

**MINUTES OF A MEETING
OF AN EXTRAORDINARY MEETING OF THE
FULL COUNCIL COMMITTEE MEETING HELD ON
22 MARCH 2021
VIA ZOOM**

PRESENT: Councillors Bannister, Chowns, Harvey (Deputy Chair), Howells, Knight,

**IN
ATTENDANCE:** The Town Clerk – Angela Price

C309 APOLOGIES

Apologies were received from Councillor Eakin, Manns and Vesma. Standing Apologies were received from Councillor Whattler.

C310 DECLARATION OF INTERESTS

None received.

C311 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 4 FEBRUARY 2021

Members were requested to approve as a correct record, the minutes of the Full Council Meeting held on 4 February 2021.

RESOLVED:

That the minutes of the meeting of Full Council held on 4 February 2021 be approved and signed as correct record.

C312 UPDATE ON NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

Members were requested to receive and note the minutes of the Neighbourhood Development Plan Working Party held on 2 February and 2 March 2021.

RESOLVED: That the notes of the Neighbourhood Development Plan Working Party held on 2 February and 2 March 2021 be received and noted.

C313 NOTES OF MEETINGS 23-25 OF THE STEERING GROUP

Members were requested to receive and note the notes of meetings 23-25 of the steering group.

Councillor Howells advised that the notes reflected the progress that the NDP Working Party are making.

RESOLVED: That Members of the Economic Development and Planning Committee receive and note the Steering Group notes 23-25.

C314

TO APPROVE INVOICES FOR PAYMENT

Members were provided with invoices from the two consultants engaged to assist with the Neighbourhood Development Plan.

The Chairman advised that a recommendation had been made at the Economic Development and Planning Committee to agree to the invoices, **minute number P393.**

Councillor Howells advised that the NDP Working Party had received a locality grant of £5,000 to pay for the consultant's work. He explained that the grant money had to be spent by the end of March 2021 and the invoices needed to be approved in the meeting because of this.

Councillor Howells thanked the Town Clerk for meeting the grants deadline and asked for this to be noted in the minutes.

RESOLVED: That the Clerk is authorised to pay the invoices received from the NDP Consultants, Carly Tinker and Bill Bloxsome.

C315

TO APPROVE PROPOSED INVITATIONS FOR ADDITIONAL CONSULTANCY WORK

Members were asked to approve three proposed invitations for additional consultancy work in respect of the NDP.

It was noted that the three proposals were to be sent to the existing consultants due to time constraints, and that it would be more cost effective to continue working with Carly Tinkler, Bill Bloxsome and Maxine Basset than to engage with new consultants.

Councillor Harvey requested that the specific Financial Regulations be noted in the minutes:

(10.3) All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

(11.1) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items: for specialist services such as are provided by solicitors, accountants, surveyors, and planning consultants.

RESOLVED: That the Town Clerk be authorised to send the three proposed invitations for additional consultancy work to Carly Tinkler, Bill Bloxsome and Maxine Basset.

C316

TO GIVE CONSIDERATION TO AND AGREE THE LIMITED AIMS AND OBJECTIVES OF THE NDP REVISION.

Members were requested to give consideration to and agree the limited aims and Objectives of the NDP revision document, agreed at a meeting of councillors on 25 January 2021, and as recommended at a meeting of the Economic development and planning committee held on 11 February 2021, **minute number P394.**

RESOLVED: That the Limited Aims and Objectives of the NDP Revision document be approved.

C317

TO GIVE CONSIDERATION TO AND MAKE RECOMMENDATION FOR APPROVAL AT FULL COUNCIL.

Members were requested to give consideration to a recommendation from the Economic Development and Planning Committee, that the Communications and Consultations Plan be approved, and that the following documents be received, noting that further work was required on all three documents.

1. Issues Report
2. Summarised Version of Issues report to be distributed to residents.
3. Residents Questionnaire

Councillor Harvey advised members that draft copies could be found on the Ledbury Town Council website.

Councillor Howells advised members that there are two plans in relation to providing the first stage of the public consultation. Depending on what the Government Guidance and lockdown rules are, he advised that questionnaires will be available online, and if possible, there will be a public consultation face to face.

It was anticipated that the second consultation will be held with the public in person, where residents will be able to ask questions and join in conversation.

RESOLVED:

1. **That Full Council approve the Communications and Consultations Plan.**
2. **That documents 1-3 be received and noted, noting that if members would like to make comment that they are emailed to Councillor Howells by Monday, 29 March 2021.**
3. **That documents 1-3 are submitted to the next meeting of Economic Development and Planning Committee on Thursday, 8 April 2021 for consideration.**
4. **That the Town Clerk arrange an Extraordinary meeting of Full Council on Thursday, 15 April 2021 at 6:00pm to approve documents 1-3.**

C318

DATE OF THE NEXT MEETING

RESOLVED: that it be noted that the date of the next Full Council meeting is scheduled on Thursday, 1 April 2021

The meeting closed at 8.30 pm.

Signed
Town Mayor

Date

DRAFT