

LEDBURY TOWN COUNCIL

Report of a Neighbourhood Plan Working Party Meeting held on Tuesday, 15th June, 2015 at 7pm in the Market House

Present: Councillors: Andrew H, Liz H, Maria M.

Local Residents: Ian J Chair, Nina S V Chair, Keith F, Rich H
(notetaker),
Christine Tustin

1. **Apologies** were received from Councillors Barnes, Crowe, Fieldhouse, Morris, S Widdows, Yeoman and Griff Holliday, Neil Doran
2. i. The minutes of 21 April were agreed as accurate. Matters Arising:
 - 5.1 Evidence Gap Analysis: still awaiting this from FTP.

Action: Ian to agree a deadline and initial definition of the work from FTP.
 - 6.1 Responses to Core Strategy 400 concerned about Ledbury viaduct access etc., out of 600 for whole of Herefordshire.

Action: need to add TC response to NP document library – email to NP members (Maria B).
7. Call for Traveller Sites

Action: AH to contact HC to confirm local availability.
Need to include in future consultation with local traveler groups.
- ii. Minutes of 2 June agreed.

No matters arising – all matters dealt with on current agenda.

3. **Declarations of Interest** – None

4. **Report from Focus Group Meeting**

The project plan will include a chart with timetable, sequence, resources. Liz H obtained agreement from a project planning expert (Pete Hill) to help establish a framework by next meeting on 7 July. This will be circulated in advance. HC guidance notes to provide reference points to inform this.

Project Support Manager

It's hoped that Town Council office will provide additional support to NP project management, which would offer a benefit of providing greater ownership of the NP.

However, AH reported from Standing Committee: Town Clerk (Karen) said it would be difficult to allocate additional staff resources to NP.

It was agreed that a recommendation be made that if support cannot be offered in-house by Town Council, then Neighbourhood Plan will require buying in support externally from an appropriately skilled person (form part of grant application).

Need to be mindful of Auditor report on need for project management requirement.

LH said that we could make a distinction between project office support and project management. The role might be assigned in different ways to achieve maximum cost effectiveness. RH said that the role description was the basic essential support to deliver NP - whether delivered by TC or by an external worker. Suggested RH schedule could be split into possible divided roles to procure support.

Action: Liz H and AH agreed to divide role description into Town Council responsibilities and others.

Discussion: can the NPWP function electronically and therefore consume less paper and clerical support time? RH said training might be needed to help everyone get up to speed.

Action: Training needs for project delivery to be included in project plan.

NPWP Reorganisation into Task Force

- **It was agreed** that everyone on the NPWP needed to undertake responsibility in a key functional area.
- It is not expected that membership is automatically granted to anyone turning up at meetings, especially if not consistent.
- **All WP members** will be asked to assume a role and deliver tasks between meetings, giving them a real interest in progress.

The main NPWP meetings therefore become a report-back forum, with planning activity.

Key Requirements for lead volunteers were agreed at this stage as follows:

- Chair – Ian James
- Volunteer management/Vice Chair – Nina Shields
- Planning and Policy - Liz H
- Communications and publicity - Rich H (lead), Christine T, Keith F, Nina S
- Bridging Coordinator between NP and TC – Maria Mackness
- Finance & grants– Andrew H

Task Force Roles

Liz H cited Wellington Heath team where all participants were assigned a specific role to deliver. Agreed this is a good model.

Action: Liz H & Nina S: to draw up list of roles and responsibilities for next meeting.

Action: NP members to take responsibility for each of these: this is a pre-requisite of membership. Those not so involved are to become associate members, who observe but do not fully participate in meetings and decisions for recommendation to LTC, but will assist in disseminating information on NP to public.

Action: Maria Bradman to be requested to collate a list of every person who has ever made a contribution to the NP or attended a meeting. These people will then be written to and requested to re-engage with the process. Griff H also to assist.

Deadline: database of such contacts sorted out by July 7 meeting.

5. Finance Report

AH presented financial report. Project deficit of £3.5k by end of project.

Action: AH to work with Clerk to provide monthly updates of financial position as management accounts appropriately presented. T Clerk asked to refer any payments to A H for authorisation.

6. Communications/Engagement Plan

RH re-presented the already agreed Community Engagement Plan from 2014.

Action: All group members to review the plan

RH said interest in the NP had waned in recent months. There is a need to deliver a PR/Comms drive to get town reenergized. Agreed that the Poetry Festival community event launch would be a good spring board.

Action: newsletter to existing members with role info as per Liz H Task Force – community ambassador scheme etc. By Comms Group

Action: wider publicity (using development of initial newsletter) to be decided by Comms Group to raise awareness of NP throughout town in advance of next stage of detailed consultation in September. Conditional on developing detail of Sept consultation process.

7. Visual Aids and Maps

Agreed that the Summer 2014 consultation panels to be produced as visual aids.

Action: FTP to provide these in electronic format for production of laminated panels by RH. IJ to ask Sally (FTP) to let us know what material she holds.

Action: Maps for meetings and consultations – IJ to specify once existing stock known. Liz to circulate existing Ledbury maps from TC.

Artists impressions were thought to be a good thing re 3D presentation in future consultations, for specific requirements

Action: Nina to talk to Paul Neep re artists impressions.

8. **Consultation Programme re Policy and Objectives**

Agreed that current vision, policy and objectives will be obtained from FTP for Sam Banks to comment. Next round of community consultation, prioritising hard to engage groups, will take place in mid-September.

Action: IJ to chase FTP for latest iterations for delivery by next meeting.

9. **Sites investigation**

Agreed that task force members will undertake a round of visits to landowners during the summer period. To be determined by next meeting.

Action: Ian to revise earlier schedule & circulate; Liz to investigate business land options with Heineken immediately.

10. Date of Next meeting 7th July, 2015 at 7pm in the Market House.