

## LEDBURY TOWN COUNCIL

### Report of the Neighbourhood Plan Working Party

Held on Tuesday 2nd September, 2014 in 7pm in the Town Council Offices

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**Present:** Councillors R Barnes – Chairman

R Hadley - Note taker	Mr R Allen
E Harvey	Mr N Doran
C Ridler	Mr K Francis
T Widdows	Mr A Harrison
R Yeoman	Mrs C Tustin

**In attendance:** Mrs S Tagg and Andrew Jones - Foxley Tagg

1. Apologies were received and accepted from Mrs N Shields - Vice Chair and Mr I James.
2. Neil Doran was formally accepted as a member of the NPWP.
3. Declarations of Interest: none received
4. Management of Meetings (ref Nina's email).  
All of Nina's suggestions following her meeting with Bob Barnes were unanimously accepted. The key points were:
  - Terry Widdows act as co-chair with Bob Barnes
  - Nina will moderate WP meetings in future
  - The Market House will be used for meetings in preference to the Panelled Room

On the question of governance and the status of the WP, it was resolved to consider further the issues and agree possibly recommendations for Council at a future meeting.

A member of the public present asked what was meant by the reference to Plan B for Ledbury in Nina's note. Cllr Harvey explained that this was shorthand for a revised set of suggestions to feed into the ongoing discussions surrounding the Core Strategy. Some of these ideas might be incorporated into the eventual Neighbourhood Plan.

- i Position of Note Taker: it was noted that the original plan was for note-taker to be a revolving position with all WP members taking a turn at doing this. The meeting unanimously recommended that LTC looks again at providing an official minute-clerk. Members of the meeting agreed that it is difficult, if not impossible, for the note-taker to participate fully in the discussion while concentrating on recording proceedings. Due to the central importance of the NP it was felt appropriate to request that LTC at least provides support to the NP working party.

- ii NPWP Working Practices - It was agreed that the various documents pertaining to internal communications, terms of reference, rules of engagement and codes of conduct which have been discussed and/or agreed for the NPWP need bringing together into a single, clear simple framework. A small group comprising Keith Francis, Liz Harvey and Griff Holliday will undertake to do this for consideration at the next meeting.

Comments are invited by NPWP members by 16 September.

- 5. Minutes of Last Meeting were adopted as an accurate record.

Matters Arising; Bob Barnes wished to correct what he said at the last meeting when he cited pressure of work as a reason not to have attended to several matters relating to the organization of that meeting. He wanted to say that the actual reason was not pressure of work, but that he had been unwell.

Item 6: RH Date of next Communications/ community engagement would be organised as soon as Sally Tagg was in a position to give a clear steer on the next steps of the NP consultation/planning process.

- 6. Report Back from Foxley Tagg Sally Tagg circulated various documents concerning progress to date and outcomes of the consultation as well as an indicative timeline for next steps. She explained that the full report analysing all consultations and submissions was in progress and would be circulated in due course although no date was given.

The Visioning Session for 7 Sept was discussed as focussing on broad principles, and which would draw on the previously written vision framework produced May 2013. Rich Hadley agreed to recirculate this to the group. A number of theme groups would be established, categories to be agreed.

A separate detailed planning session looking at Housing and Employment, particularly focussing on the available and potential 'land assets' was arranged for 12 September at 6.00pm. This would be open to everyone to attend.

- 7. Rural Community Energy Generation Group  
To receive a written report from Nina Shields re the set up of the Energy Information Shop (E3)
- 8. Travellers Site Consultation Taking into account the significant GRT (Gypsy, Roma, Traveller) population in Ledbury it was felt that this topic should be addressed as part of the NP. It was recommended that an element of the forthcoming community engagement should be to talk directly with GRT community about the wider NP and HC's consultation.
- 9. Grant Funding  
Rich Hadley provided a brief overview of the contents of the application to A4E. It is understood that although a decision has been made on this by the Lottery Funding board, the outcome is not yet public. Bob Barnes expressed his thanks to Rich Hadley and Liz Harvey for their work on drawing up the funding bid for £10k.

#### 10. Web Site

Rich Hadley asked WP members to think about content and contributions for the web site Imagine Ledbury.

#### 11. Recording of Meetings

In view of recent legislation, and the difficulties of note-taking, it was agreed that Neil Doran and Rich Hadley would look at possible methods of digitally recording WP meetings in future. Bob Barnes agreed also to discuss this matter with the Clerk and report at the next meeting.

The meeting ended at 21.10