

## LEDBURY TOWN COUNCIL

**Report of the Neighbourhood Plan Working Party**  
Held on Tuesday, 2<sup>nd</sup> December, 2014 in 7pm in the Market House

---

**Present:** Councillors R Barnes – Chairman

K Francis	C Ridler
T Widdows	R Yeoman
Mr A Harrison	Mr G Holiday
Mrs N Shields – VC	Mrs C Tustin

**Also Present:** Mrs M Bradman – Deputy Clerk  
Mrs S Tagg – Foxley Tagg Planning

1. **Apologies** were received from Councillors Harvey, Hadley and Mr I James.

2. **Declarations of Interest**  
There were none declared.

3. **Presentation of Policies received**

Sally Tagg presented the draft policies that the sub groups had prepared which had been received and reviewed by Foxley Tagg, members were asked to make any changes or accept the policies to be presented in a draft policy statement:

### **Housing**

H1A: members felt that H1A should be combined with H1B.

**Action: FT to review the wording and circulate for comments/agreement.**

There was discussion around where the Town Centre should be taken from, it was agreed that the Market House should be the land marker from which the centre of the town was calculated 'Town Centre'

**Action: FT to find a solution to be circulated for comments/agreement.**

### **Transport**

T1: need to be cross referenced with the draft CIL/S106 wish list, but otherwise the policy was adopted.

T2, T3, T4, T5 & T6: reviewed and adopted for the final draft.

T7: There was discussion around the idea of a North or East bypass. It was felt that the heritage buildings at the Top Cross should be protected by the policy. Traffic is likely to increase and that traffic measures should be applied.

**Action: FTP, Bob, Griff and any other member who would like to input, should review this policy.**

T8: adopted for final draft.

T9: to be deleted.

T10: in addition it was agreed that an area of land for a coach park should be identified in the town centre.

T11: adopted for final draft.

T12: 'to both platforms' to replace 'Malvern/Worcester line'

**Action: FTP and Griff to review.**

### **Infrastructure**

I1: Should read - 'within the town & surrounding NP area in preference to building an additional school.

**Action: FTP to re word.**

I2: delete.

I3, 4, 5, 6 & 7

#### **4. To discuss and arrange Consultation Events for 2015**

Sally reiterated the importance of planning the next consultation period in advance and a discussion took place about the need to have a public consultation event that was well publicised and held in February in order to allow for a six week consultation period. The following actions were agreed:

#### **Comms Group**

- to produce a draft communication by **Tuesday 9th** and to liaise with FTP.  
**Action: Cllr Widdows, FTP**
- a communication with wording suitable for distribution through the **schools**; in book bags and in newsletters to be available for distribution 2 weeks before the event.  
**Action: Cllr Widdows, Francis, FTP**
- an advertisement for the Ledbury Focus by 10th December
- Press release for January/February  
**Action: Cllr Widdows, FTP**
- Preparation of the design for a Poster with a coherent message about the importance of getting involved in the neighbourhood plan consultation process draft design to be presented to the next NPWP on the 2<sup>nd</sup> January  
**Action: Cllr Hadley**
- Consult with Local groups and Harling Court, Leadon Bank, CVA etc  
**Action: The Deputy Clerk to co ordinate and issue a list of local groups.**

- Questionnaire  
**Action: FTP to compile and circulate between now and 2nd January 2015.**
- Venue - St Katherines/Burgage Hall 20th & 21st February  
**Action: The Depty Clerk to make the booking and to liaise with FT re display boards. FT to arrange graphics for boards.**

5. **Minutes** of the meeting held on 10th October, 2014 were accepted.
6. **Foxley Tagg addition work**  
Members were asked to approve a sum for additional work undertaken by Foxley Tagg beyond the scope of the agreed contract. It was generally felt that the Town Council should review the document.
7. **To review the CIL/S106 document circulated by Councillor Harvey/Nina Shields.**  
It was agreed that the members should review the document and make any suggestions to Councillor Harvey as soon as possible.
8. **To agree the use of drop box to aid document sharing.**  
The deputy clerk confirmed that a drop box account had been set up. It was agreed that the deputy clerk should produce and circulate an index of documents for review and prioritisation to add to the facility with instructions on how to use drop box.
9. **Energy Group Report**  
Nina Shields informed members that the group had managed to secure the use of the Fantastic Home unit through Marches Energy to inform people about energy saving ideas for the home. The unit will be in the High Street adjacent to the Saturday market on 13th December 2014.
10. **Terms of Reference**  
The deputy clerk informed members that after consulting with the Clerk to the Council the original wording in the document relating to confidentiality would suffice.  
**Action: The deputy clerk to circulate the document to all members and add it to the drop box facility.**
11. **Any other matters relating to the working party.**  
No other matters were raised.
12. **To agree the date for the next meeting and identify items for the agenda.**  
The date of the next meeting is 2nd January, 2015 and the deputy clerk will ask for agenda items two weeks prior to the meeting date.

The meeting closed at 8.59pm