

LEDBURY TOWN COUNCIL

Report of a Meeting of the Neighbourhood Plan Working Party

held on Tuesday, 3 December 2013 in the Town Council Offices

Present: Councillors: R Barnes (Chairman) A Conway
K Francis C Ridler
T Widdows

In Attendance: C Bosley R Hadley
A Harrison G Holliday (TPSG)
Ms Nina Shields (TPSG & Vice Chair)

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

1. **Apologies for absence**
Apologies were received from Dr A Burrows, Ms Mary Cooper, Cllr E Harvey, Ms Amy Herford, Mr I James and Mr J Vickerman.
2. **Declarations of Interest**
None.
3. **To approve the report of the meeting held on 5 November 2013 and review the actions therein**
The report was approved.
4. **Review of outstanding Actions**
Members of the WP went through the schedule of actions, closing off those which were completed or no longer applicable. Nina Shields suggested listing action points at the appropriate item on future meeting agendas, which the Clerk noted.
5. **Update on Communications Strategy**
Rich Hadley reported to members that many of the Communications Group's activities were in abeyance pending the engagement of consultants. He circulated a draft leaflet compiled by Sketch Collective, intended for issue to Ledbury residents, the press, and for inclusion in a poster campaign. There followed a robust discussion on the leaflet's contents; the words of which were widely approved.
ACTION: Rich Hadley would inform Sketch Collective of the thoughts and suggestions of the WP, including the geographic location of photographs; removal of some, replacing with an image "through the decades"; and enlarging the font. A revision would be circulated to Cllrs Francis and/or Barnes and Nina Shields before being brought before the wider WP.
6. **Update on Rural Community Energy Generation Group (Nina Shields)**
The Group had decided not to become too involved with solar energy, but focus on a biomass combined heat and power system. Mavis Hughes of John Masefield High School is investigating a visit by the group to a biomass installation in the region. The next meeting of the group will be on 11 December.
7. **Update on the engagement of consultants**
The four consultancies which submitted proposals are to be interviewed on 4 & 5 December. Evaluation criteria had been defined and pertinent questions would be asked of each company. Following the interviews, the companies will be invited to amend their prices having, by then, a better idea of what work has already been done,

and what is required of them. The recommendation of the evaluation panel would be made at the meeting of Full Council on Thursday, 12 December 2013.

Working Party members wished to see the chosen company's submission, discuss how the evaluation panel made their decision and how the consultants see themselves working with the WP. Members also wished to have an early meeting with the appointed consultants, and time to prepare well for that meeting.

There may be a requirement for a Project Manager to provide an interface between the WP, working groups and the appointed consultants; members were asked to consider putting themselves forward.

Barbara Stump told Members she had advised the Chair and Clerk to the Council of her intention to relinquish the Clerk's role owing to the volume of work which could not be achieved in her part time hours; she thought the appointment of consultants would be a logical break point. Cllr Francis proposed a vote of thanks for the work achieved thus far.

8. Update on grant funding

Rich Hadley told members that a basic application framework for the £7k *Localities* grant was already in place (from earlier in the year) and he suggested basing the structure of this grant around Community Engagement, e.g. displays, posters, leaflets etc. An *Awards for All grant* application could be lodged from March 2014, once the present award period had ended. Nina Shields had forwarded to the Chair & clerk the contact details for Robert Rose, a funding specialist who provides help and support to groups with their funding applications, pre- and post-application.

ACTION: Rich Hadley will present the Grant Application at the next meeting.

ACTION: Clerk to confirm if the Localities Grant Application has to be approved by Full Council, or go before the Mayor, Clerk to the Council and Chair of the NPWP for approval.

ACTION: Nina Shields would contact Robert Rose about the WP's grant funding situation pending engagement of consultants.

9. Items for the next Agenda

[Since the last meeting] *Improving Our Effectiveness* (Nina Shields);

Actions;

Communications Strategy Update;

Rural Community Energy Generation Group update;

Update on the engagement of Consultants.

Date of the next meeting:

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

The meeting ended at 20.55.