

## **Notes of the meeting of the Neighbourhood Development Plan Working Party held on Monday 18 November 2019**

**Present:** Councillor Phillip Howells (Chair)  
Nick Fish  
Nicola Forde  
Diane Fullerton  
Ian James  
Paul Kinnaird  
Ann Lumb  
Councillor l'Anson

**Also Present:** Julie Knights – Practice Manager, St Katherine's Surgery  
Annie Lindon - Note Taker  
Angela Price – Town Clerk

### **68 Apologies and introductions**

Apologies were received from Councillor Harvey, Councillor Bannister and Beverly Kinnaird.

### **69 Declarations of Interest**

There were no declarations of interest received.

### **70 To receive the notes of the meeting of the NDP WP meeting held on 14 October 2019**

Ian James queried if the matters from the last meeting were being covered at this point. Angela Price advised that these were on the Agenda.

**It was RESOLVED that the notes of the Neighbourhood Development Plan (NDP) Working Party from 14 November 2019 were approved, proposed by Councillor Howells, seconded by Ann Lumb.**

### **71 Consultants -**

Councillor Howells advised the position with regard to the Consultants:

**Landscape** – There was only one consultant, Carly Tinkler, who will be proposed for appointment to the Finance, Policy and General Purpose (FPGP) Meeting next week.

**Technical** – there were three quotes of £16,000, £10,000 and £5,000. It was proposed that the £5,000 quote (£5,260) from Bill Bloxsome be put to the FPGP meeting next week.

**Design Guide** – it was considered that once approval has been obtained from the FPGP the two appointed consultants will be approached for any suggested organisations/individuals to quote.

Councillor Howells advised that the total budget for producing the enhanced NDP (which had been approved by the working party and was going to the next FPGP meeting for recommendation to council for approval, as above) was in the region of £40,000 including the cost of the consultants, an estimate for the design guide cost and allowing for consultations. It seemed extremely likely that grant aiding from Awards for All and Locality could be obtained, probably to the sum of £30,000, leaving £10,000 to be funded by Ledbury Town Council (LTC). Councillor l'Anson queried what would happen if grants weren't available. Councillor Howells advised that on advice from the Herefordshire Funding Officer he was almost certain they would be available. Angela Price advised that via the FPGP committee a recommendation would be made to LTC to use reserves.

Following discussion on the Project Plan it was agreed that help from the consultants was required to get this started and to help finalise a workable timeline, although existing documents could be used as a basis for the time being. It was agreed that it was important that the consultants work with each other.

**It was RESOLVED that:**

- 1. Following the FPGP meeting on 28th November when the budget would hopefully be agreed, the consultants be invited to the next meeting of the NDP Working Party on 16 December 2019.**
- 2. That the potential consultants be contacted to hold the date of 16 December 2019, in anticipation of approval of the budget and their quotes.**

## **72 Feedback of email letter sent to businesses and community groups seeking input and support**

It was confirmed that the email requesting feedback from the town had been sent to community groups, not businesses.

Ann Lumb advised that 70 organisations had been contacted and responses to date were provided by Angela Price, she advised that some names were not provided to comply with GDPR:

- Maritime Cadets – were keen to have a building / land. The group discussed how this could be more than the cadets, and other groups could utilise the building such as scouts and guides. Councillor Howells advised that there is a strong possibility of a Youth Forum

forming in the town which could be involved in the potential utilisation a youth-based building.

- Individual - of civic society and planning lawyer and inspector specialising in local plans had responded.
- Individual – scientific medical history and MA in History and involved in historical projects a communication had been received from this person and she was happy to be known - Celia Kellet
- Individual - Retired organic farmer, particularly interested in Grade 1 and II – organic soils.

All agreed that these individuals and organisations would be worth contacting to seek their involvement.

Other interested parties were:

Bill Stump – assistance in analysing data, previously helped with the NDP

Tony Evans – generic help, previously helped with town plan

An individual with Ecology background offered general help.

**It was RESOLVED that:**

- 1. Angela Price would draw up a spreadsheet with details of offers of help and circulate.**
- 2. Ann Lumb would meet with other members outside the meeting to discuss how the group could influence others to become involved.**

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### **Action Groups**

Councillor Howells reminded members that the Neighbourhood Planning 'Task and Finish' group held on 30 September 2019 had divided action groups into two sub-groups, Baseline Studies and Landuse Focus Groups, taking advice from the landscape consultant in her proposal as a guide.

The group discussed using Core Strategy Allocated Sites as part of the baseline work. There was also other material from the previous NDP which could be useful. Councillor Howells, Nicola Forde and Ian James felt that it would be good to see what is relevant and could be used in this material so we would not reinvent unnecessarily.

The possible memberships to date for the groups was identified as:

### Baseline Study Interest Groups

Area	Interested parties
Landscape Character	Nicola Forde, Ann Lumb
Heritage/Landscape/History/ Cultural Associations	Celia Kellett, Councillor Howells, Ann Lumb, Paul Neep, Councillor Harvey, Councillor Morris, Councillor Eakin and Christine Tustin
Ecology/Biodiversity	Ledbury Naturalists, Paul Kinnaird
Significant Vegetation	Ann Crane (Tree Warden), P3 Lengthsman, Nicola Forde, Ann Lumb
Recreation/Access/Amenity	Nick Fish, Ledbury Sports Federation, Ledbury Health Group, Julie Knight, Councillor Howells
Green Infrastructure	Sustainable Ledbury, Ledbury Allotment Assoc, P3 Lengthsman, Nicola Forde, Ann Lumb
Views & Visual Amenity – including key views for potential policy protection	Nicola Forde, Paul Neep, Councillor Bannister

### Landuse Focus Groups

Area	Interested parties
Design Guide	Paul Neep, Ian James, Councillor Morris
Economic Activity	Ian James, Paul Kinnaird
Housing/Residential	Paul & Beverley Kinnaird
Sports, Recreation and Access	Ann Lumb, Nicola Forde, Nick Fish, Councillor Howells
Green infrastructure	Ian Fountain, Nicola Forde, Councillor Howells
Other essential infrastructure, including medical and education	Nick Fish, Julie Knights, Ann Lumb
Consultation and engagement	Councillor Howells, Nicola Forde

Diane Fullerton commented that she and many other people who may be interested weren't on the groups and hadn't had an opportunity to put their names forward. She requested that the purpose of the groups be identified and noted and emailed out to potential interested parties. It was agreed that there was a need for a lead in each group once set up. Ann Lumb also noted that the names suggested for the sub-groups were not necessarily complete as some people were nominated in their absence.

Councillor Howells suggested that an Ambassadorial Visit Template be available for visits and consultations. Councillor l'Anson considered that

the consultants should provide this, Councillor Howells advised that there were insufficient funds for the consultants to do this work but that they could 'fine tune' the template for the groups to use.

**It was RESOLVED that:**

- 1. Terms of Reference be provided for each sub-group with a working template.**
- 2. The consultants, Bill Bloxsome and Carly Tinkler, following appointment, be asked to provide advice on the Terms of Reference and template.**
- 3. A lead person be nominated within each of the sub-groups to report back to the NDP Working Party.**
- 4. The consultants, Bill Bloxsome and Carly Tinkler, be contacted by Angela Price by end of business on 27 November 2019 to ask them to be available for a meeting on Monday 9 December with Councillor Howells (to be confirmed), Diane Fullerton (to confirm once time agreed), Nicola Forde and Ann Lumb, subject to their appointment being approved at the meeting of the Council on 5 December 2019.**
- 5. Angela Price would circulate the sub-groups draft membership document discussed at the meeting of the NDP Working Party on 14 October 2019 to all members once updated by Nicola Forde following this meeting.**
- 6. The consultants, Bill Bloxsome and Carly Tinker, be asked to 'fine tune' the Ambassadorial Visit Template and terms of reference for use by the sub-groups.**

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**Use of the Market House/Council Office Space as an information and resource material site**

Councillor Howells advised that he, Nicola and Ann had had several meetings regarding using the Market House as base for gathering and displaying information produced by the groups, but that due to access and existing users, it wasn't practical. It was agreed that the Pink Room at the Council Offices was more practical. It was originally considered that donated boxes from Tesco would be sought for information and resource material but following discussion it would be left to each group to provide their own boxes to meet their requirements. Nicola Forde advised she could provide some if required.

**It was RESOLVED that each individual sub-group would be responsible for sourcing their own boxes for the information and resource materials.**

**75 Design Guide: additional consultants to approach for a quote**

It was agreed that this point had primarily been covered at item 71. Paul Neep's company would be asked to quote. All agreed that the consultants should look at the examiner's report as a starting point.

**It was RESOLVED that:**

- 1. The existing Terms of Reference and scoping documents produced for the design guide to date be reviewed and updated for discussion/approval to send out requesting proposals at the next meeting by Ian James and Paul Neep**
- 2. Councillor Howells to email them with what he believed was the current documentation on both of these documents**
- 3. Nicola would ask Patrick if he still wanted to be involved.**
- 4. Nicola and Ann Lumb would contact Carly Tinkler direct to ask her to help identify three other consultants to be asked to quote on the Design Guide.**
- 5. Councillor Howells to send Angela Price a copy of what he believed was the last version of the Design Guide produced for the current NDP which would be printed by the office to provide Ian James and Paul Neep with and a hard copy.**

**76 Contact with Dymock NDP**

Nicola Forde advised that she hadn't managed to contact Dymock but that she was still intending to complete this task.

**77 Date and time of next meeting**

**The date of the next meeting of the NDP Working Party is scheduled for Monday 16 December 2019 at 7.30 in the Council Offices.**

**The date of the following meeting of the NDP Working Party is scheduled for Monday 27 January 2020 at 7.30 in the Council Offices.**

**Dates for the subsequent meetings in February/March were provisionally agreed at Monday 24 February 2020 or Monday 2 March 2020, at 7.30 in the Council Offices.**

The meeting closed at 9.10pm