

Ledbury Town Council

**Notes of a meeting of the Neighbourhood Development Plan Working Party
held on Tuesday, 2 July 2019**

Present: Councillor Howells (Chair), Nick Fish, Nicola Forde, Councillor Harvey and Paul Kinnaird

Also Present: Angie Price – Town Clerk

13. Apologies & Introductions

Apologies were received from Diane Fullerton, Patrick Goode, Ian James, Beverley Kinnaird, Ann Lumb, Councillor Morris, Paul Neep and Christine Tustin.

14. Notes of the Neighbourhood Development Plan Working Party meeting held on 11 June 2019

RESOLVED:

That the notes of the Neighbourhood Development Plan (NDP) Working Party were approved with the following amendments, subject to it being noted that it had been agreed that Councillor Howells would contact Wellington Heath as at minute no. 9.

15. Matters Arising not on the Agenda

The Town Clerk advised the Working Party Members that this item should not be on the agenda. She advised that as the Working Party was established from a Standing Committee of Ledbury Town Council then it would be subject to the same governance rules of that of Council meetings.

She explained that the agenda should be sent out from the offices, signed by the Clerk and despatched and advertised in line with statutory requirements as per Schedule 12 of the Local Government Act 1972.

The Local Government Act 1972 does not provide for an agenda item of "Any Other Business". The Clerk noted that the agenda that had been prepared for the meeting of the Working Party had two items that could be considered under this heading; item 3 "Matters Arising not on the Agenda" and item 10 "Any Other Business".

RESOLVED:

1. That in future the agenda for the Neighbourhood Development Plan would be sent out from the office on Council Headed paper, signed by the Clerk and within the statutory timescales required for Council agendas.

2. Reports would be prepared by Nicola Forde and Councillor Howells, which will be emailed into the Clerk for their inclusion on the agenda.

16. **Consultant Quotes**

Members of the NDP Working Party were provided with a schedule showing the details of the Consultancy quotations received in respect of the proposed work to enhance the currently adopted NDP.

Members felt that the information within the schedule did not provide enough details to enable them to make an informed recommendation on which consultant and subsequently Councillor Howells provided redacted copies of the quotes to Members of the Working Group.

Members considered that due to the variations of works outlined in each quote they needed time to consider the quotes.

There was discussion about whether more than one quote to carry out the Landscape Sensitivity and Capacity Assessment should be sought. Cllr Howells stated that the quote that had been received was from someone who had very specialist knowledge about Ledbury and its surroundings and that for this reason it was a special case and other quotes do not need to be sought. The Town Clerk agreed to research whether this was the case.

RESOLVED:-

1. That redacted copies of all four quotes received be emailed to all group members for consideration and review at the next meeting of the Working Party.
2. Any recommendation made at the next meeting of the Working Party be submitted to a meeting of the Town Council on 1 August 2019 for consideration and approval.
3. Town Clerk to research criteria around quotations from professionals with regard to special circumstances allowing only one quote to be sought.

17. **Funding & Budget Proposals**

Councillor Howells provided members with an update of his meeting with Dave Tristram in respect of future grant funding for the NDP. He advised that the meeting had been useful in so far as Dave would be able to assist with the preparation of any grant funding applications the group may wish to make and also he had provided details of a number of grants that may be available to the group.

Councillor Howells advised that after speaking with Dave and also having had Sam Banks at their previous meeting he now suspected a realistic time scale for the completion of the proposed improvements to the NDP would be longer

than first planned. He advised that the project would more than likely be up to Autumn 2020 or even Spring 2021 to complete.

It was pointed out that Herefordshire Council would be reviewing their Core Strategy in 2021/22 and that it was essential to have the project completed in time to feed into this via the NDP.

RESOLVED:

1. That the funding and budget, and communication plans provided by Councillor Howells be received and noted.
2. That both these plans be forwarded to Dave Tristram and Sam Banks for their input when completing grant applications.

18. **Project Management Plan**

Members were also advised by the chairman that a Project Management Plan was also needed to be in place as soon as possible since this was also necessary to provide when applying for grant funding. It was agreed that the consultancy quotes should be considered when preparing the Plan to ensure the current the Plan was working parallel with the proposals for the changes to the current NDP.

Councillor Harvey and Nicola Forde agreed to work together on preparing a draft plan which could be presented to the next meeting of the NDP. It was suggested that they work backwards from the adoption of the Plan to now.

RESOLVED:

1. That Councillor Harvey and Nicola Forde prepare a draft Project Management Plan to be considered at the next meeting of the NDP Working Party, taking into account the points raised above.
2. That the draft Project Management Plan be sent to both Dave Tristram and Sam Banks for their input by the end of the week commencing 8 July 2019.

19. **Working Groups, Membership, Work Plans and Resources**

i. **Landscape Sensitivity and Capacity Assessment**

Agreed that this needs to include such items as the reinstatement of the canal, employment land and field boundaries, the revision to the Core Strategy and walking & cycling links into the surrounding countryside and to other parishes. As part of the Landscape Sensitivity and Capacity study highly sensitive viewpoints should be identified both into and from the town and that photographs of valued green spaces within the town and special trees should be provided as evidence for the Plan and that the

Ledbury Naturalists and tree forums should be contacted for input into this.

ii. **Design Guide**

Members were provided with a Design Guide Scoping Document prepared by Councillor Howells and a Suggested outline from Paul Neep.

Whilst Members were in agreement that now would be a good time to review the Design Guide it was felt that more research was needed before a draft of an amended Design Guide could be drawn up and it was suggested that members look around at other similar towns to Ledbury and see what they have included in their Design Guides. It was suggested that Patrick Goode and Paul Neep work together to draft a new Design Code and that they should consider Design codes that have been produced by other parishes when doing so.

It was agreed that the document shouldn't be too prescriptive and should include spaces to gather and areas for wildlife; common ground for all and that they should include photographs of other areas as examples for reference. It was also suggested that the Herefordshire Rapid Townscape Study and Core Strategy should be referenced.

RESOLVED:

That further research into other Design Guides of towns similar to Ledbury be undertaken by Patrick Goode and Paul Neep with a report back to Committee once drafted.

iii. **Employment Sites**

Nothing to discuss at this time.

iv. **Housing Sites**

Nothing to discuss at this time.

v. **Sport & Recreation**

Councillor Howells advised that it is possible that a developer, instead of providing funds via the Section 106 or Community Infrastructure Levy (CIL), could agree to give up some land within a development site and in turn it could be argued that this land could be used for sporting or recreational purposes.

It was acknowledged that there is a shortage of land available within the town and that when drawing up the NDP it should show a definitive vision for the town in respect of sport and recreation space, tourism, shopping,

heritage and walking. It was agreed that there should be a strong pitch to reflect living, working and playing in the town.

vi. **Green Infrastructure**

Members agreed that consideration should be given to schemes such as the Wellington Heath Green Gap and the question was asked to what extent is it appropriate to have green gap as a stated objective in the NDP.

vii. **Other Essential Infrastructure**

Councillor Howells advised that he had a meeting arranged with his GP to discuss the NDP. Councillor Harvey advised that the group should be careful about doubling up on work being undertaken by other organisations and groups within the town such as the Ledbury Health Group.

It was agreed that it is essential that such groups (eg Ledbury Health Group) should be encouraged to think about growth and their future needs and to prepare business plans as part of sequential planning process.

viii. **Fundraising**

Again it was felt that a lot of this had been touched on in other agenda items.

However, Councillor Howells advised that he had drafted a pro-forma for a suggested structure when he and the Deputy Mayor met with businesses in the town.

Councillor Harvey advised that care should be taken when asking businesses to sponsor the NDP, she suggested it would be better to ask them to sponsor projects, such as replacement litter bins or benches within the town.

20. **Website**

Members were given an update on the progress in respect of the notes and agendas of the NDP meetings being put onto the Council's Website.

The Town Clerk advised that the Council were in the process of updating its website and that it was hoped this would be complete and ready to go live in the not too distant future. Once this was live consideration would be given to adding the agendas and minutes of the Working Party to the website similar to that of the Standing Committees and Council meetings.

RESOLVED:

That the update provided by the Town Clerk be received and noted.

21. **Liaison with Neighbouring Councils**

Members discussed liaison with neighbouring Councils such as Wellington Heath. Nicola advised that she had not yet had the opportunity to contact other Councils. Cllr Harvey advised that perhaps contact with other Councils should take place when the group has something to discuss.

It was agreed that a number of the neighbouring Councils may be interested in discussing various issues with the group, such as the green gap, roads and walking routes etc. The group was advised by Paul Neep who had contacted Colwell, that John Stock of Colwall would be happy to come to a future meeting when the group felt they had something to be considered.

RESOLVED:

That Cllr Howells liaise with Wellington Heath and Nicola Forde to make initial contact with other neighbouring Town & Parish Councils to establish who would be the contact person for future discussion in respect of Neighbourhood Development Planning.

22. **Any Other Business**

Further to the discussion that had taken place earlier in the meeting this item was not considered.

RESOLVED:

That Any Other Business will no longer be included on the agenda for the NDP Working Party meetings.

23. **Date of Next Meeting**

RESOLVED: To note that the date of the next meeting of the Neighbourhood Development Plan Working Party is scheduled for Monday, 22 July 2019.

The meeting ended at 9.30 pm.

Signed Dated

Ledbury Neighbourhood Development Plan Budget

Agenda Item
16(b)

As at: 01/07/2019

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	£5,000.00		-£5,000.00
Malvern ANOB	£500.00		-£500.00
LTC	£10,000.00		-£10,000.00
Other grants	£5,000.00		-£5,000.00
Sponsorship	£5,000.00		-£5,000.00
			£0.00
Income totals	£42,500.00	£0.00	-£42,500.00

Expenditure	Projected spend	Actual spend	Difference
Consultants			
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

Counsulution - 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

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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

Ledbury Neighbourhood Development Plan

A communications and consultation plan for the development of the enhanced version of the Ledbury Neighbourhood Development Plan

Communications Plan

1. Media to be used

- What media will be used to promote the consultation events?
 - a. Posters - on notice boards and emailed to businesses, groups & organisations.
 - b. Social media - Facebook, Town Council website, NDP website.
 - c. Local press - Ledbury Focus - deadline is (xxxx date depending on when being done) but only if we provide a preset page. Ledbury Reporter - deadline Tuesday for the Friday issue of the same week.

2. Preparation

- What are the preparation/lead in times for the above?
 - o Start advertising (xxxx date) with posters on all notices boards and shop windows, Facebook, email to all local organisations and groups.
 - o Attend the March traders association meeting to inform local traders.
 - o Questionnaires available from (xxxx date) and returned by (xxx date).

3. Hard to reach groups

- How will hard to reach groups in particular be reached?
 - o Posters to be given to each of the care homes, schools, food bank, library.

4. Resources

- What resources are available? (particularly £)
 - o See table in Consultation Plan

5. Timescales

- All communication materials to be ready for approval at the (xxxx date) of the NDPWP meeting for recommending to the ED&P committee

Consultation Plan

1. Overview

This consultation statement sets out how the Ledbury Neighbourhood Plan WP intends to consult on the next stage of the NDP process – the *(eg settlement boundary)*. The purpose of this consultation is to gain an understanding of the how the community and other stakeholders view the *(eg. proposed settlement boundary)* proposals as they currently stand.

The size of the Ledbury Neighbourhood Plan Area creates the biggest challenges to consulting on neighbourhood plan documents. The population of the plan area is close to 10,000 which presents certain challenges.

On the completion of the *(eg. settlement boundary)* consultation and once the outcomes have been analysed, changes will be made to the *(eg. settlement boundary)* based on these outcomes.

Once the adjusted *(settlement boundary)* is completed the NDPWP will move on to producing a set of policies to deliver against the agreed related objectives.

2. How the consultation will be set up

• Event types

- **2 day consultation event** at *(place, date, time)*
- **Business Breakfast** to be held at *(place, date, time)*
- **Parents Evenings** held at the *(place, date, time)*
- **Retailers & Traders** evening consultation event at *(place, date, time)*
- **Consultation venues**
 - The Recreation Ground – *(date, time)*
 - Prince Rupert Green – *(date, time)*
 - St Martins Way – *(date, time)*
 - Community Hall – *(date, time)*
- **Business Breakfast** held at Community Centre 15th July
- **Retailers & Traders** evening consultation Thursday 28th July

• Draft plan consultation

- Online consultation combined with leaflet drop to all houses in Ledbury

- **Social media**

- Facebook posts on Ledbury Town Council page relating to Ledbury NDP consultation events
- Add posts to this page and share into local community groups including:
 - Voice of Ledbury: 2,863 members
 - Ledbury Community Action: 200 members
 - Ledbury Noticeboard: 6,452
 - Town Talk: Ledbury Politics: 230 members
(Member numbers dated on 12/02/17)

- **Formats**

- Each consultation event will display story boards of the process from the beginning to the position/story so far. In any subsequent consultations the format will consist of more of the same activities as in the previous consultation.

- **Staffing**

- Set up and dismantle will require 6 people
- During the event the requirement will be:
 - 2 people to take contact details and issue questionnaires
 - 2 people to provide refreshments
 - 5 people to represent each of the subjects being consulted upon

- **Questionnaires/Surveys**

- Same format for all consultations
- Agree Strongly, Agree, Don't Know, Disagree, Disagree Strongly and Do Not Understand the question.
- Easy layout with tick boxes and then a comment box for each objective or policy

- **Hard to reach groups**

- Ambassadors will visit:
 - Elderly people at care homes
 - Disabled people via CVA
 - Young people via BBI drop in centre & JMHS
 - Disengaged people at the Food Bank
 - Local fruit farms
 - U3A Group
 - Salters Hill
 - Travellers groups

3. Budget/resources

- **How much money is available?**

We will set aside (eg £10,000 to cover the 2 consultation events: such as the settlement boundary and new draft plan)

The estimated consultation material costs ie the costs listed below, are expected to be covered in part by the (xxxx grant of eg. £3,000).

eg. Settlement boundary consultation	£	£
		Total
Advertising:		
Ledbury Focus Advertising	130.00	
Banner - 8ft	80.00	
Posters - Vista Print A3 x 50	60.00	
Leaflets - Vista Print DL	65.00	335.00
Room hire – 2 days	90.00	90.00
Refreshments:		
St Katherine's Hall	50.00	
Primary School	50.00	
Business Breakfast	150.00	
Traders Refreshments	50.00	
St Martins Way	50.00	350.00
Consultation Materials:		
Story Boards Printing	600.00	
Display boards	800.00	
Questionnaires	500.00	
Consultant's time to help with story board content and questionnaires	2,000.00	3,900.00
	Total	£4,675.00

- **How much manpower will be required?**

Each event will require approximately 15 people to set up, dismantle, man displays, provide refreshments and interact with the public.

- **How long will events take to plan?**

It will approximately 7 weeks to plan all of the above events in detail.