



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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2 December 2022

To: Councillors Chowns, Howells, Morris & Shields (Chairman)

Non-Councillors: Al Braithwaite

Dear Member,

You are invited to attend a meeting of the **Climate Change Working Party** on **7 December 2022 at 6.10pm at Ledbury Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business below.

Yours faithfully

Angela Price  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

## A G E N D A

1. **Apologies for absence**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.  
*(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011)*

*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)*

3. **To elect non-council members to the Climate Change Working Party**
4. **To receive and note the minutes of a meeting of the Climate Change Working Party held on 12 October 2022**  
(Pages 217 - 219)
5. **Update on Action Points**
  - 5.1 Feedback from E&L Committee Meeting
  - 5.2 Warm Rooms (Page 220)
  - 5.3 Keep Herefordshire Warm event
  - 5.4 Use of Council Facebook Page
6. **Great Big Green Week 10 – 18 June 2023**  
Review and development of project plan (Pages 221 - 223)
7. **Measuring Ledbury's Carbon Footprint** (Verbal)
8. **Date of Next Meetings**

Members agree to hold the Climate Change Working Party meetings on the following dates:

Wednesday, 8 February 2023 at 6.10pm

Wednesday, 5 April 2023 at 6.10pm

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY  
MEETING HELD ON 12 OCTOBER 2022**

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**PRESENT:** Councillors Shields (Chair), Whattler and Morris  
Non-Councillors – Al Braithwaite

**ALSO PRESENT:** Julia Lawrence – Deputy Clerk

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Howells and Chowns and Amanda Lambourne.

**2. DECLARATIONS OF INTEREST**

None received.

**3. TERMS OF REFERENCE**

It was noted that the Terms of Reference had been agreed by the Environment and Leisure Committee at the meeting on 26 September 2022.

**4. TO ELECT NON-COUNCIL MEMBERS**

None.

**5. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF  
THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON  
10 AUGUST 2022**

**RESOLVED:**

**That the minutes of the Climate Change Working Party meeting held on  
10 August 2022 be approved and signed as a correct record, with no  
amendments.**

**6. PLAN OF ACTION – DEVELOP PROGRAMME OF WORKS**

The Chairman advised the Working Group that the Environment and Leisure Committee had approved the Plan of Action setting out 6 areas of activity.

The Working Party acknowledged that it would be unrealistic to focus on all 6 action areas and would initially focus on:

Area 1 - Developing Resilience for extreme weather conditions; and  
Area 2 - Raise public awareness and building public engagement.



These were selected as areas where a real impact could start to be made.

#### **Action: Area 1**

The Working Party received an update on actions taking place within the town in relation to Action Area 1 – Developing resilience for extreme weather conditions.

- i. Warm rooms are being created across at least 5 sites in the town. These are: The Burgage Hall, the Library, Methodist Church, Rugby Club and Food Bank. It was anticipated that these premises would be open 6 out of 7 days per week. The warm rooms would last through until March 2023.
- ii. Acknowledging that these rooms would be vital for the winter period, the Working Party agreed that details of opening days and times, capacity at each location, facilities that would be available, whether there was a time limit on staying and whether there was a contact point for people, was required.
- iii. The Chairman also identified an opportunity for “Keep Herefordshire Warm” to hold an event in the town, providing advice and support to residents. Potentially this could be run under the Market House.
- iv. It was noted that Pot & Page is also running a “Homemade Soup and Warm space” events throughout the winter.

#### **RESOLVED:**

1. That Councillor Morris agreed to create an A4 information sheet to provide details to the issues raised in 6a (ii) by 19<sup>th</sup> October 2022.
2. That the Council would get the information sheet out around the town including 2 laminated versions for external posting. Details would also be posted on Facebook.
3. That Councillor Shields would contact “Keep Herefordshire Warm” to see if an event was possible (6a (iii)).
4. That Councillor Shields agreed to talk to the Clerk about the use of the Council website and a Blog for information distribution, in addition to Facebook.
5. That it was noted that resolved actions 1 - 4 could be undertaken by the Working Party without reference back to the Environment and Leisure Committee as this was in line with the Terms of Reference.

#### **Action: Area 2**

Under Action Area 2 - Raise Public Awareness and Build Public Engagement, an opportunity for raising awareness of climate change would be put to the

Events Working Party to promote Great Big Green Week which will be held between 10 – 18 June 2023. To undertake such an event would need early planning to ensure success for the town. Discussion took place as to whether the CDO would be able to contact those organisations involved in the COP 26 event or if this would be too much of a work load, for the CDO to provide the Climate Change Working Party with contact details.

Discussions included what the focus would be, who would benefit and how it would help the town. The event could be held under the Market House for the week.

Ideas for the week could include:

- ✓ Working with schools;
- ✓ Talks & Presentations – real actions for residents, led by a number of the towns' voluntary organisations, such as Herefordshire Wildlife Trust, Ledbury In Bloom, Sustainable Ledbury and Allotment Society;
- ✓ Working with traders as to how they are meeting the sustainability challenge;
- ✓ Involvement of NMITE as the local university.

Councillor Morris expressed his concern at the pollution levels during the Funfair from the diesel generators. His concerns were noted.

**RESOLVED:**

- 1 That under Action: Area 2, a project proposal is to be written to present to the Environment and Leisure Committee with a view to securing funding in next year's budget for the Great Big Green Week event in June 2023. Al Braithwaite to draft a proposal.
- 2 That the Council request that Community Development Officer to contact organisations across the Town to see if/how they would wish to be involved in the Great Big Green Week 2023.

**7. DATE OF NEXT MEETING**

**RESOLVED:**

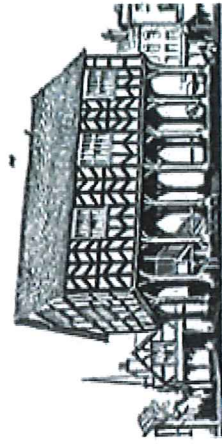
That the date of the next meeting of the Climate Change Working Party will be held on Wednesday, 7 December 2022, in the Council offices starting at 6.00pm.

The meeting closed at 7.10pm

Signed ..... Date .....  
(Chair)







## WARM SPACES IN LEDBURY

- Mondays -** Methodist Church 9am to 6pm,  
Library 9:30am to 4:30pm
- Tuesdays -** Catholic Church of the Most Holy Trinity 1.30 - 5pm,  
Library 9:30am to 4:30pm
- Wednesdays -** Ledbury Foodbank 12pm to 4pm
- Thursdays -** Ledbury Baptist Church 10am to 5pm,  
Library 9:30am to 4:30pm
- Fridays -** Ledbury Foodbank 12pm to 4pm,  
Library 9:30am to 4:30pm
- Saturdays -** Ledbury Baptist Church 10am to 12pm (St Michael's)  
Library 9:30am to 12:30pm
- Sundays -** Various Churches are open

### TALK COMMUNITY

COME  
ON IN

GET NICE &  
TOASTY

## WE ARE A WARM SPACE

HAVE A  
CHAT

[talkcommunity.org/warmspace](http://talkcommunity.org/warmspace)





## Great Big Green Week 2023 Project DRAFT

<b>Project Title:</b>	<b>Ledbury's Great Big Green Week Project</b> <b>10 – 18 June 2023</b>
<b>Project Director/ Manager:</b>	
<b>Issue Date:</b>	<b>Oct 22</b>
<b>Revision No.:</b>	<b>v0.1</b>
<b>Status:</b>	<b>Draft</b>

### PROJECT IDENTITY

<b>Project Owner:</b>	Ledbury Town Council - Chair of E & L Committee
<b>Project Manager</b>	Chairman of Climate Change Working Party

### OVERALL OBJECTIVE(S)

The aim of the project is during the Great Big Green Week to raise awareness and provide practical steps for residents, that can help to try and mitigate the effects of Climate Change on our lives and those of the future generations.

### RATIONALE FOR UNDERTAKING PROJECT

Climate Change effects everyone through their daily lives and this project would provide a focus through the national event week for residents to get involved in making a difference. It will allow opportunity to experience different ways that we could all help the planet by changing our behaviours. Starting to do things differently over a week could be the first step personalising those actions into everyday life.

### SCOPE

The Council has a Climate Change Emergency Declaration and leading this project would demonstrate how it takes Climate Change seriously.

To hold a series of events across the town that provides the community with opportunities to take practical steps, get involved in local organisations, celebrate what we are doing to help the planet, and join up our community to create a movement of positive actions.

These events would seek to include Schools, NMITE, voluntary organisations across the town, local independent traders, Herefordshire Council and national commercial organisations.

The events will need to produce good memories to encourage people to maintain their new behaviours. So this could include musical engagements, quizzes, comedy acts, etc .

<p><b>Exclusions</b></p> <ul style="list-style-type: none"> <li>• That no profit would be made from the event.</li> <li>• No increase in carbon emissions would happen due to the events.</li> </ul>
<p><b>Assumptions</b></p> <ul style="list-style-type: none"> <li>• The council would lead/co-ordinate the project through officers of the council.</li> <li>• The council would be supported by the Climate Change Working Party and other community groups.</li> <li>• Events could be held under the Market House and at other venues, free of charge.</li> <li>• Funding of set costs/publicity would be met by the council.</li> <li>• Schools would play a significant part in the week (through the school curriculum, material is available to hold events and that schools will take advantage of this).</li> </ul>
<p><b>Constraints</b></p> <ul style="list-style-type: none"> <li>• Funding of set up costs would need to be kept to a minimum.</li> </ul>
<p><b>MILESTONES/DELIVERABLES</b></p> <ul style="list-style-type: none"> <li>• Identifying the local organisations, schools and businesses that would want to be involved.</li> <li>• Seek approval from E &amp; L Committee to undertake the project and secure funding for the event.</li> <li>• Start to plan the events that could happen by engagement with key groups across the community.</li> <li>• Develop a communication plan.</li> <li>•</li> </ul>
<p><b>MAJOR RISKS</b></p> <ol style="list-style-type: none"> <li>1. This project will take time to plan and run. Should there be a lack of commitment/capacity to meet the timeline set out, it would mean that the events may not take place and that it could lead to reputational damage for the council.</li> <li>2. Lack of willingness and capacity across the town to get involved in the event.</li> <li>3. Lack of ownership of the project by the Councillors will risk the overall success and delivery.</li> <li>4. Clashes with other events in the town may reduce the success of the project and the willingness for residents to get involved.</li> </ol>
<p><b>DEPENDENCIES/ INTERFACES</b></p> <ul style="list-style-type: none"> <li>• To ensure that there is joined up thinking across the town so that everyone is clear about the role and responsibility and how they can contribute to the events.</li> <li>• It is particularly important to align with the schools as their planning for future terms happens well in advance.</li> <li>• Strong publicity through local and social media is vital to reach the Ledbury community in way that is appropriate to all.</li> </ul>

#### REPORTING

- This project should provide regular updates of the key milestones to the E & L Committee and Full Council.
- Engagement with the Traders Association would also be required.

#### OTHER REQUIREMENTS

- Project Timeline to be developed by the end of December.

