

Ledbury Town Plan Working Group**Tuesday 20th March 2018****7pm at Ledbury Town Council Offices, Church Lane****Report of Meeting**

Attendees: Councillors Francis, Morris and Shields, Griff Holliday, Sally Holliday, Patricia Wilkin, Christine Tustin

1. Apologies: None
2. Review of progress in respect of issues discussed/recommended at the meeting on 28th November 2016

- a) Progress with operational review and action plan – and impact on progressing Town Centre initiatives.
Status: *2nd working party meeting postponed because of weather – Councillor Morris will request the meeting to be reconvened.*

Review at next meeting

- b) Providing for town, business and trade development – progress with proposals for a Town Centre manager, and provision in Town Council budgets

Status: *At the meeting of Economic Planning and Development Committee on 7th September it was agreed to delay any further discussion on the possibility of appointing a Town Centre Development Manager until the conclusion of the Operational Review (see 2a above).*

Town Promotion: Economic Development and Planning (EDP) Committee on 4th January recommended that a town promotion group should be re-established – an action that the last TPWG endorsed. It was not clear what action if any had been taken subsequently.

Development of Market: Griff Holliday noted the report of the Charter Market Working Party meeting on 27 February when a representative of the NABMA was present. It was not clear what further action if any was being taken.

It was agreed to raise **both** these matters at the next Town Council meeting when the report of the March EDP would be reviewed. The TPWG would be very willing to stage a meeting or meetings to discuss options on these matters further with interested councillors. Councillor Shields will extend an invitation to the Chair of EDP to attend the next meeting of the TPWG. **Action: Councillor members to pick up on 5th April.**

Visitor Website: Christine Tustin is establishing whether the current unmaintained Explore Ledbury website could be taken forward as an alternative to developing a website from scratch. **Action: Christine Tustin**

Review at next meeting

- c) Setting up a patient group to consider health issues throughout the town.
Status: *A further meeting with representatives from Healthwatch Herefordshire was held on 5th March including the Healthwatch Chair Ian Stead. It was agreed to take forward a representative Ledbury Health Group with the two town surgery PPGs as a base. Healthwatch are keen for this initiative to succeed and are providing support.*

Griff Holliday confirmed that Market Surgery PPG are meeting on 10th April to discuss representation on the new group. Patricia Wilkin (who will represent St Katherine's PPG) confirmed she is happy to take things forward to a next meeting – at which the Healthwatch engagement officer can be present. Councillor Shields confirmed she would like to be a part of the group in a personal capacity.

Review at next meeting

- d) Coordination of sports groups to optimise use of sports facilities.
Status: *Following concerns over sports provision and representation in Ledbury, Ledbury and District Sports Federation has now been re-established with new officers to take matters forward as required.*

Concern had been expressed about the adequacy of requirements for sports provision in the Neighbourhood Plan – a revision of the plan to address this concern has been made but it not yet available in the public domain.

Review at next meeting

- e) Youth Council
Status: *Mr Evans, the Head of John Masefield High School has agreed for activities of the Youth Council to be revived following suspension in September 2017.*

Sally Holliday reported that a presentation had been made by Councillor Crowe and herself to JMHS year 9s with Mr Evans support – so far four volunteers had come forward. Four members of the year 10 youth councillors had been very keen to continue and supported the presentation to year 9s. A first meeting of the revived Youth Council is

planned for 26th March. She hoped that the Youth Council would be able to play a part in Community Day on 9th June. **Action: Sally Holliday**

Review at next meeting

f) Traffic Management

Status: *The report on Ledbury's Public Realm (including traffic management) being produced by Balfour Beatty for Herefordshire Council due for publication at the end of March 2017 is still not available – in July it was expected to be available to stakeholders in September.*

The Town Clerk has reported that she has received no news on this.

Action: Griff Holliday to chase up further.

g) Visitor Brochure arrangements and budget

- The new Joined Up Heritage/Traders Association Arrival brochure will be launched this month.
- The distribution of the remaining 19,000 copies (approx.) of the 2016 edition Destination brochure is now going forward with Glide Publications.
- Consideration of a reprint of the Destination brochure is deferred for the time being.

h) Communications with residents and businesses

Work is continuing on a requirements document for the redevelopment of the Town Council website. An article was included in the March Focus edition asking for suggestions for Participatory Budgeting. The Town Council has agreed to take part again in Ledbury Community Day.

Review at next meeting.

3. Any other business

There was no other business.

Next Meeting: Tuesday 1st May 2018 at Town Council Office at 7pm.

Griff Holliday
For Ledbury Town Plan Working Group
22nd March 2018

Ledbury Town Plan Working Group

Tuesday 1st May 2018

7pm at Ledbury Town Council Offices, Church Lane

Report of Meeting

Attendees: Councillors Francis, Morris and Shields, Griff Holliday, Sally Holliday, Christine Tustin

1. Apologies: None
2. Opportunities to develop the town centre's economy, visitor profile and markets. It was not possible to progress this item due to the resignation of the Chair of the Economic Planning and Development Committee (EDP).

Resolved to invite the new chair of EDP when confirmed.

3. Review of progress in respect of issues discussed/recommended at the meeting on 28th November 2016

- a) Progress with operational review and action plan – and impact on progressing Town Centre initiatives.

Status: *2nd working party meeting taken place and further activity planned.*

Review at next meeting

- b) Providing for town, business and trade development – progress with proposals for a Town Centre manager, and provision in Town Council budgets

Status: *At the meeting of Economic Planning and Development Committee on 7th September it was agreed to delay any further discussion on the possibility of appointing a Town Centre Development Manager until the conclusion of the Operational Review (see 2a above).*

Town Promotion: Economic Development and Planning (EDP) Committee on 4th January recommended that a town promotion group should be re-established – an action that the last TPWG endorsed. **Status:** No further action – was due to be discussed under item 2.

Development of Market: Griff Holliday noted the report of the Charter Market Working Party meeting on 27 February when a representative of the NABMA was present. **Status:** Discussion on this matter was deferred by EDP to a future meeting – not on agenda for 3rd May meeting.

The TPWG remains very willing to stage a meeting or meetings to discuss options on these matters further with interested councillors.

Visitor Website: Christine Tustin is establishing whether the current unmaintained Explore Ledbury website could be taken forward as an alternative to developing a website from scratch. **Action: Christine Tustin**

Review at next meeting

- c) Setting up a patient group to consider health issues throughout the town.
Status: *A meeting with representatives from Healthwatch Herefordshire on 5th March agreed to take forward a representative Ledbury Health Group with the two town surgery PPGs as a base.*

Griff Holliday confirmed that Market Surgery PPG have agreed their representation on this initiative. He was awaiting an update from Patricia Wilkin (who will represent St Katherine's PPG) on taking things forward. The Healthwatch engagement officer will attend the next meeting. Councillor Francis confirmed he was willing to host the meeting at the Town Council Office. **Action: Griff Holliday** to contact Patricia Wilkin.

Review at next meeting

- d) Coordination of sports groups to optimise use of sports facilities.
Status: *Following concerns over sports provision and representation in Ledbury, Ledbury and District Sports Federation has now been re-established with new officers to take matters forward as required.*

Concern had been expressed about the adequacy of requirements for sports provision in the Neighbourhood Plan – a revision of the plan to address this concern has been made.

Resolved: Members of the Group should consider whether the provision is now adequate and comment if they feel necessary within the current consultation.

- e) Youth Council
Status: *Mr Evans, the Head of John Masefield High School has agreed for activities of the Youth Council to be revived*

Sally Holliday reported that three meetings of the Youth Council had been held with both Year 10s and Year 9s taking part. The Youth Council will be taking part in Community Day on 9th June with a table display, and by joining with the Friends of the Children's Centre Family Fun Day. The Youth Council were also organising a children's competition for the Ledbury Celebration featuring a choice of a poem about food or a picture of "my favourite food".

Following Councillor Crowe's resignation, Sally Holliday noted the need for a replacement Councillor to represent the Town Council to the Youth Council. **It was agreed** that for time being Councillors Francis and Shields would support this activity. Sally Holliday will contact Mr Evans to advise the change in representation. **Action: Sally Holliday**

Resolved: To review ongoing representation to the Youth Council once the complement of Councillors on the Town Council has been restored following recent resignations.

The meeting thanked Annette Crowe for her sterling work in establishing the Youth Council and her continuing support for this initiative over the past 2 years, and Sally Holliday for her persistence in recent months.

Councillor Shields will ask for provision for space for the Youth Council in the Town Council website redevelopment. **Action: Councillor Shields**

Review at next meeting

f) Traffic Management

Status: *The report on Ledbury's Public Realm (including traffic management) produced by Balfour Beatty for Herefordshire Council due for publication at the end of March 2017 is still not available*

Griff Holliday is chasing this up. Councillor Francis will also follow up.

g) Visitor Brochure arrangements and budget

- The new Joined Up Heritage/Traders Association Arrival brochure was launched at the end of March and is widely available.
- Distribution of the remaining 19,000 copies (approx.) of the 2016 edition Destination brochure is continuing with Glide Publications.
- Consideration of a reprint of the Destination brochure is deferred for the time being.

h) Communications with residents and businesses

Work is continuing on a requirements document for the redevelopment of the Town Council website. A piece has been submitted to the Focus introducing the new Office team. The Town Council has agreed to take part again in Ledbury Community Day. **Review** at next meeting.

4. Any other business - There was no other business.

Next Meeting: Tuesday 26th June 2018 at Town Council Office at 7pm.

Griff Holliday
For Ledbury Town Plan Working Group

9th May 2018