



MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 16TH SEPTEMBER** at 7.00 PM.

FC/157 **PRESENT**

Chairman: Councillor B. Waite

Councillors: Childs; De Gersigny; Garner; Gill; Ginger; Harris; Miller (co-opted at meeting); Parry; Tapley and S Waite.

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk

ABSENT

Councillors: Hall; Jones and Thompson.

FC/158 **HEALTH & SAFETY**

The Mayor, Councillor B Waite, welcomed everyone to the Full Council meeting and made some health and safety announcements.

FC/159 **RECORDING OF MEETINGS**

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

FC/160 **APOLOGIES**

Apologies for absence were received from Councillors Hall (on holiday), Jones (working) and Thompson (on holiday).

FC/161 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests
None declared.

Conflicts of Interest

Councillor Parry Ludlow in Bloom

Personal Interests

Councillor Garner Item 14 Member of Ludlow 21

FC/162 PUBLIC OPEN SESSION (15 minutes)

Two members of the public were present.

A member of the public asked for updates from queries that he raised at the Town Meeting regarding the Community Engagement Strategy and how performance/ targets and the annual review were reported.

He also asked what steps the Council has taken to engage with the Ludlow Residents Group, he hoped for a more constructive relationship to align activities. The Chair informed him that the parish had a population of over 10,000 so the Town Council's engagement remit was wider than one group, and recent engagement activities in addition to Town Council and Committee meetings included participation in the Town Regen Group tidy up event, and a Councillor 'Sip & Chat' event held on the Events Square.

The Chair of Ludlow in Bloom stated that a very helpful meeting had taken place with the Town Clerk and herself and one other Ludlow in Bloom Committee member. The information will be taken forward to the next Lin Bloom Committee meeting and will then bring the feedback requested in the SLA to the Town Council.

FC/163 LUDLOW POLICE UPDATE

A written update was provided by Ludlow PCSO.

RESOLVED BW/GG (unanimous)

That in relation to the recent request for an update to the Council's Local Policing Charter priorities the Council confirmed that they remained:

- 1) Drugs
- 2) Thefts from both commercial and domestic properties.
- 3) All anti-social behaviour, including antisocial driving and drinking in public places.

The Council also stated that the charter contained an undertaking from the local police to attend monthly / six weekly meetings with the Town Council, specifically at Full Council meetings, but this undertaking had not been met for a number of months. The Council felt that their relationship with the local police, which has been good, was suffering as a consequence and the local police should do everything it could to attend future Full Council meetings.

FC/164 LUDLOW UNITARY COUNCILLORS SESSION

Unitary Councillor Parry (Ludlow South) addressed the Council on the following matters:

- She attended the PPC meeting and there are some changes to police stations/buildings across the force but currently Ludlow is not affected.
- Waste bins by The George in Castle Street Car Park are dirty and untidy again, which is not a good impression for visitors to the town.

FC/165 MINUTES – 29TH JULY 2024**RESOLVED BW/EG (unanimous)**

That the open and closed session minutes of the Council meeting held on 29th July 2024, be approved as a correct record and signed by the Chair.

FC/166 ITEMS TO ACTION – 29TH JULY 2024**RESOLVED BW/TG (unanimous)**

That the Items to Action of the Council meeting held on 29th July 2024, be noted.

FC/167 CO-OPTION**RESOLVED BW/TG (9:0:1)**

To approve the co-option of Elizabeth Miller as a Councillor for Corve Ward.

FC/168 RESOLVED BW/GG (10:0:1)

To approve continuation of advertising of the Gallows Bank Ward vacancy for the next meeting on 28th October 2024.

FC/169 ANNUAL CORE GRANTS IN 2025-26**RESOLVED BW/SW (unanimous)**

To approve the grant of £1,050.00 to Ludlow Town Concert Band in 2025/26.

The Council decided that the criteria are met, and the band is a community-based organisation that includes all ages and supports young people.

FC/170 RESOLVED BW/GG (unanimous)

To refuse a grant to Richards Castle Soap Box CIC in 2025/26.

The Council decided that the application did not satisfy criteria 1 because the event and the organisation are not based in Ludlow.

FC/171 RESOLVED TG/BW (9:2:0)

To approve the grant of £750.00 to Ludlow Piano Festival CIC in 2025/26.

The Council decided that the criteria are met, and the festival includes all ages, has free to access activities and supports young people.

FC/172 RESOLVED GG/TG (7:0:4)

To refuse a grant to Ludlow Swimming Club in 2025/26.

The application did not sufficiently demonstrate financial need, or clearly explain how the funds would be spent.

FC/173 RESOLVED BW/GG (unanimous)

To defer consideration of the grant application from Ludlow in Bloom until the October Full Council meeting.

FC/174 RESOLVED SH/SW (unanimous)

To refuse a grant to Ludlow Castle Croquet Club in 2025/26.

The Council decided that the application does not demonstrate a financial need.

FC/175 RESOLVED BW/EG (9:1:1)

To approve the grant of £1,000.00 to Ludlow Hockey Club in 2025/26.

FC/176 RESOLVED AD/EM (9:0:2)

To approve the grant of £1,000.00 to South Shropshire Youth Forum in 2025/26.

The Council decided that whilst it was not able to supply the full funding requested, the support and guidance of young people is an important investment in the town.

FC/177 RESOLVED TG/BW (9:2:0)

To approve the grant of £5,000.00 to Ludlow Assembly Rooms in 2025/26.

The Council decided that the criteria were met and Ludlow Assembly Room's developing support of young people is very important for the town.

FC/178 NOT CARRIED GG/SW (2:8:1)

To refuse the grant to Ludlow Visitor Information Centre in 2025/26.

FC/179 RESOLVED TG/VP (8:3:0)

To approve the grant of £5,000.00 to Ludlow Visitor Information Centre in 2025/26.

The Council decided that whilst the Ludlow Visitor Information Centre is a part of the Ludlow Assembly Rooms offer, and not a separate organisation, the Visitor Information Centre is an important resource for the town that needs to be supported.

FC/180 PROJECT SUPPORT GRANTS

RESOLVED SW/GG (7:0:4)

To refuse the application from Ludlow Local Agenda 21.

The Council decided that the application does demonstrate any financial need.

FC/181 RESOLVED GG/BW (unanimous)

To defer the application from Ludlow Assembly Rooms until the next meeting as full accounts information is required so the application can be considered.

8.35pm Councillor Ginger left the meeting.

FC/182 INSURANCE

8.36pm Councillor Ginger returned to the meeting.

RESOLVED BW/TG (unanimous)

To approve the renewal of the Council's insurance with Hiscox at a cost of £21,971.05.

FC/183 FUTURE OPTIONS WITH TOWN AND PARISH COUNCILS SURVEY

RESOLVED BW/TG (unanimous)

To approve the Council's response to Shropshire Council that the Town Council is willing to help, but their ability to help depends on resources required.

The Town Council would like to know which services are most at risk, and to begin a conversation regarding Shropshire Council's existing 11/12 play areas in Ludlow.

FC/184 SHROPSHIRE COUNCIL LOCAL SERVICES

RESOLVED BW/TG (10:0:1)

To note that Shropshire Council has asked that each town and parish council increases its precept by 10% and pay this money to Shropshire Council to use as Shropshire Council sees fit.

FC/185 CHRISTMAS LIGHTS - PARKWAY

RESOLVED DC/AD (9:0:2)

To approve the quotation to put up lights in Parkway.

FC/186 TOWN COUNCIL PROJECT UPDATES

RESOLVED BW/EG (unanimous)

To note the project updates as of September 2024 as attached to these minutes.

FC/187 NALC ANALYSIS OF PRECEPTING AUTHORITIES

RESOLVED BW/TG (10:0:1)

To note the analysis.

FC/188 SAVE OUR SHROPSHIRE CLIMATE ACTION AWARD SCHEME

RESOLVED BW/VP (unanimous)

To approve the submission of an application to the award scheme.

FC/189 COMMITTEE STRUCTURE

RESOLVED BW/TG (unanimous)

To approve disbanding the Climate Action Sub-Committee because successive meetings have been inquorate, and no business has been transacted for many months.

FC/190 RESOLVED BW/EG (unanimous)

To:-

- a) create a Climate Action Task and Finish Group and approve the terms of reference.
- b) approve membership of Climate Action Task and Finish Group as Councillors Garner, Miller, Parry and Tapley.

FC/191 COMMITTEE RECOMMENDATIONS

RESOLVED GG/SW (unanimous)

To approve the recommendations from Representational Committee on 27th August 2024:

- That a task and finish group is set up to explore the stages of creating a Neighbourhood Plan and design codes and that all Councillors are eligible to join.
- To approve the refurbishing of the Mill Street bus shelter in the next financial year, and quotes are obtained to enable an appropriate budget to be set.

FC/192 RESOLVED BW/TG (unanimous)

To approve the membership of the Neighbourhood Plan Task and Finish Group as Councillors Ginger, Harris, Miller, Parry, Tapley and S. Waite.

FC/193 MEETING EXTENSION

RESOLVED TG/BW (unanimous)

To approve a meeting extension of 30 minutes.

FC/194 COMMITTEE RECOMMENDATIONS

RESOLVED SW/TG (unanimous)

To approve the recommendations from Policy and Finance Committee on 9th September 2024:

- That the Planning for the Future Statement be adopted.
- That the Staff Code of Conduct be adopted.
- That the amended Social Media Policy and Disciplinary Policy be adopted.

FC/195 COMMITTEE MINUTES

That the receipt of the minutes of Policy & Finance Committee on 9th September 2024; Services Committee on 4th September 2024; Representational Committee on 30th July and 27th August 2024; and Staffing Committee on 2nd September 2024 be deferred to next meeting.

FC/196 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED BW/TG (unanimous)

That 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 public be excluded, and the meeting continue in closed session.

The meeting closed at 9.21 pm.

Town Mayor

Date

Closed session minutes will be issued for this meeting.

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow, on **MONDAY 16TH SEPTEMBER 2024** at **7:00PM**

FC/197 **TOWN WALLS TRUST**

RESOLVED BW/SW (unanimous)

To note the information provided regarding the Town Walls Trust, and to approve attendance of the meeting by Councillors B Waite and Ginger, alongside the Town Clerk.

The meeting closed at 9.21pm.

Town Mayor

Date

Action Plan 2024 / 25 – Updated September 2024

Governance	Aims	Objectives	Actions	Budget	Completion Date(s)
Minutes	Maintain effective communication.	Councillors and public have access to up-to-date information.	Draft minutes released to Councillors within five working days of completion. Approved minutes appear on website within 10 working days of approval.	102/4000	Ongoing as per meeting calendar. https://www.ludlow.gov.uk/your-council/council-and-committee-meetings
Items to Action (ITA)	Maintain adequate monitoring of items to be actioned.	Timely reporting / monitoring for Council and committee.	ITAs are reviewed and progress reported on a quarterly basis.	102/4000	Ongoing for each committee to note item as per meeting calendar. Full review in March, June, September, and December.
Project updates	Maintain adequate reporting and monitoring of the progress of projects	Councillors and public have access to up-to-date information.	To provide quarterly updates on each stage of projects to completion.	102/4000	Reported to Council in March, June, September, and December.
Governance	Area	Aims	Objectives		Actions
Policies	Improve access to policies.	Easy to read and understand polices.	Update polices on website	102/4000	Ongoing Ongoing through P&F Committee
			Change the format of all 80 polices to the agreed policy template.		
Assets	Improve reporting and budget preparation.	To create an asset register that is easy to integrate and update with a robust audit trail; and create an asset register that supports forward budgeting planning.	Creation of an Asset Disposal Policy and procedure	501/ 4800 £1,500.00	Completed Existing asset register spreadsheet in use. Change to RBS software pending.
			Purchase RBS asset software, train staff, and populate with existing data, and manage ongoing updates.		

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Local Services	Aims	Objectives	Actions	Budget	Completion Date(s)
Town Council Services	To provide a high standard of service provision	<p>To maintain adequate financial, asset, and staffing resources to support a high standard of service.</p> <p>Appropriate annual budgeting process, staff roles and staff management enable the town council to provide a range of services.</p>	<ul style="list-style-type: none"> • Open spaces, • Play areas. • Life buoys. • Henley Road Cemetery. • The Guildhall customer services, • social media and website. • Public meetings. • Civic events, seasonal events • May Fair. • Allotment provision. • Bus shelters, • Litter bins, • public benches. • Ludlow market, • Street trading • Entertainment Square permits. • Ludlow Museum at the Buttercross. • Christmas lights. • Grants. <p>Please visit: https://www.ludlow.gov.uk/your-council/services-we-provide</p>	<p>Precept</p> <p>Recruitment of Senior Admin Assistant</p> <p>Recruitment of Grounds Person</p>	<p>Budget setting commenced in August 2024.</p> <p>September 2024</p> <p>October 2024.</p>
Shropshire Council	To support a high standard of service provision in Ludlow and surrounding area.	To find out what services are at risk and any options on offer from SC.	<p>Update: September 2024 – figures for SC landlord repair and maintenance costs for Teme Leisure, Ludlow have been provided.</p> <p>SC are suggesting that parish council's increase their precept by 10% to give to SC and the funds will be ring-fenced for local services, but no further contextual or supporting information is provided. An initial due diligence assessment of the lack of credible information to support this request, means that a present the risk is too great.</p> <p>Inaugural meeting of Ludlow Future Partnership took place in September 2024. A series of quarterly meeting are now due to take place in 2024 / 25 and beyond. Next meeting in Dec / Jan – date tbc.</p> <p>Inaugural meeting of Market Town Collective is taking place in September 2024.</p>		Ongoing.

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Projects		Aims	Objectives	Actions	Status	Completion Date(s)
1	CCTV	Increase crime deterrents and detection.	Activate 13 Wi-Fi CCTV cameras	Final stage: Sign off on Faculty from Chancellor of Diocese of Hereford to install WiFi transmitters in the church tower.	Faculty granted 12 April 2024.	Complete
				Final Stages: Installation of the WI-FI transmitters and activate lines of sight to the CCTV cameras.	Agreement between LTC and PCC signed – May 2024.	Complete
					Initial scoping site visit to the tower undertaken by ORP	Complete
					Detailed plan of works being compiled for approval by PCC.	Pending
				Once approval received, ORP will schedule works	TBC.	
2	Churchyard Wall	To ensure the council acts in the interests of the residents of Ludlow	To work with partners under a no liability agreement.	To agree a suitable structure for the no liability group.	To note that Historic England are not willing to fund the setting up of a working group. To respond to Historic England without accepting any liability, that a Building Preservation Trust or CIC are not a suitable legal framework. That at a future meeting of the three parties, to discuss Shropshire Council becoming the lead organisation in a no liability working group. Shropshire Council would be the organisation to commission works when adequate grant funding had been amassed.	Ongoing
3	The Guildhall	Improve the council's meeting facilities	Refurbish and improve the Guildhall Chamber.	Final stage: To install electrical sockets on meeting table; install data points; strengthen Wi-Fi signal in chamber; install adequate hearing loop.	Electrical works required. Contractor to confirm date.	Pending
				Preliminary Stage: Inspection	New Project as of January 2024. - Electrician made initial visit to confirm that current heaters are unusable.	Completed
				Mid stage: Alternative heating being researched	New Project as of January 2024. No further communication from electrician on suitable alternative type of heating. Town Clerk to undertake further research when workload permits.	Ongoing.
				Final Stage: Conservation Officer approval required. Project costings to be approved by Full Council		Ongoing.
		Improve the internal and external condition of the rear wall.	Inspection of wall six months after initial works completed.	Mid-stage: Liaise with SC CO to inspect the back wall to assess if it requires re-rendering.		December 2024.

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				Final Stage: undertake works agreed with SC CO.		April 2025
4	Henley Road Cemetery	Create sustainable provision for burials and cremated remains in Ludlow.	Bring the final section of the cemetery into active use.	Preliminary Stage: To undertake a ground water survey.	Contract awarded. Works undertaken 11 th & 12 th March 2024	Completed
				Mid stage: Groundwater Risk Assessment informed design of layout plan	Groundwater Risk Assessment Report received April 2024 – reported to FC in June 20204.	January 2025.
				Final stage: ground works undertaken.	To assess the risk assessment, identify the community needs, and seek quotes for appropriate layout plans	To be confirmed
5	Market Parking	To reduce unauthorised parking on the Market Square.	To ensure that market traders are not prevented from trading by unauthorised parking.	Mid stage: To work with Shropshire Council to create a parking order for the market square.	September 2024: Shropshire Council Cabinet has made a commitment to undertake the TRO consultation, but no timescale agreed. SC unitary Cllrs to chase. Ludlow Future Partnership has also agreed to chase with highways colleagues.	Ongoing
				Final stage: SC to implement scheme.		TBC
6	Ludlow Market	Improve appearance of Market square	Clean, bright, and attractive market canopies	Final stage Implement phase II of the market canopy replacement programme.	September 2024: Manufacture of canopies is underway.	October 2024.
7	Ludlow Winter Festival	To create a sustainable annual festival in November	To consolidate the existing activities and events in the last weekend of November to launch Ludlow’s Christmas campaign.	To contribute to and facilitate meetings with partner organisations to brand the activities as Ludlow Winter festival and agree a programme of sustainable expansion of the festival over a three-to-five-year period.	Parking and litter provision need to be fully considered in 2024. Meeting to be called in September. Date to be agreed in liaison with Ludlow Chamber.	2022 – 2026 ongoing
8	Castle Gardens	To improve the safety and attractiveness of the gardens outside Ludlow castle.	To replace the posts and chains as necessary and repair damaged sections of the low retaining wall.	Preliminary Stage: Create a specification and tender for the work.	Services Committee have asked for a report to be brought to the October 2024 meeting.	Unspecified.
9	Bus Shelter	To improve the provision of bus shelters in Ludlow.	To install one new bus shelter a year.	Preliminary Stage: To consult on bus stop location	Representational Committee selected alternative site for a new shelter at Tollgate Road bus stop.	Complete
				Mid-stage: To agree siting with SC.	Initial conversation to be held with SC.	September 2024
				Final Stage: Installation by the contractor.		March 2025
	Bus Shelter	To improve the provision of bus shelters in Ludlow.	To refurbish an existing shelter in the 2025 / 26 financial year.	To refurbish the Mill Street bus shelter in the next financial year.	Quotes to be obtained to enable an appropriate budget to be set.	Pending subject to approval by Council
10	Orientation Boards	To improve visitor experience.	To install 5 x orientation on boards at:	Mid-stage: To apply for advertising consent from SC for locations at: <ul style="list-style-type: none"> • Castle Street car park, • Outside LAR (to the side by bus shelter) • Smithfield Car Park • Galdeford car park. 	All ADV consent applications have been validated by Shropshire Council and are awaiting a decision.	October 2024

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				Final Stage: To arrange install at sites.		December 2024.
11	Wheeler Road Recreation Area	To improve sense of youth engagement / ownership of facility.	To improve the facilities.	Preliminary Stage: Install new teen shelter and remove old ones / repaint the MUGA panels / improve surface of paly area and repair safety gates.		February & March 2023
				Mid-stage: graffiti artist to repaint the skate park / install full size goal posts	Progress delayed by onsite vandalism and council has decided that the CCTV cameras need to be active before they will proceed with this project.	Pending
				Final Stage: install a MUGA play surface / increase height of surrounding MUGA fences / install additional seating.	Progress delayed by onsite vandalism and council has decided that the CCTV cameras need to be active before they will proceed with this project.	Pending
12	D-Day Celebration	To improve community cohesion	To create a free to attend community event	LTC organised the food catering and music, supplied portaloos, managed waste collection, provide beacon and managed lighting and ceremony led by the Mayor. Provided staff stewards for set up and take down. Worked in partnership with Ludlow castle who hosted the event and supplied electrical support for traders and musicians, and grounds access / management stewarding. Worked in partnership with Ludlow Chamber, who proved SIA and first aid contractors and gazebos.	Successful event.	6 th June 2024 Completed
13	Henley Helper Volunteer days	To improve community cohesion. To improve biodiversity.	To improve community cohesion through volunteer work and improve biodiversity of Henley Road Cemetery site through volunteer projects.	Event Plan to be devised.	Risk assessment and site management plan to be created.	Completed July 2024
				Inaugural Event	Volunteers attended event and learned about the ecology of the area and began creating a bug hotel.	Completed 5 th August 2024
				Second Event	Volunteers to be invited to attend a session on 24 th September 2024.	24 th September 2024
14	Market Street lights	To provide a high standard of service provision	To maintain electricity supply to the market traders and for the Christmas lights.	Contractor began works on site on Tuesday 11 June.	The contractor is only able to work onsite one day a week because markets take place every day except Tuesday, and no work was possible in August because of the Tuesday Makers Markets.	End of October.
15	Ludlow Museum at the Buttercross Accreditation	To renew the Accreditation status granted by the Arts Council	To maintain the high standards and improvements necessary to be awarded accreditation status.	To produce documents and evidence to meet the criteria set by the Arts Council.	The documents and evidence is currently being created. To meet the deadline of 30 th September 2024.	End of September 2024

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16	Bathing Water Status	To comply with Bathing Water Status requirements of Environment Agency (EA) and Defra.	To develop a good working relationship with the EA.	To create and install the required signage (funded by Defra).	Signage has been ordered – awaiting delivery.	November 2024
				To hold monthly meetings with the EA team.	First meeting took place in August and subsequent monthly meetings timetabled for Town Clerk and Deputy Town Clerk.	Ongoing
17	Ludlow Future Partnership	To bring SC, LTC, and local orgs together in support of achieving common aims to improve Ludlow.	To improve decide on short, mid and long terms projects to improve Ludlow.	To meet quarterly to progress short, mid and long terms projects for Ludlow.	Priorities workshop to take place in October 2024 Timetable of in person meetings beginning in January 2025 to be agreed.	Ongoing
18	Shaping Lives Grant Funding	To support local organisations is the delivery of initiatives to help reduce the impact of food poverty in the local community.	To successfully bid with other local organisations for a grant of £15,000.	Successful submission of bid	Submission reviewed by Shropshire Council panel in September 2024 and a grant of £15,000 awarded to Ludlow Town Council.	Complete
				Signing of grant agreement and raising of invoice for the grant	Agreement received from SC and signed. Invoice submitted.	Complete
				Inaugural project meeting with Hands Together Ludlow and Ludlow Food bank	Date to be agreed.	

