

**NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 22 JUNE 2021 VIA ZOOM**

PRESENT: Councillor Howells (Chair), Nicola Forde (Deputy Chair) Ann Lumb, Celia Kellett, Steve Glennie-Smith, Paul Kinnaird, Matthew Eakin.

IN ATTENDANCE: Town Clerk – Angela Price

191. APOLOGIES

Apologies were received from Councillors Bannister, Harvey, and Morris

192. DECLARATION OF INTERESTS

None received.

193. MINUTES

Members were requested to receive and note the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 25 May 2021.

Members of the Neighbourhood Development Plan (NDP) Working Party held received and noted the minutes of the meeting of the meeting held on 25 May 2021 be

194. NOTES OF THE STEERING GROUP – UP TO 9 JUNE 2021

Members received and noted the notes of the NDP steering group from 19 May to 9 June 2021 be received and noted.

195. UPDATE ON PUBLIC CONSULTATION ACTIVITY

Councillor Howells updated members on the following: -

- a. NDP public consultation 2021 project plan
- b. Leaflets distributed by Royal Mail, Royal Mail to confirm that all postcodes have received the questionnaire
- c. Online survey in place, at present there is a 2.5% return rate
- d. Questionnaire well publicised and several posters have been placed around the town
- e. There are five categories for consultation these are:
 - i) Groups for Consultation which is ongoing or already undertaken
 - ii) Zoom and face to face meetings with a few organisations
 - iii) A template for organisations to complete themselves
 - iv) Standard email for organisations to answer questions specific to themselves

- v) Non-standard email for certain organisations, such as potential hotels, network rail and the tourist industry outside of Ledbury
- f. Data entry will be completed with trained volunteers. Volunteers were also requested to help with the one to one consultation interviews.

Members advised of some areas of the town who had not yet received copies of the consultation documents and it was suggested that the Clerk consider placing an advert on the Council's Facebook page advising that there are copies available in the Town Council offices for collection, should residents not have received copies in the post.

It was noted that two consultations will be held under the Market House on 7 and 14 July.

196. UPDATE ON GRANT APPLICATIONS, FUNDING AND UP TO DATE BUDGET

Councillor Howells updated members on the progress of obtaining grants, including the two localities grants that had been applied for.

Councillor Howells advised that the £10k grant for Awards for All was turned down and therefore proposed that a recommendation is sent to the ED & P to release £10k from reserves, this was seconded by Councillor Eakin

The second localities grant has been approved

It was suggested that the Clerk consider making a recommendation to the Economic Development and Planning committee to make a request to the Finance, Policy & General Purposes Committee to release £10k from reserves.

197. UPDATE ON FILING INCLUDING WEBSITE

Councillor Howells updated members on the progress of the NDP website. He has proposed that meeting Agendas be put onto the website as soon as possible

Members received and noted the verbal update on the website and filing.

198. UPDATE ON OVERALL NDP PROJCT TIMELINE

Members received and noted the update on NDP timeline.

199. DATES OF NEXT MEETINGS

Tuesday, 20 July 2021 – 6:30 pm

Tuesday, 7 September 2021 – 6:30pm

Tuesday, 05 October 2021 – 6.30pm

The meeting closed at 7:30 pm

Signed Dated