



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES - CHURCH STREET - LEDBURY

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21 April 2021

**TO: Councillors Bannister, Eakin, Harvey, Howells and Morris
Plus, non-councillor members**

Dear Councillor

You are invited attend a meeting of the **Neighbourhood Development Plan Working Party** which will be held on **Tuesday, 27 April 2021 at 6.30 pm** for the purposes of transacting the business set out below. During the Covid-19 Pandemic meetings will take place via zoom (a link to join the meeting will be sent out by the Clerk prior to the meeting)

Yours faithfully

A Price

Angie Price
Town Clerk

A G E N D A

1. **Apologies for absence**
2. **Declarations of interest**
3. **Presentation from Gladman Developments**
4. **To approve and sign the minutes of the meeting of the NDP WP meeting held on 30 March 2021. (Pages 448 - 451)**
5. **To receive the notes of the meeting of the NDP SG meetings held from 16 March to 16 April 2021 inclusive: (Pages 452 – 473)**
 - a. NDP SG notes of meeting no. 26
 - b. NDP SG notes of meeting no. 28
 - c. NDP SG notes of meeting no. 29
 - d. NDP SG notes of meeting no. 30
 - e. NDP SG notes of meeting no. 31
 - f. NDP SG notes of meeting no. 32

6. **Verbal update on the decisions made in respect of the first NDP Public Consultation at the Extraordinary meeting of Council held on 22 April 2021.**
7. **Review of consultation documents:** **(Pages 474 – 542)**
 - a. Issues and Options Report – version 9
 - b. Issues Leaflet – version 9
 - c. Issues Questionnaire – version 9
 - d. Draft consultation leaflet and questionnaire samples
 - e. Communications and Consultation Plan – version 7
8. **Review of public consultation activity and timescales (request for volunteer help)** **(Verbal)**
 - i. Printing of leaflet and questionnaire
 - ii. Envelope stuffing of over 4,000 leaflets
 - iii. Distribution by Royal Mail to every parish household post code
 - iv. Free post licence for return
 - v. Setting up the questionnaire on-line
 - vi. Data entry of physical questionnaires returned
 - vii. Consultation with groups and organisations – plan of formal interviews v email requests for input
 - viii. Physical activities towards the end of the consultation phase (business breakfast, presentation boards, display and location etc.)
9. **Update on grant applications, funding and budget** **(Page 543)**
10. **Update on filing including website** **(Verbal)**
11. **Topic Guides 1-6: review**
 - i. Topic Guide 1 – Design Guide
 - ii. Topic Guide 2 – Employment
 - iii. Topic Guide 3 – Recreation and Open Spaces
 - iv. Topic Guide 4 – Green Infrastructure
 - v. Topic Guide 5 – Settlement Boundary
 - vi. Topic Guide 6 – LVBA

12. **Dates of future meetings**

To note that future meetings will be held on the following dates and times:

Tuesday, 25 May (subject to legislation permitting) and Tuesday, 22 June 2021 commencing at 6.30pm, noting that it may be possible for the meeting on 22 June to be an in-person meeting, subject to the easing of lockdown guidelines.