Ledbury Market Town Initiative Plan (MTIP) Town Council Meeting Minutes

Attendance:

Cllr Liz Harvey Town Councillor
Cllr Phil Howells Ledbury Mayor

Cllr Nick Morris Chair of the Economic Development and Planning Committee

Roger Allonby HC Acting Service Director, Economy and Environment

Angela Price Ledbury Town Clerk

Vinia Abesamis Senior Policy and Funding Officer

Ledbury Market Town Investment Plan

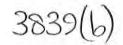
Following extensive local engagement, the market town economic development investment plans (MTIPs) for Ledbury was adopted. The plan identifies potential projects in each, and funding opportunities for them.

Funding Opportunities

- UK Shared Prosperity Fund UK Government approves local spending plans for UK Shared Prosperity Fund (UKSPF). Funding will turbo-charge levelling up: supporting local businesses, boosting skills, reviving high streets and improving local pride. HC will identify spend for the first year which will end on 31 March 2022.
- Levelling Up Fund. Landscaping of the Master's House is one of the key Levelling Up projects in Herefordshire.
- Rural England Prosperity Funds a top-up to the UKSPF and is available to eligible local
 authorities in England. It succeeds EU funding from LEADER and the Growth Programme
 which were part of the Rural Development Programme for England. Herefordshire Council
 submitted an addendum to government and is awaiting decision.

Ledbury Project ideas

- Proposals to improve employment opportunities in Ledbury by building high tech business
 units on part of the viaduct site that has been allocated to employment. Need to liaise with
 Bloor Homes, which has been granted outline planning consent by the Secretary of State on
 Appeal, in terms of access to utilities (gas, electric, water) for the employment site. Need to
 commission a technical work.
- Railway Station infrastructure improvement to prepare for the extra services between Worcester and Birmingham would be provided as part of the Midlands Rail Hub project. Need to commission a technical work.
- Trading Estate by the railway station. Need to commission a feasibility study.
- Employment land e.g. land owned by Heineken which is 6.7 acres of existing brownfield land. Need to employ a development company to identify technical solutions to employment land in Ledbury. There is also a need to set a private/public partnership to take this forward.
- Digital artwork for window displays in the high town.



- Funding for training for business e.g. marketing, and learning from previous projects e.g. circular walks, poetry project, transfer learning from BID.
- Town maps and visitor boards
- Brown signage to promote attractions in the market towns

Next steps:

- Town council to identify funding proposals, including those which requires feasibility studies, etc.
- Prepare funding applications in the new year. Vinia to support.

Approx Them

LEDBURY CARNIVAL ASSOCIATION ANNUAL GENERAL MEETING – WEDNESDAY 9 NOVEMBER 2022 LEDBURY MARKET HOUSE

PRESENT: Harold Armitage (HA), Johnny Chan (JC) Chair, Emma Jackson (EJ), Keith Francis (KF), Jamie Hobby (JM), Sue Hughes (SH), Jill Jupp (JJ), Janet Meredith (JM),

APOLOGIES: Paul Bartlett (PB), Ken Davies (KD) President, Sarah Fleeting (SF), Katie Jones (KJ), Ashley Norton (AN),

PUBLIC: None

1.	WELCOME AND INTRODUCTIONS: JC welcomed everyone to the Meeting.	
	JJ confirmed that the meeting was quorate.	
	KF requested a Minute's Silence for the late Cllr Dee Knight, Ledbury Town Councillor, who had been appointed Vice Chairman at the AGM in 2021 and subsequently passed away during the year.	
2.	APOLOGIES: See list above	
3.	MINUTES OF THE PREVIOUS AGM: The minutes of the AGM which had taken place on 10 November 2021 and the reconvened meeting which took place on Wednesday 12 January 2022, to adopt the Accounts, had been circulated prior to the meeting. They were agreed as a correct record. JC signed the copies and passed to JJ to file.	JC
4.	MATTERS ARISING: None not covered by the Agenda	
5.	CHAIRMAN'S REPORT: See copy attached. JC reported on a very enjoyable and well supported event. He thanked the Committee, local businesses, the Fire Services, St John's Ambulance, Ledbury Town Council, Safetogo and many other organisations for their input which enabled the Carnival to take place.	
	JC highlighted the Carnival Princess and Attendants who had engaged with the community so well and 'brought a smile' wherever they went.	
6.	TREASURER'S REPORT: JM circulated the Balance Sheet and related Transactions for the year ended 31 October 2022.	

The balance on 31 October 2022 totalled £5880.65 compared to £12469.39 at the end of the previous year. Several factor impacted on this, significant Events Management Costs around security etc., less fund raising and a lower bucket collection, although the latter was healthy (£1400.00) considering that less people carried cash etc. JM to contact M&M Ice Cream re their stall fee. JM To enable the Carnival to take place in 2023 a great deal of fundraising would be needed and business sponsorship etc. This COMMITTEE would need to commence from January 2023. (Coop, Greggs, Newsquest were suggested as new sources of funding). The approximate cost of the Carnival was between £13,000.00 -£14,000. At least £10,000.00 would need to be raised to enable the 2023 Carnival to take place. JJ proposed and JC seconded adoption of the Accounts for the year ended 31 October 2022 and those in attendance adopted the Accounts. JC thanked JM for all of her work concerning the Carnival financial records. ELECTION OF OFFICERS: Chairman: JC agreed to continue in the role 6 of Chairman. JM proposed and SH seconded. Vice Chairman: No nominations. Treasurer: JM agreed to continue in the role of Treasurer but wished to do this largely from home and 'attend' meetings via mobile phone where possible. SH proposed and JJ seconded. (In terms of meeting venues Leadon Bank may be a possibility in the Winter and the Market House from Spring onwards). Minutes Secretary: JJ explained that she was 'stepping down' from this role as recorded at the previous year's AGM.

JJ had prepared a summary Job Description and follow up publicity was required to advertise the need for a new Secretary.

Suggest approaching Ledbury Town Council to see if they could help in anyway.

JC thanked JJ for her work in the role of Secretary over the last 15 plus years and KF echoed his thanks also.

JJ said that she would aim to come to meetings in 'an attendance role' in order that there would be support for a new Secretary and would help in the lead up to Carnival and on the day.

7 APPOINTMENT OF COMMITTEE MEMBERS:

Procession Co-ordinator: JH was happy to continue in this role. JC nominated and JJ seconded.

Events Management Including Road Closure and Marshalling Arrangements and Health and Safety Coordination: On the day a lot of this work was carried out by an organisation such as SafetoGo. The Committee still needed to carry out a range of important tasks, both in the lead up to and on the day and take responsibility for managing the necessary work, reviewing policies etc. This was a crucial area of Carnival planning and accountability.

In 2023 it would be good practice to obtain 3 quotes for Events Management.

Stalls Co-ordinator and Street Organisation: EJ offered to take on this role, in her capacity as a Ledbury resident. (EJ was covering the role of CDO whilst the job holder, Olivia Trueman (OT) was on maternity leave. OT would be returning to the role between January and March 2023).

JM proposed and JH seconded.

KF noted that EJ had been an excellent addition to the Committee. It was disappointing that there were no other Town Councillors able to attend the Meeting.

Entertainment Coordinator: Sue Hughes was happy to continue in the role.

JC nominated and JM seconded.

Publicity and Programme: JC would continue to produce the Carnival Programme with support from the Committee and maintain the website.

JM happy to be the contact for the Ledbury Reporter

EJ would take on obtaining the advertising for the Carnival Programme and support fund raising.

SH nominated and KF seconded.

Funding and Sponsorship: JM agreed to cover this as part of the Treasurer's role. (EJ offered to support).

AH nominated and JH seconded.

Raffle and Shop Window Co-ordinator: JH agreed to continue with this role.

EJ highlighted that Katie Jones (KJ), local resident, was unable to attend the meeting, but was keen to become involved and would like to support the Shop Window Competition, Stalls etc.

EJ proposed and KF seconded.

EJ to pass on KJ's contact details.

Carnival Princess Co-ordinator: AH was happy to continue in the role. (SF would support with arrangements for the 'Thank You Event' but would not be able to continue in her role beyond this time).

JM proposed and EJ seconded.

(Discussions around the role of Carnival Princess and whether it should be open to boys in the role of Carnival Prince or other title would need to commence in January 2023).

Other Committee Members: HA, AN, KF, PB, KJ. JJ had prepared a job description for the role of 'General Support' which encompassed a variety of important and very necessary tasks.

EJ

COMMITTEE

	JC nominated and SH seconded.	
8	CARNIVAL 2023: Theme: A discussion took place. Some suggestions had been made but they had been themes for past carnivals.	
	The theme of 'Herefordshire Life Carnival 2023' was suggested.	
	Entertainment and Events: Some of the Children's entertainment e.g. Looby Lou Face Painter and Joey the Juggler, who attended Carnival each year had been provisionally booked. Front Runner had also been booked as they had been so popular at the 2022 Carnival.	
	Other items re Carnival 2023 to carry forward to the January 2023 meeting.	
9	DATE OF NEXT MEETING: Wednesday 11 January 2023 7.00 pm	
	JC thanked everyone for attending and the Meeting closed at 9.05 pm.	

1. 7

MINUTES OF THE OPEN MEETING OF LEDBURY CARNIVAL ASSOCIATION HELD ON 21 SEPTEMBER 2022 LEDBURY MARKET HOUSE

PRESENT: Harold Armitage (HA), Paul Bartlett (PB), Johnny Chan Chair (JC), Emma Jackson Community Development Officer Ledbury Town Council (EJ), Jill Jupp (JJ),

APOLOGIES: Sarah Fleeting (SF), Keith Francis (KF), Alesa Halford (AH), Jamie Hobby (JH), Sue Hughes (SH), Janet Meredith (JM), Ashley Norton (AN)

MEMBERS OF THE PUBLIC: None

1.	WELCOME AND INTRODUCTIONS: JC welcomed everyone to the meeting and explained that the purpose of the meeting was to review the recent Carnival and identify any issues that needed to be carried forward to next year.
2.	REVIEW OF 2022 CARNIVAL AND FEEDBACK FROM THE COMMUNITY: JC reported the Carnival Day, the first full event since 2019, had gone very well, helped of course by good weather. Although parts of the procession route had been quiet, Ross Road and the first half of New Street, there had been a good turnout to watch and a number of people had commented how good it had been to have the event back.
	The Procession, although not as large as previous years, had been very good and additions such as the dance groups Dance in Motion and Cool Dance Moves, vintage cars etc. had added both colour and sound.
	JC thanked the Committee for all of their hard work in arranging the Day; a huge effort from a small number of people.
	JJ had done a summary report of feedback received and also a Report for the Events Working Party for Ledbury Town Council, which was meeting the following week (see attached).
	Access: The 'Disabled Viewing Point' by the Market House had been well received.
	Disabled parking had been an issue. It had been advertised as being in Market Street by the Community Hospital but this was only for Hospital visitors. The only spaces available on the day were therefore in Bridge Street Car Park.

May be able to have some disabled parking along the Homend for the duration of the procession, during the rolling road closure. Herefordshire Council would need to be approached.

Entertainment: Overall, well received especially Front Runner. (It was requested that they be booked again for the 2023 Carnival).

Cool Dance Moves had also been popular by the Market House.

There had been operational problems with the generator supplied by the Children's Disco which had impacted on part of the performance of the band in Bye Street car park. Eventually resolved.

Stalls etc. Stalls and entertainment needed to be in one area as far as possible. Although well advertised, having stalls and entertainment in Bye Street Car Park had not really worked; most of the footfall was around the High Street and Bye Street itself.

A suggestion, from a voluntary organisation stall holder, was to have the stalls and entertainment, which couldn't be accommodated on the High Street, in St Katherines, by The Barn and near the walkway. May need to liaise with The Barn re music but there was usually a 'buzz of people' around there so may be good for both groups.

Whatever happens in future years everything needs to be located closely together to maintain footfall and interest.

A dedicated Stalls Coordinator was essential to obtain commitment from business and voluntary organisations early on and to set out the various ways in which they could be involved.

In the meantime a big thank you was again due to JM as she had carried this role out alongside dealing with publicity and her main role of Treasurer.

Awaiting Feedback from Rowlands Fair.

SH

Security/Events and Road Traffic Management: See reports attached. This was an expensive part of the event but an essential part. Volunteers were not qualified to work on the highway.

There had been an incident in the High Street during the afternoon which the security team addressed. The aftermath, following the end of the Carnival, which was related to the incident but was not a security/safety issue was dealt with by Committee members.

Park and Ride: See report attached.

 PROGRAMME, PUBLICITY AND PROMOTION (Including Competition Results): It was acknowledged that JC had produced an excellent programme again this year.

It was noted that the cover image was black and white, rather than colour which would be more eye catching. This was owing to the winner of the Andy Ward Photo Competition having submitted images in black and white. It had previously been agreed that the front cover design would reflect the winning entry.

The Programme costs had amounted to 10p per copy. (More changes enabled a cheaper programme. 32 pages was cheaper than 24.

It was acknowledged that it was difficult to obtain advertising to pay for the production of the Programme. It was agreed that this work needed to commence much earlier to obtain commitment from businesses.

There had been 8 entries to the competitions. JC to contact the winners.

The preparation via weekly entries in the Ledbury Reporter, social media and one-off items in the Ledbury Focus and All About West of the Hills had been excellent. Appreciation for all of this effort was expressed to JM.

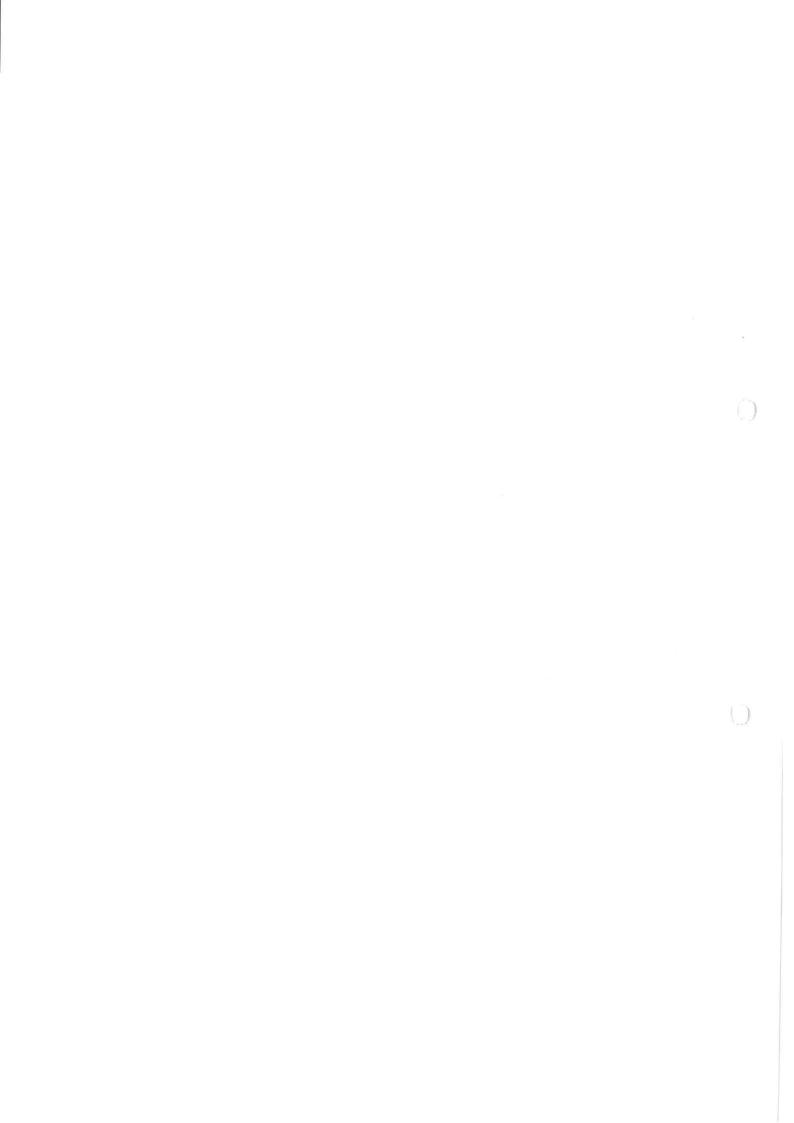
It was suggested that programmes etc. could be placed in Malvern Tourist Information Office and the Carnival could also be promoted on Visit Herefordshire.

JJ

Advance notices had been displayed on the main roads leading into Town, from a week or so before the event but it was acknowledged that they were not very colourful and eyecatching. Need to address this for future years if funds allowed. More A4/A3 laminated posters to be displayed in the Town and surrounding villages. More colourful bunting to be displayed in Town, there was some out on the day but more would add to a carnival atmosphere. Perhaps advertise requests for bunting to be made by the community, to display ahead of and on the day itself; may be a project that local schools would support. PB noted that from the traders' point of view business had been a good day. It was observed that a number of traders had not been open. PB responded that one of the great strengths of Ledbury was the number of small independent traders but they often did not have staff to cover bank holidays etc. A number of traders relied on visitors rather than regular locals although events such as late-night Christmas shopping were well supported locally. Traders had supported the Shop Window Competition well although some had found the theme rather challenging. Perhaps they could take one element of a theme to focus on. Ask traders themselves for ideas for a theme. 4. **CARNIVAL FUNDING AND SPONSORSHIP:** See comments in attached reports. Bucket Collection had raised £1400.00 and Raffle after costs, £262.00. A significant effort would be required to bring in sufficient funds to enable the 2023 Carnival to go ahead. Still awaiting feedback from most Charities and Voluntary Agency stall holders but part of their being there was awareness raising and to support low cost/free activities for families. 5 CARNIVAL 2023: Brief discussion around themes took place. Farming and Rural Life was suggested. Carnival 2023 to be discussed in more depth at the AGM in November.

6	AGM: Wednesday 9 November 2022 7.30 pm Ledbury Market House. JJ to book venue.	
8.	A.O.B: Roles of Carnival Prince and Princess: See Report attached. Brief discussion took place.	
	It was highlighted how well the Princess and Attendants had all done this year in promoting the Carnival. Need to ask them for their views on what they think the actual role is. Need to provide more information regarding the content of the role, it is a being a 'junior representative of the community/ambassador' but would not advertise/promote the roles using those terms. See report attached.	SF/AH
	Suggest retaining the title Carnival Princess and offer the role of Carnival Prince; probably need to liaise with children's groups more to encourage interest from boys e.g. Cubs etc.	
	Might be worth looking to see what other towns are doing.	SF/AH
	Job Descriptions: Members to be requested to put together a brief outline of their roles.	COMMITTEE
9.	DATE OF NEXT MEETING: Annual General Meeting Wednesday 9 November 2022 7.30 pm – Market House Ledbury	
	JC thanked everyone for attending and the meeting closed at 9.15 pm.	

1)



Ledbury in Bloom Committee Meeting 17th January 2023

Held at Tina's House 11 Jubilee Drive

Present: Christina Vass Chairwoman; Gareth Morgan President; Una Morgan; Estelle Dalraine; Jane Gunn; Rosie Watkins; Deb West

Apologies: Doreen Feakes; Liz Guest; Gina and Mike Lincoln; Lynne McCrae; John Wadley

Minutes of the meeting of 27th September 2022

These were agreed and signed.

Matters Arising

None

Chairwoman's Report

Tina reported that she had been diagnosed with breast cancer and would probably be out of action effectively for some months. Everyone wished her success with the treatment.

It was agreed that we would not formally enter In Bloom this year, but keep everything ticking over ready to go ahead in 2024. This decision would not interfere with the IYN s which hopefully would continue as before. Entries do not have to in until the end of March. Tina had advised the Town Clerk.

Tina will do a work schedule for the next six months. She suggested that if each member took on an area of the town to look after in their own time, it would help keep the Thursday meetings to the more important work and keep everything looking tidy in between. If members wanted to pair up and make more of a social thing of it that would work. Tina would circulate a list of all the areas to look after, members could then indicate where they would like to work and she will compile a list.

The theme for the hanging baskets and the town will be purple, silver, white and dark red. Rob has been told.

The railing at the Top Cross is being repaired by Balfour Beatty at the end of the month, Tina is liaising with LTC to find out what LiB need to do. Although we have already taken out the majority of the roses and some of the compost.

The trough outside the almhouses will be planted with alpines, with extra gravel and grit.

We need to decide what to use to replace the roses in the bed in the Walled Garden where the roses have died. Anita has offered some new compost at a good price; we would need to dig out 18 inches of compost and it will need c 40 plants.

Treasurer's Report

Jane reported that there was £2,888.20. in the bank account.

Tina had been told that there was possibly another £300 available for the Station. We should get

access to water at the station in the next few months. We may have an opportunity to input ideas for the other side of the station where there is an overgrown pond and the old engine turntable. Jane has a photo of the old turntable and Gareth will also look for any old photos.

We may need sponsorship to replace the Walled Garden plants.

Our public liability Insurance of £90.00 has been paid.

Photo Competition

We will decide on whether we run it this year after talking to last year's judges: it could be an autumn date as it will not have to tie in with judging day and it would still be for young people. It could be good publicity for getting more volunteers ready for 2024. Una will liaise with Spencer.

Any Other Business

The Council has now agreed to purchase the eco-friendly weed removal system, which Rosie had researched. Hopefully we will be able to use it for weeding in areas like Queens Walk and the Walled Garden. Thanks to Rosie for all her research work.

We will not participate in the Carnival.

Estelle asked for a contact list for all volunteers, so we can keep each other informed and get help when needed.

We do not need to do more on the Burgage Hall gardens.

Date of next meeting:

Provisionally we will meet mid-February.

Agenda Item 22.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE TRAFFIC MANAGEMENT WORKING PARTY (TMWP) MEETING HELD ON 9 JANAURY 2022

PRESENT:

Councillors Bannister, Morris & Hughes, and Steve Glennie-

Smith

ALSO PRESENT: Angela Price - Town Clerk

TMWP191. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Howells and Manns, and also from Gareth Davies and Matthew Davis.

TMWP192. DECLARATIONS OF INTEREST

None received.

TMWP193. MINUTES OF A MEETING OF THE TRAFFIC MANAGEMENT WORKIKNG PARTY HELD ON 12 DECEMBER 2022

RESOLVED:

That the minutes of the meeting of the Traffic Management Working Party meeting held on 12 December 2022 be approved and signed as a correct record.

TMWP194. ACTION SHEET

RESOLVED:

- 1. That the Clerk invite a Herefordshire Highways Officer to attend the next meeting of the Traffic Management Working Party to discuss various issues as listed within the action sheet, noting that if they are not available on Monday, 6 February the next meeting date be set to accommodate a Highways Officer attending.
- 2. That all three Ward Members be invited to attend the meeting with the Highways Officer.
- 3. TMWP153 That Councillor Howells ensure that his report be provided to the next meeting of the Traffic Management meeting due to the report from not being provided for inclusion in the agenda papers for this meeting.

- 4. TMWP176 that it be noted that a response had been received from the CCTV suite in Hereford advising that they were unable to provide footage of lorries turning into Market Street.
- 5. TMWP177 Members were advised that currently there are five charging points for electric cars in Ledbury.
- 6. That the Action Sheet be received and noted.

TMWP195. SPEED INDICATOR DEVICES (SID's) UPDATE

Members were provide with a response received from Hereford Council advising that they their process in relation to SID's was still under review. They advised that it is unlikely that Hereford Council would be adopting the same SID process as BBLP had undertaken, and that it was unlikely that Parish Councils would be able to lease SID's from the Council going forward.

Members were also provided with information obtained from a number of companies who provide SID's. Having considered the information provided Members felt that the report raised a number of additional questions and instructed the Clerk to obtain the information, and once obtained a further report be submitted to the Finance, Policy & General Purposes Committee for consideration.

RESOLVED:

- That the following information be obtained from SID suppliers and Herefordshire Council:
 - If the Council were to opt for the Solar powered units, do they have a timer fitted to control its working hours?
 - How difficult is it to move the display unit from one pole to another and who would do this?
 - If BBLP were able to do this what would they charge?
 - How secure are the units when slotted into the base unit, can they easily be removed or vandalised?
 - Will Herefordshire Council allow Ledbury Town Council to have three poles in place permanently, so that just the display unit and solar panel is moved at any one time?
 - Would Herefordshire Council agree to Ledbury Town Council having three units located permanently, noting that they would be operated on a monthly rotation?
 - If permission were granted by Hereford Council to have three permanent units in place, would any of the companies offer a discount for a multiple purchase?
 - What are the specifications of the pole and fixings and are all component health and safety compliant?

TMWP196. PARKING/EXITING LEDBURY PETROL STATION

RESOLVED:

That the issue of double yellow lines being located at the junction of Knapp Lane and Homend be included in Councillor Howells' report, with a view to this being included in any TRO request submitted to Herefordshire Council.

TMWP197. PARKING PERMITS - QUEENS COURT LEDBURY

- 1. That the issue of resident parking permits be raised with the Herefordshire Council Highways Officer at the next meeting of the Traffic Management Working Party.
- 2. That Councillor Harvey, as the Ward Councillor, be asked to provide information on the process and criteria for getting resident parking permits in place.

TMWP198. CORRESPONDENCE RECEIVED IN RESPECT OF YELLOW LINES AT JUNCTIONS IN LEDBURY

RESOLVED:

That Councillor Howells be asked to ensure that information in respect of yellow lines at junctions in Ledbury is included in his report, to be submitted to the February meeting.

TMWP199. BEYOND THE HILLS

RESOLVED:

That the Beyond the Hill newsletter be received and noted.

TMWP200. IMPACT ON DEVELOPMEN AND PROPOED DEVELOPMENT OF TRAFFIC MANAGEMENT

Councillor Hughes advised Members of the Working Party of a conversation he had recently had with local Police in respect of Community Speed Watch schemes.

He advised that as a result of conversations about speeding on a number of roads in Ledbury, in particular New Street, Southend/Gloucester Road and Hereford Road he had investigated the possibility of a Community Speedwatch Programme be established in Ledbury.

As a result of the discussion with the Police Councillor Hughes had attended a Speedwatch session at Colwall, a scheme that had been running for some time and that had proved worthwhile.

Councillor Hughes provided an overview of how the scheme works and proposed that the Working Party make recommendation to Council that Ledbury Town Council support a Community Speedwatch Programme for Ledbury and the appointment of a Ledbury residents to take on the role of Co-ordinator for the scheme.

RESOLVED:

That a recommendation be submitted to Full Council that Ledbury Town Council support the implementation of a Community Speedwatch Programme in Ledbury and as part of that they advertise for a volunteer co-ordinator to take the scheme forward.

TMWP201. DATE OF NEXT MEETING

Councillor Morris advised that he recently spoken with Matthew Davis who had advised that due to work commitments he would no longer be able to attend meetings at 3.00pm. Members were agreeable to the meetings starting at 4.00 pm in the future to enable Matthew to attend.

RESOLVED:

To note that the date of the next meeting of the Traffic Management Working Party is scheduled for 6 February 2023, noting that this may change to accommodate a Highways Officer attending the meeting.

The meeting ended at 4.05 pm.	
Signed	Dated



LTC Clerk

Stuart Haviland <Stuart.Haviland@motorsportuk.org> From:

12 January 2023 10:17 Sent:

LTC Clerk To:

secretary_3ss@cheltmc.com; Closed Roads Cc: 3 Shires Stages - 16 & 17 September 2023 Subject: 3SS 2023 Safety Manual v1.4_Redacted.pdf Attachments:

You don't often get email from stuart.haviland@motorsportuk.org. Learn why this is important Dear Sir or Madam,

Road Traffic Act 1988 Section 12(1A)

Cheltenham Motor Club 3 Shires Stages 16th & 17th September 2023

Cheltenham Motor Club has applied to Motorsport UK for an Event Organising Permit to organise and promote a Special Stage Rally on roads closed for the purpose under the powers provided for in the Road Traffic Act 1988 Section 12(1A) as amended by Section 73 of the Deregulation Act 2015.

Motorsport UK is one of the two motor sport governing bodies appointed in SI 2017 No:390, The Road Traffic Act 1988 (Motor Racing)(England) Regulations 2017, for this purpose, the other being the Auto Cycle Union. Motorsport UK is the UK Governing Body for 4 wheeled motorsport, recognised by the FIA (Federation International de I' Automobile) the world governing body.

In accordance with Section 12B(2)(b) Motorsport UK writes to consult with Ledbury Town Council as the Local Authority.

Mindful of the organisers deadline of 16th March 2023 to make application to Herefordshire, Gloucestershire and Worcestershire Councils, for the respective Stages, in accordance with Section 12C we ask that your response to this consultation is received by 10th March 2023.

For your information Motorsport UK has checked its records of complaints maintained in connection with our role as authorising body for motor sport events held on open highways, The Motor Vehicles (Competition and Trials) Regulations 1969 and I can confirm that we have 0 individual who have individually sought consultation pursuant to Section 12B(2)(e).

I attach a copy of the proposed route for four separate Special Stages. Below are links to Motorsport UK's Guidance to the process which whilst written for those seeking to make an application to run an event on a closed public road may be of interest and assistance to you.

https://www.motorsportuk.org/wp-content/uploads/2019/08/2019-07-24-guideline-document-outlining-theapplication-process.pdf & https://www.motorsportuk.org/wp-content/uploads/2019/08/2018-11-08-flow-diagramsummarising-the-application-process.pdf

We look forward to hearing from you and if I or any of my colleagues can assist please don't hesitate to contact us.

Yours sincerely



3 SHIRES STAGES RALLY 16th/17th September 2023

SAFETY MANUAL



© 2023 Cheltenham Motor Club Ltd

Safety Manual

3shiresstages.co.uk

17th September 2023

All mapping data included in this Safety Manual is reproduced by permission of Ordnance Survey on behalf of The Controller of Her Majesty's Stationary Office ©

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Introduction

Welcome

Event Organisation

Management of the Rally Roles and Responsibilities

Stage Set Up

Timing and Time Control Procedures

Clearance to Start a Stage

Red Flag

Safety Plan

Safety Safety Cover

Safety & Organisational Radio Cover

Missing Car System Officials Responsibilities

Spectators Media

Event Media Policy

Incident Control

Major Incident Plan Incident procedure

Fatal Incident / Serious Injury Checklist

Emergency Services

Rendezvous Points

County Emergency Service Information

Procedures

Motorsport UK Accident Procedure (R25.4)

Stage Clearance Procedure

Event Officials & Route Information

Senior Officials contact numbers

Radio Call Signs Event Schedule

Official Cars Time Schedule

Special Stage Details

SS 1/5/9 Petty France
SS 2/6/10 Bromesberrow
SS 3/7/11 Okle Green
SS 4/8/12 Shaw Common
Service Much Marcle

Additional Medical Cover Ceremonial Start Ledbury

Appendixes

Incident Report Form

Route Overview Map, with RV Points Stage Specific Spectator Area



3 SHIRES RALLY - 16th/17th September 2023

WELCOME

Cheltenham Motor Club would like to thank everyone for assisting us with the running of the 3 Shires Stages 2023 on Saturday 16th and Sunday the 17th of September. We would like to run a successful, safe and enjoyable event for the Competitors, Officials and Marshals so we would ask you to take time to carefully read through this plan and pass on the relevant information to the appropriate people, to enable this to happen.

This manual has been issued to all Event Senior Officials, Stage, Service and Control Commanders, Rescue Crews, Recovery Crews, Doctors and Radio Controllers.

Radio Crews, Timekeepers and Marshals have been issued with a Marshals' Guide that includes a stage safety map and spectator area plans.

The manual is intended to provide the information necessary:

- 1. To enable you to carry out your duties effectively;
- 2. To provide a common standard of organisation, operation and safety;
- 3. To ensure that all officials know the event safety plan and emergency procedures.

If you have any queries after reading the manual, please contact the relevant senior official without delay.

The organising team wish you an enjoyable and above all, a safe, day's motor sport.

Event Organisation

Management of the Rally

The 3 Shires Stages Rally 2023 will be organised in accordance with;

- 2022 Motorsport UK Stage Rally Safety Requirements edition 5, including the latest amendments and recommendations issued.
- The General Regulations of Motorsport UK (incorporating the provisions of the International Sporting Code
 of the FIA) and the Supplementary Regulations and any written instructions that the organisers may issue for
 the event.
- "Managing health and safety at motorsport events A guide for motorsport event organisers" issued by the HSE HSG112 (Second edition) Published 2016.

This safety manual is an operational and safety guide for everyone concerned with the safe running of the event.

Rally Control

Rally Control is based in the Much Marcle Memorial Hall and is away from the Service Area, to restrict access to key senior officials to run the rally with the minimum of distractions. The function of Rally Control include:

- Overall management of the event
- Incident Management
- Communications
- Results

The Clerk of the Course and Motorsport UK Steward will be located in Rally Control while the special stages are live and are assisted by two Deputy Clerks of the Course.

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Radio Communications

The Event will be using two radio systems, each with Motorsport UK Licensed Radio Controllers based in Rally HQ, and are detailed as follows:

Event Management ("A" System) – this frequency has its own Motorsport UK licensed Radio Controller (Rally Control) and links the various Safety Cars and Stage Commanders to the Clerk of the Course, Deputy Clerk of the Course and Safety Officer to lessen airtime pressure on the Event Safety Frequency.

Event Safety ("C" System) – this system is run from Rally HQ and links the Event officials' marshals, medical, rescue and recovery resources together. Following on from experience gained in previous Three Shires Stages, two of Motorsport UK's licenced frequencies will be employed, each with its own Motorsport UK licenced Radio Controller

Channel 1 – Oxford Control – SS1/3/5/7/9/11

Channel 3 - Register Control - SS2/4/6/8/10/12

All senior officials will have a mobile phone as a further point of contact

Management of Special Stages

Each Special Stage is managed by a Stage Commander, Deputy Stage Commander and Stage Safety Officer whose roles are defined by Motorsport UK.

As mentioned, each Stage Start has a dedicated radio operator who will relay messages to the Stage Commander or their Deputy if they are away from and unable to respond to their own radio

All decisions re the deployment of Rescue or Recovery Units and the deployment of Red Flags to neutralise a special stage, covered later in this document, are coordinated through Rally Control.

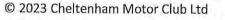
Rescue and Recovery units that are based on special stages will monitoring the radio at all times but are managed and deployed by Rally Control and the Stage Commander locally, they must not deploy by their own decision.

Trackers

In addition to the stage radio operators monitoring of the cars through the special stages the Safety Cars and all competitors will be fitted with a tracker from Sporttraxx to enable live tracking of the safety convoy and competitors through the special stages in Rally Control.

The tracker has the ability to send a SOS message if the crew require medical assistance.

While travelling through the stages the car is displayed on the tracking screen, with its identifying number. While competing it is represented as Green and changing to Blue when stopped, if the SOS button is pressed it changes to Red, if the OK button is pressed it changes to Orange. When a car is retired it is shown as being Grey on the tracking screen.



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Roles and Responsibilities

Full details of Roles and Responsibilities are included in the Stage Rally Safety Requirements.

Motorsport UK Safety Delegate

The role of the Motorsport UK Safety Delegate is to assess the effectiveness of the safety measured at keeping the public, volunteers and competitors safe.

The Safety Delegate role has four specific parts:

- 1. Input to the event planning.
- 2. Visiting each stage prior to the event to confirm set up plans and overview of safety planning.
- 3. Travelling around the stages during the event in a safety car, with radio communications to Rally Control and to an agreed schedule
- 4. Participating in a post event debrief with the organisers and completing a written report to Motorsport UK that is made available to the organisers

The Safety Delegate has specific regulatory powers under

G2.4.2 subject to G2.5

G2.5

Motorsport UK Steward

The Motorsport UK Steward needs to be available in Rally Control during the running of the special stages.

The Steward can liaise with the Safety Delegate as required.

The Motorsport UK Steward, along with the Event Stewards, is the second judicial body in the event of an appeal of a Clerk of the Course decision.

The Steward has specific regulatory powers under

G2.5



Clerk of the Course

The Clerk of the Course leads the team for the competitive and safety aspect of the event and has overall control of this.

The Clerk controls the event from Rally Control and has overall responsibility for the general conduct and control of the rally and other safety related duties under Motorsport UK regulations (R24.4)

Deputy Clerk of the Course

A Deputy Clerk of the Course may act with the same authority as the Clerk of the Course if delegated to by the Clerk of the Course.

The 3 Shires Stages has 2 Deputy Clerks of the Course.

Chief Marshal

- The Chief Marshal is responsible for overseeing the recruitment and deployment of sufficient marshals to allow for the safe running of the stages in conjunction with the nominated Stage Commanders.
- Should the predicted number of marshals not be present on the day of the event, the Safety
 Officer, in conjunction with the Motorsport UK Safety Delegate, Stage Commander and Clerk of the Course,
 will review and ensure that the Marshals are deployed appropriately so that it is safe to run with the number
 of marshals signed-on.
- The Clerk of the Course and Safety Officer will select pre-determined locations of marshals, taking into
 account the requirement for positioning marshals at strategic locations as highlighted in the event Safety
 Plan. Stage Commanders will identify these locations and ensure there is a safe area for Marshals to stand.
- The Chief Marshal should ensure that all controls throughout the rally route are manned as per the event Safety Plan.
- Should the Chief Marshal elect to traverse the rally route / or part of the rally route, they should lead by example and always were an official tabard and identification.

Event Media Officer

All official communication with the Media will be via the Event Media Officer who will be located at Rally HQ. In the event of a serious or fatal incident the media officer will communicate with the media and issue statements as required.

Event Safety Officer

The Event Safety Officer has overall responsibility for coordinating all safety matters on the event and works with others on the team.

The Event Safety Officer is responsible for:

- They are involved in pre-event planning, execution of the event and debrief post event.
- Production of the safety manual and it reflects the event.
- Recruitment of Motorsport Rescue and Recovery Units for Special Stages.
- Ensures sufficient marshals and Safety Industry Authority (SIA) trained personnel are involved as appropriate.



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- Liaise with emergency services and relevant Safety Advisory Groups (SAG) to ensure full consultation is
- Ensure safety plans are created for all special stages and non-competitive venues including service areas, spectator areas, refuel areas and ceremonial start and finish venues.

Carry out risk assessments

Liaise with event Chief Medical Officer (CMO) to ensure appropriate first aid cover is provided for spectators

Distribute Safety Plan to those who require a copy.

- Remain in contact with Rally Control during the running of the event and be available if required to advise on any safety or rescue issues and contact with the emergency services.
- Complete Motorsport UK paperwork

Spectator Safety Officer

The Spectator Safety Officer works in conjunction with the Event Safety Officer.

- They are involved in pre-event planning, execution of the event and debrief post event.
- They will advise of any spectator safety concerns that may impact the route being used.

They contribute to the safety plan in the areas of spectator safety.

- During the event the Spectator Safety Officer travels the special stages on an agreed schedule spotting and managing spectator issues as they arise and acting as another pair of eyes to the stage set up.
- Post event they will review any spectator issues and how the spectator area worked in practice.

Chief Medical Officer

- The Chief Medical Officer is responsible for all doctors and paramedics working on the event and ensures they have the relevant qualifications.
- They will complete all necessary paperwork as required by Motorsport UK post event.

Stage Commanders

- Stage Commanders are responsible for the setting up, running and dismantling post event of their special
- They have input to the recruitment of their team including marshals and radio marshals.
- They should brief their senior stage officials and sector marshals and ensure their timing marshals are confident in their roles.
- They should brief, or delegate to another stage official, any briefing and ensure that all marshals have had the opportunity to read the marshals instructions
- They should be in contact with Rally Control and report via the radio operator and control the status of their stage and be ready to go live ahead of their due time.

Stage Set Up

The organisers and stage teams will set up the stages on the day prior to the event.

Respecting other road user's access rights pre-event, adjacent roads will not be taped or blocked, but tape and/or barriers (where available) will be placed in a position for the stage team to move once marshals and radio crews are positioned, this includes chicanes and bales.

Stage Commanders are required to make their (or a nominated Deputy's) first task a run through their stage to ensure all signage is in place, and to report immediately if any problem is encountered.

Officials' attention is drawn to the Motorsport UK regulation (R 24.4.12) which requires all non-competing vehicles to be parked in a place of safety at least 30m from a road used as a special stage between a point before the start control and 100m beyond the finish stop control and a greater distance in "straight ahead" locations at junctions.

Signing On

Please ensure that you have signed-on online prior to the event, or at the stage start using the official form, if this has not been possible, as you are then covered by the events insurance scheme.

The website to sign on is Another Day in Orange (https://anotherdayinorange.co.uk)

This safety plan includes details of your stage including, junction numbers and the location of the mandatory safety radios. Stage safety communications will be through central controllers using two of the Motorsport UK 81 MHz Safety Frequencies and linking to rally HQ by radio and mobile phone. A safety frequency radio car is at every stage start and finish plus designated points within the stage. There may be additional radios to that shown on the plan, so you should ask where the nearest radio is to your location, so you know which way to head for one.

Arriving At Your Post

Park in a safe position, at least 30 metres from the stage route but more importantly where an out-of-control rally car will not reach you. Once everyone has parked, please replace any tape and barriers, ensure that the area is fully set up and correct and familiarise yourself with the area. Once in position be ready to deal with the early arrival of spectators and course opening vehicles.

Please ensure that you wear your event "Marshal" or "Official" ID badge to identify yourself. A tabard must be worn to enable you to be seen by competitors, spectators, officials and other marshals.

Duties

Always remember that your actions are as important as your appearance, and the way in which you carry out your duties will affect opinions and respect of both competitors and spectators. Please do not use cameras, drink alcohol or fool around whilst on duty.

As a marshal you are one of the public faces of motorsport and often the direct point of contact with rallying for spectators, the general public, press, landowners, the police and many more. Please always present a "professional" attitude to these people by being polite, helpful and friendly in everything you do, by staying calm, non-confrontational and in control.

When people are breaking rules, disregarding advice and safety is at stake, when you are tired and fed up, wet, cold or hot and bothered that's when you have to make that extra effort to be courteous so as to ensure that everyone is safe, smiling and happy.

Spectator/Media Safety

Safety of the Public is of paramount importance to the Event. A specific spectator area has been created at the Bromesberrow Stage, SS2/6/10 and members of the public will be encouraged to view the event from this area where catering and toilets are available.

Unfortunately, this does not mean that all spectators will attend this area and so Marshals on the ground will have to take account of the safety of spectators, the media and the general public who are outside of this spectator area.

When dealing with spectators, media and the general public, please be polite and courteous and always explain why they cannot go into "no go" areas.



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Always remember that your safety is your first concern, followed by that of your fellow marshals, spectators, media and competitors. Make sure that you are familiar with your area – where it is safe to stand, plus potential danger areas. Do not stand in any place of potential danger, especially if designated as a prohibited area. It gives a poor impression when marshals stand where the public are prohibited so there is a need to walk the walk. The Spectator Safety Officer will be endorsing this approach to promote safety and retain the reputation of the event

Do not let spectators/media settle in areas that are considered to be dangerous or areas marked as out of bounds—once there and settled they can be difficult to move on.

Do not permit spectators/media to stand within the confines of taped boxes at junctions. Where there is a taped boundary, spectators must remain behind the line.

In general, keep spectators/media behind any tree line and where possible up on banks, and away from the outside of bends and the apex of bends.

Spectators/media must be discouraged from walking down the stage route, especially when the stage has been declared live as this is highly dangerous with minimal places to find refuge given the nature of the roads in use.

Please maintain the security of the stage furniture – arrows, tape, bales etc., and if it is damaged or knocked, please attempt to repair it, but only if safe to do so.

Please do not marshal in groups, spread yourselves out around your area, and listen for whistles from surrounding marshalling posts and use your own whistles to warn those around you of approaching cars.

Please be alert to the possible movement of spectators/media in your area whilst the stage is live especially as the event progresses and there may be gaps between competitors.

Spectators/media will be a mix of experienced rally people down to some who have never seen a rally before, but as they arrive at any stage, they will have seen the warning notices and the "Spectator Code". This spectator code is for their guidance, and you can use it to explain your instructions.

It is important to engage and inform spectators/media of relevant information. This keeps them 'on side' and rapport is often a great tool to support compliance and so please greet them in a pleasant manner rather than ignore and advise them of any timings you are aware of around stage starting/finishing and as mentioned ask them to not walk on the roads.

The stages may not be "live" at the time of arrival but officials' cars will be moving along the stages.

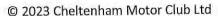
Timing And Time Control Procedures

The event will use ECM clocks for timing all controls, they will transmit times back to Rally HQ via a communications box at each control. All controls are required to keep a check sheet of times recorded and shown to competitors to enter onto their timecard. Timekeepers will not be entering times onto a timecard presented by the competitor. Timekeepers will record the relevant time on their check sheet and enter it into the clock – see separate instructions -manually inform the competitor of that time, competitors will then keep their own records

Special Stage Arrival Control

The timekeeper will show the clock to the competitor and inform them of the time they have recorded, the check sheet will be the definitive record of the time

The area between the Special Stage Arrival Control and the Stage Start is Parc Ferme, the only work permitted in these areas is unassisted cleaning of lights, windscreens, windows, competitor numbers and vehicle registration numbers (as per R38.2). Any competitor trying to gain a gap larger than 1 minute between them and the previous competitor should be reported to Rally HQ. Timekeepers are requested to report any such occurrence on their report form.



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Special Stage Start Control

The start of each stage will be by electronic start lights connected to the control clock. As we are starting cars at every 1 minute, unless advised otherwise by Rally Control, Timekeepers should advise the competitors 15 and 10 seconds to go which will be followed by the automatic start light countdown.

There will be a jump start beam and timekeepers should report any jump-starts in the normal way.

The arrival time control will have nominated a start time 3 min after the booking in time. This must be confirmed as the actual start time or amended as circumstances require.

Special Stage Finish Control

The stage is timed at the flying finish line. Please provide a means of communication between this line and the stop which will be a minimum of 200m.

The finish time control at the Stop Line will inform the competitor of the time taken as relayed to them from the Flying Finish Line who will update their records. The previous car number will be checked against their check sheet to ascertain if the previous car entering the stage has gone missing. If a car is missing, the following five competitors, unless it is the missing number, will be asked if they know that car's whereabouts.

Previous Car Checking System

The normal previous car checking system will be used. The <u>Start</u> Control will ask the crew to enter the number of the previous car that has entered the stage on the competitors' time card. This must be checked at the Stop Control and any missing cars reported. If possible, appoint a person solely to carry out this important task and to liaise with Rally Control through the Motorsport UK 81 MHz radio safety frequency.

Safety Cars and Course Opening

It is an event policy to keep the number of cars traversing the stages prior to the first car to a minimum.

It is intended to run the cars listed on the "Safety Car Time Schedule". The Chief Timekeeper will return to check the clocks prior to subsequent runs unless alternative arrangements have been made with the Stage Commander.

Identification of these vehicles will be by rally plate, door plates and front and back windscreen stickers bearing the name. Treat these cars as you would a competitor with full documentation. In other word's practice on them!

All safety cars should be fitted with dashcams, light bars, radios and PA system and they are crewed by experienced rally officials and will travel at an appropriate speed to spot and resolve any issues in the special stages.

All safety cars should keep in contact with Rally HQ via radio so they are aware of any delays and be prepared to amend their schedule as appropriate and not run to far in advance of the competitors or run too late and delay the event.

Once the stage has reached Ready status, 60 minutes prior to first car, only Safety Cars should be on the stage:

- The Road Closing Car will enter each stage 60 minutes before first car to officially close the road
- The Safety Officer may enter the stage up to **30** Minutes before first car and the Stewards may enter the stage up to 60 minutes before the first car,
- Spec Safety will enter the stage 40 minutes before first car they will confirm all control boards are in place and the stage is set up as per the Stage Set Up plans
- 000 will enter the stage 35 minutes before first car and check that all junctions are properly taped and
 arrowed and radio boards are in the correct place. Radio Crews on Red Flag posts will show the flag to this
 Safety Car on all runs. They will also identify early arrival spectators and advise them on safer areas to watch
 the event
- The Motorsport UK Safety Delegate will enter the stage 30 minutes before first car and will advise that the stage is good to start.



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 00 will enter the stage 20 minutes before first car and they will look at the location and behaviour of Spectators and that the stage is set up and ready to run. Radio crews on red flag posts will show the flag to this safety car on all runs.

0 will enter the stage 10 minutes before first car conduct a check of the route at near rally speed, the Stage

Commander will wait for authorization from control before releasing the first car.

Start & Finish Radios MUST report the passage of all Course Cars past their location.

Note

- The Stage Commander will carry the responsibility of determining that the stage is properly marshalled and safe to run.
- The Course Cars will supply information, via the Radio Network, to allow the Stage Commander to make this
 decision.
- The Motorsport UK Safety Delegate will confirm at the stage finish via the radio network that the stage is ready
 and safe to run. The stage will not start if they are not happy for it to run.

Spectator Safety Car

- Use flashing beacons at all times while on the special stages they should be reminded, as all safety cars, to turn them off when exiting the special stages. Do not use sirens except in the case of an emergency.
- Advise Spectators not to walk on the road.
- Keep marshals and spectators of any up-to-date information about the rally, who is leading, any notable retirements etc
- Be prepared to stop and assist marshals where there are issues with spectators and advise that marshals
 instructions should be obeyed to avoid any delays with the stage.
- Inform spectators stood in dangerous locations that they must be move as they are endangering their safety and that of competitors also.
- Do not use the word safe when describing a location but less dangerous.
- Assist the Event/Safety Officer if required at any problem areas
- Do not instruct marshals to change stage layout without permission of the Clerk of the Course, Deputies or Event Safety Officer.

Zero Car

- The car will be rally prepared and log booked and go through the pre-event scrutineering and pass.
- The car will have radio communications back to HQ
- The crew will wear the appropriate legal safety equipment including suit, helmet, HANS and balaclava.
- The crew will follow the full route, including all controls and complete their timecard. They are the very last check that marshals are in place and know how timing works so they must ensure the controls know how to use a timecard and clock.
- Adhere to the time schedule given for the event and confirm with Radio Control when they can enter a stage
 and when they have safely cleared it. They may be asked to start a stage at short notice so should be in the
 car helmet on and belted up.
- In line with Motorsport UK regulations the crew are NOT to use route or pace notes and are to run at 60-70% rally speed.
- The Zero car will not be shown the Red Flag so if it is displayed, they must treat it as per the procedure and reduce speed and be prepared to stop.
- If they break down or crash on a special stage, they must attempt to clear the stage via the most convenient
 junction and advise HQ via radio or phone immediately.
- The same procedure re communication with HQ should be followed if a breakdown or accident occurs on the road sections.

Course Closing

A sweeper car will run as close as possible behind the last car covering the entire route. They will close each stage Time and Passage Control once the crew is satisfied that all expected competitors have been through. If any car is missing the controls must remain open until it has been positively accounted for, or it is clear it has exceeded its maximum time allowance. The sweeper car crew will only take this decision after consultation with Rally Control.

In addition to the normal check sheet each control will be provided with a 'bingo' sheet (a simple grid of each cars number). Cross the number out as each car departs the control. This can then be compared with the master carried by the closing crew and gives an immediate indication of any missing cars. There may be competitors still running or stationary but within their time allowance within the stage when the sweeper car enters, the stage will therefore remain live until the sweeper car reaches the stop line and reports the stage closed via the radio control.

The sweeper car must not pass any competitor stranded within the stage without ascertaining their status, and recording their exact position. Once a competitor has advised that he has retired or the sweeper crew are satisfied that his maximum time limit has expired, the sweeper crew will request that the competitor's time cards are handed to them.

The sweeper car crew will collect the following:

- Check sheets.
- Signing on sheets. (Please return in the envelope provided).
- Any report forms from the Stage Commander or Control Officials or from stage Marshals by arrangement with control / Stage Commander.
- Time cards (Passage Controls only).

The road remains closed until the ROADS OPEN CAR passes. If recoveries are required, they must be completed by rally recovery crews before the Rods Open car passes. Once the Road Open has passed, only contractor, licenced and insured to work on public roads may carry out recovery.

Following the Road Opening Car will be an equipment van that will collect all stage equipment. Please assist this operation by dismantling the equipment and piling it in one place obvious to the van crew. It would be helpful if one arrow was left standing at each junction. Please do not wrap tape around stakes (it takes a long time for the crews to disentangle them) – roll up the tape separately and tie in bundles, or place in rubbish sacks.

Interim Safety Car

If a stage is delayed for **20 minutes** or more an Interim Safety Car will enter the stage, this could be one of the Safety Cars from the front of the field or a Stage Official, such as the Deputy Stage Commander or another Official Car – Radio control will advise the vehicle type. It is not necessary for this Car to complete the stage **but permission to send the first car in will come from Rally HQ**

Clearance To Start A Stage

Clearance to start each stage will be given as follows:

- 1. The Radio Controller will check with the Radio Crews that the stage is clear to run before the first car of each field starts.
- 2. SPEC SAFETY will enter the stage 40 minutes before first car they will confirm all control boards are in place and the stage is set up as per the Stage Set Up plans



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000 will enter the stage 35 minutes before first car and check that all junctions are properly taped and arrowed and radio boards are in the correct place. They will also identify early arrival spectators and advise them on safer areas to watch the event

4. The Motorsports UK Safety Delegate will enter the stage 30 minutes before first car and will give clearance

to start the stage

00 will enter the stage 20 minutes before first car and they will look at the location and behaviour of Spectators and further check that the stage is set up and ready to run. They will inform rally control the stage is ready for the first competitor.

0 will enter the stage 10 minutes before first car conduct a check of the route at near rally speed. Given the length of the stages it should not be necessary to release the first car until the Zero car has completed the

stage.

Radio Crews on RED Flag junctions will show the flag to these to Spec Safety, 000, Safety Delegate and 00 on all runs. DO NOT SHOW IT TO THE ZERO CAR. Radio crew flag marshals are required to wear a tabard, to stand in the prominent, safe location where they will be to show competitors and not wave the flag but hold it steady.

Route Notes

1. All competitors in the event are permitted to use printed Route Note documents authorised by the event organisers, as defined by the regulations.

2. Competitors are permitted to make written notations on their route notes' copies in accordance with the

Event Regulations and Motorsports UK Competitors Year Book.

To enable competitors using authorised route notes to comply with R 25.4.3 (reporting an SOS board to the next official radio point) radio sign boards will be positioned adjacent to the advance warning arrow and at the actual junction where mandatory radios are situated.

4. Competitors are allowed to conduct a recce of the stages on the Saturday and may not be using notes provided by a supplier. This recce will be regulated and competitors are to make only 2 runs over each stage and the cars will taking part in the recce must display a sticker with their car number on the front and rear screens.

Red Flag

As per the 2023 Motorsport UK Yearbook and Stage Rally Safety Requirements Edition 5 all mandatory radio points must have a red flag and the radio marshal must display it in a stationary manner and not be waved.

The red flag will only be displayed when Rally Control has received reliable, confirmed information that an incident has taken place which requires immediate medical aid, they will initiate the following actions through the Radio Controller:

- Instruct all appropriate Safety Radio locations to display the red flag
- Instruct over the radio that the Rescue and Recovery to enter the stage
- Prevent further competitors from entering the stage.
- The Stage Commander will remain at the stage start and in communication with Rally Control
- The Deputy Stage Commander and Safety Officer will follow the Rescue and Recovery units to the incident to relay information back to Rally Control. Control of scene is important, along with recording evidence, witness statements etc.
- The red flag will remain displayed until removal is authorised by the Rally HQ via the Radio Control.
- When the red flag is displayed, the timing of competitors is suspended. Time cards entries should still be completed as normal and the organisers will subsequently make the necessary amendments.

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The displaying of the red flag advises competitors that there are potentially Rescue and Recovery vehicles ahead of them and they should immediately slow down and if they do catch up with these vehicles, they must not pass them. At the scene of any incident, where Rescue or Recovery Units are in attendance, competitors may go past and proceed to the finish of the stage if they can do so without putting themselves or others in danger or impede the operations being undertaken.

At the scene of the incident the units will undertake the following tasks:

- Place a warning triangle 100m in advance of the incident, to warn any following vehicles.
- Park their vehicle(s) in a fend off position to protect the scene and any activities being undertaken, but if possible, park so any vehicles that may require to go past the incident may pass.
- Attend to the casualties.

Wherever possible patient evacuation will take place by traversing the stage in stage direction, if travel against rally traffic (WD) is required this must be coordinated through the Radio Controller.

The red flag can be withdrawn once the emergency services have cleared the stage and upon instruction of Rally Controller or the Stage Commander.

Safety Plan

ALL SAFETY MATTERS MUST BE CO-ORDINATED VIA THE RADIO CONTROLLERS.

- 1. All of the special stages have been allocated cover by Motorsport UK licensed Rally Rescue Ambulance Units, Recovery Units, Doctors and/or Paramedics
- 2. Only the Rescue / Recovery vehicles described in the manual or safety bulletin will be allowed onto the stages as safety units. No other units should be permitted to operate on the event.
- 3. In the unlikely event of safety personnel failing to report at a stage by the specified time, (90 minutes prior to FCD) the Stage Commander should report the matter immediately. Contingency plans will be implemented by the Safety Officer and / or Chief Medical Officer.
- 4. The positions of safety unit crews are described in detail elsewhere in this manual.
- 5. RESCUE, MEDICAL AND RECOVERY VEHICLES MUST ONLY ENTER THE STAGE UNDER THE <u>DIRECT AND EXPLICIT</u> INSTRUCTIONS OF RALLY HQ VIA THE STAGE COMMANDER.
- 6. R V locations have been arranged with the West Midlands Ambulance Services NHS Trust and Hereford & Worcester Fire & Rescue Service and should be used when summoning the county emergency services.
- 7. Maps showing the relative positions of the above RV points and information on the nearest telephone to be used in emergency are contained elsewhere in this manual.
- 8. Fire Services will be called to the required RV point, where they will be met by an official (with 81MHz radio) and convoyed via the most suitable route (for a large vehicle) to the accident with full co-ordination from the Radio Controller and Stage Commanders.
- 9. Ambulance Services will be called to the required RV point, where the rally rescue ambulance will meet them and the casualty transferred to the county services.
- 10. The stage start will be stopped and physically sealed by the Stage Commander, who should not leave the start area to attend the scene of an incident, unless it is confirmed as a major incident.
- 11. If a Rescue Unit is mobilised to an incident, a Recovery Unit should be dispatched behind the Rescue Unit, to provide any assistance that the Rescue Unit should require at the incident.
- 12. Immediately that a safety vehicle has been mobilised, the Radio Controller must be informed who should then update the Safety Officer and Chief Medical Officer regarding the mobilisation.

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- 13. In the event that a rescue vehicle needs to remove casualties to an RV point the exit route will normally be via the stage finish. To be co-ordinated by the Radio Controller and Stage Commanders.
- 14. If a short cut is used, extreme caution must be taken as the junction at which the rescue vehicle rejoins the stage may still have live rally traffic passing! Any short cut must be used only be as a last resort and must always be authorised by the Stage Commander and co-ordinated via the Radio Controller with reference to adjacent radio crews for competitor logging and accounting. Any short cut must have a Mandatory Radio at the point it rejoins the stage

15. Following an incident involving personnel injury, ensure that an incident report form (contained in the pack) is fully completed and returned to Rally HQ (via Course Closing Car).

- 16. The stage will only be restarted by the Stage Commander when the incident is cleared and the Rescue personnel are back on station, or cover is being provided by a rescue unit that has moved from an adjacent stage to a suitable "fast response" centralised location.
- 17. A separate mandatory procedure covers the closure and clearance of stage at the end of the day.

Safety Cover

All stages will have Rescue, Medical Officer and Recovery cover, normally located at or near the start of the stage. Additional cover, if available, will be located in stage or at a suitable location to cover multiple stages by prior arrangement.

In the event of a safety vehicle not arriving or being despatched to the RV point following an incident, another safety vehicle may be relocated to provide centralised cover as follows:

- 1. If any safety vehicle is required to provide emergency centralised cover for multiple stages then it must move to a location that will allow a fast response into all stages covered.
- 2. If such a shared rescue unit is mobilised for any reason, then ALL STAGES being covered by that safety unit must be immediately stopped, until the safety unit is again available and "on-line".

Safety And Organisational Radio Systems

- 1. The Event will be using two radio systems, each with Motorsport UK Licensed Radio Controllers based in Rally HQ, and are detailed as follows:
- 2. Event Management ("A" System) this frequency has its own Motorsport UK licensed Radio Controller (Rally Control) and links the various Safety Cars and Stage Commanders to the Clerk of the Course, Deputy Clerk of the Course and Safety Officer to lessen airtime pressure on the Event Safety Frequency
- 3. Event Safety ("C" System) this system is run from Rally HQ and links the Event officials' marshals, medical, rescue and recovery resources together. Following on from experience gained in previous Three Shires Stages, two of Motorsport UK's licenced frequencies will be employed, each with its own Motorsport UK licenced Radio Controller

Channel 1 – Oxford Control – SS1/3/5/7/9/11

Channel 3 – Register Control – SS2/4/6/8/10/12

4. All Senior Officials are encouraged to keep in contact with Rally HQ by mobile phone during the running of the event.

Missing Car System

- 1. THE NORMAL "PREVIOUS CAR" SYSTEM WILL OPERATE ON THIS EVENT.
- 2. However, it must be understood by all officials that there is an inherent problem with the standard "Previous Car" method of identifying cars that go missing in a rally stage, whereby if two consecutive cars go missing, the finish timekeepers will only know about the second car because his number appears on the following car's sheet. The fact that the first car is missing may go un-noticed as his car number is on the time card of the second missing car.
- 3. Notwithstanding the above problem, this system is not only the simplest to perform but it is also the system that all rally officials are used to.
- 4. Start Timekeepers will ask the crew to enter the Previous Car Number in the previous car box on each time card.
- 5. Finish Timekeepers will check the Previous Car Number on each time card and instigate the appropriate action when required. When a car is identified as missing, subsequent competitors will be requested for information and the missing car will be reported to the Stage Commander.
- 6. Additionally all cars will be carrying a tracker that will be monitored in Rally HQ

Officials Responsibilities

- 1. The Stage Commander has responsibility for the safe operation of special stages.
- 2. On receiving reports of an incident within the stage, the Stage Commander in consultation with Rally Control will determine the reliability of the report and the seriousness of the incident.
- 3. Rally Control and the Stage Commander will take the appropriate actions to manage the situation and supervise the directed action of the safety personnel under his command.
- 4. These actions can involve the stopping of the stage (and prevention of vehicles entering the stage), the despatch of the Deputy Stage Commander and / or Safety crews to the incident.
- 5. The Stage Commander will keep the Radio Controller aware of all the actions that are to be taken.
- 6. The Event Organisers (including Safety Officer, Chief Medical Officer and Chief Marshal) shall take steps to provide additional support and resources when requested by the Stage Commander.
- 7. Radio Control will keep all parties informed of the incident status and actions being taken.

Spectators

- 1. The organisers do not expect large numbers of spectators.
- 2. However, even small numbers of spectators in the wrong places obviously present a danger both to themselves and those involved in the event.
- 3. To help overcome this, one designated spectator area has been established, and published in the motorsport press and on the events website.
- 4. The Spectator Safety Officer will make sure the spectator area is set up as per the plans. The Spectator Safety Officer will be travelling in the Spec Safety Car checking on the location and safety of Spectators. He may also attend Spectator Areas off Rally Route to deal with any problems.
- 5. Whilst spectators are encouraged to use the prepared spectator area, they are not compelled to use them providing they are not spectating in locations that are considered to be unsafe or shown as prohibited in the set up diagrams.

Media

- The event positively encourages media coverage and wishes to give all the assistance it can to enable the media representatives to do their job however the current Motorsport UK guidance on the Media will be adopted on this event.
- 2. All media personnel covering the event will be accredited by the Media Officer and will be issued with personal event identification and a vehicle pass. All media who are accredited by Motorsport UK will wear

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their Motorsport UK issued Light Blue tabard, this is only valid if the media holder of the pass also has a 3 Shires Stages issued personal pass.

3. Any person not in possession of the event media identification should not be considered to be media, including those wearing a Motorsport UK issued Media Tabard. All media are to be treated as spectators and not be allowed to stand in prohibited areas or dangerous places.

4. ANY MOTORSPORT UK MEDIA TABARD HOLDER NOT ABIDING BY THIS SHOULD BE REPORTED TO THE CLERK OF THE COURSE, who will contact Motorsport UK.

No other form of Media Tabard is acceptance of Media Accreditation

THE MEDIA CAN NOT STAND ANYWHERE THAT IS DEEMED PROHIBITED BY THE ERECTION OF SIGNS

In the event of any incident occurring during the event – especially involving personal injury – $\underline{DO\ NOT}$ attempt to answer questions from, or to make comments to, the media or the public.

REFER ALL MEDIA QUESTIONS TO THE MEDIA OFFICER Paul Willets 07746355381

Medical Intervention and Major Incident Plan

This plan is intended as an aide memoire for Senior Officials in the event of a medical intervention being required or Major Incident being declared.

It should assist in removing confusion and duplication of effort and tasks, but more importantly to assist in ensuring that key tasks are not overlooked or missed as being assumed to be covered by other officials. It will allow officials not directly involved in the incident to make any adjustments to the running of the event.

A medical intervention is where there are injuries to competitors, spectators or marshals/officials but do not overwhelm the stage emergency services which is the definition of a Major Incident below. Similar steps would be taken with regards to casualty handling and communication.

Definition of a Major Incident

For the 3 Shires Stages Rally the definition of a Major Incident is any incident that cannot be contained and dealt with by the Event Emergency Services and the intervention of the County Emergency Services is required. This does not include casualty transfer.

The prime consideration will be the number of casualties involved in the accident.

It is unlikely that casualties from within competing cars alone would be of sufficient numbers to threaten to overwhelm the emergency facilities present on each stage. It is therefore likely that a major incident would occur if a competing car were to injure spectators or officials.

The priority in dealing with any incident must be to protect those that are as yet uninjured.

Declaration of a Major Incident

The decision to declare an incident as "Major" should be taken by the Clerk of the Course under the advice of other senior officials and medical personnel, because of the far-reaching consequences for the event of setting the major incident plan in motion.

Specific Duties

It must be remembered that a major incident is a changing situation of new information coming to hand, other factors external but incidental to the original situation and changing the status of casualties during extended triage.

The tasks listed below should be viewed in that light and are not in any way an exhaustive list of officials' duties.

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Senior Officials should, as far as possible, remain in a hands-off supervisory role, as this will permit them to maintain a better overall picture of the activities and the event as a whole, thus enabling them to function in their primary role of making and implementing management decision.

Clerk of the Course

- Declare the Major Incident and its current grade.
- Authorise the relevant stage closures.
- Direct the relevant personnel to the incident (with consideration of routes and who has relevant maps).
- Anticipate actions to be taken if the incident becomes more serious.
- Maintain Communication with the Motorsport UK Steward & Safety Delegate and update them of how the incident is progressing
- Arrange for the Interim Safety Car, or senior stage official to act as an Interim Safety Car, to head towards the Stage Start

Radio Controllers

- Deal with Urgent and Priority traffic only.
- Maintain a date and time log of the incident
- Arrange phone calls to relevant Accident & Emergency departments to warn of expected workloads.
- Inform Accident & Emergency departments of Expected Time of Arrival and conditions of casualties when known.
- Arrange attendance of County Ambulances plus County Fire & Rescue Services (if required).

Safety Officer

- Proceed to a position enabling good radio reception and preferably land line communications.
- Arrange for any additional safety requirements to be provided.
- Monitor, Advise and Co-ordinate the response required from event and county safety personnel.

Chief Medical Officer

- Liaise with Safety Officer.
- Advise on the management of the medical and rescue teams involved with the incident.

Chief Marshal

- Liaise with Safety Officer and Clerk of the Course.
- Advise on the relocation of any additional manpower required to ensure the implementation of the plan.

Stage Commander

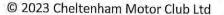
- Deploy the marshals to deal with the inevitable spectator influx to the scene of the incident.
- Consider and implement the general security of the stage and clearance of access and egress points and routes.

Secretary of the Meeting

- Liaise with the Clerk of the Course and the Media Officer.
- Assist in preparation and issue of statements to be issued by the Media Office.
- Ensure the continued availability of good communications between senior officials and Rally Office.

Media Officer

- Be the ONLY point of contact and official to speak to the press.
- Prepare statements in conjunction with the Secretary of the Meeting and Clerk of the Course.
- Issue an initial statement that a further statement will be issued at a specified time.
- Ensure that only verified facts are included in statements.
- Ensure that all statements are cleared with Clerk of the Course, Deputy C. Of C. or Secretary of the Meeting.



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All Event Personnel

- Vehicles are to travel in stage direction to prevent further issues being created
- Under no circumstances make "off the cuff" remarks to anybody.
- Respond to all press enquires with "You should talk to the Media Officer at Rally HQ on 07746355381".
- Resist requests from press and public to release any information and simply direct them to the Media Officer.

ALL STATEMENTS MUST BE ISSUED BY THE EVENT MEDIA OFFICE AND WILL BE APPROVED BY THE CLERK OF THE COURSE, DEPUTY CLERK OF THE COURSE OR SECRETARY OF THE MEETING.

INCIDENT PROCEDURE

You may be the first on the scene of a serious accident. Do you know the basics of what to do?

- 1. Remain calm and think about your actions.
- 2. Keep spectators back and take control of the situation.
- 3. Ensure that everyone is aware of "NO SMOKING" (If in doubt shout it).
- 4. Protect yourself, your team and the crew from further accident.
- 5. Send a marshal 100 metres down the track with the red triangle to warn and slow following competitors and to warn your team of approaching cars (with a whistle).
- 6. Assess the situation for possible fire, injuries, any track blockage and the general safety for passage of following competitors.
- 7. Send a runner to the nearest radio point with a clear and concise message of your location, the competitor number and your assessment of the situation.
- 8. Consider turning off the cars external electrical cut off switch, if potential fire risk.
- 9. Identify if a trained first-aider is present at your location.
- 10. If possible, approach all vehicles from the front.
- 11. Ask the crew if they are injured or have any pains. Confirm by looking.

12. IF NO INJURIES:

- a. Put the "OK" board on display to the following competitors.
- b. Allow the crew to get out at their own speed, offering assistance. However, encourage them to hurry if there is a possibility of danger or further incident.

13. IF SERIOUS INJURIES:

- a. Show the "SOS" board to the next five competitors and leave on display.
- b. **Do not move the casualty,** unless there is immediate danger to them (e.g. from fire or the casualty has stopped breathing).
- Do not remove a crash helmet unless it is absolutely essential to do so.
- d. Re-assess the casualty's injuries:

.ls the casualty conscious? (Shout)

i.Is the casualty breathing? (Look, Listen, Feel)

ii. Has the casualty a pulse? (Feel to either side of the wind pipe)

iii.ls the casualty bleeding? (Look for staining of clothing)

- e. Speak calmly to the casualty and constantly watch them closely.
- f. Reassure them that all is in hand and the rescue team will arrive soon.
- g. Continually re-assess the situation and radio any major change in status.
- h. Keep control of the situation and wait for the Rescue Team.

14. EMERGENCY FIRST AID:

- a. GENERAL: Keep the casualty warm and calm. Never give food or liquids.
- b. BURNS: Smother any flames with a blanket/jacket, cool burnt area with lots of clean water. Do not pull off clothing, touch burnt area or apply ointments.

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- c. SERIOUS BLEEDING: cover (or fill) wound with a clean cloth and apply pressure to cloth with thumbs or hand.
- d. BREATHING BUT UNCONSCIOUS: leave alone but monitor closely.
- e. REMOVAL FROM CAR: (Only if essential!) Move gently, supporting head and neck, keeping the back as straight as possible, and lay on flat ground.
- f. CASUALTY NOT BREATHING: very carefully and gently remove full face helmet whilst supporting the head and neck, lay on back, ensure mouth and airway is clear, lift chin, pinch nose and blow into mouth.

DO NOT REMOVE AN INJURED PERSON FROM THE CAR OR REMOVE A CRASH HELMET UNLESS THERE IS AN IMMINENT THREAT TO THEIR LIFE (EG: FROM FIRE).

LEAVE BOTH OF THESE VERY SPECIALIST ACTS TO THE TRAINED RESCUE TEAMS AS INEXPERIENCED PEOPLE COULD CAUSE FURTHER SERIOUS, EVEN FATAL, INJURIES.

FATAL INCIDENT / SERIOUS INJURY CHECKLIST

This list is intended as an aide memoire for senior officials in the event of dealing with a fatality or serious injury. The list is not intended as an exhaustive list of actions and duties and each official should employ their experience.

ACTION	OFFICIAL RESPONSIBLE		
Maintain an Incident Log	Radio Controllers		
Inform Police and Coroner's Office if and as required (ensure if & which police attending is acting as Coroner's Officer)	Radio Controllers via Rally Headquarters		
Preserve the Scene of the Incident (stakes, marker tape, signs etc.)	Stage Commander / Stage Safety Officer		
Photographic / Video Record of the Incident (identify any photographer that caught the incident on film / use any available photographer to record the incident scene)	Stage Commander / Stage Safety Officer		
Sketch Map of the Area (showing collisions, position of vehicles, stage equipment, etc.)	Stage Commander / Stage Safety Officer / Stewards		
Signed Statements of Witnesses (include names, addresses and phone numbers)	Stage Commander / Stage Safety Officer / Stewards		
Particulars of All people involved in the Incident (competitors, officials, spectators, public etc. include names, addresses, phone numbers)	Stewards with Secretary of the Meeting, Entries Secretary and Stage Commander		
Scrutineers' Report (include names, addresses, phone numbers)	Chief Scrutineer		
Medical Officers' Report (include names, addresses, phone numbers)	Chief Medical officer		
Rescue Team(s) Report (include names, addresses, phone numbers and badge numbers)	Rescue Crew(s)		
Motorsport UK Form – Accident Report	Stewards		
Record of Competitors' Details (Entry Form, Signing-on Sheet, Competition Licence, etc.)	Entries Secretary		

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Impound Car and Record Details (include location and keeper of impounded vehicles)	Stewards / Chief Scrutineer
Ambulance and Hospital Details (include dispersal of injured / deceased)	Rescue Crew
Inform the Landowner	Clerk / Safety Officer via Rally Headquarters
Inform Health & Safety Executive	Clerk / Safety Officer via Rally Headquarters
Information to the Press	Media officer assisted by Clerk of the Course, Deputy Clerk of the Course & Secretary of the Meeting.

NB THE MOTORSPORT UK STEWARD HAS AN INCIDENT PACK THAT CONTAINS ALL THE RELEVANT FORMS AND CONTACT DETAILS WITH THE RELEVANT Motorsports UK OFFICIALS

Major Incident Communications

A major incident can quickly create an overload of the communications systems of mobile and landline phones. Non Priority messages and conversations could result in the systems being unavailable for High Priority calls. All personnel must ensure that all calls are really required and keep messages and conversations to a minimum.

County RV Points

Emergency Rendezvous Points have been arranged with West Midlands Ambulance Service and Hereford & Worcester Fire & Rescue Services.

RV locations are common to both the Ambulance and Fire Services and will be selected purely on the suitability to service the requirements of the incident and the safe logistics of access to or from the incident scene.

An official with safety frequency radio should always be dispatched to the RV Point to wait for the County Services and liaise via radio control with the incident scene. The official will convoy the County vehicle to a point closer to the scene on the direct explicit route instructions of the Stage Commander and Radio Controller.

Selection Of Rendezvous Points

The selection of the most suitable RV Point to be used will depend on the circumstances of each situation and will therefore be made in consultation between the Rescue / Medical Team, Stage Commander and Radio Controller. The Stage Commander and Radio Controller should consider the best options whilst the Rescue Teams attend the incident.

Hospital Addresses & Telephone Numbers

Primary Hospitals with Accident and Emergency Facilities:

Hereford County A&E Stonebow Rd, Hereford HR1 2ER Map Ref: SO 51634 40231 W3W: patio.vows.upon

Gloucester Royal Hospital Great Western Rd Gloucester GL1 3NN

Map Ref: SO 84133 18468 W3W: debit.amuse.than

Worcester Royal Hospital Charles Hastings Way Worcester WR5 1DD

Map Ref: SO 87889 54780 W3W: cliff.known.upgrading

01432 355444

0300 422 2222

01905 763333

County Safety Services

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West Midlands Ambulance Service Millennium Point Waterfront Business Park Waterfront Way Brierley Hill West Midlands DY5 1LX 01384 215555

South Western Ambulance Service NHS Foundation Trust Abbey Court Eagle Way Exeter EX2 7HY 0300 369 0130

Hereford & Worcester Fire and Rescue Service Headquarters Hindlip Park Worcester WR3 8SP 0345 122 4454

Gloucestershire Fire & Rescue Service Fire Service HQ, Waterwells Dr, Quedgeley, Gloucester GL2 2AX 01452 888777

For Control Room for both Ambulance / Fire & Rescue Use 999 as primary emergency call & ask for direct number

Stage RV points

RV1	Stage 1/5/9 exit	- ///rents.printout.banks	SO 71752 38486
RV2	Stage 2/6/10 exit	- ///innocence.adverbs.husbands	SO 77507 35059
RV3	Stage 3/7/11 exit	///racing.dialect.burden	SO 73597 26905
RV4	Stage 4/8/12 exit	-///returns.shops.magically	SO 71298 28911

Motorsports UK Accident Procedure [R25.4]

ANY CREW which has a SOS board displayed to them or sees a car which has sustained a major accident where both crew members are seen inside the car but is not displaying the red "SOS" board, shall immediately and without exception stop to render assistance.

ALL FOLLOWING CARS SHALL ALSO STOP.

THE SECOND CAR at the scene shall then proceed to inform the next radio point.

SUBSEQUENT CARS shall leave a clear route for emergency vehicles.

R25.4 competitors must carry an A4 size white board with a red SOS one side and black OK on the other (letters to be a minimum of 12cm high with a minimum stroke width of 1.5cm), with means to secure them on display for forthcoming Competitors. In the case of an accident where urgent medical attention is required, the red SOS sign should be displayed as quickly as possible to alert following cars and aid any helicopter attempting to assist.

Any crew that sees a red SOS sign displayed on a car or sees a major accident where both crew members are inside the car but not displaying the SOS sign, must immediately and without exception stop to give assistance. All following cars must also stop and the second car arriving at the scene must inform the next radio point. Subsequent cars must leave a clear route for emergency vehicles.

The Clerk of the Course may award a discretionary time to any Competitor delayed in such circumstances. Any crew which is able to but fails to comply with the rule will be reported to the Clerk of the Course who may impose penalties.

In the case of an accident where medical intervention is not required, the OK sign must be clearly shown in following vehicles, If the crew leave the vehicle, the OK sign must be left clearly visible to other Competitors.

Any crew failing to comply will be subject to a penalty at the Clerk of the Course's discretion. Competitors who misuse SOS or OK signs will be penalised and may be reported to the Motorsports UK for further action.



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Stage Clearance Procedure

THIS CLEARANCE PROCEDURE IS MANDATORY EVENT SAFETY POLICY.

On Closure of Stages:

Once the Sweeper Car has proclaimed each stage closed, this procedure will be implemented to ensure that the stage is clear and that no vehicle or person is left stranded in an unsafe position.

The Road Opening car may need to remain behind the recovery of a stricken vehicle to ensure the road remains closed while the recovery is taking place. This will be a discussion between the Recovery Unit and Road Opening Car. If the Road doesn't need to remain closed, the Opening Car can continue along Rally Route

Rescue Units and Medical Officers:

Rescue units and Doctors will remain on standby until:

- All recoveries have been actioned and are at the point where all winching etc. is complete and only a straight tow is required, requiring no further medical safety cover. The recovery units will determine when this point has been reached and advise the Stage Commander.
- Only the Stage Commander after consulting with the Recovery Units and any relevant officials may stand down Rescue Units and Doctors.

Recovery Units:

Recovery units will remain on standby until:

- All missing cars have been accounted for and it has been confirmed that no competitor cars or marshals / official cars are left stranded in stage (by sweeping the stage if necessary).
- Only the Stage Commander, after all vehicles are removed, may stand down the Recovery Units.
- It would be greatly appreciated if Recovery Units would stay on standby until the equipment vans have cleared the stage in case they have difficulties.

Stage Commanders:

Stage Commanders are responsible for:

- Ensuring all competitors are accounted for and have been recovered to the public road.
- Ensuring all marshals and officials are accounted for and non are left stranded in the stage. A vehicle should sweep the stage at the end to confirm that this is the case.
- Ensuring all Recovery Units have reached the point where medical safety cover is no longer required and after consulting any relevant officials, stand down the Rescue Units and Doctors.

Radio Controllers:

Radio Controllers are responsible for:

- Assisting in the co-ordination of this clearance procedure.
- Providing communications cover in the Stage and to the outside world until it is complete.
- Informing the Safety Officer and Area Co-ordinator when each stage is declared fully cleared.



Motorsport UK STEWARD	TBC	Via Rally HQ
Motorsport UK SAFETY DELEGATE	David Walton	Via Rally HQ
EVENT STEWARD	Alan Stoneman	Via Rally HQ
EVENT STEWARD	Kelvyn Davis	Via Rally HQ
EVENT DIRECTOR	Kevin Smith	在分配后
DEP CLERK OF THE COURSE, LEADING RALLY	Dan Lister	
CLERK OF THE COURSE	Keith Richings	
DEP CLERK OF THE COURSE, ROUTE	Pete Henness	
SECRETARY OF THE MEETING (HQ) / ASST CC (HQ)	Elaine Ward	
SAFETY OFFICER	Pete Self	
DEP SAFETY OFFICER	Rod Coleman	0000 100 100
ASST SAFETY OFFICER	Lee Hampton Whitehead	
SPECTATOR SAFETY OFFICER	Alan Corns / Helen Climpson	
ENTRIES SECRETARY	Julie Richings	
CHIEF MARSHAL	Mark Watkins	
CHIEF MEDICAL OFFICER	Nigel Wells	E51 (5) (5)
SAFEGUARDING OFFICER	Kevin Smith	
MEDIA OFFICER	Paul Willets	
COMPETITOR LIAISON OFFICERS	TBC	TBC
CHIEF TIMEKEEPER	Richard Blackshaw	
CHIEF SCRUTINEER	Martin Ford	
ENVIROMENTAL SCRUTINEER	Rob John	
HIGHWAYS LIAISON OFFICER	Bob Blackstock	
ASST HIGHWAYS/SECURITY ROADS	Kim Butcher	
LEAD RADIO CONTROL C System CH1	Simon Marks	
RADIO CONTROL C System CH3	Lynn Noble	
RADIO CONTROL A System	Bob Clark	
RADIO CONTROL BACKUP	Lucy Fryer	
EQUIPMENT TEAM	TBC	TBC
COMMANDER – Ceremonial Start	Kev Smith	
COMMANDER – SS 1/5 Petty France	TBC	TBC
COMMANDER – SS 2/6/9 Bromesberrow	Gavin Tarrant	
COMMANDER – SS 3/7/10 Okle Green	TBC	TBC
COMMANDER – SS 4/8/11 Shaw Common	Keith Edwards	
COMMANDER – Service Park	TBC	TBC

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Safety Car contact and Call Sign List

	OFFICIAL	Chief Marshal	Mark Watkins	
	CAFETY	Interim Safety Car &	TDC	TBC
	SAFETY	Road Opening Car 1	TBC	TBC
PILOT 5	SAFETY	Safety Officer	Pete Self	
DU OT 4	CAFETY	Road Closing Car &	TBC	TBC
PILOT 4	SAFETY	Road Opening Car 2	IBC	TBC
PILOT 3	SAFETY	000	Neil Fuller	
DU OT 2	CAFFTV	Spectator Safety	Alan Corns / Helen Climpson	
PILOT 2	SAFETY	Officer	Alan Coms / Helen Climpson	
PILOT	SAFETY	Safety Delegate	David Walton	
Delegate	SAFETT	Safety Delegate	David Walton	
PILOT 1	SAFETY	00	Phil Wallbank	$T = 28 \mathrm{Re}$
PILOT 0	SAFETY	Zero Car	Jeremy Wells	TBC
SWEEPER 1	SAFETY	Sweeper Car	TBC	TBC

An up-to-date list will be issued on the day

Call Sign List

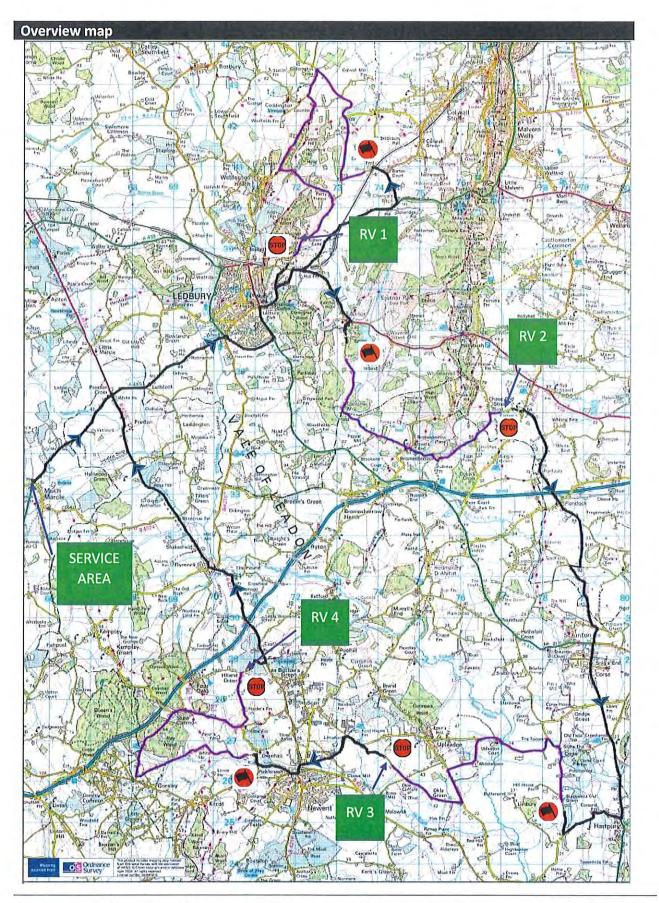
Function	Name	Call Sign (81MHz)	Call Sign (Management)
Radio Control 81 Mhz CH1	Simon Marks	Oxford Control	
Radio Control 81 Mhz CH3	Lynn Noble	Register Control	
Radio Control A system	Bob Clark		Rally Control
Rally HQ			Rally HQ
Chief Marshal			
Interim Safety Car 1 & Road Opening Car			
Safety Officer/CMO		Pilot 5	Pilot
Road Closing Car & Road Opening Car 2		Pilot 4	Pilot
000		Pilot 3	Pilot
Spectator Safety		Pilot 2	Pilot
00		Pilot 1	Pilot
0 Safety Car		Pilot 0	Pilot Zero
Sweeper Car		Sweeper 1	Pilot Sweeper
Motorsports UK Safety Delegate	David Walton		(Safety) Delegate
Timekeeper	Richard Blackshaw		Timekeeper
Timekeeper			
81 Repeater			
A System Repeater			
Set Up Team			
Event Steward			
Event Steward			

Safety Car/Time Schedule

TC/SS	Location	Road Closing Car	Spec Safety	000	Safety Delegate	00	0	First Car Due	Sweeper	Road Opening Car
MC 0	Much Marcle		07:50	07:55	08:00	08:10	08:15	08:20	10:20	
TC 1	. The same of the	07:13	08:13	08:18	08:22	08:32	08:37	08:42	10:42	
SS 1	Petty France 1	07:13	08:16	08:21	08:26	08:36	08:41	08:46	10:46	1
TC 2		07:31	08:31	08:36	08:41	08:51	08:56	09:01	11:01	
SS 2	Bromesberrow 1	07:34	08:34	08:39	08:44	08:54	08:59	09:04	11:04	
TC 3		08:02	09:02	09:07	09:12	09:22	09:27	09:32	11:32	
SS 3	Okle Green 1	08:05	09:05	09:10	09:15	09:25	09:30	09:35	11:35	
TC 4		08:20	09:20	09:25	09:30	09:40	09:45	09:50	11:50	14
SS 4	Shaw Common 1	08:23	09:23	09:28	09:33	09:43	09:48	09:53	11:53	
MC1	Service In		09:41	09:46	09:51	10:01	10:06	10:11	12:11	
TC 4A	Service Out		10:41	10:46	10:51	11:01	11:06	11:11	13:11	
TC 4B	Regroup Out		10:59	11:04	11:09	11:19	11:24	11:29	13:29	
TC 5			11:23	11:28	11:33	11:43	11:48	11:53	13:53	
SS 5	Petty France 2		11:26	11:31	11:36	11:46	11:51	11:56	13:56	
TC 6			11:41	11:46	11:51	12:01	12:06	12:11	14:11	
SS 6	Bromesberrow 2		11:44	11:49	11:54	12:04	12:09	12:14	14:14	
TC 7			12:09	12:14	12:19	12:29	12:34	12:39	14:39	
SS 7	Okle Green 2		12:12	12:17	12:22	12:32	12:37	12:42	14:42	
TC 8			12:27	12:32	12:37	12:47	12:52	12:57	14:57	
SS 8	Shaw Common 2		12:30	12:35	12:40	12:50	12:55	13:00	15:00	7
MC 2	Service In		12:48	12:53	12:58	13:08	13:13	13:18	15:18	
TC 8A	Service Out	0	13:48	13:53	13:58	14:08	14:13	14:18	16:18	
TC8B	Regroup Out		14:05	14:10	14:15	14:25	14:30	14:35	16:35	
TC 9			14:29	14:34	14:39	14:49	14:54	14:59	16:59	17:14
SS 9	Petty France 3		14:32	14:37	14:42	14:52	14:57	15:02	17:02	17:17
TC 10			14:47	14:52	14:57	15:07	15:12	15:17	17:17	17:32
SS 10	Bromesberrow 3		14:50	14:55	15:00	15:10	15:15	15:20	17:20	17:35
TC 11			15:18	15:23	15:28	15:38	15:43	15:48	17:58	18:03
SS 11	Okle Green 3		15:21	15:26	15:31	15:41	15:46	15:51	17:51	18:06
TC12			15:36	15:41	15:46	15:56	16:01	16:06	18:06	18:21
SS12	Shaw Common 3	(ATA	15:39	15:44	15:49	15:59	16:04	16:09	18:09	18:24
МС 3	Much Marcle		15:57	16:02	16:07	16:17	16:22	16:27	18:27	

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SS 1/5/9	Petty France	6.25 Miles

Location

Entrance

SP 73870 40993

wove.bronzes.tins

Exit

SO 71938 38472 miles.acrobats.gone

Officials & 5	Safety Team	S		81 Mhz C	ch 1				
Stage Comn	nander			Comman	ider 1				
Deputy Stage Commander							Deputy 1		
Stage Safety Officer							Petty Fra	ince 1	
Stage Resid	ent Liaison C	Officer							
Rescue									
Medical									
Recovery									
	rol								
Radio Contr	Road	Chief	Spec	000	Safety	00	0	FCD	Sweepei
Radio Contr At Stage		Chief Marshal	Spec Safety	000 Safety	Safety Delegate	00 Safety	Safety	FCD	
Radio Contr At Stage Start	Road		0.75					FCD 08:46	Sweeper
Recovery Radio Contr At Stage Start SS 1 SS 5	Road Closed		Safety	Safety	Delegate	Safety	Safety		

Total Emergency R	6	26 First Aid		12 Hospital	46
8		2		6	46
7a		1	12 (Stop)		20
7		1	12 (Stop)	M 2	2
7		2	11 (FF)		2
6	4.7. D	2	10c		1
5	M 2	4	10b		1
4a		2	10a		1
4		2	10	M 2	2
3b		1	9c		1
3a		1	9b		1
3		2	9a		1
2a		1	9	M 2	4
2	M 2	2	8b		1
1 (Start)	M 2	4	8a		1
Junction	Radio	Marshal	Junction	Radio	Marsha
Mandatory R	tadio location and p	redicted Marshal nur			

Emergency RVP	First Aid	поѕріта
RV1 Stage 1/5/9 exit	-	Herefor
///rents.printout.banks		01432 3
SO 71752 38486		Map Re
		\\/3\\/· r

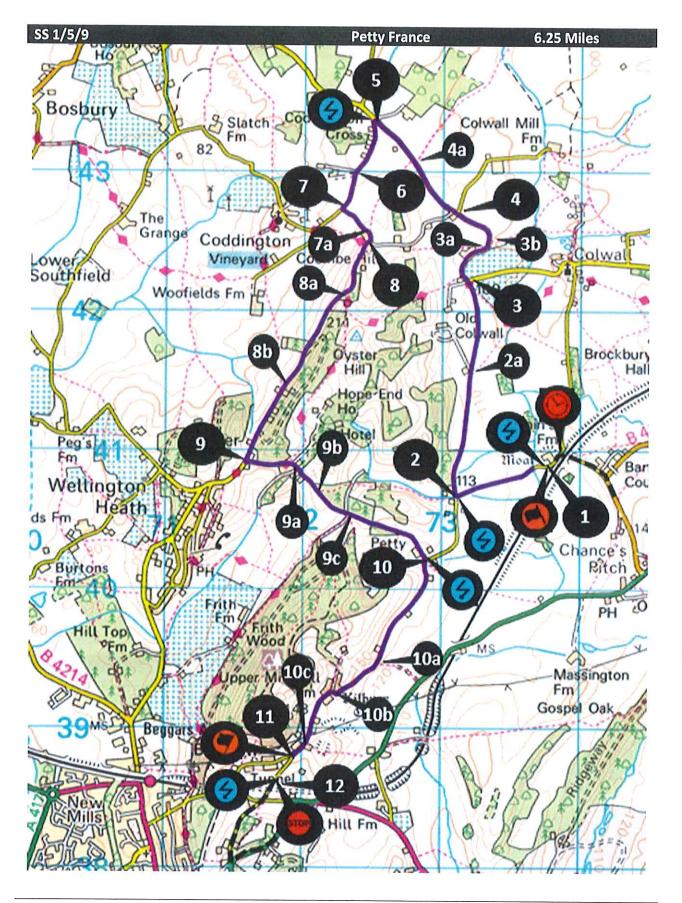
Hereford County Hospital 01432 355444 Map Ref: SO 51634 40231 W3W: patio.vows.upon

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4.00 Miles SS 2/6/10 **Bromesberrow**

Location

Entrance SO 73203 36671

mulls.currently.gulped

Exit SO 77507 35059

innocence.adverbs.husbands

81Mhz CH 3 Officials & Safety Teams

Stage Commander

Deputy Stage Commander

Stage Safety Officer

Gavin Tarrant Neil Moles

Commander 2 Deputy 2

Bromesberrow 2

Stage Resident Liaison Officer/DSC

Rescue

Medical

Recovery

Radio Control

At Stage Start	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
SS 2	07:34		08:34	08:39	08:44	08:54	08:59	09:04	11:04
SS 6			11:44	11:49	11:54	12:04	12:09	12:14	14:14
SS 10			14:50	14:55	15:00	15:10	15:15	15:17	17:17

Junction	Radio	Marshal	Junction	Radio	Marshal
1 (Start)	M 2	4	7		2
2		1	7a		1
2a		1	8		3
2b		1	9	M 2	4
2c		1	10		2
3		1	10a		1
į.	M 2	2	10b		2
la		1	10c		1
łb		1	11	M 2	3
5		2	11a		1
5a		1	12		2
5b		1	13 (FF)		2
ic .		1	14 (Stop)	M 2	3
5	M 2	3			
Total	6	21		6	27
				12	48

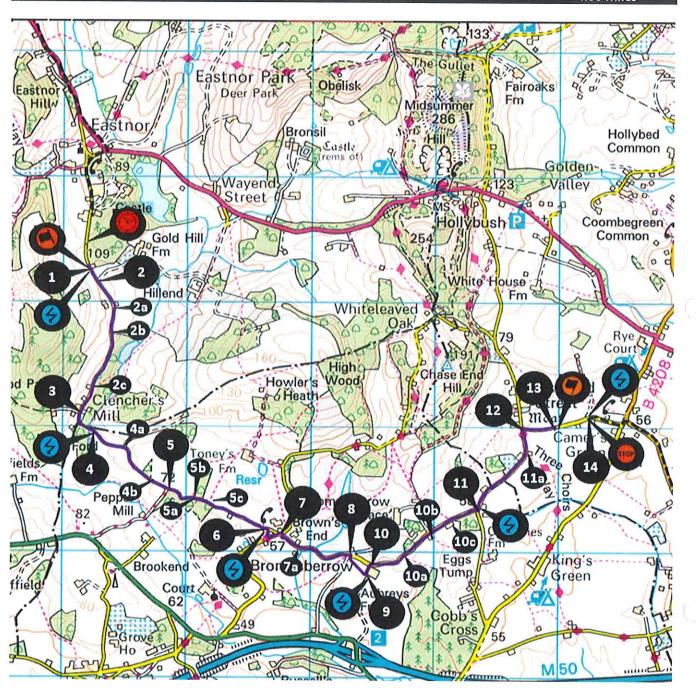
Emergency RVP	First Aid	Hospital
RV2 Stage 2/6/10 exit -	Junction 9	Hereford County Hospital
///innocence.adverbs.husbands	3 x emergency first responders &	01432 355444
SO 77507 35059	treatment post in spectator area	Map Ref: SO 51634 40231

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Location

Entrance

SO 78515 24727 racing.dialect.burden Exit SO 73598 26905 racing.dialect.burden

81Mhz Ch1 **Officials & Safety Teams** Stage Commander

Deputy Stage Commander

Stage Safety Officer

Stage Resident Liaison Officer

Rescue Start

Medical Start

Recovery

Radio Control

Control	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
SS 3	08:05		09:05	09:10	09:15	09:25	09:30	09:35	11:35
SS 7			12:12	12:17	12:22	12:32	12:37	12:42	14:42
SS 11			15:21	15:26	15:31	15:41	15:46	15:51	17:51

Junction	Radio	Marshal	Junction	Radio	Marshal
1 (Start)	M 2	4	8c		1
2		2	9	M 2	2
3		2	9a		1
3a		1	9b		1
3b		1	9c		1
3c		1	10		4
3d		1	10a		1
4	M 2	2	10b		1
5		1	10c		1
6		2	10d		1
7		2	10e		1
7a		1	10f		1
8		4	11	M 2	4
8a		1	12 (FF)		2
8b		1	13 (Stop)	M 2	2
Total	4	26		6	24
				10	50

Emergency RVP	First Aid	Hospital
RV3 Stage 3/7/11 exit -		Gloucestershi
///racing.dialect.burden		0300 422 222
SO 73597 26905		Map Ref: SO 8

ire Royal Hospital 22

Commander 3

Okle Green 3

Deputy 3

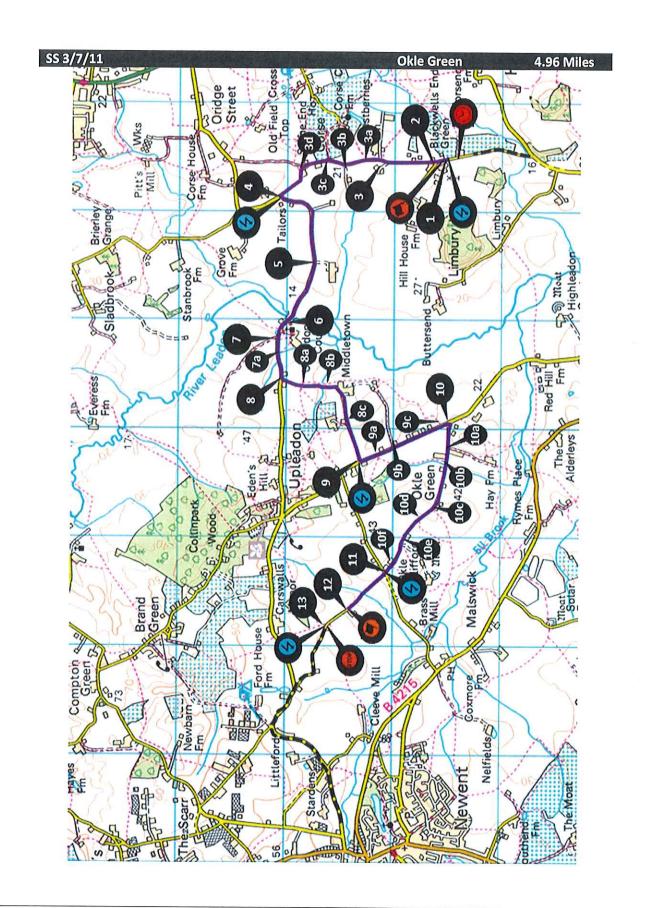
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SS 4/8/12 Shaw Common 5.16 Miles

Location

Entrance SO 71027 26689

camp.laces.tour

Exit

SO 71295 28909 lung.epidemics.vote

Commander 4

Shaw Common 4

Deputy 4

Officials & Safety Teams 81 Mhz CH 3

Stage Commander

Deputy Stage Commander

Stage Safety Officer

RLO

Rescue

Medical

Recovery

Radio Control

At Stage Start	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
SS 4	08:23		09:23	09:28	09:33	09:43	09:48	09:53	11:53
SS 8			12:30	12:35	12:40	12:50	12:55	13:00	15:00
SS 12			15:39	15:44	15:49	15:49	16:04	16:09	18:09

Junction	Radio	redicted Marshal nur Marshal	Junction	Radio	Marshal
1 (Start)	M 2	4	7c		1
1a		0	7d		1
2		1	8		2
2a		0	9	M 2	4
2b		1	10		2
2c		1	10a		1
3		2	10b		1
3a		1	10c		1
3b		1	11		2
4		2	12	M 2	4
4a		1	12a		1
4b		0	12b		1
5		2	12c		1
6	M 2	4	13		2
6a	THE STATE OF THE S	1	14 (FF)		2
7		4	15 (Stop)	M 2	3
7a		1	27-36 7-14		
7b		1			
Total	4	27		6	29
Total	-			10	56

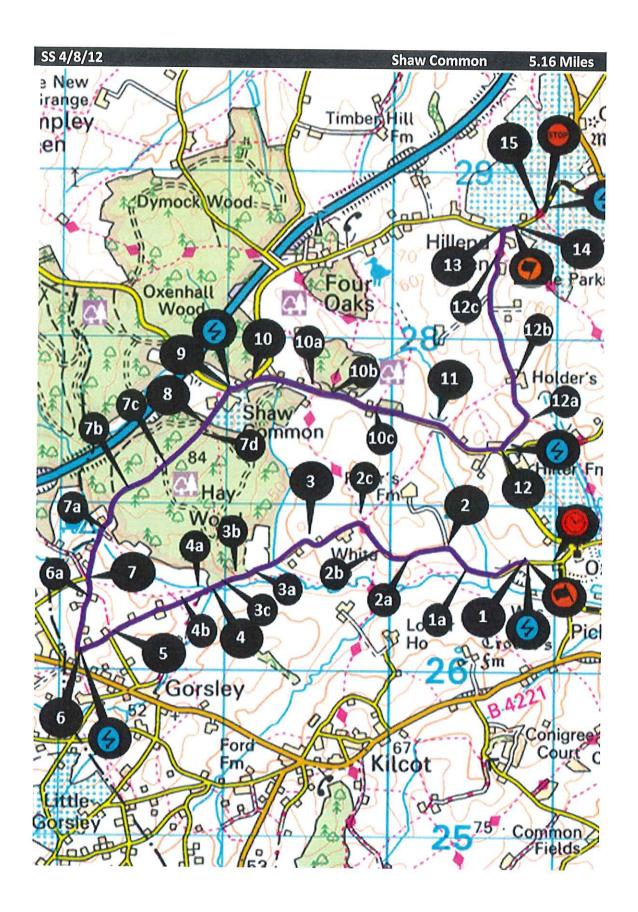
Emergency RVP	First Aid	Hospital	
RV4 Stage 4/8/12 exit		Gloucestershire Royal Hospital	
///returns.shops.magically		0300 422 2222	
SO 71298 28911		Map Ref: SO 84133 18468	
00 11100 11011		W3W: debit.amuse.than	

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Service					Mu	ch Marcle		
Service Com Deputy Servi		der					Deputy S	
Medical	4						Service N	ledic
Radio Control At Control	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
MTCO		07:50	07:55	08:00	08:10	08:15	08:20	10:20
MTC1		09:41	09:46	09:51	10:01	10:06	10:11	12:11
TC4A		10:41	10:46	10:51	11:01	11:06	11:11	13:11
тс4в		10:59	11:04	11:09	11:19	11:24	11:29	13:29
MTC2		12:48	12:53	12:58	13:08	13:13	13:18	15:18
TC8A		13:48	13:53	13:58	14:08	14:13	14:18	16:18
тс8В		14:05	14:10	14:15	14:25	14:30	14:35	16:35
МТСЗ		15:57	16:02	16:07	16:17	16:22	16:27	18:27

Emergency RVP

First Aid

Point to Point Services Ambulance with paramedic.

Hereford County Hospital 01432 355444

Map Ref: SO 51634 40231

Floating Rescue and Recovery Units

Rescue Unit Medic Recovery Unit

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Incident Report Form



for any incident leading to fatal, critical or serious injury

General information

Date of incident:	Time of incident:			
Type of event:	☐ Autotest ☐ Autocross ☐ Rallycross ☐ Cross-Country ☐ Circuit Race ☐ Rally ☐ Sprint ☐ Hill Climb ☐ Drag Race ☐ Trial ☐ Kart Other:			
Event status:	Permit no.:			
Organising club:				
Venue:				
Details of invol	ved and / or impounded vehicle(s)			
Competition no.:	Registration no.:			
Make & model:				
Driver:				
Competition no.:	Registration no.:			
Make & model:				
Driver:				
Competition no.:	Registration no.:			
Make & model:				
Driver:				
Competition no.:	Registration no.:			
Make & model:				
Driver:				
Location where vehi	icle(s) is/are impounded:			
Person responsible f	for safekeeping of vehicle(s):			
Contact telephone /	email:			

Page 1 of 3

Information supplied on this form will be processed in accardance with Motorsport UK Privacy Policy which can be found at www.motorsportuk.prg/Data-Protection
Officials completing this form should be aware that the contents should not be shared outside of the Steward's event submission process.

Casualty details

Name	Licence no.	Attending as*
	н	

^{*} Competitor / Marshal / Official / Employee / Spectator / Other ...

Details of other parties involved

Name	Contact no.	Involvement & capacity at meeting

Competitor / Marshal / Official / Employee / Spectator / Other ...

Details of any witnesses

Name	Contact no.	Capacity at meeting*	Statement attached

^{*} Competitor / Marshal / Official / Employee / Spectator / Other ...

Details of Environmental Health Officer (where applicable)

Been notified:	YES	NO	In attendance:	YES	NO
Name:					
Local authority:					
Job title:					
Telephone / email:					

Page 2 of 3

Police	Been notified?	YES	NO
Time notified:	Attending?	YES	NO
Name of officer:			
Telephone / email:			
Coroner/PF Officer	Been notified?	YES	NO
Time notified:	Attending?	YES	NO
Name:			
Telephone / email:			
Details of Steward / Offici	al completing this for	m	
Licence no.:			
Signed:		Date:	
		Time:	

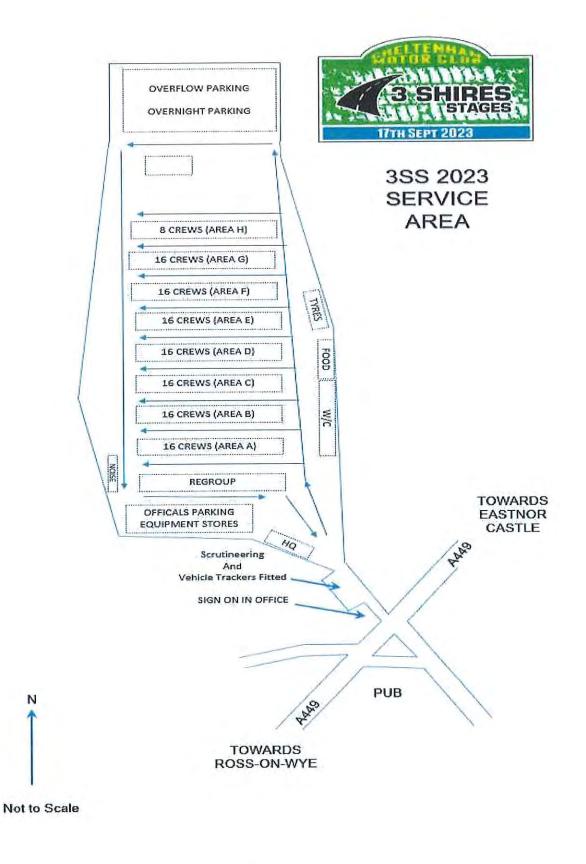
Please ensure that this form is returned to Motorsport UK with the relevant Steward's Report

Page 3 of 3

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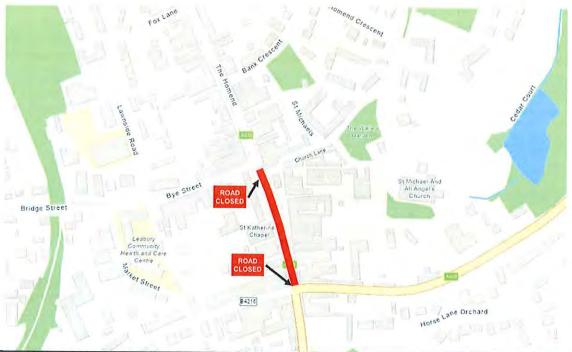
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Start Official

Time	Road Closed	FCD	FC Over Ramp	Road Open
Saturday 16th	17:00	18:15	18:30	22:00

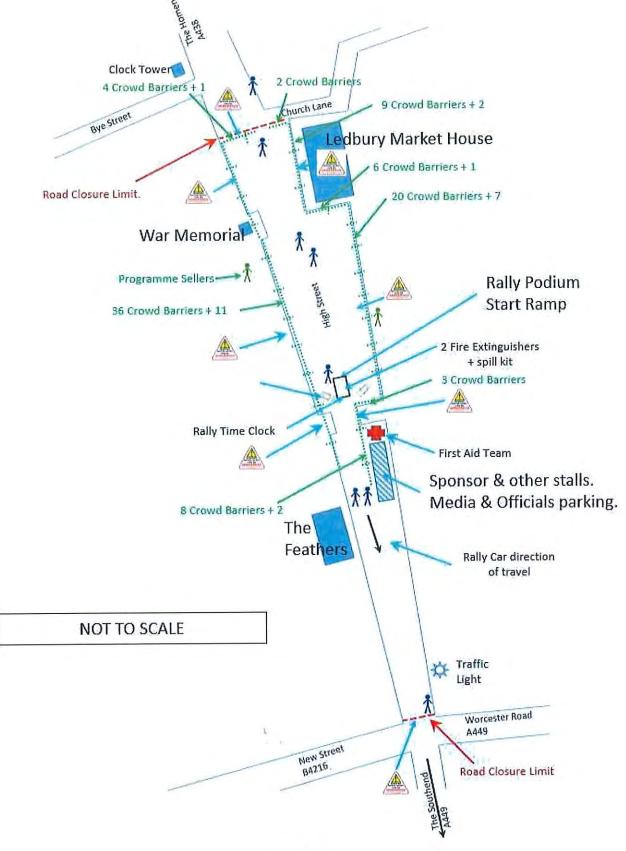


Emergency RVP First Aid

Map Ref: SO 71080 37727 Lat, Long: 52.037188, -2.4230084 What3Words: pink.straws.tightrope Hereford County Hospital 01432 355444 Map Ref: SO 51634 40231

Saturday 16th September 2022 Ceremonial Start Setup





FULL COUNCIL	2 FEBRUARY 2023	AGENDA ITEM: 24

Report prepared by Angela Price - Town Clerk

REQUEST TO CONSIDER APPOINTMMENT O A "MAYOR'S CADET"

Purpose of Report

The purpose of this report is to make Members aware of correspondence received from Jennifer Harrison asking the Council to give consideration to having a "Mayor's Cadet" similar to that of the Lord Lieutenant/Deputy Lord Lieutenants Cadet.

Detailed Information

The following enquiry was received via email:

"Having heard from people in Hereford and Ross-on -Wye that their Mayors have a Mayor's Cadet appointed for their Mayoral Year [in the manner that the Lord Lieutenant and Deputy Lieutenants have a Cadet to accompany them on civic occasions] I wondered if Ledbury Town Council could consider this. If you go ahead with the idea, I would suggest that this should rotate amongst the three Cadet groups in the town, the Maritime, the Army and the RAF forces. If this comes about, there a number of events where it would be appropriate for the chosen young person to accompany the Mayor. Please could you as a Council consider this suggestion."

Recommendation

- 1. That Members give consideration whether to appoint a "Mayor's Cadet" similar to that of the Lord Lieutenant/Deputy Lord Lieutenants Cadet.
- 2. That the Clerk write to Mrs Harrison advising of the decision of Council in respect of the "Mayor's Cadet".



FULL COUNCIL 2 FEBRUARY 2023 AGENDA ITEM: 25

Report prepared by Angela Price - Town Clerk

ADVICE FROM THE POLICE ON HOW TO REPORT ALLEGED INCIDENTS REPORTED ON SOCIAL MEDIA

Purpose of Report

The purpose of this report is to provide feedback from the recent Police Liaison meeting between local Police Officers, Councillor Hughes, and the Town Clerk.

Detailed Information

At a recent Police Liaison meeting the matter of alleged crimes being highlighted on social media was raised with the Police Officers following an attempt to report an incident that had been witnessed by a member of the public and reported on social media. It was suggested by Councillor Hughes that a report be added to the Full Council agenda advising all Councillors and staff of how an alleged incident that they have seen reported on social media can be reported to the Police.

Following the incident the Clerk was asked to contact the CCTV suite to request them to review an alleged incident. However the response from the CCTV suite had been that they could not review this unless a report was provided via the Police. This matter was raised with the Police at the recent liaison meeting.

The Police advised that they could not provide a report to the CCTV suite as the matter had not been formerly reported by the individual who had witnessed the incident and they could not accept the complaint from Council staff as a third party. They did advise that if a Councillor or member of staff wished to report an incident that an individual had witnessed and reported on social media the only way the Police could respond would one of two ways.

- The individual who witnessed the alleged crime be encouraged to report it directly to the Police, either via calling 101 or completing the on-line form at the following link https://www.police.uk/pu/contact-the-police/report-a-crime-incident/
- Alternatively, the Councillor/council employee could make a report in the same way as above, however, they would need to provide the contact details of the individual who had reported it on social media, and to do this they would need to acquire the permission of the individual to provide their contact details. As the person who had witnessed the alleged crime, it would be this person the Police would need to follow up with and not the person reporting it to the Police.

The Police further advised that if the individual does not wish to report it directly to the Police and are not willing for their details to be provided to the Police by a third party, then unfortunately the Police are unable to take action in respect of the matter.

Recommendation

Members are asked to note the above information and to bear this in mind when reading posts on social media about incidents that have occurred in and around Ledbury.

Agenda Ital

Community Action Ledbury Making a difference: Our impact in 2022



Headlines

3,632 volunteer car journeys, up 23% on 2021

286 people taken to 1,785 medical appointments

95% user satisfaction rating

78 social events/trips for the elderly

6,700 hours of voluntary service by 62 volunteers

171 minibus journeys for local groups and schools.

550+ direct beneficiaries

Introduction

Community Action Ledbury aims to make a difference to the local community in and around Ledbury in five key areas:

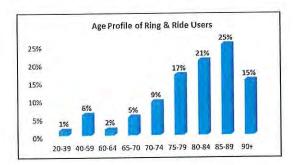
- Facilitating access to healthcare for the elderly and disabled and others that struggle with transport.
- 2) Reducing loneliness and isolation in the elderly.
- 3) Supporting independent living for the elderly and disabled.
- 4) Preventing rural isolation.
- 5) Promoting volunteering and wellbeing in later life.

This report summarises how we met these objectives for the year Jan-Dec 2022

Facilitating Access to Healthcare

Community Action Ledbury runs the Ring & Ride volunteer car service, serving Ledbury and surrounding villages. The primary aim of the service is to help those that struggle with transport to get to medical appointments.

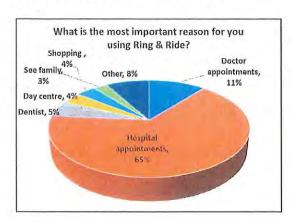
Users of the Ring & Ride service are primarily the elderly – 78% are over the age of 75.



During the year, the service saw an 11% increase in membership and 23% increase in the number of journeys made in 2021

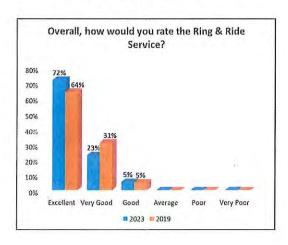
	2022	2021
Average number of users registered with the service.	449	404
Number of registered users who used the service at least once during the year.	335	314
Total number of journeys undertaken.	3,632	2,959

In a recent user survey 76% of respondents rated medical appointments as the most important reason for using the service.



Healthcare journey statistics			
Number of hospital appointments	786		
Number of Doctor appointments	480		
Other medical (dentist, physio etc)	529		
Total number of journeys to healthcare appointments	1,785		
Number of individuals taken to healthcare appointments	286		

95% of survey respondents rated the service as either "excellent" or "very good".



"Without Ring & Ride I would be unable to get to various hospitals, you are invaluable to us"

"Without the service it would be very difficult to get to hospital appointments"

"The Ring & Ride service has been extremely important to us since my husband gave up our car. We have had several hospital appointments in Gloucester and Worcester, which would have been very difficult to get to."

Combating Ioneliness

Minibus day trips

We know that over 65% of our Ring & Ride users live alone. We run a programme of pub lunches and minibus day-trips to provide an easy way for our elderly members to get out of the house and meet other people.



	Number
Seven Stars Pub Lunches	22
Shopping trips Malvern/Tewkesbury	13
Day out trips	43
Total number of trips/events	78
Number of users attending one or more of the above trips/events	110



What our users say about the trips:

"Your trips get us out and that helps keep us happy. Thank you for everything you do."

"You have taken us to a variety of interesting and stimulating places and they have been most enjoyable"

"Being able to get out and visit places we thought we would never get to again – lifts the spirits "

"Absolutely superb, very, very enjoyable"

Transport for community groups

We provide low-cost minibus transport for local community groups most of which provide social activities for the elderly.

Number of community groups and local schools supported.	19
Number minibus trips undertaken	171

Other community groups supported include those working with young carers, under privileged children and refugees

Supporting independent living

We undertake a number of services aimed at helping the elderly and other vulnerable or disabled people to continue living independent lives in their own homes. These include

- providing Ring & Ride transport to take people to shops and other destinations associated with day-to-day living, e.g. bank, post office etc.;
- undertaking shopping for a small number individuals who are housebound and unable to get to the shops;
- delivering food parcels on behalf of Ledbury Foodbank to clients who are unable to collect them.

Number of Ring & Ride trips for shopping	483
Number of people taken shopping	58

Number of shops undertaken by volunteers for housebound users	184
Number of beneficiaries	9

Number of foodbank deliveries	52
Number of beneficiaries	19

The comments from our Ring & Ride survey indicate one of the things users most value about the service is how it enables them to maintain their independence:

"The Ring & Ride service is very important to me as it helps me keep my independence. It is a fantastic service"

"Ring and Ride is an excellent service and gives me a little bit of independence"

"It's a vital service. It keeps me independent and your drivers are so pleasant and helpful"

Preventing rural isolation

Twenty-five percent (110) of our registered members live in small villages or hamlets between three and eight miles outside of Ledbury. These villages have few amenities and very limited public transport, which makes life very challenging for those that do not have a car. The Ring & Ride service provides these people affordable and flexible transport option.

"Well, I live out of town and I don't drive. Ring & Ride has sorted that out for me – I have never looked back"

"We live in a rural spot with no public transport. Getting to hospital is quite difficult, so we rely on Ring & Ride."

Promoting volunteering and wellbeing in later life

During the year a total of 62 volunteers were involved in delivering our frontline services and undertaking important roles in the office. All these volunteers are themselves retired, with ages ranging from 60 to 85. An estimate of the total number of volunteer hours undertaken by our team is shown below:

Activity	Estimated volunteer hours
Ring & Ride driving	5,100
Minibus driving	700
Shopping and foodbank deliveries	300
Office (call-handling)	600
Total (estimated)	6,700

A survey undertaken in 2020 indicated that volunteering for CAL makes a positive contribution to the volunteers' physical and mental wellbeing by:

- · keeping them physically active
- providing social contact
- promoting a sense of self-worth that comes from undertaking important work that benefits others

What our volunteers say:

"It is incredibly rewarding. Everyone is so friendly and appreciative of what I do"

"Having retired it gives me a chance to give something to other people"

"I feel I can give something to the community. I find the people I provide transport to are so interesting and it just brightens up my day."

"I enjoy the variety of people with whom one comes into contact and frankly it leaves me with a feeling that I am doing something useful and supporting the community"

And a final word from one of users:

""Thank you for being there. We need you and you supply a marvellous service.
You are wonderful"

Community Action Ledbury

4b Hill House Bye Street Ledbury HR8 2AA



Tel. 01531 635339 enquries@caledbury.org.uk Charity No. 1137377



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<u>Department</u> <u>for Environment</u> Food & Rural Affairs

Guidance

Rural England Prosperity Fund: prospectus

Published 3 September 2022

Applies to England

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This publication is available at https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus

Guidance for local authorities for funding under the Rural England Prosperity Fund. The Rural England Prosperity Fund is referred to as the 'Rural Fund' in this prospectus.

Important dates

Dates are indicative and may be subject to change.

- 3 September 2022 Rural Fund launch
- 12 September 2022 Rural Fund addendum platform launch
- September 2022 engagement sessions with local authorities and local partners to support the Rural Fund process
- 3 October 2022 to 30 November 2022 Rural Fund addendum submissions window
- November 2022 to January 2023 Rural Fund assessment period for government
- January 2023 anticipated date for approval of Rural Fund proposals
- April 2023 first payments expected to lead local authorities
- April 2023 to March 2025 funding period

For more information, contact: ruralenglandprosperityfund@defra.gov.uk

1. Introduction

This prospectus builds on, and is complementary to, the <u>UK Shared Prosperity Fund (UKSPF) prospectus (https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus)</u>. It provides guidance for eligible local authorities to get funding under the Rural Fund.

You'll have submitted a UKSPF investment plan to the UK Government. The Rural Fund is a top-up to the UKSPF and is available to eligible local authorities in England. It succeeds EU funding from LEADER and the Growth Programme which were part of the Rural Development Programme for England.

Integrating the Rural Fund with the UKSPF aligns with the government's commitment to streamline the funding landscape. We'll set out a plan for this later this year.

To access funding under the Rural Fund, we're asking you to provide specific additional information as an addendum to your UKSPF investment plan. Our intention is to make the process as simple as possible. We've aligned as much as we can with what you're already doing for the UKSPF.

1.1 What is the Rural Fund?

Rural areas often face specific challenges including:

- lower productivity rates
- poorer connectivity
- poorer access to key services

The Rural Fund supports the aims of the government's Levelling Up White Paper and Future Farming Programme. It funds capital projects for small businesses and community infrastructure. This will help to improve productivity and strengthen the rural economy and rural communities.

The Rural Fund is integrated into the UKSPF which supports productivity and prosperity in places that need it most. For eligible local authorities, the Rural Fund is a rural top-up to UKSPF allocations. It supports activities that specifically address the particular challenges rural areas face. It is complementary to funding used to support rural areas under the UKSPF.

The Rural Fund sits alongside existing Defra schemes, including:

- The Farming in Protected Landscapes programme
 (https://www.gov.uk/guidance/funding-for-farmers-in-protected-landscapes)
- The Farming Investment Fund (https://www.gov.uk/guidance/farming-investment-fund)
- The Platinum Jubilee Village Hall Improvement Grant Fund
 (https://www.gov.uk/government/news/platinum-jubilee-fund-creates-boost-for-village-halls)

Read <u>Section 6.1 Who can the Fund support?</u> for the main objectives of these schemes.

Eligible local authorities qualify for an allocation based on factors developed in line with the scheme objectives. This includes the size of their rural populations. Not all authorities with rural areas are eligible. Read Section 3.1 How the indicative allocations were determined.

Funding is available from April 2023 to March 2025.

2. What to use the funding for

2.1 Aims of the Fund

The Rural Fund objectives sit within the UKSPF investment priorities for:

- Supporting Local Business
- Community and Place

They also relate to 2 of the <u>Levelling Up White Paper</u> (https://www.gov.uk/government/publications/levelling-up-the-united-kingdom) Missions:

- Mission 1 Living standards
- Mission 9 Pride in place

The Rural Fund provides capital funding to:

- support new and existing rural businesses to develop new products and facilities that will be of wider benefit to the local economy. This includes farm businesses looking to diversify income streams
- support new and improved community infrastructure, providing essential community services and assets for local people and businesses to benefit the local economy

This funding should not replace funding plans for rural areas under the UKSPF. It is a top-up to help address the extra needs and challenges facing rural areas.

2.2 Projects which may be funded

You must use funding on capital projects. This means you must spend grants on lasting assets such as a building or equipment.

Grants must be for business or community purposes. You cannot use grants to fund domestic property improvements or to buy private vehicles. You cannot spend grants on revenue costs such as running costs or promotional activities.

You may be able to use revenue funding from your UKSPF allocations to support the capital from the Rural Fund top-up. This must be consistent with your UKSPF investment plans.

Projects must be in a rural area. For Rural Fund purposes, rural areas are:

- towns, villages and hamlets with populations below 10,000 and the wider countryside
- market or 'hub towns' with populations of up to 30,000 that serve their surrounding rural areas as centres of employment and in providing services

To help you identify the types of projects we expect to see funded, we've provided a <u>list of interventions</u>, <u>objectives</u>, <u>outputs and outcomes</u> (list.pdf). Most are the same as UKSPF interventions for:

- Supporting Local Business
- Communities and Place

There are 2 extra interventions providing funding for:

- small scale investment in micro and small enterprises in rural areas
- · rural circular economy projects

The list of interventions also provides example projects you could fund, such as grants for:

 food processing equipment to scale up from domestic to commercial kitchens (non-farming businesses only)

- converting farm buildings to other business uses
- rural tourism such as investments in visitor accommodation and farm diversification for event venues

Investments should demonstrate value for money and additionality. We'll provide materials to help support your assessment of projects and to share best practice.

You should also consider how investments contribute to net zero and nature recovery objectives. These include:

- the UK's commitment to cut greenhouse gas emissions to net zero by 2050
- · wider environmental considerations, such as resilience to natural hazards
- the <u>25 Year Environment Plan (https://www.gov.uk/government/publications/25-year-environment-plan/25-year-environment-plan-our-targets-at-a-glance)</u> commitments

To support green growth, think about how projects can work with the natural environment to achieve objectives. At a minimum, you need to consider the project's impact on our natural assets and nature.

You should prioritise projects that deliver the greatest economic, environmental and social benefits.

Rural Fund projects can be part of a wider UKSPF intervention. They can provide extra funding where the objectives are the same to add value.

2.3 Case studies: supporting rural businesses

Farm diversification - development of glamping site on farm

A former LEADER farm diversification project received £15,500 for glamping facilities. This capitalised on the growing demand for tourism in natural locations. It led to extra business for local pubs, restaurants, and rural tourist attractions. It also had positive environmental impacts, showing visitors the local wildlife. The accommodation was low impact, using renewable energy and tents made from natural materials. The new stream of income meant the farm employed seasonal workers, supporting the local economy.

Expanding furniture making business

A former Growth Programme project received funding of £40,000. This funded new machinery to meet increasing demand. The furniture making business increased in-house manufacturing and gained new contracts. This led to the creation of 2-3 full-time equivalent jobs.

2.4 Case study: supporting rural communities

Modernising cricket club

A former LEADER project provided £11,500 funding to modernise a cricket club's facilities. It funded new facilities for sporting and social events. The grant also helped to furnish and equip the new hall and buy staging and a bar area for events. This led to more event bookings and employment of a manager and part-time bar and catering staff.

3. Funding places will receive

A total of up to £110 million is available for financial years 2023 to 2024 and 2024 to 2025. Read the Rural England Prosperity Fund: allocations (https://www.gov.uk/government/publications/rural-england-prosperity-fund-allocations) to check your indicative allocation.

Allocations have been determined at local authority level. The indicative allocations show totals for Mayoral Combined Authorities (MCAs). In MCA areas, you should use allocations to fund projects in rural areas. You do not need to spend them in each local authority where funding is allocated, although we encourage this.

We'll confirm allocations after considering the additional information you provide in your addendum to the UKSPF investment plan.

3.1 How the indicative allocations were determined

The <u>Rural England Prosperity Fund: methodology</u> (https://www.gov.uk/government/publications/rural-england-prosperity-fund-methodology) describes how we decided the allocations.

It takes account of:

- rural population
- rural businesses and productivity
- the importance of farming in each authority

Authorities that meet the criteria will get an allocation.

4. How to deliver the Fund

4.1 Overview

You'll receive funding as part of your UKSPF allocation. You'll agree and contract projects locally in line with the approved additional information you provide.

We expect you to achieve fund investment and outputs in line with each place's spend profile.

You must spend all UKSPF contributions, including the Rural Fund, by 31 March 2025. You can use other sources of funding, including your own contributions, after

4.2 Role of local authorities

You'll deliver projects within the UKSPF framework. You're responsible for submitting Rural Fund additional information to the UK Government for approval. Read Section 5 Rural Fund process for guidance.

You should consult local rural partners to deliver the Fund. You may wish to use your UKSPF local partnership group. You're also encouraged to speak to MPs.

Once your additional information is approved and funding allocated, you're responsible for deciding how to award grants. This will involve:

- managing local project calls for selecting projects in line with approved plans
- approving applications
- contracting with successful applicants
- making payments
- day-to-day monitoring

You should conduct due diligence. Ensure Rural Fund beneficiaries have robust business plans which demonstrate the viability and success of projects.

You're responsible for ensuring there is no duplication of funding. In particular, there should not be duplication with schemes supporting similar activities. Read Section 6.1 Who can the Fund support? for more detail.

You should have means of monitoring duplication.

Reporting, monitoring and evaluation will be part of the UKSPF.

To comply with World Trade Organisation (WTO) reporting obligations, you'll need to report certain expenditure to us.

Read Section 6.5 Complying with UK law.

4.3 Role of central government

The UK Government implements the UKSPF and the Rural Fund. It will be responsible for assessing and signing off the addendum you submit for funding.

The UK Government will make payments under the Rural Fund to you.

5. Rural Fund process

Our aim is to make the submission process as simple as possible. We'll use information you've already submitted to the UKSPF.

To access the Fund, you must complete a short template. This is an addendum to the UKSPF investment plan. Include additional information outlining how you'll use the funding and justifying your plans.

The information we're requesting will build on your UKSPF investment plan. It will show how you'll spend your rural top-up allocation to support rural businesses and communities.

You should seek opinions from local rural partners and businesses.

5.1 Rural Fund questions

We'll ask you to set out how you'll deliver your funding allocation. This should be as complete and accurate as possible at this stage.

In line with UKSPF investment plans, the questions will cover 3 areas.

i) Local context

Include local evidence of challenges, market failures and opportunities. You should link these to the Rural Fund priorities. Challenges may include:

- low productivity in the rural economy
- farms diversifying their business models during the agricultural transition
- deprivation in rural communities

ii) Selection of interventions and outcomes

Identify the interventions and outcomes you want to prioritise. Select each intervention from the menu of subsidy options. You'll need to justify the interventions selected.

Explain how the interventions selected will address local challenges, market failures and opportunities. You should rank the interventions selected in order of expected value added.

Ensure the proposed intervention demonstrates additionality. Additionality is the extent to which the outcome arising would not have happened in the absence of the intervention selected.

You'll also need to be sure you could not fund the interventions selected using private finance. This means instead of government funding.

iii) Delivery

This has 2 sections.

a. Expenditure

Detail what you want to deliver with your funding. Include:

- the indicative spend profile for the 2 years of the fund
- how you'll ensure value for money, including additionality and future private investment that could be unlocked
- why you cannot use private finance

Describe if you'll collaborate with other places to deliver specific interventions.

We'll use information on capability and resource from your UKSPF investment plans to assess this.

b. Approach to engagement with rural partners

Describe your consultations with rural partners and your plans for future engagement.

5.2 How to submit your Rural Fund addendum

The Rural Fund platform will launch on 12 September 2022. Your lead UKSPF contact will receive a link to access the platform which has questions to complete.

Submit your addendum using the online platform during the submission window. The submission window opens on 3 October 2022 and closes on 30 November 2022.

5.3 How we will agree your Rural Fund proposals

When assessing your proposals, we'll consider:

- how well the proposals meet the strategic objectives of the Rural Fund
- how you'll ensure value for money and additionality, including whether you could fund projects using private finance
- how projects could unlock future private investment
- how you've engaged, and plan to engage, with rural partners

We expect your additional information to be coherent and supported by relevant partners. The interventions and outcomes must be deliverable.

If you do not provide enough information, we may ask for more. This includes failure to enter enough rationale in text boxes.

As part of our assessment, we'll use information in your UKSPF investment plan. This will save you providing it again.

If we cannot sign off the additional information first time, we'll give you feedback. We'll work with you to secure sign off.

6. The Fund's parameters

The Fund will be responsive to local circumstances. It'll be flexible on how you design and deliver fund interventions.

You and local partners should consider the Fund's parameters when deciding on interventions.

6.1 Who can the Fund support?

The Fund operates in rural areas in England.

Any organisation with legal status can get funding to deliver a Rural Fund intervention. This may include:

- local authorities
- public sector organisations
- higher and further education institutions
- private sector companies
- voluntary organisations
- registered charities
- arms-length bodies of government

We cannot support projects that have received funding from other Defra schemes. This includes:

- The Farming in Protected Landscapes Programme
 (https://www.gov.uk/guidance/funding-for-farmers-in-protected-landscapes)
 - funding for farmers and land managers to work in partnership with National Parks and Areas of Outstanding Natural Beauty bodies to deliver projects on climate, nature, people and place
- The Farming Investment Fund (https://www.gov.uk/guidance/farming-investment-fund)
 grants to improve productivity and bring environmental benefits, covering 2 funds the Farming Equipment and Technology Fund and the Farming
 Transformation Fund
- The Platinum Jubilee Village Hall Improvement Grant Fund
 (https://www.gov.uk/government/news/platinum-jubilee-fund-creates-boost-for-village-halls) grant funding over 3 years (to 2025) to support capital improvement projects for village halls, covering extending buildings and modernising facilities. More details on how to apply will be available shortly

We cannot support projects or costs where there is a statutory duty to provide them.

6.2 When can the investment start?

The Rural Fund can support investment in interventions starting from 1 April 2023. Interventions must fit with Fund requirements in this prospectus.

6.3 Maximising other funding sources

Match or co-funding under the Rural Fund is not mandatory. But you should consider match funding and leveraging options from the private, public and third sectors. This will maximise the value for money and impact of the Fund. Consider other funding when designing interventions and agreeing Fund outcomes.

Projects may draw on resource funding from the UKSPF if this is consistent with the UKSPF investment plan and allocation.

We encourage local collaborations and working with other places to deliver Rural Fund interventions.

6.4 Apportioning costs

We expect costs will normally be apportioned on a percentage basis in line with funding contributions, for projects funded by:

- more than one funder
- more than one Rural Fund allocation

Where you apportion costs, the method should be clear and transparent.

6.5 Complying with UK law

Subsidy control

You're responsible for complying with subsidy control rules for grant funding. Read <u>UKSPF guidance on subsidy control (https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7)</u>.

You must follow our guidance on reporting requirements. Read <u>UKSPF guidance on reporting and performance management (https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-and-performance-management-3)</u>.

You must follow our guidance on WTO rules and reporting requirements.

Public procurement

You must assess all spend associated with the Rural Fund in advance. This will ensure proposed investment is compliant with Public Contracts Regulations 2015. It must follow local constitution and grant rules, processes and procedures where relevant.

6.6 Branding and publicity

Read <u>Section 7.7 Branding and publicity</u>
(https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus#branding-and-publicity">(https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus#branding-and-publicity) of the UKSPF prospectus

7. How we will pay each place or project

The UK Government will make an annual payment to eligible local authorities. This will be at the beginning of each financial year using powers in the UK Internal Markets Act 2020.

We may alter payment cycles where there are performance or delivery issues. We reserve the right to withhold or delay payment.

We'll ask you to return any underspends at the end of each financial year.

8. How we will measure performance

Read Section 9 How we will measure performance (https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus#how-we-will-measure-performance) of the UKSPF prospectus and the UKSPF additional guidance on reporting and performance management (https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-and-performance-management-3).

The Rural Fund is part of the UKSPF reporting so you'll only have one reporting obligation.

8.1 Rural Fund indicators

See the <u>list of interventions</u>, <u>objectives</u>, <u>outputs and outcomes</u> (outcomes_list.pdf) for the Fund indicators. Use these as a guide when deciding your Rural Fund interventions.

You must use the common indicators shown for each intervention to measure outputs, outcomes and impacts.

9. Next steps

Using this prospectus, work with your local partnership group to develop your proposals. Submit your Rural Fund addendum during the submission window.

The indicative important dates for the Fund are provided at the start of this prospectus.

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UK Shared Prosperity Fund

Herefordshire Investment Plan

July 2022

Your location

Herefordshire

Your details

Roger Allonby, Acting Service Director for Economy

Roger.Allonby@herefordshire.gov.uk

01432 260330

Herefordshire Council

Local challenges and opportunities

ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?

(If yes) Describe these challenges, give evidence where possible

Meeting the needs of an ageing population

Herefordshire is one of the most sparsely populated areas of the UK, with an ageing population and connectivity challenges characteristic of rural areas. The overall population of Herefordshire has increased by 2% over the past 10 years compared to 6.6% in England, and between 5.2% and 6.4% in neighbouring areas. This increase has been primarily amongst the over 65 population; an increase of 24.1% compared with a decline in the working age population by 4.1% (ONS, 2021).

With a dispersed and older population structure the county is vulnerable to increasing levels of ill-health and disability, which in turn puts pressure on health and community infrastructure and working families who have to balance care with other responsibilities (Government Office for Science, 2016).

Data from the Institute of Public Care (2017) indicates that the number of people predicted to live alone in Herefordshire will increase from 17,700 in 2020 to 24,300 by 2035, with the highest proportion of lone pensioner households living in Hereford and market towns. Findings from the Herefordshire Community Foundation's Vital Signs Survey (2018) noted that there has been a decline in the proportion of respondents reporting their health as being either 'good' or 'very good', from 80% in 2012 to 56% in 2018. The pandemic has exacerbated this trend, with the 2021 Herefordshire Council Community Wellbeing Survey indicating that the proportion of people rating their health as 'good', had fallen to 41%.

Supporting residents to 'age well' is therefore paramount to the long-term well-being and sustainability of our communities.

Tackling inequalities and deprivation

Herefordshire has hidden inequalities which are masked by county-wide statistics. Deprivation data (MHCLG, 2019) tends to be skewed towards the incidence of urban deprivation. The most deprived areas in Hereford are Hereford City Centre, Hunderton, Redhill – Belmont Road, Newton Farm – Brampton Road and Golden Post – Newton Farm, which is the only area in the county which is in the most 10% deprived nationally. Ross – John Kyrle is the most deprived area in Ross-on-Wye. Bromyard Central is the most deprived in Bromyard and Ridgemoor, Grange and Gateway are the most deprived areas in Leominster.