

# LEDBURY TOWN COUNCIL

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

held on Tuesday, 7th January 2014 in the Town Council Offices

**Present:** Councillors: R Barnes Chairman  
A Conway K Francis  
C Ridler T Widdows

**In Attendance:** Ms M Cooper R Hadley  
A Harrison G Holliday TPSG  
I James Ms N Shields - Deputy Chairman & TPSG

**Also Present:** Ms D Baldwin - Deputy Clerk  
Mrs B Stump - Jnr. Clerical Officer, LTC

### 1. Apologies for absence

Apologies were received from Cllr E Harvey, Dr A Burrows and Miss A Herford. It was noted that Mr C Bosley had resigned from the working party.

### 2. Declarations of Interest

No Declarations of Interest were received at this point in the meeting.

### 3. To approve the report of the meeting held on 3rd December 2013

Approved.

### 4. Improving our Effectiveness

Nina Shields gave a presentation on the way that a group can operate and how the individual characters within that group have an effect on each other. She gave advice on how the group could work together and be effective.

The Chairman thanked Nina for her valuable contribution and hoped the group would benefit from her expertise.

### 5. Engagement of Consultants

The Chairman gave a report on the engagement of Consultants. Four companies had been interviewed, and upon evaluation, the interview panel had decided to recommend Foxley Tagg to Ledbury Town Council as the preferred consultants, which was unanimously supported at the Full Council meeting.

Members were advised that a meeting had been set up between Foxley Tagg, the Chairman, G Holliday, the Clerk to the Council and the Deputy Clerk on Wednesday, 15th January; it was suggested that a simple agenda should be set for that meeting. Griff Holliday had compiled a list of the documents that would be of use for Foxley Tagg and also the stock take of evidence available. He requested that if members knew of any other documents that they thought would be useful would they please send them onto him. Rich Hadley suggested that the survey carried out by Action for Market Towns, where there is a section on Ledbury, should be added.

Rich Hadley pointed out to members the Localities Quick Guide to the Neighbourhood Plan, available on the localities website, which he thought was very useful.

As Cllr Barnes had informed members that he would be looking to stand down as the NPWP Chairman, due to other Town Council commitments, Rich Hadley expressed his gratitude to both the Chairman and Griff Holliday for the hard work and time they had put into the working party. He realised how difficult the job of Chairman was and did not think

that this was fully appreciated. Nominations to be discussed at the next meeting, with the nominees consent.

## **6. Rural Community Energy Generation Group**

The group are arranging a visit to Aston University, a leading light on energy, where the information required on different ways to produce power will be available. If the groups visit is completed before the next NPWP meeting they will report back.

## **7. Communications Strategy**

From reviewing the draft leaflet at the last meeting, Rich Hadley took back to Sketch Collective the comments, thoughts and suggestions of the Working Party. In discussion with the designer the leaflet costings were considered.

**ACTION: That Rich Hadley, Nina Shields and Cllr Keith Francis arrange to meet with Sketch Collective to talk about design changes and images.**

## **8. Grant Funding**

8.1 Rich Hadley had put together a Community Engagement Plan on which the Localities Grant Application would be based. The next stage is for Rich Hadley along with the Chairman, the Town Mayor and Clerk to the Council to work together to fill in the application form.

**ACTION: That a meeting be arranged next week between R Hadley, the Chairman, the Town Mayor and the Clerk to Council to complete the Grant Application form.**

8.2 The Neighbourhood Planning team from Herefordshire Council are running a grant and funding drop in event on the 28<sup>th</sup> January to assist parish councils applying for neighbourhood planning grants and give advice on other funding available to progress neighbourhood plans. The NP WP clerk has booked the 3pm slot for two members to attend. It was suggested that the Deputy Clerk attend along with either Griff Holliday or Cllr Keith Francis.

## **9. Items for the next Agenda (Tuesday, 4th February)**

- Update on Grant Funding.
- Update from Rural Community Energy Group on their visit to Aston University, (if available).
- Consider nominations for Chairman of NPWP.
- Invitation to Foxley Tagg to attend.

Meeting closed at 21.00.