

**NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON TUESDAY 30 MARCH 2021 VIA ZOOM**

PRESENT: Councillor Howells (Chair), Councillor Bannister, Nicola Forde (Deputy Chair) Ann Lumb, Nick Fish.

IN ATTENDANCE: Town Clerk – Angela Price

APOLOGIES

Apologies were received from Councillor Knight, Councillor Harvey, Paul Kinnaird, and Helen l’Anson

162 DECLARATION OF INTERESTS

None received.

163 MINUTES

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

RESOLVED:

That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 2 March 2021 be approved as an accurate record.

164 NOTES OF THE STEERING GROUP – 26 FEBRUARY to 18 MARCH 2021

Councillor Howells advised that the notes of the steering group held on Tuesday, 26 February were not present due to not being ready for the agenda in time.

RESOLVED:

That the notes of the NDP steering group from 26 February to the 18 March 2021 be received and noted

165 VERBAL UPDATE ON DECISIONS MADE AT ED&P AND FC MEETING HELD ON 22 MARCH 2021

Council Howells updated members on the decisions that were made in relation to the NDP draft documents at the Extraordinary meeting of Economic Development and Planning Committee and that Full Council Committee. He advised members that version 7 of the issue’s documents was presented to councillors and that there were suggestions, including amendments from

Councillor Harvey. There will be an Extraordinary meeting of Economic Development and Planning on Thursday, 15 April to accept the draft issues documents.

The Consultation and Communications document was approved; therefore, it was decided that the 1st public consultation period would be from April to May 2021.

RESOLVED: That the verbal update on decisions made at the Extraordinary meeting of Economic Development and Planning and the Full Council Committee be received and noted.

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UPDATE ON PROGRESS WITH EDITING THE CONSULTATION DOCUMENTS

Councillor Howells advised members of the progress that had been made with the following documents:

- a. Issues and Options Report
- b. Issues Leaflet
- c. Issues Questionnaire
- d. Communication and Consultation Plan

Councillor Howells had been asked to explain the major differences between version 7 and 8 of the issues documents. He advised that many of the maps had been changed, making it clearer to read and understand.

There was a lengthy discussion on the settlement boundary and policies, and it was advised that Councillor Howells and Nicola Forde would be speaking with Hereford Planners and Sam Banks.

It was agreed that any comments on version 8 of the issue's documents will need to be submitted by Tuesday, 6 April to submit to the Extraordinary meeting of Economic Development Planning Committee and the Full Council meeting on Thursday, 15 April 2021.

After further discussion on whether the 1st public consultation should be all 'remote' as in the consultation Plan A due to covid restrictions, or if some presentation meetings as detailed in Plan B could be held towards the end of the consultation period as restrictions were lifted, Councillor Howells agreed that some meetings could be possible in person, providing that Covid-19 restrictions lift in the timescales envisaged, and that the plan and budget would be updated to reflect this possibility.

Councillor Howells shared his screen with members to go through the updated budget, which reflected the quotations that were received from the consultants. He reminded members that the quotations received will need to be approved by Council.

Councillor Howells advised members that a grant of £600 had been received from the AONB and that this will be reflected in the Consultation and Communications Plan.

RESOLVED: That the verbal update on progress with editing the consultation documents be received and noted.

167 UPDATE ON GRANT APPLICATION, FUNDING AND BUDGET

Councillor Howells advised members that the Awards for All grant will need to be submitted by Friday, 9th April 2021 to pay the consultants.

RESOLVED: That the update on grant application, funding and budget be received and noted.

168 UPDATE ON FILLING

Councillor Howells advised Members that the Office Administrator has recently updated the NDP website, and that relevant documents will be uploaded in the next couple of weeks.

RESOLVED: That the verbal update on filing be received and noted.

169 TOPIC GUIDES 1-6 REVIEW ON INPUT INTO CONSULTATION PROCESS AND REQUEST FOR VOLUNTEERS TO UNDERTAKE REVIEW

It was agreed that each of the current NDP draft topic guides will be sent to two independent people to read for comments before being posted to the website as documents still in progress, but sufficiently developed to be included in the 1st round of public consultation (which would in itself help inform completion of the documents). These people will also be asked to help test the draft consultation questionnaire (both the online and printed versions) before publication to ensure it was understandable and worked.

The following names were suggested:

Design Guide

Paul Neep and Paul Esrich

Employment

Ian James, Paul Kinnaid, and Caroline Green

Recreation and Open Spaces

Nick Fish and Caroline Green

Green Infrastructure

Paul Kinnaid, Anne Crane, and Nina Shields

Settlement Boundary

Councillor Bannister, Griff Holiday, and Councillor Chowns

LVBA

Griff Holiday, Celia Kellet, and Alan Pike

RESOLVED: That Councillor Howells send an email to the suggested names, asking whether they would be interesting in commenting on the Topic Guides.

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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, 27 April 2021 - 6.30 pm

Tuesday, 25 May 2021 - 6.30 pm

Tuesday, 22 June 2021 - 6:30 pm

Meeting closed at 7:45

Signed Dated