

## LEDBURY TOWN COUNCIL

### MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL

HELD ON 14 JULY 2022

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**PRESENT:** Councillors Auburn, Bannister, Eakin, Howells, Hughes, Sims and Whattler

**ALSO PRESENT:** Angela Price – Town Clerk  
Charlotte Barltrop – Minute Taker  
1 member of the public

#### **C544 APOLOGIES**

Apologies were received from Councillors Harvey, Manns, Morris, Shields and Sinclair

#### **C545 DECLARATIONS OF INTERESTS**

None.

#### **C546 TO RECEIVE AND NOTE THE NOLAN PRINCIPLES**

That the Nolan Principles were received and noted.

#### **C547 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

None received.

#### **C548 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 9 JUNE 2022**

It was discussed by the members of the Council that how many members of the public attending the meeting should be noted in the minutes.

#### **RESOLVED:**

**That the minutes of the Council Meeting Held on 9 June 2022 be approved and signed as a correct record.**

## **C549 NEIGHBOURHOOD DEVELOPMENT (NDP)**

### **i. LEDBURY NDP 2021-31 SUBMISSION DRAFT PLAN**

Councillor Howells provided a short introduction to the NDP and advised that the document included in the agenda provided amendments in red which were as a result of the Reg 14 Consultation responses. He advised that this document would now be sent to Sam Banks at Herefordshire Council with the amendments highlighted and following the next stage of the process whereby the Consultant will provide an amended final report, this will also be forwarded to Sam Banks.

#### **RESOLVED:**

**That the submission draft of the NDP be submitted to Herefordshire Council under Regulation 15 of the Neighbourhood Planning Regulations, together with the Schedules of Representations and Alterations made to the submission draft as a result of the Representations.**

### **ii. LEDBURY NDP SCHEDULE 1 – SCHEDULE OF REPRESENTATIONS IN RESPONSE TO DRAFT NDP, JULY 2022**

Councillor Howells advised that the Strategic Environmental Assessment (SEA) was still outstanding. He proposed that the Council provide delegated powers to the Economy & Planning Committee meeting on 11 August 2022 to approve the additional documents to enable the Council to move the NDP to Reg 16 with Herefordshire Council.

#### **RESOLVED:**

**That the Economy & Planning Committee, scheduled for 11 August 2022, be given delegated powers to approve the additional documents, including the SEA, to enable the Council to progress to Reg 16.**

### **iii. LEDBURY NDP – SCHEDULE 2 – CHANGES MADE IN RESPONSE TO COMMENTS RECEIVED UPON THE REGULATION 14 DRAFT PLAN AND MATTER ARISING SINCE THE COMMENCEMENT OF THE CONSULTATION PERIOD, JULY 2022**

#### **RESOLVED:**

- 1. That Council delegates to the Economy & Planning Committee due to be held on 11 August 2022, the approval of the following three additional documents needed to be provided during August for Herefordshire Council to move the NDP to the Reg 16 stage, noting that these are not strategic documents:**
  - A new SEA/HRA (Strategic Environmental Assessment and a Habitats Regulation Assessment) which will be produced by Herefordshire**

**Council once the NDP submission draft has been approved by Council and submitted to Herefordshire Council**

- **A 'Basic Conditions Statement' and**
- **A 'Consultation Statement', both of which will be produced by our consultant Bill Bloxsome once the SEA and HRA documents are provided by Herefordshire Council**
- **It may also be necessary to edit and reconfirm the Schedules of Representations and Alterations if the SEA and other documents necessitate them**

#### **iv. NDP BUDGET**

Councillor Howells informed the Council that the NDP is expected to come in £500 under budget. He suggested that this may be paid to consultants who have delivered far more than they were expected.

Councillor Hughes stated that the surplus monies should be returned to Council funds rather than to be passed on to consultants.

**RESOLVED:**

**That any underspend be returned to Council funds.**

#### **V. NDP PROJECT TIMELINE**

Councillor Howells stated that although this can be 6 weeks, it has been advised that 8 weeks is allowed for the next stage.

**RESOLVED:**

**That the Project Timeline be received and noted.**

#### **C550 WAR MEMORIAL**

The Clerk updated the meeting on the status of the War Memorial repairs advising that a Listed Building application had been submitted by Caroe & Partners. She provided Members with the names of three companies who had expressed an interest in tendering for the works and advised that she would make these available to all Councillors following the meeting. in order that they may carry out their own due diligence prior to the tenders being received. These companies will be invited to tender for the work, and the tenders will be submitted to the council anonymously, to ensure a fair and transparent process.

The Clerk advised Members of questions within the draft Preliminaries document received from Caroe & Partners as follows:

1. Can the three parking spaces by the War Memorial be reserved for the contractors use? – The Clerk advised that she had contacted Herefordshire Council regarding this.
2. Are there electricity and water supplies in the vicinity of the War Memorial that may be utilised by the contractors? – Water may be available from Alms Houses, but this would need to be confirmed.
3. Is there a space which can be utilised as a site compound for the contractors whilst the work is carried out? – The report advises that this will not be possible due to the size and location of the site.

## **C551 EXCLUSION OF PRESS AND PUBLIC**

At this point it was proposed that a vote be held by the Council regarding whether members of the press and public should be excluded from the rest of this meeting.

Councillor Hughes asked if there had any specific advice regarding this discussion should be held in a private meeting.

The Clerk reminded Members that the advice received from the Councils solicitor throughout the process was that until such time the agreement between Ledbury Town Council and the contractor had been signed all discussions should remain confidential and therefore should not be discussed in a public session.

**RESOLVED:**

**That in accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, the press and public are excluded from the remainder of the meeting.**

The Clerk provided a copy of the draft agreement reached between the Council and The Stone Workshop for consideration.

**RESOLVED:**

**That the Clerk be authorised to instruct the Council's solicitor to prepare the final document for signing by the Town Council and The Stone Workshop, noting that the document will be signed by the Mayor and Clerk once prepared.**

## **C552 DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of Full Council is scheduled for 4 August 2022 at 7.00 pm in the Burgage Hall**

The Meeting closed at 6.37pm.

**Signed .....** **Date .....**