wards Affected (All)

Financial (to be ascertained)

Health & Safety (to be ascertained)

Law & Order (must comply with Local Authorities' Cemeteries Order 1977)

Environmental Implications (must comply with the Environment Act)