

## LEDBURY TOWN COUNCIL

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

held on Tuesday, 4 March 2014 in the Town Council Offices

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**Present:** Councillors: R Barnes (Chairman) K Francis  
E Harvey C Ridler  
T Widdows

**In Attendance:** R Allen A Harrison  
G Holliday (TPSG) Ms Nina Shields (TPSG & Vice  
Chair)  
Mrs S Tagg (Foxley Tagg)

**Also Present:** Mrs B Stump (Jnr. Clerical Officer, LTC)

**1. Apologies for absence.**

Apologies were received from Dr A Burrows, Cllr R Hadley and Mr I James. Mary Cooper has resigned from the Working Party; the meeting welcomed Mr Ron Allen who wished to join.

**2. Declarations of Interest.**

None.

**3. To approve the report of the meeting held on 4 February 2014.**

The report was approved.

**4. Response to the re-launch and the information day held on 24 February.**

Griff Holliday reported that although there had not been a huge response (approx. 15-20 people are needed) it had been helpful for Foxley Tagg to learn more about Ledbury and its issues. A discussion before the Working Party meeting identified possible candidates to carry out some of the tasks Foxley Tagg has set and which form the Plan's evidence base. Sally Tagg listed the elements in the draft Task List and further volunteers were allocated during the Working Party meeting. In his absence, Cllr Hadley was suggested as a knowledge source for town use, having done previous related work. It was emphasised that anyone could join in helping any topic group they wished and the Chairman confirmed he was happy to "float" between all groups. Foxley Tagg will mail out packs to volunteers very soon and analysis would commence when they were completed. (Herefordshire Council is dealing with habitat regulations and the Strategic Environmental Assessment.)

**ACTION: Cllr Francis would send contact details to Sally Tagg for Joe Hillaby.**

**ACTION: Barbara Stump will circulate to members of the WP the Foxley Tagg task allocations when finalised.**

**5. To consider the re-scheduling of an Information Day and promotion of the event.**

Reviewing the Information & briefing sessions on 24 February, there followed a discussion about a Neighbourhood Plan event as part of Community Day on Saturday, 7 June. By then, it is also hoped to have the initial results of the Town Plan Questionnaire analysis available in the form of pie charts and histograms, etc. and that public opinion could be sought on various topics. With four months to plan such a significant opportunity, the WP needs to be clear on what the focus should be. Sally Tagg told the meeting that at the end of the NP evidence base collection and analysis, Foxley Tagg would produce a report. It was suggested at that stage the Communications Group could then deal with the emerging issues and engage with the public on them.

**ACTION: Once the evidence base is collected and analysed, the Communications Group should be able to identify an effective event for Community Day. The Working Party would consider any recommendation from the Group on this following the planned revision of its strategy.**

**6. Update on Rural Community Energy Generation Group (Nina Shields)**

Nina Shields reported little progress on the visit to Aston University owing to an inability by them to accommodate the group. Aston's project is attractive as it is a major programme to generate sustainable energy; however, it might be prudent to look at other, similar projects at the Group's next meeting (12 March) and information is being gathered to establish the best way forward. Herefordshire has a great deal of solid walled housing stock; there are grants available and companies are looking for example setups to demonstrate some of the insulation techniques now available. There could be the possibility of a pilot project emerging.

**ACTION: Nina Shields will look at the HFDS report on Home Energy Conservation and the Healthy Housing Survey.**

**7. Update on Communications Strategy**

This item was deferred to the next meeting, and after the meeting with Sketch Collective on Tuesday 11 March had taken place.

**Action: The meeting with Sketch Collective and Community Engagement Group members is scheduled for Tuesday, 11 March. Barbara Stump would confirm the date & time of the meeting and issue the latest copy of the Brochure to the attendees prior to the meeting.**

**8. Update on grant funding**

Following the visit to Herefordshire Council's grant funding drop in event at the end of January, Griff Holliday and Diane Baldwin had learned that the Localities Grant would be applicable for offsetting professional fees; an Awards for All grant would be more appropriate for community awareness events.

**ACTION: Barbara Stump, with the Clerk to the Council and input from Foxley Tagg, would proceed with submitting the Localities Grant application supported by LTC's Letter of Instruction to Foxley Tagg and a Plan Delivery Schedule.**

**ACTION: Cllrs Hadley and Harvey would liaise in scoping an Awards For All application, based on community engagement and Town Plan activities.**

**9. Items for the next Agenda**

Review of Actions;

Allocation of tasks from Foxley Tagg;

Communications Strategy update following the meeting of 11 March 2014;

Rural Community Energy Generation Group update;

Grant Funding update.

**Date of the next meeting:**

Tuesday, 1 April 2014 at 7pm in the Town Council Offices.

The meeting ended at 20.12.