

LEDBURY TOWN PLAN WORKING PARTY MEETING - MINUTES

Tuesday 19th May at 7pm

At the Market House, Ledbury

Present:

Liz	Harvey (Chair)	Nick	Morris
Nina	Shields (Vice Chair)	Christine	Tustin
Griff	Holliday (Acting Secretary)	Keith	Francis (part)
Ian	James		

1. **Apologies** were received from

Bob	Barnes
Sally	Holliday

2. **Approval of minutes of 31st March 2015 meeting** – Approved.

3. **Matters arising from the Minutes – not covered elsewhere**

No items arising not covered elsewhere.

4. **Current activities:**

a. **Action Planning – Progress**

- **Environment Group** – Draft Action Plan is complete.
- **Health and Welfare Group** – Team have provided their draft which is being consolidated
- **Traffic and Transport Group** – Draft Action Plan is complete.
- **Economic Development** – the elements of this work were noted as follows:
 - **Town Centre (Retail, Tourism and Visitors)** – Christine Tustin & Ian James have now taken this forward – draft nearing completion.
 - **Business Development and Employment** – This is being worked up with reference to initial work by the Group and by Liz Harvey and Rich Hadley.
 - **Housing** – This is being worked up with reference to the initial work by the Group and with reference to the Neighbourhood Plan.
- **Communications and Town Council** – This small area of Action Planning work still needed to be addressed. **Action: Liz Harvey** to consider best way forward.

It was agreed to review and amend where necessary the Draft Action Plans to ensure that the audit trail from the Household Survey and other evidence is transparent. **Action: Griff Holliday**

It was agreed to circulate the Draft Action Plans as they are completed to active members of the Working Party as they are completed. The target for this activity is by end May (apart from Comms and Town Council).

Action: Griff Holliday to distribute – **Members** to review and respond.

Liz Harvey advised that there had been little further action following the meeting with Alan Curless of Visit Herefordshire to discuss promotion of Ledbury and District more

effectively.

b. Young Persons Group – progress updates:

Sally Holliday provided a written report on progress of the Action Plan as follows:

- The collection of data for “What’s On in Ledbury” listing of groups and organisations for young persons is complete. It now needs a suitable place to reside where it can be maintained – discussions with CAL and Masters House taking place.
- The results of the questionnaire following up on survey interest in film showings completed by 120 pupils at John Masefield High School have been analysed. They confirm support for setting up a Young Persons film group in Ledbury.
- Further consultation on a proposed Youth Council with pupils at John Masefield High School is being taken forward with a meeting with young people on 1st June to review how they see themselves contributing and being involved in decisions relevant to themselves, and the best vehicle for that.
- Activities in respect of developing a youth place/drop in centre are now being taken forward by others.

A consolidated Action Plan for Young Persons will now be produced for inclusion with the other Action Plans – incorporating actions taken forward by the Group and those identified as requiring other agencies or resources to progress.

Review general progress at next meeting

Nick Morris suggested that a discussion group with representatives of John Masefield High School’s governing body re involvement in actions arising out of the Town Plan could be useful. **Action: Nick Morris with Liz Harvey.**

c. Data Analysis – update on progress

- No action for this meeting.

5. Review of Activities and Timescales

The draft plan developed before the March meeting has not proved sustainable due to other commitments in March and April – Action Planning work has taken longer than originally planned but is now reaching completion.

The general timescale is now as follows;

Time scale	Activity
May	Complete Draft Action Plans <ul style="list-style-type: none">- Young Persons- Traffic and Transport- Economic Development- Environment- Health and Wellbeing- Communications and LTC (<i>May be later</i>)
May/June	Develop Draft Plan Material <ol style="list-style-type: none">1. Presentation –2. Posters (based on presentation slides) for exhibition3. Draft Plan document for circulation
June	Make admin arrangements for Presentation of Draft Plan <ul style="list-style-type: none">- Book premises

	<ul style="list-style-type: none"> - Contact groups - Fix dates etc.
July	<p>Presentation of Draft Plan</p> <p>Purposes</p> <ul style="list-style-type: none"> • Communicate and Inform about the proposals contained in the Action Plans • Invite volunteers to help take forward the actions identified in the Action Plans <p>Presentation Methods</p> <ol style="list-style-type: none"> 1. Present to Town Councillors 2. Exhibition at e.g. Burgage Hall, Barrett Browning Inst, Library/Masters House – one offs and over period/rolling 3. Presentations to groups e.g. Traders, CAL, etc 4. Dissemination by Website 5. Physical copies at Library, Town Council Office for inspection <p>Feedback</p> <ol style="list-style-type: none"> 1. Simple Questionnaire – YES/NOs 2. Subjective Responses – post-its, emails etc 3. Volunteers to take things forward
August	Review Feedback
August	Draft Final Plan Document
September	Present Final Plan Document to Council
September/October	Establish process(es) for implementation

It was agreed to continue to aim to get the Presentation undertaken before the Summer break.

It was agreed to offer new Town Councillors a briefing on the progress of the Town Plan, and how they could help in taking it through to completion – late June looked a sensible date to aim for. **Action: Liz Harvey**

Review at next meeting.

6. Ledbury Community Day

The content to be presented was discussed. It was agreed to provide a display recording:

- How the plan is being put together – Household Questionnaire – Data – Analysis – Action Planning – leading to a Plan.
- Examples in the form agreed at the March meeting of some of the conclusions from the Action Planning.
- What the steps are to complete – with a target timescale

Actions: Liz Harvey and Griff Holliday to prepare presentation material.

Several members present confirmed their availability to help on the day.

Action: Griff Holliday to approach others who may be able to help on the day.

7. Issues List

Not discussed. Action re Issue 4 from March meeting noted for future.

8. Budget Update

Expenditure to complete the Town Plan is included in Town Council budgets.

9. Administrative Matters

- a. **Communications** – It was agreed that we should review the appropriateness of an article for the Ledbury Focus at the next meeting with a view to copy in the August issue.
- b. **Website** – Liz Harvey reported that she is taking forward discussions with John Nicholls in respect of any help he can provide to make it possible to maintain an active website for the Town Plan and the Neighbourhood Plan. **Action: Liz Harvey**
- c. **Volunteer needs** – No issues this month.

10. Any Other Business

There was no other business

Issues List

No	Issue	By Whom	When
1	What format should be used for the Town Plan document? –11/14 Identified need for High Level document plus Action and Project Plans and Data Output Records. Ross's Town Plan gives a model to follow for the High Level document. Practically alignment of plans will be achieved by cross referencing.		Resolved
2	Undertake information gathering and consultation with the providers of Health and Wellbeing – proposed as a joint activity with Neighbourhood Plan. Will need to be timely in view of changes in health service. 11/14 Action Planning Group to take forward 4/15 Review outputs from Action Planning with providers	TPWP	Ongoing
3	Undertake information gathering and consultation with business community as a joint activity with the Neighbourhood Plan 6/14 Meetings taking place with Business and Traders – consider outputs from these 9/14 Further liaison with Businesses planned by NP 11/4 Action Planning Group to take forward – with ref. to N Plan 4/15 – review with NP	TPWP	Ongoing
4	Incorporation of Ledbury Values project within outputs for Town Plan 10/14 Monthly Value now being published on Town Council noticeboard with Town Plan data and at Town Council meetings. 4/15 Clarify approach in respect of Town Plan	All	ongoing

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 June**

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 June
- Tuesday 28th July
- Tuesday 25th August
- Tuesday 22nd September
- Tuesday 27th October
- Tuesday 24th November