



## LUDLOW TOWN COUNCIL AGENDA

### SERVICES COMMITTEE

To: All Members of the Council, Deputy Town Clerk, DLF Supervisor,  
Unitary Councillors, Press  
Contact: Gina Wilding, Town Clerk  
**Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1AZ**  
01584 871970  
townclerk@ludlow.gov.uk  
**Despatch date: Friday 20<sup>th</sup> February 2026**

You are summoned to attend a meeting of the  
Services Committee on  
**Wednesday 25<sup>th</sup> February 2026**  
**At The Guildhall, Mill Street, Ludlow.**

*Gina Wilding*

Gina Wilding  
Town Clerk

#### Key Agenda Items:

- Ludlow Town Council Youth Festival
- St John's Garden
- Living Heritage Submission
- Tree works 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 FROM THE CHAIR & ESSENTIAL HOUSKEEPING INFORMATION**

Councillors and members of the public are to note that the fire exits can be found to the rear of the building or left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

## **2. RECORDING OF MEETINGS**

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during public session of Council meetings.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

## **3. MEETING PROTOCOL**

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

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

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

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

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

## **4. APOLOGIES**

To receive apologies from members of the Committee.

## **5. DECLARATIONS OF INTEREST**

To receive the declarations of interests from Members of the Committee:

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

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



**6. PUBLIC OPEN SESSION (15 MINUTES)**

Members of the public are invited to make representations to the Committee on any matters relating to the work of the Committee or Council.

**7. LUDLOW'S UNITARY COUNCILLORS' SESSION**

Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.

**8. MINUTES**

To approve as a correct record the open and closed minutes of Services Committee on **Wednesday 14<sup>th</sup> January 2026**.

**9. ITEMS TO ACTION**

To consider the items to action sheet from **Wednesday 14<sup>th</sup> January 2026**.

ITEM	Attachment
<b>10. <u>LUDLOW MUSEUM AT THE BUTTERCROSS</u></b> a) To consider events to celebrate the Museum's 10 <sup>th</sup> birthday in August b) To consider a proposal for opening for the duration of Ludlow History Festival.	10
<b>11. <u>LTC YOUTH FESTIVAL</u></b> a) To consider the public consultation response b) To agree what should be included within the Youth Festival arrangements	11
<b>12. <u>ST JOHNS GARDENS &amp; LUDLOW ROTARY</u></b> To consider the request from Ludlow Rotary	12
<b>13. <u>LUDLOW MARKET UPDATE</u></b> a) To receive an update from the Market Officer. b) To consider additional temporary options for improving the parking situation in the market area.	13
<b>14. <u>LIVING HERITAGE SUBMISSION FOR LUDLOW MAYFAIR</u></b> To approve the proposed submission.	14
<b>15. <u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u></b> The Chair will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.	No papers
<b>16. <u>BOATING FROM LINNEY RIVERSIDE PARK</u></b> To consider an expression of interest.	16



17.	<b><u>TREE WORK QUOTATIONS</u></b>	17
	To consider the tree work quotations received.	
18.	<b><u>HENLEY ROAD CEMETERY HEDGE</u></b>	18
	To approve the quotation for the hedge cutting works.	
19.	<b><u>SIGNAGE QUOTATION</u></b>	19
	To consider the quotation from Pykefield signs	

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

Councillors Addis, Childs (Vice Chair), Cowell (Chair), Gill, Ginger, Harris, Hepworth, Lyle, Maxwell-Muller, Parry, Tapley and Taylor.

### **Notes**

The next Services Committee meeting will be held on Wednesday 8<sup>th</sup> April 2026

**ITEM 8.**

**MINUTES**

## MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 14<sup>th</sup> JANUARY 2026** at **7PM**

### **S25/109 PRESENT**

Chair: Councillor Cowell

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

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

### **S25/110 ABSENT**

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

### **S25/111 WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION**

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

### **S25/112 RECORDING OF MEETINGS**

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

### **S25/113 MEETING PROTOCOL**

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

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

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

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

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

**S25/114 APOLOGIES**

Apologies were received from Councillors Ginger, Hepworth and Taylor.

**S25/115 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None declared

Conflicts of Interest

None declared

Personal Interests

Councillor Lyle Knows History Festival Organisers

Councillor Cowell Involved in History Festival Organisation

**S25/116 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

**S25/117 LUDLOW UNITARY COUNCILLORS SESSION**

Councillor Parry (Ludlow South) was present at the meeting but did not have any updates.

**S25/118 MINUTES**

**RESOLVED KC/PA (unanimous)**

That the minutes of the Services Committee meeting held on Wednesday 26<sup>th</sup> November 2025 be approved as a correct record and signed by the Chair.

**S25/119 ITEMS TO ACTION**

**RESOLVED KC/DC (unanimous)**

That the Items to Action from the Services Committee on Wednesday 26<sup>th</sup> November 2025 be noted.

**S25/120 FINDINGS OF ANNUAL PLAY INSPECTIONS**

**RESOLVED KC/DL (unanimous)**

To note the complete findings of the report, and the works to be completed.

**S25/121 PRIDE OF PLACE LITTERPICKS**

**RESOLVED KC/PA (unanimous)**

To note that the first Pride of Place litter pick of 2026 will take place on Saturday 17<sup>th</sup> January.

**S25/122 RESOLVED KC/IMM (4:3:0)**

To approve the purchase of 20, yellow Hi-Vis vests printed with 'Ludlow Pride of Place Volunteer' on the back. To be bought from Go Custom Clothing at a total cost of £135.20. To be funded from Climate Action Budget.

**S25/123 LUDLOW HISTORY FESTIVAL**

**RESOLVED KC/PA (unanimous)**

To approve, in principle the hanging of banners/shields from the lampposts that surround Market square & Events Square.

This is subject to a full risk assessment being provided by the festival organisers and proof of Public Liability insurance (£5 million). An undertaking that any damage incurred to the lampposts or the electricity supply will be at the expense of the History Society. The DLF must oversee the hanging and taking down of the items, and the banners/shields remain the responsibility of the History Festival organisers at all times.

**S25/124 SUMMER BUNTING FOR MARKET AND EVENT SQAURES**

**RESOLVED PA/KC (unanimous)**

To approve the purchase of Royal Standard coloured bunting. To be hung around the Market Square from early May to late September, to replace

hanging baskets. Bunting to be obtained from Flying Colours flag makers at a cost of £274.50 funded from planting budget.

**S25/125 CCTV IN LUDLOW**

**RESOLVED KC/DL (unanimous)**

To note the updated information regarding CCTV in the Town.  
That ORP attended Ludlow on Tuesday 18th Nov to service cameras and update software, however, had to cut their visit short due to a faulty alternator in the MEWP.

The revised date for the works was Thursday 8th January 2026 (snowed) and we are awaiting an update from ORP regarding what work was completed and whether the system installation is now complete.

The meeting closed at 7.28pm.

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Chair

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Date

Closed session minutes will not be issued for this meeting.

**ITEM 9.**

**ITEMS TO ACTION**

**Items to Action**

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

**Items to Action**

	<p>provided by the society &amp; mulch be put down during planting.</p> <ul style="list-style-type: none"><li>That a plaque may be installed, funded by the Society providing the wording &amp; design are approved by Ludlow Town Council.</li></ul>			
<b>S24/182</b>	<b><u>LINNEY RIVERSIDE PARK – PARKING METER MAINTAINANCE</u></b> That the annual service / maintenance agreement provided by Flowbird at cost of £591.00 for 2025/2026 be approved.	Contact Flowbird	Complete	May 2025
<b>S24/184</b>	<b><u>TOWN CENTRE TREE PLANTERS</u></b> That two tree planters containing Mountain Ash saplings, currently located on Events Square, are relocated to Castle Gardens on a permanent basis.	Planters to be relocated	Complete	May 2025
<b>S24/186</b>	<b><u>BIENNIAL TREE SURVEY</u></b> That subject to trees 0047-0057 being removed from the list, the quotation from Llanerch Arboriculture of £972.00 (less the removed trees) to undertake a tree survey be approved and funded from budget 410/ 4402.	Contact Llanerch Arboriculture to arrange survey.	Complete	May 2025
<b>S24/187</b>	<b><u>UPDATES TO LUDLOW MUSEUM AT THE BUTTERCROSS SIGNAGE</u></b> That the quotation of £409.00 from Think Graphic	Contact Think Graphic to arrange for signs to be done.	Complete	May 2025.

**Items to Action**

	to replace the signage on the lift and at the bottom of the staircase, refit artwork to both sides of a newly refurbished A board be approved and funded from budget 119 / 4222.			
<b>S24/180</b>	<b><u>LETTER FROM LUDLOW 21</u></b> That subject to a public consultation and ongoing agreement for the maintenance of the site post planting, the request from Incredible Edible Ludlow, to plant an orchard of 20-30 trees on open land at Weyman Road be approved.	Inform Incredible Edible of decision & arrange public consultation. (KA)	Letter sent & online survey for consultation arranged.	Complete May 2025.
<b>S24/181</b>	<b><u>TOWN CENTRE PLANTING</u></b> That the red, white & blue planting scheme for 2025 to commemorate the 80th anniversary of VE Day be approved.	Arrange planting (JR/GW)	Complete	May 2025
<b>S24/101</b>	<b><u>CASTLE GARDENS – WALLS &amp; SURVEY WORKS</u></b> That the Civic Society be approached with regards to assistance and advice for the project, and a further report to be bought back to Services Committee.	Approach civic Society for advice. (KA)	Request sent to Civic Society. Resent 12 <sup>th</sup> March. Response received June 25. Report to be bought back to	Complete July 25.

**Items to Action**

			Services.	
S25/023	<b><u>MAY FAIR</u></b> That the May Fair organiser be cautioned that causing even minor damage to properties is not acceptable, and to reassure the resident that Ludlow Town Council takes the matter seriously organiser.	Letter sent to residents (GW)  Contact May Fair organiser. (GW)	Complete.  Complete	July 2025  July 2025
S25/039	<b><u>CASTLE GARDENS – REQUEST FROM GUERILLA GARDENERS</u></b> To approve the purchase, with funds from budget code 410/4303, and supply £200 worth of Westland Farm Manure from Homecare to Guerilla Gardeners to mulch the plants during the ongoing drought conditions.	Advise GG's of decision. Collect and deliver manure to Castle Gardens.	Complete	Complete. July 2025
S25/042	<b><u>BIENNIAL TREE SURVEY REPORT</u></b> To note the report and that quotations to be sought and brought back to next Services Committee meeting in September.	Quotations brought to Sept 2025 Services Committee.	Complete	Sept 2025

**Items to Action**

S25/059	<b><u>SEVERN TRENT – BATHING WATER QUALITY INVESTIGATIONS</u></b> To approve the request from Severn Trent to install a temporary auto-sampler kiosk at the same bankside location as in 2022.	Severn Trent to be updated.	Complete	Sept 2025
S25/055	<b><u>LINNEY PLAY AREA ACCESS QUERY</u></b> That social media be utilised to remind the public about keeping dogs under control and cleaning up after them.	Discussed with Comms and Marketing Officer.	Complete	September 2025
S25/012	<b><u>HENLEY ROAD CEMETERY</u></b> That the scope of the report should include costings to widen the existing path to the Babies' Memorial Area to ensure it is wheelchair accessible; that the wooden arch be modified to allow comfortable wheelchair access; and that the arch planting be reviewed to avoid species with sharp thorns.	Costings to be sought for widening of path & a wider arch. (CA)	Report to services Committee 15/10/25	October 2025
S25/041	<b><u>API NATIONAL PLAY STRATEGY</u></b> To ask Shropshire Council what action they will be taking in relation to the play strategy.	Approach Shropshire Council.	Complete	August 2025
S25/063	<b><u>QUOTATIONS FOR TREE WORKS</u></b> That the quotation of £2,390.00 +VAT from Benbow Brothers Ltd be accepted.	Awaiting Benbow Brothers to complete the works.	Complete	October 2025

**Items to Action**

S25/074	<b><u>PRIDE OF PLACE LITTERPICKING</u></b> That Ludlow Town Council support the co-ordination of the Saturday Ludlow Pride of Place litterpicks from January 2026. The Deputy Town Clerk will take on the role of co-ordinator with assistance from Councillor Lyle.	Contact current co-ordinator	Complete. Handover agreed.	October 2025
S25/079	<b><u>PLANTING TASK AND FINISH GROUP</u></b> To approve the following recommendations: <ul style="list-style-type: none"><li>• An updated list of planters to be completed by LTC staff.</li><li>• Assessment of each planter to be undertaken and a list made of those to be removed.</li><li>• Create a database of planters which highlights who is responsible for planting/watering/sponsorship.</li><li>• Hanging baskets to be restricted to Castle St toilets.</li><li>• Install summer bunting around Market Sq to brighten it up each year May to Sept.</li></ul>	Actions passed to Planting Task and Finish Group	Complete	October 2025
S25/081	<b><u>HENLEY ROAD CEMETERY BABIES AREA</u></b> That the quotation from Tarmacadam Driveways Ltd for £5,500.00 to remove existing path to the Babies area and replace with a tarmac finish, edged with concrete set kerbs be accepted.	Contractor informed and date scheduled for 8 <sup>th</sup> December	Complete	November 2025

**Items to Action**

S/24/155	<b><u>SHROPSHIRE COUNCIL PLAY AREA INFORMATION</u></b> That a risk assessment and ground zero costings be bought back to Committee for consideration.	To create the framework for a ground zero costing and risk assessment (GW)	Template created & approved by Committee.	Complete April 2025.
S24/075	<b><u>LUDLOW MARKET UPDATE</u></b> That a report from the Market Officer containing costings and practicalities for Ludlow Town Council to install a Wi-Fi hub on the market be bought back to a future Committee meeting for consideration.	Market Officer to bring report to next meeting. (TC/Border Computers)	Market traders consulted and Wi-Fi hub not required. Complete	November 2025
S24/165	<b><u>TREE REPORTS AND QUOTATION</u></b> To approve the submission of Tree Conservation Area applications for the specified works on the Irish yew (Tree of Light), Cherry plum, and Sawara cypress (leylandii) in Castle Gardens; and that all works are undertaken by a suitability qualified contractor.	Superseded by further inspections and work	Complete	
S25/099	<b><u>TREE STUMP REMOVAL AT CASTLE GARDENS</u></b>			

**Items to Action**

	That the stump of the dead Maple tree in Castle Gardens by left in situ for wildlife habitat.	Updated the Guerrilla Gardeners and contractor	Complete	Dec 2025
<b>S35/100</b>	<b><u>ANNUAL FEES AND CHARGES 2026/27</u></b> That the annual fees and charges for 2026/2027 including inflationary increases where applicable be approved.	Updated LJ for implementation.	Complete	Dec 2025
<b>S25/103</b>	<b><u>PRODUCE MARKET DATES FOR DECEMBER 2026</u></b> That the request from Local to Ludlow producers market to amend their trading date from 24 <sup>th</sup> December 2026 to 17 <sup>th</sup> December 2026 be approved.	Updated Local to Ludlow. Update LTC staff.	Complete Complete	Dec 2025
<b>S25/102</b>	<b><u>CCTV STATUS UPDATE</u></b> To note that nine additional CCTV cameras throughout the wider area of Ludlow have been installed in addition to the eight town centre CCTV cameras, and further new cameras are also be installed at Ludlow library, Henley Road and Fishmore Road.	To continue to pursue completion of the outstanding work.	Report to services Jan 26	Complete Jan 26
<b>S25/122</b>	<b><u>PRIDE OF PLACE LITTERPICKERS</u></b> To approve the purchase of 20, yellow Hi-Vis vests printed with 'Ludlow Pride of Place Volunteer' on the back. To be bought from Go Custom Clothing at a total cost of £135.20. To be funded from	Order vests from Go-Custom clothing.	Ordered and received.	Complete Feb 26

**Items to Action**

	Climate Action Budget.			
S25/124	<b><u>SUMMER BUNTING FOR THE MARKET AND EVENTS SQUARES</u></b> To approve the purchase of Royal Standard coloured bunting. To be hung around the Market Square from early May to late September, to replace hanging baskets. Bunting to be obtained from Flying Colours flag makers at a cost of £274.50 funded from planting budget.	Order bunting	Ordered 29/1/26	Complete Jan 26
S23/150	<b><u>UPDATED INFORMATION AT LUDLOW TOWN COUNCIL SITES</u></b> That a report be brought back to next Services Committee detailing costings of permanent signage displaying What 3 Words location references to be funded from contingencies/ reserves.	Contact signwriter for quotes.	Quotes received, report to Committee February meeting.	Complete February 2026
S23/175	<b><u>PUBLIC CONVENIENCES</u></b> That the implementation of rules and guidelines for public conveniences maintained by Ludlow Town Council be approved. Including: No Smoking, Assistance dogs only, use of sanitary bins provided & no anti-social behaviour. Designs and costings for signage to be bought back to Committee for consideration.	Contact signwriter for quotes.	Quotes received, report to Committee February meeting.	Complete February 2026

**Items to Action**

S25/054	<b><u>LINNEY PLAY AREA ACCESS QUERY</u></b> Fencing was deemed inappropriate due to cost and the site's susceptibility to frequent flooding. It was agreed that no public consultation will be undertaken at this time. However, the option of installing permanent signage regarding dog fouling will be investigated, and costings will be brought back to the committee for consideration.	To look at signage costs and options.  Bring back to Services Committee.	To Committee Feb 26	Complete February 2026
S25/095	<b><u>HIRE OF PUMP TRACK/ YOUTH FESTIVAL – WHEELER ROAD RECREATION AREA</u></b> To conduct a survey of young people and other Ludlow residents to gauge if there sufficient local interest in a youth festival at Wheeler Road Recreation Area during the summer holidays. To bring the survey results back to the Committee for consideration.	Consultation to be undertaken in New Year.	Results to Services Committee Feb 26	Complete Feb 26
S25/107	<b><u>ANTI-SOCIAL BEHAVIOUR AT HENLEY ROAD CEMETERY</u></b> Following recent vandalism at the site, to approve a temporary measure of purchasing and installing four cameras at a cost of £280.00.  A permanent CCTV camera installation is to be	Emailed LJ details of cameras to be ordered.  To look at CCTV options with new provider. Report	Complete  Complete	Dec 25  Feb 26

**Items to Action**

	scoped by a contractor and reported back to Committee.	to Full Council.		
<b>S25/108</b>	<b><u>HEDGE AT HENLEY ROAD CEMETERY</u></b> That more quotes be sought for the hedge cutting at Henley Road Cemetery, bought back to a future Committee.	More quotes to be obtained.	Complete. Report to Committee February meeting.	Feb 26
<b>ITEMS TO BE COMPLETED</b>				
<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. (GW)	Consultation would need to be undertaken in-house.  To put on Services agenda for consideration.	
<b>November 2022</b>				
<b>S22/069</b>	<b><u>PLAY AREA UPDATES – WHEELER ROAD AND HOUSMAN CRESCENT</u></b> To hold back on the replacement of the climbing	Bring updated costs to		

**Items to Action**

	wall at Wheeler Road play area until nearby CCTV is operational, and a conversation has been had with South Shropshire Youth Forum.	Committee when CCTV is connected. (KA)		
<b>June 2023</b>				
S23/006	<b><u>LAND ADJACENT TO 8-10 HENLEY ORCHARDS</u></b> To approach Shropshire Council and ask them to prove ownership of the hedge lies with Ludlow Town Council.	Contact Shropshire Council (KA)	Awaiting response from SC. Chased up 16.9.2023 No mention of boundaries on deeds.	
<b>September 2023</b>				
S23/062	<b><u>FAMILY FRIENDLY AUDIT OF LUDLOW MUSEUM AT THE BUTTERCROSS</u></b> That further details of suggested actions will be brought back to Services Committee for consideration, with costings.	Ongoing (KA)		
<b>January 2025</b>				
S24/155	<b><u>SHROPSHIRE COUNCIL PLAY AREA INFORMATION</u></b> That Shropshire Council confirm that they hold the title for the play areas at St Johns Lane, Steventon New Road, Tollgate Road, Vashon Close, Parys Road, Fishmore View, Friars Field, Normandie	Chased SC for information – August 2025 (KA)		

**Items to Action**

	Close, Dahn Drive (2 play areas).			
<b>APRIL 2025</b>				
S25/016	<b><u>CASTLE STREET TOILET COIN BOXES</u></b> That approval be given to seek quotations for the installation of facilities to enable card payments at the Castle Street Car Park toilets, and that a report on costings and feasibility be brought back to the Committee for consideration.	Obtain quotes for card payment charges. (KA)		
S25/020	<b><u>LUDLOW MARKET STRUCTURAL REPORT</u></b> To approve that two local fabrication companies be invited to provide quotations for repairs or replacement of corroded or damaged parts of the market stalls.	Contact two fabrication companies for quotes. (GW)		
<b>JULY 2025</b>				
S25/040	<b><u>CASTLE GARDENS – REQUEST FROM BENCH VOLUNTEERS</u></b> To approve a request from Bench Volunteers that the council purchases and supplies bench maintenance/repair materials up to a value of £305.00. The expenditure will be from budget code 302/4222.	Contact volunteers & purchase required materials.	Awaiting further information from volunteers	

**Items to Action**

<b>S25/043</b>	<b><u>WEYMAN ROAD COMMUNITY ORCHARD</u></b> To approve the development of the orchard in principle, and that plans and costings for trees, mulch and tree guards to be bought back to Services Committee for further consideration.	Costings for materials to be sought. (Incredible edible to fund trees)?23/4/25 meeting <b>S24/180</b>		
<b>OCTOBER 2025</b>				
<b>S25/077</b>	<b><u>ST JOHNS GUARDIANS</u></b> That a report containing a costed bulb and perennial planting scheme for all the beds in St Johns Gardens be brought back to Services Committee for consideration.			
<b>S25/082</b>	<b><u>HENLEY ROAD CEMETERY BABIES AREA</u></b> That a report be bought back to next Services committee with more detail regarding the proposed memorial arch. Including the internal width of the arch and diameter of the uprights.	CA to prepare information		
<b>NOVEMBER 2025</b>				

**Items to Action**

S25/096	<b><u>USE OF WHEELER ROAD RECREATION AREA BY LUDLOW RUGBY CLUB</u></b> To write to the Rugby Club outlining the terms under which permissions is granted. Specifically, that the Rugby Club is responsible for undertaking safety checks of the grassed pitch area and for removal of any hazardous items found prior to commencement of play; and also that the Rugby Club arranges for the grass to be cut on site as they would usually cut the grass at their club ground, or LTC could obtain quotes for a contractor to undertake the work and recharge costs to the Rugby Club.	Letter drafted for GW approval		
S25/105	<b><u>LUDLOW MARKET UPDATE</u></b> That Ludlow Assembly Rooms be approached and asked not to use the word 'market' for future events to avoid any confusion with Ludlow Market events.	Email/letter to be drafted to LAR		

**ITEM 10.**

**LUDLOW MUSEUM AT THE BUTTERCROSS**



## LUDLOW MUSEUM AT THE BUTTERCROSS

**Report No. SS/25/45**

**Services Committee**  
**25<sup>th</sup> February 2026**

### **1. INTRODUCTION**

- 1.1 Ludlow Museum at the Buttercross is an Art Council Accredited, town museum run by Ludlow Town Council hosting Shropshire Council's collection.
- 1.2 Ludlow Museum at the Buttercross opened in August 2016.
- 1.3 Opening times and days are Friday, Saturday and Sunday weekly from 10am – 4pm and Bank holiday Mondays 10 am – 4 pm.

### **2. RECOMMENDATION**

- 2.1 To consider events and signage to celebrate the Museum's 10<sup>th</sup> birthday in August.
- 2.2 To consider opening for the duration of Ludlow History Festival.

### **3. MUSEUM'S 10<sup>TH</sup> BIRTHDAY**

- 3.1 Ludlow Museum at the Buttercross opened on 12<sup>th</sup> August 2016.

The 10<sup>th</sup> birthday falls on Weds 12<sup>th</sup> August and we would like to be open on this day to celebrate and welcome everyone with **free entry** to the Museum.

We would have decorations, balloons, Museum/market logo flags and free cold drinks and biscuits.

Children's activities will already be available as part of the summer holidays offer.

### 3.2 To recognise the Museum's 10<sup>th</sup> birthday

There are a few things we could do to highlight the Museum's birthday that would share positive news about the Museum:

- **Installation of an information board** in the Buttercross 'market area' providing details about the history of the building and information about the Museum itself.

The board could be positioned in the blocked off window between the Buttercross and Bensons shop. It would appear as the image below and be produced by Matthew Lloyd of Think Graphic who has produced all Museum imagery.

Screws or eyelets would be fitted in the wooden window frame.

The quotation is in Appendix 1.

- **Catherine of Aragon poetry events** – could be held in the Museum on days that we are already open
- Look at a selection of dates to hold **children's activities** under the Museum over the school summer holidays. Activities may include planting seedlings in egg boxes, or colouring, making things with paper etc.
- **Install a contactless donation point** in each of the two rooms at the Museum to encourage an increase in donations for those who enjoy their visit.

## 4. LUDLOW HISTORY FESTIVAL

4.1 The new Ludlow History Festival takes place this year between 21<sup>st</sup> to 30<sup>th</sup> August 2026.

The Museum will be open as usual 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup> then 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> August, but we would like to **open on the additional four days 24<sup>th</sup> - 27<sup>th</sup> August**.

4.2 Staffing costs for each day would total approx. £160 per day. It has been suggested that the Civic Society may be interested in covering these costs.

Could free entry throughout the History Festival event be a possibility? Please see figures below showing how a free entry period can result in an increase in visitors, along with an increase in donations.

2022	Adults	Children	Under 5's	Donations	Sales	Free adults	
January	0	125	27	£155.50	£245.95	874	Free entry
February	0	100	13	£185.45	£162.55	759	Free entry
March	0	68	14	£176.10	£189.90	634	Free entry
April	403	62	6	£36.70	£170.45	0	Price increase £1.10
May	340	56	4	£56.60	£131.25	0	
June	294	75	1	£62.50	£166.90	54	
July	0	88	8	£231.65	£209.55	634	Town Council free entry
August	0	166	28	£220.59	£217.90	946	Friends free entry
September	295	42	2	£15.30	£182.60	0	
October	313	53	5	£29.70	£134.90	0	
November	291	42	7	10.95	129.1	1	
December	66	11	1	0	28.2	0	
Total	2002	888	116	£1,181.04	£1,969.25	3902	6908

2024	Adults	Children	Under 5's	Donations	Sales	Free adults
January	247	40	4	£43.44	£53.85	4
February	412	79	5	£29.90	£164.30	1
March	614	84	11	£24.55	£197.05	17
April	449	68	11	£12.25	£126.70	6
May	490	65	9	£18.35	£153.30	8
June	422	41	6	£16.10	£134.90	4
July	363	44	5	£6.80	£97.50	2
August	545	121	13	£21.15	£117.40	1
September	512	17	4	£18.40	£290.95	0
October	312	65	5	£14.05	£138.15	6
November	434	98	12	£5.80	£102.20	2
December	107	12	1	£9.65	£29.20	4
Total	4907	734	86	£220.44	£1,605.50	55

## 5. NEXT STEPS

- 5.1 To get prices for decorations, flags and refreshments for approval by the Town Clerk under delegated authority.
- 5.2 Obtain costs for installation of contactless donation points – preferably using current supplier which is Sum Up.

## 6. BUDGET

- 6.1 The Museum has an annual events budget of £150 which would be used for the purchase of the items above.

6.2 Installation of the information board underneath the Buttercross is £300 + VAT. There is a budget for Buttercross maintenance (119/4222) with an annual budget of £1,500.00.

Deputy Town Clerk  
February 2026

**Implications**

**Wards Affected (All)**

**Financial (as stated within the report)**

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

**Law & Order (not applicable)**

**Environmental Implications (not applicable)**

# Matthew Lloyd Design

*everything is interesting*



## QUOTATION

9th January 2026

fao Kate Adams  
**Ludlow Town Council**  
The Guildhall  
Mill Street  
Ludlow  
SY8 1AZ

**Ref: Buttercross Interpretation Panel**

description	fee	vat
Survey, consult, amend, proof and take to press one 1800(w) x 1170(h)mm panel using existing artwork	105.00	21.00
Supply one full colour panel, mounted on dibond, matt laminate. Installation not included.	195.00	39.00
sub totals	300.00	60.00
<b>Total inc. VAT</b>		<b>£360.00</b>

---

VAT reg. no. 800 2617 79 (charged at 20% unless otherwise stated)

---

The Old School  
The Leintwardine Centre  
High Street, Leintwardine  
Herefordshire SY7 0LB

07974 955196  
mail@matthewlloyd.design

**[www.matthewlloyd.design](http://www.matthewlloyd.design)**

**ITEM 11.**

**LTC YOUTH FESTIVAL**



## LTC YOUTH FESTIVAL

**Report No. SS/25/46**

**Services Committee**  
**25<sup>th</sup> February 2026**

### **1. INTRODUCTION**

- 1.1 Services Committee resolved in November 2025 to conduct a survey of young people and other Ludlow residents to gauge if there is sufficient local interest in a youth festival at Wheeler Road Recreation Area during the summer holidays. To bring the survey results back to the Committee for consideration.
- 1.2 The survey took place between 15<sup>th</sup> January and 18<sup>th</sup> February 2026. This report is based upon the results.

### **2. RECOMMENDATION**

- 2.1 To consider the public consultation responses.
- 2.2 To agree what should be included within the Youth Festival.

### **3. PUBLIC CONSULTATION RESPONSE**

- 3.1 A summary of the responses is as follows (28 people responded):
- 3.2
  - The majority of people (22) use the site for skating, the playground and dog walking
  - 77% of those responding are interested in a one-day youth festival to be held on Thursday 30<sup>th</sup> July.
  - There was an even spread of responses to what activities should be included. Options given were pump track sessions, live music, food stalls, fire engine visit, sports challenges, craft activities, inflatables.
  - The majority of people would be willing to pay to attend depending on what's included.
  - The majority of people would like to be updated about the festival on

Ludlow Town Council social media.

- Those responding were a wide age range with 19 people being younger than 44 and 9 people being aged 45 or older.

A full breakdown of the responses is shown in Appendix 1.

3.3 One member of the public raised the following concern:  
Reference the proposed youth festival, why on earth it is suggested to hold it at wheeler road out of town, where residential parking is a premium and this festival should be held centrally at the Linney where more would attend and more would be spent at local business in the town instead of keeping it out of town as inconvenience to residents in the town. More consideration of a beneficial location should be used and considered.

*A suggestion is that as part of the advertising campaign local people are encouraged to walk to the event on 30 July, as there is no parking provided.*

## **4 SUGGESTED ACTIVITIES & PARTNERSHIP WORKING**

4.1 Suggested activities include:

- Hire of a pump track
- Hire of a gaming van
- Hire of a bouncy castle (maybe a cost to use)
- Ice cream van (would be a cost to use)
- Police car and officers
- Fire engine and officers, plus safe water education
- Local musicians
- Promotion from Ludlow Assembly Rooms
- Promotion from Ludlow doctors' surgery
- Promotion from Ludlow Air Cadets
- Sports activities
- Craft activities

4.2 We have been approached regarding some partnership working by the following organisations:

- Ludlow Assembly Rooms
- Station Drive Surgery
- Ludlow Air Cadets
- Future Sound and Ludlow Castle

## **5 NEXT STEPS**

5.1 Contact local partners to see how the event would look with their involvement.

5.2 Build a selection of entertainment and activities, along with associated costs, and financial and in-kind contributions from other stakeholders that can be considered at next Services Committee alongside available budgets.

An event plan and risk assessment for the event will also be produced.

5.3 Set a timeline for advertising and promotion of the event.

Deputy Town Clerk  
February 2026

**Implications**

**Wards Affected (All)**

**Financial (as stated within the report)**

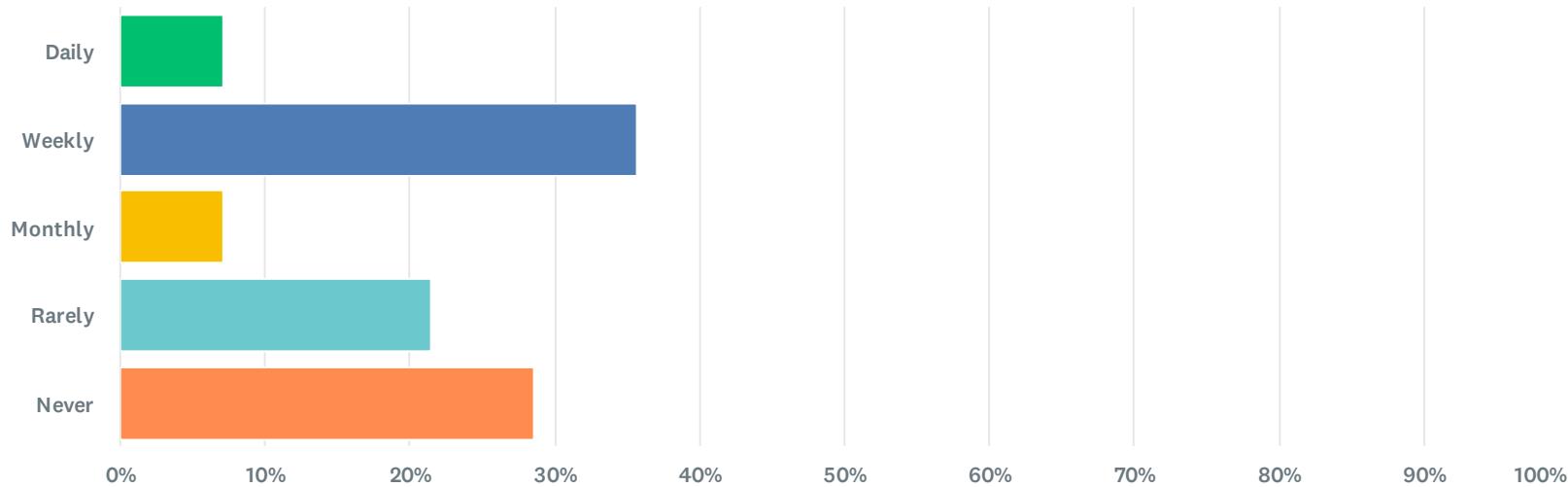
**Health & Safety (as stated within the report)**

**Law & Order (not applicable)**

**Environmental Implications (not applicable)**

## Q1 How often do you use Wheeler Road Recreation Area in good weather?

Answered: 28 Skipped: 0



Answer Choices	Percentage	Responses
Daily	7.14%	2
Weekly	35.71%	10
Monthly	7.14%	2
Rarely	21.43%	6

Total

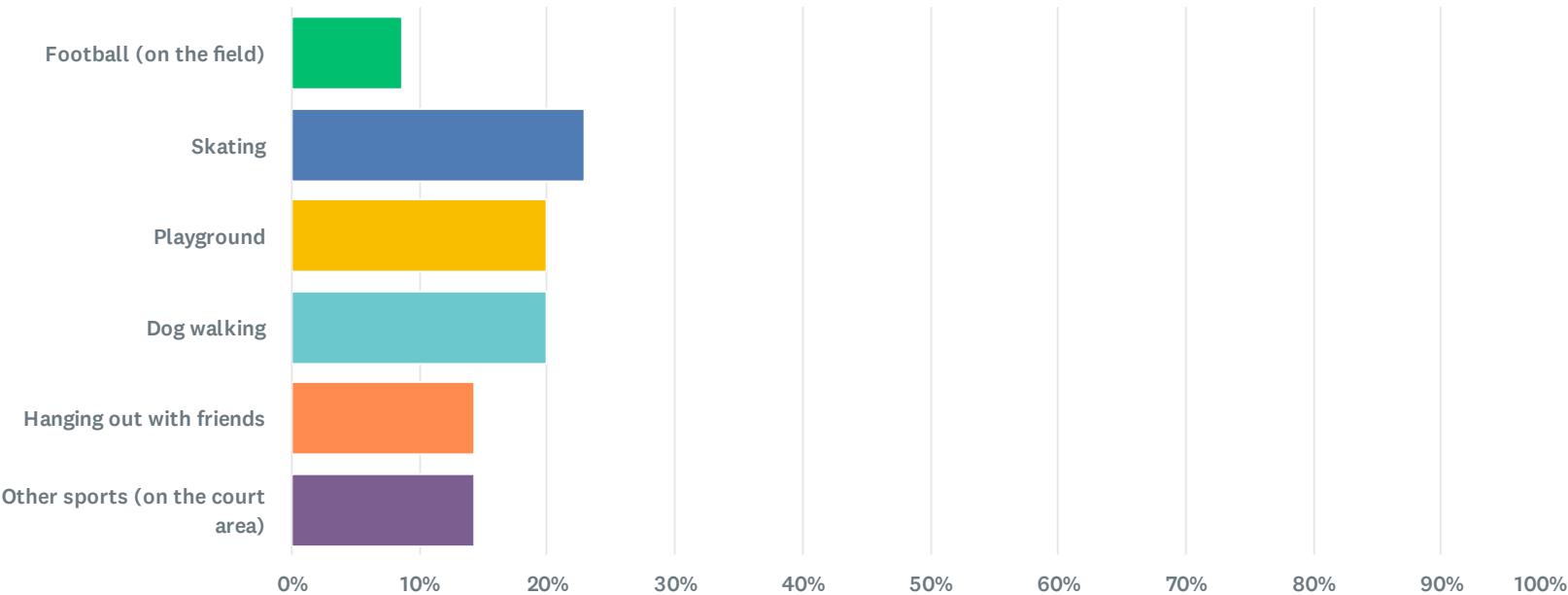
28

## Youth Festival Consultation

Answer Choices	Percentage	Responses
Never	28.57%	8
<b>Total</b>		<b>28</b>

## Q2 When you visit, which of these activities do you usually do?

Answered: 19    Skipped: 9



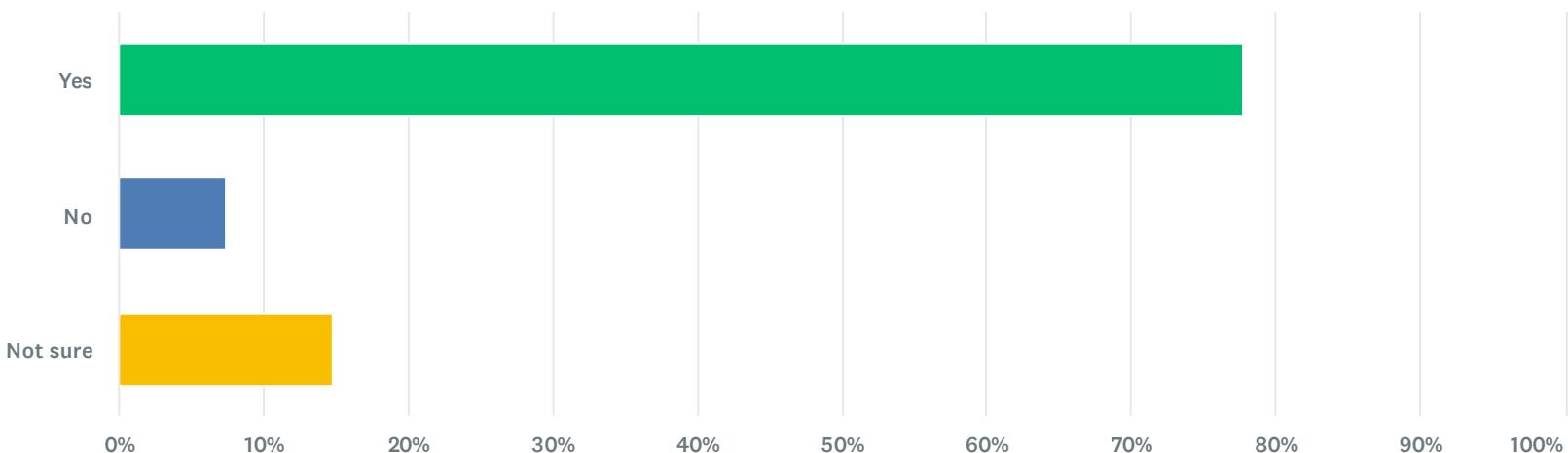
Answer Choices	Percentage	Responses
Football (on the field)	8.57%	3
Skating	22.86%	8
Playground	20.00%	7
<b>Total</b>		<b>35</b>

## Youth Festival Consultation

Answer Choices	Percentage	Responses
Dog walking	20.00%	7
Hanging out with friends	14.29%	5
Other sports (on the court area)	14.29%	5
<b>Total</b>		<b>35</b>

### Q3 Would you be interested in a one-day Youth Festival at Wheeler Road Recreation Area during the summer holidays on Thursday 30th July?

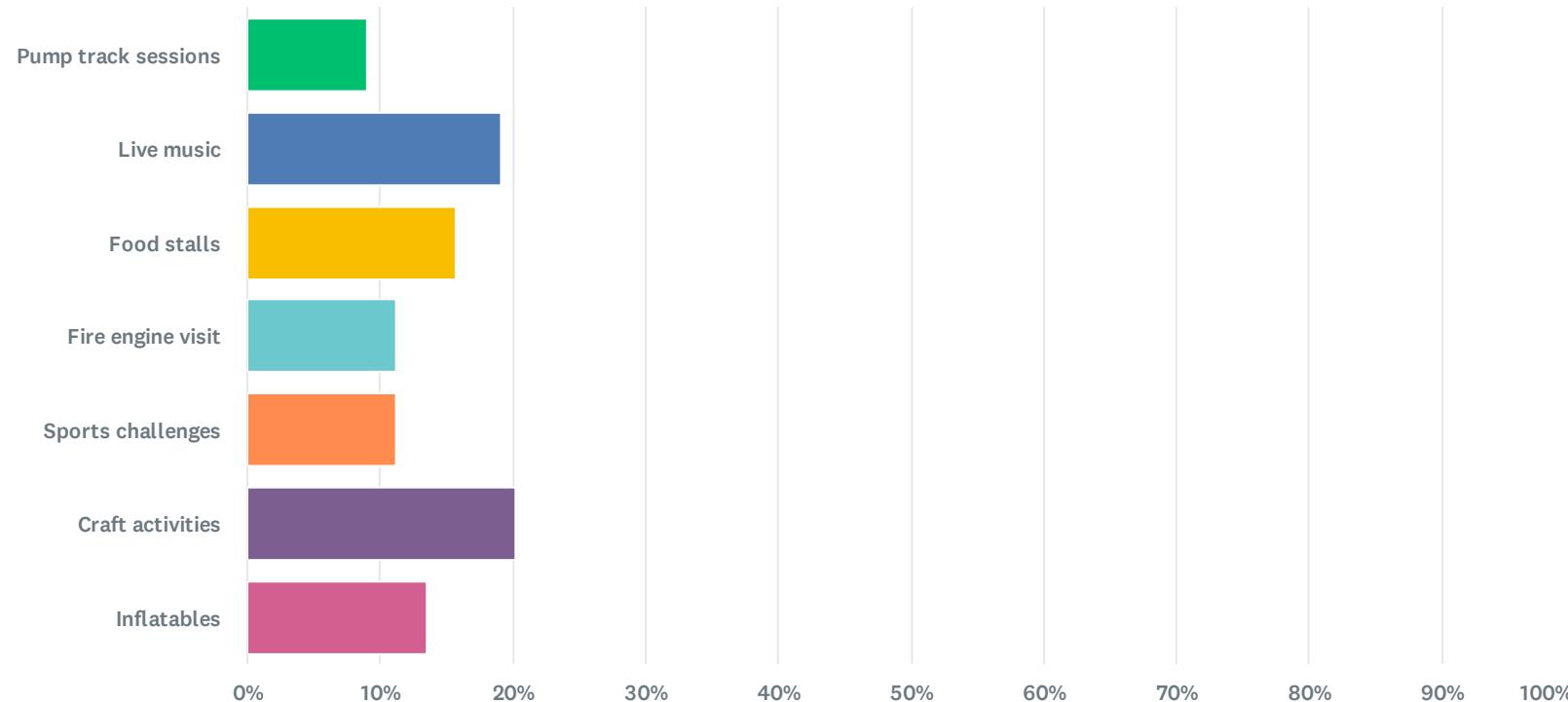
Answered: 27 Skipped: 1



Answer Choices	Percentage	Responses
Yes	77.78%	21
No	7.41%	2
Not sure	14.81%	4
<b>Total</b>		<b>27</b>

## Q4 Which of the following activities would you like to see at the festival?

Answered: 22 Skipped: 6



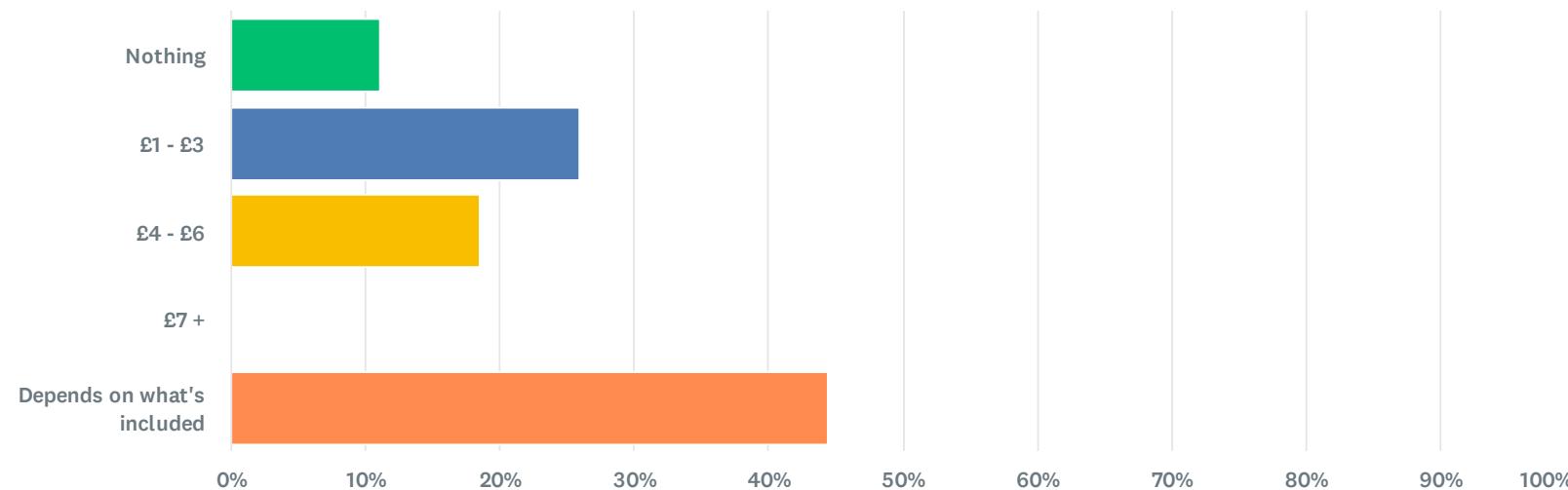
Answer Choices	Percentage	Responses
● Pump track sessions	8.99%	8
● Live music	19.10%	17
<b>Total</b>		<b>89</b>

## Youth Festival Consultation

Answer Choices	Percentage	Responses
 Food stalls	15.73%	14
 Fire engine visit	11.24%	10
 Sports challenges	11.24%	10
 Craft activities	20.22%	18
 Inflatables	13.48%	12
<a href="#"> Show comments</a>		
<b>Total</b>		<b>89</b>

## Q5 How much would you be willing to pay to attend a Youth Festival? (choose 1)

Answered: 27 Skipped: 1



Answer Choices	Percentage	Responses
Nothing	11.11%	3
£1 - £3	25.93%	7
£4 - £6	18.52%	5
£7+	0%	0

Total

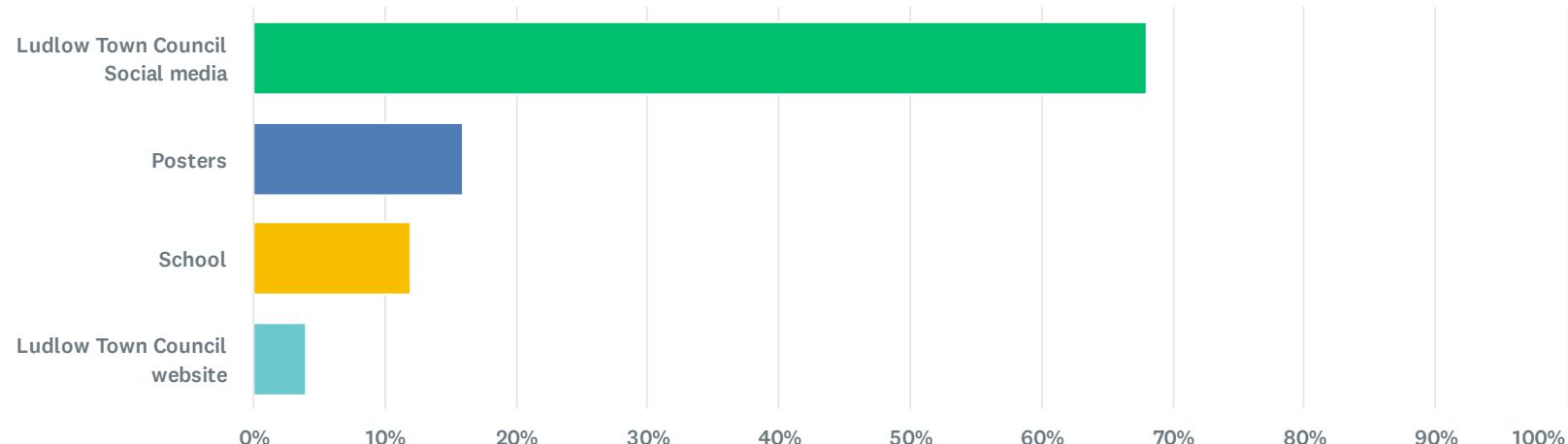
27

## Youth Festival Consultation

Answer Choices	Percentage	Responses
 Depends on what's included	44.44%	12
<b>Total</b>		<b>27</b>

## Q6 How would you prefer to hear about the festival if it goes ahead?

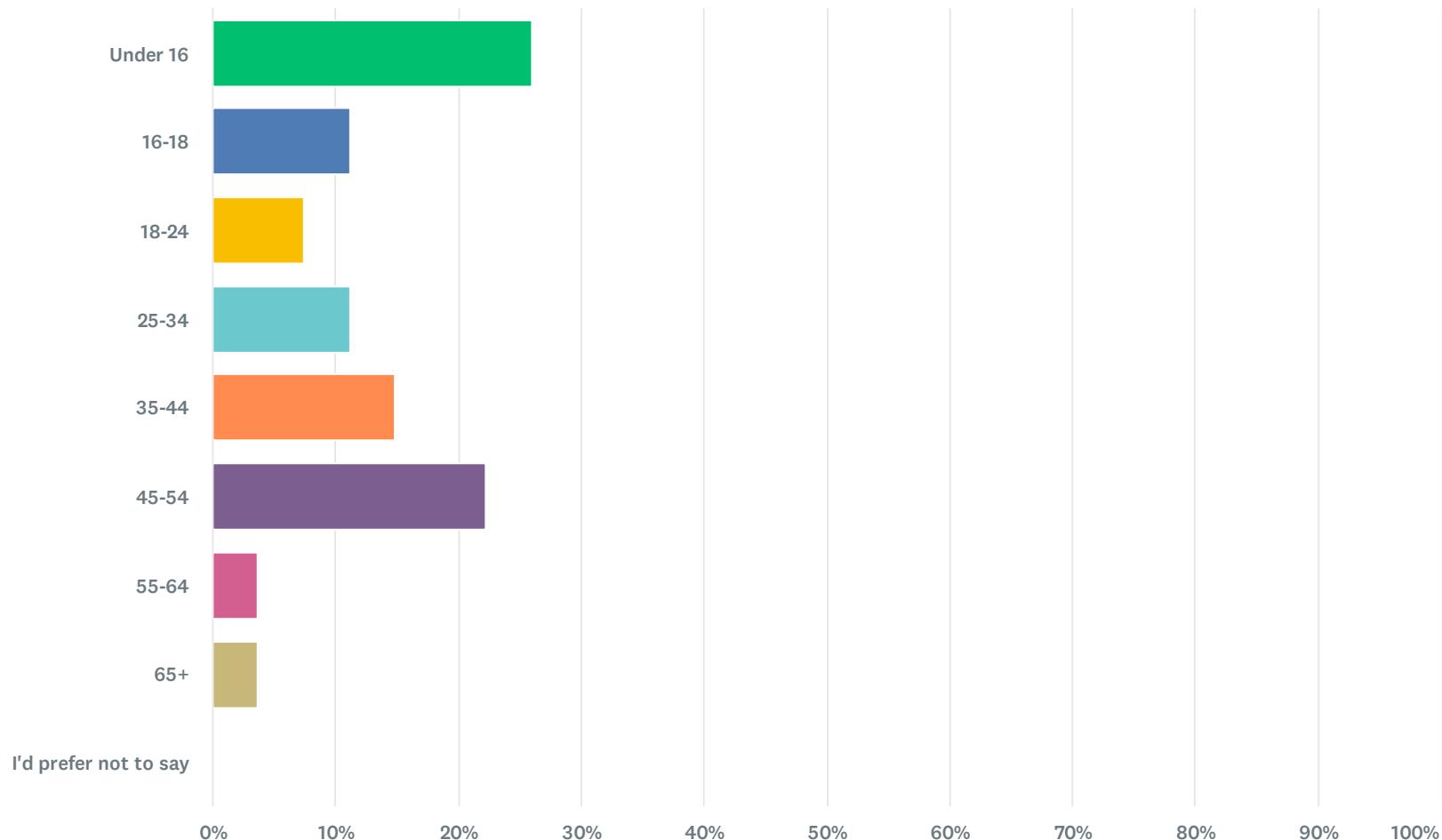
Answered: 25 Skipped: 3



Answer Choices	Percentage	Responses
● Ludlow Town Council Social media	68.00%	17
● Posters	16.00%	4
● School	12.00%	3
● Ludlow Town Council website	4.00%	1
<a href="#">Show comments</a>		
<b>Total</b>		<b>25</b>

## Q7 How old are you?

Answered: 27 Skipped: 1



↖ Collapse

## Youth Festival Consultation

Answer Choices	Percentage	Responses
Under 16	25.93%	7
16-18	11.11%	3
18-24	7.41%	2
25-34	11.11%	3
35-44	14.81%	4
45-54	22.22%	6
55-64	3.70%	1
65+	3.70%	1
I'd prefer not to say	0%	0
<b>Total</b>		<b>27</b>

Q4. Which of the following activities would you like to see at the festival?

Other:

- A safe space, with no drugs and smoking would be a great start. Maybe get all parks cleaned up and usage first before wasting money on a single day.
- Band recommendation - Macy O & the Silverlinks, a Ludlow local band :)
- Cycle lessons, sensory activities,
- Armed forces recruitment
- Guides and workshops on "Nature" and WELLBEING, inclusivity, species analysis/green gyms (active conservation work for all ages), Forest school/bush crafts, ecologically sensitive food growing and supply, encouraging pollination, water (inc. sharing ideas on managing drought and flood), geology, climate change adaptation, sustainable use of materials/textiles, species connectivity across the town.
- Sensory chill out for additional needs
- Good for the community and local kids

Q7. How would you prefer to hear about the festival if it goes ahead?

Other:

- Social media
- Not interested, it will be drugs, alcohol, sex and violence.
- Social media and school/word of mouth
- Basically anywhere

**ITEM 12.**

**ST JOHNS GARDENS & LUDLOW ROTARY**



## ST JOHNS GARDEN & LUDLOW ROTARY

**Report No. SS/25/47**

**Services Committee**  
**25<sup>th</sup> February 2026**

### **1. INTRODUCTION**

- 1.1 St Johns gardens are a public open space where members of the public can spend time in a peaceful, green area owned by Ludlow Town Council and maintained by staff.
- 1.2 An informal meeting was recently held at the Guildhall and local residents of St John's area, who have recently volunteered with the town council and would like to continue to be involved in the development of the gardens, Ludlow Rotary club members, town council staff, and the Mayor attended.
- 1.3 Subsequent to that meeting, the proposal from Rotary Club contained in this report has been received.

### **2. RECOMMENDATION**

- 2.1 To consider the request from Ludlow Rotary.

### **3. ABOUT LUDLOW ROTARY**

- 3.1 Ludlow Rotary club is an active and energetic group who have a keen interest in the local community in which we live.

They are active within Ludlow for many events and providing grants to other local community groups.

[Ludlow Rotary Club – Purple Crocus planted in the Castle Gardens](#)  
[reminding us to try and End-Polio-Now](#)

### **4. CURRENT MAINTENANCE OF ST JOHNS GARDENS**

4.1 Currently our DLF team are responsible for the maintenance of grassed areas, shrub beds, bench maintenance and pathway maintenance of the site.

## **5. REQUEST FROM LUDLOW ROTARY**

5.1 Ludlow Rotary would like to support a project to develop and maintain the garden at St Johns, alongside interested local residents, for a period (initially 3-5 years), subject to the following considerations:

- That the design/ planting plan for the site is to be developed with the underlying principle of low maintenance. There are several gardeners who wish to be involved, and this could be co-ordinated, and would then be approved, by Ludlow Town Council.
- The design will include raised beds making the work and gardens accessible to a variety of site users.
- LTC would continue to be responsible for grass cutting, tree care & maintenance, the removal of any gardening arisings and maintenance of street furniture such as benches and public litter bins.
- Ludlow Rotary would make a contribution towards the purchase of plants but LTC would take the lead, as landowner, in funding the project
- At some point during the first six months a suitable sign, as agreed by LTC, would be installed in the garden acknowledging the Rotary's support.

5.2 The arrangement could work similarly to that with the Guerrilla Gardeners in Castle Street gardens.

## **6. NEXT STEPS**

6.1 In terms of available funds, in the 2025 / 26 the Amenities Plant budget 410 / 4303, there is £2,678.00 unspent, so a proportion of that could be carried forward in 2026 / 27 for this project. It is anticipated that the majority of the costs would be required in year one (2026/ 27).

The 2026 / 27 budget 410 / 4303 is £4,000.00, some of which will be needed for planting up the town centre floral boxes, and possible purchase of new planters. To date in 2025 / 26, £2,322.00 has been spent.

6.2 To begin making arrangements for the design/layout of the gardens/ planted areas and cost of installing raised beds (local groups such as the Men's Shed may be interested in helping), so that further information can be brought to the next Services Committee in April.

February 2026

**Implications**

**Wards Affected (All)**

**Financial (as stated within the report)**

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

**Law & Order (not applicable)**

**Environmental Implications (not applicable)**

**ITEM 13.**

**LUDLOW MARKET UPDATE**

# Services Committee

## 25th February 2026

### 1. INTRODUCTION

- 1.1 Ludlow market is owned by Ludlow Town Council (LTC) and trades between four to seven days a week throughout the year.
- 1.2 Ludlow regular market operates on Monday, Wednesday, Friday and Saturday throughout the year. Alongside LTC specialist markets, whole market let Antiques and Local to Ludlow Produce Markets take place on Thursdays and Sundays twice a month.

### 2. RECOMMENDATION

- 2.1 To receive an update from the Market Officer
- 2.2 To consider options for improving the parking situation in the market area.

### 3. UPDATE FROM THE MARKET OFFICER

- 3.1 Ludlow Market enjoyed a busy Christmas period. The weather was much improved and it was not necessary to cancel any markets this year.
- 3.2 Trading has been subdued since Christmas, which is already usually a quiet period, and this hasn't been helped by the gloomy weather.
- 3.3 Afia Designs has joined the market as a regular trader since mid-January. She sells African clothing and jewelry.
- 3.4 The Town Clerk, Communications Officer, and Market Officer recently attended the NABMA conference in Birmingham, and although Ludlow market didn't receive any awards it was a useful to connect with other market providers, and the presentations offered a valuable insight into

Fri	21/11/2025	39	3	1	4	0
Sat	22/11/2025	43	3	3	4	0
Mon	24/11/2025	16	3	1	3	0
Weds	26/11/2025	22	3	0	3	0
Fri	28/11/2025	37	2	1	4	2
Sat	29/11/2025	43	2	2	3	1
Mon	1/12/2025	6	0	0	2	0
					Very wet, flooding forecast	
Weds	3/12/2025	25	2	1	3	0
Fri	5/12/2025	29	2	1	4	2
Sat	6/12/2025	43	2	2	4	2
Mon	8/12/2025	20	2	0	2	0
Weds	10/12/2025	31	2	2	3	0
Fri	12/12/2025	36	2	2	4	2
Sat	13/12/2025	43	2	4	4	2
Mon	15/12/2025	13	0	0	3	0
Weds	17/12/2025	24	2	0	3	0
Fri	19/12/2025	36	3	2	4	2
Sat	20/12/2025	43	2	3	4	2
Mon	22/12/2025	22	2	2	3	0
Weds	24/12/2025	31	1	2	2	1
Sat	27/12/2025	27	1	2	4	0
Fri	2/1/2026	7	0	1	3	0
Sat	3/1/2026	21	1	2	3	0
Mon	5/1/2026	8	0	0	3	0
Weds	7/1/2026	5	0	0	3	0
Fri	9/1/2026	0	0	0	0	0
Sat	10/1/2026	13.5	1	1	2	0
Mon	12/1/2026	11	0	0	1	0
Weds	14/1/2026	7	1	1	2	0
Fri	16/1/2026	21	2	2	4	0
Sat	17/1/2026	28	1	3	3	1
Mon	19/1/2026	9	0	0	1	0
Weds	21/1/2026	10	0	0	1	0
Fri	23/1/2026	23	0	0	3	0
Sat	24/1/2026	37	1	2	3	0
Mon	26/1/2026	6	0	0	2	0

Weds	28/1/2026	9	1	0	2	0	
Fri	30/1/2026	30	1	1	4	1	
Sat	31/1/2026	43	2	2	3	1	
Mon	2/2/2026	6	0	0	2	0	
Weds	4/2/2026	10	1	0	2	0	
Fri	6/2/2026	19	0	0	3	0	
Sat	7/2/2026	42	1	0	2	1	
Mon	9/2/2026	11	0	0	2	0	
Weds	11/2/2026	14	0	0	2	0	
Fri	13/2/2026	25	0	0	3	1	
Sat	14/2/2026	38	2	2	3	1	
Mon	16/2/2026	10	0	1	2	0	

#### **4 MANAGING PARKING ON THE MARKET AREA**

4.3 In addition to the four metal A frame signs currently in use, ten permanent plastic signs (A4 in size) as below have been purchased and will be installed in the coming days around the market to ensure motorists (especially visitors) are aware of the need to move their vehicle prior to 6am daily.

An image of the sign is shown in Appendix 1.

4.4 The Town Clerk has been in contact with the new Shropshire Council Officer with responsibility for creating a Traffic Regulation Order (TRO) to prevent parking on the market square. Arrangements are being made for him to attend the Full Council meeting virtually to provide an update.

A plan of the market area is shown in Appendix 2.

Deputy Town Clerk  
February 2026

#### **Implications**

#### **Wards Affected (All)**

#### **Financial (as stated within the report)**

#### **Health & Safety (as stated within the report)**

#### **Law & Order (not applicable)**

#### **Environmental Implications (not applicable)**



## Specification

Range: Aluminium Dibond Signs

Size: 210 x 297 mm

Material: 3mm White

Corner Holes: No

**NOT ACTUAL SIZE**



**NO PARKING**

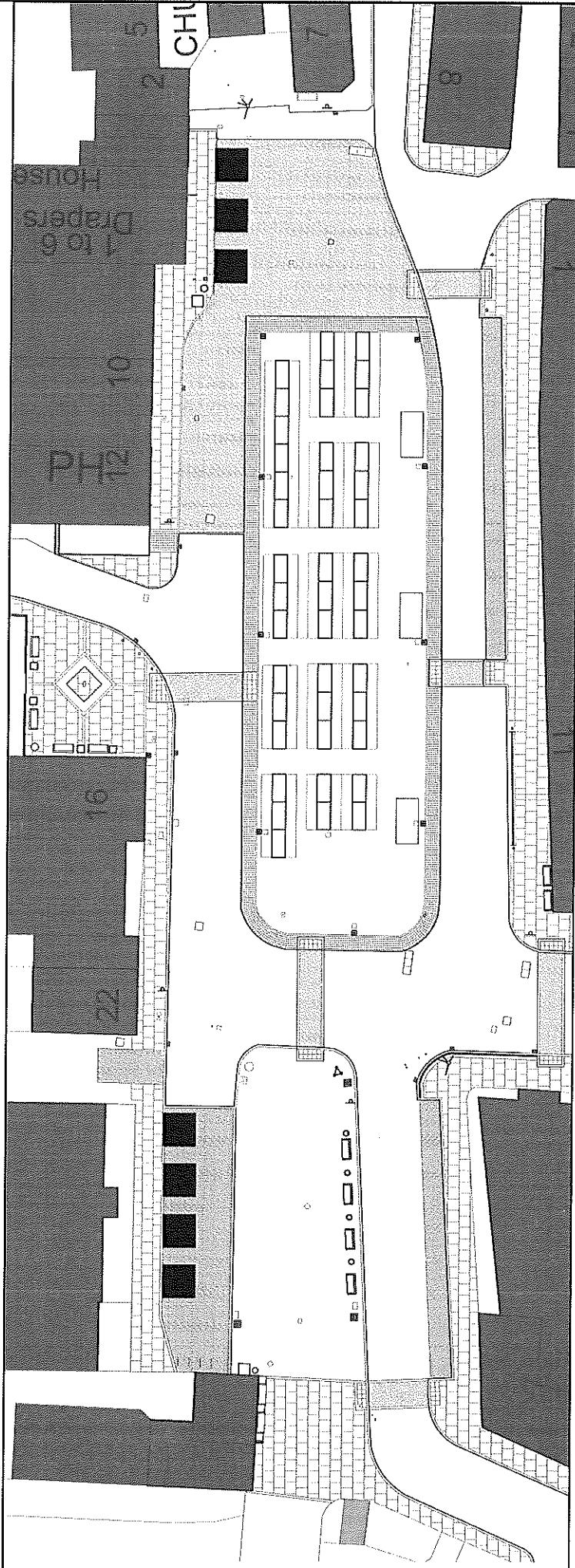
**6AM - 6PM**

**DAILY**

**ACCESS REQUIRED  
BY MARKET TRADERS**

# Market Floor plan

Scale – 1:500



**ITEM 14.**

**LIVING HERITAGE SUBMISSION FOR LUDLOW MAYFAIR**



# LIVING HERITAGE SUBMISSION FOR LUDLOW MAYFAIR

**Report No. SS/25/49**

**Services Committee  
25<sup>th</sup> February 2026**

## **1. INTRODUCTION**

- 1.1 In 2024 the UK joined many other countries in supporting the 2003 UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage. The Convention looks at living heritage which is living and practiced such as bell-ringing, ceilidh, carnivals, pantomimes, longsword dancing etc.
- 1.2 The UK is beginning to set up an inventory of living heritage in the UK. 2025 is the first year that submissions were accepted.

## **2. RECOMMENDATION**

- 2.1 To note that a submission is being entered as per the report.

## **3. EXPRESSION OF INTEREST**

- 3.1 In January we submitted an Expression of Interest (EOI) for Ludlow's Mayfair to be recognised as a part of our communities 'living heritage'. Our EOI was accepted that the Mayfair can be a recognizable event.

'Living heritage' means that these events or activities need more promotion, support and safeguarding for the future.

They are locally important events or activities that are living and therefore still evolving and not just historical.

Safeguarding these events/ activities within the community ensures they have ongoing viability and can continue to take place. It helps to support the event.

The core aim of the inventories is to support safeguarding: both as a means to enable a conversation about how 'living heritage' is collectively being safeguarded and as a key first step to identify, recognise and raise awareness of the range of 'living heritage' that exists in the UK.

#### **4. COMPLETE SUBMISSION WITH COMMUNITY CONSENT**

4.1 The next step is for LTC to complete a full submission form by 27<sup>th</sup> March.

One of the biggest criteria is that the submission/ event is given community consent so via social media and press releases we will explain what is happening to recognize the tradition of the May Fair in Ludlow and its importance to local people.

As part of our application we must show evidence that there is community consent/ support. This also includes support from LTC.

4.2 Criteria for the submission is that knowledge of the event should be fully detailed and information passed on to future generations, it should support the community and can be chargeable but should have a focus on heritage.

More information can be found here: <https://livingheritage.unesco.org.uk/info/faqs>

#### **5. WHY SHOULD WE DO THIS?**

5.1 It aligns with the Town Council's Mission to aim to improve the quality of life for the residents of Ludlow and some specific objectives:

□ Helping to create a socially inclusive and caring community which embraces all its residents, irrespective of age, gender, sexual orientation, culture, income, race or religion and which seeks to develop their wellbeing, knowledge, understanding and mutual co-operation.

□ Preserving and enhance the traditions, character, heritage and unique identity of the town.

5.2 Ludlow Mayfair is an important event for residents and for it to be seen that LTC thinks so much of this event and its continuation would be a very positive step.

5.3 Some benefits from coordinating a submission could include:

- Engagement within the community through the discussion and collaboration of practitioners to agree the submission content, building a greater awareness, understanding or appreciation of the element
- Engagement and discussion with other similar, separate communities to understand and define similarities and differences building greater links and networks.

Deputy Town Clerk

February 2026

**Implications**

**Wards Affected (All)**

**Financial (as stated within the report)**

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

**Law & Order (not applicable)**

**Environmental Implications (not applicable)**