



Much Wenlock Town Council

Town Council Meeting

7th March 2024

Supporting Papers

Monday, February 5, 2024 at 11:56:27 AM Greenwich Mean Time

Subject: Much Wenlock Council Priorities

Date: Thursday, 1 February 2024 at 16:04:24 Greenwich Mean Time

From: Mal Goddard

To: Trudi Barratt (townclerk@muchwenlock-tc.gov.uk)

CC: Mal Goddard

Good afternoon,

We are currently checking that the Policing priorities selected by each of our Town and Parish Councils remain valid. Can you please confirm that the Priorities for the Council are as follows?

Theft (Outbuildings), Drugs, Speeding

If you wish to change these, please let the team know what your new priorities will be.

The choices that West Mercia Police allow you to choose from are as follows:

ASB

Ani-Social Driving

Begging

Child Exploitation

Criminal Damage

Doorstep Pedlars

Drugs

Drunken Behaviour

Off Roothing

Organised Criminal Gangs

Other traffic Offences

Road Traffic Collisions

Rough Sleeping

Speeding

Theft (Commercial)

Theft (Dwelling)

Theft (Farms)

Theft (Livestock)

Theft (Other)

Theft (Outbuildings)

Unlawful Gathering

Wildlife Crime

Kind Regards,

Mal Goddard

PCSO 6421

Extn 7704210

Mobile Telephone 07870 166746

Bridgnorth Police Station

Email malcolm.goddard@westmercia.police.uk

MUCH WENLOCK TOWN COUNCIL

Minutes of the TOWN COUNCIL MEETING held at The Guildhall, Much Wenlock at 7 pm on Thursday, 8th February 2024

Present: Councillors Susan Crooke-Williams, David Fenwick (in the chair), Wilfred Grainger, Marcus Themans, Daniel Thomas, Christian Toon, Chris Tyler, Linda West, Duncan White.

In attendance: Trudi Barrett – Town Clerk, PCSO Mal Goddard

1. Mayor's Welcome

The Mayor presented the following report:

This month has seen the start to the High Street electrical connections road works, which is moving ahead well, and our County Councillor will update you further on that shortly.

Councillor White let us know that a tile had fallen off the roof of the Guildhall one Saturday morning, interrupting market sales. He has looked at the problem from the first floor of the building opposite and has identified other tiles which need attention. The Clerk is now aware of this and is seeking quotes.

Councillor Toon has put together a very good letter which has been sent to Travis Perkins asking if they would be interested in contributing to the Queen Street toilets refurbishment, and we await their reply. Thank you Christian. Last evening the Planning Committee held a meeting regarding the Neighbourhood Plan review, attended by interested parties in the town, and our consultant, Alison Eardley, gave an excellent presentation to us all. There was a spirited discussion and the consultant outlined the timetable for the review and made it clear that there is a lot of work to be done. More on that later.

The HSBC Bank is to hold a pop-up bank event in the church tomorrow, Friday, between 9.30am and 1.30pm.

The Spar shop in the town has been closed for two days this week for a refit, and we are told that it will operate on reduced hours to allow the shelves to be re-stocked.

The Council's Strategic Flood Group will hold a meeting on 23rd February, when our MP, Philip Dunne, will attend. And finally the vandalised bench on Victoria Road opposite the bus shelter has been repaired by the Town Council.

2. Apologies for Absence

Councillor William Benbow – away, Councillor John O'Dowd – unwell.

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 report provided by PCSO Mal Goddard. In addition, PCSO Goddard advised that a 4x4 vehicle had been stolen recently from an outbuilding at Atterley.

He was aware of recent anti-social behaviour and vandalism in the town but there were no suspects at present. PCSO Goddard was thanked for attending and left the meeting.

7. Shropshire Council Report

Shropshire Councillor, Daniel Thomas, presented the following report:

Neighbourhood Plan: The Neighbourhood Plan review is picking up speed; last night, I joined Town Councillors in a meeting to look at the process with key representatives from the Civic Society and the Refresh Group. I found it a very productive meeting and look forward to supporting the review as it progresses.

Much Wenlock Swimming Pool: following the planned maintenance before Christmas, contractors identified issues with the two pool filters; unfortunately, both need to be replaced. The filters are manufactured in Spain and the estimated lead-in time is 6-8 weeks. Understandably, this is frustrating for everyone; once I know the exact delivery date, I will publicise it.

Road Works: the National Grid electricity upgrade has overrun by 2 days and should be finished tomorrow. This delay, whilst inconvenient, should mean it won't need to be closed again by National Grid. I hope the free car parking for the closure has proven effective in mitigating losses to our fantastic traders.

Callaughtons Ash 30 mph Zone: my campaign to get the 30 mph speed zone moved further up Callaughtons Lane, thus making the road safer for all pedestrians, is at the final stage, with a road closure 8 am until 5 pm on 14th – 16th of this month. It's taken some time to get this work done, and thank you to the town council for their support in pushing for this.

Surgery: my next advice surgery will be held on Saturday, 10th February, between 10.30 a.m. and 12 noon at Much Wenlock Museum. No appointment is necessary. I'll be joined by Town Councillor Susan Crooke-Williams and a representative from the Police.

The following matters were raised with Councillor Thomas:

a. The covers had been taken off the parking pay stations before the High Street was reopened and traffic wardens had been out earlier in the day, ticketing those who had parked in the car park without paying. Councillor Thomas agreed to follow this up.

b. The increases in parking charges agreed by Shropshire Council would affect tourists and residents. The cost of a residents parking permit had doubled over the last few years. Councillor Thomas advised that the number of residents car parking permits issued in Much Wenlock had dropped from 16 in January 2022 to 8 in January 2024. He felt that looking at all of the car parks across the county together did not make sense as local conditions would vary. The Shropshire Council Cabinet decision was disappointing and Councillor Thomas had raised his concerns with the Leader and the Portfolio Holder. It would be the responsibility of Shropshire Council to publicise the new charges.

c. The dog waste bin in Station Road was damaged. This had been reported internally by the operative but Councillor Thomas was asked to push along a replacement as the bin was well used. The dog waste bin in Victoria Road had been set alight and had been out of use and covered by a bag for a month. Councillor Thomas agreed to follow up these matters.

8. Minutes

- a. It was **RESOLVED** to approve and adopt the minutes of the Town Council meeting held on 11th January 2024.
- b. It was **RESOLVED** to adopt the minutes of the Planning & Environment Committee meeting held on 5th December 2023.
- c. It was **RESOLVED** to adopt the minutes of the Finance & Asset Management Committee meeting held on 21st November 2023.

9. Town Clerk's Report

Members noted the written and verbal report from the Town Clerk.

10. Interim Internal Audit

Members noted that the interim internal audit had been carried out on 18th January 2024 and reviewed by the Finance & Asset Management Committee on 23rd January. The internal auditor had raised no concerns.

It was RESOLVED to convey thanks to the RFO.

11. The Guildhall Project

Councillors noted an update on the Guildhall project. A meeting had been held with Greenwood Projects on 25th January to review progress. Comments on the draft Audience Development Plan had been returned to Focus Consultants and this element of the work would be completed by the end of April. Thereafter, the Council could begin to look at possible funders to move forward to the next stage. It was noted that this was a long term project and that it could take up to two years for the development phase and up to five years to implement the project.

12. Neighbourhood Plan Review

Members received an update on the Neighbourhood Plan review. A meeting had been held the previous evening between members of the Planning & Environment Committee, the consultant, Alison Eardley, and members of the Civic Society and Much Wenlock Neighbourhood Plan Refresh Group. The meeting and feedback had been positive. It was noted that the current Locality funding would expire at the end of March but a further application could be made for any unspent portion of the funding. Councillors were keen to move forward quickly with the review.

It was RESOLVED to hold a launch event for the Neighbourhood Plan review on Saturday, 9th March at the Priory Hall between 10.00am and 4.00pm.

It was RESOLVED to set up an enablement team for the launch event comprising Councillors Will Benbow, Wilf Grainger, Dan Thomas and Chris Tyler as well as two representatives from the Civic Society and two representatives from the Refresh Group.

At the launch event members of the community would be invited to become directly involved in the review. They could put themselves forward to join a working group to consider specific objectives and areas of interest, or to join the steering group. Following the launch event membership of the steering group would be finalised.

The Clerk was asked to check the availability of the consultant for a remote meeting to plan the launch event.

13. Shropshire Local Plan Review

Members received an update on the Shropshire Local Plan Review. On 18th January the Inspectors had posted a response to Shropshire Council's request for clarification to ID36. There had been little progress towards Stage 2 of the Examination.

14. Car Parking Charges

Members noted with dismay that Shropshire Council's Cabinet had agreed to increase car parking charges across the county from 1st April 2024. Shropshire Councillor Dan Thomas had already expressed concerns to the Leader of that Council.

It was RESOLVED to send a letter to Shropshire Council outlining the Town Council's objections to the increase in parking charges.

Councillors were asked to provide specific comments to the Clerk by 13th February.

15. Correspondence

Members noted the following items, which they had received by email between meetings:

- 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. VCSA newsletters
- g. News from Shrewsbury and Telford Hospital NHS Trust
- h. Listing of events at The Edge Arts Centre
- i. Information on Shropshire Council Flood Grants
- j. Zero Carbon Shropshire Green News January 2024 and February 2024
- k. South Shropshire Climate Action Newsletters January and February 2024
- l. Press release: Kyle Gordon confirmed as next Chief Constable for West Mercia Police
- m. Healthwatch Shropshire Press Release: Data Review of GP Appointments
- n. Shropshire Council: Lezley's Leader Update January 2024
- o. News from West Mercia PCC.
- p. Announcement of recruitment of new Alliance Executive Lead for Street Scene at Shropshire Council.
- q. Information on free digital skills training from School of Coding and Shropshire Council.
- r. Friendly Transport Service Newsletter February 2024.
- s. Press release: Next round of funding for Crowdfund Shropshire.

16. Agenda items for next Town Council meeting

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

17. Date of next meeting

Members noted that the next meeting would be held on Thursday, 7th March 2024 at 7.00pm at the Guildhall, Much Wenlock.

Public Bodies (Admission to Meetings) Act 1960

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

18. 10 High Street

Members received an update on progress with letting 10 High Street to a commercial tenant. The Clerk was asked to discuss the proposed rental with the agent.

19. Public Toilets

Members considered options for cleaning and maintenance of the public toilet facilities in the town.

It was RESOLVED to take out a three year contract with Healthmatic for cleaning and maintenance of the public toilets at St Mary's Car Park and Queen Street, with cleaning to be undertaken six days per week.

The meeting closed at 8.17pm

Signed Mayor Date

DRAFT

30/23

MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held at 7.00 pm on Tuesday, 9th January 2024 at the Corn Exchange, Much Wenlock

Present: Councillors William Benbow, David Fenwick (in the chair), Wilf Grainger, Dan Thomas, Chris Tyler, Linda West
In attendance: Trudi Barrett – Town Clerk, two members of the public

1. Apologies

None – all Councillors were present.

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 had been no requests to speak.

5. Minutes

It was **RESOLVED** that the minutes of the Planning & Environment Committee meeting held on 5th December 2023 be **APPROVED** and signed as a true record.

6. Planning Applications

Members considered a response to the following planning applications:

23/05131/FUL Brooklands, Farley Road, Much Wenlock	Erection of two storey rear extension, alterations to front elevation. Members noted that the decision to grant permission for this application had been notified by Shropshire Council earlier in the day.
23/05114/LBC 54 High Street, Much Wenlock	Alterations to an existing window to create a new doorway to the side of the property. It was RESOLVED no objection.
23/05212/FUL and 23/05213/LBC 48 High Street, Much Wenlock	Alterations to gates and boundary wall. It was RESOLVED to support both applications.
23/05388/TPO Lime Grove, Smithfield Road, Much Wenlock	Pollard down to a 7 metre pole 1no Lime (T1) protected by the Bridgnorth District Council (Smithfield Road, Much Wenlock, Salop) TPO 1978 (Ref: BR/TPO/28). Members noted that the reason for pollarding the tree was unclear. It was RESOLVED to defer to the opinion of the tree officer with the comment that Members would have liked more information on which to base a decision.

7. Planning Decisions

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

23/04509/FUL The Stables, Victoria Road, Much Wenlock	Erection of standalone photovoltaic array comprised of 2No. rows of 11No. panels each. Decision: Grant Permission
23/03985/FUL Proposed Barn Conversion Barn 6 At Hill Farm, Bourton, Much Wenlock	Conversion of existing traditional single storey cow byre into a two bedroom dwelling with a courtyard and parking area Decision: Grant Permission

31/23

23/04840/TCA The Gables, Racecourse Lane, Much Wenlock	Reduce height by approx. 30% and overhanging branches (See Correspondence) of group of Bay (T1), 1no Lime (T3), 1no Acer (T4), 3no Silver Birch (T5,T6 &T7), 1no Scotch Pine (T8) and 2no Leylandii (T9 &T10), thin Hazel cluster (T2) & reduce height by approx. third of 1no Beech (T11) within Much Wenlock Conservation Area Decision: No Objection It was noted that the tree officer had expressed concerns about the extent of height reduction proposed to the mature beech and Scots pine, both of which could be damaged by overly heavy or insensitive lopping, and would welcome the opportunity to discuss the work. Councillors were pleased that their comments in this regard had been taken into account.
23/04843/TCA Mary Way House, 7 St Mary's Lane, Much Wenlock	Reduce back branches overhanging property (See Photo) of 1no Leylandii (T12) within Much Wenlock Conservation Area Decision: No Objection

8. Draft Shropshire Local Plan Review 2016 - 2038

- a. There appeared to have been no recent developments with the Local Plan review as the latest posting on the Examination website was 17th November 2023.
- b. Members noted that no date had been announced for the submission of representations for Stage 2 of the Examination in Public. Councillors considered the draft representation prepared by the Town Council's Associates and proposed for submission on behalf of the Town Council and Associates. They agreed that the document was very well written and had clearly taken a lot of work. However, they were minded that there had been no call so far for representations for Stage 2 of the Examination and that further information might come to light before that time which could necessitate an amendment to the content. They also expressed concerns about some of the wording relating to potential development sites.
It was RESOLVED to circulate the draft to all Councillors and to present it for consideration at a forthcoming full Council meeting when the submission date for representations for Stage 2 of the Examination in Public was known.

9. Neighbourhood Plan

- a. Members reviewed discussions held with the Council's Neighbourhood Plan consultant, Alison Eardley, on 4th January 2024. The meeting had been positive and the consultant had agreed to prepare a project plan to help move the review forward. It had been agreed to arrange a meeting with members of the Neighbourhood Plan Refresh Group and Civic Society to discuss the scope of the review. Following this, a launch event would be organised to seek views from the community and engagement with the review process. The Clerk was asked to check the availability of the consultant and make arrangements for the meeting with representatives of the Refresh Group/Civic Society.
- b. Some Councillors had already provided comments on the draft of the Neighbourhood Area Design Guidelines prepared by AECOM. Any further comments should be passed to the Clerk by the end of the week. Councillor Thomas had been pleased to see how closely the new document aligned with the Much Wenlock design statement from 2000.

10. Telford & Wrekin Draft Local Plan

Members considered a response to the Telford & Wrekin Draft Local Plan consultation by the extended deadline of 31st January 2024. The Transport Working Group recommended that a formal objection should be submitted due to concerns about increased traffic through the Gaskell corner arising from development plans. The Council's Transport Working Group had undertaken modelling which demonstrated that the developments proposed would increase vehicle movements through the Gaskell corner by 40-50 during peak hours. Members noted that contact had been made with Buildwas and Leighton Parish Councils to ask whether they would like to submit a combined objection.

It was RESOLVED to submit an objection to the Telford & Wrekin Draft Local Plan due to concerns about the increased traffic which would be generated through Much Wenlock. The Transport Working Group would prepare a draft for circulation and approval prior to submission.

11. Wah Lai Chinese Takeaway

The Clerk had written to the owner of the Wah Lai premises in the High Street on 14th December 2023 but no response had been received to date.

It was understood from another source that matters were moving forward with occupation of the premises.

12. Flooding Issues

- a. Members of the Strategic Flood Working Group reported that a further meeting with Philip Dunne and others regarding flooding matters had been proposed for Friday, 23rd February at 2.30pm.

It was noted that the capital drainage work planned for Stretton Road had been postponed from the scheduled January start date until later in the year in response to concerns from the businesses along Wenlock Edge. Councillors were disappointed that the work would need to be rescheduled. A new date was awaited.

- b. Members considered information received from Severn Trent Water in relation to the sewerage system in Much Wenlock and sewage escape. It was noted that CCTV investigations had been carried out in July 2023 in Sheinton Street and the Bull Ring. Further CCTV investigations were planned to check more of the network. There were proposals for work between 2025 and 2030. Councillor Thomas agreed to seek clarification on some of the points raised.
- c. A response had been received from the Environment Agency (EA) regarding a potential environmental incident at Quality Liquid Feeds and contingency plans to deal with any such incident, including the effects of a possible breach at Shadwell Quarry. The EA had responded: "Our technical officer has checked their permitting database and we do not appear to regulate this site and we have no permit/licence records for the site at all."

Replies were awaited from Severn Trent Water and Shropshire Council.

- d. Members considered the response to correspondence to the Reservoir Safety Team at the Environment Agency regarding potential risks from collapse of the boundary at Shadwell Quarry. The Reservoir Safety Team had advised that this was not a large raised reservoir and so they could not help. They recommended referring the query to the Health & Safety Executive.

It was RESOLVED to pass on the response from the EA to the Flood Action Group for them to consider reporting the concerns to the Health & Safety Executive. It was acknowledged that the Flood Action Group had more evidence of the potential risks associated with the quarry than the Council. Councillor Benbow agreed to contact the Flood Action Group.

- e. It was noted that the recent heavy rain had not resulted in any flooding in the town, and that regular clearing of drains in the town had helped. It was understood that Much Wenlock was now scheduled for frequent drain clearing by Shropshire Council, although it had not been possible to obtain a copy of the timetable. It was noted that the Shropshire Council drain gulper was not permitted to go beyond the 30mph speed limit without traffic management, which affected the frequency of cleaning on parts of the Bourton Road and Oakfield Park.

13. Transport and Highways Matters

Members considered a report from the Transport Working Group. It was understood that proposals for the Gaskell corner were still under discussion by Shropshire Council and WSP. The parking proposals for the town were awaiting further amendment.

14. Climate Change and Ecological/Nature Emergencies*

- a. Members noted information on new local authority guidance from Buglife, an invertebrate conservation charity, and an invitation to an online launch event on 24th January 2024. **It was RESOLVED that Councillor Linda West should attend, as the Council's 'Climate Champion'.**
- b. Members noted an invitation to attend an online workshop on putting together a climate change plan for towns and parishes on 16th and 23rd January.

15. Consultation*

16. Street Lighting

It was understood that the street light in Southfield Road that had been uncovered following the cutting back of trees was now working. The light had been added to the Town Council's inventory.

Councillors noted that the Shropshire Council street light outside 42 Barrow Street had been flickering for months and had been reported frequently on FixMyStreet. Councillor Thomas was asked to follow this up.

17. Street Naming *

18. Footpath Issues*

Members noted that the kissing gate at the entrance to the Bull Ring footpath had been replaced with a gate that was accessible for pushchairs and that 12 metres of stone had been laid on the path. This area of the path was much improved. Shropshire Council and the landowner had no objection to more of the path being stoned, although there was no funding available for this at present.

19. Footpath/Bridleway Creation Orders*

20. Footpath Diversion Orders*

Members noted the response from the Rights of Way officer at Shropshire Council to the Town Council's objection to the diversion of footpath 177 in Barrow parish.

21. Road Closures*

It was noted that signs had now been displayed for the 24 hour High Street road closure for electrical work between 15th January and 7th February. The A4169 from William Brookes school towards Buildwas would be closed for patching between 12th and 25th January, between 9.30am and 4pm on weekdays, and residents along the road had been notified by letter.

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 next meeting would be held on Tuesday, 6th February 2024 at 7pm at the Guildhall or Corn Exchange (tbc), 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 an update on the following enforcement issues: 22/09018/ENF, 23/09619/ENF and closed case 23/09833/ENF.

The Clerk was asked to query the situation with enforcement issues 23/09961/ENF and 23/09704/ENF.

The meeting closed at 9.00pm.

Signed.....(Chairperson)

Date.....

04/23

MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary
HR COMMITTEE MEETING
 held at the Corn Exchange, Much Wenlock
 at 6.30 pm on Thursday, 14th December 2023

Present: Councillors David Fenwick, Marcus Themans and Daniel Thomas (in the chair)

In attendance: Trudi Barrett – Town Clerk

1. Apologies

Councillor O'Dowd – holiday.

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. Minutes

It was RESOLVED to approve the minutes of the HR Committee meeting held on 21st November 2023.

5. Next Meeting

Members noted that the next scheduled meeting would be held on Tuesday, 13th February 2024 at the Corn Exchange, Much Wenlock.

Public Bodies (Admission to Meetings) Act 1960

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

6. Administrative Assistant Working Hours

Members noted that the Administrative Assistant had been offered an additional 10 hours per week from January 2024. However, due to existing commitments, she was only in a position to take on an additional 8 hours per week for the Town Council.

It was RESOLVED to increase the Administrative Assistant's working hours by 8 hours per week from January 2024, bringing her working hours for the Town Council to 24 per week.

7. Disposal of Documents

Members reviewed the list of HR related records for disposal, in line with the Council's Document Retention Policy.

It was RESOLVED to approve immediate disposal of the records proposed for destruction.

The meeting closed at 6.55 pm.

Signed:Chairperson

Date:

MONTH	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
June 2022	13	Continue to check the Local Plan EIP website for updates.	Ongoing	Councillors and associates also requested to check EIP website themselves, in case of delay with Clerk checking.
Oct 2022	6b	Mayor and Clerk to draft a procedure for making CCTV footage available to the police.	Pending	
Oct 2023	21	Delegate authority to a working group comprising Cllrs Fenwick and Grainger and admin. staff to identify the best options for office IT and file storage and to purchase the agreed equipment within the available budget.	Yes	Equipment agreed and order placed.
Dec 2023	14b	To make the necessary arrangements for the formal declaration of the Windmill Hill Local Nature Reserve in early 2024.	In progress	For March agenda.
	15	Provide funds of £2,000 from the S106 reserve towards the refurbishment of the matchroom at the Bowling Club on completion of satisfactory work and provision of relevant invoices.	Yes	Work completed, invoice paid.
	19	Take out silver membership of Visit Shropshire for the next financial year at a cost of £1,500.	Pending	To be arranged for next financial year.
Jan 2024	12	Request that Healthmatic install a cash payment option at St Mary's Public Toilets at no extra cost as this facility should have been retained as part of the work that had been commissioned.	Yes	Cash payment option installed on right-hand cubicle.
	12	Obtain quotations for repairs to the railings at the front of St Mary's toilets and for maintenance work to the building.	Yes	Quotation obtained and work commissioned in agreement with Chair of Finance & Asset Mgt Cttee
	21	Approve the draft lease and draft deposit deed for 10 High Street and proceed with arrangements to finalise the rental.	No	On March agenda, confidential session.
Feb 2024	12	To hold a launch event for the Neighbourhood Plan review on 9 th March at the Priory Hall. To set up an enablement team for the launch. Check the availability of the consultant for a remote meeting to plan the launch event.	Yes Yes Yes	Arrangements made.
	14	Send a letter to Shropshire Council outlining the Town Council's objections to the increase in parking charges.	Yes	
	18	Discuss the proposed rental of 10 High Street with the agent.	Yes	
	19	Take out a three year contract with Healthmatic	Yes	

Other activities:

- Attended a webinar on 'Martyn's Law', the Terrorism (Protection of Premises) Draft Bill
- Liaison re rental of 10 High Street
- Communication with Healthmatic relating to public toilets
- Liaison regarding Neighbourhood Plan review
- Meeting with Mike Rust re 'Get a Word In Edgeways' and Guildhall engagement event

Trudi Barrett
Town Clerk

ANNUAL TOWN MEETING

Local Government Act 1972 Schedule 12 Part III

Notice is hereby given for the Annual Assembly of the parish of Much Wenlock.
All local government electors of the parish may attend and will be entitled to vote.

Date: **Thursday, 23rd March 2023** (rescheduled from 9th March, cancelled due to snow)

Time: **7.00 pm until 8.00 pm, followed by light refreshments**

Place: **The Priory Hall, Bull Ring, Much Wenlock**

Best efforts will be made to also make the meeting available remotely, via Zoom:

<https://us02web.zoom.us/j/86456658066?pwd=OUVzc3c4Y3J2WUowSUExZm9URXJUQT09>

Meeting ID: 864 5665 8066

Passcode: 384283

Electors are invited to submit questions to the Town Council in advance of the meeting for a response at the meeting.

A G E N D A

- 1. Welcome**
The Town Mayor, Cllr. Duncan White, will welcome everyone to the meeting.
- 2. Minutes**
To approve the minutes of the Annual Town Meeting held on 10th March 2022 (available to view on the Town Council website: www.muchwenlock-tc.gov.uk)
- 3. Mayor's Report**
To receive a report from the Mayor.
- 4. Report from the Town Council's Planning & Environment Committee**
To receive a report from the Chair of the Planning & Environment Committee.
- 5. Gaskell Recreation Ground**
To receive a report from the Gaskell Recreation Ground Charity.
- 7. Open Forum**
Local government electors are invited to ask questions and offer their views.

Light refreshments will be served following the meeting.

Signed:

Cllr. Duncan White, Mayor of Much Wenlock



28th February 2024

Dear parents and carers of students who attend our Primary feeder Schools

I am writing to you regarding William Brookes Sixth Form.

Our Sixth Form is one of the strengths of our school. Our students have an excellent 16-18 experience; they are taught by experienced teachers with deep subject knowledge in an environment where they are supported with excellent pastoral care and guidance. However, despite this in recent years the numbers of students opting to attend William Brookes Sixth Form has significantly fallen, causing a financial shortfall for our Sixth Form that has had to come from the funding intended for the education of our 11-16 students.

Proposal: Due to these very challenging circumstances, the Local Governing Board and 3-18 Board of Trustees are proposing the closure of our Sixth Form Provision. This would mean that:

- Students currently in Year 12 and Year 13 will remain at William Brookes to complete their studies. They will be fully supported in completing their courses of study and well prepared for their next steps.
- No new students will be enrolled in our Sixth Form from 1st September 2024.
- The Sixth Form would close with effect from 31st August 2025 when our current cohort of Sixth Form students leave.

However, this proposal would provide the financial stability to enhance our 11-16 provision; allowing greater personalisation of learning, personal development and support for our students. All of the funding that we receive for 11-16 students would be used for the benefit of these students.

Consultation: The 3-18 Board of Trustees and Local Governing Body are keen to invite your views as prospective parents on this proposal. They have collated a Consultation Document that contains information about the rationale for this proposal. This is attached to this message. You can also collect a printed copy of this document from Broseley Library or William Brookes School reception.

You can take part in this consultation in the following ways:

Public Meeting: All interested parties are invited to a public consultation evening to be held at William Brookes School on **Monday 11th March at 7pm**. Should you wish to attend this meeting we would ask that in order to support our preparations that you inform us either by:

- Completion of an online form; follow this [link](#)
- Contacting William Brookes School reception either via wbs-reception@wbs.318education.co.uk or via 01952 728900.

Written Feedback: Trustees and Governors invite all stakeholders to make written comments regarding this consultation. This can be via:

- Completion of this online form; follow this [link](#)
- Written submissions. These should be addressed as follows: FAO Carole Warner, 3-18 Trust Governance, William Brookes School, Farley Road, Much Wenlock, TF13 6NB.

I would encourage you to read through the Consultation Document and to provide your feedback on these proposals either through the online form or in writing.

Regards

Mr Stephen Richard
Headteacher



Farley Road, Much Wenlock, Shropshire TF13 6NB

Headteacher: Mr S Richards, MSc, Bsc (Hons), PGCE, NPQH

Tel: 01952 728900

www.williambrookes.com

Email: wbs-reception@wbs.318education.co.uk



A Consultation Document Regarding the Potential Closure of William Brookes School Sixth Form

***We work hard and aim for excellence in all we do,
showing kindness, friendship
and respect to each other.***

Consultation End Date: 11th April 2024

www.318education.co.uk

www.williambrookes.com

The 3-18 Education Trust Board of Trustees and William Brookes School Local Governing Board are interested in your views on this strategic matter. They have collated information within this document to help all stakeholders make informed comments about the proposed closure of William Brookes School Sixth Form. The proposal is as follows:

- Students currently in Year 12 and Year 13 will remain at William Brookes to complete their studies.
- No new students are enrolled from September 2024.
- The Sixth Form would close with effect from 31st August 2025.

Alongside this consultation regarding closure of the Sixth Form, Trustees and Local Governors also are consulting on a variation to the school's admission arrangements for 2024/2025.

Trustees and Local Governors would like to thank you in advance of your participation in this process.

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Consultation Process

A consultation period will run from 12pm on Wednesday 28th February 2024 until 12pm on Wednesday 11th April 2024.

During this consultation the 3-18 Education Trust Board of Trustees and William Brookes School Local Governing Board aim to include the following stakeholders:

- Parents of students who attend William Brookes School
- Parents in the surrounding area of William Brookes School
- Students who attend William Brookes School
- Staff who are currently employed at William Brookes School
- Primary, Secondary, Alternative Provision, Special Schools, Sixth Forms and Further Education Colleges in the area
- Shropshire and Telford and Wrekin Local Authorities

Printed copies of this consultation document will be available from:

- William Brookes School Reception
- Broseley Library

Public Consultation Evening

The 3-18 Education Trust (Trust) and William Brookes School invite all interested parties to a public consultation evening to be held at William Brookes School on Monday 11th March at 7pm.

Should you wish to attend this meeting we would ask that in order to support our preparations that you inform us either by:

- Completion of this online form; follow this [link](#)
- Contacting William Brookes School reception either via wbs-reception@wbs.318education.co.uk or via 01952 728900.

Written Comments

We invite all stakeholders to make written comments regarding this consultation. This can be via:

- Online by completion of an online form; please follow this [link](https://forms.office.com/e/YfHfc8QjiV) <https://forms.office.com/e/YfHfc8QjiV>
- Written submissions. These should be addressed as follows: FAO Carole Warner, Governance Professional, The 3-18 Education Trust, William Brookes School, Farley Road, Much Wenlock, TF13 6NB.

If you are submitting your comments in writing then make it clear in your written submission whether you support; object to; or wish to make general comment about the proposal. We also ask that you indicate your position as a stakeholder as either:

- Parent of a student currently at William Brookes Sixth Form.
- Parent of a student potentially joining William Brookes Sixth Form.
- Parent of a William Brookes Student.

- Parent of a former student of William Brookes School.
- Potential parent of a William Brookes Student.
- Student at William Brookes School.
- Member of staff at William Brookes School.
- Member of the Local community.
- Councillor of a Local Authority.
- Officer of a Local Authority.
- Employed in education within the local area.
- Other.

School Vision

William Brookes is a unique school; the only Coubertin School within the UK, a place where Olympian values and themes infuse every aspect of school life. We believe that all of our students have amazing potential which can be realised through hard work; great learning and through building positive relationships with others. We believe that a great education is not just about the academic mind but is also about being able to make wise choices and nurturing the things which we are passionate about. Our intention is that every child becomes the very best version of themselves that they can be; becoming the best they can be academically; but also, the best person that they can be. Our ethos is driven through our values; We demonstrate **hard work** and aim for **excellence** in all we do, showing **kindness**, **friendship** and **respect** to each other. In doing so we develop a sense of belonging for our students; a real sense that this is our school.

Through our curriculum our students develop the golden knowledge, the skills and attributes that will enrich their lives, becoming responsible, caring citizens who thrive and who positively contribute.

Our 11-16 provision will continue to provide places for 162 students per year group. This proposal will provide the financial stability to enhance our 11-16 provision; allowing greater personalisation of learning, personal development and support for our young people. Through a rigorous and considered curriculum we will deliver great teaching that allows our students to make excellent progress, providing them with the qualifications to allow them to take full advantages of the wide range of post-16 provision that already exists in the local area.

Proposal

- Students currently in Year 12 and Year 13 remain at William Brookes to complete their studies.
- No new sixth form students will be recruited in September 2024
- The Sixth Form would close with effect from 31st August 2025.

Variation to Admission Arrangements

We are required by the Department of Education to consult on an 'outline of variation to admissions arrangements. Our proposals mean that there would be no change to our Pupil Admission Number (PAN) which will remain at 162. Our current capacity is 932 students; this

includes 122 Sixth Form students. This means that the published capacity of the school would reduce from 932 to 810 students.

Context to Proposed Change

Our Sixth Form students have an excellent 16-18 experience; taught by experienced teachers with excellent subject knowledge in an environment where they are supported with excellent pastoral care and guidance. They have a good breadth of curriculum with 20 subjects being offered. However, despite this in recent years the numbers of students opting to attend William Brookes Sixth Form has significantly fallen. Currently we have 27 students in Year 12 and 47 in Year 13; with average class sizes of 6 students. Applications for 2024 are low; with only 24 students projected to start.

Our Local Context

The majority of students starting at William Brookes Sixth Form have been 'internal;' those who have completed their 11-16 education with us. External applicants have traditionally made up a minority of students starting at William Brookes School.

Year 12	2020	2021	2022	2023	2024 (Projected)
External starters	8	8	6	3	5
Internal starters	36	44	44	24	15
Total starters	44	52	50	27	24

William Brookes students and parents typically cite the following reasons to take up post 16 education elsewhere:

- Greater breadth of curriculum offer that allows them to take combinations of subjects not available at William Brookes School.
- A greater range of facilities offered at other larger institutions.
- Cost of transport to William Brookes School being prohibitive compared to cost of transport to other institutions.
- Students welcome the change to a college environment that offers an experience that is a step between school and higher education.
- Students enjoy the location and freedoms offered by other colleges.

Context for Schools with Small Sixth Forms

Schools with small Sixth Forms are finding it increasingly difficult to offer the broad curriculum that is available at other larger establishments. This is being compounded by the introduction of T Levels which has meant the withdrawal of many vocational qualifications such as BTEC. This is because funding is being withdrawn from many BTEC qualifications which are similar in content to T levels. Currently 1/3 of students coming to William Brookes opt to study BTEC and other

vocational qualifications which we will not be able to offer in the future. We do not believe that we have the capacity to offer T Levels.

Finance

All schools are operating in a challenging financial climate; and despite sound budget management and support from the Trust; William Brookes School is no exception to this. However, projections show that over coming years, continuing to offer Sixth Form provision will create significant financial pressures. In the current academic year, due to the lack of Sixth Form student numbers in 2022-23 there is a significant financial shortfall of £140,000 that has come from funding for 11-16 students. With the Sixth Form opening to new students in September 2024; this is projected to grow to £283,000 in 2024-25. These constraints would have a very negative impact on the educational offer for our 11-16 students and not allow us to deliver our vision for these students.

Department of Education Criteria for Viability of a Sixth Form

The Department of Education sets out the following criteria for schools wishing to open Sixth Form provision:

1. **Quality:** The quality of pre-16 education must be good or outstanding (as rated by Ofsted) and the school must have a most recent Progress 8 score of at least the national average
2. **Size:** The proposed Sixth Form will provide places for at least 200 students
3. **Subject Breadth:** The proposed sixth form should either directly or through partnership offer a minimum of 15 A Level (or equivalent) subjects
4. **Demand:** There should be a clear need for additional post-16 places in the local area (including a shortage of post-16 places and a consideration of the quality of Level 3 provision in the area). The proposed Sixth Form should not create excessive surplus places or have a detrimental effect on other high quality post-16 provision in the area.
5. **Financial Visibility:** The proposed Sixth Form should be financially viable (there must be evidence of financial resilience should student numbers fall). The DfE recommend an average class size of 15.

Criterion 1 not met: William Brookes School is judged as 'Good' in its most recent full inspection. The school's most recent Progress 8 score is below the national average

Criterion 2 not met: The Sixth Form currently has 74 students on roll. Projections for a 2024 intake would be 51. The school's published capacity only allows for 122 students in the Sixth Form.

Criterion 3 met: The Sixth Form currently offers over 15 subjects

Criterion 4 not met: The small numbers of students attending William Brookes School Sixth Form do not provide the numbers to suggest a clear need in this locality.

Criterion 5 not met: The Sixth Form is not financially viable. There are insufficient students enrolling. In 2023-24 there is a shortfall in funding for the Sixth Form of £145,000. Continuing to enrol students in 2024 (based on projected numbers) would increase this shortfall to approximately £283,000 for 2024-25 and in 2025-26 to £400,000. These shortfalls would be subsidized by funding intended for the education of students aged 11 to 16. The average class size is currently 6.

Impact on Students

We know that many of our current students and families in the area will be disappointed with this proposal. Through on-going discussions with Shrewsbury Colleges Group, Telford College, Thomas Telford School, Haberdasher's Abraham Darby Academy and Madeley Academy we are satisfied that there is choice and sufficient places in these establishments to support them in their chosen areas of study.

For current Year 12 and Year 13 students, William Brookes School will remain fully committed to providing a high-quality experience until they end their courses in July 2025 and July 2024 respectively.

For current Year 11 Students, those wishing to pursue A level and other Level 3 courses will need to apply for places at other post-16 providers.

Potential Questions

Why is this change being proposed?

Over a number of years, the number of students opting to attend William Brookes Sixth Form has fallen; this has meant that the Sixth Form is no longer financially viable. Based on current projections, continuing with a Sixth form will have a significant impact on the quality of provision offered for the 11-16 students attending the school.

Will students currently studying at William Brookes Sixth Form be supported in continuing their courses to completion? Will the courses that they are studying continue to run?

Yes, students will be fully supported until their courses of study are complete.

Will students wishing to study the subjects offered by William Brookes Sixth Form be able to study these subjects elsewhere?

Yes, all of the subjects will be available at other post-16 providers apart from any qualifications that are to be replaced in the future by T Levels.

What guidance will be offered to current external students who have applied to William Brookes Sixth Form for September 2024?

The Sixth Form team will be offering support and guidance to these students.

What guidance will be offered to current internal students who have applied to William Brookes Sixth Form for September 2024?

All of these students will have access to individualized interviews to support them.