

LEDBURY TOWN COUNCIL**Report from the Neighbourhood Plan Working Party Meeting**
held on Tuesday, 4 August 2015 at 7pm in the Market House

Present: Councillors: A Harrison, L Harvey, M Mackness.
Local Residents: I James - Chair, K Francis, R Hadley,
C Tustin - Note taker

1. **Apologies** were received from Councillor Barnes, Griff Holliday and Nina Shields.

2. The minutes of 7 July were agreed as accurate.

Matters Arising:

Rich Hadley reiterated his offer to help people manage the drop-box. Maria Mackness had circulated the Management Group minutes.

3. **Declarations of Interests – None**

4. **Roles/Responsibilities of Management Group**

It was confirmed that Ian James would chair the group, Nina Shields would be responsible for appraisal of material, Andrew Harrison would act as treasurer, Rich Hadley would be responsible for external communications, Maria Mackness for internal communications – in particular with town council and to progress project management, Griff Holliday for policy and procedure review and presentation material; Annette Crowe would attend in her position as Mayor when she is able to do so.

It was hoped that more people would wish to become involved, especially where they had interests in line with roles identified in the Objectives.

5. **Report from sub-groups on review of Objectives and Policies documents**

Maria Bradman was now getting drop-box material put into an editable format; fully editable copies to be available only to her and Ian James. Richard Hadley suggested that Foxley Tagg be given permission to enable them to put documents directly in the drop-box. **Action: RH to speak with MB**

Liz Harvey and Griff Holliday had met with Sam Banks who had confirmed that Strategic Environmental Assessment revisions need to be agreed within the groups and sent to her by 1 September at the latest. We will have to show that at each stage we are looking at environmental impact in the round, in order to improve sustainability.

There was some concern about meeting this deadline since all involved will need access to the drop box. It was agreed that all the sub groups should meet to review their own objectives against the evidence base, and also look at other groups' objectives to consider how they might be achieved.

Action: IJ to write to all group leaders advising them that in order to meet the deadline they need to report back by 20 August.
MM and RH to follow up contact.

6. Evidence gap analysis

It is necessary to review existing evidence: **Ian James and Rich Hadley agreed** to look at entering under schematic headings as well as by subject matter.

FTP have provided document links to HC website; **It was agreed that FTP** not be asked to do anything further at this stage.

In respect of targeted consultations (ie with schools, canal societies, etc) evidence needs to be formatted. **LH agreed to put out a proforma as soon as possible.**

Individual groups need to identify where there are evidence gaps under each of their own headings ie topics which have not been explored and also people we haven't spoken to who might throw up new topics.

Regarding site availability **IJ will speak to John Goodwin or Howard Pugh.** Ideally another person will volunteer to do landowner interviews.

7. Sites assessment

There was discussion of the three papers which had been circulated.

LH agreed to discuss with IJ the best way to provide a robust trail and it was suggested that Griff Holliday revisit the scoring system.

All were asked to respond with comments to enable IJ to take the matter up with GH.

8. Project Support update

Liz Harvey talked the meeting through the document (extracted from all the guidance documents) that could be provided to the examiner with links to our drop-box. This is currently only editable by LH; Ian thanked Liz for all the work that had gone into this and confirmed the need for it to be controlled by only one person.

9. Finance report

Andrew Harrison reported that the stage 4 payment had been made to FTP.

10. Travellers' sites report

No Neighbourhood Plan issues had been raised.

11. Report from Comms group

Issue 1 of the newsletter had been delayed due to late arrival of the map which Joyce Morris and Rich Hadley are now working on.

Rich Hadley talked through the document on screen and Joyce was much congratulated on her design; **Ian James agreed her costs @ £???** and proposed flowers be sent to her in recognition of her work in excess of fees suggested.

ABC Print had quoted £7-900 for 5,000 copies – one for every household and all shops. More quotes need to be obtained, and distribution needs to be put in place by end of August.

Rich Hadley had put new material on the website and asked that all be thinking of new stories.

Meeting closed at 9.15pm

Items to be carried forward to the next meeting:

Item 12: Consultation Programme - target date to be recommended to Town Council

Item 13: To review actions from the Town Plan WP re Housing Development, Retail and Employment.

Next meeting : 7pm on 8th September

Proposed that supplementary Management group meeting be held before end of month – date to be arranged.