

Ledbury Town Council

**Notes of a meeting of the Neighbourhood Development Plan Working Party**  
**Held on Monday , 12 August 2019**

**Present: Councillor Howells, (Chair), Nicola Forde, Ann Lumb, Beverley Kinnaird and Paul Kinnaird**

**Also Present: Angela Price- Town Clerk**

**Olivia Bundy- Minute Taker**

**Carly Tinkler- LSCA Consultant**

**Julie Knight – Practice Manager – St Katherine's Surgery**

**31. Apologies:**

Apologies were received from Paul Neep, Ian James and Patrick Goode

**32. To receive the notes of the meeting of the NDP Working Party held on the 2 and the 22 July 2019**

**RESOLVED:**

**That the notes of the neighbourhood development plan (NDP) working party were approved**

**33. Discussions with Carly Tinkler re proposal for LSCA**

Councillor Howells welcomed Carly Tinkler to the NDP working group and provided members with an update on the progress of the LSCA.

Carly Tinkler expressed her enthusiasm to working alongside Ledbury Town Council to create a Landscape Sensitivity and Capacity Assessment (LSCA). She advised that she had some suggestions that may reduce her original fee proposal. She suggested that the work could be shared between herself and members of the Neighbourhood Development Working Party and other local organisations. She advised that a 2-stage method may be a way forward, the first stage being to gather base line information and the second stage to consider the information and prepare the assessment.

Carly suggested that it would be helpful to encourage local residents to get on board with the NDP and from this it can be established what type of development the Working Party want to assess the capacity of.

Carly also suggested organising another meeting to go through examples of her work and maps in more detail and create a plan with members going forward. She advised that she has a LSCA template that would be useful for members to start planning and will send a copy to The Town Clerk. She also recommended members looking into 'Environment assessments' and 'Rule 6' which could help protect Ledbury from some future developments/developers

Members agreed that they would like to involve Ledbury residents and Councillor Howells proposed holding a Parish Meeting in respect of this.

Ann Lumb suggested writing directly to Community Groups to invite them to be a part of the Landscaping Sensitivity and Capacity Assessment. Paul Kinnaird advised that he has the details of the community groups in Ledbury and with their consent will pass them onto Ann Lumb and Nicola Forde.

The Town Clerk advised that the Town Council has a stand at the Carnival and suggested that this would be a good opportunity for the Group to engage with the residents in the hope of encouraging them to work with the NDP Working Party and LSCA Consultant. She also advised that the council are already planning interesting and interactive ways to ask the public what they love about Ledbury which could be used for research and evidence towards the LSCA.

Carly advised that the Working Party need to be aware that the assessment would take longer than they were anticipating; better to take time to get it right.

Carly recommended asking college students or the youth of Ledbury to get involved with the NDP and potentially offer some training/shadowing of her and Catherine Laidlaw, her assistant. She also advised that it would be worth looking at the website [magic.defra.gov.uk/MagicMap.aspx](http://magic.defra.gov.uk/MagicMap.aspx) where anybody can download free maps and flag historic places and buildings.

The Chairman, Councillor Howells thanked Carly Tinkler for her attendance and very informative presentation/discussion

**RESOLVED:**

- 1. That The Town Clerk send copies of the LSCA and environmental assessment to members once she has revived from Carly Tinkler;**
- 2. That Nicola Forde, Ann Lumb liaise with Paul Neep to create a personalised letter to community groups inviting them to work alongside a LSCA consultant and the NDP working team.**

**34. Design Guide**

Apologies had been received from Paul Neep but he had sent an email update on the progress of the Design Guide advising that he is waiting for feedback from Ian and Patrick regarding the Design Guide.

Councillor Howells suggested deferring this item to the next NDP meeting on the 3<sup>rd</sup> September 2019

**RESOLVED:**

**That the above is deferred to the next NDP meeting on the 3<sup>rd</sup> September 2019 due to a member's absence.**

**35. Grant Application**

Councillor Howells advised that the following papers had been submitted to a meeting of Council for consideration.

- i. Budget
- ii. Project Plan
- iii. Communication Plan

He also advised that he was awaiting confirmation from Dave Tristram in respect of a meeting to discuss future grant applications.

**36. Service Level Agreement**

Councillor Howell's advised members that the Service Level Agreement had been approved by Council and that he had no signed this and the Town Clerk confirmed that it had been returned to Hereford Council for signing.

**37. Funding- Meeting with Dave Tristram**

Councillor Howells advised that he was waiting to hear back from Dave Tristram with dates to arrange a meeting to discuss funding.

**RESOLVED:**

**That Councillor Howells will update members with regards to booking a meeting with Dave Tristram the HCC Funding and Enterprise Officer.**

**3. Date of next meeting**

**RESOLVED:**

**To note that the next date of the Neighbourhood Development Plan Working party is scheduled for Monday the 3<sup>rd</sup> September 2019.**

