

# LEDBURY TOWN COUNCIL

## Report of the Neighbourhood Plan Working Party

Held on Tuesday, 6<sup>th</sup> May, 2014 in 7pm in the Town Council Offices

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**Present:** Councillors R Barnes – Chairman

K Francis	R Hadley
E Harvey	C Ridler
T Widdows	

**In attendance:** G Holiday  
Mrs N Shields – VC

**Also Present:** Mrs M Bradman – Deputy Clerk

1. **Apologies** were received from Mr R Allen, Mr A Burrows, Mr I James, Mr A Harrison, Mrs S Tagg and Mr A Warmington.

2. **Declarations of Interest**  
There were none declared.

3. **Minutes of the meeting held on 1<sup>st</sup> April, 2014** were accepted as a true record with the following corrections:

**Item 4 Rural Community Energy Generation Group:** Nina Shields had not visited the land fill site but had arranged a visit.

**Item 6** Griff Holiday to liaise with the Comms Group with regards to the TP sharing a stand with NP on 7<sup>th</sup> June Community Day Event: corrected to Griff Holiday to arrange a stand position for the NP, TP & TC to share at the Community Day Event on 7<sup>th</sup> June, 2014.

### Review of actions:

- i) Comms Group to have the IMagINe Ledbury leaflet ready for distribution at the Town Meeting on the 24<sup>th</sup> April: Cllr Hadley reported that this did not happen but the leaflets were in fact delivered by 3<sup>rd</sup> May.
- ii) Delivery options for the IMagINe Ledbury leaflet: Cllr Hadley informed members that the leaflets were distributed to every household in Ledbury with the Ledbury Focus which was the most cost effective option available.

### 4. Rural Community Energy Generation Group

Nina Shields reported that the group were unable to visit Aston University and would decide at their next meeting whether to pursue matter. They had visited a landfill site which demonstrated using methane gas as an energy source, which was fascinating.

## 5. Foxley Tagg

### ***Project Update***

Members were circulated with a project update report presented by Griff Holiday in the absence of Sally Tagg and were asked to examine the report at their leisure. Griff brought members attention to the point that the consultation process is running behind schedule and that a sub group to progress consumer consultation is set up.

**Action: Consultation sub group meeting date to be set, members being Cllrs Barnes, Hadley, Griff Holiday, Nina Shields & Sally Tagg. Maria Bradman to liaise with Sally Tagg re date.**

### ***Events Coordinator***

Councillor Hadley confirmed that the person specification for the Consultation Coordinator had been forwarded to Griff Holiday to circulate to the TP database of volunteers. Before circulating Griff would need a contact for the replies, Councillor Barnes offered to be the point of contact.

## 6. Communications Strategy

### ***Consultations***

Councillor Hadley informed members that he had spoken to various businesses to participate in a Business consultation; the meeting date to be confirmed but is likely to take place within the first two weeks of June. He has also spoken to local traders to hold a Traders consultation; again this meeting date will be set within the next three weeks Cllr Widdows offered to assist with this consultation. Tess Brook-Sheppard of the CVA has also been approached to set up a meeting with the disabled residents of Ledbury and U3A have also been approached.

Councillor Harvey (TPSG Chair) informed members that the questionnaires for the above consultations could be compiled using the data already gathered by the Town Plan Steering Group.

### ***IMagINe Ledbury Website***

Councillor Hadley presented the IMagINe Ledbury website and demonstrated the ease of updating the contents; he requested that members contribute to the content with ideas, case studies, blogs etc and suggested that Cllr Harvey becomes the editor. The website still needs some 'tidying up', Cllr Harvey suggested that professional help is sought to do this, it is estimated that it will require a day's work.

### ***Community Day***

Sally Tagg provided a paper on ideas of how the NP stand could look and Griff Holiday presented; volunteers would be required to man the stand and this should be Councillors to reinforce the Neighbourhood Plan message and back up the IMagINe Ledbury leaflet. It was suggested that marketing materials branded with the IMagINe Ledbury logo such as balloons, pens etc are used; details to be discussed at the Consultation Sub Group meeting. Griff confirmed that the stand would be situated in St Katherine's Hall alongside the Town Plan and Ledbury Town Council.

**7. Grant Funding Update**

Members were circulated with a copy of the grant application presented by Councillor Hadley and were asked to inform him of any additional items that may require to be added, as soon as possible. Councillor Hadley would finalise the grant application to be signed off by Karen Mitchell, Clerk to the Council.

**8. Budget**

**Action: MB to obtain updated figures for the next meeting.**

**9. Any other matters relating to the Working Party**

Members were notified that the Localities Bulletin had been circulated via email.

**10. Date of next meeting**

3rd June, 2014 at 7pm in the Town Council Offices.

***Meeting Closed at 8.55pm***