



# LEDBURY TOWN COUNCIL

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24 May 2022

To: Councillors Chowns and Howells

Dear Member

You are invited to attend a meeting of the **Climate Change Working Party on Monday, 30 May 2022 at 6.00 pm at the Town Council Offices, Ledbury** for the purpose of transacting the business set out 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 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. **Election of Chair for 2022/23 Municipal Year**
2. **Apologies for absence**
3. **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).*

4. **Terms of Reference**

**(Pages 194 – 195)**

5. **To receive and note the minutes of the Climate Change Working Party held on Monday, 7 February 2022** (Pages 196 - 199)
6. **Climate Change Declaration** (Pages 200 – 201)
7. **Action Sheet** (Pages 202 - 203)
8. **2022 Projects** (Verbal)
  - 8.1 Review of plastic free policy for Ledbury Town Council
  - 8.2 Facilitate and develop regular litter pick events
  - 8.3 Promote community engagement

9. **Date of next meeting**

Members agree to hold the Climate Change working party on the following dates:

Wednesday, 3 August 2022 – 6.00pm  
Wednesday, 5 October 2022 – 6.00pm  
Wednesday, 7 December 2022 – 6.00pm  
Wednesday, 8 February 2023 – 6.00pm  
Wednesday, 5 April 2023 – 6.00pm

**LEDBURY TOWN COUNCIL**

**TERMS OF REFERENCE**

**CLIMATE CHANGE WORKING PARTY**

**1. Membership**

Members of the Working Party can be appointed at any time during the Municipal year and will consist of both Town Councillors, members of relevant local groups/organisations.

The Membership will be made up of Councillors, stakeholders, representatives of local community groups and other interested parties.

**2. Chairman**

A Chairman will be appointed annually, at the first meeting of the Working Party.

The Chairman will be the main point of contact for the Clerk.

The Clerk will ensure minutes are taken from the meeting ensuring the capture of any actions proposed. This report will be submitted to the next meeting of the Amenities and Tourism Committee for consideration.

**3. Powers**

Working Parties cannot make decisions on behalf of the Town Council, and any recommendations made by this group will be subject to approval by the Amenities and Tourism Committee, Finance, Policy and General Purposes Committee and/or Council. This group has no budgetary powers.

The Council's Standing Orders apply to all meetings of the Working Party.

**4. Responsibilities and Areas of Operation**

Internal to the Council

To work with existing Town Council Working Groups and Standing Committees, to ensure that recommendations are considered in respect of any associated climate and environmental impact and to ensure any associated climate and environment impacts and mitigation is considered.

To help build links with other organisations and Herefordshire Council in particular, to improve waste management, public transport and housing provision and any similar projects.

To help Ledbury Town Council to develop sustainability through its Corporate Plan.

To support the Council regarding the purchasing of goods and services to ensure environmental issues are taken into account, locally and sustainably.

External to the Council

To support the community in discussion around the setting of appropriate targets for carbon reduction policy local and in support of national targets.

The Working Party will keep the Council fully informed, providing reports to the Amenities and Tourism Committee meetings and ensuring that copies of all relevant documentation are made available for inspection by Council members.

## LEDBURY TOWN COUNCIL

### MINUTES OF A CLIMATE CHANGE WORKING PARTY MEETING HELD ON 7 FEBRUARY 2022

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**PRESENT:** Councillor Morris, Nina Shields (Chair), Alan Pike, Al Braithwaite

**ALSO PRESENT:** Olivia Trueman – Community Development Officer  
Amy Howells – Minute Taker  
Jennifer Allen – Drainage Officer, Balfour Beatty

#### CC49 APOLOGIES FOR ABSENCE

Apologies for absence were received from Christina Vass, Paul Kinnard, Amanda Lambourne and Councillor Knight.

#### CC50 DECLARATIONS OF INTEREST

None received.

#### CC51 PRESENTATION FROM JENNIFER ALLEN – DRAINAGE OFFICER AT BALFOUR BEATTY

Jennifer Allen provided members with a presentation on how Balfour Beatty could assist Ledbury Town Council in creating a flood management plan. Nina Shields briefed Jennifer on the areas in Ledbury that are prone to flooding, including Worcester Road.

Nina Shields said that the aim is to give some thought on how the Climate Change Working Party can build resilience so they know where it is likely to happen and what they and residents can do about it. Jennifer responded that the first step is to raise awareness right now so the reactive maintenance can be effective and to see what the problem is and how to manage it. Steve Hodges is Balfour Beatty's main contact to Herefordshire Council and Beth Lewis works under him. Jennifer Allen said that the more reports that happen by residents for each drainage issues this would escalate the matter.

Jennifer noted that she would look and see if there are any information leaflets to give to residents and that she would send a diagram of flood barrier items to the Community Development Officer.

**Jennifer Allen left the meeting at 6:46 pm**



**CC52 TO RECEIVE AND NOTE THE MINUTES OF THE CLIMATE CHANGE WORKING PARTY HELD ON 6 DECEMBER 2022**

**RESOLVED:**

**That the notes of the Climate Change meeting held on 6 December 2021 be received and noted as a correct record.**

**CC53 ACTION SHEET**

Nina Shields advised members that the recommendations from the previous meeting of the Climate Change Working Party were not supported by the Environment and Leisure Committee. This included creating a climate blog and organising an event under the Market House to celebrate the Great Big Green Week. Members were disappointed with the feedback, especially when the Council had recently declared an Emergency Climate Declaration and should be seen to be supporting the Climate Change Working Party.

Members asked the Community Development Officer to obtain the reasoning behind the recommendations not being supported, and why Councillors that were listed as a members of the Working Party were not attending the meetings.

**RESOLVED:**

- 1. That Nina Shields write a letter to the Town Clerk, listing the above concerns, including the lack of support from the Environment and leisure committee.**
- 2. That members receive and note the Action Sheet.**

**CC54 FLOODING**

Nina Shields advised members that before works begins on the flood management plan, more information and research was needed.

**RESOLVED:**

**That members continue to obtain information on Flood Management Plans.**

**CC55 LEDBURY CARNIVAL 2022**

The Community Development Officer advised members that the Ledbury Carnival Association are looking for volunteers, and that this year's theme is around blooms and the climate. Nina suggested inviting a representative of Ledbury Carnival Association to attend Climate Change meeting to brainstorm ideas and how the working party could assist. Alan Pike suggested a mascot for events.

**RESOLVED:**

**That a member of the Carnival Association be invited to attend the next Climate Change Working Party to brainstorm ideas.**

**CC56 REQUEST FROM FINANCE, POLICY AND GENERAL PURPOSE COMMITTEE**

Finance, Policy and General Purpose requested that the chair of the Climate Change Working Party provide a progress report on the Garden Organic Training, and how this will benefit members and the community.

Nina Shields updated members on the progress of Garden Organic project.

**RESOLVED:**

**That the update from Nina Shields be received and noted.**

**CC57 FUNDING**

Members were advised that Ledbury Town council had recently obtained funding from Herefordshire Council. Nina Shields advised that she had a meeting with the Town Clerk and Community Development Officer and that the money had to be spent on improving the town, to welcome back visitors and the tourist season.

She asked members to email her directly with any ideas they may have, and that she would report back to the Town Clerk.

**Al Braithwaite left the meeting at 7:21PM**

**RESOLVED:**

- 1. That members contact Nina Shields or the Community Development Officer with any suggestions or ideas on how the funding could be spent.**

**CC58 USEFUL SOURCES OF INFORMATION**

Members were provided with links to useful sources of information.

**RESOLVED:**

That the useful sources of information be received and noted by members.

**CC59 DATE OF NEXT MEETING**

**RESOLVED:**

It was noted that the next meeting of the Climate Change Working Party was scheduled for Monday, 4 April 2022 at 6:00PM.

The meeting ended at 7:27pm.

Signed ..... Dated .....  
(Chair)



**LEDBURY TOWN COUNCIL**  
**CLIMATE EMERGENCY DECLARATION**  
(October 2020)

**WHAT IS CLIMATE CHANGE?**

Climate change refers to the long-term shift in earth's weather patterns and average temperatures. For the past 250 years, humans have contributed to the increased release of carbon dioxide, alongside other greenhouse gases, which causes an increase in global temperatures.

Burning fossil fuels, such as coal, produces energy while releasing greenhouse gases. The long-term challenge is how we address this build-up of greenhouse gases and ensure a clean future for future generations. For example, according to the MET Office, the level of carbon dioxide in the atmosphere rose by 40% during the 20th and 21st century and is now over 400ppm (parts per million). This level of carbon dioxide is higher than at any time in the past 800,000 years.

**CLIMATE EMERGENCY DECLARATION**

Ledbury Town Council recognises the need to declare a climate change emergency to assist the town of Ledbury to set priorities to mitigate climate change, prior to ultimately entering a state of emergency or equivalent.

Ledbury Town Council acknowledges that global warming exists and that the measures taken up to this point are not enough to limit the changes brought by it. The decision stresses the need for this Council and the wider Government, to devise measures that try and stop human-caused global warming.

Ledbury Town Council has set up a Climate Change working party, bringing together groups throughout the town with the aim of reducing local climate impacts by 2030. The working party will engage with a cross section of Ledbury people, working with businesses, charities, local organisations and housing providers, to minimise the climate impact that actions have in the local area.

This working party reports to Ledbury Town Council and will have an action plan working document with short, medium and long-term actions to be taken.



Action Plan

Minute No:	Action	Actioned by	Date Actioned	Comments from Committee	Progress	Priority
CC31 (3)	That a RECOMMENDATION be submitted to the Environment and Leisure Committee to agree to facilitating a Climate Change blog on the Council website, in collaboration with schools and local organisations.	CDO	9/08/2021  20/01/2022	Members of E&L suggested that the Community Development Officer be asked to provide more information on this initiative before a final decision.  Councillors felt that a climate change Blog was not necessary or a good use of time.	More information needed for the E&L committee.	
CC44(1)	That the CDO should invite an officer from Balfour Beatty to a future meeting of the Climate Change Working Party to discuss local flooding issues and a possible flood management plan.	CDO / AO	07/12/2021		CDO invited Drainage Officer at Balfour Beatty to next CCWP on 07/02/22	
CC44(2)	That a contact number and link to report blocked storm drains be put on Ledbury Town Council website for residents to use.	AO	07/12/2021		Contact number and link have been uploaded to the LTC website.	
CC45(1)	That a Recommendation be sent to the E&L committee, to contact the Forestry Commission and obtain permission to turn the boggy area of land behind Horse Lane Orchard, into a pond to alleviate the flooding as well as create a wildlife habitat	CDO	20/01/2022	Members asked that the Climate Change Working Party put together a project plan to take back to committee. The lengthsman could help and should be contacted.		

Minute No:	Action	Actioned by	Date Actioned	Comments from Committee	Progress	Priority
CC45(2)	Climate Change Working Party create a flood management plan	WP				
CC47(1)	That a recommendation be submitted to the E&L committee to request the purchasing 20 high visibility jackets for Volunteers, with the slogan 'LTC for the community' along with the LTC logo.	CDO/ AO	03/02/2022	That the committee produce three quotes for personalised high vis jackets.	Admin Officer looking into quotes.	