

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 10TH JUNE** at **7PM**

S26/001 PRESENT

Chair: Councillor Addis

Councillors: Cowell, Lyle, Tapley, & Taylor.

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

S26/002 ABSENT

Councillors Childs, Gill and Maxwell-Muller were absent.

S26/003 WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION

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

S26/004 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.

S26/005 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.

S26/006 ELECTION OF A VICE CHAIR

RESOLVED PA/DL (unanimous)

This item be deferred until the next Services Committee meeting.

S26/007 APOLOGIES

Apologies were received from Councillors Childs, Gill and Maxwell-Muller

S26/008 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None declared

Conflicts of Interest

Councillor Lyle	Item 22 Honorary member of Rotary Club.
Councillor Taylor	Item 13 is an allotment holder

Personal Interests

Councillor Lyle	Item 22 Honorary member of Rotary Club
Councillor Lyle	Item 24 Knows some members of the Guerilla Gardeners

S26/009 PUBLIC OPEN SESSION (15 minutes)

A trustee of Ludlow Assembly Rooms (LAR), who is also Secretary of Ludlow Chamber of Trade spoke on behalf of Ludlow Assembly Rooms regarding the use of their toilets.

She stated that these facilities are not public toilets and are only for customers of the Assembly Rooms and Bills Kitchen. Market traders, including Local Produce Market traders, and Antique market traders, are not permitted to use them.

She explained that the main doors at the Assembly Rooms will be closed if there is not an event taking place within the building.

There have been regular instances of market traders using the LAR toilets, and being refused access on a Sunday two weeks ago had caused a disagreement with café staff.

She concluded that Assembly Rooms asks that that Ludlow Town Council reminds market traders that they are not permitted to use LAR toilet facilities whilst trading on the market.

S26/010 LUDLOW UNITARY COUNCILLORS SESSION

No Unitary Councillors were present.

S26/011 MINUTES

RESOLVED KC/DL (unanimous)

That the minutes of the Services Committee meeting held on Wednesday 8th April 2026 be approved as a correct record and signed by the Chair.

S26/012 ITEMS TO ACTION

RESOLVED PA/DL (unanimous)

That the Items to action from Services Committee on Wednesday 8th April 2026 be noted.

S26/013 TERMS OF REFERENCE

RESOLVED MT/KC (unanimous)

That the following amendments be made:

- That climate impact be taken into consideration in Services Committee decisions.
- To amend 2.2 to read: Membership of the committee is open to all Councillors and may only be appointed by the Council at the Annual Meeting in May or at another meeting of the Full Council.
- To remove: 3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in September/October.

- To amend 7.1 iv) to read: Management and control of Henley Road Cemetery.
- To remove: 7.1 vii) Implementation of a recreational strategy for the Town.

S26/014 LUDLOW MARKET UPDATE

RESOLVED PA/DL (unanimous)

To note the update from the Market Manager that trade is slower, but this is also a national trend.

To promote Ludlow's recent success of being voted best Market Town in Shropshire.

S26/015 RESOLVED MT/KC (unanimous)

That daily litter inspection reports continue with the results being reported to the next Committee meeting.

That a second letter be sent to traders advising them that the Services Committee is dissatisfied with the amount of litter being left on the market by traders rather than being disposed of in the trade waste bins provided by the Council. The letter should make clear that, should the situation fail to improve, the Committee will actively consider introducing a refundable deposit scheme, whereby a deposit would be charged to traders and returned only if their pitch is left clean and tidy at the end of the trading day.

S26/016 RESOLVED PA/DL (unanimous)

To note that issues regarding litter & bin emptying throughout the Town will be considered by Full Council.

S26/017 ALLOTMENTS

RESOLVED PA/DL (unanimous)

That the works recently undertaken at Wigley Field Allotments be noted.

S26/018 ALLOTMENTS GREEN ROADMAP

RESOLVED MT/DL (unanimous)

That the Council's allotment representative, Cllr Lyle, liaises with the Wigley Fields Allotment Association and requests that they provide the council with a written update on current initiatives that align with the Green Roadmap's focus of transitioning traditional cultivation into regenerative eco-friendly systems including maximizing biodiversity, reducing chemical reliance, conserving water, and boosting community health.

S26/019 PARK YOGA REQUEST**RESOLVED PA/KC (unanimous)**

That, whilst the Committee is supportive in principle of the proposal to provide free, open-to-all Park Yoga sessions, further information be requested from the applicant before a decision is made. This information should include confirmation of their affiliation with Park Yoga, details of their public liability insurance, a relevant risk assessment, evidence of appropriate qualifications, and clarification of any costs that may be incurred by participants, including any suggested or voluntary donations. The requested information should be submitted for consideration at the next Services Committee meeting.

S26/020 BIODIVERSITY NET GAIN SYSTEM & LOCAL NATURE RECOVERY**RESOLVED PA/DL (unanimous)**

- a) To note the important changes to the Biodiversity Net Gain System.
- b) To note the newly published Local Nature Recovery Strategy that will be considered by the Climate Task & Finish Group.

S26/021 NO MOW MAY & MEADOW MANAGEMENT**RESOLVED PA/DL (unanimous)**

That the success of No Mow May at nine locations be noted.

S26/022 RESOLVED PA/KC (unanimous)

That the following grounds maintenance programme and schedule for Weyman Road community orchard be approved:

- To mow a path through and around the orchard every 2–3 weeks to maintain public access to the site.
- To continue hand-pulling long grass from around the bases of the fruit trees to create a clear margin, reducing competition for water and nutrients, and to apply bark mulch around the trees to help retain soil moisture.
- To allow the remaining areas of grass to grow until late August, when the site will receive a full cut.
- To remove grass cuttings from the site two weeks after cutting to allow seed heads to disperse and support natural regeneration.
- To install Correx information signage explaining the maintenance programme and the reasons for the management approach being undertaken at the site.

S25/023 SIDNEY ROAD TOWN GREEN**RESOLVED PA/DL(unanimous)**

That the Land Registry site plan and register entry confirming Ludlow Town Council ownership to be noted.

S26/024 RESOLVED PA/DL (unanimous)

That the growth of the Covid Memorial Tree be noted.

S26/025 RESOLVED MT/PA (unanimous)

That the grass surrounding the Memorial tree be removed, and the existing tree guard be left in place. The purchase of a larger tree guard and a plaque be delayed until tree is more established.

S26/026 RESOLVED DL/PA (unanimous)

That the introduction of local lavender plants along the knee rail fencing to improve the biodiversity of the site be approved.

S26/027 PONTOON INSPECTION AT LINNEY RIVERSIDE PARK

RESOLVED PA/DL(unanimous)

That the inspection report and the completion of required remedial works be noted.

S26/028 PUBLIC SEATING IN BULL RING

RESOLVED PA/MT (unanimous)

That subject to approval from Shropshire Council, a new bench to be installed in the Bull Ring on the wide paved area outside Nationwide. That the cost of £666.00 bench be funded from Street Furniture EMR 342.

To note that the majority of this funding (£582.00) is reallocated from a bench, previously agreed by Committee in April 2026, but no longer required.

S26/029 LUDLOW YOUTH FESTIVAL

RESOLVED PA/MT (4:0:1)

To approve the continuation of the Youth Festival on 30th July subject to delivery of the event within the agreed budget of £2,500 plus first aid provision.

To note that Future Sound has made a generous donation of £2000.00 to pay for the pump track provided by Dirt Factory Events.
And there is an addition of craft activities by Ludlow Assembly Rooms.

S26/030 CEMETERY NEW BURIAL AREA

RESOLVED PA/MT (unanimous)

That further investigations be undertaken to establish the feasibility of restricting burials to parish residents only, to obtain an indicative estimate of the construction costs involved, and to identify any grant funding opportunities that may be available to support the project. The findings shall be reported back to this Committee at its next meeting.

To note that a new policy for management of the site will need to be introduced regarding local burials and rules regarding grave ornaments and kerb sets.

That the topographical survey be noted.

S26/031 ST JOHNS GARDEN & LUDLOW ROTARY

RESOLVED PA/KC (unanimous)

That subject to final approval of hard landscaping costs by the committee, to approve the plan received from Ludlow Rotary.

Works by Ludlow Rotary and volunteers can being immediately. The hard landscaping will need to be considered depending on budgets.

S26/032 FLORAL PLANTERS IN LUDLOW

RESOLVED PA/KC (unanimous)

That the works overseen by the collaborative Staff, Cllr, and Volunteer Planting Task & Finish Group be noted.

S26/033 CASTLE GARDEN PLANTING

RESOLVED MT/KC (unanimous)

That the request from the Guerilla Gardeners for plants at a cost of £474.00 plus delivery be approved. To be funded from Amenities plants budget (Code 410/4303).

S26/034 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED PA/DL (unanimous)

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

The meeting closed at 8.30pm

Chair

Date

Closed session minutes will be issued for this meeting.