

It is notable, given the number of issues raised each year by the External Auditor, that the Minutes of the meetings of F&GP do not record any detailed discussion of the report of the External Auditor and the actions required to address these.

The Minutes of a meeting of F&GP held on 10th May 2018 record that

"F.44 - 05.18 PUBLIC PARTICIPATION

Cllr Harrison, attending as a member of the public, emailed all Cllrs prior to the meeting, to express his concern that the Internal Audit (item 8.1) makes no mention of the Judicial Review"

There is no response to this recorded in the Minutes.

Subsequently the Minutes of the F&GP meeting held on 7th June 2018 refer to

"Need to find out the contract for the Internal Auditor given the perceived gaps in reporting"

What these 'perceived gaps' might be is not recorded in the Minutes.

What is apparent from the Minutes is that questions were being raised, either directly to the External Auditor (these are referred to in the Minutes of Full Council held 6th April 2017 as an "unwarranted challenge") or by individual members of the Council in respect of the Internal and External Audits of the Council. There were clearly some level of concern in respect of the audit of the Council generally, but this was not expressed as an overall concern of the Council in Council Minutes.

Corporate Governance

F. Council compliance with the requirements of the Annual Governance Statement

Every local Council in England, irrespective of size, is required to complete an Annual Governance Statement (AGS). This is a series of 8 Assertions which relate to how the Council has met its responsibilities during the year subject to Audit. Councils which act as Trustee must also make a 9th Assertion in respect of their obligations as Trustee. It is understood the Ledbury Town Council do not act as Trustee.

From a review of prior years AGS completed by the Council it is apparent that there was a persistent issue with the Council and its compliance with its governance obligations. Remarkably, over a four year period, 2016/17 to 2019/20, the Council failed to comply with all but one of the 8 elements of the AGS. The sole exception being in relation to Assertion 1 which relates to financial management.

It is notable that in two areas, the Exercise of Public Rights and the Council's response to issues raised by the External Auditor the Council failed to comply with its obligations in 3 of the 4 years. In three of the four years the External Auditor was also obliged to report that the Council had given positive responses to Assertions when it should not have.

Although it is understood that the Council was embroiled with a legal dispute which undoubtedly consumed much time and resources, it is difficult to understand how this should have impacted on matters such as the Exercise of Public Rights [Assertion 4], or the maintenance of an 'adequate and effective' Internal Audit [Assertion 6].

Irrespective of other matters in which the Council became embroiled over the period of this review, the widespread and persistent failure by the Council to meet its basic governance obligations, as set out in the Annual Governance Statement, would, of itself, indicate an overall failure of corporate governance.

Ledbury Town Council - Annual Governance Statements Negative responses

Assertion	2019/20	2018/19	2017/18	2016/17*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			x	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			x	(a)(see below)
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	(c) see below	x	(b) see below	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			x	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	x			
7. We took appropriate action on all matters raised in reports from internal and external audit.	(c) see below	x	x	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements		x	x	

(a) In 2016/17 the Council gave a positive response to all items on the Annual Governance Statement. The External Auditor subsequently advised that they considered the Council should have responded 'No' to Assertion 3.

(b) In 2017/18 The External Auditor subsequently advised that they considered the Council should have responded 'No' to Assertion 4

(c) In 2019/20 The External Auditor subsequently advised that they considered the Council should have responded 'No' to Assertion 4 and Assertion 7

G. Council compliance with relevant Powers.

Local Councils generally can only undertake activities for which they have a specific legal 'power'. Subsequent to the Localism Act 2011 Councils may extend their powers by adopting the General Power of Competence. This effectively gives a Council the legal power to undertake any activity unless there is a specific legal prohibition.

Following the Town Clerk gaining the CiLCA 2013 qualification Ledbury Town Council adopted the General Power of Competence at a meeting held on 11th May 2017 Minute Ref [C.65 – 05.17].

From a review of records there is no indication that the Town Council has acted beyond its powers during the period of review.

H. The implementation of, and compliance with, Standing Orders

The Council Standing Orders adopted in 2016 are very closely based on NALC Model Standing Orders and as such these mostly relate to the arrangement for the conduct of meetings. Much of the content of the Model Standing Orders simply reflects matters that are required by legislation, such as the Local Government Act 1974.

On review of the Minutes there does not appear to be any specific instance of the Council failing to comply with its Standing Orders in respect of the conduct of its meetings.

There was significant non-compliance in respect Section 14 of the Council Standing Orders and these are set out in detail in Section J of this report.

I. Council delegation to Committees and Councillors

The Councils framework for the delegation set out in Section 5 J of the Councils Standing Orders adopted 28th January 2016 (Minute Ref. C.21 - 1.16) states;

"Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:....

v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

...."

Subsequently the Annual Meeting of the Town Council held on 12th May 2016 (Minute Ref. C.65 - 05.16) confirmed the Council;

"reviewed the Council's Committees and functions thereof."

and

"RESOLVED: That the Town Council operate:- Three main committees:-

*Economic Development & Planning, with delegated authority to examine and comment upon
Planning Applications
Environment & Leisure*

*Finance & General Purposes, with delegated authority to examine and approve payments on
behalf of Council*

Plus a Standing Committee for administrative matters.

And, that the functions of each committee, be approved and adopted."

The Councils Standing Orders 4 d) states

"d The council may appoint committees as may be necessary, and:

i. shall determine their terms of reference;

..."

The agenda for the May 2016 meeting was supported by a one page document which lists some of the functions of the Committees and some details of delegated authority. This document does have a formal heading referring to 'functions' rather than 'terms of reference' but it appears to be the 'terms of reference' on which the Council applied Standing Order 4 d) i.

The Annual Meetings of the Council in 2017 and 2018 repeat the same resolution, word for word, and the same supporting 'functions' paper was used in 2018 as in 2016. It was not possible to locate the 2017 supporting paper during this review but it seems reasonable to presume that it was in the same format as 2016 and 2018.

There are specific instances where the Council delegated authority to sub-committees for a particular issue, for example the meeting of Full Council on 17th February 2017 delegated authority to the Standing Committee to appoint consultants to carry out the Operational Review. This appears to have been carried out on an ad hoc basis and the 'functions' schedule does not appear to have been updated to reflect this.

Although there is no prescribed format for a Committees Terms of Reference for local Councils it is common for them to extend to several pages, which will detail, amongst other things, the determination of membership of the committee, frequency of meetings, purpose of the committee and any delegation of authority. In addition to formal Terms of Reference it is also common for Councils to have in place a Scheme of Delegation which sets out particular delegations of powers to Officers (normally the Clerk) and to committees.

From a review of records it does not appear that a formal scheme of delegation was in place at Ledbury Town Council during the period of this review. The Terms of Reference of Committees and any Delegation to them were both, presumably, dependent on the resolution passed at each annual meeting and the supporting 'functions' schedule. The Annual Meeting of the Council held on 9th May 2019 deferred consideration of the Draft Terms of Reference to F&GP and it was considered by F&GP on 23rd May 2019.

As noted previously in this report the 'Committee' Function' schedule did not adequately set out the responsibility of committees and, in practice, the activities of Committees differed substantially from those set out.

J. Council / Councillors compliance with the Code of Conduct (this will not seek to repeat any examination of matters previously addressed through the Courts)

The Council Minutes of 21st June 2018 (Minute Ref. C.92-06.18) which considered the adoption of the Herefordshire Council Code of Conduct stated these had;

'never been formally adopted by Ledbury Town Council'.

This wording is somewhat confusing as the Full Councils Minutes of 28th January 2016 (C.21 - 1.16 iii) specifically refer to the Herefordshire Council Code of Conduct. The Minutes of 21st June 2018 may, perhaps, refer to a specific council resolution to adopt the updated Herefordshire Council Code of Conduct which had been subject to review since 2016, although this is not stated. In any case what is clear is that the Council had in place a formal Code of Conduct since at least 2016.

The Councils Standing Orders (2016) reference the Code of Conduct in a number of areas, specifically in Section 14 "Code of conduct complaints".

14 a) states

"Upon notification by the Unitary Council that it is dealing with a complaint ..".

It is clear from this that the Council's adopted Standing Orders recognised the role of the Unitary Authority (and by implication the Monitoring Officer) in handling such complaints. It is unclear, from a review of Minutes, how the Council distinguished between the complaints raised through the Grievance Procedure, based on which it subsequently decided to impose sanctions on Councillors, and complaints that should properly have been handled through the Code of Conduct and been referred to the Monitoring Officer

It is particularly notable that the Minutes of Full Council 5th May 2016, in which a series of sanctions were imposed on Councillors, makes no reference at all to the Code of Conduct, despite citing "bullying" as one of the considerations, which is a matter specifically referred to in the Code of Conduct adopted by the Council the previous January.

The Annual Meeting of the Council held on 15th May 2016 records (Minute Reference C.73- 05.16) a decision by the Council to refer two Councillors to the Monitoring Officer "on for behaviour likely to bring the Town Council into disrepute". This indicates that the Council had an appreciation of the role of the Monitoring Officer in dealing with complaints against Councillors.

It is not clear how the Council distinguished between matters that were to be handled by the Monitoring Officer and matters that it could handle itself. The Minutes of the Standing Committee of 6th March 2017 state;

"The Mayor reminded members of the open letter received from the Monitoring Officer which clearly states the Herefordshire Council investigation was only dealing with allegations of breaches of the Members Code of Conduct, and not into Ledbury Town Council staff or its processes."

It is clear from the above that the approach of the Council to the issues raised in the Grievance process was to seek to distinguish them from the Code of Conduct and the provisions of section 14 of its Standing Orders. In doing so the Council did not, however, formally identify under what basis it could take action against Councillors.

It is notable that neither the Councils Standing Orders nor the 'functions' approved at the Annual Meeting refer to any particular power, or delegation of power, in respect of complaints that may be made against Councillors.

It is notable that the only reference to sanctions upon Councillors is contained in 14 d) of the Councils Standing Orders (adopted January 2016) which refers specifically to a decision by the Monitoring Officer.

"Upon notification by the District or Unitary Council that a councillor or non councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office."

When the Monitoring Officer advised the Council that complaints which were subject to review had not been upheld, as recorded in the Minutes of a Council meeting on 20th July 2017, the decision

appears to have made little impact on how the Council sought to deal with the sanctions it had imposed on Councillors.

In retrospect it is clear that the Council failed to fully consider whether it should have sought to address any complaint raised against Councillors by reference to the Code of Conduct and determined, at an early stage, that these could be handled through the Council's own internal Grievance procedure.

This failure to properly identify the complaints as Code of Conduct issues or, perhaps more accurately, the action of the Council in distinguishing complaints raised against councillors by employees from other types of complaints, was a serious error that was to lead ultimately to the adverse finding of the judicial review.

K. Review of the process of the calling and holding of meetings including the drafting and circulation of agendas, preparation and circulation of supporting documents, and the recording and approval of Minutes.

As part of this review a questionnaire was circulated to Councillors which sought to establish what arrangements were in place, during the period of this review, for the calling and holding of meetings and the circulation of agendas and supporting documents. Due to the limited number of current Councillors who also served during the period of this review it was not possible to form general conclusions on the adequacy or otherwise of the practices in place.

There was, however, no indication from the questionnaires received that Councillors had not properly received notice of meetings or supporting agenda and papers.

1674

L. Training and development of Councillors and Staff

As part of this review a questionnaire was circulated to Councillors which sought to establish what training and induction Councillors had been provided. Due to the changes in the composition of the Council over time there are few current Councillors who were also Councillors during the period of review. As a consequence it is not possible to form a reliable view as to the general experience of Councillors over the period.

The limited feedback received has not identified any specific failure in the training or induction of Councillors.

The Town Clerk had also obtained the necessary CiLCA qualification which enabled the Council to adopt the General Power of Competence. This gives a reasonable level of assurance as to the level of training of the key member of the Council's staff.

Based on this it is reasonable to conclude that there was no systemic failure of the training and development of Councillors or staff during the period of review.

1675

LEDBURY TOWN COUNCIL
MINUTES OF A RESOURCES COMMITTEE HELD ON
6 JANUARY 2022

PRESENT: Councillor Manns, Howells, Bannister and Chowns

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker

RESOLVED:

Due concerns over whether the meeting was quorate it was decided by members not to proceed with the meeting.

The meeting ended at 7:35pm.

Signed Dated
(Chair)

16787

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE RECONVENED RESOURCES COMMITTEE
HELD ON
19 JANUARY 2022

PRESENT: Councillors Bannister, Eakin, Howells and Manns (Chair)

ALSO PRESENT: Angela Price - Town Clerk
Councillor Morris

R138 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Chowns and Hughes.

R139. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

R140. **NOLAN PRINCIPLES**

Councillor Bannister asked whether it would be possible to provide Members with a copy of Standing Order No. 1, "Rules of Debate", at future meetings to help with the smooth running of meetings.

RESOLVED:

1. That the Nolan Principles be received and noted.
2. That officers provide a copy of the Standing Order No.1, "Rules of Debate", at future meetings.

R141. **TO APPROVE AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 2 SEPTEMBER 2021**

RESOLVED:

1. That the minutes of the meeting of the Resources Committee held on 2 September 2021 be approved and signed as a correct record.
2. That the Action Sheet be included as a separate item on all future Resources agendas.

R142. **TOWN CLERKS TIME OFF IN LIEU**

RESOLVED:

That the Town Clerks Time off in Lieu (TOIL) be received and noted.

R143. **FEEDBACK FROM STAFF AND COUNCILLOR MEETING**

Councillor Morris provided some feedback from the Staff & Councillor meeting that had been held on 3 November 2021. He advised that whilst he had felt the meeting presented an opportunity for staff and councillor to meet he would have preferred there to have been an agenda for the meeting. Councillor Morris advised he was looking forward to the next meeting.

The Clerk advised that the meeting had been intended to be informal to allow staff and councillors to get to know one another better and to build the working relationship between all. She advised that the feedback from staff was that they were disappointed that only four councillors had been present, noting that all staff had been present, with the exception of one who was off sick at the time.

RESOLVED:

That the feedback be noted, and a further staff and councillor meeting be arranged to take place in Spring 2022.

R144. **HEALTH AND SAFETY ISSUES**

The Clerk advised Members of an issue in relation to the cobbles to the rear of the Council offices on Church Street. She advised that due to a number of cars having parked on this area some damage had been caused to the cobbles adjacent to the drain cover.

The Clerk advised that officers were looking into having the cobbles repaired but that they were concerned that the damage was likely to get worse due to vehicles still being parked in this area. The Clerk confirmed that she had informed all staff that they were not to park in this area and a "No Parking" sign had been put up. She also advised that letters had been delivered to all the residents and businesses in Church Lane asking them not to park there. However, on occasion some cars continue to be parked there.

The Clerk suggested moving one of the two large planters at the rear of the council offices and placing it on the area in question so as to prevent cars being parked in the area and thus reducing any further damage to the cobbles.

RESOLVED:

That one of the two large planters currently sited outside the Painted Room on Church Street, be moved to the area on the other side of the rear entrance door to prevent cars being parked and to reduce any further damage to the cobbles.

R145. TERMS OF REFERENCE

Members were requested to give consideration to setting a quorum for the Resources Committee to be included in their Terms of Reference.

RESOLVED:

That a quorum of three members be included in the Terms of Reference for the Resources Committee.

R146. DATE OF NEXT MEETING

RESOLVED:

- 1. To note that the date of the next meeting of the Resources Committee is scheduled for 5 May 2022.**
- 3. That when drafting the calendar of meetings for the 2022/23 municipal year, the Clerk give consideration to the Resources Committee and Economy & Tourism Committee being held bi-monthly rather than the current quarterly meetings.**

R147. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, in the public interest the press and public were excluded from the remainder of the meeting.

R148. STAFFING MATTERS

- 1. Members were advised that Post Holder 56 had completed their probation period satisfactorily.**

RESOLVED:

That it be noted that Post Holder 56 had completed their probation period satisfactorily.

2. Members were requested to give consideration how to proceed in respect of the review of Post Holder 50 and filling the position whilst the post holder is on maternity leave.

The Clerk advised Members with information received from Citation in respect of the options available to them in respect of Post Holder 50 and it was agreed that a recommendation be made to Full Council for consideration.

RECOMMENDATION:

1. That the review of post holder 50 take place prior to the post holder going onto maternity leave.
2. That the post be filled on a temporary, fixed-term contract whilst the post holder is on maternity leave.

The meeting ended at 19.57 pm.

Signed Dated

Agenda Item

11

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON
9 DECEMBER 2021

PRESENT: Councillors Bannister (Chair), Bradford, Howells, Hughes, Knight, Manns (Town Mayor-ex-officio) and Sinclair

ALSO PRESENT: Angela Price – Town Clerk

P509 **APOLGIES FOR ABSENCE**

Apologies for absence were received from Councillors Harvey and Morris.

P510 **DECLARATIONS OF INTEREST**

None received.

P511 **NOLAN PRINCIPLES**

Members felt that some of the points within the Nolan Principles provided little clarification and asked that the Clerk provide clarity on the Nolan Principles.

RESOLVED:

1. That the Nolan Principles be received and noted.
2. That the Clerk provide an expanded explanation on the Nolan Principles.

P512 **PUBLIC PARTICIPATION**

No members of public were present.

P513 **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 11 NOVEMBER 2021**

RESOLVED:

That the minutes of the meeting of the Planning Committee held on 11 November 2021 be received and noted, subject to the following amendments:

1. That the following Councillors be recorded as having been present at the meeting: Bradford, Howells, Knight, Morris and Troy.
2. That Councillor Sinclair be recorded as having also been present.

P514

TO REVIEW THE ACTION SHEET

RESOLVED:

1. That the action sheet be received and noted.
2. That the Clerk contact the Case Officer to follow up on the request for further information in respect of planning application No. 213387

P515

PLANNING CONSULTATIONS

- 7.1 Application no. 213685 – Proposed single storey rear extension with attic space – 19 Bramley Close, Ledbury, Herefordshire, HR8 2XP

RESOLVED:

No objection, but that the Planning Authority be asked to give consideration to the contractors being requested to ensure consideration is given to neighbouring properties, in particular to access to their properties whilst the works are being carried out.

- 7.2 Application no. 213810 – Reserved matters application following outline 171532 for part of the Landscaping matter for the advance planting of new hedgerow and associated planting to the north-west boundary – Land north of the Viaduct, Adjoining Orchard Business Park, Ledbury

RESOLVED:

No objection

- 7.3 Application no. 214019 – Proposed replacement cartway screen on West elevation – Upper Barn, Ledbury, Herefordshire HR8 2PX

RESOLVED:

No objection

P516 **PLANNING DECISIONS**

RESOLVED:

1. That the planning decisions be received and noted, subject to the following:
 - i. That a correction be made to the LTC Recommendation column as required.
 - ii. That "LTC MEETING 12 AUGUST 2021" on page 3387 be amended to read "LTC MEETING 9 SEPTEMBER 2021",
 - iii. That the Clerk contact the Case Officer in respect of planning application no. 204577 to request an update on the progress of this application.

P517 **NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE**

Councillor Howells provided Members with an update on the status of the Neighbourhood Development Plan.

Councillor Howells referred to the six points that Councillor Harvey had raised at the recent Council meeting, noting that the NDP Team at Herefordshire Council had been advised of the two caveats agreed at that meeting of Council.

P518 **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Planning Committee is scheduled for 13 January 2022, but that this may be a non-decision making meeting held on Zoom, subject to further Covid restrictions.

The meeting ended at 7.36 pm.

Signed Dated

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON
13 JANUARY 2022**

PRESENT: Councillors Bannister, Bradford and Howells

ALSO PRESENT: Angela Price – Town Clerk
Amy Howells – Minute Taker

P519 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey, Knight, Hughes, Manns, Morris and Troy

P520 DECLARATIONS OF INTEREST

None received.

P521 NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

P522 PUBLIC PARTICIPATION

No members of the public were present.

**P523 TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE
MEETING HELD ON 9 DECEMBER 2022**

RESOLVED:

That the minutes of the meeting of the Planning Committee held on 9 December 2021 be approved and signed as a correct record.

P524 TO REVIEW THE ACTION SHEET

RESOLVED:

1. The Clerk advised Members of an email response received from Carl Brace, in relation to the Market Street application:

“The Market Street application references 204577/204578 will be issued upon completion of the Section 106 agreement. Solicitors of the Council and applicant are working to finalise this.

2. The Clerk advised Members or an email response received from Carl Brace in relation to Planning Application no. 213887:

The re-development of the site as a whole – creating 5 no. new residential units within the existing outbuildings was approved both for Planning and Listed Building Consent in April 2019, they mirror original approvals granted in 2009 but never implemented. The new application effectively has amendments to that 2019 permission to reflect improvements and how the owner wants to bring the proposal forward.

3. That action sheet be received and noted.

P525 **PLANNING CONSULTATIONS**

- 7.1 Application no. 214239 – 20 Gibson Road, Ledbury, Herefordshire, HR8 2US

RESOLVED:

No objection

- 7.2 Application no. 214354 – Land west of Leadon Road, Lower Road Industrial Estate, Ledbury, Herefordshire, HR8 2DJ

RESOLVED:

No objection

- 7.3 Application no. 214370 – 2 York Villas, New Street, Ledbury, Herefordshire, HR8 2EJ

RESOLVED:

No objection

- 7.4 Application no. 214387 - Aldi Food store Ltd, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 2SS

Members raised concerns over the delivery times on Sundays and possible side effect of light pollution on nearby properties.

RESOLVED:

That consideration be given to amended delivery times on Sunday's and a Light Management policy to minimise the effect to nearby properties.

7.5 Application no. 214467 - 25 High Street, Ledbury, Herefordshire, HR8 1DS

RESOLVED:

No objection

7.6 Application no. 214468 – 25 High Street, Ledbury, Herefordshire, HR8 1DS

RESOLVED:

No objection

7.7 Application no. 214482 – Dingwood Park, Parkway, Ledbury, Herefordshire, HR8 2JD

RESOLVED:

No objection

7.8 Application no. 214504 – 32 The Homend, Ledbury, Herefordshire, HR8 1BT

RESOLVED:

No objection

7.9 Application no. 214528 – 1 Newbury Terrace, Newbury Park, Ledbury, Herefordshire, HR8 1AY

RESOLVED:

No objection

7.10 Application no. 214490 – Market Street, Ledbury, HR8 2AQ

RESOLVED:

No objection, subject to consideration being given to the potential visual impact of the units on the exterior of the building, and potential noise implications.

P526 **PLANNING DECISIONS**

RESOLVED:

That the planning decisions be received and noted

P527 **STREET TRADING APPLICATION**

RESOLVED:

No objections

P528 TRAFFIC REGULATION ORDER SCHEME: PROPOSED 40MPH SPEED LIMIT ON A417 LEDBURY BYPASS (LEADON WAY), HEREFORDSHIRE

RESOLVED:

- 1. No objections.**
- 2. That a recommendation be put forward for consideration to extend this onto the Ross Road.**

P529 LEDBURY INVESTMENT PLAN 2021

Members were advised that this had been placed on the agenda for information prior to it being considered by Hereford Council Cabinet.

RESOLVED:

- 1. That the report be received and noted.**
- 2. A copy of the Investment Plan 2021 be forwarded to Bill Bloxsome & Carly Tinkler upon approval by Herefordshire Council Cabinet.**

P530 WORKING PARTY

- a. MINUTES OF A MEETING OF THE LARGER PLANNING APPLICATIONS WORKING PARTY MEETING HELD ON 10 JANUARY 2022**

RESOLVED:

That the minutes of the meeting of the Larger Planning Applications Working Party meeting held on 10 January 2022 be deferred to the next Planning Committee meeting.

- b. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**

- i. Minutes of the NDP Working Party meeting held on 23 November 2021**

RESOLVED:

That the minutes of the meeting of the NDP Working Party meeting held on 23 November 2021 be deferred to the next Planning Committee meeting.

- ii. Minutes of the NDP Steering Group meetings held from 28 October 2021 to 4 January 2022**

RESOLVED:

That the minutes of the meeting of the NDP Steering Group meeting held from 28 October 2021 to 4 January 2022 be deferred to the next Planning Committee meeting.

c. PROGRESS TO REG 14 – REVISED NDP WORKING DRAFT – DECEMBER 2021

Councillor Howells noted this was an amended version and the final version was anticipated to be finished in March 2022 following a further consultation period.

RESOLVED:

1. That the update on the Revised NDP Working Draft be received and noted.
2. A proposal that NDP proceed with Reg 14 with a recommendation to Full Council to note the amended consultation dates.

P531 DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Planning Committee is scheduled for 10 February 2022.

The meeting ended at 8:00pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

Agenda Item
12

MINUTES OF AN ENVIRONMENT & LEISURE COMMITTEE MEETING HELD ON
20 JANUARY 2022

PRESENT: Councillors Knight (Chair), Bradford, Whattler and Morris

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker

E214 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sinclair, Chowns, Hughes and Eakin.

E215 THE NOLAN PRINCIPLES

The Nolan Principles were received and noted.

E216 TERMS OF REFERENCE – QUORUM

Members discussed what they considered should be quorum for the Environment & Leisure Committee meetings. Councillor Bradford believed that due to the scrutiny that Ledbury Town Council had gone through, a quorum of 4 members was not adequate. Councillor Whattler proposed that 5 members for quorum but other members disagreed.

Due to the number of members on the Committee, it was agreed that quorum would be 4 members. This was proposed by Councillor Knight and seconded by Councillor Morris.

RESOLVED:

It was agreed by members of the Committee that Quorum will be 4 members for this Committee.

E217 DECLARATION OF INTEREST

RESOLVED:

None received.

E218 PUBLIC PARTICIPATION

No public were present.

E219 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 18 NOVEMBER 2021

The Deputy Clerk gave a brief update on each item and Councillors requested certain issues be noted and be moved to the next meeting. Items to be brought forward are:

- Item No. E195.2 Five companies have already been approached regarding CCTV and quotations are awaited.
- Item No. E195.4 Removing the shelter/seating. Councillor Bradford requested that the Clerk contact the company to make arrangements to move it, noting that it does not need a concrete base. Councillor Bradford requested an email be circulated to Committee members with an update.
- Item No. E201.1 Bench outside Old Cottage Hospital. Ongoing with Herefordshire Council/Balfour Beatty.
- Item No. E202.3 Lighting in St Katherines Car Park. This matter is in hand and it is hoped that there will be a decision in time for the March Committee meeting.
- Item No. E213.2 Clerk to confirm status on EPC for the Chapel.
- Item No. E214.2 A report is awaited from Caroe in respect of the timber assessment. An update will be provided at the March Committee meeting.

RESOLVED:

That the minutes of an Environment & Leisure Committee held on 18 November 2021 be approved and signed as a correct record subject to the following amendments:

Councillor Morris to be noted as present at this meeting.

Members entered closed session at 7:12PM

E220 TO REVIEW ACTION SHEET

RESOLVED:

That Councillors received and noted the contents of the report.

E221 CEMETERY

RESOLVED:

- 1. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 708, 709, 710, 711 and 61280 to be signed, granting the exclusive right of burial to those named on the interment form.**

2. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 6324878 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

E222 RECREATION GROUND UPDATE – GENERAL

RESOLVED:

That members received and noted the contents of the report.

E223 RECREATION GROUND – CHILDRENS' PLAY AREA

Councillor Knight proposed that Ledbury Town Council should have an informal consultation with members of the public at the recreation ground to ascertain what the children would want at the Play Area. This was seconded by Councillor Bradford. Councillor Whattler noted that the budget for such works should be decided before consulting with the public. The Deputy Clerk referred Committee members to the report which detailed the budget.

Whilst the meeting was quorate, members agreed that it would be more appropriate to take the report to Full Council where more members could take a vote on which company to select due to the costs involved.

However, on reviewing the play equipment, the Committee agreed to the following:

- 1 Replace the hex swings with an "Explorer Dome" style of equipment or something similar.
- 2 Relocate the hex swings to another part of the recreation ground.
- 3 Upgrade/replace the existing skate park facility.
- 4 Replace the existing seesaw within the next 12 months.

Subject to the informal consultation and clarification of budgets, the above was proposed by Councillor Whattler and seconded by Councillor Bradford, all were in favour.

RESOLVED:

1. That members agreed for an "Explorer Play dome" or something similar to be replaced with the hex swings. The hex swings move to another location and the seesaw be replaced within the next 12 months. That the skate park be upgraded/replaced.
2. That members of the committee take the report to Full Council to consider and select a company that Ledbury Town Council would work with in future regarding the above mentioned changes to the children's play area.

3. That the Deputy Clerk organises an informal consultation with members of the public when the weather improves. The Police are to be invited to take part in this event.

E224 BLOSSOM TREES FOR LEDBURY HIGH STREET IN RESPECT OF THE QUEEN'S PLATNIUM JUBILLEE

Committee members considered that further information was required from Councillor Harvey who had put forward the proposal for planting the blossom trees in Ledbury High Street for the Queen's Jubilee. Councillor Whattler considered it was not appropriate as the trees, if planted in the ground, could cause root damage to properties, restrict daylight and could become untidy if leaves were not cleared. Councillor Bradford was of the same opinion whereas Councillor Morris agreed that we should proceed.

RESOLVED:

1. That the Deputy Clerk is to contact Councillor Harvey to obtain further information and bring a report back to the next Environment & Leisure meeting.

E225 DOG HILL WOODS

Councillor Bradford recommended that Ledbury Town Council approach the Forestry Commission and advise them that no further works have taken place at Dog Hill Woods and that contractors be commissioned to undertake the works, as set out in the Woodland Management Plan. Councillor Bradford proposed that replacement signage be erected to include one new board in respect of the Geo site and two replacement signs for general information and CCTV signs to be added to the picnic area. Councillor Whattler seconded the motion.

Members suggested that the Deputy Clerk look for either volunteer groups to make the benches or tender for local craftsmen to make these for the Council. It was agreed that Councillor Whattler and the Deputy Clerk will visit Dog Hill Woods, photograph areas where benches could be located.

RESOLVED:

1. Members requested the Deputy Clerk to bring more information back regarding the Woodland Management Plan to the next E&L Committee.
2. That members agreed for replacement signage to be erected subject to receiving full costs which are to be presented at the next Committee meeting in March 2022 for approval.
3. That members agreed for benches to be installed at Dog Hill Woods, at locations to be confirmed, whether this be by volunteer groups or local craftsmen.

E226 ASBESTOS SURVEY

Members of the Committee reviewed the quotations received from three companies who could carry out asbestos surveys on Council properties. Councillors Whattler and Morris requested Company A to undertake the work as they had stated that they could provide 50 samples, more so than the other two companies at a cost of £850 plus VAT. This was proposed by Councillor Whattler and seconded by Councillor Bradford and agreed by all members.

RESOLVED:

That the Deputy Clerk be authorised to appoint Company A to carry out asbestos surveys on all four properties owned by Ledbury Town Council.

E227 MEMORIAL BENCHES

A local resident had asked for a memorial bench to be installed outside of the Alms Houses in memory of her late husband. The Committee approved the installation of a bench and for the resident to provide a plaque, which would be mounted on the bench by LTC's Maintenance operative. The installation was still subject to permission being granted by Herefordshire Council and the Deputy Clerk will pursue this.

RESOLVED:

That the Deputy Clerk be authorised to proceed with the installation of the bench subject to receiving permission from Herefordshire Council.

E228 CEMETERY MAPPING SOFTWARE

The Deputy Clerk outlined the background as to why this mapping software was required, pointing out that it was being used by three other local Councils. Councillor Bradford believed that this software had been authorised several years ago for the then Deputy Clerk to put in place. This had not materialised, and Councillor Morris believed that all correspondence relating to this may have been lost. Councillor Bradford agreed to research old correspondence and would present any papers in relation to this particular software to support his comments. The Committee agreed that should no correspondence be presented within the next two weeks, then Ledbury Town Council should proceed with the mapping software.

On the basis that no correspondence was presented within the two-week period, Councillor Whattler proposed that the Deputy Clerk proceed and appoint Pear Mapping to undertake the installation of the mapping software. This was seconded by Councillor Morris and agreed by members.

RESOLVED:

That members make a recommendation to the Finance, Policy & General Purpose Committee that the cost for Pear Mapping to install the digital

mapping system for Ledbury Cemetery be included in the 2022/23 budget subject to Councillor Bradford's findings within the two week timescale.

E229 CHRISTMAS LIGHT SWITCH ON EVENT UPDATE

The Deputy Clerk gave members a summary of a meeting that Councillor Knight, the Town Clerk and Deputy Clerk had had with the Lighting contractors. Photographs of what was required were given to the light contractors and the response, together with revised costs, will be brought to the March 2022 meeting. Members requested the Council erect wooden fencing around the Christmas Tree instead of the metal barriers and that the final arrangements for the Christmas lights are placed on the website.

RESOLVED:

1. That members received and noted the report.
2. **That the Deputy Clerk be requested to look into wooden fencing around the Christmas tree as opposed to the metal barriers.**

E230 BYE STREET PUBLIC TOILETS

The Committee discussed Ledbury Town Council taking over responsibility for the Bye Street public toilets but in view that these are located on land not owned by Herefordshire Council, it was agreed that this be put forward for discussion at the next Full Council meeting. Councillor Bradford stated that he had correspondence relating to these toilets and would forward on to the Deputy Clerk.

RESOLVED:

1. **That the committee agreed to defer this item to be addressed at the next Full Council meeting. Councillor Bradford to provide any relevant supporting papers to the Deputy Clerk.**

E231 BIKE HOOP RACKS INFRONT OF BYE STREET PUBLIC TOILETS

The committee debated suitable locations for bike racks to be positioned. Outside the Market House was considered so long as the racks could be removed when the Christmas Tree is in situ. All Councillors agreed to walk around Town and report back to the Deputy Clerk with suitable locations.

RESOLVED:

1. That the report be received and noted.
2. **That the Deputy Clerk investigate the costs of installing a temporary bike rack by the side of the Market House and bring to the next Environment & Leisure meeting.**

3. That members of the Committee send reports of areas that could be used for bike rack to the Deputy Clerk.

E232 CORPORATE PLAN

RESOLVED:

That the Corporate Plan be received and noted.

E233 WORKING PARTIES

- a. TO RECEIVE AND NOTE THE MINUTES OF THE MEETINGS OF THE EVENTS WORKING PARTY HELD ON 3 NOVEMBER 2021, 19 NOVEMBER 2021 AND 9 DECEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS THEREIN.
- b. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE MARKETS WORKING PARTY HELD ON 12 NOVEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS THEREIN.
- c. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMAGE CHANGE WORKING PARTY HELD ON MONDAY, 6 DECEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS THEREIN.

RESOLVED:

1. That minutes of the meetings of the Events Working Party held on 3 November, 19 November and 9 December 2021 were received and noted by members with the recommendation from 9 December 2021:
 - a. For the Christmas lights switch on to go ahead on the last Sunday of November being Sunday, 27 November 2022 and for the lights to be switched on at 4:00pm.
 - b. That a full road closure will not be put in place between the junction of Bye Street and Top Cross. Members preferred the market to be in St Katherine's car park due to safety issues, subject to approval of Herefordshire Council.
 - c. That Ledbury Town Council request the free parking day for the late-night shopping event to be held after the Light switch-on event.
 - d. The Christmas lights design competition has been superseded with a "Welcome to Ledbury" light display.
 - e. That the £100 street party grant scheme is not to be administrated by the Council.

2. THAT MINUTES OF THE MEETINGS OF THE MARKETS WORKING PARTY HELD ON 12 NOVEMBER 2021 WERE RECEIVED AND NOTED WITH THE RECOMMENDATIONS.

a. That terms of reference from the Markets Working Party be approved.

3. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON MONDAY, 6 DECEMBER 2021 BE RECEIVED AND NOTED WITH RECOMMENDATIONS:

- a. E&L requested that a Climate Change blog not to go ahead.
- b. E&L requested that Great Big Green Week will not go ahead this year.

Standing orders were decided for an additional 15 minutes.

- c. That the committee agreed to the Climate Change Working Party purchasing 20 high visibility jackets for volunteers with the slogan on the back of the jacket, to accompany the LTC logo. 'LTC FOR THE COMMUNITY' subject to the Deputy Clerk ascertaining costs for the purchase of the jackets and print work and reporting back at the next meeting.

E234 DATE OF NEXT MEETING

It was noted that the next meeting of the Environment & Leisure Committee was scheduled for Thursday, 17 March 2022 at 7:00pm.

E235 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

E236 RECREATIONAL GROUND UPDATE – CCTV

The Deputy Clerk updated members that she was meeting with a CCTV Engineer on 27 January 2022 to repair the CCTV. Members requested that the Deputy Clerk get an update from the Police following their attendance at the last meeting.

The Deputy Clerk has contacted companies for quotes for a better CCTV system that will have the ability to run from the Town Council Offices as well as the ability to link in with Herefordshire Council's monitoring unit, and is currently awaiting responses.

RESOLVED:

1. That members received and noted the report.
2. **That the Deputy Clerk to speak with the Town Clerk to ask for an update from the police regarding the quality of images required.**

Members returned to open session at 7:32PM

The meeting ended at 9:04pm.

Signed Dated
(Chair)

Ledbury Neighbourhood Development Plan Regulation 14 consultation plan

Agenda
Item
14

At the full meeting of Ledbury Town Council on Thursday 2nd December 2021 the revised NDP document was approved to go to Herefordshire Council for SEA completion and approval to undertake the Reg 14 stage statutory public consultation. The revised NDP was accepted as a Reg 14 document before Christmas ready for the public consultation period in the New Year.

The Consultation plan below is in line with the approved NDP Communications and consultation plan. The consultation period is 6 weeks from Saturday 5th February to Saturday 19th March 2022 inclusive

During January

Completion of all consultation documents including statutory notice
Ensure website has all the required documentation available
Publicity: Website, Facebook, Twitter, displays, news release, posters

From midnight Friday 4th February to midnight Saturday 19th March

On-line consultation response form to be in place
Information display in the Coop and elsewhere in the town during the period
Consultation materials and response form available online and Council offices

Saturdays 5th February and 12th February 11am – 3pm

Drop in consultation events in the Panelled Room, Council offices

Tuesday 8th February 7am – 2pm

Business/Employment consultation in the Panelled Room, Council offices

Tuesday 15th February and Wednesday 16th February 10am – 7pm

2 day, drop-in consultation event in the Panelled Room, Council offices

Zoom sessions:

Tuesday 8th February 5.00pm – 7.00pm
Wednesday 23rd February 10.00am – 12.00pm

Alongside this emails will be sent to statutory consultees, businesses, community groups, specific interest and hard to reach groups to advise of the consultation. The two Zoom briefing sessions will be held for those unable or unwilling to make face to face sessions and to act as an alternative form of consultation should COVID restrictions be in place during the period.

Questionnaire and materials:

During December consultant Maxine Bassett drew up a consultation response form for online and paper completion at consultation events, and helped design presentation card/posters for display at the consultation events.

Volunteers are required for a suggested 2 hour slot on each of the 5 face to face consultation events proposed. Volunteers will also be required for data entry of paper-based response forms completed during the Reg 14 consultation period.

Ledbury Neighbourhood Development Plan
Regulation 14 consultation plan

NDP 2022 Reg 14 public consultation - volunteer register							
Date: Tuesday 8th February		Business/employment consultation 7am - 2pm					
Name	Set up Previous evening	7.00am-9.00am	9.00am-11.00am	11.00am-12.00pm	12.00pm-2.00pm	Other time	Dismantle 2.00pm-2.30pm
Date: Saturday 5th February		Open consultation session 11am - 3pm					
Name	Set up 10.00am-11.00am	11.00am-1.00pm	1.00pm-3.00pm	Other time	Dismantle 3.00pm-3.30pm		
Date: Saturday 12th February		Open consultation session 11am - 3pm					
Name	Set up 10.00am-11.00am	11.00am-1.00pm	1.00pm-3.00pm	Other time	Dismantle 3.00pm-3.30pm		
Date: Tuesday 15th February		Open consultation session 10am - 7pm					
Name	Set up 9.00am-10.00am	10.00am-12.00pm	12.00pm-2.00pm	2.00pm-4.00pm	4.00pm-6.00pm	6.00pm-7.00pm	Dismantle 7.00pm-7.30pm
Date: Wednesday 16th February		Open consultation session 10am - 7pm					
Name	Set up 9.30am-10.00am	10.00am-12.00pm	12.00pm-2.00pm	2.00pm-4.00pm	4.00pm-6.00pm	6.00pm-7.00pm	Dismantle 7.00pm-7.30pm

Ledbury Neighbourhood Development Plan

Regulation 14 Public consultation

Saturday February 5th – Saturday 19th March 2022 inclusive

Response Form

Use this sheet to submit comments.

Please ensure you provide your name and address. As this is a formal statutory consultation all comments submitted will be made available to the public.

If you wish to be kept updated on future progress with the Neighbourhood Development Plan (NDP), please also give an email address (which will not be published).

Please make your comments as specific as possible, relating to specific policies or paragraph numbers, and quote the relevant policy or paragraph number(s).

The Response Form can be completed online (preferred if possible) at:

https://www.surveymonkey.co.uk/r/LedburyNDP_Reg14

or via the link on the council website at:

<https://www.ledburytowncouncil.gov.uk/en-gb/ndp-process>

It can also be accessed via this QR code.

The consultation documents including the draft revised NDP can be found at:

<https://www.ledburytowncouncil.gov.uk/en-gb/ndp-documents>



Alternatively, paper copies of the Response Form can be collected from Ledbury Town Council Offices in Church Lane during working hours. If responding on a paper version, send your comments to Ledbury Town Council either:

- ☐ by post to: **Freepost LTC NDP**
(put in an envelope; no stamp required)
- ☐ by hand to: **Ledbury Town Council Offices** (letter box in Church Lane)
- ☐ by email to: clerk@ledburytowncouncil.gov.uk

All responses must be received by midnight, Saturday 19th March 2022

Your details

Name	
Address	
Email address (if you wish to be kept updated)	
Please tick one:	<input type="checkbox"/> Resident <input type="checkbox"/> Local business <input type="checkbox"/> Local organisation <input type="checkbox"/> Statutory consultee <input type="checkbox"/> Agent

Please give your comments overleaf. If you are submitting in writing and need to continue on an additional sheet, please write your name at the top of each sheet and staple sheets together.

Comments on specific policies

Please indicate the specific policy or paragraph number.

Policy and/or paragraph number	Comments and/or suggested changes
General comments	

Thank You

LEDBURY TOWN COUNCIL

**MINUTES OF AN EVENTS WORKING PARTY MEETING HELD ON
27 JANUARY 2022**

PRESENT: Councillor Morris
Griff Holliday – Ledbury Food Group and Community Day
Nina Shields – Ledbury Library Development Group
Lynette Loader – Ledbury COOP Funeral Care

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker
Olivia Trueman – Community Development Officer
Catriona Cole – Ledbury Primary School
Don McAll – Ledbury Rugby Club
Lyndsey Jackson – Ledbury Book store
Melissa Hawker – Ledbury Places
Chloe Garner – Ledbury Poetry Festival

E40 APOLOGIES FOR ABSENCE

Apologies for absences were received from Councillors Knight and Howells

E41 DECLARATIONS OF INTEREST

None received.

E42 ELECTION OF NON-COUNCIL MEMBERS

RESOLVED:

Don McAll and Catriona Cole expressed their interest in becoming members, however due to work commitments advised that they may not be able to attend every meeting, and therefore would like to be included in all future minutes and emails.

**E43 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS
WORKING PARTY HELD ON THURSDAY, 13 JANUARY 2022**

RESOLVED:

That the minutes of the Events Working Party held on 13 January 2022 be approved and signed as a correct record subject to the following amendments:

1. That the spelling for Catriona be amended accordingly.
2. That Griff Holliday is the representative of Ledbury Food Group and Ledbury Community Day.

3. E36 – Should read as ‘Griff Holliday asked whether the Brass Band and Choir could perform under the Market House on a market trading day.’

E45 WORLD BOOK DAY – MARCH 2022

Members were advised that World Book Day is officially held on Thursday, 3 March 2022, however the Council would be celebrating this day on Saturday, 5 March 2022. The Community Development Officer provided members with a draft schedule of events taking place on World Book Day. Members went through the schedule, and it was noted that each session would be capped for 30 – 45 minutes and that once the schedule is completed a copy would be uploaded to the Town Council website.

Lyndsey Jackson advised members that schools would distribute tokens to students, which would allow them to exchange for selected books for £1. Alternatively, students could put the token towards a book of their choice and make the difference.

The Community Development Officer advised members that the Committee Room in the Town Council Offices is currently available to any community groups that would like to use this space for World Book Day. Nina Shields advised members that the Ledbury Library Development Group had agreed to hire Sarah-Jane, a local poet and writer to hold a series of activities for World Book Day and would need a venue. Councillor Morris suggested that the Community Development Officer contact the Burgage Hall to enquire as to whether the venue would be available.

Although members recognised that hiring an author could prove difficult due to time constraints, it was agreed that the Community Development Officer would contact an author called Ben Davis who is working with John Masefield, and Caroline Green to check availability for a book signing.

Members agreed to the Council producing a poster to advertise World Book Day and that schools should also be involved. The Community Development Officer advised members that she would make contact with the schools and that a deadline for submissions would need to be Friday, 18 February 2022 to allow time to market the event.

5.4 Fancy Dress competition

Members agreed that there should be no fancy-dress competition but there should be an option to dress up. This will be advertised on the poster.

Members agreed that it was too late to organise a short story competition with the schools, and that it be noted that planning should start January 2023 for the next World Book Day. Melissa Hawker advised members that the Heritage Centre may focus on short stories for younger children as their contribution for World Book Day and that she would confirm with the Community Development Officer.

The Community Development Officer provided members with costs to hire Characters to walk around Ledbury on World Book Day. The price of this service would cost between £400-£800 depending on characters. Members felt that the cost of hiring characters was too expensive and asked the Community Development Officer to investigate whether the Market theatre or John Masefield High School could help. It was agreed that the Town Crier should be present on both Thursday, 3 March and Saturday, 5 March 2022 to promote World Book Day.

5.6 Children's treasure hunt

Although Councillor Knight was not present, she had advised the Deputy Clerk and Community Development Officer that she may be able to provide businesses with cardboard cut-outs of book characters for children to find as an additional activity. Some members queried that this may be a copyright infringement and therefore suggested using things from home such as teddies or toys.

RECOMMENDATION:

- 1. That a recommendation go to the Full Council Committee to request that the Community Development Officer arrange for a local author to participate in World Book Day for a book signing.**
- 2. That a recommendation go to the Full Council Committee to request that the Community Development Officer liaise with Schools in Ledbury to create a poster for World Book Day, noting that submissions must be returned by Friday, 18 February 2022 to allow sufficient advertising.**
- 3. That a recommendation be submitted to Full Council Committee to request that the Community Development Officer contact traders in Ledbury to confirm whether they would like to be involved with a World Book Day and create a window display.**

E44 GRANT FUNDING FOR "REGGAE ON THE REC"

The Community Development Officer provided members with an update on available grants including the 'Lets Create Jubilee Fund' from the Arts Council. She advised that the Ledbury Poetry Festival would be willing to work in partnership with Ledbury Town Council to hold 'Reggae on the Rec'. The CDO advised members she had contacted the Arts Council to confirm whether the Town Council could apply for the funding, as there was some confusion with the terms and conditions and who qualified for the grant.

Members agreed that the council should apply for the full £10,000 to cover the costs of Reggae on the Rec and hire a professional to help coordinate the day. Chloe Garner recommended contacting Melanie Abrahams, a forerunner in the UK arts industry who holds a Caribbean festival annually. It was noted that the closing date for the grant was 28, February 2022.

Members agreed that a programme of events during the Jubilee weekend should be available for residents. It was suggested that the cost to design and print the programme could come from the welcome back fund.

RECOMMENDATION

- 1. That a recommendation go to the Full Council committee to request that the Community Development Officer, in partnership with the Poetry Festival, apply for £10,000 from the 'Lets create Jubilee Fund'.
- 2. That a recommendation go to the Full Council committee to employ an event planner with experience in holding cultural festivals, to assist with the organisation of Reggae on the Rec.
- 3. That a recommendation go to the Full Council Committee to agree expenditure for a company to design and print a programme of events for the jubilee weekend.

E46 CALENDER OF EVENTS - UPDATE

The Deputy Clerk presented a calendar of events to members and asked if any members had any other events they would like to add.

RESOLVED:

That the calendar of events be received and noted.

E47 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Events Working Party was scheduled for Thursday, 17 February 2022 at 10am.

The meeting ended at 11:04am.

Signed Dated
(Chair)

FULL COUNCIL	3 FEBRUARY 2022	AGENDA ITEM: 17
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Report prepared by Angela Price – Town Clerk

WELCOME BACK FUND/GREAT PLACES TO VISIT UPDATE

Purpose of Report

The purpose of this report is to provide Members with an update on expenditure/income in respect of the Welcome Back Fund and Great Places to Visit.

Detailed Information

Welcome Back Fund (WBF)

Attached is a copy of the Welcome Back Fund Claim Form (appendix A) submitted by Ledbury Town Council for expenditure in December 2021. Members will note that a total sum of £2,366.90 has been claimed for the provision of a number of items for the Christmas Lights Switch on. To-date no funds have been received from Herefordshire Council in respect of this expenditure. Also attached (Appendix B) is a copy of the monthly progress report that has been provided, this provides details of what has been spent to-date and how other projects are progressing, as well as any suggestions for project changes to be considered. The attached form provides detail on what officers anticipate spending in the next three months for items agreed as part of the Welcome Back Fund. Further updates on this will be provided at future council meetings.

A meeting has been arranged for officers to meet with Ledbury in Bloom and Sustainable Ledbury to discuss how the money earmarked within the WBF for expenditure on improving the town trail and helping Ledbury in Bloom with floral displays in the town centre can be best spent. Also, progress is being made via the Events Working Party in respect of the World Book day event planned for March 2022.

Members will recall that the Welcome Back Fund is providing £20,000 to each town council in Herefordshire and that this grant money must be spent by the end of March 2022. This fund requires that the Council spends the money and reclaims it from Herefordshire Council.

Great Places to Visit (GPV)

The Great Places to Visit Funding is providing a sum of £90,000 to town councils in Herefordshire, and this money will be paid in advance of expenditure. However at the time of writing this report Ledbury Town Council had not received the £90,000 and the Clerk has been chasing this with the relevant officers at Herefordshire Council.

To-date not activities have been started in respect of the Great Places to Visit, but it is hoped that officers will start to progress these in February 2022 with an update to Full Council in March 2022.

Recommendation

That Members receive and note the aforementioned information, noting that regular update reports on the expenditure/income of BF and GPV funding will be provided to future meetings of Council.

Do you have documentary evidence through to defrayal for all transactions in this claim period?

Note: There is no need to submit the evidence with this claim form, but it should be readily available to provide if requested.

Do you have documentary evidence for all procurement activity in this claim period?

Note: There is no need to submit the evidence with this claim form, but it should be readily available to provide if requested.

Expenditure Profile Summary

Allocation As per WBF guidance					
	TOTAL CLAIMED	Proposed future spend			Total spend (actual and proposed)
		Jan-22	Feb-22	Mar-22	
£20,000.00	£2,366.90	£3,968.00	£6,770.00	£5,000.00	£18,104.90

Declaration

I apply for payment towards the expenditure detailed above. I certify that to the best of my knowledge:

1. The information in this form is true and correct.
2. The expenditure declared is in respect of items eligible for, and approved for, support under the terms of the Funding Agreement.

Appendix A.



Welcome Back Fund **Market Town** monthly Claim Form

Town Council				Contact details for queries	
	Name	Angela Price			
	Telephone	1531632306			
	Email	clerk@ledburytowncouncil.gov.uk			
Claim Period					

1710

Has all expenditure presented within the claim been defrayed (spent) in the claim period?	yes or no
Note: This will likely be picked up when validating your transaction list.	

Do all defrayal dates fall after the invoice dates?
Note: There may be instances where invoices were presented after defrayal, if so please make clear in a covering email.

Have you provided clear descriptions of the expenditure in line with the Guidance?
Note: Vague or one word descriptions will not be sufficient and will lead to a delay in processing your claim.

- 171
- 103
3. All supporting evidence from invoice through to defrayal is held by the Council and will be provided on request. Failure to provide the required evidence may result in clawback of grant.
4. Salary transactions reported here correspond with the Councils payroll systems and all National Insurance and superannuation payments have been made to the appropriate organisations
5. All project related documentation will be retained until 2033 and will not be destroyed until permission has been sought from the Managing Authority.

Signed on behalf of the Local Authority (insert Electronic signature)	<i>A Price</i>
Name (block capitals):	ANGELA PRICE
Position in Organisation	TOWN CLERK
Date:	13.01.2022



HM Government



Euro
Europe
Develc

CLAIM TOTALS	Total Invoice Value (excluding VAT)	Total Irrecoverable Vat	Total Eligible Value
	£2,030.76	£336.14	£2,366.90

Line No	Cost Category - Revenue Delivery Partner	Procured Contract	Supplier name	Supplier VAT no	Inv Reference No	Invoice date
1	Revenue		GFH Events	268366367	516	12.11.2021
2	Revenue		Infinity Christmas Trees	283213908	1749	26.11.2021
3	Revenue		Face in a Crowd			
4	Revenue		Shed Sounds		20212811	28.11.2021
5	Revenue		PPL/PRS	257767651	SIN1919996	30.12.2021
6	Revenue		Amazon		203-2063786-3143511	01.12.2021

1712

1713

Defrayal reference No	Expenditure Description	Total invoice (excluding VAT)	Total Irrecoverable VAT	Total eligible Value (k + L)
	Hire of 10 x gazebo (3x3) and crew to assemble - 04.12.2021	£1,100.00	£220.00	£1,320.00
	Purchase of Christmas tree for cemetery chapel Candle Lighting event - 19.12.2021	£373.72	£74.74	£448.46
	Hire of Characters to attend Christmas Light Switch on Event - 04.12.2021			£0.00
	PA Hire for Ledbury Christmas Lights switch on and late night shopping events	£350.00	£0.00	£350.00
	Music Licence for two events (3rd and 4th December) Late Night shopping and Christmas Lights Switch on	£127.20	£25.44	£152.64
	Temporary solar lights for use in St Katherine's car park on 04.12.2021 lights switch on event	£79.84	£15.96	£95.80
	TOTALS	£2,030.76	£336.14	£2,366.90



Welcome Back Fund

Monthly Progress Report

Please set out the activity you have delivered during the period of your claim.			
LTC held it's Christmas Lights Switch-on event on 04.12.2021 – as part of this we hired 10 x gazebos and 4 x Christmas characters who also provided an elfie-selfie station and large bubble blowing, we also purchased 8 temporary LED Solar Lights to place in St Katherine's car park for the event for health and safety purposes.			
We have purchased a Christmas Tree for the Cemetery Chapel Christmas Candle Lighting Event on 19.12.2021			
We hired a company to play music under the Market House on 03.12.2021 and 04.12.2021 (Late Night shopping and Christmas Lights Switch-on). We also paid for a PPL/PRS music licence for these two events.			
2. Planned activity for the remainder of the WBF (until 31/03/22)			
Please set out the activity you have planned for the remainder of the Council's allocation			
Other projects we have planned are as follows: <ul style="list-style-type: none"> • We are currently investigating the lap post projecting banners and infrastructure • We have received a quote for the maintenance works to the Bye Street toilets to help get this facility open to the public • We have obtained quotes for the purchase of Hand Sanitisers and Covid Signage for around the town centre and anticipate ordering these in early January • We are arranging an appointment to meet with Ledbury in Bloom to discuss what planters and shrubs etc. to purchase to improve the visual appearance of the town centre. 			
4. Outputs			
Note - this should draw on the information provided within the 'Claim Form' Output details.			
a. Any difficulties in delivering the activities you had set out in the Activity Form?			
We have been unable to hire the LED Christmas Trees, due to the company providing these not getting back to us.			
b. Progress against overall outputs			
	Output	Number of outputs achieved to date	Please describe progress and any future activities

For more information on output definition, please see link (P21 and P22):
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021246/Welcome_Back_Fund_Guidance_v3_Final.pdf

5. Project issues and changes

If not covered previously with the Contract Manager, please report on any issues or significant changes to the Activity Form that will impact upon delivery and budget.

As we could not deliver the LED Christmas Lights we would like to add the total for this to the hire of the characters, as these came in higher than anticipated.

Also, the gazebo's came in at a lower cost than anticipated and therefore we would like to use this for the purchase of the 8 temporary solar lights, the music licence and hire of company to provide music under the Market House for the Late Night Shopping event and Christmas Lights Switch-on

7. Publicity and branding

a. Please report on any publicity activity that has taken place during the claim instalment period. This may include publicity material, leaflets, banners or stationery and any press releases, newspaper articles or publicity events. Please insert photo/Screenshot evidence of the compliant use of the logos and branding, where possible.

We displayed the notice on the gazebo's and Elfie Cart advising that they had been funded by the Welcome Back Fund and will be providing a similar notice with the Christmas Tree at the event on 19.12.2021



Photos.docx

b. Please explain how you have complied with the ERDF Publicity and Branding requirements and submit evidence of the correct use of both HM Government and ERDF logos. Please insert photo / Screen shot evidence of the compliant use of the Logo's and branding, where possible.



Photos.docx



Twitter.msg



Screenshot
2021-12-14 at 14_06_!

Agenda Item
19

**LEDBURY CARNIVAL ASSOCIATION
ANNUAL GENERAL MEETING – WEDNESDAY 10 NOVEMBER 2021
LEDBURY MARKET HOUSE**

PRESENT: Harold Armitage (HA), Paul Bartlett (PB), Johnny Chan (JC) Chair, Laura Clarke (LC), Chris Hill (CH), Jamie Hobby (JM), Sue Hughes (SH), Jill Jupp (JJ), Cllr Dee Knight (DK) Ledbury Town Council, Janet Meredith (JM), Ashley Norton (AN),

PUBLIC: None

1.	WELCOME AND INTRODUCTIONS: JC welcomed everyone to the Meeting and introductions were made for the benefit of new members. JJ confirmed that the meeting was quorate.	
2.	APOLOGIES: Ken Davies (KD) President, Keith Francis (KF), Nic Sims (NS), Olivia Truman (OT) Ledbury Town Council.	
3.	MINUTES OF THE PREVIOUS AGM: The minutes of the AGM which had taken place on 9 December 2020 had been circulated prior to the meeting. They were agreed as a correct record. JC to sign copy and pass to JJ for file.	JC
4.	MATTERS ARISING: None not covered by the Agenda	
5.	CHAIRMAN'S REPORT: See copy attached. JC said that 'Ledbury Carnival Party in the Car Park' the alternative smaller version of the Carnival had been well attended and good feedback had been received. JC hoped that new members and helpers on the day would come forward to enable a full Carnival to take place in 2022.	
6.	TREASURER'S REPORT: JM reported that the balances were as follows: based on the latest bank statements. £ 9,696.00 Current Account £ 2,384.80 Deposit Account £12,080.80 Overall Total JM apologised, as at this stage of the Meeting the Accounts for the financial year should be adopted. Unfortunately, JM had	

	experienced technical problems with her computer and the data had been lost. JM would recreate and this part of the meeting would be adjourned to a later date.	JM
6	<p>ELECTION OF OFFICERS: Chairman: JC agreed to continue in the role of Chairman. SH proposed and JJ seconded.</p> <p>Vice Chairman: DK offered to stand. There were no other nominations.</p> <p>Treasurer: JM agreed to continue in the role of Treasurer. JH proposed and LC seconded.</p> <p>Minutes Secretary: JJ agreed to continue but gave notice that this would be for one more year only. JC proposed and JH seconded.</p>	
c	<p>APPOINTMENT OF COMMITTEE MEMBERS:</p> <p>Procession Co-ordinator: JH was happy to continue in the role of dealing with the paperwork relating to the procession. JJ nominated and LC seconded.</p> <p>Road Closure and Marshalling: There were no nominations. It was emphasised that this role needed the support of others, both on the day and beforehand. (In 2019 Shaun Roberts from SafetoGo, events management company, had supported with marshalling and the manning of road closure barriers. This input would be needed in future years with appropriate budgetary provision made).</p> <p>AN offered to help on the day</p> <p>Health and Safety Co-ordinator: No nominations.</p> <p>The Road Closure and Marshalling role, together with that of Health and Safety Coordinator and the compilation of the Events Management Plan all needed review and consideration as these roles and responsibilities were crucial to the running of the Carnival</p> <p>Stalls Co-ordinator and Street Organisation: JM was happy to continue in this role alongside that of Treasurer and Fund Raising. JC nominated and JH seconded</p>	

	<p>Carnival Princess Co-ordinator: LC advised that she was unable to continue in her role as Princess Co-ordinator. LC would stay to support the current Princess and Attendants in their role for the remainder of their year and would arrange the 'Thank You' event for them.</p> <p>A new Co-ordinator would need to be found to arrange the 2022 Competition and support the Princess and Attendants appointed.</p> <p>Publicity and Programme: JC agreed to continue with compiling the Programme with support from other Committee Members for proof reading. JM proposed and JH seconded</p> <p>JM agreed to continue to cover social media aspects, Facebook etc.</p> <p>Funding and Sponsorship: JM agreed to continue alongside the work of Treasurer. JC proposed and JH seconded.</p> <p>Other Committee Members: HA and AN were proposed and seconded by JJ and JH respectively.</p> <p>DK and OT were present in their capacity as representatives of Ledbury Town council.</p> <p>CH advised that he was standing down from the Committee. Thanks were recorded and a framed certificate presented. It was noticed that most of the equipment was stored at his workshop.</p>	
8	<p>CARNIVAL 2022: Theme: A theme around Sustainability and Climate Change, wildlife/nature, looking after Ledbury had been suggested.</p> <p>As it was the Queen's Platinum Jubilee and national celebrations were taking place 2 – 4 June 2022; in Ledbury this included Community Day, a Street Party etc. the suggestion of continuing the celebrations with a Royal theme for Carnival was made. After discussion, however, it was felt that enthusiasm for the Royal Theme may be somewhat dampened by the end of August.</p> <p>After further discussion the theme of 'Ledbury Blooms' was agreed. (This was a broad theme which would include the environment,</p>	

	<p>climate change, sustainability, Ledbury coming 'alive' again etc.</p> <p>JM to contact Ledbury Reporter re theme.</p> <p>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.</p>	JM
9	<p>DATE OF NEXT MEETING: Wednesday 12 January 2022</p> <p>JC thanked everyone for attending and the Meeting closed at 9.00 pm.</p>	

FULL COUNCIL	3 FEBRUARY 2022	AGENDA ITEM: 21
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Report prepared by Olivia Trueman – Community Development Officer

JOBS FAIR / CAREERS AND ADVICE FAIR

Purpose of Report

The purpose of this report is to ask Members to give consideration to holding a Careers and advice fair in Ledbury, as requested by Councillor Bradford.

Detailed Information

Members will recall that a discussion took place at the previous Full Council meeting held on 2 December 2021, in relation to the Council holding a Careers and Advice Fair. Councillors requested that the Community Development Officer draft a simple plan on how the Job Fair would be delivered.

The Community Development Officer recently attended a Jobs Fair in a nearby Town and met with a representative of the National Careers advice for guidance on facilitating such an event. Advice included holding the event on a week day, providing light refreshments, encouraging universities and colleges to attend, and organisations that provide guidance on CV writing and applying for jobs.

Over 20 businesses, including Government Bodies, Universities, Colleges and Careers Advice Organisations have been contacted to ascertain whether they would be interested in attending this event. The following companies have responded and have shown an interest.

- I. **Hoople – Herefordshire recruitment agency**
- II. **National careers advice**
- III. **Ludlow College**
- IV. **Co-op Supermarket**
- V. **Feathers Hotel – Ledbury**

Many Community Groups have contacted the Community Development Officer to ask for help and guidance on how to recruit more volunteers. A possible solution would be to encourage community groups to have a stand at the Careers and Advice Fair. Many volunteering jobs open doors to careers and many skills can be transferable.

The Community Hall is currently available to hire at the end of March at the rate of £25 per hour, which includes the use of the kitchen. It was agreed with Councillors Bradford and Sinclair that this would be the most appropriate venue due to onsite parking and adequate space to social distance.

Recommendation

1. That the council facilitate a Careers and Advice Fair in Ledbury at the end of March, subject to there being enough demand and interest from businesses and other related organisations.
2. That the council agree to hire the Community Hall at a cost of £25 per hour to facilitate the Careers and Advice Fair.
3. That Community Groups be invited to attend the Careers and Advice Fair, subject to there being enough room for a stand.

FULL COUNCIL	3 FEBRUARY 2022	AGENDA ITEM: 22
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Report prepared by Angie Price – Town Clerk

3-SHIRES STAGES CLOSED ROAD RALLY – 18 SEPTEMBER 2022

Purpose of Report

The purpose of this report is to provide Councillors with a copy of correspondence received from the Cheltenham Motor Club in respect of the proposed 3-Shires Stages Closed Road Rally, which they hope to be able to hold on 18 September 2022.

Detailed Information

On 16 January 2022 the following email was received from the Secretary of the Cheltenham Motor Club, providing an update on the progress in relation to the propose 2022 3-Shires Stages Closed Road Rally.

“MSUK are currently sending out a consultation pack to all the local authorities, councils, highways and police for feedback and we are discussing with residents any comments they have contacted us with.

It would be good to discuss Ledbury Town Council plans as well and discuss advertising and marketing. We now have a Ledbury Ceremonial start commander who wants to start mapping out the Saturday night for an organised display which we will let you have details on. Do the council have any specific charities you support as the rally does make donations and we would like to possibly have a title charity this year tbc.”

As they have mentioned in their email they have sent out a consultation pack and this is also attached for consideration.

Recommendation

1. That Members give consideration to the attached information provided by the Cheltenham Motor Club in respect of the proposed 2022 3 Shires Stages Closed Road Rally and provide any feedback to be sent to the Motor Club.
2. That Members give consideration as to whether they would wish to suggest a charity for consideration by the Motor Club.

2021

1722

WELCOME

Cheltenham Motor Club would like to thank you for assisting us with the running of the 3 Shires Stages 2022. 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.

Please find the small amount of time required to read this manual and pass on the relevant information to your assistants and marshals.

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

Stage Set Up

The organisers 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.

Stage Commanders are requested to make their first task a run through their stage to ensure all signage is in place, and to report immediately if any problem is encountered.

Official's 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.

Signing On

Please ensure that you have signed-on at the stage start using the official form, as you are then covered by the events insurance scheme.

You will be given a safety plan of your stage, which will detail the stage, junction numbers and the location of the mandatory safety radios. Stage safety communications will be through a central controller using the Motorsport UK 81 MHz Safety Frequency 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, preferably 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 brushwood and 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. If you have a tabard then this should also 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

The role of the rally marshal is expanding to take account of the safety of spectators, the media and the general public who are sharing the locations with rallying. The event is not publishing details of the stages, and have issued strong Social Media messaging advising it is a non-spectator event.

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.

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 talk. 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 the tree line and where possible up on banks, and away from the outside of bends and the apex of bends.

Spectators/media should be discouraged from walking down the stage route, especially when the stage has been declared live.

Please maintain the security of the stage furniture – arrows, tape, brushwood etc., and if it is damaged or deranged, please attempt to repair it.

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

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 -man 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 arears is unassisted cleaning of lights, windscreens, windows, competitor numbers and vehicle registration numbers (as per R38.2). Any competitor trying to gain a two-minute gap between them and the previous competitor should be reported to Rally HQ. Timekeepers are requested to report any such occurrence on their report form.

Special Stage Start Control

The start of each stage will be by electronic start lights connected to the control clock. Timekeepers should advise the competitors of 30, 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.

Dust is often a problem on stages at this time of year and it is important that competitors are not allowed to delay their start for this reason.

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 Finnish 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 cars whereabouts.

Previous Car Checking System

The normal previous car checking system will be used. The Start 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.

Course Opening

It is 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!

Safety Cars

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 stages 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 give permission 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 that the stage is set up and ready to run. They will inform rally control the stage is ready for the first competitor. The Stage Commander will then release the first competitor, but not before the time listed in the event schedule

0 will enter the stage 10 minutes before first car conduct a check of the route at near rally speed, the Stage Commander does not need to wait for this vehicle to reach the finish before releasing the first car

Start & Finish Radios should 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 Stage should not start until 00 has reached the finish but the stage can start if the Zero Car is still in stage.

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 must demand 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.
- Time cards (Passage Controls only).

The road remains closed until the **ROADS OPEN CAR** passes. **If there are recoveries to do, they should follow behind the opener to the location so as not to be held up by people moving in stage**

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.

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 at the front of the field, a dedicated car 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 (NB: Mandatory Event Policy)

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
3. 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
5. 00 will enter the stage 20 minutes (25 on long stages) before first car and they will look at the location and behavior of Spectators and that the stage is set up and ready to run. They will inform rally control the stage is ready for the first competitor. The Stage Commander will then release the first competitor
6. 0 will enter the stage 10 minutes (15 on long stages) before first car conduct a check of the route at near rally speed, the Stage Commander does not need to wait for this vehicle to reach the finish before releasing the first car

Radio Crews on RED Flag stages will show the flag to these to Spec Safety, Safety Delegate and 00 on both runs. DO NOT SHOW IT TO THE ZERO CAR

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.
3. 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

Red Flag

As per the 2022 Motorsport UK Yearbook and Stage Rally Safety Requirements v4 all mandatory radio points must have a red flag

Safety Plan

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

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 DIRECT AND EXPLICIT INSTRUCTIONS OF 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 conveyed 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.
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 primary radio system on the event will be the Motorsport UK 81MHz system which must be used for all safety related messages. This safety frequency will be managed by the Radio Controller.
2. The secondary system used for event administration is not a safety frequency and any decisions taken relating to safety or stage operation must be relayed onto the primary 81MHz frequency.
3. 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 will determine the reliability of the report and the seriousness of the incident.
3. 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. If the Stage Commander considers that the incident is of a scale that is beyond the capabilities of the resources at his disposal, he may escalate the incident to the organisers via radio control.
7. 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.
8. 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, three designated spectator areas have been established, and published in the motorsport press and on the events website.
4. The Spectator Safety Officer will set up the spectator areas in. 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 areas, 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

1. 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 their Motorsport UK issued Light Blue tabard, this is only valid if the holder of the pass also has a Three 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 – **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

XXXX

Major Incident Plan

This plan is intended as an aide memoire for Senior Officials in the event of a Major Incident.

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 being covered by other officials. It will allow officials not directly involved in the incident to make any adjustments to the running of the event.

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.

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).
- Proceed to a suitable base with good communications, such as Rally HQ, to take control of the incident.
- 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 to head towards the Stage Start

Radio Controller

- Deal with Urgent and Priority traffic only.
- Maintain a date and tie 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.
- 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.

All Event Personnel

- 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 xxxx".
- 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.

RUN - to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE - Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

TELL - the police by calling 999 when it is safe to do so.

COUNTER TERRORISM POLICING

ACT ACTION COUNTERS TERRORISM

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. Ask the crew if they are injured or have any pains. Confirm by looking.
11. **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.
12. **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).
 - c) Do not remove a crash helmet unless it is absolutely essential to do so.
 - d) Re-assess the casualty's injuries:
 - i. Is the casualty conscious? (Shout)
 - ii. Is the casualty breathing? (Look, Listen, Feel)
 - iii. Has the casualty a pulse? (Feel to either side of the wind pipe)
 - iv. Is 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.
13. **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.
 - 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 Controller
Inform Police and Coroner’s Office if and as required (ensure if & which police attending is acting as Coroner’s Officer)	Radio Controller 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
Impound Car and Record Details (include location and keeper of impounded vehicle(s))	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 01432 355444
Map Ref: SO 51634 40231 W3W: patio.vows.upon

Gloucester Royal Hospital Great Western Rd Gloucester GL1 3NN 0300 422 2222
Map Ref: SO 84133 18468 W3W: debit.amuse.than

Worcester Royal Hospital Charles Hastings Way Worcester WR5 1DD 01905 763333
Map Ref: SO 87889 54780 W3W: cliff.known.upgrading

County Safety Services

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

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, and to any helicopter attempting to assist. 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.

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 none 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.

Senior Officials – On Event Contact Numbers

Motorsport UK STEWARD		Via Rally HQ
Motorsport UK SAFETY DELEGATE		Via Rally HQ
CLUB STEWARD		Via Rally HQ
CLUB STEWARD		Via Rally HQ
EVENT DIRECTOR	Kevin Smith	07831 419 985
CLERK OF THE COURSE	Neil Cross	07767 773 862
DEP CLERK OF THE COURSE, HQ	Bryan Hull	07770 237 686
DEP CLERK OF THE COURSE, ROUTE	Pete Henness	07778 385 128
SAFETY OFFICER	Pete Cross	07940 446 733
SPECTATOR SAFETY OFFICER	Keith Richings	
SECRETARY OF THE EVENT (HQ)	Elaine Ward	
ENTRIES SECRETARY	Tom Atkinson	07528 206 061
CHIEF MARSHAL		
CHIEF MEDICAL OFFICER	Dr Haj Chaggar	Via Pete Cross
SAFEGUARDING OFFICER	Suze Endean	07895 489 295
MEDIA OFFICER	Josh Wheeler	07483 273 826
COMPETITOR LIAISON		
CHIEF TIMEKEEPER	Richard Blackshaw	07984 769 318
CHIEF SCRUTINEER	Martin Ford	07909 994 657
ENVIROMENTAL SCRUTINEER	Mike Hall	07774 951 937
RALLY HQ – RESULTS CO-ORDINATION	Matthew Atkinson	07528 206 061
RESIDENT LIAISON OFFICER		
RESIDENT LIAISON MONITOR	Bob Blackstock	
RADIO CONTROLLER	Clive Chinnick	07976 626309
COMMANDER – SS 1/6/11 Petty France		
COMMANDER – SS 2/7/12 Bromesberrow		
COMMANDER – SS 3/8/13 Eldersfield		
COMMANDER – SS 4/9/14 Okle Green		
COMMANDER – SS 5/10/15 Shaw Common		
COMMANDER – SV	Phil Harvey	07866 932 448
PILOT 7	OFFICIAL	Chief Marshal
PILOT 6	SAFETY	Interim Safety Car
PILOT 5	SAFETY	Safety Officer
PILOT 4	SAFETY	Road Closing Car
PILOT 3	SAFETY	000
PILOT 2	SAFETY	Spectator Safety Officer
PILOT Delegate	SAFETY	Safety Delegate
PILOT 1	SAFETY	00
PILOT 0	SAFETY	Zero Car
SWEEPER 1	SAFETY	Sweeper Car
PILOT 4	SAFETY	Road Opening Car

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

Call Sign List

Function	Name	Call Sign (81mhz)	Call Sign (Management)
Radio Control	Clive CHINNICK	Forest Control	
Radio Control	Steve NOBLE		Rally Control
Rally HQ	Neil Cross/Bryan Hull	Rally HQ	Rally HQ
Chief Marshal		Pilot 7	Pilot
Interim Safety Car	Martin Davis	Pilot 6	Pilot Michael
Safety Officer	Pete Cross	Pilot 5	Pilot Pete
Road Closing Car		Pilot 4	Pilot
000	Richard Webster	Pilot 3	Pilot Richard
Spectator Safety	Keith Richings	Pilot 2	Pilot Keith
00	Martin Douglas	Pilot 1	Pilot Martin
0 Safety Car	Martin Saunders	Pilot 0	Pilot Zero
Sweeper Car	Allan Strachan	Sweeper 1	Pilot Closer
Road Opening Car		Pilot 4	Pilot Simon
Motorsports UK Safety Delegate		Pilot Delegate	Pilot
Timekeeper	Richard Blackshaw	Kronos	Timekeeper
Timekeeper	Mike Griffiths	Clocks 2	Timer Mike
81 Repeater		Repeater 1	Repeater 1
A System Repeater		Repeater 2	Repeater 2
Event Equipment Officer			
Club Steward			
Club Steward			

Time Schedule

TC SS	Location	SS Dist.	Liaison Dist.	Target Time	First Car Due
MC 0	H J Pugh Auction Centre - Start				08:01
TC 1			5.28	00:18	08:19
SS 1	Petty France 1				08:22
SSF 1		6.03		00:09	
TC 2			1.69	00:06	08:37
SS 2	Bromesberrow 1				08:40
SSF 2		4.06		00:06	
TC 3			4.22	00:12	08:58
SS 3	Eldersfield 1				09:01
SSF 3		3.18		00:05	
TC 4			4.49	00:18	09:24
SS 4	Okle Green 1				09:27
SSF 4		5.21		00:08	
TC 5			2.42	00:06	09:41
SS 5	Shaw Common 1				09:44
SSF 5		5.3		00:09	
TC 5A	Regroup In		5.65	00:15	10:08
TC 5B	Regroup Out/Service In				10:25
	Service A - H J Pugh Auction Centre				
MC 1	Service Out - H J Pugh Auction Centre			00:30	10:55
RZ 1	Refuel Zone - H J Pugh Auction Centre				
TC 6			5.28	00:18	11:13
SS 6	Petty France 2				11:16
SSF 6		5.3		00:09	
TC 7			1.69	00:06	11:31
SS 7	Bromesberroe 2				11:34
SSF 7		5.21		00:06	
TC 8			4.22	00:12	11:52
SS 8	Eldersfield 2				11:55
SSF 8		3.18		00:05	
TC 9			4.49	00:18	12:18
SS 9	Okle Green 2				12:21
SSF 9		4.06		00:08	
TC 10			2.42	00:06	12:35
SS 10	Shaw Common 2				12:38
SSF 10		6.03		00:09	
TC 10A	Regroup In		5.65	00:15	13:02
TC 10B	Regroup Out/Service In				13:20
	Service B - H J Pugh Auction Centre				
MC 2	Service Out - H J Pugh Auction Centre			00:30	13:50
RZ 2	Refuel Zone - H J Pugh Auction Centre				
TC 11			5.28	00:18	14:08
SS 11	Petty France 3				14:11
SSF 11		5.3		00:09	
TC 12			1.69	00:06	14:26
SS 12	Bromesberroew 3				14:29
SSF 12		5.21		00:06	
TC 13			4.22	00:12	14:47
SS 13	Eldersfield 3				14:50
SSF 13		3.18		00:05	
TC 14			4.49	00:18	15:13
SS 14	Okle Green 3				15:16
SSF 14		4.06		00:08	
TC 15			2.42	00:06	15:30
SS 15	Shaw Common 3				15:33
SSF 15		6.03		00:09	
MC 3	Finish - H J Pugh Auction Centre		5.65	00:15	15:57
	Sunday Totals	71.34	71.25		

Section 1

Section 2

Section 3

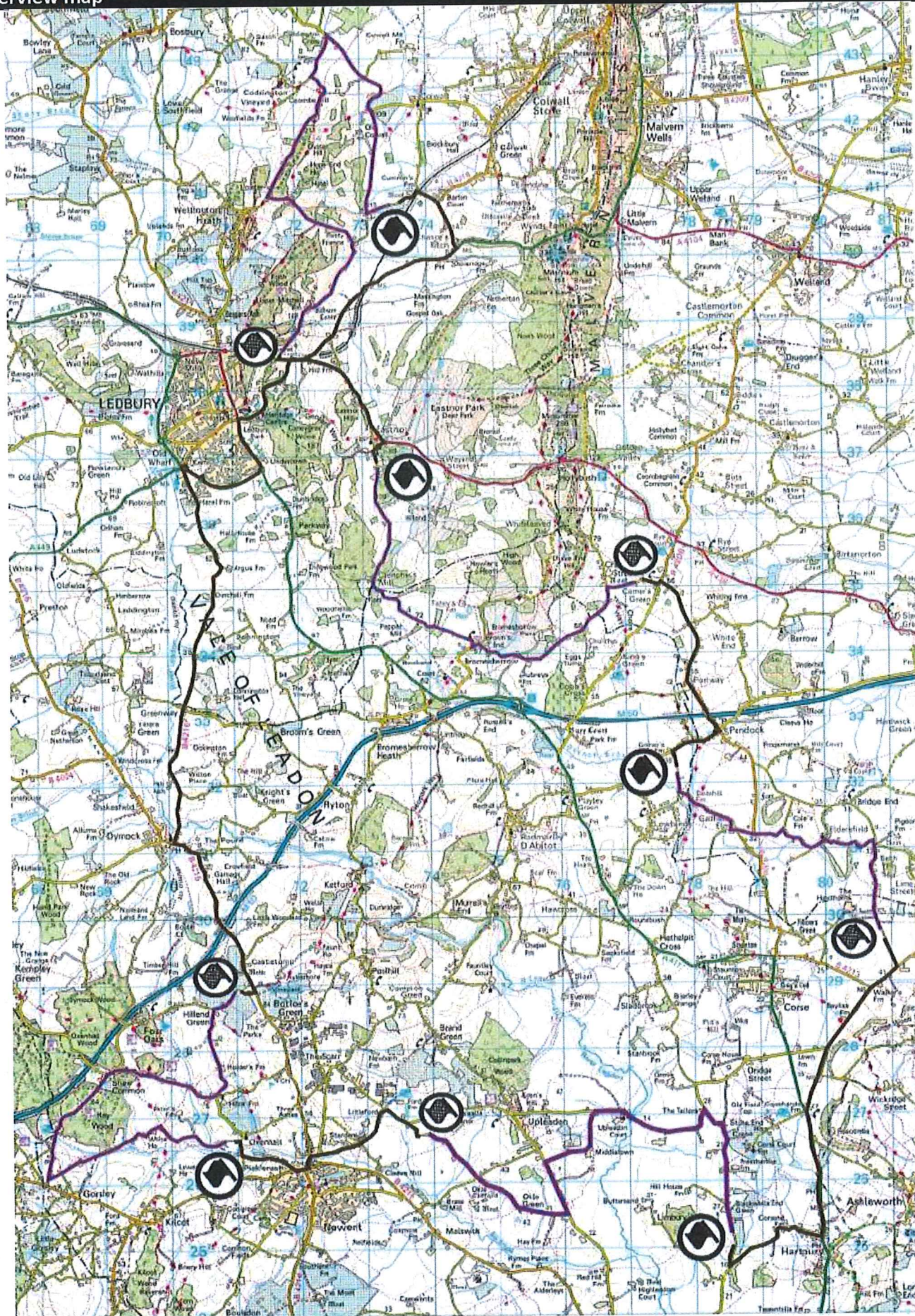
1380 1740

Safety Car Schedule

TBC

1741

Overview map



SS 1/6/11		Petty France	
Location			
Entrance	SP 73870 40993 wove.bronzes.tins	Exit	SO 71938 38472 miles.acrobats.gone

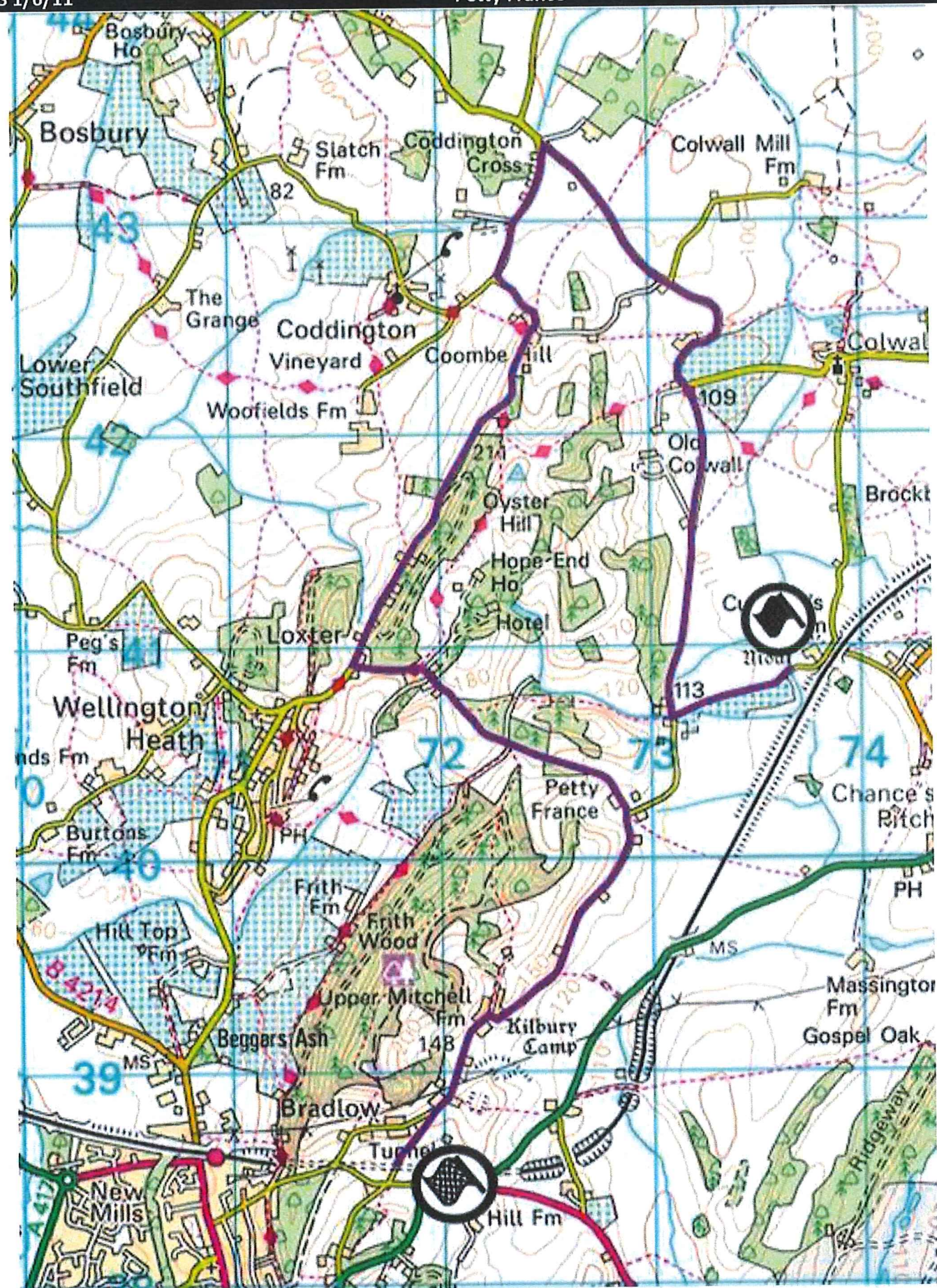
Officials & Safety Teams				Channel 1			
Stage Commander				Commander 1			
Deputy Stage Commander				Deputy 1			
Stage Safety Officer				Petty France 1			
Stage Resident Liaison Officer							
Rescue							
Medical				With Rescue Unit			
Recovery							
Radio Control				Forest Control			
		Clive Chinnick					
Road		Chief		Spec		000	
Closed		Marshal		Safety		00	
				Safety		Delegate	
						Safety	
						0	
						Safety	
						FCD	
						Sweeper	

SS 1

SS 6

SS 11

Mandatory Radio location and predicted Marshal numbers					
Junction	Radio	Marshal	Junction	Radio	Marshal
1 (Start)					
Emergency RVP		First Aid		Hospital	
				Hereford County Hospital	
				01432 355444	
				Map Ref: SO 51634 40231	
				W3W: patio.vows.upon	

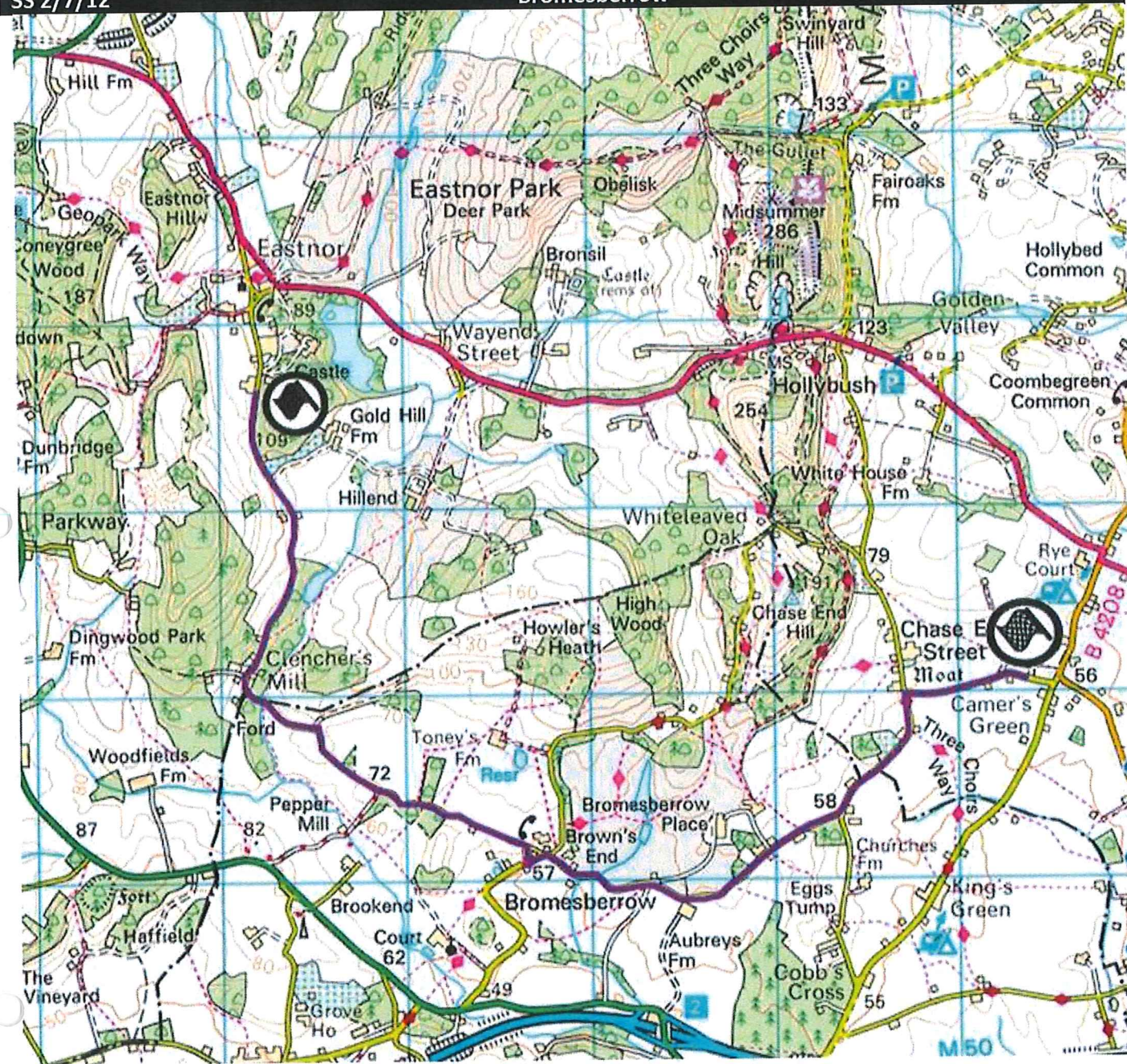


SS 2/7/12		Bromesberrow	
Location			
Entrance	SO 73224 36749 guitar.consoled.duke	Exit	SO 77507 35059 innocence.adverbs.husbands

Officials & Safety Teams		Channel 2	
Stage Commander		Commander 2	
Deputy Stage Commander		Deputy 2	
Stage Safety Officer		Bromesberrow 2	
Stage Resident Liaison Officer			
Rescue			
Medical			
Recovery			
Radio Control			
Control	Road Closed	Chief Marshal	Spec Safety
SS 2		000 Safety	MSUK Safety
SS 7		00 Safety	0 Safety
SS 11		FCD	Sweeper

Mandatory Radio location and predicted Marshal numbers					
Junction	Radio	Marshal	Junction	Radio	Marshal
Emergency RVP		First Aid		Hospital	
		Junction 4		Hereford County Hospital	
		3 x emergency first responders & treatment post		01432 355444	
				Map Ref: SO 51634 40231	
				W3W: patio.vows.upon	

1885 1745

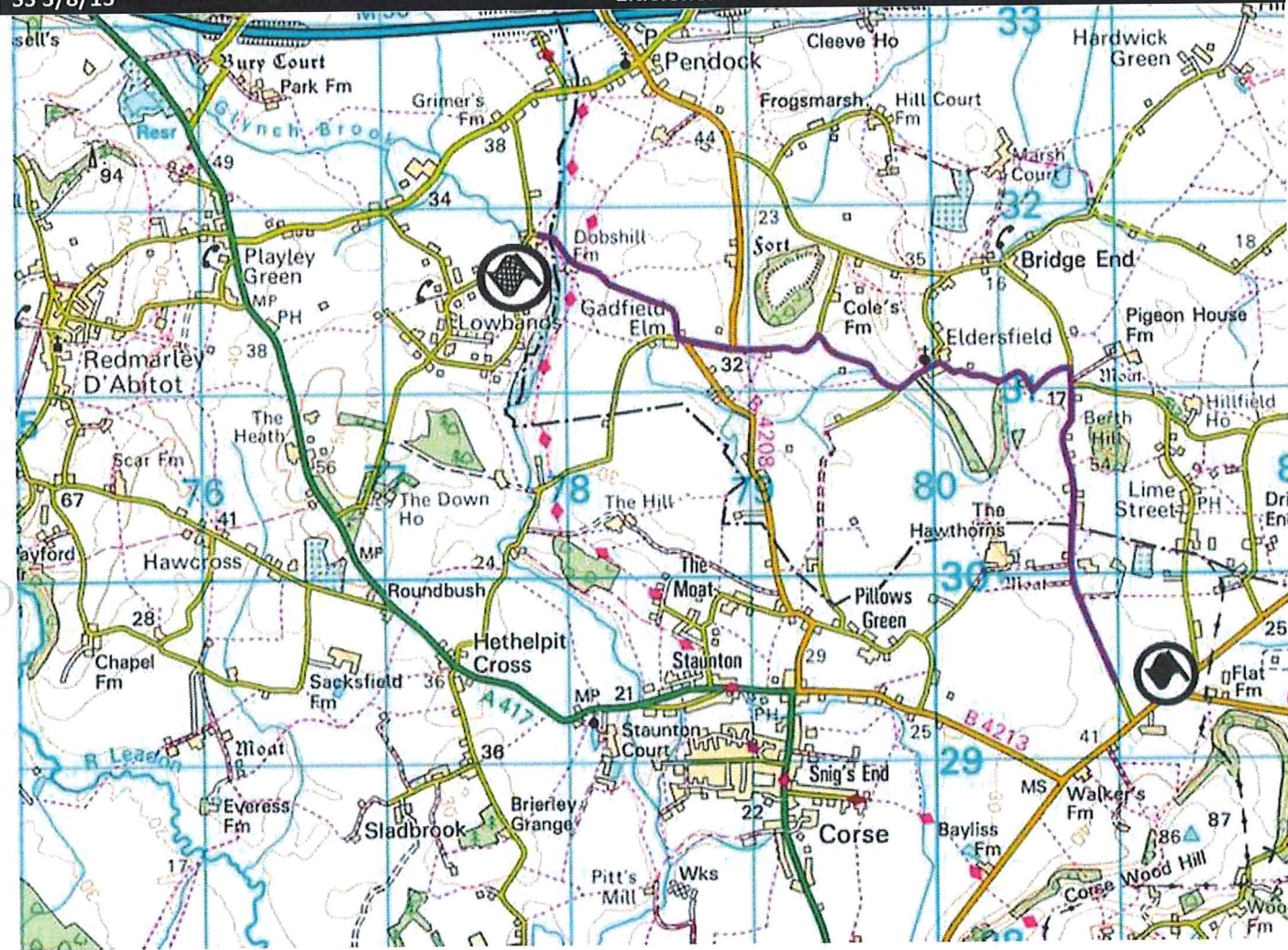


SS 3/8/13		Eldersfield	
Location			
Entrance	SO 77719 32522 contour.breakaway.widget	Exit	SO 81079 29226 cure.myths.scar
			-

Officials & Safety Teams		Channel 2	
Stage Commander		Commander 3	
Deputy Stage Commander		Deputy 3	
Stage Safety Officer		Eldersfield 3	
Stage Resident Liaison			
Rescue			
Medical			
Recovery			
Radio Control		Clive Chinnick	
		Forest Control	
Control	Road	Chief	Spec
	Closed	Marshal	Safety
SS 3			000
SS 8			MSUK
SS 13			Safety
			00 Safety
			0
			Safety
			FCD
			Sweeper

Mandatory Radio location and predicted Marshal numbers					
Junction	Radio	Marshal	Junction	Radio	Marshal
1 (Start)	M2	4	4c		1
Emergency RVP		First Aid		Hospital	
				Gloucestershire Royal Hospital	
				0300 422 2222	
				Map Ref: SO 84133 18468	
				W3W: debit.amuse.than	

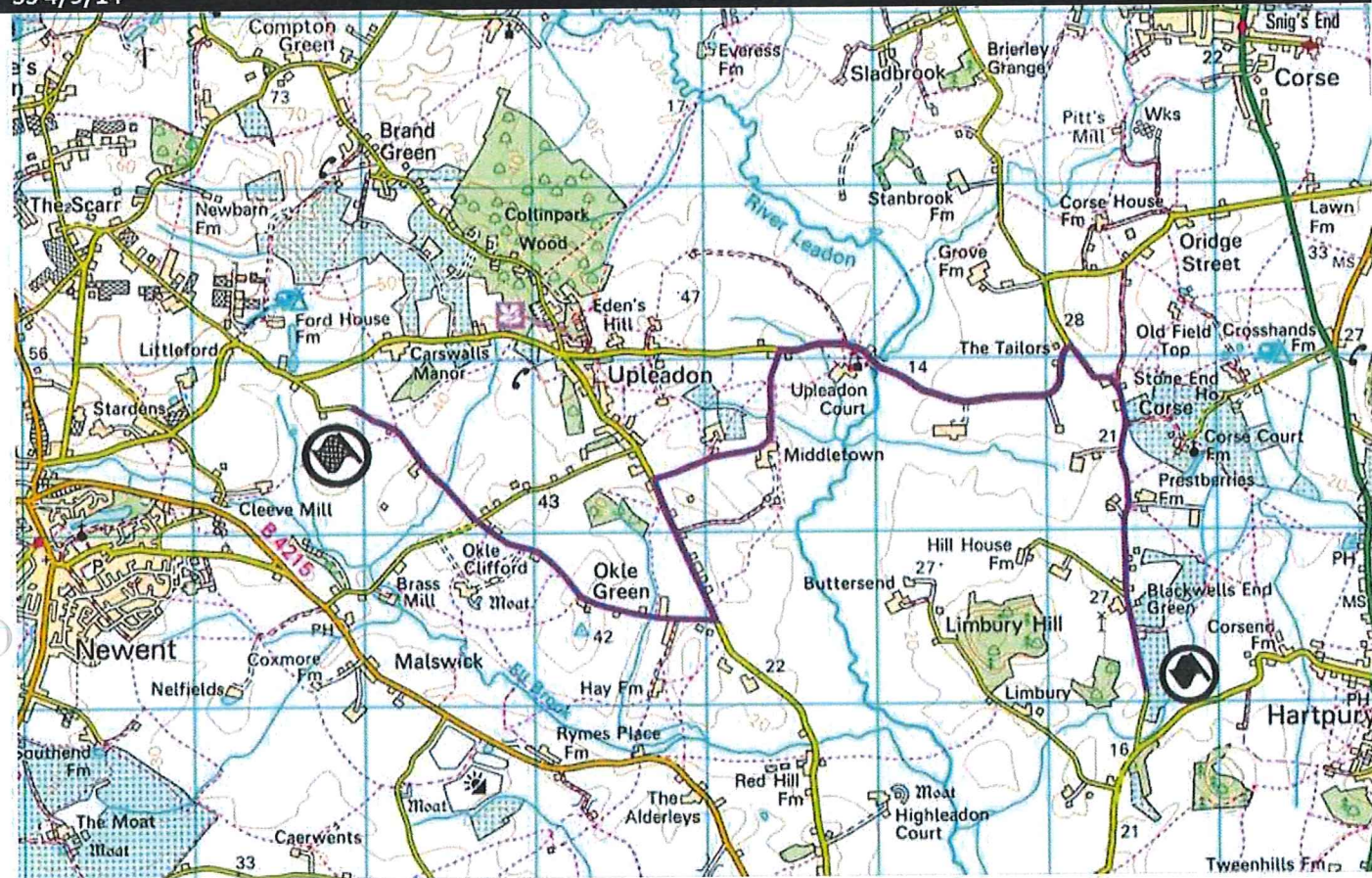
1387 1747



SS 4/9/14		Okle Green	
Location			
Entrance	SO 78515 24727 racing.dialect.burden	Exit	SO 73598 26905 racing.dialect.burden

Officials & Safety Teams				Channel 1					
Stage Commander				Commander 4					
Deputy Stage Commander				Deputy 4					
Stage Safety Officer				Okle Green 4					
Stage Resident Liaison Officer									
Rescue Start									
Medical Start									
Recovery									
Radio Control				Clive Chinnick		Forest Control			
Control	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
SS 4									
SS 9									
SS 14									

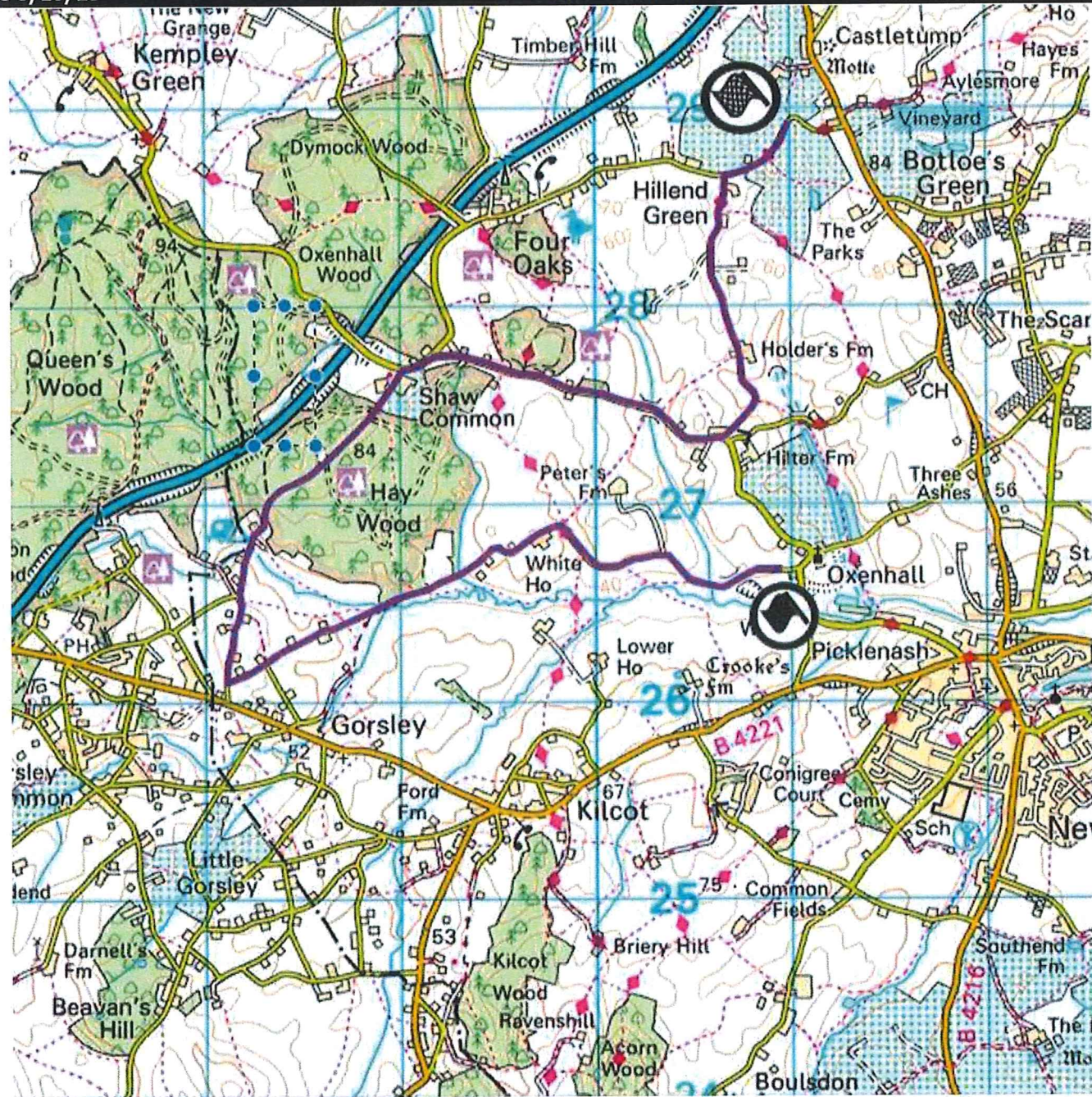
Mandatory Radio location and predicted Marshal numbers					
Junction	Radio	Marshal	Junction	Radio	Marshal
Emergency RVP		First Aid	Hospital		
			Gloucestershire Royal Hospital		
			0300 422 2222		
			Map Ref: SO 84133 18468		
			W3W: debit.amuse.than		



SS 5/10/15		Shaw Common	
Location			
Entrance	SO 71027 26689 camp.laces.tour	Exit	SO 71295 28909 lung.epidemics.vote

Officials & Safety Teams		Channel 1	
Stage Commander		Commander 5	
Deputy Stage Commander		Deputy 5	
Stage Safety Officer		Shaw Common 5	
RLO			
Rescue			
Medical			
Recovery			
Radio Control		Clive Chinnick	
		Forest Control	
Control	Road Closed	Chief Marshal	Spec Safety
			000 Safety
			MSUK Safety
			00 Safety
			0 Safety
			FCD
			Sweeper
SS 5			
SS 10			
SS 15			

Mandatory Radio location and predicted Marshal numbers					
Junction	Radio	Marshal	Junction	Radio	Marshal
Emergency RVP		First Aid		Hospital	
				Gloucestershire Royal Hospital	
				0300 422 2222	
				Map Ref: SO 84133 18468	
				W3W: debit.amuse.than	



Service				P J Hughes Auction Centre					
Service Commander				Phil Harvey			Commander Service		
Deputy Service Commander				Ray Rayner			Deputy Service		
Medical							Service Medic		
Radio Control				Clive Chinnick			Forest Control		
Control	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper

MTC0

MTC1

TC4A

TC4B

MTC2

TC9A

TC9B

MTC3

Emergency RVP										First Aid									
					By Rally HQ –					Hereford County Hospital									
					Ambulance with Paramedic &					01432 355444									
					Technician					Map Ref: SO 51634 40231									

Floating Rescue Unit																			
Rescue Unit										Bromesberrow & Eldersfield									
Medic										Bromesberrow & Eldersfield									
Recovery Unit										Bromesberrow & Eldersfield									
Rescue Unit										Okle Green & Shaw Common									
Medic										Okle Green & Shaw Common									
Recovery Unit										Okle Green & Shaw Common									

Time

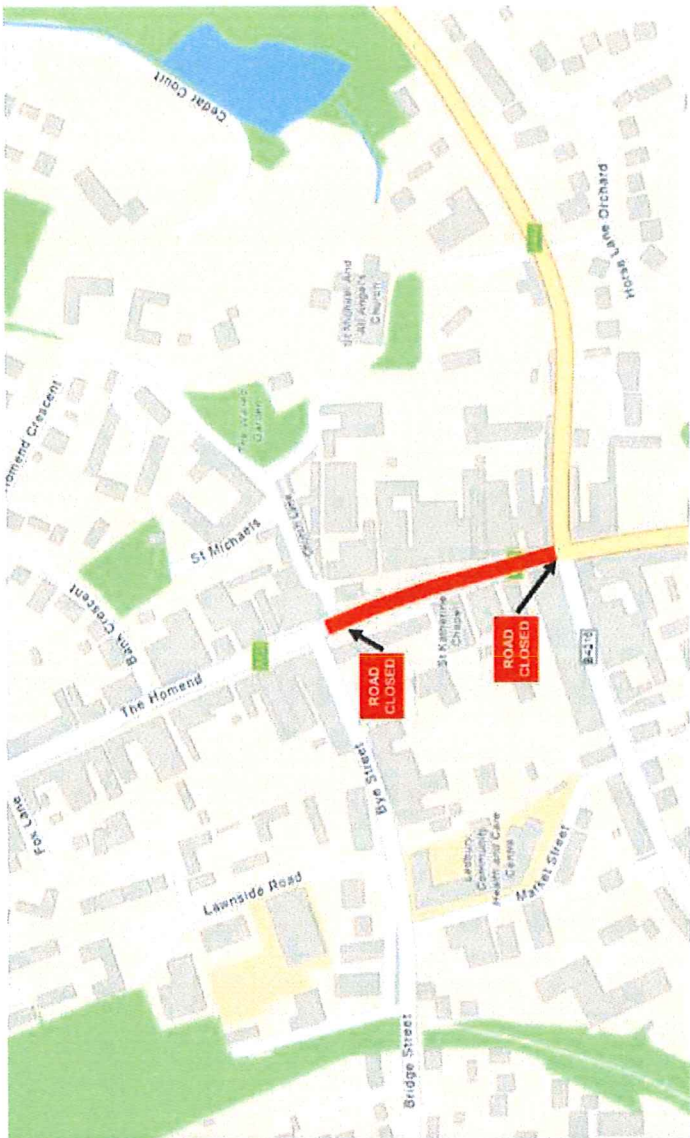
Road Closed

FCD

FC Over Ramp

Road Open

Saturday



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

Introduction	Welcome
Event Organisation	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 1/6/11 Petty France SS 2/7/12 Bromesberrow SS 3/8/13 Eldersfield SS 4/9/14 Okle Green SS 5/10/15 Shaw Common Service P J Hughs Auction Site Additional Medical Cover Ceremonial Start Ledbury
Appendixes	COVID 19 Measures & Risk Assessment (separate document) Accident Report Form Route Overview Map, with RV Points Stage Specific Spectator Area & Stage Set Up Instructions (separate document)



LEDBURY TOWN COUNCIL

FULL COUNCIL	3 FEBRUARY 2022	ITEM NO. 23
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Report prepared by Julia Lawrence, Deputy Town Clerk

RECREATIONAL GROUND – CHILDREN’S PLAY AREA

Purpose of Report

The purpose of this report is to provide Members of Full Council with information relating to the equipment within the play area at the recreational ground with a view to either changing some items of equipment and/or carrying out remedial works.

Members of the Committee should note that this report was originally submitted to the Environment & Leisure Committee on 20 January 2022 and whilst that meeting was quorate, members present preferred to bring this report to Full Council in order that more Councillors could take a vote on the paper presented in view of the sums involved relating to the new play equipment.

Background Information

At the Environment & Leisure Committee meeting held on 20 January 2022, it should be noted that members present did agree on the following:

- 1 Members agreed that the budget needed to be confirmed.
- 2 That a short informal consultation should take place at the recreational ground to obtain some general views from members of the public as to what play equipment they would like to see.
- 3 Members confirmed that they would like to see an “Explorer Dome” piece of equipment, or something similar, to be positioned in place of the hex swings.
- 4 That the hex swings be retained but moved to another location, to be confirmed.
- 5 That improvements/changes to the skate park needed to be undertaken.
- 6 That the existing seesaw be replaced with another piece of children’s equipment, say in 12 months time.

The above items were proposed by Councillor Whattler, seconded by Councillor Bradford and all in favour.

Please refer to the detailed information below that was presented to members of the Environment & Leisure Committee.

Detailed Information

1528
VBQA 1757

The Committee will be aware that the Deputy Clerk has been meeting with various companies who specialise in play area equipment to put forward their recommendations for replacement play equipment and/or repairs/remedial works to improve the current wet pour surfaces. The Committee should note that this relates only to the fenced off play area and the oak framed tyre swing and not the wooden play structure at the other end of the recreational ground.

Having spent many hours at the recreational ground not only discussing the various options with the companies, it is interesting to note that all companies recognised that some of the equipment was no longer fit for purpose. Please refer to Appendix 1 as this is a photo of the current play equipment and the number shown below for each play equipment will be used as a guide to distinguish between the different pieces of play equipment throughout this report.

- 1 Toddler multi play unit for young children
- 2 Infant cradle seat swings
- 3 Swings – 2 flat and 2 inclusive seats (for use by children with disability/mobility needs)
- 4 Junior climbing frame
- 5 Round dome climbing frame
- 6 Wheelchair accessible roundabout
- 7 Zipwire
- 8 Spiral slide unit
- 9 Swingalong (aka horizontal ladder)
- 10 3 Seat bouncy seesaw
- 11 2 Seat Seesaw
- 12 Hex swings
- 13 Oak framed tyre swing (outside play area)

Looking at each piece of equipment on its own merits (using the same numbering as above):

- 1 Toddler multi-play unit – this piece of equipment for young children has always been in use, does not need changing/repairing. The surface is also fit for purpose. However, companies have suggested adding tactile/sensory play panels.
- 2 Infant cradle seat swings - again are used frequently and it was considered that there is no need to change this piece of play equipment.
- 3 Swings - which are both normal and flat style seats, which are also used regularly and there is no need to change albeit recently before Christmas one of the flat seats had been vandalised and needs to be repaired. (For safety reasons, the seat has been completely removed until it can be repaired).
- 4 Junior climbing frame – This is a relatively new piece of equipment so no issues here although the wet pour surrounding the equipment is in need of some remedial works.
- 5 Round dome climbing frame – This piece of equipment is used, is adequate for its needs. The play bark needs topping up.
- 6 Wheelchair accessible roundabout – It is interesting to note that on all the occasions when visiting the play area, it has been noted that the inclusive

- roundabout has never been used by any child/young person with a disability/mobility. Some of the wet pour needs attention.
- 7 Zipwire – this is always being used. The seat has been adjusted, probably by members of the public, as it is too low, and someone has put a knot in the wire to raise the height of the seat. Due to the cable being knotted to raise the height of the seat, some of the wire underneath is showing and some of the companies recommended putting Gorilla tape over the cable where the wire was exposed, advising that this would be sufficient to make it safe for use. The grass matting needs some attention.
 - 8 Spiral slide unit – Again, a relatively new piece of equipment that is used. Wet pour needs some attention.
 - 9 Horizontal Ladder unit – Again, a relatively new piece of equipment that is used. Wet pour needs some attention.
 - 10 3 seat bouncy seesaw - This piece of equipment is rarely used and when it is used, children do not spend much time on it. There is nothing to stimulate them and encourage them to want to stay on it. Wet pour needs attention.
 - 11 2 seat seesaw – This is not fit for purpose and does not work - the seats are too high, even when used by an adult who also experienced problems climbing on to the seat! The wet pour is poor.
 - 12 Hex swings – These are seldom used however the feedback from members of the public is that these swings are well used in the summer months. The current bark surface needs attention.
 - 13 Oak framed tyre swing – this is located outside of the designated play area and is located between the outdoor gym equipment and the wooden play equipment. The tyre has already been removed from this piece of equipment, due to concerns over cracks in the main structure.

An observation put forward by all the companies was that they felt the play area only really attracted children up to the age of 10 whereas they thought that further stimulation was needed to attract slightly older children and therefore you will see that the companies have included slightly more stimulating equipment to attract the older children to the play area. For this reason, all companies have focused on replacing three pieces of play equipment, the 2 seat see-saw, the 3 seat bouncy seats and/or the hex swings, together with making repairs to the wet pour/bark surfaces. The Committee are also asked to note that emphasis has been made on introducing another piece of inclusive equipment in place of a piece of equipment which is not considered suitable.

As noted at the November 2021 Committee meeting, the companies asked to quote have not been advised of any budgets and therefore their proposals may need to be modified to fit the budget. Tanking this into account the Committee need to take into consideration that their proposals are open to change. It is also likely that some or, all of the companies may wish to sub-contract out any of their wet pour resurfacing or fencing work.

In order for the Committee to consider the companies, detailed background information on each company is provided below, which should be taken into consideration when selecting a company to undertake the work on behalf of Ledbury Town Council.

1899

0241 1759

Company 1

This company, started 50 years ago, is a world leader in play and exercise solutions, supporting the development of physical activity, learning and social inclusion during all ages and for all abilities and has many accreditations and awards to support this. The company has several green certificates, including ISO9001 Quality Management, ISO 14001 Environmental Management, OHAS 18001 Health and Safety Management, a new green concept, "EcoCore material" using 100% recycled material and supported by a lifetime warranty.

The company has £10M Public Liability insurance, £5M Professional Indemnity Insurance and £10M Employers Liability insurance.

The company has a comprehensive management process in place. Their installation teams are trained in their responsibilities under CDM, all sites are risk assessed by their Contracts Manager before construction begins and all works are supported by a method statement and construction phase Health & Safety Plan.

The company has enhanced their warranties and guarantees over and above what is stated on product data sheets. For example:

- There are lifetime guarantees on hot-dip galvanised structural parts (i.e. steel poles, cross beams, floor frames), stainless steel hardware and EcoCore and other high density polyethylene panels. The company's lifetime warranty is in effect for the lifetime of the product until the product is uninstalled and/or taken out of use.
- 15 years warranty on Robinia wood parts, high pressure laminate parts and aluminium parts.
- 10 years warranty on items such as painted top layer of galvanised metal posts and parts, solid plastic parts, rope and net constructions.
- 5 years warranty on items such as resin-coated plywood parts, springs and ball bearing assemblies, concrete elements and graphic print on transparent PC panels.
- 2 years warranty on items such as movable plastics and metal parts, rubber membranes.

All equipment manufactured is to ISO 14002 requirements and is independently certified by TUV to comply with BS EN 1176 and safety surfacing to BS EN 1177. This is backed up with lifetime warranties on much on their equipment.

All installations have a 12-month defect liability period from date of handover. Any snagging issues that have been identified and agreed at completion will be addressed by the contract manager within 10 working days, by bringing back their sub-contractors to site until all parties are satisfied with the quality of workmanship that is required to meet the specification.

14001 1760

The company offers a spare parts service and standard consumable spare parts are usually available for delivery between 5 and 10 works days. Should a product be withdrawn, spare parts will still be available for ten years after cessation of manufacturer. The Committee should note that there are currently no plans to withdraw any of the products included within this company's tender submission.

It is important to note that this company has presented its tender in phases, and it may be that the Committee may wish to consider certain elements of both phases in the 2022/23 and then considering other items for change and/or improvement potentially in the next financial year 2023/24. For this reason, I have included costs for all the equipment in the summary of costs schedule. Please note that the numbering below relates to the existing piece of equipment as stated above.

- 1 Retain toddler multi-play unit but add tactile/sensory play panels around the unit.
- 10 Replace the 3 seat bouncy seesaw with a Tipi Carousel, an inclusive and dynamic roundabout.
- 11 Replace the 2 seat seesaw with The Multi Seesaw, which can accommodate up to 8 users, with back support for disabled users
- 12 Replace the Hex swings for The Explorer Dome, which increases user capability.
- 13 Replace the oak framed tyre swing with a Cocowave Pendulum swing.

Illustrations of the equipment before and after are attached at Appendix 2

The costs to replace the above mentioned equipment is as follows:

10	Cost of equipment - Tipi Carousel with top brace	£2,680.00
	Installation	£486.00
	Removal of existing equipment and disposal	£211.64
	New surface	£1,550.15
11	Cost of equipment – Multi seesaw	£4,050.00
	Installation	£495.00
	Removal of existing equipment and disposal	£211.64
	New surface	£1,550.15
12	Cost of equipment – Explorer Dome	£38,730.00
	Installation	£6,200.00
	Removal of existing equipment and disposal	£529.11
13	Cost of equipment – Cocowave Pendulum swing	£8,800.00
	Installation	£1,266.00
	Removal of existing equipment and disposal	£211.64
	New surface – EcoSmart grass matting	£1,506.85
4	Supply and install black wet pour for existing Junior Multiplay unit (4)	£4,901.60
	Trench edge for wet pour, excluding backfill	£868.38

Self noted
NAOM 1761

Other costs – Groundworks:	
Hard dig to remove concrete pads x 5	£328.20
Dig out and remove rubber surface on top of Concrete pads	£296.25
Other costs – Site Prelims:	
Heras Security Fencing 165m for 2 weeks, Storage Container, skips, offloading and site Welfare	£4,738.93
Other – Freight	£5,269.76
Other – Inspection RPII Post Installation	£421.43

	£85,302.74
Less project discount	£10,852.00

	£74,450.72

Grand total for Company 1 is £74,450.72 excluding VAT. Please note that should the Committee decide to select this company but decide not to accept all four items of new equipment, then the discount shown above will be proportionate.

14/02 1762
 NFI M/V

Company 2

This company was established in 1989 and has 7 subsidiaries and 50+ distributors, having installed 95,000 play areas worldwide and the third largest play manufacturer in Europe. The company has been established in the UK since 2002, with over 200 years of experience in the UK office. It is also a preferred partner for local authorities, schools, architects and landscape designers.

The company is recognised for its many accreditations and awards including ISO 9001:2015 Quality Management, ISO 14001:2006 Standard Environmental Management, PEFC Certification in 2015 which covers the entire supply chain of the wood used in all their products, CHAS (Contractors Health & Safety Assessment) and Constructionline Approved. All their products are checked and tested by an independent laboratory, TUV, which issues a Certificate of Conformity with European Standards EN 1176. Their playgrounds also meet safety standard EN 1177 "Impact Attenuating Surfacing" and EN 1176-7 on playground equipment and surfacing.

Like the other companies, they have comprehensive warranties in place as follows:

- 25 years structure failure relating to panels, posts/supporting structures and stainless steel tubes.
- 10 years for metal components (excluding springs, moving or mechanical parts), high density plastics, timber posts, non-slip plywood and compact laminate panels.
- 5 years for springs/mechanical systems, moulded or rotational moulded plastic parts (excluding moving parts), metal crimps and rope assemblies.
- 2 years for any defect or manufacturing fault of component parts.

In summary, company 2 is recommending the following changes, again noting that the numbering below relates to the existing piece of equipment as stated above. This company makes no reference to changing the hex swings (12).

- 10 Replace 3 seat seesaw with a larger Car Springer. The Car quoted is wheelchair accessible (£13,500) whereas a Car without wheelchair accessibility is £10,000.
- 11 Replace 2 seat seesaw with an alternative seesaw.
- 13 Replace oak framed tyre swing with a pendulum swing frame.

This company will also focus on repairing existing surfaces to play items, numbers 2, 3, 4 and 6.

Illustrations of the equipment before and after are attached at Appendix 3.

The costs to replace the above mentioned equipment is as follows:

10	Cost of equipment	Car 1 (Basic), or Car 2 (Wheelchair accessible)	£7,200.00 £10,600.00
	Installation	Car 1, or Car 2	£1,000.00 £1,200.00
	Removal of existing equipment		£200.00
	New surface – wet pour (estimate)		£1,800.00
11	Cost of equipment	New See saw	£2,800.00
	Installation		£200.00
	Removal of existing equipment		£150.00
	New surface – wet pour (estimate)		£1,400.00
13	Cost of equipment	Pendulum Swing Frame	£8,000.00
	Installation		£1,000.00
	Removal of existing equipment		£400.00
	New surface – grass mat (estimate)		£2,500.00
2/3/4	Remove existing surface, add extra stone base to aid drainage and resurface existing surfaces.		
	Remove existing		£3,000.00
	Add new surface x 3 (estimated)		£12,000.00
6	Inclusive roundabout – add in a coloured wear Pad, 1m thick diameter around the side of the Roundabout, where users run		£1,000.00
			----- £46,250.00 -----

Grand total for Company 2 working on the basis that the Car Springer with wheelchair accessibility is selected is **£46,250.00 excluding VAT**.

1404 1764

Company 3

This company is proud to hold several accreditations including CHAS Certificate of Accreditation demonstrating compliance with CHAS standards in line withSSIP Core Criteria and UK Legislation and has been awarded accreditation to the requirements of the CDM Regulations 2015, Member of the API (Association of Play Industries), registered member of Made in Britain and holds ISO 9001:2015 DAS Certification for Quality Management Systems. Their entire product range is fully compliant with BS EN 1176.

This company provides guarantees for the time periods detailed below, against faulty materials or workmanship resulting in product failure, providing that the equipment has been fully maintained, and not willfully damaged or vandalised (by others) during transportation, installation or use, or as a result of fair wear and tear.

- Steel – guaranteed for a period of 30 years against structural failure.
- Powder coating – guaranteed for a period of 5 years.
- Wet pour Surfacing – guaranteed for a period of 5 years.
- Grass mat surfacing – guaranteed for a period of 10 years.
- Rope products – guaranteed for a period of 2 years.
- Bearings – guaranteed for a period of 2 years.

As mentioned above, in the unlikely event that a repair is needed to any equipment, the company would ensure that all repairs are carried out and the play area is fully functional within 5 to 10 working days. Likewise, the company holds a comprehensive range of spare parts which can be dispatched within 24 hours of request.

In summary, Company 3 is proposing the following changes noting that the numbering below relates to the existing piece of equipment as stated above.

- 10 Replace the 2 seat seesaw with a Delta seesaw.
- 11 Replace the 3 seat bouncy seesaw with two pieces of equipment, one called Curve Sit-On and the other called Curve Sit-In.
- 12 Replace the hex swings with a Quest Enterprise unit (Q111) which is for an age range of 7 to 14 years.
- 13 Replace the oak framed tyre swing with a Cantilever Tyre Swing. In this instance, the tyre could be replaced with a basket although this could encourage "unauthorised" fire pits and BBQ's due to where it is positioned within the park.

It should be emphasised that Committee members will review the costs for these products and in the case of item 12 above (Q111), may consider that the cost of £13,143.90 (discounted from £18,777.00) for this unit (exclusive of VAT) is rather expensive. Committee members are asked to bear in mind that if this piece of equipment was favourable but considered too costly, then the Company would be able to offer alternative equipment at a cost to suit the budget.

Taking into account the use of inclusive equipment, this Company has also suggested some interactive play panels and their Nattertube which are all great for sensory, dexterity and co-ordination development etc. Two images of Play Panels are attached but have not been costed for.

Illustrations of the equipment before and after are attached at Appendix 4.

The costs to replace the above mentioned equipment is as follows:

10	Cost of equipment	Delta seesaw	£1,372.88
	Installation		£2,100.00
11	Cost of equipment	Curve Sit In Springer	£948.60
		Curve Sit On Springer	£700.20
	Installation		£2,100.00
12	Cost of Equipment	Quest Enterprise	£13,143.90
	Installation		£9,781.00
13	Cost of Equipment	Cantilever Tyre swing	£3,032.75
	Installation		£2,750.00
	Supply and laying of grassmats		£1,312.00

Preliminaries – secure site during works using Heras
Fencing and provide welfare facilities if required £250.00

Removal of existing seesaw, carousel and hex swings from
Within the fenced play area and the oak framed tyre
Swing £950.00

Safety surfacing – supply and lay wet pour perimeter
Repairs to the bases of the following: cradle swings (2),
Swings (3) including a repair to the underneath the
Swing seats where wear is evident; junior climbing
Frame (4) and a yellow circle wet pout repair around
The wheelchair accessible roundabout (6). £8,535.00

Safety surfacing – supply and lay play bark top up
To round red dome climbing frame (5). £1,145.00

Delivery £645.00

£48,766.33

Grand total for Company 3 working is £48,766.33 excluding VAT. Please note that the £48,766.33 has already been discounted by £6,445.68. Again, as mentioned earlier, should the Committee decide to select this company but not all the items of equipment, then the discount shown will be proportionate.

25/11/26 1766

Summary of Costs

A summary of all costs is shown at Appendix 5 broken down between each company.

Wooden Play Equipment

Finally, the Committee will note that no reference has been made to the timber frame structure at the far end of the recreational ground. Whilst all three companies did view this piece of equipment, they all came to the same conclusion that all this really needed was some new replacement wooden struts for the bridge and grass matting at the foot of the slide.

Currently there is a sum of £24,500 available in an earmarked reserve "Play/Skate Park" with a further sum available in the 2021/22 budget as follows:

News Play Equipment	£5,000.00
Play Equipment Maintenance	£3,995.00
TOTAL	£8,995.00

There is also a sum of £5,000 currently available for the Skate Park, however it should be noted that repairs/replacement of the skate park equipment are also required and therefore officers would suggest that these funds are retained for that purpose.

Recommendation

- 1 That the Committee are requested to consider the contents of this report and determine which of the three companies they would wish to appoint to undertake the repair/replacement works to the childrens' play area accepting that changes may need to be made to their proposal which can be brought back to a further meeting for approval.
- 2 That consideration be given to the funding of the project with a recommendation being made to the Finance, Policy & General Purposes Committee on 27 January 2022, for any additional funding that may be required to be included in the 2022/23 budget.

1407 1767

COST SUMMARY – COMPARISONS

Company	Existing Equipment	New Equipment	Cost
1	2 seat seesaw	Home Multi seesaw with 1 x back rest	£4,050.00
2		Seesaw	£2,800.00
3		Curve Sit In Springer	£948.60
		Curve Sit On Springer	£700.20
	3 seat bouncy seesaw		
1		Tipi Carousel with top brace	£2,680.00
2		Larger Car Springer, inc wheelchair accessibility	£10,600.00
3		Delta seesaw	£1,372.88
	Hex swings		
1		Explorer Dome	£38,730.00
2		Not quoted	
3		Quest Enterprise (Q111)	£13,143.90
	Oak framed tyre swing		
1		Cocowave Pendulum Swing	£8,800.00
2		Pendulum swing	£8,000.00
3		Cantilever tyre swing	£3,032.75

89468 1768

The table below breaks down costs for preliminary set up/removal of equipment/installation of new equipment/safety surfacing of areas/delivery costs for each company. Please note that these costs are based in relation to the items of play equipment quoted. The numbers shown in square brackets relate to the existing piece of equipment.

Company	Preliminary set up	Removal of equipment	Installation of new equipment.	Safety Surfacing: Wet pour (W) Grassmats (G) Bark (B)	Delivery/Inspection	Total
1	£4,738.93	£211.64 [10] £211.64 [11] £529.11 [12] £211.64 [13] £624.45 [G]	£486.00 [10] £495.00 [11] £6,200.00 [12] £1,266.00 [13]	£8,870.28 (W) £1,506.85 (G)	£5,691.19	£31,042.73
2		£200.00 [10] £150.00 [11] £400.00 [13] £3,000.00 [M]	£1,200.00 [10] £200.00 [11] £1,000.00 [13]	£1,800.00 (W) [10] £1,400.00 (W) [11] £2,500.00 (G) [13] £12,000.00 [N] £1,000.00 [6]		£24,850.00
3	£250.00	£950.00	£2,100.00 [10] £2,100.00 [11] £9,781.00 [12] £2,750.00 [13]	£8,535.00 (W) £1,312.00 (G) £1,145.00 (B)	£645.00	£29,568.00

Code:

[G] – Groundworks [M] – Remove other existing materials [N] – New Surface for (2), [3] and [4]

IN SUMMARY

All costs	Company 1	Company 2	Company 3
Less discount	£85,302.72 £10,852.00 ----- £74,450.72 -----	£46,250.00 ----- £46,250.00 -----	£55,212.00 £ 6,445.67 ----- £48,766.33 -----

Costs are exclusive of VAT. Discounts shown are likely to be proportionate to what is actually ordered.

2.58 1769

FULL COUNCIL	3 FEBRUARY 2022	AGENDA ITEM: 24 24.
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Report prepared by Angela Price – Town Clerk

ROLLING FOR CANCER RUN

Purpose of Report

The purpose of this report is to provide Members with information on a proposed fundraising event for Cancer Research.

Detailed Information

Attached is information in respect of a proposed fundraising event for Cancer Research.

Rolling for Cancer is planning an event which they hope to conclude in Ledbury on Saturday, 20 February 2022 and the organisers contacted Ledbury Town Council to enquire about exclusive parking for the teams between the Feathers and the Market House, following which officers advised that they would need to contact Herefordshire Council in respect of their request. Following this they have provided a brief history and some pictures of the type of vehicles that would be participating in the event.

This is a classic car run which is held in the memory of Andy Rollings who worked at Eastnor Castle and who died from cancer last year. The aim of the event is to raise money for cancer research. It is anticipated that there will be 20 cars and 10 scooters, and they will start the run in the Cotswolds and drive via Broadway and Malvern to Ledbury. They have arranged a buffet meal at the Feathers in Ledbury and would like to park at least some the cars next to the Market House. And they have written to Herefordshire Parking Enforcement to ask permission for them to park their cars in the parking spaces along the High Street. They anticipate the cars arriving at 4.00pm and members of the team would be waiting for their arrival.

The Parking Enforcement Officer has advised them that in the first instance they should contact Ledbury Town Council to see whether the Council would support their request, especially as part of the area in question is restricted to allow the market on a Saturday. Also, in a later email the Parking Enforcement Officer has advised that they are not in a position to grant the request due the potential impact on the market and local traders. They have advised that "the best alternative option would be to speak to the Feather's who have their own car park, as they may be able to reserve a few spaces, and also to use St Katherine's car park which is next door to the Feathers. It should be relatively quiet at 4.00 pm on a Saturday and if need be there are also three other council public car parks nearby."

Following the above response the organisers have written to Ledbury Town Council asking whether there is anything they can do to help with this event.

Angela Price 1770

Recommendation

Members are requested to give consideration to the information provided within the report and consider how they may be able to assist the "Rolling for Cancer" event to go ahead.

10/11/16 1771



Streetwise – Rolling for Cancer

Here's the backstory. When we decided to create Streetwise Motoring Events in 2019 little did we know the world was about to go into turmoil. Events stopped, people were frightened, and we had to rethink our lives and plans. We did as well.

So, we turned the event plans we had on its head. Instead of being a location-based operation we decided it would be a good idea to bring our invited enthusiasts and vehicles to the people and to the streets where they live.

We decided that one of our events should be a charity fundraiser, for Cancer Research to be precise. It is named Rolling for Cancer. There is a story here too. We all, in our lives, will likely be affected or touched by this terrible illness and one of our Directors is no exception. His uncle was Andy Rollings.

Andy was a scooter fanatic and it felt like we needed to do something in his memory. Thinking of an event he would enjoy, and taking his name, Rolling with Cancer was born!

Rolling for Cancer is a drive out and drive through event based from Eastnor Castle near Ledbury, in beautiful Herefordshire. We will take in towns and other interesting locations within the Cotswolds, bringing an eclectic mix of two and four wheeled vehicles to the people in the form of a convoy, or rolling motoring show. The plan is to have a park up in Broadway for a hour or two and then at the end in Ledbury, so the public can get up close to the vehicles and we will also do an organised convoy through Twesbury, Pershore and Malvern so the public can see the display of vehicles.

Scheduled for February 2022, this one-day event will bring together an invited group of driving and biking enthusiasts, united in making a difference to people's lives affected by cancer. Great roads, sights and experiences await as well as awards for best in show, best attired, most money raised and most tagged vehicle.

Fund raising will be via Just Giving and non-participants who may also wish to donate can do so there.

www.rollingforcancer.co.uk

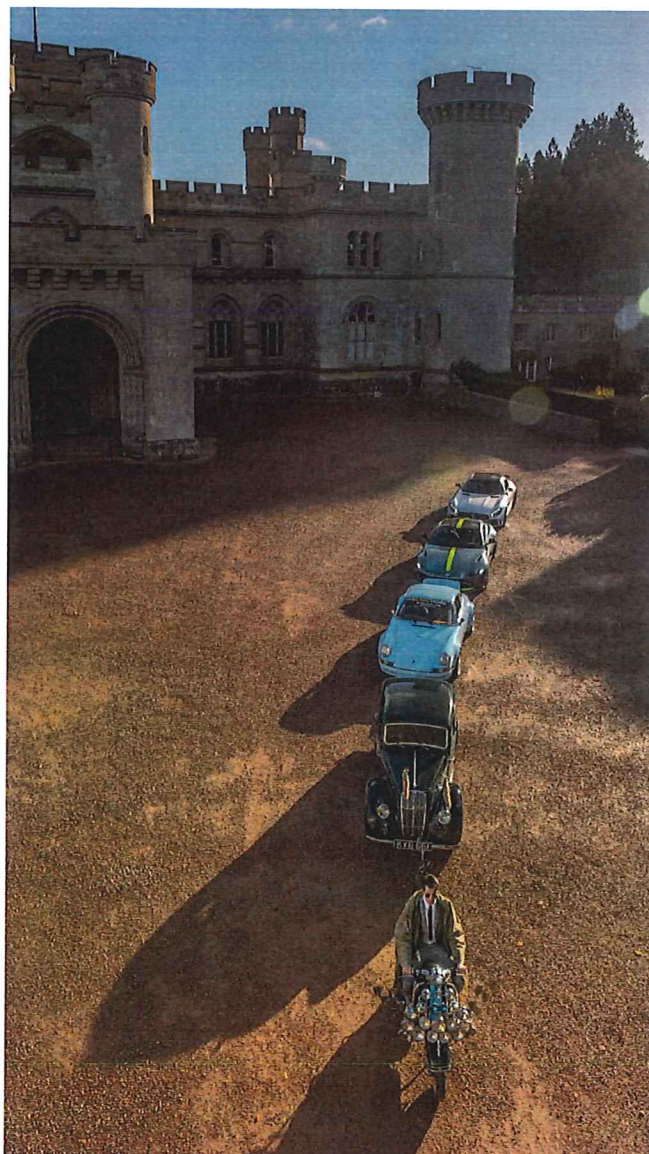
<https://www.instagram.com/rollingforcancer/>

<https://www.facebook.com/RollingForCancer.Event>

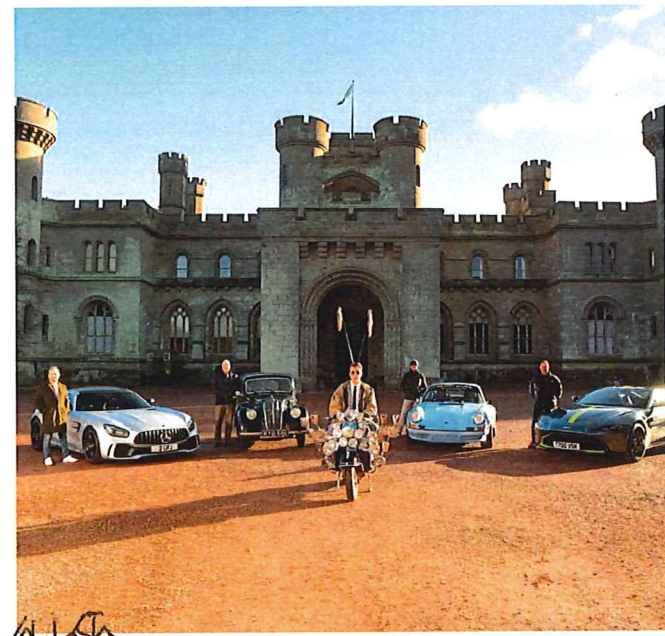
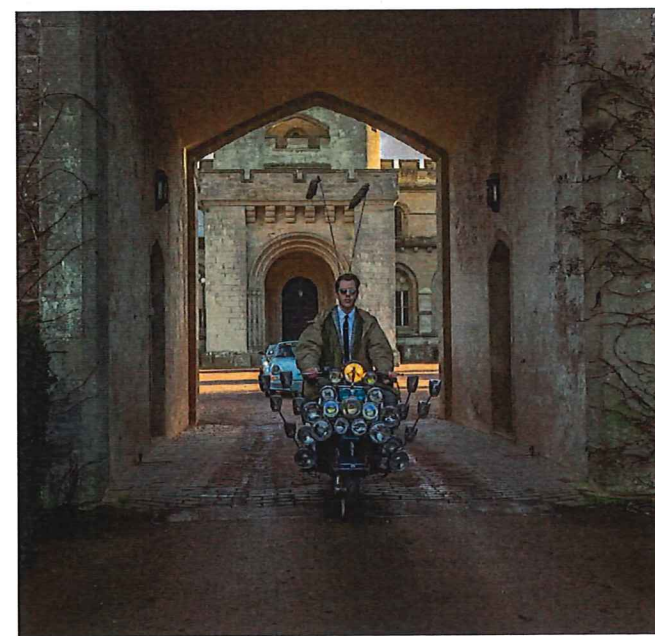
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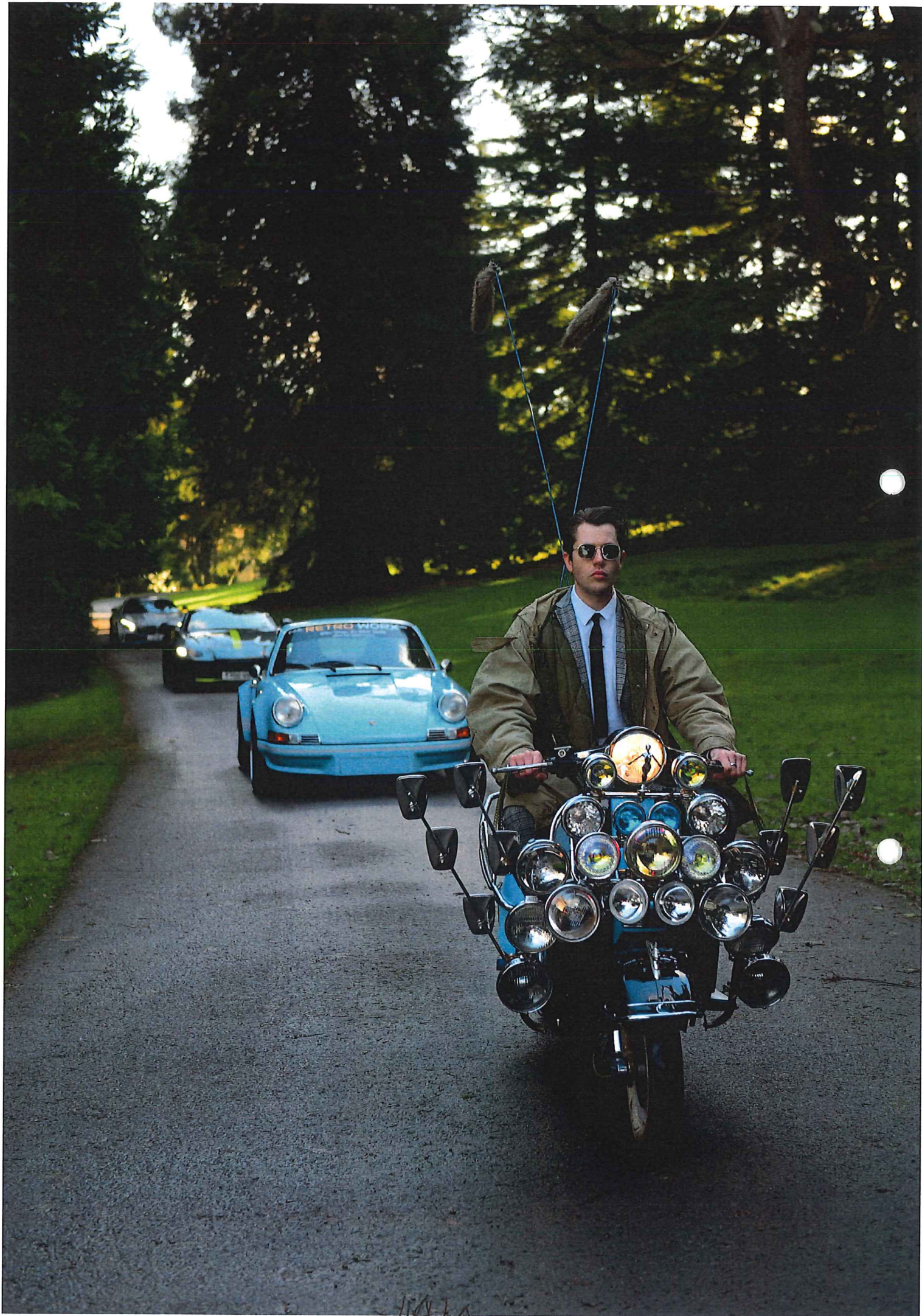
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