

LEDBURY TOWN PLAN WORKING PARTY MEETING - MINUTES

Tuesday 25th August at 7pm

At the Town Council Office, Ledbury

Present:

Nina	Shields (Vice Chair)	Christine	Tustin
Griff	Holliday (Acting Secretary)	Patricia	Wilkin
Sally	Holliday	Keith	Francis
Nick	Morris	Mary	Cooper (for item 2a)
Catherine	Edwards (for item 2a)		

1. **Apologies** were received from

Liz	Harvey (Chair)	Ian	James
Bob	Barnes		

2. **Approval of minutes of 28th July 2015 meeting** – Approved.

2a. **(Special Item) Youth provision in Ledbury**

- Catherine Edwards introduced herself and her proposals to provide support services for young people in Ledbury and District, working with local agencies
- Catherine is currently deputy head at a local special school. She is planning with two colleagues to establish an independent commercial service providing services such as mentoring and the development of social, emotional, work related and life skills for young people, operating from 2nd Quarter 2016. She noted that they would have some land outside Ledbury, but were looking for premises in Ledbury to operate from.
- The meeting noted that such support services could be appropriate within the development of youth provision in Ledbury, being provided on a commercial basis, or possibly (and this depended on circumstances) on a voluntary basis.
- Mary Cooper updated the meeting on proposals to develop a youth drop in centre at the Barrett Browning Institute, and that other organisations such as Close House in Hereford were being involved in planning.
- The meeting noted that Catherine had now been put in touch with both Mary Cooper and Rob Yeoman in order to develop any synergies between them of benefit to Ledbury.

No further action for this working party

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

No items arising not covered elsewhere.

4. **Current activities:**

a. **Review of Action Plans by the Town Council - progress**

- Draft Action Plans for Economic Development, Environment, Health and Welfare and Traffic and Transport have been circulated to the Town Council Committees for comment. The Draft Action Plan for Young People has been provided to the Town Council
- Current Status (*confirmed by Town Clerk on 29th July*)
 - *Economic Development* – Housing, Retail and Employment sections have been referred to the Neighbourhood Plan working party. No comment on Visitors and Tourism.
 - *Traffic and Transport* – Referred to Traffic management working party
 - *Health and Welfare* – Reviewed and comments returned – Action Plan will be

- updated
- *Environment*– For review at next Environment and Leisure Committee (3rd September)
- *Young People* - For review at next Environment and Leisure Committee (3rd September)
- *Communications and Town Council* – This small area of Action Planning work is being progressed by the Democratic Participation Working Party.

Review progress of review at next meeting.

b. Development of Presentation Material

Griff Holliday reported as follows:

- The Powerpoint presentations based on the draft Action Plans are all now complete and following review by the Action Plan groups, these have been sent out to regular attendees of the Working Party for review. Comments are to be provided to Griff – some have been received. **Action: all.** These presentations may be subject to further amendment depending on comments received from Town Councillors review of the draft Action Plans on which the presentations are based.
- A listing of the contents of the Town Plan Document has been prepared. Copies were handed out at the meeting for members to comment on. **Action: all.**
- A first draft of sections of the Town Plan Document were circulated, and members were asked to comment by 28th August if they had major concerns about the general layout of the content proposed. **Action: all.** Griff H is planning to complete the first drafting by 4th September.
- The meeting noted that the final version of the Plan should reflect the style of publicity etc. that is planned for the Neighbourhood Plan.
- The meeting discussed the provision in addition to the printed Town Plan (likely to be 40 plus pages) of a simple extract document that could be distributed in print form more widely than is planned for the full Town Plan document. **Review further at next meeting.**

c. Young Persons Group

Sally Holliday reported that further plans for development of a youth representative body would be taken forward with John Masefield High School once the new term is under way.

Sally H said that she felt it was now time that Ledbury Town Council had a greater active role in the development of proposals with JMHS to support herself and Bob Barnes. Nick Morris said he would be willing to help the process. It was agreed that a request should be made at the Environment and Leisure Committee in their forthcoming review the Young Persons Draft Action Plan for more support for this process. **Action:** Nick M and Keith Francis. Sally H will also contact Bob Barnes.

Further to possible contact with HVOSS to help the process, Liz Harvey has suggested Sally H contacts Tony Hodder in respect of possible involvement by the Close House team. **Action: Sally Holliday**

5. Review of Activities and Timescales

The meeting reviewed the plan was reviewed. The presentation of the Town Plan still needs to be coordinated with the planned consultation on the Neighbourhood Plan.

The general timescale is now as follows;

Time scale	Activity
June/August	Develop Draft Plan Material <ol style="list-style-type: none"> 1. Presentation (out for review) 2. Posters (based on presentation slides) for exhibition (outstanding but content drafted)

	3. Draft Plan document (in development)
September	Make admin arrangements for Presentation of Draft Plan <ul style="list-style-type: none"> - Book premises - Contact groups - Fix dates etc.
Late September/October	Presentation of Draft Plan Purposes <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 Presentation Methods <ol style="list-style-type: none"> 1. Present to Town Councillors – before general public presentation e.g. in Town Council Office 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 Feedback <ol style="list-style-type: none"> 1. Simple Response – Residents’ Priorities 2. Subjective Responses – post-its, emails etc 3. Volunteers to take things forward
November	Review Feedback
November	Draft Final Plan Document
December	Present Final Plan Document to Council
September/ December	Establish process(es) for implementation

The following were noted:

- An update has appeared in the August edition of Ledbury Focus
- Requests have been made to local people known to photograph Ledbury and Ledbury events for photos to support the Town Plan presentation. A number have already responded – including Jan Long and Tony Cook.
- The trustees of the Barratt Browning Institute have confirmed that it could be used for the presentation. Some tidying up/decoration of the building would be needed.

Now that the Power Point presentations are nearly complete (subject to review) it was agreed that arrangements for their presentation to Town Councillors ahead of the general community should be followed up with the Town Clerk, following up the recommendation in the last minutes. **Action:** Griff H to follow up.

Review at next meeting

6. Issues List

Issues 2 and 3 will be addressed as the appropriate Draft Action Plans are taken forward. Action re Issue 4 from March meeting noted for future clarification. Nick Morris agreed to follow up re Issue 5 with Liz Harvey and JMHS. **Action: Nick Morris**

7. Budget Update

Nothing to report.

8. Administrative Matters

- a. **Communications** – see 5
- b. **Website** – Liz Harvey reported that Rich Hadley has started to update the 'Imagine Ledbury' website to include the documentation sent some time back for the Town Plan. Given the likelihood of the website playing a strong role in the consultations for the Neighbourhood Plan he is not keen to have management transferred elsewhere currently.
- c. **Volunteer needs** – Volunteers will need to be contacted when we have dates for the presentation.

9. Any Other Business – 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 6/15 Pending - awaiting way forward on the Value Town initiative	All	ongoing
5	Review involvement of JMHS in the implementation of Town Plan initiatives – future meeting to be arranged in new term 8/15	Nick M with Liz H	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 22nd September**

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 27th October
- Tuesday 24th November