

LEDBURY TOWN COUNCIL

Report of a Neighbourhood Plan Working Party Meeting held on Tuesday, 2nd June, 2015 at 7pm in the Market House

Present: Councillors: R Barnes, A Crowe, A Harrison, L Harvey, M Mackness, N Morris, S Widdows, R Yeoman,
Local Residents: Ms L Bond, Mr K Francis, Mr R Hadley, Mr G Holliday, Mr I James, Ms C Moore, Mr C Ridler, Mrs N Shields, Mrs C Tustin.

Also in attendance: Mrs M Bradman (note taker, Deputy Clerk
Mrs K Mitchell, Clerk to the Council
Mrs S Tagg, Foxley Tagg Planning Ltd
Ms Sam Banks, Herefordshire Council
Neighbourhood Plan Team Leader
Cllr E Fieldhouse

1. **To elect a Chairman for the year 2015/16**
Mr I James was elected Chairman, unopposed.
2. **To elect a Vice Chairman for the year 2015/16**
Mrs N Shields was elected Vice Chairman unopposed.
3. **Apologies** were received from Cllr D Baker, Mrs B Stump, Mr T Widdows.
4. **Sam Banks, Herefordshire Council Neighbourhood Plan Team Coordinator**
Mr G Holliday gave an overview of the group's progress so far. Sam Banks explained, in detail, the difference between a Strategic Environmental Assessment and a Sustainability Assessment to members. She explained the importance of consulting with the community throughout the development of the plan and gave a timeframe of approximately 40 weeks from Draft Plan (Reg 14) to Referendum (Reg 16) stage which allows for 2 x 6 week consultation stages. The time frame from where she understands the group is currently to Draft Plan (Reg 14) stage is down to the group and how much time is given to the process i.e. Leominster completed this stage within 5 months.

Refer to the following links to guidance notes for more information:

- https://www.herefordshire.gov.uk/media/6312542/4_a_guide_to_procedures3.pdf
- https://www.herefordshire.gov.uk/media/7353262/conformity_issues.pdf

8.12pm Cllrs Manns and Fieldhouse left the meeting.

Herefordshire Council will support the group by sharing evidence base information and offering advice once at the draft plan stage of the process. Dave Tristram at HC will provide help and support with grant applications for DCLG grant funding etc.

5. **To review working party membership**
The group will be divided into sub groups which will report to the NP working party at the scheduled monthly meetings.
6. **Declarations of Interest**
None declared.

7. **To confirm as an accurate record the report of the meeting held on 21st April.**
This report to be reviewed at the next meeting.

8.40pm Claire Moore and Cllr S Widdows left the meeting.

8. **To discuss the way forward and review the following:**

- **Project Management Team**

Mr Hadley suggested that the team should include the Chairman, the Vice Chairman and a project manager. To be reviewed and formalised at the next meeting on 15th June, 2015.

- **Sub Groups**

The sub groups should include project planning, consultation and engagement and policy planning. Membership of these groups to be established at the 15 June, 2015 meeting.

Members should think about which role they would like to fill, if any, prior to the next meeting (15.06.15).

9. **Grants**

The Deputy Clerk advised members that the Localities Grant is now accepting applications; grant maximum is £8,000 which must be applied for in 'chunks' that should be used within a six month period. This grant can be used on any aspect of the plan, which must be specified when applying and the work carried out within the 6 month period.

10. **Any other business relating to the working party.**

The Chairman requested that the budget should be presented at each meeting.

It was decided that for Community Day information should be provided using the story boards designed by Foxley Tagg Planning Ltd and that it should be indicated 'where we are' on the flow chart of the process. There should also be a call for volunteers and skills.

Date of the next meeting: Monday, 15th June, 2015 in the Market House at 7pm.