

LEDBURY TOWN COUNCIL

NDP Working Party, Monday 8 April 2019

1 Present:

Nick Fish, Nicola Forde, Diane Fullerton, Cllr Phillip Howells (chair), Ian James, Beverley Kinnaird, Paul Kinnaird, Ann Lumb, Cllr Nick Morris, Paul Neep and Christine Tustin (note taker).

Apologies received from Cllr Liz Harvey.

2 Introductions

Cllr Howells welcomed all to the meeting and invited them to introduce themselves and their interests in the project. He briefly went through the agenda items he hoped to cover during the meeting.

3 Notes of the NDP working party meeting held on 18 February 2019

These had been circulated and were accepted.

Cllr Morris asked that minutes be sent out within seven days of the meeting. All agreed that this would be helpful.

4 Review of Nicola Forde's notes for the meeting

Nicola introduced a document which builds on the minutes of the last meeting as an aide memoire of the group's aims over the next year, in particular the settlement boundary, incorporation of design guide, and other changes to the current plan.

5 Working Party aims and scope document

As agreed from the last meeting, Ian had circulated a document produced by himself and Nicola setting out the aims and scope of the working party for the revision of the adopted NDP with particular regard to the settlement boundary, green infrastructure and the design guide.

There was a discussion that sports facilities should play an inherent part in the settlement boundary – for which much work had been submitted but only one line included in the current NDP. Other areas such as medical health, open spaces, leisure facilities and other infrastructure issues were raised as required additional content in the scoping document, although a note of caution was sounded concerning the introduction of too much work beyond the scope of the current adopted NDP.

Agreed scoping document amendments (Ian to edit):

- a) A new sentence in the initial paragraph should be added along the lines of: The revision should also incorporate amended policies on the key areas of sporting

provision and new infrastructure requirements, especially medical and school facilities to cope with expected town growth'

- b) Under Aims para b, it was agreed to add that the working party should 'liaise with neighbouring parishes on their NDPs and how they inter-relate'.

Regarding past reports and documentation prepared by past NDP groups it was agreed that these need to be organised and referenced, including the Dropbox based information on the office computer

The chairman confirmed that he had already offered to work with the deputy clerk on this documentation after the election. He will notify when this is planned in case others can assist.

It was agreed that with clear direction the target date of end February 2020 was feasible

6 Settlement Boundary

6a Landscape Sensitivity & Capacity Assessment (LS&CA) proposal

Ian and Nicola had prepared a document to request LS&CA proposals, being an action required for preparing a revised settlement boundary. Ian drew particular attention to items 3.5 ref inclusion of non-housing uses and 3.6 concerning the need for public amenity areas.

He also warned that although consultants may possibly be needed to give guidance, we need to concentrate on how much we can do as a working party ourselves within the constraints of budget demands.

The proposal document was agreed as being suitable to send to possible LS&CA consultants without amendment.

Carly Tinkler, a respected local landscape assessment specialist, has already contributed valuable information at the previous meeting and had confirmed her possible availability if required later in the process. She has already done work particularly ref 3.3, historical maps, which she has already offered to give us.

It was agreed when looking at the budget for the NDP development, money will be needed for three possible consultancy input areas - a planning consultant, work on landscape assessment and design guide. These could be provided by one or maybe several different consultancies. The sooner this document is sent out to request tender the better.

There was some discussion on how many should be approached, but given the normal guidance that 3 proposals should ideally be sought, it was suggested and agreed that we initially contact Carly Tinkler and Foxley Tagg, consultants to the current adopted plan - for provisional outline proposals, one for a 100% service and another to guide us in specifically designated areas.

Peter Hamilton and Ed Thomas (see note 8) were also agreed as possible other proposer options to approach. The chairman agreed to discuss with the Council office how the proposal requests should be sent.

6b Site identification and assessment document from 2015

Ian had circulated this spreadsheet document – a strategic housing land availability assessment - based on work done by previous NDP groups which he saw as forming a foundation of evidence. With updating it was agreed this could form part of the evidence base for the new proposed settlement boundary and any related policy amendments.

At this point, the chairman reminded the group of the sensitivity of some information which would come to the groups attention as part of our work and areas of discussion – such as land owner details - which should be treated with care and in strict confidence with regard to business sensitivity and data protection regulations.

7 Design Guide

The chairman agreed to circulate the up to date version of the guide and also a copy of the final NDP Examiner's report. Ian commented that the guide is currently comprehensive on residential but perhaps not so much on non-residential, particularly town centre buildings. Paul Neep (who had produced the first version of the Design Guide some years ago) agreed to have a look at producing a scoping document for development of the Design Guide which it was planned would be incorporated into the new NDP.

8 Malvern Hills Councils' NDP work consultant feedback

On a recommendation from Carly Tinkler the chairman had made contact with Malvern Town and Malvern Wells Councils as well as the Malverns AONB ref the suitability of Peter Hamilton to provide technical planning guidance as one of our approached consultants. Both had no hesitation in recommending him and the ANOB concurred, so it was agreed that the chairman make an approach to him with a view to sending him the proposal brief if he was available and interested.

A former Hereford Council planner and now with own planning consultancy, Ed Thomas, was recommended by Paul Need and it was agreed the chairman should similarly approach him. Roland Close was also mentioned as someone initially felt may be available to help, but although probably not now available he could be born in mind for the future.

9 Landscape-sensitive developers

Carly had suggested we identify such developers who were prepared to work with the community. It was agreed to discuss possible names with Cllr Liz Harvey while Paul and Diane would undertake some research to try and identify suitable developers.

10 Potential funding sources

At the previous meeting the chairman had agreed to investigate potential funding sources. After advice from Sam Banks he had spoken with David Tristram, Herefordshire Council Grants Officer. He advised that we would probably qualify for Localities grants of up to £9k for plan development and possibly up to another £8k for 'technical support' such as the Design Guide development, with maybe from £10K-£17K being granted. He offered to help us complete the application forms, suggested after the election, and the the chairman

agreed to contact him for a date to meet with possibly a small group from the WP. He also said he had other potential funding sources he could discuss with us.

The Town Council could also be a source of funding and the chairman had also discussed support with the Malvern AONB, which may be able to help with a small amount in the region of £500 to £1k..

Ian suggested that landowners such as Roger Allsop, the Biddulph family and Davant and others might be contacted. It was recognised that it would be beneficial to keep contact with such people and to this end that we should produce a document setting out our aims and the funding that will be required. The chairman agreed to prepare a draft 'NDP sponsorship' support letter for the next meeting when a list of recipients should be discussed.

11 Next steps

The only item outstanding on the agenda was the need to arrange liaison meetings with local communities. The chairman agreed to talk to Wellington Heath and Cradley and Beverley with Colwall.

The need for a project timeline was discussed and agreed, allocating tasks, etc. Nicola and Paul will prepare a proposed project plan, possibly using Diane's software.

Ian had sent a Herefordshire Council Employment Land Study document intended for discussion at this meeting but was not unfortunately not picked up in time on the day, so it was agreed it would be circulated with the meeting notes.

He also asked for a contact sheet for all members of the working party to be prepared for the next meeting (names, addresses, emails, to be made available purely to working party members). The chairman confirmed he had already had discussions with the Council Office on producing a definitive WP contact list and circulating a document for all to complete as suggested at the next meeting was agreed as a good idea.

A copy of the original settlement boundary criteria and the examiner's report to be sent to all on above list. It was also agreed that at some point a physical minimum A3 copy of a topographical and an OS map of the whole NDP area should be available for each member of the working group.

12 Date of next meeting

The next meeting will be held on Monday 13 May at 7.30pm in the Town Council offices.