

**NOTES OF A MEETING OF THE  
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY  
HELD ON 25 MAY 2021 VIA ZOOM**

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

**IN ATTENDANCE:** Town Clerk – Angela Price

**APOLOGIES**

Apologies were received from Councillor Knight.

**181 DECLARATION OF INTERESTS**

None received.

**182 MINUTES**

Members were requested to receive and note the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 27 April 2021.

**RESOLVED:**

That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 27 April 2021 be received and noted.

**183 NOTES OF THE STEERING GROUP – UP TO 14 MAY 2021**

**RESOLVED:**

That the notes of the NDP steering group from 22 April to 14 May 2021 be received and noted.

**184 UPDATE ON FINAL VERSIONS OF CONSULTATIONS DOCUMENTS**

Councillor Howells updated members on the following documents, including the amendments that were suggested in the previous meeting.

- a. Issues and Options Report V10
- b. Issues Leaflet v10
- c. Issues Questionnaire V10
- d. Communications and Consultations v8

Councillor Howells advised members that there are just over 6600 houses in Ledbury as opposed to 4000. Therefore, there will be an increase in the budget in order to send the leaflets and questionnaires to every household in Ledbury through Royal Mail.

**RESOLVED: That the verbal update on the above documents be received and noted.**

185

#### **UPDATE ON PUBLIC CONSULTATION ACTIVITY**

Councillor Howells updated members on the following: -

- a. NDP public consultation detailed planning 2021 project plan
- b. Printing of leaflet and questionnaire - quotes and order placed
- c. Setting up the questionnaire online
- d. Envelope stuffing of 6,700 leaflets/questionnaires
- e. Data entry of physical questionnaires returned
- f. Consultation with groups and organisations
- g. Physical activities towards the end of the consultation phase

The Clerk advised that the officers in the office could share information on the consultation on social media and on the Ledbury Town Council website. Steve Glennie-Smith also volunteered to share information via his social media platform.

**RESOLVED: That members receive and note verbal update on public consultation activity and timescales.**

186

#### **UPDATE ON GRANT APPLICATIONS, FUNDING AND UP TO DATE BUDGET V130521**

Councillor Howells updated member on the progress of obtaining grants, including the already received Localities and the Malvern's AONB grants, the Awards for All grant that had been applied for, and the second Localities grant for this financial year that would be applied for in the next couple of weeks.

The budget spreadsheet was shared on the screen and Councillor Howells updated members on the current income and expenditure projections which are still running to plan.

**RESOLVED:**

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

187

#### **UPDATE ON FILING INCLUDING WEBSITE**

Councillor Howells updated members on the progress of the NDP website and advised that the content is now up to date for the upcoming 1<sup>st</sup> public consultation on the plan revision content.

**RESOLVED:**

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

**MHCLG SPRING 2021 NDP NEWSLETTER**

Members were provided with a copy of the MHCLG Spring NDP Newsletter. Councillor Howells felt that the newsletter was worth sharing with members, in particular the articles named ‘Additional Support Available for Neighbourhood Planning Groups’ referring to a technical support package and grant for High Street Regeneration, and ‘In Focus Design’.

**RESOLVED:**

**That the MHCLG Spring Newsletter be received and noted.**

**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, 22 June 2021 – 6:30 pm

Tuesday, 20 July 2021 – 6:30 pm

Tuesday, 7 September 2021 – 6:30pm

Meeting closed at 7:30

Signed ..... Dated