

Ledbury NDP Steering Group (SG) agenda and actions

Members: Cllr Phillip Howells (PH); Nicola Forde (NF); Ann Lumb (AL)

Consultants: Bill Bloxsome (BB); Carly Tinkler (CT) Samantha Banks, Herefordshire Council (SB); WP = Working Party

Office: Angie Price (the Clerk, AP)

Action colour code: **Red = still to do**

<p>Meeting 25 – Friday 12th March 2021 Present: PH; NF; AL</p>	
<p>1. Notes of Meeting 24. These were accepted with one correction.</p>	
<p>2. ED & P Meeting (11th March) and Feedback to BB on Issues Paper The three documents for consultants were not commented on by 11th March, so they will be sent out to get the quotes (once formally approved by LTC Council – EM scheduled for 22/3 to do this.. The Issues Paper is awaiting comments from Cllr Harvey, which she will send directly to BB. Two versions of the Issues Paper were discussed: the current, technical paper produced by BB, which will be on the website; the second, summarised version for the public consultation. NF to produce first draft of the leaflet for public consultation with input from AL and then put this past PH and MB. Topic Papers to be reviewed by individuals (as with the Design Guide) and it was agreed that the consultation leaflet and questionnaire should be tested in the same way before distribution. Feedback from SB on the Issues Paper has already been forwarded and discussed with BB. He will decide what is required for Section 4.1 and the associated question; and include the reference to the National Model Design Code in Section 6.1. BB still wants feedback from planners as to whether the approximate 20 acres (8ha) Gilbert land can be added to UBL’s 7½ha. employment land. PH to send Carl Brace the Issues Paper and contact him on 15th March about remaining questions concerning employment land. <u>Other Feedback on Issues Paper:</u> A general comment was that the maps used for the settlement boundary should be simplified and clearer. This is important for the public consultation leaflet in particular. Other points raised by Celia Kellett related to the town centre map (Figure 5) which is not helpful. SG agreed to keep Figure 4 only, with all frontages shown in red and the Co-op and Tesco stores located on it. NF to ask BB to amend accordingly. Further comments from Celia Kellett on the Design Guide were accepted for inclusion in the leaflet. PH to meet with Alistair Young and John Goodwin on 15th March and ask Carl Brace or someone from his department to attend.</p>	<p>NF/AL</p> <p>SG</p> <p>PH</p> <p>NF</p> <p>PH</p> <p>PH</p>

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<p>SG agreed that the Issues Paper should include a question aimed at producing policy to protect valued views. PH to ask MB to cover this, perhaps under Question 7 (now 8) along the lines:</p>	
<p><i>'Have you any views which you would like to protect?'</i></p>	
<p>3. Design Guide BB has asked whether someone is producing a plan on where the views are from. SG agreed we need CT's input on this. In the meantime, NF to tell BB to leave a gap 'still to be completed' in the draft. NF also to get back to BB about another outstanding question concerning innovative designs and respond to his request for a copy of the old Design Guide (2018).</p>	<p>NF</p>
<p>4. Papers for ED&P Meeting on 22nd March Papers to be sent to AP by 16th March: notes of SG meetings 23, 24 and 25; notes of WP meeting of 2nd March; Issues Paper (final draft); Comms. and Consultation plan; 3 consultants' invitations to quote; filing list; action list (showing various issues raised and action taken); spreadsheet for qualitative data analysis; spreadsheet for showing list of communications and consultation activities, article for the Ledbury Focus and All About West of the Hills magazines, consultations with organisations etc. SG discussed whether all draft Topic Papers should also be sent to ED&P for 22nd March as 'work in progress'. PH's view is that they demonstrate the considerable work achieved to date, which is the basis of the Issues Paper and consultation exercise. PH to talk to BB about the topic papers before sending them to councillors. PH also to ask CT to send her LVBAv2 with DRAFT written across the document. Draft consultation leaflet to be sent to councillors a.s.a.p. <u>Administration:</u> Various meeting notes need electronic signatures and recording. NF to send notes of meeting with medical services to PH. PH to ask Paul Kinnaird to do this for UBL minutes. All notes from meetings with sports organisations, landowners, medical services and UBL to be sent by PH to AP to get electronic signatures and eventual filing.</p>	<p>PH PH PH NF PH PH</p>
<p>5. Awards for All and Costs NF has looked at this and will complete the application next week. The start date for this grant is 4th June, so it won't cover the spring consultation, but will cover Regs 14 and 16. £4,000 from the original £10,000 council money is still available for the leaflet and associated consultation work. NF has asked for an outside quote for printing the leaflet. She has also had a quote for £404 for delivering 5,000 leaflets and questionnaires in envelopes by Royal Mail. (Final quote dependent on weight).</p>	<p>NF</p>

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<p>6. Website and Filing SG discussed whether all draft topic papers should be put on the website or final drafts only. PH felt that iterative versions show</p>	
<p>the development of ideas, a fuller record. NF suggested using an archive section on the website for this purpose. NF and AL were both of the view that iterative documents would be complex and difficult to manage, while at the same time ensuring accessibility and clarity of information. PH to ask views of BB and of SB as part of planned discussion with her on the subject. SG agreed that the new website was an improvement. PH to let Olivia know the following changes and order: 1) Remove material no longer relevant on first page and replace with the About page 2) What is Neighbourhood Development Planning? NF to add a couple of paragraphs to explain this on the second page 3) Meeting Dates 4) Minutes and Agendas 5) Supporting Documents with some changes to headings: Topics - Change to Key Issues; Design Guide – change to Design Issues.</p>	<p>PH PH</p>
<p>7. Next SG Meeting Tuesday, 16th March – 10:30am</p>	