

**NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 2 MARCH 2021 VIA ZOOM**

PRESENT: Councillor Howells (Chair), Councillor Bannister, Councillor Harvey Nicola Forde (Deputy Chair) Ann Lumb, Celia Kellett, Paul Kinnaird, Councillor Helen l'Anson.

IN ATTENDANCE: Town Clerk – Angela Price

APOLOGIES

None received.

152 DECLARATION OF INTERESTS

None received.

153 MINUTES

Members were requested to approve and sign the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 2 February 2021 as an accurate record.

Councillor Harvey had some concerns with how the Town Council are being presented with NDP documents to approve and endorse, including the Consultation plan. The Clerk advised that the documents will be in the next Full Council meeting Agenda.

Councillor Bannister asked whether there could be a dedicated Economic Development Planning Committee as well as a dedicated Full Council meeting to go through the appropriate NDP documents. Councillor Harvey advised members that the Council have previously requested further dedicated meeting of Full Council if needed.

Nicola Forde advised members that the first consultation was going to be published in the Ledbury Focus and that the copy deadline was Monday, 8 March 2021.

The Town Clerk suggested that she meet with Councillor Howells to discuss the first public consultation documents and timelines for the dedicated meetings to review them.

RESOLVED:

- 1. That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 2 February 2021 be approved as an accurate record.**
- 2. That the Town Clerk organise a dedicated meeting of the Economic Development and Planning Committee to review the**

NDP documents for the upcoming proposed round of public consultation.

154 NOTES OF THE STEERING GROUP – UP TO 23 FEBRUARY 2021

RESOLVED:

That the notes of the NDP steering group from 28 January 2021 to 23 February 2021 be received and noted

155 UPDATE ON PROGRESS WORK – BILL BLOXSOME

Members were provided with an 'Issues report' which was proposed to provide the basis of the first round of public consultation on the revision of the NDP. It included the suggested consultation quantitative questions to be asked and that this document was a key one to go to the next Economic Development and Planning Committee for approval to go to full council.

Councillor Howells advised members that due to the pandemic lockdown which was still likely to be at least partly in place during the proposed timescale for this first round of public consultation, it was not going to be possible to have public meetings with residents. It is therefore proposed the Issues report be printed as a leaflet and distributed to all residents in Ledbury together with a printed questionnaire. This will be supported with an online questionnaire and NDP papers posted to the Ledbury Town Council NDP pages on the website.

Councillor Bannister queried section 2 of the Issues report: 'Land for Playing Fields'. He asked Councillor Howells to confirm whether the 5-6 hectares of sports facilities was in addition to the 12 hectares of employment land. This he confirmed and Councillor Howells advised also that the NDP WP was in the process of formally consulting with the football clubs on their needs, including questions on exactly how much land was required including the opportunity for an all-year-round pitch.

Councillor Howells confirmed that the linear park at the Viaduct site (Bloor Homes) development will come under green space as opposed to recreation.

Given the way the consultation was to be mainly online due to the lockdown and restrictions, Councillor Harvey asked whether the questions from the issues report could be simplified. Councillor Howells confirmed this was the plan. The Issues report was a fairly technical document providing detail which was needed for the full background evidence on each of the agreed issues the NDP revision was to cover, and that once approved, it was proposed to produce a simpler and less detailed leaflet to go with the questionnaire to be distributed to every house. He stressed this meant there would therefore be two separate documents and agreed with Councillor Harvey that on the document for distribution the wording on the leaflet would be simpler with more bullet points.

Members discussed the consultation timeline and Councillor Harvey asked whether it would be possible to wait until the lockdown restrictions have eased to go ahead with the public consultation. Nicola Forde advised that if the regulation 14 was to go ahead in September, the first consultation could be pushed back. However, it would have to be completed before June 21st, 2021.

Members agreed that the introduction needs to be simplified, including the greater use of bullet points. It was also confirmed that the order of items would be changed to put the settlement boundary first after the introduction. Although it was logical to put the other issues in first because they led to the justification for the settlement boundary options suggested, because it was known that the key reason for the NDP revision was to produce a settlement boundary it would be easier for the public to grasp.

Councillor Howells suggested that if members wished to make any comments on the Issues report to send to him and Nicola Forde for collation so they could be sent to Bill Bloxsome for editing. The deadline for comments was agreed as end of play on Friday March 12th.

Councillor Harvey felt that it would be beneficial to ask residents their opinions on whether the sporting land should be co-located or spread out in the Ledbury. Members agreed to add this question to the questionnaire and leaflet.

RESOLVED: That the update on the Issues report be received and noted, noting that any comments be sent to Councillor Howells or Nicola Forde by email by Friday 12th March 2021.

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UPDATE ON LVBA PROGRESS WORK OF CARLY TINKLER.

Councillor Howells provided members with an update on the LVBA (Landscape and Visual Baseline Assessment) work progress by Carly Tinkler. He advised that there is still plenty of work to do, but it is a document that is work in progress which will continue to be informed by the consultation exercise. Members be updated on progress accordingly.

RESOLVED: That the verbal update on the LVBA progress work of Carly Tinker be received and noted.

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UPDATE ON FUNDING

Councillor Howells updated members on the progress on obtaining funding and advised that the SG will continue to liaise with Dave Tristram (HC Funding Officer) and the Town Clerk to discuss the order in which to apply for grants. In the meantime he was pleased to confirm that the first grant of £5,026 from Localities to be spent by the end of March had already been received.

Councillor Howells shared an updated budget document with members via zoom. The expected income and expenditure budget is currently at £30,000.

Councillor Howells advised members that in a meeting with the Town Clerk, it was agreed with the landscape consultant that an extra figure of around £2,000 - £2,500 was needed to complete the LVBA work to the end of the revision work, and that a recommendation will be sent to the Economic Development and Planning Committee to seek proposals for an extra £5,000 to be spent from the contingency element pay for further work between Carly Tinkler and Bill Bloxsome.

Councillor Harvey felt that the spreadsheet was clear to understand and suggested adding it to the Council website for transparency and to keep residents up to date. Whilst she understood the reasons of asking the current consultants for quotes to do additional work, she reminded members of the Financial Regulations and the importance of documenting the reasons why the quotes were not sent out to tender.

RESOLVED:

- 1. That the updated budget document be received and noted, noting that a copy is made available on the Town Councils website.**
- 2. That members email Councillor Howells with any comments on the additional work proposal request documents by Thursday, 4th March 2021.**

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UPDATE ON FILING

Councillor Howells said members would be aware that the new Council website will now be live on Thursday, 4th March 2021 and that the current NDP content would be transferred to the new site. Once in place then relevant NDP documents will be uploaded over the next few weeks leading up to the consultation period.

RESOLVED:

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

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REVIEW OF DOCUMENTS FOR THE PUBLIC CONSULTATION PHASE FOR PRESENTATION TO ED&P FOR APPROVAL

Members were provided with the following documents:

- Updated Communications and consultation plan
- NDP Action list
- Consultation activities record
- 1st Public consultation qualitative responses recording spreadsheet

Councillor Howells advised that there will be a list of proposed consultees in the Communications and consultation plan and they will be arranged under the relevant topic headings.

Councillor Harvey suggested engaging with tenants from social housing occupants and social housing landlords as part of the need to speak with

'hard to reach' groups that should be included in the consultation. She also asked members to consider the residents of Parkway, as occasionally they can be missed. Councillor Howells confirmed that hard to reach groups and Parkway would be in the list.

RESOLVED:

That the above documents be received and noted.

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TOPIC GUIDES 1-6

Councillor Howells provided members with an update on the 6 issue topic guides that are being produced by the consultants to provide the baseline evidence to inform the eventual production of the new NDP document. He advised that the documents were still in an emerging and draft form, but should be sufficiently ready for members to review progress in the near future.

It was noted that the 6th of these topic guides, the previously entitled 'Landscape Capacity and Sensitivity Assessment' (LSCA), on review of what was needed for this revision version of the NDP, now had an agreed different focus and had been changed to being a Landscape and Visual Baseline Assessment (LVBA).

RESOLVED:

That the verbal update on the Topic Guides 1-6 be received and noted.

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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, 30 March 2021 - 6.30 pm

Tuesday, 27 April 2021 - 6.30 pm

Tuesday, 25 May 2021 - 6.30 pm

Meeting closed at 7:45

Signed Dated