

**LEDBURY TOWN COUNCIL****Notes from the Neighbourhood Plan Working Party Meeting**  
held on Tuesday, 8<sup>th</sup> September 2015 at 7pm in the Market House

**Present:** Councillors: A Harrison, L Harvey, M Mackness.  
Local Residents: I James - Chairman, K Francis, R Hadley (part)  
G Holliday, P Kinnaird, C Tustin  
K Mitchell – note taker

1. **Apologies** were received from Councillor N Morris and Nina Shields.

2. **Report** of 4<sup>th</sup> August was agreed as accurate.

Matters Arising:

Referring to item 6. Evidence gap analysis

**Action: G Holliday and E Harvey to circulate information to the group regarding differences between Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA).**

Referring to item 7. Sites assessment

An additional review of the sites assessment is required. Original documents to be amalgamated and additional land blocks to be included.

**Action: Review to be carried out by I James, E Harvey, A Harrison (if available), G Holliday. I James to ask C Ridler if he will be involved. I James to arrange meeting after 23<sup>rd</sup> September - date to be advised.**

Referring to item 8. Project support

A request was made for the projector to be available for all NP working party meetings. Cllr Harvey spoke about potential of engaging a Project Manager.

**Action: E Harvey to contact potential Project Manager to find out about availability and terms of engagement.**

3. **Declarations of Interests – Not covered.**

4. **Report from sub-groups**

Objectives and Policy documents

The Chairman advised that he had created an NP library on Dropbox with new folder for edited documents.

Members individually reported on the reviews they had carried out on Objective and Policy documents on Dropbox.

The Chairman urged members to look at the documents in Dropbox edited format and to make comment by 10<sup>th</sup> September.

Members were requested to insert links to the evidence base where possible.

A query was raised about the completeness of the evidence summary as not all sections in the index are included in the text body.

**Action: I James to contact Foxley Tagg consultants to ascertain whether there is a missing section in the text body of the report.**

Cllr Harvey suggested that guidance be sought with regard to what would be appropriate to include in the NP in the context of health care facilities.

**Action: E Harvey to contact Sam Banks at Herefordshire Council for advice.**

#### Evidence Gap Analysis

There was some uncertainty over the status of the evidence gap analysis and whether gaps had been closed following the summer consultation.

**Action: I James to contact Foxley Tagg to check if the gap analysis has been updated.**

The Chairman urged members to utilise the table created by Mr Holliday to show links to the evidence base.

**Action: I James to circulate note drawing members attention to the documents which need to be reviewed on Dropbox.**

There was some discussion on conventions for referencing. Members were asked to use references where possible within the document in order to underpin the evidence base.

Cllr Harvey requested that an updated version of the objectives statements be produced in order to highlight any remaining gaps.

**Action: I James to review comments on Dropbox and alter text accordingly.**

#### **5. Newsletter**

The Chairman advised of the decision taken at the Full Council meeting on 3<sup>rd</sup> September to approve the newsletter on A3 paper, folded to finished size of A4 portrait.

Having been designed to be printed on A2 paper folded to A3, there was some concern about the legibility of the finished article when re-sized to fit A3 paper.

A heated discussion ensued.

Mr Hadley left the meeting at this point.

**Action: I James to liaise with R Hadley regarding design adjustments to improve legibility of the Newsletter.**

A number of corrections/amendments to the newsletter had been identified both at the Full Council meeting and subsequently.

**Action: I James to address comments/corrections/amendments and incorporate changes as appropriate.**

#### **6. Consultation material**

Members discussed the display materials required for the forthcoming public consultation. Revised draft objectives would be used to build consultation material around.

Suggested visual materials: A1 map of the town with acetate overlays; photographs of Ledbury. Printing of materials to be done 'in house' if possible.

**Action: Brainstorming session to be held on Saturday 26<sup>th</sup> September at 10am in The Market House, to discuss options/ideas for consultation. Members from each subgroup to be invited to attend. Sub groups to be asked to provide 2-3 pictures relevant to their topics.**

**7. Consultation date**

Members agreed a target date for the next consultation, starting on **Saturday 17<sup>th</sup> October, 2015**. Venue – ground floor of Barrett Browning Institute.

**8. Awards For All Grant**

Members were advised that the End of Grant Report monitoring form had been received from the Big Lottery Fund for completion by 6th October, 2015.

**Action: K Mitchell to request extension due to slow progress and timescales not being met.**

**9. Distribution of Newsletter**

Members discussed options for the distribution of the newsletter. It was acknowledged that with limited time and small pool of volunteers it might be necessary to use an alternative method.

**Action: K Francis to contact Mr J Wolfe to see if he would be prepared to help with distribution in areas not covered by volunteers.**

**10. Date of next meeting**

Tuesday, 6th October at 7pm in the Market House.

Meeting closed at 9.20pm