

**Notes of a meeting of the neighbourhood Development Plan Working Party
held on Monday 23rd September 2019**

Present: Councillor Howells (Chair) Nicola Forde, Ann Lumb, Paul Kinnaird, Councillor Bannister, Councillor Morris, Paul Neep, Christine Tustin,

Also present: Angela Price – The Town Clerk, Olivia Bundy – The Minute Taker, Bill Bloxsome – Planning Consultant, Maxine Basset – Researcher

50. **Apologies**

Apologies were received from Beverly Kinnaird and Julie Knight

51. **Declarations of interest**

None were received

52. **To receive notes of a meeting of the NDP WP meeting held on the 3rd September 2019.**

RESOLVED:

That the notes from the neighbourhood development plan (NDP) Working Party be approved.

53. **Planning consultant and presentation and Q&A session (quote 4)**

Councillor Howells welcomed Bill Bloxsome and his researcher Maxine Basset to the NDP Working Group. Cllr Howells explained that the group were querying the timescale of the revision to the NDP. Whilst a longer process may ensure revisions are thorough and robust, current development pressure on the town means that there is a need for an effective NDP as soon as possible so the speedier the revision process the better.

54. Bill Bloxsome provided members with a brief overview of his experience as a chartered Town Planner with over 35 years of experience in local government and over 40 years in Town Planning. Having looked at the existing Ledbury NDP and the Examiner's Report, and knowing Ledbury, he recognised the Working Party's desire to get an agreed revision to the NDP as soon as possible. He ascertained that there are three key tasks:

- Include a Settlement Boundary
- Revisit housing figures and issues
- Include a design guide

He gave a detailed presentation including an analysis of existing evidence which could be used for the Landscape Capacity and Sensitivity Analysis (LCSA) including:

- The Urban Fringe Sensitivity Analysis carried out by Herefordshire Council (HC) in 2009
- Biodiversity studies at international, national and local levels (local information is quite out of date)
- Historic Landscape Studies
- Natural Environment Data
- Strategic Environmental Assessment
- Public Access and networks information
- Flood Risk (the Environment Agency)
- Agricultural Land classification

These aspects of the landscape could be weighted and the weightings used to create options which could be subject to public consultation.

- **HC's housing target and 5-year housing land supply**

He recommended that a plan should be positive and look to the long term.

- **Site Assessments**

Part evidence base with site submissions, local site criteria and should represent a positive approach. There is an opportunity to specify particular criteria for particular sites.

- **Community consultation and support**

Maxine Bassett talked about approaches to consultation – different techniques should be used for different stages of consultation, including questionnaires, presentations, drop-in sessions. Criteria and weightings can be used to determine options, the design of the presentation or questionnaire is important.

- **Green Infrastructure**

This will involve a gap analysis of available information and identifying the existing green network assets, where the gaps are, and opportunities to address those gaps (this may feed into site assessment). Green infrastructure includes

- **Access Network** – facilitating the off-road movement of people between communities through greenspace; greening transport routes
- **Habitat Network** – facilitating the movement of wildlife through the landscape; important habitats

- **Recreation Network** – amenity open space and recreation

He had noted that the NDP didn't designate any 'Green Space' and suggested this may be a useful thing to do to protect current areas from future development. He had a pro forma which could be used to assess whether a site fitted the planning criteria.

The consultant also advised that an NDP can include a list of things a community want to use S106 or CIL monies for – for example creating access to the north of the station.

55. Discussion on choice of which planning consultant should be recommended to the ED&P for council approval to commission (including budget and timescale consideration)

After a lengthy discussion members agreed that Bill Bloxsome would be the best choice, he had extensive experience of working with Parish and Town Council's on NDPs seemed focused but also flexible which would suit the way members wished to work. He also had good ideas about how the work could be done efficiently and effectively in the shortest possible time. Members also felt that the consultant was more experienced with working with Parish towns in Herefordshire and would possibly have more local knowledge and useful contacts.

Ann Lumb asked whether Carly Tinkler had resubmitted her quote as agreed in the previous NDP meeting and if a copy could be circulated. Councillor Howells circulated a copy of the LedburyTC Neighbourhood Development Plan Budget and reminded members that it had been agreed we would aim to ensure the fee for the LCSA consultant should be reduced from the £18,000 quoted to around £10,000, but for adequate budgeting purposes at the moment it was left at the full sum in the budget spreadsheet. Carly had submitted notes from her presentation on work we could do ourselves to reduce the cost, but no specific overall new cost was included.

He also advised that Dave Tristram had suggested increasing the possible Awards for all Grant from an estimated £5,000 to £10,000 and this change was reflected in the new budget presented and dated 16th September 2019.

RESOLVED:

- 1. That The Town Clerk sends NDP members the updated proposal ideas from Carly Tinkler**
- 2. That the Town Clerk takes the recommendation of using Bill Bloxsome to the ED&P for council approval.**
- 3. That the NDP Budget be received and noted**

56. Design Guide update

Paul Neep advised that it would be beneficial to seek technical support for the Design Guide in particular to identify areas with a particular character (for example Bank Crescent) and develop a specific policy for it. Specific design policies could include sustainable design principles.

57. Dymock Neighbourhood Development Plan Consultation

Councillor Howells advised that this would take place on 28th September and 6th October, Nicola Forde agreed to attend on 6 October.

58. Dates of next meeting

It was agreed that a task and finish group meet on Monday the 30th at 10:00 in the council office to discuss working groups and topics and how to set up a space in the Market House where working groups could access and share evidence base documents. The following members volunteered: Nicola Forde, Phillip Howells, Ann Lumb

RESOLVED:

That the above members meet on the 30th of September in the council Offices.

That the date of the next full meetings of the Working Party will be Monday 14th October and Monday the 18th November both at 7:30pm

The meeting closed at 9:10pm

Signed..... Dated