

**NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 2 FEBRUARY VIA ZOOM**

PRESENT: Councillor Howells (Chair), Councillor Bannister, Nicola Forde (Deputy Chair) Ann Lumb, Paul Kinnaird, Steve Glennie Smith, Nick Fish, Celia Kellett

IN ATTENDANCE: Town Clerk – Angela Price

APOLOGIES

Apologies were received from Councillor Helen l’Anson

143 DECLARATION OF INTERESTS

None received

144 MINUTES

Members were requested to approve and sign the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 5 January 2021 as an accurate record.

RESOLVED:

That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 5 January 2021 be approved as an accurate record.

145 NOTES OF THE STEERING GROUP – UP TO 22 JANUARY 2021

RESOLVED:

That the notes of the NDP steering group from 31 December 2020 to 22 January 2021 be received and noted

146 TOWN COUNCILLOR BRIEFING MONDAY 25 JANUARY 2021

Councillor Howells updated members on a recent Town Councillor Briefing held on Monday, 25th January 2021.

Councillor Howells explained that if members agreed to the NDP current status briefing document, it would be sent for the ED&P Committee and Full Council for approval.

It was advised that Dave Tristram had suggested applying for a £5,000 grant this year and a further grant of £5,000 for next year. Councillor Howells advised members that he would be meeting with Dave Tristram and the Town Clerk to discuss further.

RESOLVED:

- 1. That updated Budget Position 2020/21 be approved.**
- 2. That the Ledbury NDP current status briefing document 22/01/21 be approved, noting that a copy of the report is submitted to the next EDP Committee Meeting and Full Council to be formally approved.**
- 3. That members receive and note the current project timeline forecast 09/01/21.**

147 UPDATE ON PROGRESS WORK OF Bill Bloxsome AND Carly Tinkler

Nicola Forde advised members that Carly Tinker is still working on the baseline studies and that she is making progress. She also noted that Bill Bloxsome has completed most of the basic documents and that the Design Guide is looking very promising.

Members discussed areas in the town that would qualify as Local Enhancement Zones and Strategic Corridors with the aim of protecting them. Areas included Green Lane and Cut Throat Lane.

There was a lengthy discussion about the Design Guide including whether it carried weight with developers. Councillors Howells advised that the Design Guide has been useful when commenting on Planning Applications in the past.

RESOLVED:

- 1. That the verbal update on the work of Bill Bloxsome and Carly Tinkler be received and noted.**

148 UPDATE ON FUNDING

Councillor Howells updated members on the progress on obtaining funding and advised that he will be meeting with Dave Tristram and the Town Clerk to discuss which grants to apply for.

RESOLVED:

That the verbal update on funding be received and noted.

149 UPDATE ON FILLING

Councillor Howells advised Members that the Office Administrator has recently updated the NDP website and that by the end of February the website and office filing system set up should be completed.

RESOLVED:

- 1. That the verbal update on filing be received and noted.**

APPROVE COMMUNICATIONS AND CONSULTATION PLAN

Members were provided with the current draft Communications and Consultation Plan.

Councillor Howells advised that he has been working with consultant Maxine Bassett on the document.

Members were advised that volunteers would be sought to help with consultation meetings and writing them up. As the consultation gets underway help would also be needed.

Two consultation meetings had been held: one with Heineken - Paul Kinnaird advised members that he had sent a copy of the notes of the meeting with Heineken and was waiting for them to approve them. Nicola Forde advised that the Ledbury Health Partnership had approved the minutes of their meeting verbally. The Clerk advised that an electronic signature should be sought.

It was agreed that once these documents had been signed the documents would be uploaded to the Town Council NDP website as evidence. The Clerk advised that the office have Adobe and that they could send a copy back to Heineken and Ledbury Health Partnership and ask for an electronic signature.

Anne Lumb asked whether the Town Council could provide a list of community groups that the council used to send correspondence to in October 2019. The Town Clerk advised that she would send a copy via email.

Members were advised that the Ledbury Portal would support the NDP and share any news or consultations on their platform.

RESOLVED:

That the Communications and Consultations Plan be received and noted.

DATES OF NEXT MEETINGS

To note that future meetings of Neighbourhood Development Plan Working Party are scheduled to be held on the following dates in the 2020/21 Municipal Year and that meetings will be held via Zoom until further notice:

Tuesday, 2 February 2021 - 6.30 pm

Tuesday, 2 March 2021 - 6.30 pm

Tuesday, 30 March 2021 6.30 pm

Meeting closed at 7:45

Signed Dated