

Ledbury Town Council

Notes of a meeting of the Neighbourhood Development Plan Working Party
Held on Monday , 14 October 2019

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

Also Present: Angela Price- Town Clerk

Olivia Bundy- Minute Taker

Julie Knight – Practice Manager – St Katherine’s Surgery

58. Apologies:

Apologies were received from Paul Neep, Ian James, Nick Fish, Councillor Bannister, Christine Tustin, Beverly Kinnaird

59. Declarations of interest

None received

60. To receive the notes of the meeting of the NDP Working Party held on the 23rd July 2019

RESOLVED:

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

61. Update on decision progress to engage with recommended LSCA and planning consultants, including budget.

Councillor Howells updated members on the progress of the LSCA and advised that the recommendations from the committee must go through to the next Finance, Policy and General Purposes committee held on the 24th October 2019. He also advised that the final recommendation would have to go through Full Council which is held on the 7th November 2019.

Members agreed that it would be beneficial to start working on smaller projects until the recommendation is agreed in Full Council.

RESOLVED:

That members work in groups to start progress on the NDP

If the Finance Committee approves the expenditure on consultants, Cllr Howells to contact consultants to arrange a preliminary before the next meeting of the NDP Working Party.

62. Feedback on email letter sent to business and community groups seeking input and support.

Nicola Forde and Councillor Howells advised members that they had received no correspondence back from the 50 letters they had sent to community groups and local businesses.

Members agreed that it was still early days and would look at following the letters up once the consultants had been appointed.

RESOLVED:

~~Members received and noted the update from Councillor Howells and Nicola Forde.~~

63. Setting action groups

Councillor Howell's provided members with notes from a Neighbourhood Planning 'Task and Finish' group held on 30th September. He advised that the group had divided action groups into in 2 subgroups 'baseline studies' and 'Landuse Focus'. He explained that each group consists of 7 interest areas and that members could volunteer which group they would like to work in.

Baseline Group

The following members volunteered for the baseline study groups and agreed that they would ask the additional members suggested if they would like to join the relevant groups.

Baseline study interest group	Possible volunteer experts
Landscape Character	Nicola Forde, Ann Lumb
Heritage/Landscape History/Cultural Associations	Celia, Phillip Howells, Ann Lumb, Paul Neep, Councillor Harvey, Councillor Morris, Councillor Eakin and Christine Tustin
Ecology/Biodiversity	Ledbury Naturalists, Paul Kinnaird
Significant Vegetation	Anne Crane (Tree Warden)
Recreation/Access/Amenity	Nick Fish, Ledbury Sports Federation, Julie Knight, Phillip Howells
Green Infrastructure	Nicola Forde, Ann Lumb
Views & Visual Amenity – including key views for potential policy protection	Nicola Forde, Paul Neep, John Bannister

Landuse Focus Group

Councillor Howells advised members that the landuse focus groups should help formulate a robust settlement boundary and edit/formulate NDP policies.

Ann Lumb and Julie Knight volunteered to join the other essential infrastructure group with Nick Fish.

Members also suggested enquiring to see if Sustainable Ledbury, Ledbury Health group and Ledbury Allotment Association would like to get involved with the appropriate landuse focus groups.

RESOLVED:

- 1. That members enquire to see if Sustainable Ledbury and Ledbury Allotment Association would like to work alongside the NDP landuse focus group, in particular the Green Infrastructure**
- 2. That Ann Lumb and Julie Knight are added to the 'Other essential infrastructure group'**
- 3. That the list of baseline and Landuse groups is circulated to all members with the opportunity for more members to volunteer.**

64. Use of Market House

Councillor Howells advised members that they could use the Market House as an information and source material site, however due to the hire of the Market House and the history of the building, there would be restrictions on where displays areas could be.

Councillor Howells suggested keeping all documents in closed boxes and advised members that he has a contact from Tesco's who may be able to supply boxes.

65. Design Guide update

Councillor Howells advised that Paul Neep had sent correspondence regarding the Design Guide and his apologies for not being able to attend the meeting. Paul Neep felt that the budget figure of £5000 would be sufficient for the work subject to creating a brief.

Members agreed that they would also like to get two further quotes and suggested contacting Carly Tinkler to see if she had any recommendations.

RESOLVED:

That members contact Carly Tinkler to ask for recommendations of contacts who could provide a Design Quote.

66. Feedback on Dymock NDP public consultation

Nicola Forde advised members that she was not able to attend the public consultation at Dymock, however suggested writing a letter suggesting a meeting to discuss areas where the two NDP areas overlap and where the groups could work together to the Dymock NDP.

RESOLVED:

That Ledbury NDP write to the Dymock NDP Working Party suggesting a meeting.

67. Date of next meeting

The date of the next, scheduled meeting of the NDP Working Party is 18th November 2019. A further meeting was scheduled for 16th December at 7.30 pm.