



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193
e-mail: admin@ledburytowncouncil.gov.uk website: www.ledburytowncouncil.gov.uk

Dear Member,

NOTICE IS HEREBY GIVEN that a Meeting of the **Economic Development & Planning Committee** will be held in The Town Council Offices, Ledbury on **Thursday, 6th October 2016 at 7.30pm**. All Committee members are summoned to attend.

The business to be transacted is set out in the agenda, which is detailed below.

Mrs K. J. Mitchell
Clerk to the Council
29.09 2016

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

Anyone who objects to being filmed or recorded should notify the Clerk or Chairman prior to the commencement of the meeting.

A G E N D A

1. To receive apologies for absence.
2. To receive any declarations of interest and written requests for dispensations.
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.
3. Public Participation.
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.
4. Minutes.
To approve as a correct record, the Minutes of the Economic Development and Planning Committee meeting held on Thursday, 1st September, 2016.

Copy previously circulated

5. Planning Applications.

To comment on Planning Applications to be determined by Herefordshire Council:-

1.	162063	Proposed conversion of redundant upper floor accommodation into one three bedroom self contained dwelling at 4 High Street, Ledbury HR8 1DS. PLANNING PERMISSION
2.	162774	Works to various trees covered by Tree Preservation Order at 2 Upper Hall, Ledbury HR8 1JA. WORKS TO TREES COVERED BY TPO
3.	161795	Retrospective application for stoned access track at Hazle Meadows, Ross Road, Ledbury. PLANNING PERMISSION
4.	164289	Proposed dropped kerb at 46 Lower Road, Ledbury HR8 2DH. PLANNING PERMISSION
5.	162892	Proposed 4 no. outdoor AC condensing units at ground floor level to rear of the building at 3 The Homend, Ledbury HR8 1BN. PLANNING PERMISSION
6.	162893	Proposed 2 no. shopfront fascia signs with non-illuminated logos to the front and side elevations at 3 The Homend, Ledbury HR8 1BN. ADVERTISEMENT CONSENT
7.	162895	Proposed external and internal works at 3 The Homend, Ledbury HR8 1BN. LISTED BUILDING CONSENT
8.	163055	Proposed flat conversion and formation of box dormer at the rear at 4 The Southend, Ledbury HR8 2EY. PLANNING PERMISSION
9.	163057	Proposed flat conversion and formation of box dormer at the rear at 4 The Southend, Ledbury HR8 2EY. LISTED BUILDING CONSENT

6. Planning Application Decisions

To receive a summary showing determinations made by Herefordshire Council on applications previously considered by Ledbury Town Council.

7. Budget 2016/17

To consider the 1st draft of the budget required by the Economic Development & Planning Committee for 2017/18. **E.1**

8. Working Parties/Task & Finish Groups

8.1 Charter Market.

To receive a report from the Charter Market Working Party meeting held on 20th September, 2016. **E.2**

8.2 Town Plan

To receive a report from the meeting held on 12th September 2016. **E.3**

8.3 Traffic Management

To arrange a meeting to review outstanding traffic management issues.

9. Highways

To consider arrangements for the maintenance and sponsorship of town roundabouts. (P.65 - 06.16 refers)

10. Correspondence - for information.

To note correspondence received.

11. Date of next meeting and items for future agenda

The next meeting of the Economic Development & Planning Committee will be held on Thursday, 10th November, 2016.

Each Councillor is requested to use this opportunity to raise items for inclusion on future agendas.

**Members of the public and the Press are welcome to attend
this meeting.**

www.ledburytowncouncil.gov.uk

6 OCT 2016
Ledbury Town Council

Ledbury Town Plan – Record of a meeting on Monday 12 September

Present: *Representing the Town Council:* Councillors Fieldhouse, Eager and Barnes

Members of the former Town Plan Working Party: Councillors Francis and Morris, Nina Shields, Griff Holliday, Sally Holliday, Patricia Wilkin, Christine Tustin

Apologies: Councillors Baker and Yeoman

Meeting Objective: To identify means to develop a plan and structure to progress and monitor achievement of the objectives and actions of the Town Plan

Points from the Meeting

1. *Ways of taking the Town Plan Forward*

Examples of how other town councils have organised themselves to action and monitor were identified. Two approaches were identified – these are not exclusive:

- a) A working group responsible to the council overseeing delivery of all action plans – adopted by Much Wenlock (3 councillors), Ross-on-Wye (a Town Plan progress group), Evesham (delivery committee of councillors and stakeholders).
- b) Objectives and actions aligned to council committees, forming part of the committee's business plans and reviewed accordingly – adopted by Hereford City and Ludlow.

The council will need to establish an action plan, as a minimum for the current year, to comply with the requirements of the Foundation Aware in the Local Council Award Scheme – the objectives and actions of the Town Plan should contribute to this.

Outcome: The Town Council should consider the most suitable structure to action and monitor the Town Plan, noting that the plan includes activities that will extend over a number of years.

2. *Ownership of objectives*

The meeting noted that the Town Council had prime responsibility for many of the objectives, but there were also those where the prime responsibility for change or improvement lay with other parties or agencies – e.g. those connected with health matters. For these, the Town Council's role is as a champion or enabler, identifying parties who can take the lead in achieving an outcome. It was felt that the Town Council is well placed to take a co-ordinating role for the Town and parish.

A typical example is an objective to ensure adequate provision of affordable housing – the Town Council has no powers to build houses, but can take action when housing schemes are proposed to ensure such needs are promoted. To help the process, the Planning Committee could develop a check list from the information in the Town Plan to assess how planning applications meet the objectives in the Plan.

It was noted that without some ownership and coordination, parallel and conflicting initiatives could go forward costing the Town in time and resource. The importance of communication was discussed, particularly where actions cannot be taken immediately or where the Town Council is acting as co-ordinator / enabler.

Outcome: The Town Council should confirm those objectives for which it has a direct responsibility and those where it acts as an enabler. (This is already identified to some

extent in the detail of the Town Plan). It would also be helpful to develop a communication plan covering the Town Plan and other objectives within the council's overall plan.

3. *Reviewing priorities and timespans*

The meeting discussed and noted:

- The objectives are sorted in sections which generally fit with the current committee structure – the exception being Young People which cuts across committees
- Objectives should be assessed in terms of what can be done in the short term and what in the longer term – perhaps in stages in some cases. The Town Plan has a currency of 5 to 7 years – not everything can be done at once, and some objectives are more demanding.
- Objectives should be considered in terms of resource needs, and finance needs including availability of grant funding or other funding sources.
- Early win/wins should be identified – including continuing a number of initiatives underway
- Budget provision for 2017/18 will be needed to take projects forward
- Developing a checklist will enable review and monitoring – and would form a ready basis for reporting progress on the Town Plan to the Town and its residents, and a means for a continuing process of Plan, Action and Review.

Outcome: There are benefits from making this review an early activity for the council or council committees, and in developing a checklist.

4. *Current initiatives*

The meeting noted:

- *Visitors, Tourism and Events* – several initiatives are underway in parallel streams without coordination or communication. This important area for Ledbury needs coordination and ownership with clear lines to the Council.
- *Young People/Youth Council* – again several parallel initiatives are being taken forward. There is currently no reporting line for the Youth Council work to the Town Council.

These are opportunities for the Town Council to take a lead.

5. *Additional help*

Members of the former Working Party will be happy to help the Town Council with the process of review, walking through the documentation that is available. It was noted that the Town Plan document is a relatively high level summary of the information available and that there are various levels of detailed back up information available. It is recognised that achievement of many of the objectives depends on finding resource. People who have assisted the Town Plan e.g. in the development of Action Plans could provide some of this resource.

6. *Next steps*

- a) This note to be presented to Full Council at the next available meeting
- b) Town Council to consider best structure for progressing and monitoring the Town Plan objectives
- c) Town Council to take forward prioritisation of objectives, particularly those that can be progressed in the 2017/18 council year

d) Town Council to provide coordination of current unreported initiatives (4 above.)

Councillors present suggested a separate meeting of councillors at which the outcome and suggestions from this meeting could be discussed and a way forward agreed – the Town Plan team will be happy to assist in providing information support for such a meeting.

A further meeting of participants of this meeting to review progress was agreed for Monday 28th November at 7pm at the Town Council Offices

Notes by G Holliday

15 September 2016