



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES - CHURCH STREET - LEDBURY

HEREFORDSHIRE HR8 1DH - Tel. (01531) 632306

e-mail: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

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.