

## Ledbury Town Council

### NDP Working Party Meeting held Monday 13<sup>th</sup> May 2019

Present: Councillor N Morris, Councillor P Howells (Chair), Dianne Fullerton, Nick Fish, Nicola Forde, Patrick Goode, Paul Kinnaird

Apologies: Ann Lumb, Beverly Kinnaird, Councillor L Harvey, Ian James, Paul Neep.

#### **3. Approve notes of the NDP WP meeting held on the 8th of April**

**RESOLVED:** Approved

#### **4. Approve edited WP aims and scope document**

Agreed 2 amendments have been added to the first paragraph and liaison with other local parishes added.

**RESOLVED:** Aims and scope document approved for passing to Council for formal approval

#### **5. Organising and referencing previous NDP group reports and documents**

Councillor Phillip Howells has advised that he is liaising with the deputy clerk to arrange a time to look through previous NDP documents. Dianne Fullerton and Nicola Forde have kindly agreed to help Councillor Howells. This to also include agreeing filing system and structure for WP documents and placing NDP documents on the website for public access

**RESOLVED:** Councillor Howells to contact Deputy Clerk at the end of the month.

#### **6. Settlement Boundary**

1. Progress on securing landscape capacity and sensitivity assessment quotations

**RESOLVED:** Proposal document previously agreed to be sent to landscape and other consultants as soon as possible; ideally by Friday 24<sup>th</sup> May 2019

2. Agreement on consultants to approach

**RESOLVED:** Consultants as follows to be approached to ask if they would like to receive the proposal document sent out as above: Peter Hamilton, Carly Tinkler, Ed Thomas, Ian Culley, Data Orchard.

Councillor E Harvey and Councillor P Howells are in agreement that Foxley Tagg (consultants to the previous group) should not be approached this time – meeting agreed.

Councillor Howells to contact Carly Tinkler, Peter Hamilton, Data Orchard and Ed Thomas.  
Diane Fullerton to provide Ian Culley contact details for Councillor Howells to then approach.  
Councillor P Howells advised that a meeting has been scheduled on Friday the 17<sup>th</sup> of May with the Town Clerk to review the correct process for sending out the proposal requests. If any Councillor or working party member has a question regarding this, Councillor Howells is happy to be contacted by mobile.

3. **Review Herefordshire Council Employment Land Study Report sent after last meeting**

Patrick Goode noted that the report does not include the Wolf trading estate and is missing reference to some sites. Discussion then about acquiring parish maps as per previous meetings, An updated large scale A3 parish map is needed as are maps with sites identified from previous

work. Councillor N Morris suggested a 3D topographical map as large as possible was also needed. Councillor Howells advised that Sam Banks and her NDP team at HCC could advise on how we get these maps.

**RESOLVED:** Nicola Forde to contact Sam Banks to ask if there is an updated version of the Land Study Report dated 2012, and to enquire about how we can acquire 3D and other maps of Ledbury with specific areas/sites included.

**4. Review previous NDP group settlement Boundary criteria sent after last meeting**

Councillor Harvey had noted via email that a number of green space areas have not been included on the current NDP map and this needs to be reviewed.

**5. Review examiner's report from current adopted NDP and discuss policy priorities for updated version**

Councillor Howells said that whilst our aims and scope document is specific about the areas on which this WP is focused on enhancing the current plan, and especially in producing a settlement boundary, all policies may need to be addressed and reviewed to ensure other changes do not impact them. It was agreed that WP members review the report to discuss policies that could be affected and/or which we should be enhancing for discussion at the next meeting.

**RESOLVED:** Copies of the examiner's report to be printed in the office so they are available to be collected by councillors and working party members if needed.

Councillor Morris suggested that going forward all papers should be collected from the office to save on post - all agreed.

## 7. Design Guide

**1. Feedback on current version circulated after last meeting**

Councillor Howells advised that it would be useful for all to read so all were aware of our starting point to upgrade the Design Guide and integrate it into the new NDP

**2. Progress on scoping document to develop the guide into the NDP**

It was noted that Paul Neeps had sent a scoping document which was not available at the meeting

**RESOLVED:** Copies to be printed in the office to be available for collection.

## **8 Progress on identifying a landscape sensitive developer**

Councillor N Morris suggested copying councillors and members into all email correspondence on this and other subjects. However it was agreed that due to GDPR/data protection requirements everything will have to be sent from the office with BCC copies to non-Councillors.

**RESOLVED:** All to consider contacts that may advise on possible options. Councillor Howells to ask Carly Tinkler for suggestions. Paul Kinnaird suggested contacting Connexus (which brings together two successful housing groups: Herefordshire Housing Group and Shropshire Housing Group) and Floreat Homes and asking Paul Neep at Architype for suggestions. Any information received by WP members to be sent/given to the office where staff can copy for collection by councillors and members.

## **9. Update on securing funding/meeting with HC.**

Councillor Howells advised it had been agreed to approach HC about funding after the election.

**RESOLVED:** Councillor Howells to now contact David Tristram (HC Grants Officer) to arrange a meeting to fill in grant application forms and review other grant options that could be available

## 10. Other actions

### 1. Review input from Councillor Harvey after last meeting

An email submission from Councillor Harvey was discussed and points made reviewed as being considered already or not. It was agreed that her suggestion of inviting the Cannel trust to meetings should be pursued.

**RESOLVED:** Councillor Harvey to contact the director of the Cannel trust on behalf of the group (it was noted the David Penny no longer works there).

Councillor Harvey's point about traffic management working party (TMWP) issues needing to be taken into account and compared to the wider county traffic management plans and how they affected the NDP, were noted. The TMWP has already agreed the need to contact Balfour Beatty to discuss this topic with them.

She also asked if we had a comprehensive list of issues to be addressed in the Scoping Document plan in order to effectively conduct a 'gap analysis'.

**RESOLVED:** This is something the WP needs to do to identify any gaps. Agreed this may be an area of help we could seek from the HC NDP team when we meet (see below).

### 2. Review Planning Energy Act 2008 paper

**RESOLVED:** All agreed it would be great to include energy renewables into the NDP. Paul Kinnaird to have a discussion with the Hereford NDP team to see if and how we can incorporate the contents of this act into the NDP.

### 3. Liaison with other local communities (Wellington Heath, Colwall, Cradley)

**RESOLVED:** Councillor Howells to contact Wellington Heath and Cradley and Beverly Kinnaird to contact Colwall. Nicola Forde to look at other local/surrounding parishes we probably should be working with.

Councillor Howells advised that the Herefordshire Council website shows nearby parishes that we can liaise with. The NDP should also look at the connecting footpaths between parishes since this is a requirement of the Core Strategy and should be included in the NDP.

### 4. Producing a project timeline plan

Councillors and members agreed that the February 2020 is ambitious for the project timeline, but it was also agreed we should power on to aim for completion by this time. N Forde talked the meeting through an outline project plan she had produced. Agreed this was an excellent starting point and that she and D Fullerton should liaise to see if this document could be easily converted into project planning software

Councillor Howells suggested it was time to consider breaking down the WP into smaller groups who would be responsible for tackling specific NDP areas. He also said we were approaching the time when it would be useful for members to organise a meeting with the Hereford NDP team to go through our plans and projected time scales. Suggested Working Group topic members were agreed as follows;

- Design Guide - Councillor N Morris, Patrick Goode, Paul Neep
- Landscape Capacity Assessment - Nicola Forde
- Employment Sites - Ian James, Paul Kinnaird

- Housing Sites - Beverly Kinnaird
- Sport and Recreation - Nick Fisher, Councillor P Howells
- Green Infrastructure - Nicola Forde, Ian Fountain (Footpaths Officer)
- Other Essential Infrastructure - Councillor N Morris
- Community Engagement/Communication strategy/publicity - All
- Fundraising - Councillor P Howells

**RESOLVED:** When Paul Kinnaird contacts the Hereford NDP team he should also ask for dates to meet to bring back to the next meeting.

5. **WP documents to be placed on an NDP website page**

**RESOLVED:** Councillor P Howells to arrange/agree with the Deputy Clerk as part of the document review get-together in the Town Council offices.

6. **Contact sheet for all WP members**

The contact form was completed by attendees and will be updated in the office.

7. **Membership, Chairman and note taking of working party going forward**

Given the Chairman's role as Mayor and Town Council Chairman it would be difficult for him to carry on in the detailed WP Chairman role he currently occupies. Councillor Morris suggested that Councillor J Bannister could potentially become the chair of the NDP meetings going forward.

**RESOLVED:** Councillor Howells to contact Councillor J Bannister to discuss the position of Chairman for the NDP Working Party.

11. **Date of the next meeting**

**RESOLVED:** It was agreed to book at least 3 meetings in advance on a rolling basis to give Councillors and members a chance to attend meetings.

Tuesday 11<sup>th</sup> June 2019: 7:30

Tuesday 2<sup>nd</sup> of July 2019 : 7:30

Monday 22<sup>nd</sup> July 2019 : 7:30