

LEDBURY TOWN COUNCIL

MINUTES OF A NEIGHBOURHOOD DEVELOPMENT WORKING PARTY MEETING HELD (BY ZOOM) ON 23 November 2022

PRESENT: Councillor Howells (Chair)

NON-COUNCIL: Nicola Forde, Steve Glennie-Smith, Ann Lumb, and Celia Kellet

ALSO PRESENT: Angela Price – Town Clerk
William Bloxsome - Planning Consultant

237 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Paul Kinnaird

238 **DECLARATIONS OF INTEREST**

No declarations of interest had been received.

Some Confidentiality forms from non-councillor members of the Working Party had been received. Forms will be kept by LTC in a separate GDPR file and not with NDP files or on personal computers.

239 **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) WORKING PARTY MEETING HELD ON 3 May 2022**

RESOLVED:

That the minutes of the meeting of a Neighbourhood Development Plan Working Party held on 3 May 2022 be approved and signed as a correct record.

240 **TO RECEIVE THE NOTES OF THE MEETINGS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) STEERING GROUP HELD BETWEEN 31 APRIL 2022 – 28th JULY 2022 (66-71 inclusive).**

RESOLVED:

That the notes of the meetings of the NDP Steering Group held between 31 April 2022 and 28th July 2022 (66-71 inclusive) be received.

241 **REGULATION 16 CONSULTATION FEEDBACK AND NEXT STEPS**

Councillor Howells informed the Working Party members that the consultation had finished on 11 November. 18 responses had been received. Councillor Howells asked that the Neighbourhood Planning Team at Herefordshire

Council be thanked for processing the feedback swiftly in order for the results to be considered at the Working Party meeting.

Councillor Howells explained that due to the Herefordshire Council elections to be held in May 2023, and the preceding purdah period beginning at the end of March, the final phases of the NDP (ie selection of Examiner, Examination, Response to Examination and Referendum) face tight time constraints.

He added that Herefordshire Council have invited potential Examiners to apply to Examine Ledbury's revised NDP, applications will be forwarded to LTC for selection. The WP should note that it was resolved at the Ledbury Town Council meeting held on 1st December 2022 that selection of the Examiner be delegated to the NDP Steering Group.

RESOLVED:

That thanks to Herefordshire Council's NDP Team be noted. That the Steering Group work with Bill Bloxsome on responses to the representations received from the Regulation 16 consultation and on selection of an Examiner.

242 **TO RECEIVE THE UPDATED ANTICIPATED FINAL NDP BUDGET AS OF 30 NOVEMBER 2022 WITH THE CURRENT STATUS OF CONSULTANT PAYMENTS**

Councillor Howells informed members that the budget for the Regulation 16 consultation phase was underspent as due to the low number of responses (18) no analysis was needed.

The budget was currently approximately £2000 underspent – at the end of the process any money left will be paid back to LTC who contributed £20,000 to the total budget.

RESOLVED:

That members receive and note the anticipated final budget.

243 **UPDATED PROJECT TIMELINE**

Councillor Howells provided an update on the project timeline.

RESOLVED:

That members receive and note the updated project timeline.

244 **UPDATED COMMUNICATIONS PLAN**

Councillor Howells provided an update on the communications plan which was now the final and rev 14 version.

RESOLVED:

That members receive and note the final updated communications plan.

245 **LEDBURY REGULATION 16 REPRESENTATIONS**

Councillor Howells explained that nine of the responses did not require a response. Bill Bloxsome had put together proposed responses to the other nine representations. It was agreed that all Working Party members give feedback on the proposed responses to the Clerk by the evening of Monday 28th November.

Bill Bloxsome asked for more information in support of the proposed responses:

- a) Letter from Kevin Bishop, HC Planning re 106 monies for sport – Councillor Howells to supply this.
- b) Councillor Howells to ensure the NDP Section of the LTC website is updated with:
 - the notes of the meetings with the various sports bodies,
 - the notes of meetings with the landowners of the proposed site for the sports facilities and
 - the notes of the meetings with UBL
- c) Councillor Howells to email Justine Burnett, Section 106 officer at Herefordshire Council to ensure that the Ledbury Sports Facilities project is on the Herefordshire Council's Section 106 projects list. Ruth Jackson, Herefordshire Council and the Herefordshire Football Association contact to be copied into the correspondence.
- d) Councillor Howells to find out if Ledbury Swifts have had discussions with Gladman.
- e) Councillor Howells to ensure email notes of 19th April 2021 and 19th November 2021 received from Ruth Jackson, Herefordshire Council regarding the proposed new football facilities are amended as per her subsequent comments and uploaded to the NDP section of the LTC website.
- f) Any promotional material LTC produced for the Regulation 16 consultation be added to the NDP section of the LTC website. The Clerk confirmed notification of the consultation was put on the Council's website. The Clerk to find out if the consultation had been promoted via Facebook and let Bill Bloxsome know.

RESOLVED:

Working Party members to send feedback re the proposed responses to the received Regulation 16 representations to the Clerk by the evening of 28th November.

The NDP Steering Group to meet on Tuesday 29th with Bill Bloxsome to look at responses to the feedback received and that this should be forwarded to Herefordshire Council as quickly as possible.

Councillor Howells to action points a-e above.

The Clerk to action point f above.

246 **DATES OF FUTURE MEETINGS**

It was noted that the next meeting of the Neighbourhood Development Plan WP would be scheduled after the Examiner's Report has been received.

The meeting ended at 7:30 pm.

Signed Dated

(Chair)