

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 (Landscape Architect) to the NDP working group.

Carly Tinkler expressed enthusiasm at the prospect of working alongside Ledbury Town Council in producing a Landscape Sensitivity and Capacity Assessment (LSCA) for Ledbury. She advised that she had some suggestions that may reduce her original fee proposal. She suggested that under her guidance a certain amount of work could be carried out by 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 involve local residents to at an early stage so that the type of development the Working Party want to assess the capacity for can be established.

Carly also suggested, as a first stage, a meeting/workshop to go through the process in more detail and create a plan with members going forward. She advised that she had a LSCA template that would be useful for members to start understanding the process, she would send a copy to The Town Clerk.

There was a general discussion about the current planning applications for housing development and whether the revisions to the NDP would be too late to influence them. Carly said that one approach to look at was the need for 'Environmental

Impact Assessments' individual sites may not be big enough under planning law to require these but there is a possibility that the cumulative impact of the various developments may mean an EIA could be required. She suggested residents consider forming a 'Rule 6' group in order to challenge the Gladman Appeal on the Dymock Road site.

Members agreed that Ledbury residents should be involved and Councillor Howells proposed holding a Parish Meeting in respect of this.

Ann Lumb suggested writing directly to Community Groups and specialist's including ecologists and architects to ask their views on their group's future needs and invite them to help with the Landscaping Sensitivity and Capacity Assessment. Paul Kinnaird advised that he had the details of the community groups in Ledbury and with their consent would pass them onto Ann Lumb and Nicola Forde.

The Town Clerk advised that the Town Council would have 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 and the NDP work could easily be tied in with this (e.g. identify the 10 best views in Ledbury, or identifying special places and explaining why they are special). 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 where anybody can download free maps and flag historic places and buildings.

Carly suggested that a useful way to work would be for her to bill 1/4ly at an hourly rate, this would enable the Working Party to keep an eye on expenditure. She said that gathering the base-line information was very time heavy as was the writing up of the evidence and the final document – much of this work could potentially be done by Working Party members.

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 template and environmental impact assessment criteria to members once she has revived from Carly Tinkler;**
- 2. That Nicola Forde, Ann Lumb liaise with Paul Kinnaird to create a personalised letter to specialist's and 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 3rd September 2019

RESOLVED:

That the above is deferred to the next NDP meeting on the 3rd 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 3rd September 2019.

**Notes of a meeting of the Neighbourhood Development Plan Working Party
held on Tuesday, 3 September 2019**

Present: Councillor Howells (Chair) Nicola Forde, Ann Lumb, Beverley Kinnaird, Paul Kinnaird, Cllr Harvey, Ian James, Cllr Bannister, Cllr Eakins

Also Present: Angela Price – Town Clerk

38. Apologies

Apologies were received from Paul Neep, Christine Tustin and Julie Knight

39. Declarations of interest

None were received

Councillor Harvey advised the Working Party that she was unable to stay for the meeting but had some important information to share with the committee, that she felt was relevant to the future development of the NDP and asked the Chair to consider bringing Agenda Item 11 forward to allow her the opportunity to speak.

Councillor Howells agreed to bring Agenda Item 11 forward to be considered after Agenda Item 3, in doing so he pointed out that the Consultant had arrived and that he was keen to move to this Agenda Item.

40. To receive the notes of the meeting of the NDP Working Party held on 12 August 2019

RESOLVED:

That the notes of the neighbourhood development plan (NDP) Working Party be approved with the following amendments:

1. That minute 33 “Discussions with Carly Tinkler re proposal for LSCA, paragraph 6 be amended to read “Ann Lumb suggested writing directly to community groups and invite them to be a part of the Landscaping Sensitivity Assessment.”
 2. That resolution 2 of minute 33 be amended to read “RESOLVED: That Nicola Forde, Ann Lumb liaise with Paul Kinnaird to create a personalised letter inviting community groups to work alongside a LSCA consultant and the NDP team”
- 41. “Big Picture” look at the town to reprise the key issues to get covered in the NDP**

Councillor Harvey advised the Working Group that she had been in correspondence with Hereford Council officers and had been made aware that Herefordshire Council’s Statement of Common Grounds in respect of the

Appeal by Gladman against Herefordshire Council's non-determination of their planning application for the site off Dymock Road, states that since the Ledbury NDP does not include sites allocated for housing. Paragraph 14 of the National Planning Policy Framework (NPPF) does not apply. Paragraph 14 of the NPPF states that if an adopted neighbourhood plan is under 2 years old and allocates sites for housing it has weight in planning decisions.

Further discussion took place around this and Councillor Harvey advised that she would forward the correspondence to members of the Working Party for their information. She advised the members of the Working Party that as there are a number of current planning applications for large housing developments the amendments to the Ledbury NDP should be progressed as a matter of urgency so that it can be taken into consideration when planning decisions are made. She advised that the Working Party may need to re-evaluate its process and focus on certain areas, such as the settlement boundary as a priority.

Councillors Howells thanked Councillor Harvey for her input, stating that he appreciated the need for urgency in making progress on the NDP.

Councillor Harvey left the meeting.

42. Planning consultant presentation and Q&A session (quote 3)

Two of the three planning consultants who had submitted proposals to assist with the amendments to the NDP had been invited to attend the meeting to talk through their proposals with the Working Party. One of the Consultants was unavailable but had been invited to attend the next meeting of the Working Party on 23 September 2019.

The consultant in attendance provided a brief overview of his proposal, including details on the Scope of the Review, an Indicative timetable and potential support for the project.

He identified some key issues in respect of the Scope of the Review such as:-

- The existing plan had recently been adopted and has a generally clear vision and objectives, but that the effectiveness of the existing policies needs to be reviewed;
- Most other NDP's have approximately 19 policies; this one has just 15;
- There are key gaps in the policies many of as a result of the Examiner's recommendations, which had been removed in the main due to lack of supporting evidence; this could be avoided through frontloading the report;
- Whilst the Working Party have a good grasp of the issues for the review to consider, is this a view shared by all the community and what is known of the intentions of the potential objectors?;
- It is important to get the plan adopted as soon as possible to inform the Herefordshire Council Core Strategy, which is currently being reviewed.

The Consultant provided a detailed plan of anticipated timescales, advising that the Plan is subject to legislation and detailed regulations and thus will take a long time depending on the issues, noting the comments that Councillor Harvey had made earlier in the meeting. He anticipated the timetable for completion to be around 24-months and proposed that it be managed in a number of stages.

- Stage 1 to raise awareness and scope the review – 3-months
- Stage 2 to gather evidence – 6/7-months
- Stage 3 to write the plan – 8/12 months
- Stage 4 Examination – 4-months
- Stage 5 Referendum and adoption – 3-months

The Consultant advised of ways in which he would be able to provide help and support for the development of the NDP:

- Preparing a project plan and helping the Working Party to stick to it
- Identify key risks and helping to manage them
- Scoping the review including the effectiveness of existing policies
- Scoping and sequencing the evidence and advising on additional work that may be needed
- Preparing key evidence including the settlement boundary
- Write the community survey and collate the responses
- Writing the Plan
- Consider any representations
- Attend the Examination
- Ongoing liaison with the Council.

The Consultant also advised that once there is an LSCA it can be used as evidence in respect of new housing developments and other planning applications.

He advised that he would welcome the opportunity to work with the Council and felt he could offer a comprehensive level of support and advice that will ultimately result in an adopted plan that meets the expectations of the community.

Beverley Kinnaird asked the following questions:

We have engaged a consultant to prepare an LSCA. She has agreed to work alongside the Working Party and in order to keep costs down to support us in doing as much of the work as we are able. How do you see your role given this scenario?

Is it possible for Ledbury to integrate climate change mitigation policies in the NDP to help mitigate the worst effects for the planet and our local population?

The Consultant responded advising that the NDP can address climate change through careful policy wording.

Ian James asked whether these would be enforceable if above normal building standards – the Consultant advised that if you can show that it doesn't prejudice viability of the development, then yes.

Members asked if he was appointed how soon would he be available to start the work? He advised that he would be available to start straight away.

The Mayor thanked the Consultant for attending the meeting, advising him that they still had one other Consultant to meet with, but that they would be in touch following this.

Members agreed that the presentation had been extremely informative and felt that the Consultant had a lot to offer in respect of his experience, skills and knowledge, especially his background in local government.

As a result of the points raised earlier in the meeting by Councillor Harvey and on her suggestion, the Group felt that if they should make a request to the Town Council, via the Economic Development and Planning Committee to hold an extraordinary meeting of Council to discuss the Rule 6 Status that Councillor Bannister had acquired and how the Council could use this in the upcoming appeal.

Members asked whether it would be possible for the Chair of the Committee and maybe a couple of other members to meet with the remaining Consultant rather than all of the Group having to be present, with a report being brought back to the committee for a final decision.

The Chair advised that he would contact the remaining Consultant and see if this would be possible.

Members agreed that going forward it would be a good idea to create a clear statement before the next NDP meeting of what needs to be achieved and the timescales they have.

RESEOLVED:

1. **That the Chair of the Working Party, Councillor Howells, contact the remaining Contractor to ask if he could be available to meet with the Chair and possibly a small number of other Group Members.**
2. **That a request be made to the Economic Development and Planning Committee to request an extraordinary meeting of Council to discuss the Rule 6 Status that had been awarded to the Council and how this could be used in the upcoming appeal.**
3. **That Councillor Harvey arrange a meeting between Ward Councillors and HCC Officers.**
4. **That a meeting be arranged between HCC officers and Town Councillors.**

5. That a clear statement of what needs to be achieved and the timescales to complete them be prepared before the next NDP meeting, scheduled for 23 September 2019.

43. LCSA/Carly Tinkler–Update on Receipt of LSCA template and Environmental Impact Assessment Criteria

Members had been provided with documents, LSCA Template and Environmental Impact Assessment from Carly Tinkler, following her attendance at the previous meeting of the Group.

RESOLVED:

That the two documents provided by Carly Tinkler be received and noted.

44. Grant Applications

The Mayor advised that he had met with Dave Tristram on 27 August 2019, to discuss possible funding. He advised that an application would be made to Awards for All at the end of September with other applications be made at various intervals, as advised by Dave Tristram.

45. Design Guide

Ian James advised that whilst he liked the format and template of the Design Guide, he felt it could be made simpler. He felt that it may have lost its way and asked whether there were any documents that had been developed to inform the development of the Design Guide.

Councillor Howells reminded the Group that a Scoping Document had been prepared and distributed previously and it was suggested that this should be re-sent to Ian.

RESOLVED:

1. That a copy of the Scoping Document in respect of the Design Guide be sent to Ian James.
2. That the Design Guide should be considered further along in the process of the development of the amended NDP.

Councillor Eakin left the meeting 9:15.

46. Personalised Letter to community Groups

Ann Lumb had provided a draft letter inviting local community groups to work alongside the NDP in helping to inform the NDP process.

Members agreed to the proposed letter and suggested that Ann Lumb and Nicola Forde update the list of community groups and send the letter out.

It was suggested that in respect of some of the groups listed those named were not necessarily the right person to write to. Some members of the group advised that they could provide contact details of these people.

The Clerk advised that this could not be done, due to GDPR. She advised, along with Paul Kinnaird, that the list provided had been taken from the list in the Community Day Booklet and therefore those listed had in effect provided consent to be contacted. If members of the group were to provide details of anyone listed to other members of the NDP Working Party, this could be deemed a breach of GDPR.

RESOLVED:

1. That the letter drafted by Ann Lumb be approved.
2. That Ann Lumb and Nicola Forde update the list provided with details provided and send out the letter.

47. Website

RESOLVED:

That due to the time this item be deferred to a future meeting.

48. Liaison with Neighbouring Councils

RESOLVED:

That due to the time this item be deferred to a future

49. Dates of the next meeting

RESOLVED: that the date of the next meeting will be Monday, 23 September 2019, with the following two meetings be scheduled for 14 October 2019 and 4 November 2019.

The meeting ended at 9.45 pm

Signed Dated

Ledbury Neighbourhood Development Plan Budget

As at: 18/09/2019

Income	Projected income	Actual income	Difference
Locality grant 1	£9,000.00		-£9,000.00
Locality grant 2	£8,000.00		-£8,000.00
Awards for all Grant	£10,000.00		-£10,000.00
Malvern ANOB	£500.00		-£500.00
LTC	£10,000.00		-£10,000.00
Other grants	£5,000.00		-£5,000.00
Sponsorship			£0.00
			£0.00
Income totals	£42,500.00	£0.00	-£42,500.00

Expenditure

Consultants	Projected spend	Actual spend	Difference
Landscape assessment	£18,000.00		-£18,000.00
Technical planning	£5,260.00		-£5,260.00
Design Guide	£5,000.00		-£5,000.00
			£0.00
			£0.00
			£0.00
Subtotal	£28,260.00	£0.00	-£28,260.00

Consultation - policies	Projected spend	Actual spend	Difference
Advertising	£350.00		-£350.00
Room hire	£100.00		-£100.00
Refreshments	£350.00		-£350.00
Materials	£2,000.00		-£2,000.00
Consultant support	£2,000.00		-£2,000.00
			£0.00
Subtotal	£4,800.00	£0.00	-£4,800.00

Counultation - final draft	Projected spend	Actual spend	Difference
Advertising	£350.00		-£350.00
Room hire	£100.00		-£100.00
Refreshments	£350.00		-£350.00
Materials	£2,000.00		-£2,000.00
Consultant support	£2,000.00		-£2,000.00
			£0.00
Subtotal	£4,800.00	£0.00	-£4,800.00

Other expenses	Projected spend	Actual spend	Difference
Other expenses	£5,000.00		-£5,000.00
			£0.00
			£0.00
			£0.00
Subtotal	£5,000.00	£0.00	-£5,000.00

Totals	Projected	Actual	Difference
Total income	£42,500.00	£0.00	-£42,500.00
Expenditure			
Consultants	£28,260.00	£0.00	-£28,260.00
Consultation - policies	£4,800.00	£0.00	-£4,800.00
Consultation - final draft	£4,800.00	£0.00	-£4,800.00

Other expenses	£5,000.00	£0.00	-£5,000.00
Total expenditure	£42,860.00	£0.00	-£42,860.00
Total surplus/excess inc/ex	-£360.00	£0.00	£360.00

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