

LEDBURY TOWN PLAN WORKING PARTY MEETING - MINUTES**Tuesday 9th February 2016 at 7pm****At the Town Council Office, Ledbury****Present:**

Liz	Harvey (chair)	Patricia	Wilkin
Griff	Holliday	Nick	Morris
Sally	Holliday	Christine	Tustin

1. Apologies were received from

Nina	Shields	Keith	Francis
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2. Approval of minutes of meeting on 5th January 2016 – Approved.**3. Matters arising from the Minutes of 5th January 2016 – not covered elsewhere**

No items arising not covered elsewhere.

The working party meeting on Tuesday 26th January focused on preparations for the Town Plan Presentation on 29th and 30th January. There are no minutes from this meeting.

4. Review of Town Plan Presentation – 29th and 30th January

- The presentation featured the objectives identified in the Town Plan together with proposed actions from the Action Plans
- About 250 people attended the exhibition at the Town Council Offices over the two days – exhibition was open between 10am and 2pm.
- There was general approval of the plan content
- 28 comments were received – mostly supporting proposals in the plan
- A number of visitors recorded their interest in taking forward proposals – their names are held

The meeting noted that members would be willing to show the PowerPoint version of the exhibition to any groups who may be interested, once the final publication has been produced.

5. Review of current activities:**a. Review of Action Plans by the Town Council - progress**

- *Traffic and Transport* – the comments from the Town Council review have been received and documents updated.
- *Community Engagement* – it was agreed that the plan should go forward for adoption with the current section on Community Engagement included identifying further work to be taken forward by Ledbury Town Council. **Action: Liz Harvey** to advise Councillor Harrison as chairman of the Democracy Working Party.

b. Youth Council - Update

Sally Holliday provided the following report:

- A second better attended meeting had been held with interested young people on Wednesday 27th January supported by the Town Mayor.
- Parental consent forms had been distributed to those interested at that meeting – completion of these is necessary before direct contact can be made with the young people
- A further meeting will be arranged when parental consent forms are returned
- Sally Holliday is also in contact with John Masefield High School about seeking

direct interest from current Year 10s.

It was resolved to recommend to Ledbury Town Council that the Council makes on-going provision for the encouragement and support of this initiative as the Town Plan Working Party will shortly cease to exist.

Review further at next meeting.

c. Town (and district) Marketing Initiative – update

Liz Harvey and Christine Tustin reported the following progress

- The design for the destination brochure had been agreed by all the partners to the initiative.
- A revised print-run of 50,000 had been agreed in line with the partners available budgets – distribution would be undertaken only through the Eastnor system to reduce costs this year. As the brochure is intended to bring visitors to Ledbury, only a limited number would be available for distribution within the town.
- Ledbury Town Council had approved expenditure on the brochure at its meeting on 28th January
- The final version of the proof had now gone to print
- The meeting congratulated all those who had helped to make this initiative possible

6. Progression of the Final Version of the Town Plan

Griff Holliday reported that a number of generally favourable responses had been received from the groups, organisations and parishes that had received the Review Draft of the Town Plan. The final date for receipt of comments was 31st January.

The meeting reviewed these responses. The majority need recording on the Action Plans for future reference. Several minor additions to the Town Plan document were noted. Liz Harvey confirmed that Mary Winfield had kindly provided an introduction to the Plan. The comments from the Drop In exhibition were also reviewed and several additions agreed including an additional objective covering the Public Heritage Buildings.

The meeting agreed the following way forward.

- a. To work towards adoption by the Town Council of a “final text” version of the Town Plan as soon as possible, before a final design for the permanent record print and internet version is undertaken. There was benefit in having a final text version before design work started as costs of change later in the process could be expensive in cost in time. The following actions will be needed to achieve this:
 - Updating Version 0.3 to a new Version 1.0 following the proof reading exercise
 - Including in Version 1.0 the additions from the review exercises
 - Agree with the Town Clerk best process for taking forward the adoption of the Town Plan. A final text version of the Town Plan could be ready by 18th February for circulation to councillors for the Full Council meeting on 25th February. **Action: Griff Holliday and Liz Harvey**
- b. Proceed with the commercial arrangements for the permanent record version of the Town Plan. To achieve this:
 - Liz Harvey will seek further quotations from three suppliers for the design work and for the physical printing using the current version of the document
 - Griff Holliday will put together a listing of photographs relevant to the various sections of the document to support the design process.
 - The proposed design of the permanent version could be made available to town councillors for separate review.

In addition Griff Holliday will put together a pack of the supporting documentation which can be available on websites and by inspection at the Town Council Office.

It was resolved to recommend to Ledbury Town Council that it should adopt the Town Plan based on the final text version before a permanent record version is developed.

7. Issues List

There are no outstanding issues.

8. Administrative Matters

- a. **Communications** – press releases will need to be undertaken when the Town Plan is adopted and when the final publication of the permanent record version takes place.
- b. **Website** – The Town Plan documentation will be made available for access via the Ledbury Town Council website, and the Imagine Ledbury website. .
- c. **Volunteer needs** – It was agreed to include volunteers in an event to celebrate the completion of the plan when the permanent record version is published.

9. Any Other Business – no other business.

The next full meeting of the Town Plan Steering Group will be held at the Town Council Offices, Church Lane – 7 p.m. – **Tuesday 23rd February**

Please advise any agenda items or other matters to Griff Holliday, 01531 633637 or griff.holliday@btinternet.com

Future Meetings - Meetings of the Town Plan Working Party have been scheduled for:

- Tuesday 23rd February
- Tuesday 22nd March
- Tuesday 28th April