

# **Ledbury Town Council**

## **Notes of a meeting of the Neighbourhood Development Plan Working Party Held on Monday, 12 August 2019**

**Present: Councillor Howells, (Chair), Nicola Forde, Ann Lumb, Beverley Kinnaird and Paul Kinnaird**

**Also Present: Angela Price- Town Clerk  
Olivia Bundy- Minute Taker  
Carly Tinkler- LSCA Consultant  
Julie Knight – Practice Manager – St Katherine’s Surgery**

### **31. Apologies:**

Apologies were received from Paul Neep, Ian James and Patrick Goode  
(There were no declarations of interest made)

### **32. To receive the notes of the meeting of the NDP Working Party held on the 2 and the 22 July 2019**

#### **RESOLVED:**

**That the notes of the neighbourhood development plan (NDP) working party were approved**

### **33. Discussions with Carly Tinkler re proposal for LSCA**

Councillor Howells welcomed Carly Tinkler (Landscape Architect) to the NDP working group.

Carly Tinkler expressed enthusiasm at the prospect of working alongside Ledbury Town Council in producing a Landscape Sensitivity and Capacity Assessment (LSCA) for Ledbury. She advised that she had some suggestions that may reduce her original fee proposal.

She suggested that under her guidance a certain amount of work could be carried out by members of the Neighbourhood Development Working Party and other local organisations.

She advised that a 2-stage method may be a way forward, the first stage being to gather base-line information and the second stage to consider the information and prepare the assessment.

Carly suggested that it would be helpful to involve local residents at an early stage so that the type of development the Working Party want to assess the capacity for can be established.

Carly also suggested, as a first stage, a meeting/workshop to go through the process in more detail and create a plan with members going forward. She advised

that she had a LSCA template that would be useful for members to start understanding the process, she would send a copy to The Town Clerk.

There was a general discussion about the current planning applications for housing development and whether the revisions to the NDP would be too late to influence them. Carly said that one approach to look at was the need for 'Environmental Impact Assessments'.

Individual sites may not be big enough under planning law to require these but there is a possibility that the cumulative impact of the various developments may mean an EIA could be required. She suggested residents consider forming a 'Rule 6' group in order to challenge the Gladman Appeal on the Dymock Road site.

Members agreed that Ledbury residents should be involved and Councillor Howells proposed holding a Parish Meeting in respect of this.

Ann Lumb suggested writing directly to Community Groups and specialist's including ecologists and architects to ask their views on their group's future needs and invite them to help with the Landscaping Sensitivity and Capacity Assessment. Paul Kinnaird advised that he had the details of the community groups in Ledbury and with their consent would pass them onto Ann Lumb and Nicola Forde.

The Town Clerk advised that the Town Council would have a stand at the Carnival and suggested that this would be a good opportunity for the Group to engage with the residents in the hope of encouraging them to work with the NDP Working Party and LSCA Consultant.

She also advised that the council are already planning interesting and interactive ways to ask the public what they love about Ledbury and the NDP work could easily be tied in with this (eg identify the 10 best views in Ledbury, or identifying special places and explaining why they are special) which could be used for research and evidence towards the LSCA.

Carly advised that the Working Party need to be aware that the assessment would take longer than they were anticipating; better to take time to get it right.

Carly recommended asking college students or the youth of Ledbury to get involved with the NDP and potentially offer some training/shadowing of her and Catherine Laidlaw, her assistant.

She further advised that it would be worth looking at the website [magic.defra.gov.uk/MagicMap.aspx](http://magic.defra.gov.uk/MagicMap.aspx) where anybody can download free maps and flag historic places and buildings.

Carly suggested that a useful way to work would be for her to bill 1/4ly at an hourly rate, this would enable the Working Party to keep an eye on expenditure.

She said that gathering the base-line information was very time heavy as was the writing up of the evidence and the final document – much of this work could potentially be done by Working Party members.

The Chairman, Councillor Howells thanked Carly Tinkler for her attendance and very informative presentation/discussion

**RESOLVED:**

1. That the Town Clerk send copies of the LSCA template and environmental impact assessment criteria to members once she has received from Carly Tinkler;
2. That Nicola Forde, Ann Lumb liaise with Paul Kinnaird to create a personalised letter to specialist's and community groups inviting them to work alongside a LSCA consultant and the NDP working team.
3. That the next meeting of the WP would be largely devoted to presentations from the two selected Planning Consultants of quotes 1 \7 3 with an earlier starting date of 7.00pm to ensure sufficient time was available. It was agreed the Chairman would inform them of their selection and send invitations to each, with a note to the non-selected consultant thanking them for their interest.

**34. Design Guide**

Apologies had been received from Paul Neep but he had sent an email update on the progress of the Design Guide advising that he is waiting for feedback from Ian and Patrick regarding the Design Guide.

Councillor Howells suggested deferring this item to the next NDP meeting on the 3<sup>rd</sup> September 2019

**RESOLVED:**

**That the above is deferred to the next NDP meeting on the 3<sup>rd</sup> September 2019 due to a member's absence.**

**35. Grant Application**

Councillor Howells advised that the following papers had been submitted to a meeting of Council for consideration.

- i. Budget
- ii. Project Plan
- iii. Communication Plan

He also advised that he was awaiting confirmation from Dave Tristram in respect of a meeting to discuss future grant applications.

**36. Service Level Agreement**

Councillor Howell's advised members that the Service Level Agreement had been approved by Council and that he had now signed this and the Town Clerk confirmed that it had been returned to Hereford Council for signing.

**37. Funding- Meeting with Dave Tristram**

Councillor Howells advised that he was waiting to hear back from Dave Tristram with dates to arrange a meeting to discuss funding.

**RESOLVED:**

**That Councillor Howells will update members with regards to booking a meeting with Dave Tristram the HCC Funding and Enterprise Officer.**

**4. Date of next meeting**

**RESOLVED:**

**To note that the next date of the Neighbourhood Development Plan Working party is already scheduled for Tuesday the 3<sup>rd</sup> September 2019 at 7.00pm, with a subsequent meetings also already set for Monday 23<sup>rd</sup> September at 7.30pm. The WP agreed on its rolling programme of 3 subsequent meetings that the next date would be Monday 14<sup>th</sup> October at 7.30pm.**