

**MINUTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 15 SEPTEMBER 2021**

PRESENT: Councillors Bannister, Eakin and Howells (Chair)
Non-Councillors – Nicola Forde, Diane Fullerton, Celia Kellet,
Beverley Kinnaird, Paul Kinnaird and Ann Lumb

ALSO PRESENT: Angela Price – Town Clerk

200. APOLOGIES

Apologies were received from Nick Fish,

201. DECLARATIONS OF INTEREST

None received.

**202. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY HELD ON 22
JUNE 2021**

RESOLVED:

That the minutes of the meeting of the Neighbourhood Development Plan Working Party held on 22 June 2021 be approved and signed as a correct record.

**203. TO RECEIVE THE NOTES OF THE MEETINGS OF THE NEIGHBOURHOOD
DEVELOPMENT PLAN STEERING GROUPS HELD FROM 9 JUNE TO 10
AUGUST 2021 (No's 42-45)**

RESOLVED:

To receive and note the notes of the Steering Group meetings held from 9 June to 10 August 2021.

204. UPDATE ON PUBLIC CONSULTATION

a. Update on public consultation project plan

Councillor Howells provided an update on the public consultation project plan.

He advised that some of the work was complete within the project plan, but that there is still some work to do in other areas. He advised that the LVBA was about 70% complete, but that it was overdue due to the consultant being very busy and information that needs to be provided to assist with this work.

He advised that the filing to the website and of hard copies was progressing and that he would shortly be providing information to the Clerk to be uploaded to the Council's website in readiness for the submission of the first draft of the NDP in October/November 2021.

He advised that the public consultation was now ended, and the information had been input and a report received on the outcome. He advised that the group now need to chase up the organisation and business responses.

He advised that as they had only received the report on 14 September they would now need to start entering the qualitative data into a spreadsheet.

b. On-line questionnaire survey report

Councillor Howells shared a document "Headline Results from the Residents NDP Public Survey June/July 2021" which had been prepared by Nicola Forde. He provided an overview on the information provided in the document and advised that this would be shared with the group following the meeting.

It was agreed that there were still some organisations and business that needed to be followed up noting that it was important to get these responses by the end of September.

Councillor Bannister advised that he yet to complete contacting businesses on the Homend trading estate but that he anticipated completing this the following day.

c. Update on consultation with local groups and businesses

Councillor Howells considered that this item had been covered in discussions on a and b above.

205. WEBSITE AND FILING UPDATE

It was noted that the website and filing had been covered in minute 204.

Councillor Howells stated that he spoken with Sam Banks about the accessibility of the information on the website. He advised that he had been made aware of a Microsoft Office function that you could use to check accessibility of documents on websites.

He advised that there was a lot of consultation feedback and that it may be advisable to make a change to the filing system to separate consultation feedback from activities information.

Nicola advised that she had noted that the consultant's briefs were not on the website and she considered that this should be included as a priority.

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

Councillor Howells provided an update on the budget and funding, advising that Ledbury Town Council had agreed to release the additional £10,000 due to the Awards for Grant funding not being awarded to the group.

207. UPDATE ON OVERALL NDP PROJECT TIMELINE

Councillor Howells pointed out that there had been delays which affected the project timeline advising of the following amended timeline:

Amended Reg 14 date – moved from mid-August – now anticipated January 2022

Amended Reg 16 date – anticipated early spring 2022

Nicola advised that the new timeline was partly due to school holidays and that Hereford Council have to look at the document for one month. She advised that it was hoped that the draft document (Reg 14) would be ready by the middle of November, which is a couple of months further along than previously considered.

Councillor Howells stated that the key point to reach is Reg 14, as once this in place the NDP has legal status. He advised that Nicola had sought advise on what point is it that the new revised plan has to be taken into account in planning consideration. The advice was that the NDP gains power through the various stages stating the following information had been received:

“The weight is determined by a number of factors which is outlined in paragraph 48 of the NPPF 2021 – “The stage of preparation of the emerging plan the more advanced the preparation the greater weight may be given”

208. DATES OF FUTURE MEETINGS

RESOLVED:

To note that future meetings of the Neighbourhood Development Plan Working Party are scheduled for:

6.30pm on Tuesdays 19 October 2021 and 23 November 2021

The meeting ended at 7.26 pm

Signed Dated