

**NOTES OF A MEETING OF THE NEIGHBOURHOOD DEVELOPMENT PLAN WORKING  
PARTY HELD ON 2 MARCH 2020  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

<b>PRESENT:</b>	<b>Councillor Howells (Chair), Councillor Knight, Nicola Forde (Deputy Chair) Nick Fish, Celia Kellett, Paul Kinnaird</b>
<b>IN ATTENDANCE:</b>	<b>The Town Clerk – Angela Price The Minute Taker – Olivia Bundy</b>
<b>88</b>	<b>APOLOGIES</b>
	<b>Apologies were received from Councillor Harvey, Ann Lumb, Beverly Kinnaird, Julie Knight</b>
<b>89</b>	<b>DECLARATION OF INTERESTS</b>
	<b>None received</b>
<b>90</b>	<b>PUBLIC PARTICIPATION</b>
	<b>None received</b>
<b>91</b>	<b>MINUTES</b>
	Members were requested to approve and sign the notes of a meeting of the Neighbourhood Development Plan Working Party held on 27 January 2020 as a correct record.
	<b>RESOLVED:</b>
	1. <b>That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 27 January 2020 be approved as a correct record.</b>
<b>92</b>	<b>NOTES OF THE STEERING GROUP – UP TO 19 FEBRUARY 2020</b>
	Councillor Howells updated members of the progress made in the NDP steering group and advised that Bill Bloxsome the Planning consultant had attended a recent meeting.  He advised members that the notes of the steering group were on one format which would be updated regularly, he felt that this would be beneficial for members to see progress and refer to in future meetings.
	<b>RESOLVED:</b>
	<b>That the notes of the NDP steering group from 31<sup>st</sup> January to 19<sup>th</sup> February 2020 be received and noted.</b>

<b>93</b>		<b>LSCA – APPROVAL OF CAPACITY STUDY AREA MAP WITH ZONES FOR THE SETTLEMENT BOUNDARY</b>
		<p>Members were provided with copies of the study area map with zones for the settlement boundary</p> <p>Councillor Howells advised members that although the Capacity study map outlined the settlement boundary it was agreed that the whole Parish would be included in the LSCA. He advised that the map would need to be approved in the next Economic Development and Planning Committee Meeting.</p> <p>Paul Kinnaird said that it would be helpful if people referred to the study zones in any work they circulated</p> <p>Councillor Howells confirmed that an NDP workshop had been scheduled for 18 March 2020 and that all members of the NDP would be welcome to attend. He advised that Carly Tinkler had a deadline of 13 March 2020 to collect together all the work in readiness for the workshop.</p> <p>Nicola Forde volunteered to contact Carly Tinkler to get an agenda to send the Town Clerk.</p>
		<b>RESOLVED:</b>
	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>	<p><b>That a RECOMMENDATION is sent to the Economic Development and Planning Committee to approve the Capacity Study Area Map</b></p> <p><b>That Nicola Forde contact Carly Tinkler to get an agenda for the NDP Workshop on 18 March 2020</b></p>
<b>94</b>		<b>UPDATED PROJECT PLAN</b>
		<p>Nicola Forde provided members with a draft project timeline and flowchart. She explained that the aim was that the NDP be adopted in mid-August 2021 and that the Regulation 14 stage would be completed at the end of December, ready for the Regulation 16 Stage in January 2021.</p> <p><b>RESOLVED:</b></p> <p><b>That the Updated Project Plan be received and noted.</b></p>
<b>95</b>		<b>UPDATED COMMUNICATIONS PLAN</b>
		<p>Members were provided with an NDP Communication and Consultation Plan and were advised by Councillor Howells that the NDP steering Group were in the process of updating.</p> <p>Nicola Forde asked if the group agreed that there should be 2 consultations an options/proposals consultation and a Regulation 14 Consultation. It was agreed this was a good idea and suggested holding a 2-day exhibition and business breakfast as part of the Regulation 14 consultation.</p> <p>Paul Kinnaird suggested the first consultation could use Ledbury Community</p>

		Day. The Town Clerk agreed that it would be a good opportunity for the NDP and also suggested an online survey with 'Survey Monkey'
		<b>RESOLVED:</b>
		<b>That the Steering Group amend the Communications Plan accordingly.</b>
<b>96</b>		<b>WEBSITE PROGRESS UPDATE</b>
		<p>The proposed draft website was made available for members on the projector screen.</p> <p>Nicola updated members with her progress on the new NDP website using Square Space and explained that there would be a monthly cost of £20 per calendar month.</p> <p>The Town Clerk advised members of an existing NDP page that was already live on the Ledbury Council Website. Whilst she understood the benefits of using the existing NDP page, she noted that due to staffing issues there could be a delay in uploading material and documents to the website.</p> <p>Paul Kinnaird suggested 'Parish' should be removed from the title page on the draft website as this had not been used previously.</p> <p>Councillor Howells proposed that a recommendation be submitted to a meeting of Full Council that the NDP Working Party utilise the Square space website and to link this site to the LTC website.</p>
		<b>RESOLVED:</b>
		<b>That a RECOMMENDATION be submitted to the next meeting of Full Council asking that they approve the new website for the NDP and a nominal payment of £20pcm subject to funding.</b>
<b>97</b>		<b>DESIGN GUIDE UPDATE</b>
		<p>Councillor Howells updated members on the existing Design Guide and whilst he understood that the document needed updating, Bill Bloxsome had advised that he would be able to integrate key points of the Design guide in the policies.</p> <p>Councillor Howells advised members that due to time constraints Paul Neep would not be able to work on the update to the Design Guide however, noted that he would be happy to pass on contacts that may be able to help. Ian James had indicated he was interested in looking at revisions. The Clerk advised that Ian James had recently contacted the office for a hardcopy of the Design Guide and that she would email him direct to arrange a time for him to collect a copy. Agreed that Ian James should be asked to contact Bill Bloxsome directly to give his views on the design guide.</p> <p>Nicola Forde suggested it would be beneficial for all members of the NDP to receive an email with Bill Bloxsome's recommendations regarding integrating the Design Guide into Policies.</p>

		<p><b>RESOLVED:</b></p> <p><b>That Bill Bloxsome be asked to update the Design Guide with input from Ian James if he has comments to make.</b></p> <p><b>That Bill Bloxham's recommendations for the Design Guide and Policies be provided to all members of the Neighbourhood Development Plan working Party.</b></p>
<b>98</b>		<p><b>EMPLOYMENT SITES UPDATE</b></p> <p>Councillor Howells updated members with the progress of the Employment Sites which had been carried out with the help of Ian James and Paul Kinnaird. He advised that the Steering Group had drafted a letter to out of town businesses to enquire about their views on future growth of Ledbury and whether they would like to meet up.</p> <p>Nicola Forde queried whether there was a business rates contact list that she could access. The Clerk advised that she would investigate this.</p> <p>Members suggested contacting larger companies including Heineken and Roger Allsop - a landowner in Ledbury.</p>
		<p><b>RESOLVED:</b></p>
	1.	<p><b>That the Steering Group send a letter to out of town businesses in Ledbury, including Heineken and Roger Allsop with the Town Clerk's approval of the letter. And that the Town Clerk investigate sourcing a business contact list</b></p>
<b>99</b>		<p><b>FUNDING</b></p> <p>Council Howells updated members on the funding and grants progress. The Town Council had agreed £10,000. Sam Banks and Dave Tristram from Herefordshire Council would help members apply for a Localities technical grant and an Awards for All grant. And in the next financial year a Localities NDP Enhancement Grant.. He advised that there could be up to £28k grants still available. He was waiting for Dave Tristram to get back with a date for a meeting.</p> <p><b>RESOLVED:</b></p> <p><b>That the update regarding funding be received and noted.</b></p>
<b>100</b>		<p><b>DATES OF NEXT MEETINGS</b></p>
		<p><b>It was noted that the next meeting of the Neighbourhood Development Plan was scheduled for Monday, 20 April 2020 at 7:30 pm in the Council Offices and that the following meeting was scheduled for a provisional date of 18 May 2020 at 7:30pm</b></p>

Meeting closed at 20:55

Signed ..... Dated