

22 JUN 2017

Ledbury Town Plan Working Group

Tuesday 30th May

7pm at Ledbury Town Council Offices, Church Lane

ITEM 12.1
EI REFERS

Report of Meeting

Attendees: Councillors Francis, Morris and Shields, Griff Holliday, Sally Holliday, and Christine Tustin

Apologies: Patricia Wilkin

1. Action from Finance and General Purpose Committee meeting on 19th January 2017:

The Town Plan Group to draw up a specification for the role Town Centre Manager. Ref: F.6 - 01.17

Griff Holliday identified changes and improvements in the specification which had been updated following comments at the last meeting.

Actions:

- a) Griff Holliday to circulate for final review the current version of the specification – comments to be received by 6th June.
 - b) Griff Holliday to forward the agreed specification to the Town Council with a recommendation that it should be submitted to wider review than the Finance and General Purposes Committee in view of its relevance to town development.
2. Review of progress in respect of issues discussed/recommended at the meeting on 28th November 2016
 - a) Progress with operational review and action plan – and impact on progressing Town Centre initiatives
Status: The draft report from consultants following the operational review has been commented on by the Town Clerk and Mayor. The final report is expected shortly, and may be available for the July Council meeting.
 - b) Providing for town, business and trade development including within Town Council budgets
Status: The production of the Town Centre Manager specification is considered a preliminary to further discussion on budgets for development purposes.
 - c) Setting up a patient group to consider health issues throughout the town
Action: Patricia Wilkin has agreed to do some soundings to assess demand for a positive approach.

- d) Coordination of sports groups to optimise use of sports facilities.
Status: The recommendation of the Town Plan Working Group that Ledbury Town Council investigate the willingness of the town's sporting bodies to re-establish a working group to coordinate the provision of additional and enhanced sports facilities, particularly for juniors was discussed at the Environment and Leisure Committee meeting on 18th May. Councillor Francis said that the committee proposed inviting the President of the Ledbury and District Sports Federation to attend a meeting to review. It was noted that it is understood that several officers of the Sports Federation have resigned.

Review at next meeting

- e) Budgetary provision for Youth Council (including training)
Status: Sally Holliday said that short term funding for Youth Council purchases had been resolved. She had not been able to find help for training from HVOS.

Councillor Shields suggested that suitably "branded" hi-vis jackets for the Youth Council could be beneficial.

Councillor Shields suggested that if a simple list of training needs is put together e.g. team working, meeting skills, managing simple projects etc, then it may be possible to obtain help from local organisations and businesses with the appropriate skill base.

Action: Sally Holliday to follow up with JMHS.

- f) Traffic Management
Status: Balfour Beatty's report on Ledbury's Public Realm facilities including traffic management is still awaited.
Action: Group to review when available.

- g) Destination brochure arrangements and budget
- Christine Tustin has met with Rachel Lambert of Joined Up Heritage and agreed a way forward on arrival documentation. Rachel will work with Christine on a revised town centre map for visitors featuring heritage sites which can then be used on its own (e.g. as a tearoff pad) and incorporated in an arrival brochure, in signage (e.g. at car parks), and in electronic media.
 - The Ledbury Traders Association are working with Rachel Lambert on an arrival brochure which will include local advertising.
 - The remaining 20,000 copies of the 2016 edition Destination brochure are being distributed by Eastnor.
 - Christine Tustin noted that a further print run of these leaflets would be needed later this year to cater for the remainder of the 2017/18

season and for 2018/19. **Action:** Christine Tustin to obtain costs for this for submission to the Council – liaising with the leaflet partners.

- Christine Tustin advised that Rachel Lambert is also producing a special heritage brochure to commemorate the Market House's 400th anniversary.

h) Communications with residents and businesses

Status: Councillor Francis advised the meeting:

- The ITC working party has been re-established and met in May.
- A further spread is planned for the July Ledbury Focus to provide information on a number of themes.
- The Town Council is mounting a display for Community Day, and the Neighbourhood Plan team are also running a consultative display at the Town Picnic.

Griff Holliday noted that the Town Plan had gathered an email listing of over 100 residents who worked in some way on the town plan – this might be useful as another means of communication, in the absence of any other social media contact.

3. Any other business – there was no other business

Next Meeting: Monday 31st July at Town Council Office at 7pm