



# **Much Wenlock Town Council**

## **Full Council Meeting**

**5<sup>th</sup> January 2023**

## **Supporting Papers**

## **Broseley and Much Wenlock Safer Neighbourhood Team (SNT)**

### **Update to Much Wenlock Town Council: From 30/11/2022 – 21/12/2022**

Update on Police and SNT activity in the area. In addition to the Officers in the Safer Neighbourhood Team, there is a team of Response Officers based in Bridgnorth Police Station who attend incidents in the area. The team is currently awaiting a new PCSO, unfortunately this is unlikely to be before March 2023.

Neighbourhood Matters. Neighbourhood Matters is a new online messaging service operated by West Mercia Police. SNT Officers are sending Crime Alerts and other locally relevant information out to all those who join the service. Please encourage everyone to check out the service by following the link - <https://www.neighbourhoodmatters.co.uk/>

West Mercia Police has signed up to the Local Policing Community Charter. The Council has outlined its three main Policing Priorities as:

**Theft (from outbuildings).** SNT Officers continue to actively patrol the area when on duty, both the urban and rural areas. There have been no reported outbuilding burglaries but a person from Broseley has been arrested and charged with a number of outbuilding burglaries that have previously taken place throughout the surrounding area.

**Drugs.** SNT continue to patrol areas where there have been previous reports of activity possibly linked to drug related activity and submit reports when necessary. There have been no specific reports linked to drugs in this reporting period.

**Speeding.** SNT Officers will continue to conduct speed surveys in relevant areas.

**Burglary/Theft.** A trailer was stolen from the High Street, Much Wenlock. The trailer was later recovered by Police. During the theft, criminal damage was caused to a fence at a property on the Stretton Road. There were three make off without payments from a petrol station.

**Anti-social behaviour (ASB).** Off road motorcycles were reported in the area of Presthoke, no Officers were available to attend.

**Suspicious Circumstances.** Two East European males were in the Brockton area, flagging down motorists and asking for cash.

**Concern for Safety.** There were two incidents that Officers attended and the concerns are being dealt with by our partner agencies.

**Road Traffic Issues.** There have been a number of incidents regarding incidents on the roads, including:

Two reports of possible drink driver and a report of poor driving. There were no Officers in the area to respond to these reports.

There was a terrible incident on the A458, about a mile out of Much Wenlock towards Bridgnorth, where two horses that had got loose from a field were in a collision with a car. Both horses died at the scene.

There was a Road Traffic Collision on the Sheinton Street and another on the A4169. Both were dealt with by the owners exchanging insurance details and the Police attended the one on the A4169 to manage traffic.

There was a car fire on Smithfield Road, this was dealt with by Shropshire Fire and Rescue Service.

There were three reports of dropped 999 calls, all were confirmed as accidental calls.

28 OCT 2022

**MUCH WENLOCK WINDMILL TRUST****Registered Charity Number 1109806**ANTHONY JONES  
[REDACTED]

27 October 2022

THE MAYOR Mr DUNCAN WHITE  
MUCH WENLOCK TOWN COUNCIL  
THE CORN EXCHANGE, HIGH STREET,  
MUCH WENLOCK

Dear Mr Mayor,

It was a pleasure to meet you on Monday (24 October) when you joined our work party on Windmill Field, thank you for your help.

It also gave me the opportunity on behalf of the Windmill Trust to outline our aspiration to formally get the Windmill Field designated as a Local Nature Reserve (LNR). In order for this to happen it is necessary an agreement is made between the Much Wenlock Town Council, the Landowner Wenlock Estates and the Windmill Trust as the leaseholder. We also have to get agreement to proceed from Natural England (DEFRA).

The Windmill Trust sub-committee have a meeting with our contact at Natural England at my house on Tuesday 1<sup>st</sup> November at 11 o'clock, when we will advise Natural England of our proposal.

I have spoken to Mr Tim Motley of Wenlock Estates and he is fully supportive of this proposal and willing to enter an agreement with the Town Council and the Trust. John Box one of our trustees has already established LNRs in Church Stretton and Ellesmere and believes Windmill field is well suited to being regarded as an LNR.

There is no formal commitment of the Town Council to support the LNR financially but it would show intention if the Town Council were to agree to support us for £500 for the first year and review each year. Presently our costs in maintaining the field are almost double our income.

One benefit to the Town is that as an LNR, Windmill field will be open to a wider population as it would be listed as an LNR and every opportunity to bring even more tourism to our town. The Trust hopes the Town Council will be supportive of this and if a financial contribution can be provided as an initial commitment that would be great. Please contact me if you feel we can proceed.

AR JONES, CHAIR.

# MUCH WENLOCK TOWN COUNCIL

Minutes of the  
**TOWN COUNCIL MEETING**  
held at The Guildhall, Much Wenlock  
at 7 pm on Thursday, 1<sup>st</sup> December 2022

**Present:** Councillors William Benbow, Susan Crooke-Williams, David Fenwick, Wilfred Grainger, John O'Dowd, Marcus Themans, Daniel Thomas, Christian Toon, Chris Tyler, Linda West, Duncan White (in the chair)

**In attendance:** Trudi Barrett – Town Clerk, PCSO Mal Goddard, one member of the public in person and one remotely

## 1. Chairman's Welcome

The Mayor welcomed everyone to the meeting and presented the following report:

Since the last full Council meeting it has been a busy month for meetings and I have also helped with selling poppies and with the Remembrance parades at both Bourton and Much Wenlock churches. I also attended the lovely, annual ceremony at the cemetery with some of the children from Much Wenlock primary school.

I have been holding preliminary meetings with local groups in an effort to make further use of the library on those days when it is closed. This is part of an undertaking we have made with Shropshire Council to make best use of our buildings.

I have continued to volunteer at the Windmill Trust and in the old part of the cemetery, assisting with pruning and raking, as well as helping at the Priory Hall Craft Fayre and the cancer charity event held at the Hall.

On 24<sup>th</sup> November I attended the unveiling of a plaque at Pinefields House to commemorate the residence of Dean Cranage, which was also attended by the High Sheriff of Shropshire and other dignitaries. Dean Cranage spent years compiling a record of the architecture of all the churches throughout the county, which is valued to this day and is unique to Shropshire and the envy of other counties.

On the same day I attended a drop-in at the Priory Hall with the High Sheriff, who met some of our local volunteer groups to thank them for all they contribute to our community. In the evening we also had the very successful and well attended Christmas lights switch-on, with the lights being switched on by local fund raiser, Jimmy Moore. I would like to give a big thank you to those who gave up their free time to assist us with stewarding and to the First Responders. A collection was made throughout the event which raised £219.41 for the Midlands Air Ambulance.

We have recently visited Shifnal to see their CCTV system. We have begun work to see how our town system can be upgraded and today we had a meeting with an installation company who will advise us on options for extending and improving our current CCTV provision.

## 2. Apologies for Absence

None

## 3. Disclosure of pecuniary interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the monitoring officer.

## 4. Dispensations

None requested.

## 5. Public Session

There had been no requests to speak.

## 6. Policing

Members noted with thanks the written police report provided. PCSO Mal Goddard also reported that a new PCSO had been expected to join the local team in January, however, they had now been advised that there would be no new member until March.

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## 7. Shropshire Council Report

Shropshire Councillor, Daniel Thomas, presented the following report:

The feasibility study for the Gaskell Corner has started and you will have seen the monitors and cameras at various points in the town. Members of the Transport Working Group and I will be meeting the person in charge of the study at WSP to discuss the Council's objectives, raised at the last Council and Planning Committee meetings.

Much-needed road repairs will be undertaken on Barrow Street, which will be closed from 16th to 20th January, Monday - Friday, 09:30 - 16:00 each day.

The next Council surgery will be held on Saturday, 14th January, between 10.30 am and 12 noon at the museum. No appointment is necessary. I'll be joined by Town Mayor, Cllr Duncan White, and a representative from the Police.

It was noted that the cameras installed by WSP had only been in position for around 36 hours over a Wednesday, when many shops closed at lunchtime or did not open at all. There had been no advance notice of the installation or discussion with the Shropshire Councillor or Town Council. This should be raised as an issue with WSP.

With regard to the parking proposals for the town, Cllr Thomas advised that public consultation would probably be undertaken in January and that proposals for Station Road and the Sytche could be added at that time.

## 8. Confirmation of Local Connection

**It was RESOLVED to consider this agenda item in public.**

Members considered a request for confirmation of 'strong local connection' in relation to an application for a 'Build Your Own' affordable home. The applicant was in attendance and stated that he met at least two of the eligibility criteria specified by Shropshire Council:

- he had lived in his house in Homer for 33 years
- he was over 55 and had family members living at Wigwig.

Members were satisfied that the above was factually correct. **It was RESOLVED to formally confirm to Shropshire Council the applicant's 'Strong Local Connection' to the area.**

## 9. Minutes

- a. **It was RESOLVED to approve and adopt the minutes of the Town Council meeting held on 3<sup>rd</sup> November 2022.**
- b. **It was RESOLVED to adopt the minutes of the Planning & Environment Committee meeting held on 4<sup>th</sup> October 2022.**
- c. **It was RESOLVED to adopt the minutes of the Finance & Asset Management Committee meeting held on 26<sup>th</sup> October 2022.**
- d. **It was RESOLVED to adopt the minutes of the HR Committee meeting held on 11<sup>th</sup> October 2022.**

## 10. Town Clerk's Report

Members noted the written report from the Town Clerk on outstanding matters and action taken since the last Council meeting. The Clerk was asked to check whether the Christmas lights contractor might be able to fit a new rope to the flag pole at the Guildhall when using the cherry picker to remove the lights.

## 11. Finance & Asset Management Committee

**It was RESOLVED that Councillor Tyler cease to be a member of the Finance & Asset Management Committee and that Councillor Crooke-Williams be appointed in his place.**

## 12. Correspondence with Andy Begley, Shropshire Council

Members noted the response to the Town Council's complaint regarding the performance of Shropshire Council's contractors, in particular, WSP. A response had been received late in the afternoon from Prof. Mark Barrow, Executive Director: Place, who had written on behalf of Andy Begley, Chief Executive.

**It was RESOLVED that the letter from Prof. Mark Barrow had been received too late for proper consideration at this meeting and that Councillors would therefore consider his response at the January full Council meeting.**

**13. CCTV**

Members received a verbal report on progress with investigating options for improving the Council's CCTV system. The Mayor and Councillor Fenwick, along with the Town Clerk and Admin. Assistant, had recently visited Shifnal to view that Town Council's CCTV system. The system incorporated 26 cameras and highlighted how much better the Much Wenlock system could be. The current Town Council cameras were 0.3 megapixel resolution and the standard resolution was now 8 megapixels.

A meeting had been held earlier in the day with a representative from the company which had supplied the Shifnal system. The representative had been shown around Much Wenlock to identify where cameras might be sited and how wireless connections could be made. A report, proposals and costings would be provided. It was noted that modern cameras could have a wide angle, covering 180 degrees, and that cameras could be fixed to street lights. Monitoring could only be undertaken in the public domain and any private areas covered would be blocked out on the viewing screen. In due course, it was intended to seek grant funding from the Police & Crime Commissioner.

**14. 'Flood Sax' and Road Closure Barriers**

Members considered whether to become involved in the provision of 'Flood Sax' and Road Closure Barriers for flooding events to help provide a more immediate response than was possible for Shropshire Council. 'Flood Sax' were special, empty bags that were designed to be filled with water when needed and were therefore easier to store and transport than sandbags. It was, however, noted that the Flood Sax were intended for single use, rotted after a few months and could be difficult to dispose of. Road closure signs were important in certain areas of the town, such as the High Street, to stop four wheel drive vehicles travelling along flooded roads and causing waves of flood water to enter houses.

**It was RESOLVED to identify storage options for road closure signs at suitable locations around the town.**

**It was RESOLVED to take a stock of Flood Sax from Shropshire Council once public interest had been gauged and the number required had been established.**

The Strategic Flood Working Group would look into the detail of requirements, management and how to engage with residents. The working group would liaise with Town Council administrative staff.

**15. Designation of Windmill Field as a Local Nature Reserve**

Members considered correspondence from Much Wenlock Windmill Trust regarding the designation of Windmill Field as a Local Nature Reserve, and a request for financial support from the Town Council. It was noted that the Trust had obtained the support of the landowner. Councillors had a number questions about the potential designation, subsequent management of the site and the consequences of the change in status.

**It was RESOLVED to defer consideration of the designation of Windmill Field as a Local Nature Reserve until the next meeting and to invite the Chairperson of the Much Wenlock Windmill Trust to speak on the matter.**

**16. Christmas Lights Display**

It was agreed that the Christmas lights switch-on had been very successful and well-attended. Thanks were expressed to all those who had helped with the event. The working group would meet to review the event.

**17. Christmas Closure**

**It was RESOLVED to agree the following office closure dates for the Christmas period: closing on Wednesday, 21<sup>st</sup> December 2022 and reopening on Tuesday, 3<sup>rd</sup> January 2023.**

**18. Consultation**

Members considered a response to the following consultation:

- a. The Boundary Commission for England, constituency boundary changes – deadline for final public consultation 5<sup>th</sup> December 2022.  
It was noted that the Council had previously submitted a comment regarding the proposed name of the constituency. **It was RESOLVED to make no further comment.**
- b. Shropshire Council electoral division boundary changes – deadline 30<sup>th</sup> January 2023.  
**It was RESOLVED to make no comment at this stage.**
- c. Shropshire Council Draft Tenancy Strategy – deadline 6<sup>th</sup> January 2023.  
**It was RESOLVED to submit no formal response but to make the informal comment that it would be helpful if the changes made could be highlighted in future consultation on strategy and policy documents.**

**19. Correspondence**

Members noted the following items, which had been emailed to Members:

- a. SALC information bulletins and other information
- b. NALC newsletters and other information
- c. Press releases from Shropshire Council
- d. Rural Bulletins from the Rural Services Network
- e. Information from the RSN Rural Market Town Group
- f. Notification of road closure for works to A458 Harley Bank
- g. Email regarding the Citizen’s Good Food Challenge

**20. Agenda items for next Town Council meeting**

Members were invited to suggest items for inclusion on the agenda for the next meeting:

- Report back from meeting with WSP regarding Gaskell corner feasibility study

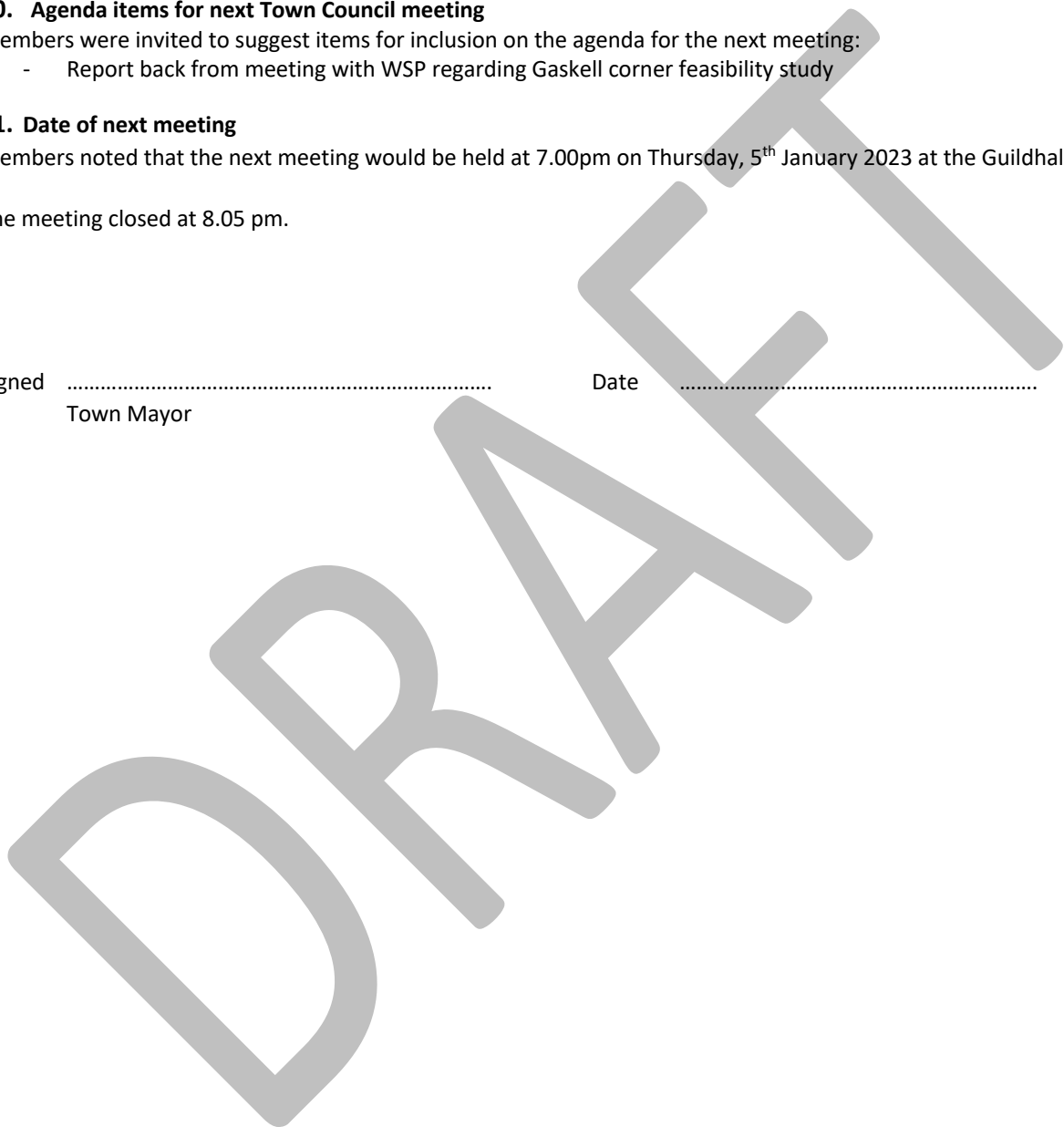
**21. Date of next meeting**

Members noted that the next meeting would be held at 7.00pm on Thursday, 5<sup>th</sup> January 2023 at the Guildhall.

The meeting closed at 8.05 pm.

Signed .....  
Town Mayor

Date .....



22/22

# MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**  
held at 7.00 pm on Tuesday, 1<sup>st</sup> November 2022 at the Corn Exchange, Much Wenlock

**Present:** Councillors William Benbow, David Fenwick (in the chair), Wilf Grainger, Daniel Thomas, Christian Toon, Chris Tyler and Linda West

**In attendance:** Trudi Barrett – Town Clerk, one member of the Transport Working Group.

## 1. Apologies

None.

## 2. Disclosure of Pecuniary Interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

## 3. Dispensations

None requested.

## 4. Public Session

There were no requests to speak.

## 5. Minutes

It was **RESOLVED** that the minutes of the Planning & Environment Committee meeting held on 4<sup>th</sup> October 2022 be **APPROVED** and signed as a true record.

## 6. Planning Applications

a. Members considered a response to the following planning applications:

22/04512/FUL 8 Shrewsbury Road, Much Wenlock	Erection of two storey rear extension and a front porch. <b>It was RESOLVED no objection.</b>
22/04579/FUL Yew Tree Cottage, 9 Bourton Westwood, Much Wenlock	Conversion and extensions to existing dilapidated cow shed and pigsty to a self-contained annex ancillary to main dwelling. <b>It was RESOLVED no objection.</b>
22/04794/TPO Pinefield House, 40 High Street, Much Wenlock	To reduce 1 lateral branch by 1.5 metres, reduce branches (max. 50cm) away from chimney by 1.5 metres and reduce and reshape by 0.5 metres crown of 1no. Oak (T1) protected by the Shropshire Council (Land to the rear of 40 High Street, Much Wenlock) Tree Preservation Order 2016. <b>It was RESOLVED no objection.</b>

## 7. Planning Decisions

It was **RESOLVED** to note the following planning decisions:

22/03549/FUL Land At Woodhouse Field Cottage, Bourton, Much Wenlock	Erection of a new steel portal frame agricultural storage building to provide fodder and machinery storage together with undercover lambing accommodation <b>Decision: Grant Permission</b>
22/03529/FUL Proposed holiday let accommodation SW of Westwood House, Stretton Westwood, Much Wenlock	Erection of 2No holiday lets partially dug into ground, with new pond, associated landscaping and habitat creation, 3No EV charging points, new E-Bike storage, and 18.4 Kw Solar Array, with Ground source heat pump (re-submission). <b>Decision: Grant Permission</b> It was noted that Shropshire Councillor Dan Thomas and Councillor David Fenwick had spoken in favour of the application at the Shropshire Council Southern Planning Committee on 18 <sup>th</sup> October 2022.



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22/02298/FUL Havelock Cottage, 3 Shrewsbury Road, Much Wenlock	Erection of garden room/office/store <b>Decision: Refuse Permission</b>
21/04526/CPL Shadwell Quarry, Farley Road, Much Wenlock	Application for a Lawful Development Certificate for the use of the site for the stationing of more than 53 Holiday Chalets that fall within the definition of a caravan contained in section 29 (1) of the Caravan Sites and Control of Development Act 1960 and Section 13 of the Caravan Sites Act 1968. <b>Decision: Not Lawful</b>

#### 8. Application 22/02298/FUL – Havelock Cottage, 3 Shrewsbury Road

Members noted that this application was due to be considered by Shropshire Council's Southern Planning Committee but had now been determined at officer level (see above) as the application did not fully meet the tests for committee referral under Shropshire Council's scheme of delegation.

#### 9. Planning Appeals

Members noted the following planning appeals and considered a response:

a. **Application no. 21/03873/FUL**

Withies Campsite, Stretton Road, Much Wenlock

Proposed siting of 5 Glamping Pods and 2 Log Cabins and installation of grass grid access track at existing caravan and camping site.

It was noted that the Town Council had objected to the application. **It was RESOLVED to submit no additional comments.**

b. **Application no. 22/00071/FUL**

Proposed holiday let accommodation SW of Westwood House, Stretton Westwood, Much Wenlock

Erection of 2no holiday lets partially dug into ground, with subterranean courtyard, new pond, associated landscaping and habitat creation, 3no EV charging points, new E-Bike storage, and 18.4Kw solar array, with ground source heat pump.

It was noted that the appeal had been submitted upon refusal of the previous application. A subsequent application had been made (22/03529/FUL) and permission had been granted. It was therefore expected that the appeal would be withdrawn.

c. **Application no. 22/02284/FUL**

Proposed dwelling to the east of 25 Homer, Much Wenlock

Erection of a dwellinghouse following demolition of existing buildings (resubmission).

It was noted that the Town Council had objected to the application. **It was RESOLVED to submit no additional comments.**

#### 10. Draft Shropshire Local Plan Review 2016 – 2038

Members noted that the Inspectors had called an additional, virtual hearing on the Duty to Cooperate, which was scheduled for 9.30am on Tuesday, 17<sup>th</sup> January 2023. Those who had participated in and/or submitted a hearing statement for the Local Plan Matter 2 – Duty to Cooperate would be permitted to participate in the additional hearing. Confirmation of whether Much Wenlock Town Council and Associates wished to participate in the hearing was required by 18<sup>th</sup> November.

It was noted that the hearing would deal with strategic Black Country housing matters and the number of houses that Shropshire might take to support Black Country Councils. Dudley Council had recently withdrawn from the coalition of Black Country Councils, which could impact on the agreement with Shropshire Council.

Councillors considered that this hearing would have little relevance to the concerns of Much Wenlock.

It was **RESOLVED that there was no need to send a Town Council representative to speak at the Local Plan hearing on the Duty to Cooperate scheduled for 17<sup>th</sup> January 2023.** It was noted that others from Much Wenlock who had submitted statements on this matter might decide to speak independently.

#### 11. Flooding issues

a. No report had been received from the Flood Group.

b. There was no report from the Strategic Flood Working Group.

c. It was noted that the drains on Bourton Road and Victoria Road had been overwhelmed by the previous night's heavy rain and were being cleared. The attenuation pond on Stretton Road was working as required but additional work was being held up by WSP who were conducting a study into flooding in the vicinity.

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**12. Transport Working Group**

**It was RESOLVED to suspend Standing Orders to allow a non-Council member of the Transport Working Group to speak.**

The responsible Shropshire Council Highways Engineer had advised that the notices for the parking proposals for Much Wenlock would be published before Christmas. Design proposals for the crossing on the Bridgnorth Road near to the primary school were still awaited from WSP and so would not be included in the current year's work programme.

Members considered a report from the Transport Working Group on the Planning & Traffic Survey carried out in March 2022 and how to address the results of that survey. Some respondents had been in favour of a bypass for the town (42% yes, 32% no, 26% maybe) but the percentage of 'yes' respondents was deemed insufficient to indicate overwhelming support. A bypass could be considered as part of the forthcoming feasibility study for the Gaskell corner, after which further community consultation could be undertaken, if relevant.

It was noted that the S106 agreement for the Ironbridge Power Station had been signed off and the money for the feasibility study should soon be available to Shropshire Council.

**It was RESOLVED to seek to engage Shropshire Council to begin consultation on the feasibility study on the Gaskell corner and to ensure that the study included consideration of a bypass alongside other key points, as supported by the traffic survey (copy to be provided).**

**It was RESOLVED to reinvoke Standing Orders.**

**13. Community Speed Watch**

Members considered recent correspondence regarding speed and traffic monitoring on Bourton Road. It was noted that a response was awaited from the police with regard to monitoring of the 7.5 tonne weight limit. Members of the community would continue to press for measures to check speeding and improper use by HGVs.

The police had advised that that the pavement on Bourton Road was too narrow to carry out community speed watch monitoring and that private drives could not be used for monitoring.

**It was RESOLVED that Councillor Toon should contact PCSO Mal Goddard to discuss the use of private drives and any other options for speed monitoring.**

**14. Climate Change and Ecological/Nature Emergencies\***

The Clerk advised that she had notified Broseley Town Council of Much Wenlock Town Council's agreement to work together on 'green' issues. Discussion was required on how the collaboration would work but this could include common areas of interest such as procurement and community engagement. Broseley Town Council had already set up a working group and would invite representatives from Much Wenlock to attend the next meeting of that group.

It was noted that a new Management Plan for the Old Cemetery, with a focus on management to benefit the environment, had been approved at the last meeting of the Finance & Asset Management Committee.

Councillor Toon reported that he had booked a couple of training sessions to help with his role as the Council's 'Climate Champion'.

Members noted that Plastic Free Wenlock / Surfers against Sewage had booked a stall for the Christmas Fayre, which the Council could support.

**15. Consultation\*****16. Street Lighting\*****17. Street naming \*****18. Footpath/Bridleway Creation Orders\*****19. Footpath Diversion Orders\***

Information had been obtained on the historic use of the Atterley footpath (re diversion of footpaths 52 and 177) and Councillor Benbow would contact Willey Estate to discuss the situation.

**20. Road closures\***

Members noted the following road closures:

- |              |   |
|--------------|---|
| a. Location: | A458 Harley Bank  |
| Date/Time:   | 3 <sup>rd</sup> to 9 <sup>th</sup> November 2022, overnight between 8.00pm and 6.00am |
| Purpose:     | Road improvements – including road and signage repairs, drainage investigation        |
| Agency:      | Kier Highways   |

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- b. Location: Ironbridge Road, Broseley  
 Date/Time: 24<sup>th</sup> October to 16<sup>th</sup> December 2022, all the time  
 Purpose: Stabilisation works  
 Agency: Shropshire Council  
 NB. Through traffic would be diverted through Much Wenlock and Buildwas.
- c. Location: High Street, Wilmore Street and Barrow Street, Much Wenlock  
 Date/Time: 20<sup>th</sup> November 2022, 8.00am to 4.00pm  
 Purpose: Installation of Christmas lights  
 Agency: Much Wenlock Town Council
- d. Location: High Street, Wilmore Street and Barrow Street, Much Wenlock  
 Date/Time: 24<sup>th</sup> November 2022, 3.00pm to 8.00pm  
 Purpose: Christmas lights switch-on  
 Agency: Much Wenlock Town Council
- e. Location: High Street, Wilmore Street and Barrow Street, Much Wenlock  
 Date/Time: 8<sup>th</sup> January 2023, 8.00am to 4.00pm  
 Purpose: Removal of Christmas lights  
 Agency: Much Wenlock Town Council

**21. Highways matters \***

Members noted the increase of 20 – 25% in Shropshire Council car parking charges, which had come into force on 31<sup>st</sup> October. This matter had been raised with Lezley Picton, Leader of Shropshire Council, who had agreed to look into the increase in charges for Much Wenlock, but nothing had happened. Although consultation on parking proposals for the town was imminent, the increase in car parking charges had already been implemented.

**22. Tree Preservation Orders (TPOs)\***

**23. Stopping Up Orders\***

**24. Speed Limit Orders\***

**25. Prohibition Orders\***

**26. Date of next meeting**

It was **NOTED** that the date of the next meeting would be Tuesday, 29<sup>th</sup> November 2022 at 7pm at the Corn Exchange, Much Wenlock.

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it was **RESOLVED** that the public and press should not be present.

**27. Planning Enforcement**

Members noted the outcome of enforcement matter 22/08987/ENF.

The meeting closed at 8.30 pm.

Signed.....(Chairman)

Date.....

MONTH	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
May 2021	22	Defer consideration of the Council's policies relating to data protection to a future meeting.	In progress	Privacy notice approved 12 <sup>th</sup> May. Other policies to follow.
Sept 2021	15	Invite community activists to an introductory workshop in order to explore a Council and community-wide approach to climate change.	Pending	
Dec 2021	20a.iv	To check the Council's VAT position with regard to the Guildhall project.	Pending	Advice obtained from NALC – clarity on proposals for Guildhall needed to determine VAT implications.
June 2022	13	Continue to check the EiP website for updates	Ongoing	
July 2022	15	Support the 20's Plenty campaign in principle and invite a speaker to a forthcoming Council meeting.	In progress	Councillor Tyler in contact with speaker.
October 2022	6b	Mayor and Clerk to draft a procedure for making CCTV footage available to the police.	In progress	Information obtained from Shifnal Town Council.
	6c	Carry out further research and explore options for upgrading or replacing the Council's current CCTV system.	In progress	Meeting held with ORP Surveillance, quotation awaited. Contact made with PCC re funding.
	13	Contributions towards strategic plan from committees to be collated by the Clerk for further consideration by Councillors.	In progress	Set up of working group on agenda for 5 <sup>th</sup> January.
	17	Document Retention Policy – the schedule should be updated to reflect the responsibilities set out in the Disposal and Destruction Procedure.	Yes	
	24	Accept the offer from HSBC to hold pop-up sessions and to make arrangements.	In progress	HSBC advised, response awaited from Library Manager regarding charges.
Dec 2022	8	Formally confirm a Strong Local Connection in relation to an application for a 'Build Your Own' affordable home.	Yes	
	10	Check whether the Christmas lights contractor might fit a new rope to the flagpole at the Guildhall when removing the Christmas lights	In progress	
	12	Consider the response from Prof Mark Barrow to the Council's letter regarding the performance of WSP at the January full Council meeting.	Yes	On agenda for 5 <sup>th</sup> January.
	15	Defer consideration of the designation of Windmill Field as a Local Nature Reserve to the next meeting and invite the Chairperson of the Trust to speak on the matter.	Yes	On agenda for 5 <sup>th</sup> January.
	18c	Make no formal response to SC Draft Tenancy Strategy consultation but comment that it would be helpful to highlight changes made in future consultation on strategy and policy documents.	Yes	Response received.

## Other activities:

- Liaison with estate agent and solicitor regarding sale of 2 Burgage Way
- Arrangements for work to 10 High Street
- Meeting with Broseley Town Council's Climate Change Action Group on 7<sup>th</sup> December

**Much Wenlock Town Council Code of Conduct  
Adopted 3<sup>rd</sup> March 2022**

**Proposed Amendment to Page 12, Table 2: Other Registrable Interests**

**Currently reads:**

**Table 2: Other Registrable Interests**

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

**Proposed change to:**

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control of management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes include the influence of public opinion or policy (including any political party or trade union)of which you are a member or in a position of general control or management.

Trudi Barrett  
Town Clerk  
21.12.22

Much Wenlock Town Council Budget 2023/24

Fourth Draft: 18/11/2022  
 Recommended for approval by Finance & Asset Management Committee 22.11.22

Code	Description	2022/23	Income to 30/9/22	2023/24	Comments
<b>NET INCOME</b>					
<b>ADMINISTRATION</b>					
1100	Income Misc	100	1521	100	£998 Christmas Lights donation
1175	Neighbourhood Fund	0	1105	0	Not known
1176	Precept	221905	221905	243867	Provisional figure
1190	Interest Received	100	629	1000	Interest rates increased
<b>TOTAL</b>					
<b>TOTAL</b>		<b>222105</b>	<b>225160</b>	<b>244967</b>	

Code	Description	2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>EXPENDITURE</b>					
<b>Administration</b>					
4000	Salaries (Office Staff)	52130	24418	56000	Increments plus inflation rises
4001	Wages (non-office staff)	20500	11515	21000	Increase in Minimum Wage expected
4002	PAYE/Employees NI	13370	7276	15406	Fixed cost
4003	Employers NI	5000	2787	5513	Fixed cost
4004	Pension Contributions	13355	7457	21231	Additional employee joined the scheme
4095	Pension Deficit	1400	1400	2000	Actuarial Valuation received
4005	Administration Costs	300	89	350	
4006	Bank Charges	150	147	300	Under budgeted last year
4008	Printing	1200	860	1200	3 year contract with Sharp
4009	Consumables	300	62	300	
4010	Travelling Expenses	100	12	100	
4011	Telephone and Broadband (Corn Ex)	1300	430	1200	3 year contract in place
4012	Stationery	500	99	300	Careful management of costs
4013	Advertising & Publishing	500	250	500	Includes £250 donation for Wenlock Herald
4014	Postage & Petty Cash	200	38	200	Reduced use of postage
4015	Office Equipment & Repairs	1000	96	500	Careful management of costs
4016	Audit Fees	1400	1400	1600	Fixed cost
4017	Staff Training & Conferences	600	30	500	
4018	Insurance (August to August)	9000	2631	9000	
4019	Subscriptions	1800	1594	2000	SALC/SLCC/Zoom annual charges
4020	Data Control	35	40	40	
4022	Professional Fees (HR advice)	3500	1870	2800	New 3 year contract with Telford & Wrekin HR
4030	Election Expenses	0	5806	3000	Costs paid from reserves in 22/23
4031	Town Archives	350	50	100	
4032	Councillor Expenses	200	0	100	Less travel as most training via Zoom
4050	Software	200	68	200	
4090	Councillor Training	1000	75	500	Expected activity in 22/23 did not occur
4175	Neighbourhood Fund	0	0	0	
4215	Music Licences	250	125	125	
4415	Website Development and Mgmt	700	574	1000	Potential works to improve website
4425	Town Celebrations	500	770	750	
NEW	IT Upgrade	0	0	5000	Upgrade of office computers required
<b>TOTAL</b>					
<b>TOTAL</b>		<b>130840</b>	<b>71969</b>	<b>152815</b>	

301	Corn Exchange Income	2022/23	Income to 30/9/22	2023/24	Comments
1100	Income Misc	0	0	0	
1200	Hire Of Charity Stalls	50	9	50	Minimal activity
1202	Commercial Stalls	2000	1357	2000	Buoyant markets activity
1205	Rent - Front Office	5700	2958	6900	Rent review due
1206	Committee Room	0	0	300	
1207	Rent - Lower Office	1300	542	1300	
1208	Rent - Library	2000	1000	2000	
1209	Rent - Archive Room	1	2	1	
1210	Heating Income	880	143	3000	Tenant's energy contribution
	<b>TOTAL</b>	<b>11931</b>	<b>6011</b>	<b>15551</b>	

301	Corn Exchange Expenditure	2022/23	Expenditure to 30/9/22	2023/24	Comments
4043	Property/Repairs and Maintenance	4000	3640	4000	Damp works required
4208	Window Cleaning	400	150	300	Less frequent cleaning inside
4211	Cleaning Materials	400	161	350	Use of discount stores for products
4306	Security	230	0	230	3 year contract with Security Wise
4400	Electricity	1600	233	4000	1 yr contract with Total Gas & Power
4401	Gas	2200	434	4000	Contract ends Oct 2023
4402	Water Charges	600	428	700	
4405	Rates	4250	2512	4800	Rate increase expected
4409	Waste Disposal Services	0	0	0	
4410	Fire Extinguishers Maint	50	0	100	Replacement of extinguisher required
4502	Fire Alarm/Emergency Light Maintenance	443	214	440	1 year contract with RMW
4096	Trademark Renewal (MWTG Logo)	0	0	0	Not yet required for renewal
	<b>TOTAL</b>	<b>14173</b>	<b>7772</b>	<b>18920</b>	

302	Guildhall Income	2022/23	Income to 30/9/22	2023/24	Comments
1101	Exhibitions	1000	1028	1000	
1230	General Sales Income	2000	2982	3000	22/23 Income is encouraging.
1231	Casual Hire	100	0	50	
1232	Stalls - Buttermarket	8000	4487	8000	
1234	Donations	1000	870	1000	
	<b>TOTAL</b>	<b>12100</b>	<b>9367</b>	<b>13050</b>	

	Guildhall Expenditure	2022/23	Expenditure to 30/9/22	2023/24	Comments
4009	Consumables	150	0	150	
4043	Property/Repairs & Maintenance	5000	832	5000	Extensive repairs required
4100	Misc Expenses	100	79	100	
4212	Window Cleaning	200	10	200	
4216	Phone and Broadband	1020	350	840	Over budgeted last year
4307	Security	190	0	230	3 year contract with Security Wise
4400	Electricity	850	232	2250	1 year contract with Total Gas & Power
4401	Gas	2750	198	3000	Actual expenditure for 21/22 was £1475
4402	Water charges	350	219	400	
4405	Rates	4500	3669	6419	Larger than expected increase in 22/23
4101	Exhibition/Sales Payments	2340	1886	2340	Payment for exhibitors (78% of sales)
4410	Fire Ext Maintenance	100	0	100	
4502	Fire Alarm/Emerg light	230	91	230	3 year contract with Security Wise
4432	Past Mayors Display Board	0	48	0	No need to update this year
New	Exhibition Displays	500	0	0	
	<b>TOTAL</b>	<b>17780</b>	<b>7614</b>	<b>21259</b>	

303	Museum	2022/23	Income to 30/9/22	2022/24	Comments
1250	Rent	4000	3000	4000	
	<b>TOTAL</b>	<b>4000</b>	<b>3000</b>	<b>4000</b>	

303	Museum	2022/23	Expenditure to 30/9/22	2023/24	Comments
		0	0	0	
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	

		2022/23	Income to 30/9/22	2023/24	Comments
<b>312</b>	<b>The Square</b>				
1202	Commercial Stalls	600	550	1400	Increase to £30 a pitch
	<b>TOTAL</b>	<b>600</b>	<b>550</b>	<b>1400</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>312</b>	<b>The Square</b>				
4406	Repairs & Maintenance	200	0	250	No major works planned
	<b>TOTAL</b>	<b>200</b>	<b>0</b>	<b>250</b>	

		2022/23	Income to 30/9/22	2023/24	Comments
<b>304</b>	<b>10 High Street</b>				
1270	Rental - 2 Burgage Way	8700	1450	0	Property empty
	<b>TOTAL</b>	<b>8700</b>	<b>1450</b>	<b>0</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>305</b>	<b>2 Burgage Way</b>				
4406	Repairs & Maintenance	1500	186	500	Residual figures for all budget headings
4401	Gas/Electricity	1750	2113	300	
4405	Rates	0	402	600	
4540	Estate Agency Fees	800	116	0	
	<b>TOTAL</b>	<b>4050</b>	<b>2817</b>	<b>1400</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>304</b>	<b>10 High Street</b>				
4406	Repairs & Maint	2000	1720	2000	Refurbishment works required
4400	Electricity	1400	527	2400	1 year contract with Ovo Energy (ends April)
4401	Gas	2300	0	0	Nil if building unoccupied
4405	Rates	6400	0	0	Nil if building unoccupied
	<b>TOTAL</b>	<b>12100</b>	<b>2247</b>	<b>4400</b>	

		2022/23	Income to 30/9/22	2023/24	Comments
<b>321</b>	<b>Linden Lodge</b>				
1260	Rent	7500	3750	7800	Rent review due
	<b>TOTAL</b>	<b>7500</b>	<b>3750</b>	<b>7800</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>321</b>	<b>Linden Lodge</b>				
4406	Repairs & Maint	2000	289	1000	Add any unspent funds to property reserve
4540	Estate Agency Fees	938	484	938	Fixed fees in place
	<b>TOTAL</b>	<b>2938</b>	<b>773</b>	<b>1938</b>	

		2022/23	Income to 30/9/22	2023/24	Comments
<b>401</b>	<b>Cemetery</b>				
1110	Income Misc	100	100	100	Sharpen Bequest
1301	Burial & Memorial Fees	8000	10210	13906	Annual review of fees due
1302	Cemetery - Rent of Land (Allotments)	450	500	500	4 year contract in place
	<b>TOTAL</b>	<b>8550</b>	<b>10810</b>	<b>14506</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>401</b>	<b>Cemetery</b>				
4009	Consumables	50	0	50	
4400	Electricity	120	32	366	Standing charges only
4402	Water Charges	100	0	100	Limited use of water
4405	Rates	790	457	800	
4406	Repairs & Maint	1000	1100	5000	Works to Chapel required
4450	Grass Cutting	7650	4020	8040	Minor additional works
4530	Skip Hire	1400	375	1000	Increased cremations rather than burials
	<b>TOTAL</b>	<b>11110</b>	<b>5984</b>	<b>15356</b>	

<b>TOTAL INCOME WITHOUT PRECEPT</b>	<b>53581</b>	<b>38193</b>	<b>57407</b>	
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<b>TOTAL INCOME WITH PRECEPT</b>	<b>275486</b>	<b>260098</b>	<b>301274</b>	
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		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>107</b>	<b>Grants &amp; Donations</b>				
4024	Grants to Community Groups	3000	0	2650	£350 in reserves
4305	Library Funding	16000	0	13000	Some costs coming from reserves
	<b>TOTAL</b>	<b>19000</b>	<b>0</b>	<b>15650</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>110</b>	<b>Civic Events</b>				
4319	Mayoral Civic Events	1000	1357	1100	Catering costs have increased
4321	Mayor's Allowance	900	360	900	
4321	Civic Regalia	250	0	250	Regalia repairs
	<b>TOTAL</b>	<b>2150</b>	<b>1717</b>	<b>2250</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>111</b>	<b>King Street Toilets</b>				
4405	Rates	0	0	0	Rates abolished
4406	Repairs & Maintenance	1000	0	0	Add unspent funds to property reserve
	<b>TOTAL</b>	<b>1000</b>	<b>0</b>	<b>0</b>	

		2022/23	Expenditure to 30/9/22	2022/23	Comments
<b>112</b>	<b>St Marys Lane Toilets</b>				
4405	Rates	0	0	0	Rates abolished
4406	Repairs & Maintenance	500	0	3000	Quotes awaited to remove automatic doors
	<b>TOTAL</b>	<b>500</b>	<b>0</b>	<b>3000</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>201</b>	<b>Environmental Services</b>				
4009	Consumables	200	0	200	
4100	Misc Expenses	0	0	0	
4209	Street Cleaning	40	0	50	
4406	Repairs and Maintenance	300	0	300	
4522	Street Lighting Maintenance	8700	67	6099	SON Light replacement programme
4523	Street Light Non Routine Maint	2000	2002	2200	
4524	Street Lighting Power	3700	5761	13032	2 year contract with SSE SWALEC
4097	Air Quality Monitoring	0	0	0	
4527	Public Toilets	15000	5979	16000	Contract to October 2023
4098	Pure Washrooms	750	0	0	Contract ended Sept 2022
4099	Climate Change	1000	35	0	Add unspent funds to reserve
New	Pest Control	0	0	500	Possible annual exercise
	<b>TOTAL</b>	<b>31690</b>	<b>13844</b>	<b>38381</b>	

EARMARKED RESERVES 22/23 as at 30.09.22	
319 S106	12369
320 Heritage	10500
324 Christmas Lights	3521
326 Election Expenses	2194
328 Property	21157
333 Neighbourhood Fund	18589
334 Charities	1705
336 Civic Events Reserve	143
337 Guildhall	13228
341 Archives	641
343 Library	15640
	<u>99687</u>
343 Library Reserve at end of 2022/23	12840
343 Library Reserve at end of 2023/24	6810
<b>Expenditure</b>	<b>301274</b>
<b>Less income</b>	<b>-57407</b>
<b>REQUIRED PRECEPT</b>	<b>243867</b>
	9.9% increase

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>205</b>	<b>Town Promotion</b>				
4009	Consumables	200	0	200	
4100	Misc Expenses	200	0	200	
4200	Floral Displays	1650	1206	1800	Small increase expected
4201	Christmas Lights	10000	165	8000	New 3 year contract with Potters Electrical
	<b>TOTAL</b>	<b>12050</b>	<b>1371</b>	<b>10200</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>311</b>	<b>Cooke Clock</b>				
4406	Repairs & Maint	155	0	155	Contract in place
	<b>TOTAL</b>	<b>155</b>	<b>0</b>	<b>155</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>313</b>	<b>Bus Shelters</b>				
4406	Repairs & Maint	750	0	500	
	<b>TOTAL</b>	<b>750</b>	<b>0</b>	<b>500</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>324</b>	<b>Gaskell Rec Ground</b>				
4402	Water Charges	500	429	800	
	<b>TOTAL</b>	<b>500</b>	<b>429</b>	<b>800</b>	

		2022/23	Expenditure to 30/9/22	2023/24	Comments
<b>325</b>	<b>Gaskell Rec Ground Joint Use</b>				
4603	Grounds Maintenance	12000	0	12000	
4604	Contingency	0	0	0	
	<b>TOTAL</b>	<b>12000</b>	<b>0</b>	<b>12000</b>	

<b>4604</b>	<b>Contingency</b>	2000	100	2000	
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<b>TOTAL EXPENDITURE</b>		<b>274986</b>	<b>116637</b>	<b>301274</b>	
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Our Ref: PVG767 / PVG

14 December 2022

Trudi Barrett  
Much Wenlock Town Council  
The Corn Exchange  
62 High Street  
Much Wenlock  
Shropshire  
TF13 6AE  
England

Dear Trudi

**Project Viability Grant - The Guildhall**

Congratulations! I am pleased to tell you that the Architectural Heritage Fund decided at its meeting on 12/12/2022 to offer Much Wenlock Town Council ("the Grantee") a grant of up to **£12,000**.

The grant is awarded to enable you to engage professionals and contribute to the costs of the work set out in the Approved Costs table, in order to understand the potential viability of your project:

Cost Heading	Description	Amount	VAT	Total
Professional Fees	Measured Survey	£1,500.00	£0.00	£1,500.00
Professional Fees	Business Planner/ Community Audit	£6,000.00	£0.00	£6,000.00
Professional Fees	Lead Consultant Design Team including condition survey	£16,000.00	£0.00	£16,000.00
Other	Consultation Costs	£400.00	£0.00	£400.00
Other	Contingency	£1,000.00	£0.00	£1,000.00
<b>Funding Required</b>				<b>£24,900.00</b>

In most cases, this should lead to you producing a **Project Viability Report** to summarise the results of the grant-funded work and your own conclusions regarding the project's viability. This can be used to demonstrate to potential future funders the viability of your project going forward. A template for this report can be downloaded here:

[www.ahfund.org.uk/PVGreport](http://www.ahfund.org.uk/PVGreport)

I will be happy to discuss the details of what we expect you to produce to fulfil the terms of this grant offer.

Please note that the grant offer will expire on 12/12/2023, unless we have agreed to extend it in writing prior to that date.

The grant is offered subject to the standard terms and conditions set out in the attached.

*Payment in Arrears: This grant will be paid in arrears as per the Schedule set out in Section 12 of the attached Terms and Conditions.*

**Action Needed:** You now need to formally accept this offer: please download a Grant Acceptance Form from

[www.ahfund.org.uk/Acceptance](http://www.ahfund.org.uk/Acceptance)

This needs to be completed, signed, and returned to the AHF within one month of the date of this letter to validate this offer.

Yours sincerely  
Mandy Hall



## Architectural Heritage Fund Grant TERMS AND CONDITIONS

Any reference in these Terms and Conditions to:

'you', 'your' 'they' is to your organisation as specifically addressed in the covering Offer Letter.

'we', 'us', 'our' is to The Architectural Heritage Fund whose registered office is at 3 Spital Yard, Spital Square, London, E1 6AQ (Company registration number: 01150304; Charity registration number: 266780, Scottish charity registration number SC043840).

### 1. Definitions

In these Terms and Conditions, the following expressions shall, save where the context otherwise requires, have the following meanings:

Application:	means your application for the Grant and the supporting documents and information provided with it
Approved Costs:	means the costs of achieving the Approved Purposes as set out in the attachment to the Grant Offer Letter
Approved Purposes:	means the purposes for which you applied for a grant and how you intend to carry out those purposes as set out in your Application, but taking account of any changes we and you agree in writing, or that are required by us at any time before we release any of the Grant
Conditions:	means a condition set out in these terms and conditions
Eligibility Criteria:	means the criteria set out in the relevant AHF Programme Guide
Grant:	means the amount in UK pounds (£) set out in the Offer Letter.
Grant Acceptance Form:	means the grant acceptance form which can be downloaded from our website at <a href="http://www.ahfund.org.uk/forms">www.ahfund.org.uk/forms</a> and which must be completed and signed by you to accept the grant
Grant Agreement:	has the meaning given in the Grant Offer Letter
Grant Application Guide:	means the guidance relating to the Grants Programme you have applied for



Grant Claim Form:	means the online grant claim form which can be accessed from our website at <a href="http://www.ahfund.org.uk/forms">www.ahfund.org.uk/forms</a>
Grant Offer Letter:	means the letter notifying you of the offer of a grant
Grant Expiry Date:	means the date by which you must fully claim your grant
Grant Period:	means the period between the date on which we receive a completed and signed Grant Acceptance Form and the Grant Expiry Date
Partnership Funding:	means project-related funding secured or to be secured from sources other than the AHF
Payment Schedule	means the process by which you may claim and are required your grant funding as well as the requirements around evidencing grant expenditure
Personnel:	your management/employees and suppliers or any other person appointed or engaged by you in relation to the Approved Purposes
Pre-Drawdown Condition:	means conditions which must be satisfied prior to a claim for funding
Progress Report:	means the report that you must send us with every claim for payment
Project:	means the project referred to in your Application that consists of, or includes, the Approved Purposes
Property:	means the property referred to in your Application and as described therein. It includes any property that you buy, create, receive or restore, or property that is otherwise funded by the Grant including digital properties, Intellectual Property Rights and any documents that you produce or order as part of the Approved Purposes
State Aid Law:	means any European Union state aid laws in force from time to time (including without limitation under any Articles 106 to 109 inclusive of the Treaty of the Functioning of the European



Union (as amended)) and/or any applicable judgement, court order, statute, statutory instrument, regulation, directive, or decision

Grant Officer: means an Employee of the AHF assigned to monitor the Grant

Terms and Conditions: means these terms and conditions

## 2. Interpretation

- 2.1 The headings to clauses are inserted for convenience only and shall not affect the construction of these Terms and Conditions.
- 2.2 In this Agreement, reference to statutory provisions shall be construed as references to those provisions as amended or re-enacted or as their application is modified by other provisions (whether before or after the date of this Agreement) from time to time and shall include references to any provisions of which they are re-enactments (whether with or without modification).
- 2.3 Where any party is more than one person:
- (a) that party's obligations in these terms and conditions shall take effect as joint and several obligations,
  - (b) anything in these terms and conditions which applies to that party shall apply to all of those persons collectively and each of them separately, and
  - (c) the benefits contained in these terms and conditions in favour of that party shall take effect as conferred in favour of all of those persons collectively and each of them separately.
- 2.4 References to any party shall include, where the context permits, that party's successor in title.
- 2.5 References in these terms and conditions to anything which any party is required to do, shall include, where the context permits, a requirement to comply with/and or observe and perform.
- 2.6 References in these terms and conditions to anything which any party is required to do or



not to do shall include their acts, defaults and omissions whether:

- (a) direct or indirect;
- (b) on their own account or,
- (c) for or through any other person and, those which that party permits or suffers to be done or not done by any other person.

### **3. Purpose and scope of the Grant**

- 3.1 The purpose of the grant is to enable you to achieve the Approved Purposes set out in your Application. You must use the grant only for the Approved Purposes unless you obtain our written consent in advance of implementing any changes. Please note that we are not obliged to give our consent, but we will consider all reasonable written requests.
- 3.2 The grant is made towards the Approved Costs set out in the attachment to the Grant Offer Letter. You must use the grant only for the Approved Costs unless you obtain our written consent in advance of implementing any changes. Please note that we are not obliged to give our consent, but we will consider all reasonable written requests. You must contact us as soon as you become aware of the need to vary any element of the Approved Costs.
- 3.3 As well as these terms and conditions of the Grant, you must address any issues we identify in the course of monitoring, and meet the requirements set out in the Programme Guide or Grant Application Guide (as applicable) on our website.
- 3.4 You must carry out the Approved Purposes in line with current best practice advice and guidance on the conservation, repair and maintenance of built heritage and you must follow all legislation and regulations that apply.

### **4. Grant Conditions**

- 4.1 The offer will expire on the Grant Expiry Date. Any funds not claimed by the Grant Expiry Date will be withdrawn.
- 4.2 For information on the process by which your grant may be claimed, see Payment Schedule below.
- 4.3 Where you are required to provide information and documentation to us as evidence that you have satisfied a particular Pre-Drawdown Condition, Condition or in support of a claim, the information and documentation must be in all respects acceptable to us. We reserve the right to reject any information and documentation which is for any reason not acceptable to us.
- 4.4 You acknowledge that the Grant is the total amount of funds we will provide and will not be increased as the result of you overspending or for any other reason.



## 5. Project Monitoring

5.1 Claims must be supported by a Progress Report detailing the Grant-funded work carried out since the previous claim for payment.

5.2 You must during the Grant Period allow us (or anyone we authorise) to have any reasonable access during normal working hours we may need to:

(a) inspect the Property and any work to it;

(b) monitor the conduct and progress of the Approved Purposes.

In these cases, we will give you notice.

5.3 We may ask you to provide proof that you have taken action to reduce the risk of fraud and money-laundering. We may require you to let us examine your accounting processes and procedures to check the effectiveness of anti-fraud and anti-money laundering measures.

5.4 We will monitor the progress of your Project and will carry out checks at and after the end of the Project to confirm that it is delivering the outcomes expected. If we (or anyone we authorise) make any recommendations on the matters set out in paragraph 6.3 you must take those recommendations into account when meeting your obligations to us.

5.5 You must take appropriate steps to monitor your success in achieving the Approved Purposes and in contributing to the evaluation of the project.

5.6 We will ask you to monitor the progress of your project after the Grant has been fully paid. We will contact you at intervals for a limited period up to ten years following your Grant to ask you to tell us about your progress and the status of your project. Your acceptance of the Grant confirms that you will respond to these requests.

5.7 You will inform us promptly if:

(a) you cease to meet the Eligibility Criteria;

(b) you obtain any material additional funding for the Approved Purposes;

(c) there are material changes to your structure and / or governing documents that would be reasonably likely to affect your delivery of the Approved Purposes; or

(d) you, your officers or employees are subject to any significant legal claims that would or would be reasonably likely to affect your delivery of the Approved Purposes.

## 6. Procurement





- 6.1 We strongly advise you to appoint appropriately skilled Personnel, and qualified contractors and professional consultants who have experience in dealing with the restoration and repair of historic buildings and/or are appropriately skilled and qualified in their respective specialism/professional practice area.
- 6.2 All matters relating to employment or Personnel, including employer's statutory liabilities are to be your responsibility.
- 6.3 Where the fee for the services of any one contractor or professional consultant will exceed £10,000 you should carry out a tendering exercise and obtain a minimum of three competitive quotations. You should be able to provide copies of these to the AHF [on request] as part of your claim for payment and confirmation of your choice of contractor, professional consultant or employee supported by this Grant, as well as the basis for their selection.
- 6.4 It is for you, not the AHF, to decide whom to appoint, and to draw up a contract with the Personnel, contractor or professional consultant appointed. The contract of employment or contract for services, as appropriate, relating to the Personnel, contractor or professional consultant will be strictly between you and them. Acceptance of the Grant will not create any legal relationship whatsoever between the AHF and any Personnel or organisations employed by you. The AHF gives no warranty or indemnity in respect of the contract between you, and the Personnel, contractor, or professional consultant and/or any acts or omissions of the Personnel, contractor, or professional consultant.

## **7. Property**

- 7.1 If the Property was owned by you at the date of the grant offer, you must continue to own the Property and keep exclusive control over what happens to it. You must not sell, let, or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without notifying us beforehand. We may decide to claim the grant back if you sell, let or otherwise part with the Property or any interest in it, or give any rights over it to anyone else.
- 7.2 You must maintain the Property in good repair and condition. If the Approved Purposes include creating, repairing, or restoring property, you must maintain the Property in good repair and condition after the work has been done. If the Approved Purposes include the preparation of a maintenance and management plan or a conservation management plan, you must maintain, manage, or conserve the Property in accordance with the version of the relevant plan that we have approved.
- 7.3 You must insure the Property to the standard set out in (and use any proceeds of the insurance in line with) the Programme Guide or the Grant Application Guide (where applicable).
- 7.4 You must keep any objects or fixtures that form part of the Property in a physically secure and appropriate environment.



- 7.5 You must tell us, in writing, within five working days about any significant loss or damage to the Property.

## **8. Publicity and Acknowledgement**

- 8.1 We encourage you to acknowledge the Grant publicly, crediting the AHF and the funder that has supported your programme. Such acknowledgement(s) must be in a form approved by us and you may not use our name or logo without our prior written approval. We ask you to send us links to press or websites etc. when the Project (and our grant) is mentioned.
- 8.2 We may use the photographs provided by you on (for example) the AHF website, in publications and presentations, or we may allow others to use them when referring to AHF-supported projects. We ask that you send photos of any public and/or community events held during the Grant-funded work. We may also request additional photographs for publicity purposes subsequent to the Grant-funded work as your project progresses. By providing images to the AHF you give us permission to use the images to publicise your project and the AHF more generally and agree that you have all appropriate copyright and permissions in place to allow us to use them in print or online as we require.

## **9. Variation of Terms and Conditions**

- 9.1 Variations to the Grant Agreement may only be made in writing signed by you and us.

## **10. Termination and Repayment**

- 10.1 We may, at our discretion, terminate this agreement and either withhold any unpaid Grant or require repayment of disbursed but unspent Grant if: at the expiry of one month's notice to you in writing the AHF in its absolute discretion believes that:
- a) the Grant-funded work no longer has a realistic chance of reaching a successful conclusion; or
  - b) the Grant-funded work is not progressing in a satisfactory manner.
- 10.2 We may, at our discretion, immediately terminate this agreement, withhold any unpaid Grant and demand repayment of that part of the Grant paid, if:
- (a) the AHF reasonably believes that the Grant has not been used for the Approved Purposes for which it was given;
  - (b) you have in our opinion supplied information, which is shown to have been completed fraudulently, negligently, deliberately incorrectly or deliberately misleadingly;



- (c) any of the documents required by the terms and conditions are shown to have been completed fraudulently, negligently, deliberately incorrectly or deliberately misleadingly in any material particular;
  - (d) you have acted negligently or fraudulently in connection with the terms and conditions;
  - (e) you have acted in a way, or an incident or circumstance has arisen in connection with the Grant otherwise than as a result of our default, such that our reputation may in our reasonable opinion be harmed;
  - (f) evidence of partnership funding was submitted dishonestly or misleadingly
  - (g) any action is taken for or with a view to winding up your organisation or you become insolvent or are unable to pay your debts or enter into dealings with any of your creditors with a view to avoiding, or in expectation of, insolvency or an encumbrancer or a receiver is appointed in respect of the whole or any material part of your assets, or you no longer operate, or you are placed into receivership or liquidation, enter into administration or otherwise wind-up or dissolve;
  - (h) you have acted negligently in any significant matter or fraudulently in connection with the Approved Purposes;
  - (i) any competent authority directs the repayment of the Grant;
  - (j) there is a significant change in your status that may in AHF's reasonable opinion prejudice the delivery of the Approved Purposes;
  - (k) you knowingly withhold or are found to AHF's reasonable satisfaction to have withheld information that is relevant to the content of your Application;
  - (l) you are in breach of any terms of the Grant Agreement; or
  - (k) you receive duplicate funding from any other source for the same or any significant part of the Approved Purposes.
- 10.3 If you sell or otherwise part with all or part of the Property without notifying us under paragraph 7.1 or you receive money in some other way as a result of you not following these terms of Grant, you may have to pay the grant back immediately.
- 10.4 You acknowledge that the Grant is made by us with funding provided by another funder who may require repayment of all or part of this funding if it is found to have been paid in contravention of or is otherwise repayable in accordance with State Aid Law. In the event that the AHF is required by our funder to repay funding that has been utilised in making the Grant we may require repayment of the Grant already paid, or the relevant portion, together with interest earned by you from the date of payment.



## 11. General Terms

- 11.1 The obligations and restrictions imposed by these terms and conditions are in addition to, and not in substitution for, the obligations and restrictions imposed or implied by law.
- 11.2 You must: safeguard the Grant against fraud generally and, in particular, fraud on the part of your Personnel and notify us immediately if you have reason to suspect that any fraud within your organisation whether or not it relates to the Grant has occurred or is occurring or is likely to occur. You must also participate in such fraud prevention initiatives as we may require from time to time.
- a) comply with all applicable domestic, EU or international laws or regulations or official directives;
  - b) maintain adequate insurances to cover against the risks which may arise in connection with the Property or any activity undertaken in delivery of the Approved Purposes. We reserve the right to require you to provide proof of your insurance;
  - c) comply with the law and good practice on safeguarding of children and adults at risk;
  - d) put in place and maintain appropriate systems to undertake due diligence before utilising any part of the Grant to procure any goods or services from third parties;
  - e) co-operate fully with the Programme Officer and/or or any other employee of the AHF or consultant appointed by us to monitor your use of the Grant and your compliance with these Conditions.
- 11.3 Liability and indemnity
- (a) Our liability under or in connection with the Grant Agreement is limited to the amount of the Grant and for the avoidance of doubt we are not liable for any claim or liability that may arise or be brought relating to the activities funded by the Grant including, if applicable, the costs and liabilities associated with the employment of any Personnel.
  - (b) You shall indemnify and hold us, our employees, agents and officers harmless with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of your actions and/or omissions in relation to the Grant, your breach or non-fulfilment of obligations under the Grant Agreement or your relevant obligations to third parties.
- 11.4 VAT
- Payments made under this Grant Agreement are intended to be outside the scope of VAT but if any VAT is payable in respect of these arrangements all payments by us to you shall be deemed to be inclusive of such VAT.
- 11.5 No Partnership or Agency



Nothing in the Grant Agreement shall be deemed to constitute a partnership, joint venture or agency relationship between you and us.

#### 11.6 No Assignment

You may not, and shall not purport to, assign or transfer the Grant or the Grant Agreement (or any part of it) without our prior written consent.

#### 11.7 Third Party Rights

Nothing in the Grant Agreement shall confer any rights upon any person or entity other than you and us or is intended to confer on any person or entity any right to enforce any term of our agreement which that person or entity would not have had but for the Contracts (Rights of Third Parties) Act 1999.

#### 11.8 Governing Law and Dispute Resolution

- (a) Whether or not the Grant Agreement has been terminated, no party will take legal proceedings for the enforcement of its terms or of any rights arising under it without first having taken positive steps to resolve the matter with the other party.
- (b) If the parties are unable to reach agreement pursuant to clause 11.8(a) in relation to any matter under dispute, the parties will attempt to settle the dispute by mediation in accordance with the Centre for Effective Dispute Resolution's Model Mediation Procedure or an equivalent procedure.
- (c) The validity, construction and performance of and any dispute or claim arising out of or in connection with the Grant Agreement (including non-contractual disputes or claims) shall be governed by the laws of England and Wales and, subject only to clauses 11.8(a) and (b), the parties submit to the exclusive jurisdiction of the courts of England and Wales.



## 12. Payment Schedule – in Arrears

This grant is able to be claimed in arrears on production of evidence of expenditure in line with the Approved Costs, with the final payment dependent on submission of all Outputs and completion of the AHF grant exit survey.

If your project will struggle to cashflow the full grant, you are invited to discuss with your Officer a payment schedule of up to three payments over the course of the grant,

In all cases, the first step will be completing and returning to us the Grant Acceptance Form. When you are ready to start claiming your grant, you can find more information on our online claim form at:

[www.ahfund.org.uk/forms](http://www.ahfund.org.uk/forms)

Wednesday, December 7, 2022 at 12:34:53 PM Greenwich Mean Time

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**Subject:** Letter from Much Wenlock Town Council  
**Date:** Thursday, 1 December 2022 at 16:41:24 Greenwich Mean Time  
**From:** Mark Barrow  
**To:** Town Clerk  
**CC:** Andy Begley  
**Priority:** High  
**Attachments:** image002.jpg

Dear Ms Barrett

Thank you for your letter dated 16<sup>th</sup> November 2022 regarding concerns about Highways and WSP performance.

**Highways matters in Much Wenlock** - We are aware that our current contractual arrangements can sometimes be a slow process and we are addressing this by bringing in a mixed economy model which will give the Council more control to react to issues more effectively and efficiently with regard to maintenance works that are required going forward. In relation to recent repair work on Victoria Road, our principal contractor, Kier, needed to appoint an outside contractor to undertake the repair work due to the nature of the construction of the wall and its location in a conservation area.

**Parking proposals** - Unfortunately there was an oversight/delay in completing the required drawing changes for consultation purposes. This will be completed in the next week, although unfortunately that will mean that consultation will now not start until January 2023. Implementation, dependent on consultation feedback and all going well, will be around May 2023.

**Bridgnorth Road (A458)** - The progression of the school controlled crossing on the A458 will need CIL funding however there is a current hold on the CIL applications being reviewed and therefore we have not been able to progress with the commission as there is currently no available budget. As part of the Gaskell Arms commission WSP have been asked to look at the options to further the CIL application, however as the project is funded through S106 the crossing itself doesn't come under the S106 agreement other than a limited amount of advice and recommendations. WSP are not being commissioned to deliver more at this time. Be reassured that once the opportunity to apply for CIL reopens an application will be made.

**Feasibility Study Gaskell corner** - The Gaskell corner work is being delivered by a team from WSP who are external to the current Shropshire contract. Work through the Traffic team is delivered by the Shropshire contract staff which is why there is only a defined resource available. This is how the major projects are being delivered currently with WSP to protect the resource in Shropshire and also to put the best team in place for each specific project. The current commission for the junction is for the delivery of a concept design which is required before the end of the current WSP contract in March 2023. Once the new contract is in place the next stage of detailed design and then construction will need programming and delivering. There may be a delay in the new financial year due to the remobilisation of the contract however at this time there are no other risks to the timeline known.

Kind regards.

Prof. Mark Barrow  
Executive Director: Place  
Shropshire Council

Tel: 01743 258676



# Budget Consultation



We're asking for your views on Shropshire Council's budget plans . These will make over £50 million of savings from the Council's budget and bring this into balance.

Most of the savings proposed will come through a transformation and efficiency programme that will save £50.6 million in the next year, reducing costs while protecting services as far as possible, particularly those for the most vulnerable.

Ongoing impacts of COVID and broader economic conditions, particularly the effects of inflation and rising energy costs, are at the root of the budget challenge facing the council, with inflation alone having a £43 million impact on the council.

Pressures are continuing from increased demand for services, particularly for social care, which accounts for around 75% of the council's budget, while new pressures linked to the cost of living are seeing more demand for services from residents.

Much of the focus will be on greater efficiencies in services together with some difficult decisions in what is the last chance to achieve a sustainable budget for Shropshire Council.

In line with Government expectations, the council is proposing to increase council tax by 4.99%, which will raise around £10 million. This includes a 2% precept the Government had already assumed it will make to support adult social care. This is equivalent to £1.38 a week for the average household in Shropshire (the local average is band C).

The consultation is open until 30 January 2023.

**Have your say - online budget consultation**



[www.shropshire.gov.uk](http://www.shropshire.gov.uk)



# Shropshire Council Budget consultation 2023/24

Period: 19 December 2022 - 30 January 2023

## Introduction

We're very aware that services Shropshire Council provides are highly valued by our communities, whether they're statutory (the services we must provide) or discretionary (the ones we can choose to provide). To deliver these services, we spend over £550 million annually.

As in recent years, we know that we'll have to make some difficult decisions setting the 2023/24 budget to ensure that resources continue to be prioritised, and that money is directed to where it's needed most.

Our savings proposals amount to £50m. This is a huge sum. However, we're not proposing to reduce our current service provision by that amount. Rather, we're proposing to reduce the forecast cost of services in next year by that amount. We hope that residents will not see an enormous change in the services we provide, even though how we carry out our services is going to change a lot.

In order to do this, we'll do things differently, and more cheaply, and make those changes very rapidly. Some things will be different but it won't be worse, and may even be better. This is because we really understand that everyone in Shropshire is currently dealing with a very concerning rise in the cost of living. The impacts of rising inflation swiftly following the COVID-19 pandemic is also presenting Shropshire Council with significant financial challenges.

The council must set a balanced budget each year, meaning that we can't spend more than our income. To achieve this, we're proposing a transformation and efficiency programme that will enable delivery of [the Shropshire Plan](#) and bring our budget into balance. As part of the budget process, we want your views on our budget plans to help inform councillors to agree a final budget for 2023/24.

The approach to planning our budget for 2023/24 has been guided by a number of key principles

- Putting services first; these proposals are guided by the best way to deliver services and our Shropshire Plan priorities
- Seeking to increase overall efficiency and effectiveness of council services significantly as our response to rising costs, rather than simply 'cutting' services back
- Planning to make significant changes rapidly so that we can secure a sustainable financial base for the coming years
- Taking difficult decisions and planning to deliver those
- 

The background to our financial situation is set out in [the update to our financial strategy](#). This financial strategy also includes details of our operational savings and income generation proposals. These savings proposals are also attached to this webpage. We've expanded the descriptions of the proposals to provide a clearer sense of what we propose to change and the expected impact (but the reference numbers remain the same).

We're launching this consultation ahead of the Christmas break as we know that some residents will be able to respond during their break, and others may prefer to wait until the new year. The responses received will be summarised and reported back to our councillors, alongside the budget proposals.

## Council's priorities and planned spend for 2023/24

### Our priorities

The council's [Shropshire Plan](#) sets out our vision and priorities for the next three years. We want to see Shropshire living the best life. It focuses on having healthy people, a healthy environment and a healthy economy, with a healthy council to make this happen.



Within the budget proposals for next year and the medium-term financial strategy over the next five years, we're starting to link the Shropshire Plan priorities to specific service objectives. This will look at how we can do things more efficiently and with better outcomes, getting 'from A to B' in the shortest, quickest way we can.

There are some simple, overarching principles (not a detailed plan) as to how we'll do this. These principles reflect the Shropshire Plan objectives, and help guide how we can look again at how we provide services such as social care for older adults, highways maintenance, support for young people, waste collection, support to schools, and planning. Many of these proposals focus on improving outcomes for people, thus helping to increase efficiency overall. These proposals feature in the budget because they help to reduce our future costs.

The key is to maximise the efficiency and effectiveness of all of our activities – seeking to reduce costs where possible, use new technology to help make tasks simpler (for example by analysing data in a new way, or automating routine tasks where possible), and looking all the time at the outcomes we're trying to achieve, and whether they're being achieved in practice, to improve our effectiveness.

As such, these budget proposals aim to build on what we all learnt during the pandemic, especially how agile we can be, to be more confident in how we approach future challenges, and to ensure that our estimated future costs are contained within what we can afford. Some of the proposals already being developed include:

- Reducing our use of bed and breakfast for people in need of temporary accommodation.
  - This was a necessity during the pandemic to help keep people safe, but is not a good outcome for the individuals affected. For example, it's not very easy for a family to live in B&B accommodation for several weeks or more. It's also costly to the council.
  - So, we're trying to reduce use of B&B by finding better alternatives that are more comfortable for those people who need temporary accommodation. This is also less costly for the council. If we can reduce B&B use to almost nil, this will save us around £2m.
- A project called 'Stepping Stones' was already in place, but because of its success we want to expand it further.
  - It involves looking at the care needs of vulnerable children and how we can best meet these. Often, when children are first in contact with social services, they have higher needs (which cost more for us to meet). Over time, often those needs reduce.

- The Stepping Stones project is a way in which we can ensure that each child has the support that gives them the best chance to flourish – this reduces their needs, improves their outcomes, and reduces overall costs.

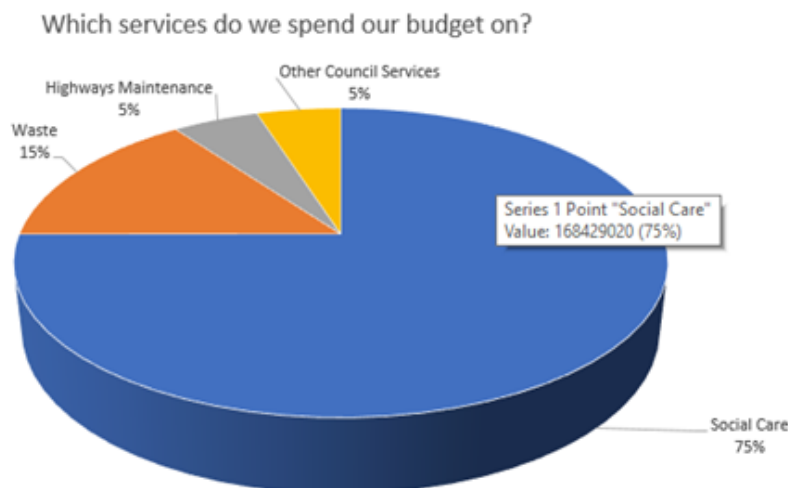
More opportunities to develop these sorts of improvements have been identified, and some of our proposals involve working these up into more detailed proposals, to help improve outcomes and reduce costs.

### Funding to support the council

Since the government has reduced the level of funding available to local authorities through the general government grants, we've become increasingly reliant on the level of council tax and income from fees and charges that we can generate to deliver our statutory services.

As new houses are developed in Shropshire, and residents pay council tax, this increases the income due to the council. However, with an increased population this also increases the demand and the overall cost of services.

Currently the bulk of our expenditure relates to adult and children's social care, as shown in the chart below. This crucial and statutory service incurs 75% of the total net budget of the council, with 15% spent on waste and recycling services, and 5% on highways maintenance. This then leaves only 5% of the net budget to deliver all the other services that the council provides.



In 2022/23 the council, like all residents in Shropshire grappling with the cost of living crisis, is experiencing inflationary pressures and so needs to find ways of either generating additional income to offset these cost increases, or reducing expenditure. During the current financial year we're projecting an £11m overspend, resulting mainly from increased cost pressures in adults and children's social care where the cost of care has grown significantly. Mitigating action across all services will continue over the last few months of the year to try and achieve an overall balanced position without the need to use reserves.

We're still awaiting details of government funding for 2023/24 which are expected to be announced in December 2022. However, best estimates of funding likely to be received have already been anticipated in the budget proposals.

### Documents

- [Details of savings proposals - 20 Dec.pdf](#)