

LEDBURY TOWN PLAN WORKING PARTY MEETING - MINUTES**Tuesday 5th January at 7pm****At the Town Council Office, Ledbury****Present:**

Liz	Harvey (chair)	Patricia	Wilkin
Griff	Holliday	Nick	Morris
Keith	Francis		

1. Apologies were received from

Sally	Holliday	Christine	Tustin
Nina	Shields		

2. Approval of minutes of meeting on 24th November – Approved.**3. Matters arising from the Minutes – not covered elsewhere**

No items arising not covered elsewhere.

4. Current activities:**a. Review of Action Plans by the Town Council - progress**

- *Traffic and Transport* – this has now been reviewed at working party level. The working party comments are to be reported to the Economic Development and Planning Committee for confirmation, and will be passed to the Town Plan team.
- *Community Engagement* – a date is still being sought for a meeting to review the findings and develop appropriate actions. **Action: Liz Harvey**

Review progress at next meeting.**b. Development of Presentation Material**

Griff Holliday reported as follows:

- An updated Version 0.2 of the plan was reviewed by the working party. He thanked those who had helped to complete this task quickly.
- Comments received are incorporated in Version 0.3 External Review Draft
- Following a brief internal review, Version 0.3 was circulated to 55 local groups, organisations and neighbouring parishes for information and suggestions in mid-December. Responses have been requested by 31st January.
- A final version of the Town Plan (Version 1.0) will be put together to take into account any responses received from this exercise and from the presentation to residents (see later) for presentation to the Town Council.

In addition

- Liz Harvey has obtained two quotes for the professional design work for the final version of the Town Plan and for one for printing a limited run of the full plan to provide guidance on costs. Those quoting were provided with an example of the draft final layout previously reviewed by the working party. She will take forward the approval process requirements with the Town Clerk and the Economic Development and Planning Committee – further quotes are likely to be required. **Action: Liz Harvey.**
- Liz Harvey has arranged to meet Mary Winfield to go through the content of the Town Plan, and see if she is willing to provide an introduction to the Town Plan.
- Griff Holliday will now update the PowerPoint presentations to ensure they are compatible with the latest version of the Town Plan in preparation for use in presenting the Town Plan to councillors and residents. **Action: Griff Holliday.**

- Griff Holliday will also review the various photo material we have access to for photos to be used in the presentation process. **Action: Griff Holliday**
- The meeting agreed that it would also be desirable to produce in addition to the full printed Town Plan, a simple leaflet summarising the objectives of the plan for wider distribution.

Review further at next meeting.

c. Youth Council - Update

Sally Holliday provided the following report:

- An initial meeting had been held at the Town Council Office with young people from JMHS on 9th December
- Whilst the meeting was not well attended, useful discussion was held on how best to take this initiative forward. Those present were full of enthusiasm and determined to try again.
- She and Bob Barnes are meeting the JMHS team at the school on 7th January to work through plans for moving forward to a further open meeting in late January or early February.
- Ward Councillor Emma Holton has offered to help contacting schools outside Ledbury to which Ledbury young people go.

Nick Morris advised that Governors at JMHS are working on a new initiative in respect of external affairs. He agreed to speak to Sally Holliday to see how this fits with the youth council initiative. **Action: Nick Morris**

Review further at next meeting.

d. Town (and district) Marketing Initiative – update

Liz Harvey reported that Christine Tustin and Joyce Green had done great work in putting together the proposed marketing brochure for Ledbury and District. A proof of the leaflet was shown to the meeting. Liz Harvey will take forward with the Town Clerk and via the Economic Development and Planning Committee the necessary approvals to progress production of this brochure. Early agreement is required to enable the brochure to be printed and distributed in advance of the 2016 holiday season. **Action: Liz Harvey**

5. Review of Activities and Timescales, including planning/arrangements for the presentation of the Town Plan, and taking forward its adoption by the Town Council.

The meeting agreed to the following:

- Subject to room availability to mount a presentation exhibition for residents of the Town Plan to coincide with the Ledbury Big Breakfast on **Friday 29th and Saturday 30th January** – probably between 10am and 2pm. **Action: Liz Harvey to confirm availability of Panelled Room for this purpose.**
- The presentation would consist of the PowerPoint slides printed and mounted, a selection of themed photos in support, plus a projector display running the PowerPoint slides.
- Councillors will be invited to attend this presentation – an additional time (e.g. before the January Full Council) could be arranged for this.
- When dates are confirmed, Griff Holliday will contact volunteers to help on the day – working party members confirmed their availability.
- The next meeting of the Working Party on Tuesday 26th January will be used to bring the material together
- Additional time for set up was allocated for Thursday 28th January (from 4pm)
- Press publicity and adverts will need to be arranged when dates are confirmed.

Liz Harvey agreed to put together a schedule to cover this process **Action: Liz Harvey**
Review at next meeting

6. Issues List

Issues 2 and 3 have been addressed by circulating the draft plan to local services and organisations. Issue 4 – included in draft Plan as an item for possible future action. Issue 5 – a copy of the draft plan has been sent to JMHS.

7. Budget Update

Liz Harvey advised that funding from the Awards for All grant may no longer be available. Costings for design and printing appear well inside budget. She is responding to the inquiry from Communities, Herefordshire Council in respect of completion of the Plan. She asked members to let her know of any key successes/what could have been done better from the Town Plan project to help to respond to the inquiry. **Action: Liz Harvey – plus comments from WP members**

8. Administrative Matters

- a. **Communications** – see 5 above re publicity for presentation exhibition when date confirmed
- b. **Website** – This will need to be updated with details of the community presentation – and the pack of supporting documentation.
- c. **Volunteer needs** – Volunteers will need to be contacted when we have dates for the presentation.

9. Any Other Business – no other business.**Issues List**

No	Issue	By Whom	When
1	What format should be used for the Town Plan document? –11/14 Identified need for High Level document plus Action and Project Plans and Data Output Records. Ross's Town Plan gives a model to follow for the High Level document. Practically alignment of plans will be achieved by cross referencing.		Resolved
2	Undertake information gathering and consultation with the providers of Health and Wellbeing –12/15 Draft plan circulated	TPWP	Ongoing
3	Undertake information gathering and consultation with business community – 12/15 Draft plan circulated to Traders Association, Chamber of Commerce	TPWP	Ongoing
4	Incorporation of Ledbury Values project within outputs for Town Plan 10/14 Monthly Value now being published on Town Council noticeboard with Town Plan data and at Town Council meetings. 4/15 Clarify approach in respect of Town Plan 6/15 Pending - awaiting way forward on the Value Town initiative. 12/15 Included in Draft Plan as an item for possible future action.	All	ongoing
5	Review involvement of JMHS in the implementation of Town Plan initiatives – meeting held – 12/15 draft plan circulated to JMHS	TPWP	ongoing

The next full meeting of the Town Plan Steering Group will be held at the Town Council Offices, Church Lane – 7 p.m. – **Tuesday 26th January**

Please advise any agenda items or other matters to Griff Holliday, 01531 633637 or griff.holliday@btinternet.com

Future Meetings - Meetings of the Town Plan Working Party have been scheduled for:

- Tuesday 23rd February
- Tuesday 22nd March
- Tuesday 28th April