

# LEDBURY TOWN COUNCIL

## Report of the Neighbourhood Plan Working Party Held on Tuesday 4th November, 2014 at 7pm in the Market House

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**Present:** Mrs N Shields - VC (meeting lead)

Councillors R Barnes – Chairman  
T Widdows - Co Chair Mr G Holliday  
R Hadley (part) Mrs C Tustin  
C Ridler

**In attendance:** Mrs S Tagg - Foxley Tagg Planning (part)  
Mrs M Bradman - Deputy Clerk

1. Apologies were received and accepted from Cllrs E Harvey, R Yeoman, K Francis and Mr A Harrison. Sally Tagg had advised that due to a previous commitment she would be unable to arrive in time for the start of the meeting.
2. Declarations of Interests - none were declared at this point in the meeting.
3. Recap on the Land Allocation Workshop (28.10.14) - Agreement of preferred Site Options  
*It was decided to defer the item to the end of the meeting in order to allow Sally Tagg to speak to the item upon her arrival.*
4. The report of the meeting held on the 7th October, 2014 was approved as an accurate record, with the following correction to Item 2 - Cllr Yeoman had declared an interest part way through the meeting.
5. **To agree the revised (i) Terms of Reference and (ii) Working Practices**
  - (i) Terms of Reference document - the following amendments were agreed:

**Item 3 Membership:** Para 3.1 – additional wording: The NP Clerk must be advised of any new member, in order to be added to the circulation list.

**Item 6.4 To observe confidentiality when specifically requested:** It was agreed that if prior to a working party meeting an agenda item was identified as being sensitive, that it should be dealt with in private session and noted as such on the agenda. With regards to members observing confidentiality, the NP Clerk was asked to research and provide the appropriate wording for a general statement of confidentiality.
  - (ii) **Working Practices document** - the following amendments were agreed:

Title to be changed to '**Values and Working Practices**'.

Item 6 to be amended to read: Listen first to understand, *take your turn to speak, don't interrupt* and don't dismiss the ideas and feelings of others. Support each other - don't be rude, unkind, divisive or manipulative.
6. **To receive an update on NP budget vs expenditure**

Members were circulated with a summary of receipts and payments. It was requested that projected budget figures are presented at the next meeting.

## 7. Any other matters relating to the Working Party

### Energy Group Update

Nina Shields advised Members that the Energy Group had been working with Matthew Locking and Elaine Edwards of Herefordshire Council with regard to setting up an Energy Information shop in Ledbury. Enquiries have been made with regard to using the 'Fantastic Homes' trailer from the Marches Energy Agency on Saturday, 29<sup>th</sup> November in St. Katherine's car park.

### 3. Recap on the Land Allocation Workshop (28.10.14) - Agreement of preferred Site Options

Prior to the meeting, members had been circulated with site allocation criteria documents, as prepared by Foxley Tagg. Members commenced discussion on the criteria document prior to Sally Tagg's arrival and the following comments were made:

1. The questions should be arranged into 4 categories; economy, environment, social wellbeing and feasibility.
2. There were concerns that members wouldn't be qualified to answer some of the questions i.e. relating to ground contamination etc.  
It was agreed to use the criteria in their present form at the workshops due to be held on the 11<sup>th</sup> & 12<sup>th</sup> November.
3. Section 18: Housing – 'Bus Service' should be replaced with 'Bus Stop' where used throughout the document.

*8.40pm Councillor Hadley left the meeting and Sally Tagg joined the meeting.*

Nina Shields brought Sally Tagg up to date with the meeting so far. Griff Holliday circulated a document he had devised for weighting purposes. Sally advised that she had prepared a similar document which would be circulated to members after the meeting.

Sally advised the working party that the Comms Group should start to consider the next consultation phase. The consultation materials should be prepared at least one month in advance and discussed with FT so that an effective audit trail is produced.

### 8. To agree the date for the next meeting and identify items for the agenda

Workshop dates: 11<sup>th</sup> & 12 November

Next working party meeting: 2<sup>nd</sup> December.

**Meeting closed 9.09pm**