



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 8TH APRIL** at 7PM

S25/150 **PRESENT**

Chair: Councillor Cowell

Councillors: Addis, Childs (Vice Chair), Maxwell-Muller, Parry, Tapley & Taylor.

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

S25/151 **ABSENT**

Councillors Gill, Ginger, Harris, Hepworth and Lyle were absent.

S25/152 **WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION**

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

S25/153 **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.

S25/154 **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.

S25/155 APOLOGIES

Apologies were received from Councillors Gill, Ginger and Lyle.

S25/156 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared

Conflicts of Interest

None declared

Personal Interests

None declared

S25/157 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

S25/158 LUDLOW UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) updated the committee on the issue of rubbish not being collected by Shropshire Council from the public bins in Town at the start of April. This has now been resolved and confirmed that rubbish will be collected seven days a week, by Shropshire Council.

S25/159 MINUTES

RESOLVED KC/PA (5:0:2)

That the minutes of the Services Committee meeting held on Wednesday 25th February 2026 be approved as a correct record and signed by the Chair.

**S25/160 ITEMS TO ACTION
RESOLVED KC/MT (unanimous)**

That the Items to action from Services Committee on Wednesday 25th February 2026 be noted.

S25/161 YOUTH FESTIVAL

RESOLVED MT/IMM (unanimous)

To approve maximum expenditure of £2500.00 for the activities, plus the cost for professional first aid cover, for the Youth Festival be held on 30th July 2026 at Wheeler Road Recreation Area.

S25/162 RESOLVED IMM/VP (unanimous)

That a fee of £70.00 per pitch be charged to food vendors and attraction activities making a charge to users.

S25/163 RESOLVED MT/KC (unanimous)

That the event will be free entry, hosted by Ludlow Town Council. The activities and attractions to provisionally be included, subject to availability and cost, are:

- 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
- Stalls for local youth organisations.

S25/164 RESOLVED MT/PA (unanimous)

That the feasibility of the festival being held on a Saturday, during the Summer School holidays be explored. If this is not possible, then the Festival is to go ahead on its original planned date of Thursday 30th July 2026.

S25/165 LUDLOW MARKET LITTER CONCERNS

RESOLVED MT/IMM (unanimous)

That the results of a request to Shropshire Council to increase the number of post mounted public bins around the Market and for a costing for inclusion in the daily waste collection be brought back to the committee.

That a letter be sent to all market traders informing them that Services Committee has expressed concerns about the cleanliness of the market and their stalls must be left clean at the end of each trading day, and waste should be placed in the large commercial bins provided in Castle Street Car Park, not in the public bins around the square. Traders are to be advised that non-compliance may result in action being taken.

That the litter on the Market Square will be continually monitored. Periodic inspections will be undertaken by Ludlow Town Council staff throughout market trading days by to help ensure that the market stalls are left free of any debris at the end of trading days.

That a report be bought back to Services Committee in June.

S25/166 CEMETERY EXTENSION AREA

RESOLVED MT/KC (5:2:0)

To approve including the following options in the initial layout drawings:

- Christian and non-denominational burial plots
- Cremated remains plots
- Muslim burial plots
- Turing circle for hearses
- Hard and soft landscaping
- Drainage

A report to be bought back to Committee, once drawings have been received to consider the feasibility of the above.

S25/167 NATIONAL BURIAL AND CREMATION REFORM

RESOLVED KC/PA (unanimous)

To note the government report.

S25/168 MEMORIAL BENCHES IN CASTLE GARDENS

RESOLVED MT/KC (unanimous)

That the request for a new memorial bench in Castle Gardens be approved.

S25/169 RESOLVED MT/PA (unanimous)

That the layout for four future benches in Castle Gardens be approved.

S25/170 RESOLVED KC/PA (unanimous)

That the suggestion of a plaque wall for bench plaques beyond five years old be approved in principle, subject to a report coming back to Committee to include costings & siting of plaque memorial wall.

S25/171 UPDATE ON LUDLOW TOWN COUNCIL BENCH MAINTENANCE

RESOLVED KC/VP (unanimous)

To note the update on maintenance of benches by our volunteer.

S25/172 REPLACEMENT OF HENLEY ROAD BENCH

RESOLVED PA/MT (6:1:0)

To approve that the damaged bench be replaced with the Broxap Ashwater brown bench at a cost of £582.00 to be funded from Street Furniture EMR.

S25/173 REFURBISHMENT OF CASTLE GARDENS WATER FOUNTAIN

RESOLVED PA/IMM (unanimous)

To approve the offer from a volunteer to refurbish the water fountain with the cost being met by a local family.

Prior to commencing work, a specification, all the necessary health and safety requirements, and suitable dates will be agreed with the Town Clerk. This information will be retained for future use and maintenance.

S25/174 VOLUNTEER OFFER TO ASSIST WITH CASTLE GARDENS WALL & POST PROJECT

RESOLVED PA/VP (unanimous)

To approve acceptance of the offer from a volunteer to provide a detailed report on timber post options, including their cost.

S/25/175 TURFING IN CASTLE GARDENS

RESOLVED VP/IMM (unanimous)

To approve the Guerilla Gardeners to re-turf the 120m² adjacent to the large cherry tree and bench in the "western arm" of the gardens; and 5 "edge strips" with a total area of approximately 20m² along verges beside the planted borders (each strip is approx. 30cm wide). Total cost to include soil improver would be approximately £570.00. To be funded from amenities budget (code 410/4222).

S25/176 DIRECT LABOUR FORCE LEASE HIRE VEHICLES

RESOLVED MT/IMM (unanimous)

That a report comes back to Committee with costings sourced by the DLF for purchase and lease hire of a tipper truck, and vans to be specified by the DLF Team.

S25/177 CHRISTMAS LIGHTS UPDATE

RECOMMEND PA/IMM (unanimous)

That a Town Lighting Display Task and Finish group is set up with membership including Ludlow Chamber with a remit to research options for across street lighting and display features for summer and winter.

To note that a costed report will be bought back to Services Committee for new braided cross-street Christmas lights in Corve Street, Old Street, Bull Ring, King Street, High Street and top of Broad Street.

S25/178 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED KC/MT (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 9.02pm

Chair

Date

Closed session minutes will be issued for this meeting.