

## LEDBURY TOWN COUNCIL

Neighbourhood Development Plan  
Management Team Meeting Minutes

**Tuesday, 26th January, 2016**

at 6pm in the Town Council Offices

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**Present:** Councillors Crowe (Chairman), Francis and Yeoman

**Local Resident:** Ms L Turner

**Also Present:** Mrs S Tagg, Foxley Tagg Planning  
Mrs M Bradman - Deputy Clerk

### 1. Apologies

All members were present.

### 2. Declarations of Interests

No interests declared at this point in the meeting.

### 3. Members reviewed and agreed the notes of the Communications & Consultation and Policies Group Meeting held on 12th January, 2016.

The following recommendations to Full Council were agreed:

**Recommendation to Full Council:** **It was agreed that the Terms of Reference, Working Together documents and Agreement Form with amendments be adopted by Full Council.**

An addition was made to item 7 to read:

**Recommendation to Full Council:** **To approve a two year extension to the Foxley Tagg Planning Ltd contract and that the that the additional £10,000 fee associated with a reviewed schedule be approved (ref C.104 - 12.15).**

Sally Tagg joined the meeting at this point.

### 4. Members received updates from:

#### **Communications and Consultation Group**

Ms Turner gave a brief verbal report on progress made so far. Sally Tagg offered some advise with regards to the consultation plan.

#### **Policies Group**

Councillor Yeoman gave a verbal report informing members that work was being progressed with regards to cross referencing the policies. It was agreed that the vision statement and objectives need not be altered in anyway.

**5. Call for Sites**

Members considered holding a Call for Sites to be carried out by Foxley Tagg Planning, in order that the report would be independent. Members discussed associated costs for this piece of work.

**Recommendation to Full Council: To approve a Call for Sites to be carried out by Foxley Tagg Planning and that a budget sum of £5,000 be allocated for this purpose (up to 15 sites).**

**6. Correspondence.**

The following items of correspondence were noted:

Email from Councillor Harvey re leaked documents.  
Email from Councillor Harvey offering items for discussion.  
Email re potential development site at Bromyard Rd.

**7. Finances**

**Budget**

Members received a copy of the current budget sheet which will be updated once the Town Council budget setting process has been completed.

**Grants**

The Deputy Clerk gave an update on the status of the Awards 4 All (A4A) grant informing members that an extension has been granted up to 31st March 2016. Any monies remaining unspent at this time is required to be returned to A4A with a report. The Town Council may re apply for the amount returned once the current grant account has been closed.

**8.** Any other matters relating to the Neighbourhood Development Plan.  
None raised.

**9.** To agree the date of the next group meeting and management meeting.  
To be arranged.