

LEDBURY TOWN PLAN WORKING PARTY MEETING - REPORT

Tuesday 23rd June at 7pm

At the Town Council Office, Ledbury

Present:

Liz	Harvey (Chair)	Christine	Tustin
Nina	Shields (Vice Chair)	Keith	Francis
Griff	Holliday (Acting Secretary)	Maria	Mackness (for item 2)
Andrew	Harrison (for item 2)	Elaine	Fieldhouse (for item 2)

1. Apologies were received from

Annette	Crowe	Ian	James
Sally	Holliday	Nick	Morris
Andrew	Manns		

2. Town Plan – Purpose and Process

For the benefit of new councillors who attended the meeting, Liz Harvey provided a briefing on:

- The general objectives for taking forward a Parish (Town) Plan
- The tasks and processes so far completed and used in taking forward the Ledbury Town Plan
- The Action Planning process which has completed with the production of Draft Action plans
- What tasks need to be done to complete the Town Plan.

3. Approval of minutes of 19th May 2015 meeting – Approved.

4. Matters arising from the Minutes – not covered elsewhere

No items arising not covered elsewhere.

5. Current activities:

a. Action Planning – Progress

- *Environment Group* – Draft Action Plan is complete.
- *Health and Welfare Group* – Draft Action Plan consolidated from individual plans
- *Traffic and Transport Group* – Draft Action Plan is complete.
- *Economic Development*:
 - Town Centre (Retail, Tourism and Visitors) – Christine Tustin & Ian James completed this Draft Action Plan.
 - Business Development and Employment – Draft Action Plan completed
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 - Housing – Draft Action Plan Completed.
- *Communications and Town Council* – This small area of Action Planning work still needed to be addressed. Action: Liz Harvey to progress with Democratic Working Party.
- *Young People* – A consolidated Draft Action Plan has been produced

The draft Action Plans have been circulated to active members of the Working Party for comment, following amendments to improve auditability and where appropriate consolidation.

Following agreement at the Town Council Meeting on 11th June, copies of the draft Action Plans have been forwarded to the Town Clerk for circulation to Town Councillors for review/comment.

Liz Harvey advised that the Action from the last meeting to review involvement of John Masefield High School in taking forward actions from the Town Plan was being progressed by her and Nick Morris. **Action: Liz Harvey to update**

Review progress of review at next meeting.

b. Young Persons Group – progress updates:

This group is currently taking forward the following outstanding actions – written report provided by Sally Holliday:

- Initial consultation meeting held on 1st June at John Masefield High School with 12 year 10 pupils with Sally and Bob Barnes. The youngsters were keen with lots of ideas for their involvement with the town. A follow up meeting has been arranged with the school for 29th June.
- The collection of data for “What’s On in Ledbury” listing of groups and organisations for young persons is complete and is being pulled together. It now needs a suitable place to reside where it can be maintained – discussions with CAL and Masters House taking place.

Other activities the group has identified are incorporated in the consolidated Young People’s Draft Action Plan for other groups and agencies to take forward.

Review progress at next meeting

6. Review of Activities and Timescales

The plan was reviewed. It was agreed that the group should now aim for the presentation of the Town Plan to take place in September, allowing a sensible amount of time to put the material together.

The general timescale is now as follows;

Time scale	Activity
June/July	Develop Draft Plan Material <ol style="list-style-type: none"> 1. Presentation – 2. Posters (based on presentation slides) for exhibition 3. Draft Plan document for circulation
August	Make admin arrangements for Presentation of Draft Plan <ul style="list-style-type: none"> - Book premises - Contact groups - Fix dates etc.
September	Presentation of Draft Plan <p><i>Purposes</i></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><i>Presentation Methods</i></p> <ol style="list-style-type: none"> 1. Present to Town Councillors – before general public

	<p>presentation e.g. in Town Council Office</p> <ol style="list-style-type: none"> 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 Response – Residents’ Priorities 2. Subjective Responses – post-its, emails etc 3. Volunteers to take things forward
October	Review Feedback
October	Draft Final Plan Document
November	Present Final Plan Document to Council
September/ November	Establish process(es) for implementation

The following **Actions** were noted:

- a) Communicate revised plan via Focus article in August Focus. Include in the article a request for residents to submit suitable photos with a Ledbury context for inclusion in the Town Plan. Photos could be included in the presentation. **Action: Nina Shields**
- b) Contact people known to photograph Ledbury and Ledbury events to submit a number of photos (say five) for possible inclusion in the Town Plan. **Action: Griff Holliday**
- c) Availability/suitability of public buildings for displays – check if the Barratt Browning could be a suitable place for a continuing display of material. **Action: Liz Harvey**
- d) Consider at what groups we should aim focused presentations in order to develop the presentation plan. **Action: All to consider for review at next meeting.**
- e) Identify a suitable “Ledbury personality” to write a forward to the Plan. Possible name identified. **Action: Liz Harvey to approach**
- f) Develop presentation material in the form previously agreed. **Action: Griff Holliday** to develop through July and circulate for review by group members.

Review at next meeting.

7. Ledbury Community Day

Liz Harvey reported that the stand had attracted good interest on the day and that the form of presentation tested satisfactorily. 15 people had given contact details for information on the Town Plan and the Neighbourhood Plan.

8. Issues List

Issues 2 and 3 will be addressed as the appropriate Draft Action Plans are taken forward. A further business breakfast has been held with the business community – in this case to explore future economic development in Ledbury, attended by Geoff Hughes from Herefordshire Council. Action re Issue 4 from March meeting noted for future clarification.

9. Budget Update

Expenditure to complete the Town Plan is included in Town Council budgets – it was agreed that ongoing needs for the Town Plan should be reviewed against latest expenditure projections to complete the work. **Action: Liz Harvey.**

10. Administrative Matters

- a. **Communications** – see 6a
- b. **Website** – Liz Harvey reported that she will take 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 once agreement from the NPWP is obtained. **Action: Liz Harvey**
- c. **Volunteer needs** – No issues this month.

11. Any Other Business

Liz Harvey advised that there had been 400 responses to Herefordshire Council's proposed amendment in the Core Strategy in respect of *access to the Strategic Housing Site north of the Viaduct*. The Planning Inspector is reviewing access again in view of the level of representation. (Only 600 responses in total were received re all the proposed amendments.)

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 6/15 Pending - awaiting way forward on the Value Town initiative	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 28th July**

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