

Notes from a Neighbourhood Planning Working Party Steering Group meeting held at 10.00am on 30 September 2019 in Ledbury Town Council offices

Present: Cllr Phillip Howells, Ann Lumb, Nicola Forde

The following topics were discussed:

1. The circulation of a letter to local community organisations/interest groups – asking for help with the review of the NDP. The list of contacts was agreed, a few email addresses were missing which the Town Clerk agreed to fill in. **Agreed** the letter be sent out with a small amendment to the wording by the Town Council, signed by Phillip Howell as Chair of the Working Party.
2. The baseline study for the Landscape Sensitivity and Capacity Assessment – topics as set out by Carly Tinkler, Landscape Consultant. This purpose of this phase of work will help to understand what the situation is at the moment. Work to be overseen by Carly Tinkler.

Agreed to identify/approach known ‘experts’ to help with these tasks.

Topics:	Possible volunteer experts
Biodiversity	Ledbury Naturalists
Historical character	Celia
Ecology	Ledbury Naturalists
Significant Vegetation	Anne Crane (Tree Warden)
Recreation/sport/amenities	Nick Fish, Ledbury Sports Federation
Green Infrastructure	
Views/Visual/Amenity – key views	
Landscape Character	

3. **Topic Working Groups** – these groups will focus on the future - what is needed and what is wanted. The following topics were identified (with reference to Carly Tinkler’s suggestions) for groups to form around, members of the Working Party have already identified topics they are happy to work on at a earlier meeting.

	Topic	Sub-topics	Initial volunteers
1.	Design Guide:		<i>Paul Neep, Patrick Goode</i>
2.	Economic Activity including:	<i>Agriculture and Horticulture Employment Industrial Business Development Institutions Commercial Live work units Tourism Technology</i>	<i>Paul Kinnaird Ian James</i>

3.	Housing/Residential Needs		
4.	Sport and Recreation		<i>Nick Fish</i>
5.	Green infrastructure including:	<i>Footpaths Allotments Water courses Wildlife Habitats and Ecosystems Parks/Green spaces/cemetaries etc</i>	<i>Nicola Forde</i>
6.	Other Essential Infrastructure including:	<i>Education Medical Energy Transport Utilities and Services Community Facilities</i>	
7.	Consultation and Engagement:		

4. Meeting with consultants to discuss future strategy and ways of working.

Agreed that following discussion at the last NDP meeting Bill Bloxsome and Carly Tinkler be invited to meet with the Steering Group before the next NDP meeting (14 October) in particular to address the desire of the Working Party to focus and shorten the timeline, whilst still producing a robust settlement boundary.

Agreed that following the full Council meeting on Thursday 3rd October Phillip Howells to contact Carly and Bill to arrange the meeting and get their agreement to share their initial project proposals with each other prior to that meeting. Suggested dates 10 am 7th or 14th October or 8th October 6-8pm.