

# MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 26<sup>TH</sup> NOVEMBER 2025** at **7PM**

## **S25/084    PRESENT**

Chair:                      Councillor Cowell

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

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

## **S25/085    ABSENT**

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

## **S25/086    WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION**

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

## **S25/087    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.

## **S25/088    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.

**S25/089 APOLOGIES**

Apologies were received from Councillor Gill, Councillor Ginger, Councillor Hepworth and Councillor Taylor.

**S25/090 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None declared

Conflicts of Interest

None declared

Personal Interests

Councillor Lyle

Knows Chair of Rugby Club  
Former member of Friends of Ludlow Museum  
Knows the Guerilla Gardeners  
Knows the Local to Ludlow market manager

Councillor Maxwell Muller

Former Chair Friends of Ludlow Museum

Councillor Addis

Knows Rugby Club Chairman

**S25/091 PUBLIC OPEN SESSION (15 minutes)**

The Market Manager of the Local to Ludlow Producers Market made the following presentation:

The Local to Ludlow Market has been trading every 2<sup>nd</sup> & 4<sup>th</sup> Thursday for 25 years. It is a campaign that promotes the production and sale of locally produced food, drink and other items made within 30 miles of Ludlow. We are formally a farmers' market and support more than 40 small local businesses that are the backbone of our local food & drink economy. We are a not for profit community interest Company whose surplus goes into educational activities for young people.

In 2026 our 4<sup>th</sup> Thursday is Christmas Eve, many of our traders are unwilling to trade on that day for a variety of reasons, so we are requesting to trade on Thursday 17<sup>th</sup> December as an alternative.

**S25/092 LUDLOW UNITARY COUNCILLORS SESSION**

No Unitary Councillors were present.

**S25/093 MINUTES**

**RESOLVED PA/DL (unanimous)**

That the minutes of the Services Committee meeting held on Wednesday 15<sup>th</sup> October 2025 be approved as a correct record and signed by the Chair.

**S25/094 ITEMS TO ACTION**

**RESOLVED DL/KC (unanimous)**

That the Items to Action from the Services Committee on Wednesday 15<sup>th</sup> October 2025 be noted.

**S25/095 HIRE OF PUMP TRACK/YOUTH FESTIVAL – WHEELER ROAD RECREATION AREA**

**RESOLVED KC/PA (unanimous)**

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.

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

**RESOLVED KC/DC (unanimous)**

To write to the Rugby Club outlining the terms under which permission 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.

**S25/097 FRIENDS OF LUDLOW MUSEUM**

**RESOLVED KC/DL (unanimous)**

That the Dissolution of Friends of Ludlow Museum be noted.

**S25/098 RESOLVED PA/DL (unanimous)**

That the report provided to the Civic Society in their new role as Museum supporter be accepted.

**S25/099 TREE STUMP REMOVAL AT CASTLE GARDENS**

**RESOLVED PA/DL (unanimous)**

That the stump of the dead Maple tree in Castle Gardens be left in situ for wildlife habitat.

**S25/100 ANNUAL FEES AND CHARGES 2026/2027**

**RESOLVED PA/DL (unanimous)**

That the suggested fees and charges for 2026/2027 including inflationary increases where applicable be approved.

**S25/101 ANNUAL PLAY AREA INSPECTIONS**

**RESOLVED KC/PA (unanimous)**

That the annual play area inspection reports be noted. That urgent works identified within the report have been completed.

**S25/102 CCTV STATUS UPDATE**

**RESOLVED PA/DL (unanimous)**

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 to be installed at Ludlow Library, Henley Road, & Fishmore Road.

**S25/103 PRODUCE MARKET DATES FOR DECEMBER 2026**

**RESOLVED PA/IMM (unanimous)**

That the request from Local to Ludlow Producers Market to amend their market trading date from 24<sup>th</sup> December 2026 to 17<sup>th</sup> December 2026 be approved.

**S25/104 LUDLOW MARKET UPDATE**

**RESOLVED KC/DL (unanimous)**

That the update from the Market Officer be noted.

**S25/105 RESOLVED DL/DC (unanimous)**

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.

**S25/106 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED KC/PA (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 7.41pm.

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Chair

\_\_\_\_\_  
Date

Closed session minutes will be issued for this meeting.