



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET. LEDBURY
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193
e-mail: admin@ledburytowncouncil.gov.uk website: www.ledburytowncouncil.gov.uk

30 November 2023

To: All Councillors
Non-Councillors: Al Braithwaite, Beverly and Paul Kinnaird

Dear Member

You are invited to attend a meeting of the **Climate Change Working Party** on **Wednesday, 6 December 2023 at 6.00pm at the Market House, High Street, 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**
- 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 receive and note updated Terms of Reference** (Pages 13-14)
4. **To elect non-council members to the Climate Change Working Party**
5. **To approve and sign the minutes of a meeting of the Climate Change Working Party held on Wednesday, 4 October 2023 incorporating Action Sheet** (Pages 15 - 20)
6. **Feedback from Environment & Leisure Committee** (Verbal)
7. **Transport (including report from Professor John Whitelegg)** (Pages 21 - 24)
8. **Great Big Green Week** (Verbal)
9. **Corporate Plan 2020** (Verbal)
10. **Council's Carbon Footprint** (Verbal)
11. **Warm Spaces for Winter 2023/24** (Verbal)
12. **COP28 – 30 November to 12 December 2023** (Verbal)
13. **Date of Next Meeting**

The date of the next meeting of the Climate Change Working Party is scheduled for Wednesday, 7 February 2024 at Ledbury Town Council Offices.

The date of the following meeting is Wednesday, 3 April 2024.

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 Environment and Leisure Committee for consideration.

3. Quorum

To enable the Climate Change Working Party to meet its quorate requirements, there **MUST** be two members of the Working Party present, regardless of whether they are Councillors or non-councillor members of the Working Party. However, there **MUST** be at least one Councillor present for the meeting to proceed.

4. 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 Environment and Leisure 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.

5. 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 Environment and Leisure Committee meetings and ensuring that copies of all relevant documentation are made available for inspection by Council members.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON 4 OCTOBER 2023

PRESENT: Councillors: Chowns
Non-Councillors: Nina Shields, Al Braithwaite, Professor John Whitelegg

ALSO PRESENT: Julia Lawrence, Deputy Clerk

1. ELECTION OF CHAIR

Members of the Climate Change Working Party (“CCWP”) elected Nina Shields as Chair of the Working Party.

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Morris, Cllr l’Anson and Paul Kinnaird.

3. DECLARATIONS OF INTEREST

None

4. TERMS OF REFERENCE FOR THE WORKING PARTY

The terms of reference for CCWP were agreed with the addition of the following paragraph relating to a quorum:

“To enable the Climate Change Working Party to meet its quorate requirements, there MUST be two members of the Working Party present, regardless of whether they are Councillors or non-councillor members of the Working Party. However, there MUST be at least one Councillor present for the meeting to proceed”.

5. TO ELECT NON-COUNCIL MEMBERS

The following were elected to join the Working Party as non-council members: Professor John Whitelegg and Al Braithwaite.

6. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON 3 MAY 2023.

RESOLVED:

That the minutes of the Climate Change Working Party meeting held on 3 May 2023 be approved and signed as a correct record.

7. TRANSPORT

Professor John Whitelegg was welcomed to the meeting, as well as becoming a member of the Working Group. Professor Whitelegg is a Professor of sustainable transport at Liverpool John Moores University. He has worked extensively with South Shropshire Council to develop a transport Plan. Since moving to Herefordshire, he has become involved in Herefordshire Council's Climate and Nature Board. (The terms of reference of this Group are attached to the minutes).

Professor John Whitelegg is interested in trying to help Ledbury reduce its carbon footprint by 2030, particularly as 35% of Herefordshire carbon emissions relate to transport. A good example of a successful initiative to reduce carbon emissions was the introduction of the Daffodil Line bus.

The Working Party wanted to understand what, if anything relating to transport, had been included in the S106 funding requests.

It is noted that there are potentially a couple of schemes that Ledbury could look to introduce and start to make a difference.

- 1) One day a week create a cycle bus for schools (similar to a walk to school bus).
- 2) Potentially introduce an electric hopper bus to bring people into Ledbury from the outlying housing estates.

After some discussion the Working Party decided that it should recommend to Environment and Leisure Committee that the opportunity to develop a cycle bus and introduce a hopper bus (Buses for Us) to reduce car travel be explored.

RECOMMENDATIONS:

- 7a. The CCWP request that the Environment and Leisure Committee support exploring how a cycle to school (one day per week) might be progressed in Ledbury and authorise the Working Party to consult with Buses for Us with regard to hopper buses. The CCWP would need to understand how such an activity would complement any work being progressed by the Traffic Management Working Party.**
- 7b. Professor John Whitelegg agreed to prepare a paper for the Environment and Leisure Committee regarding the concept of School Travel Plans (successfully implemented in Surrey),**

seeking approval for a potential viability study for a cycle bus.

RESOLVED:

7c. To have sight of the S106 funding requests submitted to Herefordshire Council.

8. GREAT BIG GREEN WEEK (GBGW) 8 – 16 JUNE 2024

The Working Party would wish to support the Great Big Green Week events in 2024. This would include booking Catherine Barr, author, for a specific event.

It was noted that budget responsibility remains with Environment and Leisure Committee and had been set at £2000 for this year, which had included the costs for the GBGW.

RECOMMENDATIONS:

8a. The CCWP recommend to Environment and Leisure Committee that they fix the budget allocation for the CCWP at £2000 for 2024/25 to include the GBGW and that the Council support the Great Big Green Week in 2024.

8b. The CCWP recommend to Environment and Leisure Committee that the delivery of the GBGW events is overseen by the Events Working Group.

9. PHOTOGRAPHIC COMPETITION: TREES OF SIGNIFICANCE IN LEDBURY

The competition is aimed at encouraging people to get out and take photos of trees, find out about their history and botanical information which would lead to walks around the town.

The plan would be to select the 12 best photos to form a calendar that the Town Council would sell, as part of their tourism responsibilities. The competition could be launched at the start of the GBGW 2024 and cover the different seasons with the intention of having it ready for circulation in 2026.

A panel of judges would be invited to select the winning entry. Such judges may include a professional photographer from the studio in Lower Marcle Road Trading Estate, Andrew (from Tilley's the printers), Herefordshire Wildlife Trust, Ledbury Art Society and Miranda Thomas, a Ranger for Frith Wood. Further details to come to the next CCWP meeting.

RESOLVED:

Members of the Working Party received and noted the draft proposals put forward.

10. CORPORATE PLAN 2020

In considering the work programme to be recommended to the Environment and Leisure Committee for the future, CCWP would welcome an update on the actions progressed under the Council's Corporate Plan.

RECOMMENDATION:

10a To request that Environment and Leisure ask Full Council for an update on the progress on delivering actions relating to Climate Change within the Corporate Plan 2020.

11. COUNCIL CARBON FOOTPRINT

The Working Party received a report from Paul Kinnaird regarding the energy usage by the Town Council. Unfortunately, Paul could not be present to update the Working Party on the findings. The Working Party thanked Paul for the report and agreed that there should be further discussion when he could attend the next meeting.

In the meantime, it was suggested that NMiTE could be approached to see if there were any project opportunities whereby the students could look at listed buildings i.e. review how to insulate the Town Council offices more effectively or the possibility of installing solar panels on car parks could also be explored.

RECOMMENDATION:

11a. Request that the Environment and Leisure approach NMiTE to consider how best to insulate the Town Council offices and/or to look at installing solar panels on car parks.

12. QR CODES

The potential use of these codes was under review across the Council.

RESOLVED:

That QR codes would be kept under review on the agenda.

13. FRUIT GLEANING

Nina Shields reported that the Herefordshire Food Alliance had secured funding for this project and a co-ordinator had been appointed. The first 'Ledbury' pick of Bramley apples and Damsons had taken place and the fruit will be processed by volunteers at Pot & Page on 8 October 2023. The fruit will be frozen and go to the Food Bank, who have been provided with a new freezer under this project.

RESOLVED:

Members of the Working Party were asked to receive and note the update.

14. WARM SPACES FOR WINTER 2023/24

It is understood that planning is underway by the TALK Community Hub for this winter and CCWP will keep a watching brief. Locations would be published via the Council website.

RESOLVED:

The Working Party will keep a watching brief of developments for Warm Spaces.

15. ACTION SHEET

Attached to the agenda was a proposed action sheet which would support the monitoring of actions/outcomes from the meetings. It was noted that most actions from the Working Party were onward recommendations to the Environment and Leisure Committee. It was agreed to add the recommendations set in the minutes to the action sheet as a way of ensuring that recommendations could be cross referenced to E&L committee agenda items.

16. DATE OF NEXT MEETING

The date of the next meeting of the Climate Change Working Party will be held on Wednesday, 6 December 2023 at 6.00pm.

CLIMATE CHANGE WORKING PARTY – ACTION SHEET

No:	Item (Action Required)	Responsibility	To be actioned by (date)
7a	The CCWP recommend to Environment and Leisure Committee how a cycle to school (1 day per week) might be progressed in Ledbury and authorise the working party to consult with Buses for Us. The CCWP, would need to understand how such an activity would complement any work being progressed by the Traffic Management Working Party.	E & L Committee	2 November 2023
7b	Professor Whitelegg agreed to prepare a paper for Environment & Leisure Committee regarding the concept of School Travel Plans (successfully implemented in Surrey), seeking approval for a potential viability study for a cycle bus.	Prof Whitelegg	Mid October 2023
7c	To have sight of the S106 funding requests submitted to Herefordshire Council.	E & L Committee	6 December 2023
8a	The CCWP recommend to the Environment & Leisure Committee that the Council support the Great Big Green Week in 2024 and approve a budget allocation of £2,000 for 2024/25.	E & L Committee	2 November 2023
8b	The CCWP recommend to Environment & Leisure Committee that the delivery of the GBGW events is overseen by the Events Working Group.	E & L Committee	2 November 2023
10a	To request that Environment & Leisure ask Full Council for an update on the progress on delivering actions relating to Climate Change within the Corporate Plan 2020.	E & L Committee/ Full Council	2 November 2023 23 November 2023
11a	Request that Environment & Leisure approach NMite to consider how best to insulate the town council offices and/or look at installing solar panels on car parks	E & L Committee	2 November 2023

A Ledbury proposal to reduce transport's climate damaging carbon emissions

Professor John Whitelegg

whiteleggjohn@proton.me

14 October 2023

Preamble

It was agreed at a meeting of the Climate Change Working Party on 4th October 2023 that I would draft a proposal for discussion that would contribute to reducing climate damaging carbon emissions the Ledbury Town Council area.

<https://www.ledburytowncouncil.gov.uk/uploads/Climate%20Change%20WP%204%20October%2023.pdf>

The Proposal

- 1 Herefordshire Council and Ledbury Town Council have declared a climate emergency
- 2 Herefordshire Council has declared that it supports “a thriving zero-carbon, nature-rich Herefordshire by 2030”

“The vision of the Herefordshire Council Climate and Nature Partnership is a thriving zero-carbon, nature-rich Herefordshire by 2030”

[Herefordshire Council unveils new Climate and Nature Partnership Board - Herefordshire Rural Hub](#)

- 3 These commitments require actions to deliver reductions in climate damaging emissions and fortunately there are several practical, deliverable carbon reducing opportunities that can be applied county-wide and specifically at the town council level
- 4 Transport's direct, territorial carbon (CO₂e) emissions in Herefordshire are 36% of the total from all sources and these emissions are a direct result of the decisions and preferences of residents to rely on the car for the majority of journey purposes and there are practical examples of public policies and interventions that reduce transport carbon in ways that deliver improvements in quality of life and public health at the same time as they reduce carbon.
- 5 One example of this approach is the “School Travel Plan” (STP) and STPs are welcomed by parents and children and deliver substantial cuts in carbon
- 6 I suggest that we promote a best practice STP for the John Masefield High School in Ledbury to reduce transport carbon generated by 889 pupil journeys to and from the school.

AGENDA ITEM NO. 7

- 7 The John Masefield school has 889 pupils and delivers 195 days of lesson each year. This results in 346,710 trips in the school year.

$$889 \times 2 \times 195 = 346,710$$

346,710 school trips can be translated into tonnes of carbon (CO₂e) if we have data that reveals the percentage of these trips that are by car, bus, bike and walking and trip length.

National data shows that 47% of trips to school are by car and 1% by bicycle

[Transport Statistics Great Britain: 2021 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- 8 It is important to note that STPs are entirely voluntary. There is no imposition of travel choices on parents or children and they deliver a reduction in car use and carbon emissions
- 9 School Travel Plans are successful in reducing car trips, reducing carbon emissions and shifting travel choices to low carbon/zero carbon alternatives
- 10 A national survey of over 30 schools that adopted travel plans concluded:

School Travel Plans are successful in reducing car trips and shifting travel choices to the alternatives

- ▶ In Buckinghamshire, schools judged by the authority to have fully-fledged travel plans cut car use by around a fifth.
- ▶ In Cambridgeshire, a group of eight, mainly private schools, working on travel initiatives through a sustainable travel partnership, reduced car use by an average of 22%.
- ▶ In Devon, nine schools held up by the authority as examples of good travel plan work, had achieved an average car use reduction of 28%

School travel work can be highly effective in reducing levels of car use. For the case study schools in our sample, the average reduction in total car use was 23%, with some high performing schools cutting car use by more than half.

[Making School Travel Plans Work Nov 2010 \(transportforqualityoflife.com\)](http://transportforqualityoflife.com)

- 11 A school travel plan is the result of detailed discussions with children, parents, teachers and school governors. The STP will identify a number of alternatives to the car trip bringing pupils to school that fit the geography of the local area.
- 12 Initiatives and measures that promote alternatives to the car trip include:
- The “walking bus” [Walking School Bus](#)

- Collection points where children on bikes can be accompanied by an adult to the school
- School buses
- Car share schemes where parents agree a rota and the vehicle transports 3 or 4 children (depending on vehicle size)
- Encouraging bus use (scheduled bus services) where these match home addresses and promoting changes in bus services where a better fit is needed to match the home addresses of pupils
- Some schools asked parents to encourage children to walk or cycle as part of the home school agreement. Information about the travel plan was also posted on school websites

13 The School Travel Plan process is a close match with the “Sustainable Schools” initiative

Sustainable Schools The National Framework for Sustainable Schools provides practical guidance to help schools operate more sustainably. It includes a selection of doorways or sustainability themes which offer entry points for schools to develop their sustainability practices. One of these is ‘travel and traffic’. Schools are offered ten tips for encouraging sustainable school travel, including “Make sure your school travel plan is an up-to-date, living document”. Further information is available at www.teachernet.gov.uk

14 STPs also link with measures and interventions that reduce road traffic danger and increase physical activity with child health benefits

Reducing road danger A high proportion of case study schools had received extensive measures to reduce road danger in the surrounding area – such as traffic calming, 20mph zones, safe crossings and traffic-free pedestrian and cycle routes. These improvements seemed to be particularly important in encouraging high levels of walking and cycling at secondary level when more children make independent journeys.

Next Steps

- 1 Contact John Masefield school to discuss its existing school travel plan (STP) and its suggestions for linking the whole STP process to curriculum activity, public health objectives (e.g. reducing child obesity) and support for climate change interventions to reduce carbon emissions
- 2 Contact Herefordshire Council to identify the key person(s) responsible for STPs across the county and to identify best practice examples and to identify budgets for developing and influencing STP objectives and physical changes that based on evidence can improve the attractiveness of walking, cycling and public transport alternatives.
- 3 Work with John Masefield school to produce a best practice travel plan to reduce the number of car trips and make a real contribution to a better future for our children

