



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 25TH FEBRUARY 2026** at **7PM**

S25/126 **PRESENT**

Chair: Councillor Cowell

Councillors: Addis, Lyle, Parry, Tapley, & Taylor.

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Julie Cox, Finance Assistant
Mark Hilton, DLF Supervisor

S25/127 **ABSENT**

Councillors Childs, Gill, Ginger, Harris, Hepworth and Maxwell-Muller were absent.

S25/128 **WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION**

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

S25/129 **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.

S25/130 **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.

S25/131 APOLOGIES

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

S25/132 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None declared

Conflicts of Interest
None declared

Personal Interests
Councillor Lyle

Part of Ludlow 21 & Incredible Edible and
Honorary Member of Rotary Club
Knows Guerilla Gardeners

Councillor Parry

S25/133 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

S25/134 LUDLOW UNITARY COUNCILLORS SESSION

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

S25/135 MINUTES

RESOLVED KC/PA (unanimous)

That the minutes of the Services Committee meeting held on Wednesday 14th January be approved as a correct record and signed by the Chair.

S25/136 ITEMS TO ACTION (ITA)

The following comments on the ITA were made:

S22/069 PLAY AREA UPDATES – WHEELER ROAD AND HOUSMAN CRESCENT

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.

Query & Response: Is the camera operational? CCTV connection cannot at present be confirmed to be in operation. A detailed report is planned for Full Council

S25/016 CASTLE STREET TOILETS COIN BOXES

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.

Query & Response: Is this being actioned? There are infrastructure problems that need to be solved. Toilet coin boxes currently suspended. All toilets are available for use.

S25/020 LUDLOW MARKET STRUCTURAL REPORT

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.

Query & Response: Is this being actioned? Not yet actioned.

S23/062 LUDLOW MUSEUM AT THE BUTTERCROSS

To note the suggested actions from the report and that further details will be brought back to Services Committee for consideration, with costings.

Query & Response: Why is this ongoing? It is an ongoing this is part of the accreditation for the Museum.

S24/184 TOWN CENTRE TREE PLANTERS

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

Query: Mountain Ash is not the correct name - it should be Sorbus.

S25/059 SEVERN TRENT – BATHING WATER QUALITY INVESTIGATIONS

To approve the request from Severn Trent to install a temporary auto-sampler kiosk at the same bankside location as in 2022.

Action – Question as to if samples are still being taken & their results issued to us.

Query & Response: Does LTC get info about the samples? No.

S25/077 ST JOHNS GUARDIANS

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.

Query & Response: When is this coming the committee? The first stage report is on the current agenda.

S25/082 HENLEY ROAD CEMETERY BABIES AREA

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.

Query & Response: Ongoing

S25/105 LUDLOW MARKET UPDATE

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.

Query & Response: Has this been actioned. Yes

S25/096 USE OF WHEELER ROAD RECREATION AREA BY LUDLOW RUGBY CLUB

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.

Query & Response: _Has this been actioned? Letter sent, no response from Rugby Club.

RESOLVED KC/MT (unanimous)

That the Items to Action from the Services Committee on Wednesday 14th January be approved including the comments made at the meeting listed above.

S25/137 LUDLOW MUSEUM AT THE BUTTERCROSS

RESOLVED KC/MT (unanimous)

That:-

- a) the proposed events to celebrate the 10th anniversary of the Museum, be approved. These are to include decorations, non-helium balloons, Museum logo flags & refreshments. Catherine of Aragon poetry reading and children's activities.
- b) Subject to Conservation Officer / listed building consent, to approve the installation of an information board in the Buttercross market area at a cost of £300.00 from Matthew Lloyd design.
- c) Quotes to be obtained for a contactless donation point to be installed in the museum and a report to come back to Services Committee.

S25/138 RESOLVED VP/MT (unanimous)

That:-

- a) free entry to the Museum during the Ludlow History Festival, taking place 21st – 30th August 2026 inclusive, be approved.
- b) the Museum is open on the additional days from 24th–27th August inclusive with the additional staffing costs kindly being met by Ludlow Civic Society.

S25/139 LUDLOW TOWN COUNCIL YOUTH FESTIVAL

RESOLVED PA/KC (unanimous)

That due to the disappointing number of responses, the consultation is relaunched and specifically targets local schools, and youth clubs; and all social media channels available to the town council are used. A report is then brought back to the next Services Committee.

S25/140 RESOLVED DL/PA (unanimous)

To defer any decisions as to what to include in the Youth Festival until the next meeting.

S25/141 ST JOHNS GARDENS AND ROTARY

RESOLVED KC/MT (5:0:1)

To approve that, Ludlow Rotary 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:

- 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 waste, 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.

Further information regarding the initial design proposals to be bought back to Services Committee.

S25/142 LUDLOW MARKET UPDATE

RESOLVED DL/PA (unanimous)

That:-

- a) the update from the Market Officer be received.
- b) A report to be brought back to Services Committee concerning complaints regarding litter on the Market Square remaining once traders have left.

S25/143 RESOLVED PA/DL (unanimous)

That:-

- a) the installation of new temporary 'No Parking' signs on the Market Square be noted.
- b) it be noted that the Shropshire Council Officer responsible for creating a Traffic Regulation Order (TRO) for the Market Square is to attend the next Full Council meeting virtually to provide an update.
- c) a request to be made to Shropshire Council to extend the parking order to include the approach to Castle Street Car Park.
- d) a press release is written regarding the new temporary signage and the other updates.

S25/144 LIVING HERITAGE SUBMISSION FOR LUDLOW MAYFAIR

RESOLVED KC/MT (unanimous)

That the proposed submission for Ludlow Mayfair to be recognised as a Living heritage event be approved.

S25/145 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED DL/KC (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 8.20pm.

Chair

Date

Closed session minutes will be issued for this meeting.