

**NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 27 APRIL 2021 VIA ZOOM**

PRESENT: Councillor Howells (Chair), Nicola Forde (Deputy Chair) Ann Lumb, Celia Kellett, Steve Glennie-Smith, Paul Kinnaird, Nick Fish and Helen l'Anson.

IN ATTENDANCE: Town Clerk – Angela Price

APOLOGIES

Apologies were received from Councillor Knight.

171 DECLARATION OF INTERESTS

None received.

PRESENTATION FROM GLADMAN DEVELOPMENTS

The Chairman, Councillor Howells welcomed the representatives of Gladman, Stuart Carvel and Hannah Rodger, who were at the meeting on their request to present their outline plans for development on a site off the Dymock Road. The Chairman advised all present that at this early stage this was only a presentation to note by the working party and that with no planners present, both Gladman and the members should note that this was not an opportunity to discuss the plans. However, any questions on the outline detail could be asked for clarification purposes.

Hannah advised members that Gladman had entered into a provisional agreement with the landowner to provide new houses including affordable housing and community infrastructure. She advised that Gladman would like to work with Ledbury Town Council to develop homes that are suitable for everyday life and to do so with full community engagement. They were thanked by the Chairman for proactively seeking to engage with LTC by making this presentation in line with Ledbury NDP.

The Clerk advised that she would send members the presentation that she had received from Hannah and Stuart. She also advised members that if they had any questions, they must send them directly to the Town Clerk for consultation with the NDP Chairman.

172 MINUTES

Members were requested to approve and sign the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 30 March 2021 as an accurate record.

RESOLVED:

That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 30 March 2021 be approved as an accurate record.

173 NOTES OF THE STEERING GROUP (SG) – UP TO 16 APRIL 2021

RESOLVED:

That the notes of the NDP steering group from 16 March to 16 April 2021 inclusive be received and noted

174 VERBAL UPDATE ON THE DECISIONS MADE IN RESPECT OF THE FIRST NDP PUBLIC CONSULTATION AT THE EXTRAORDINARY MEETING OF COUNCIL HELD ON 22ND APRIL 2021

Councillor Howells updated members on the decision that was made in respect of the 1st NDP public consultation. He advised members that there are some amendments to be made to the consultation documents, but they were otherwise approved to go to the first public consultation.

Some members had edit suggestions and were advised that they would email the Town Clerk and Councillor Howells directly. Paul Kinnaird had some concerns with the options provided on question 1 and in particular on the consultation questionnaire and leaflet. He agreed to send an email with his detailed comments. Councillor Howells advised members that the SG would seek advice from our consultant Maxine Bassett on the questionnaire points.

Councillor Howells advised members that in line with the agreed communications and consultation strategy and to reflect current covid-related lockdown restrictions, that of 4,500 copies to be printed, over 4,000 of the leaflets and survey questionnaires will be delivered to every postcode in the Parish. The leaflet information and the questionnaire will also be available online and it was expected that most respondents would complete the online version of the survey.

There was a lengthy discussion on the settlement boundary to the west, including Little Marcle road and its cycling, walking and bridleway connecting routes.

Paul Kinnaird suggested providing clearer definitions for wording on topics like Local Enhancement Zone and Local Strategic Corridor. The Clerk advised members that there could be links on the Town Council website with more information and explanations on terminology.

Members agreed that some of the maps could be of better quality and also asked whether they should include the existing employment land. Councillor Howells advised that the SG would clarify these points with our consultants Maxine Bassett and Bill Bloxsome. The maps had already gone through several iterations to enhance their clarity, but the SG would particular look at some of the shading areas to make them easier to separately identify. Whilst one of the key purposes of this revision was to identify new employment land, existing employment areas had not been highlighted, but it was agreed these should at least be shown. Nicola Forde suggested that the existing

employment land could be identified as uncoloured areas with a note alongside to identify them.

RESOLVED:

1. That the verbal update on the decision that was made in respect of the 1st NDP public Consultation at the Extraordinary Meeting of Council be received and noted.
2. That members email the Town Clerk and Chairman with any comments on the first NDP consultation documents for the SG to discuss with consultants Maxine Bassett and Bill Bloxsome.

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REVIEW OF PUBLIC CONSULTATION DOCUMENTS

Members were asked to receive and note the following documents:

- 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

RESOLVED: That subject to review and edits by the SG as necessary from the comments made on these documents, members receive and note the public consultation documents.

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REVIEW OF PUBLIC CONSULTATION ACTIVITY AND TIMESCALES

Councillor Howells advised members of the actions needed for the public consultation and that volunteers were needed for the following:

- Testing of the final versions of the printed leaflet and questionnaire before distribution
- Envelope stuffing of over 4,000 leaflets and questionnaires
- Testing of the on-line questionnaire before going live
- Data entry of physical questionnaires returned
- Consultation with groups and organisations
- Physical activities towards the end of the consultation phase at which helpers were needed to set them up and be there on the days to take and answer questions)

The Chairman advised that Royal Mail would be commissioned to distribute over 4,000 leaflets to every parish household post code and that the council will obtain a free post licence for completed paper questionnaires to be returned to the council offices.

He also confirmed, in line with a previous agreement at council, the SG proposal that towards the end of the consultation period at the end of May, the council organises several covid-19 secure events such as a possible business breakfast and two or three days of public presentation events ,

with NDP information display boards that could possibly be held in the council offices. The Town Clerk suggested considering doing this physical consultation under the Market House where the council already set up the 'pop up table and chairs' during the week.

RESOLVED:

That the review of public consultation activity, timescales and volunteer help be received and noted.

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UPDATE ON GRANT APPLICATIONS, FUNDING AND BUDGET

Councillor Howells advised members that there are two more grants that the council will be applying for, including the Awards for All Grant which Nicola Forde is currently working on.

The budget spreadsheet was shared on the screen and Councillor Howells updated members on the current income and expenditure expectations.

RESOLVED:

That the verbal update on grant applications, funding and budget be received and noted.

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UPDATE ON FILING INCLUDING WEBSITE

Councillor Howells updated members on the progress of the NDP website and advised that the information pages and section headings under which content would be filed is now up to date. Unfortunately, when moving the website from the old one to the new one, the links to the NDP documents that had already been listed did not transfer, so it had been agreed with the Administrative Officer that there was no alternative but for them to be uploaded again. This was expected to happen over the next few weeks up to the launch of the public consultation.

RESOLVED:

That the verbal update on the website and filing be received and noted.

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TOPIC GUIDES 1-6

Councillor Howells provided members with an update on the 6 topic guides that were being produced by the consultants, following input from a number of WP and other community contributors, to provide the baseline evidence to inform the eventual production of the new NDP document. He confirmed that the SG had recruited at least two people for each guide to review them for comment before they are uploaded to the website for the consultation. Members should note that they are not completed documents since the consultation phase would provide the input for them to be finalised, but they needed to be made available for review for those who wished to read them as part of being able to respond to the survey and so people could see the

amount of work already been done in preparation for producing a first draft of the revised NDP.

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 2021/22 Municipal Year and that meetings will be held via Zoom until further notice:

Tuesday, 25 May 2021 - 6.30 pm

Tuesday, 22 June 2021 – 6:30 pm (although from this meeting onwards it may be desirable and necessary these are now face-to-face meetings assuming all covid restrictions have been lifted)

Tuesday, 20 July 2021 – 6:30 pm

Meeting closed at 7:45

Signed Dated