

**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF THE  
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY  
HELD ON 19 OCTOBER 2021**

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**PRESENT:** Councillor Howells

**ALSO PRESENT:** Angela Price – Town Clerk  
Ann Lumb – SG and Non-Councillor Member  
Steve Glennie-Smith – Non-Councillor Member  
Celia Kellett - Non-Councillor Member  
Diane Fullerton – Non-Councillor Member

**209 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Nicola Forde, Councillor Eakin and Paul Kinnard

**210 DECLARATIONS OF INTEREST**

None received.

**211 TO APPROVE AND SIGN THE MINUTES OF THE NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) WORKING PARTY MEETING HELD ON 15 SEPTEMBER 2021**

**RESOLVED:**

**That the minutes of the meeting of the Neighbourhood Development Plan Working Party held on 15 September 2021 be approved and signed as a correct record.**

**212 TO RECEIVE THE NOTES OF THE MEETINGS OF THE NDP STEERING GROUP HELD FROM 11 AUGUST TO 29 AUGUST 2021 INCLUSIVE**

**RESOLVED:**

**That the notes of meetings of the NDP Steering Group held 11 August to 29 August 2021 (46-49) be received and noted.**

**213 Update on Public Consultation**

a. Update on the public consultation project plan

Councillor Howells provided an update on the public consultation project plan. The items still to be completed are website filing, the final version of the LVBA report, the completion of consultations with a few remaining local organisations/bodies and the consolidation and analysis of the qualitative data from the public survey and organisations consultations.

He advised he is still in the process of providing the Clerk with information to be uploaded to the Council's website in readiness for the submission of the first draft of the NDP to Herefordshire Council for Reg 14 acceptance in the November/December timeframe.

- b. NDP 1<sup>st</sup> public survey report exec summary v1.0
- c. NDP 1<sup>st</sup> public survey final report v1.0

Councillor Howells asked if the committee were happy to adopt the 1<sup>st</sup> public survey executive summary and final report. The committee confirmed they were happy with this.

- d. Update on analysis of all qualitative responses to the public survey

Councillor Howells gave a short update on the analysis of all qualitative responses to the public survey.

- e. Update on consultation with local groups and businesses

Councillor Howells advised that two different types of consultations were sent out; one in an email to a group of around 80 organisations which were each given a leaflet and a copy of the questionnaire, asking for any input they wished to give. A further around 60 organisations were sent the same info plus a customised questionnaire template for them to complete. We were now in the final stages of following up with a few organisations we still hoped would offer valuable input into drafting the new revised NDP.

#### 214 **First working draft of the LVBA report**

Councillor Howells noted that this substantial document in its first working draft completed form, was the culmination of a lot of work by many people over the past 18 months or so. On behalf of the WP he offered a thank you to all the different section authors of the report for their time, effort and significant contributions to help our consultant Carly Tinkler produce the draft report.

#### 215 **Revised NDP V1 Working Draft V1**

Councillor Howells pointed out this was a significant moment in producing the first iteration of the revised version of the NDP and thanked our consultant Bill Bloxsome for his substantial hard work in producing it. He brought members attention to specific certain important policy areas within the report that had been formulated from the survey and evidence base. These were the settlement boundary, sustainable development, employment, the town centre definition and the natural environment.

Councillor Howells requested that if any members of the working party had any comments on both the working draft LVBA report and revised NDP V1 working draft they should be sent to the clerk by the 1 November 2021. It was

also agreed that the clerk would send an email to all Councillors and the rest of the NDP working party who had not been able to attend asking for any comments by this date in order for the revised NDP to proceed to the Reg 14 stage within the project timescale.

**RESOLVED:**

That any comments in relation to the draft LVBA report and revised NDP V1 draft be forwarded to the Clerk no later than 1 November 2021. The Clerk is to send out an email to all Councillors and other members of the NDP WP asking for comments by this date.

216 **Dates of future meetings**

**RESOLVED:**

That it be noted that future meetings of the NDP WP were scheduled to be held by Zoom on the following dates and times: 6:30pm Tuesday 23 November 2021 and 7.00pm on Tuesday 11th January 2022.

The meeting ended at 7:32pm.

Signed ..... Dated .....  
(Chair)