

LEDBURY TOWN COUNCIL

Minutes of the Neighbourhood Plan Working Party Meeting held on Tuesday 6th October 2015 at 7pm in the Market House

Present: Councillors: A Crowe, E Fieldhouse, A Harrison, L Harvey, M Mackness.
Local Residents: I James - Chairman, L Bond, R Hadley, G Holliday,
N Shields, C Tustin

K Mitchell – Note Taker
M Bradman – In Attendance
J Jupp – In attendance

1. **Apologies** were received from Cllrs B Barnes, K Francis, M Mackness, and N Morris.

2. **Report of 8 September 2015:**

I James reported that 2 versions had been circulated. K Mitchell circulated the original version as Clerk to the meeting. I James had subsequently circulated a second version. A long discussion took place during which some members of the NPWP expressed a wish for narrative minutes. The Clerk advised that the NPWP was a Working Party of Ledbury Town Council and should operate accordingly; i.e. minutes should be as succinct as is consistent with clarity and accuracy. Further debate ensued.

To enable the meeting to progress, it was agreed to defer acceptance to a future meeting.

Matters Arising:

L Bond declared an interest in Parkway, and queried whether there would be a general 'Call for Sites'. The Chairman advised that there were no plans to have a general Call for Sites at this stage but that this would not stop windfall sites being brought forward in addition to any planned development.

3. **Declarations of Interests:**

None declared at this point in the meeting.

4. **Report from Sub-Groups Representatives:**

Review of Objectives and Policy documents:

Leisure and Community – still some work to do. A meeting with Sports England was scheduled for 9 October at the Town Council Offices. Objectives impacted by discussions to be included in revisions.

Employment - done.

Housing – done.

Environment – may need to be revisited.

Infrastructure – may need to be revisited.

Community and cultural facilities – RH and MM to review.

Retail – needs further work.

Action: R Hadley to contact Kat Griffiths as Chair of Traders re Retail.

Action: NPWP to review Housing documents.

Edited versions of above documents on dropbox to be reviewed to ascertain whether a second level of amendment is required to capture relevant information coming forward from Ledbury Town Council's committee comments on Town Plan action plans.

Action: Following review, I James to forward edited documents to the Town Council's Consultants, Foxley Tagg (FTP) to be put into presentable form.

I James confirmed that a letter had been sent to Foxley Tagg re linking evidence to objectives.

Action: I James to attend meeting at FTP offices. G Holliday may be able to attend, E Harvey to attend if G Holliday not available.

E Harvey noted that specific to retail, community and leisure, objectives may need to be amended to take account of Ledbury Places.

Action: Alex Clive and Suzanne Wenczek to be contacted for up to date position.

E Harvey advised the meeting that approaches had been received from various businesses and organisations regarding future development and that these should be taken into account in the objectives. She advised that the Aldi chain were about to launch a public consultation re building a supermarket on the vacant plot adjacent to the Galebreaker Factory.

Evidence : FTP Evidence Gap and Schedules to Cross Reference with Objectives

I James noted that there was a gap in schedules prepared by Foxley Tagg. Content and body of report do not tie up.

I James requested help to identify the gaps and to obtain the information from Foxley Tagg.

Action: E Harvey, R Hadley and G Holliday to assist I James re evidence believed to be in existence but not contained in Foxley Tagg document.

Theme Groups to look at providing evidence schedule to look back at objectives (format of transport and housing).

5. Options Workshop:

I James suggested re-setting the date.

**Action: Members to look at visions and forward to I James by Monday 12th October.
Date for meeting Saturday 17th October 2015 9.30am – Market House.**

6. Public Consultation Proposals for 17 October:

Consultation Material

A useful meeting had taken place on 26 September. I James had sent out an aide-memoire. K Mitchell confirmed that the A1 size plan of the Town had been ordered and should be available shortly.

Consultation would only be in relation to objectives only.

Action: I James to put together into one consistent document.

Discussion took place regarding consultation display materials ie maps, questionnaire, graffiti board, post it notes etc. and capture of data re people attending consultation event. Agreed that there would be one display board per theme group. A2 laminated maps to be obtained.

Possible production of booklet re visions and objectives was suggested.

I James suggested that this be discussed by the Management Group and asked for volunteers.

Action: Meeting to be arranged to discuss consultation materials etc. I James, R Hadley, E Harvey, C Tustin. Date to be arranged.

Action: Theme groups to provide materials for display.

The issue of whether the Barratt Browning Institute would be available was raised.

Action: EH to contact M Cooper, Ledbury Places to ascertain availability.

Action: New target date for consultation was agreed as early December; venue the BBI.

Publicity Required and Newsletter Printing Status

Publicity - banners etc. could be displayed well in advance of the consultation

There was some discussion re combining the event with presentation of the draft Town Plan. It was agreed to aim to do the two together.

Suggested publicity: Press release. article in the Focus and A5 handouts. Possibility of PVC banners. To be agreed by the Working Group.

7. Finance:

Awards for All Grant Application Update

K Mitchell confirmed that Awards for All had given verbal consent to a 3 month extension. If a longer period was required then it would be necessary to prepare a report and revised schedule demonstrating how money has been spent. (£8K for the NP and £2K for the Town Plan). The End of Project Report should have been submitted by 9 October 2015. Any grant money not spent within the required timeframe would need to be returned.

Action: I James requested that K Mitchell set out what the funding was for, what had been spent and where further money would be spent. KM highlighted that this was all in the original bid.

Action: Management Group to put together a revised schedule of work for submission to Awards for All requesting a longer extension.

K Mitchell queried whether the NP would be making an application for Locality Funding (DCLG Grant). E Harvey advised that this had not been applied for as it could only be used for new work not covered by the Awards for All grant, but that Paul Esrich of Malvern Hills AONB Partnership had suggested that the NPWP might wish to do a 'Landscape Impact Assessment' as a new piece of work which could be covered by DCLG grant.

Procurement of some paid Project Management assistance was discussed. E Harvey suggested David Priest (former Senior Planning Officer) who had supported previous NPs in other parts of the county.

Action: E Harvey to approach David Priest re attending Options Workshop on 17th October 2015.

To Review the NPWP Budget Requirement for 2016/17 to be presented to the next Economic Development and Planning Committee Meeting Scheduled to be held on 5 November 2015

Action: A Harrison and E Harvey to review NPWP budget requirement for 2016/17 for presentation at ED & PI Committee meeting on 5th November 2015.

8. Date of Next Meeting:

Tuesday 3rd November 2015 7.00 pm at the Market House.

The meeting closed at 9.05 pm.