

## LEDBURY TOWN COUNCIL

### Report of a Meeting of the Neighbourhood Plan Working Party

held on Tuesday, 5 March 2013 in the Town Council Offices

---

**Present:** Councillors: R Barnes (Chairman)  
P Bettington  
K Francis  
T Widdows

**In Attendance:** A Burrows  
Miss M Cooper  
G Holliday (Town Plan Steering Group)  
I James (Town Plan Steering Group)  
Ms Nina Shields (Town Plan Steering Group)

**Also Present:** Mrs B Stump (Jnr. Clerical Officer, LTC)

1. **Apologies for absence:**  
Apologies were received from Cllrs Crowe, Harvey and Ridler and Mr Rich Hadley.
2. **Declarations of Interest:**  
None.
3. **To approve the report of the meeting held on 5 February 2013:**  
Nina Shields requested an amendment in the sixth paragraph of item 4. The first sentence should be amended to: "Ms Shields expressed the view that the lack of any response from Hereford Council to feedback given on planning consultation in the past, made it much harder to engage residents in consultation through the current process."
4. **Election of a Vice-Chair**  
Finances for the Working Party will be channelled through the Town Council and therefore the Clerk to the Council would be responsible. Cllr Francis nominated Nina Shields as Vice-Chair, and this was seconded by Mary Cooper. Nina Shields explained that as she was extremely busy, she would have no time to take on anything more than chairing meetings in the absence of the Chairman. This being understood, the members present voted unanimously.  
**RESOLVED: That Ms Nina Shields is Vice-Chair of the Neighbourhood Plan Working Party.**
5. **To Discuss and Confirm Terms of Reference of the Working Party.**  
The Chairman told the meeting that the draft ToRs issued by Cllrs Barnes and Widdows had been sent to HALC and they had advised that a "Steering Group model" and Terms of Reference were presently being revised by HALC and Herefordshire Council. It was hoped to receive their draft set earlier in the day

to discuss at the meeting, but unfortunately these were not available in time. The Clerk was told they should be issued next week. It was therefore agreed to defer this item to the next meeting in two weeks' time. Cllr Francis gave thanks to Cllrs Barnes and Widdows and the Clerk for the work they had done in producing draft ToRs.

**6. To discuss a Project Plan and its Scope:**

As the "Steering Group model" had not been received from HALC and Herefordshire Council (Item 5, above) it was agreed that this item be deferred to the next meeting.

**7. Items for the next Agenda:**

Items 5 and 6 above.

**Date of the next meeting:**

Tuesday, 19 March 2013 at 19.00 in the Committee Room of Ledbury Town Council offices, by which time it was hoped that HALC and Herefordshire Council's draft "Steering Group model", together with Terms of Reference would be available.

The meeting ended at 19.30.