

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

Meeting 13 – Friday 8th January 2021	
Present: PH; NF; AL	
1. Notes of Meeting 12. Agreed by SG	
2. Funding PH needs to look at funding application sent by NF and send to David Tristram for Monday 11 th January. Zoom meeting with him to be arranged for 14 th or 15 th January. PH to ask AP to join this Zoom. After discussion of the three costs (BB, CT and budget for each consultation phase), it was agreed to apply for £10,000 Localities grant now. Need to claim for some of BB's fee from Localities next year, during which there will also be £10,000 from LTC. Awards for All to be applied for now, because it takes three months to process. Budget for consultation (£5,000 for each stage) needs planning and detailed breakdown. Some costs under Covid restrictions may be more (e.g. leaflets), others less (e.g. hiring halls). PH's communication and consultation plan can be the guide on this budget.	PH PH
3. Recreation and Green Infrastructure A planned meeting with the Sports Group (22 nd December and then 6 th January) had to be cancelled and needs rearranging and to include BB. Nick Fish still has to provide information on the finances associated with the UBL site and other sites already considered. AL's summary of green infrastructure comments made at WP meeting on 5 th January to be sent to BB, along with UDP map. Other locations to be included in BB's green infrastructure work: proposed community garden/green space at Underdown and possible link to Haygrove proposal; southern section of Bovis site; Gladman site with its wild daffodils. NF to chase WP members to get more valued views and forward to CT.	PH PH NF
4. CT's Work PH has had a discussion with CT explaining Covid and other circumstances leading to delay, uncertainty and tighter funding. The original zoning plan will now be replaced by BB's work on green infrastructure and map, which could combine with CT's work. CT to be contacted asap about completion of draft Topic Paper 6 by meeting on 21 st /22 nd January.	PH

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<p>5. Employment</p> <p>Ian James has produced useful comments on the employment topic paper, which should be sent to BB along with responses received as a result of employers' letter.</p> <p>AL suggested emailing this letter to John Goodwin and Pughs with two additional questions raised in Ian James's paper: 1) What is the current demand for commercial property in the area? 2) What is the history of enquiries for vacant sites e.g. Countrywide, Travis Perkins, by Amcor. PH prefers to consult by arranging Zoom meetings with John Goodwin and Pughs.</p> <p>Letter to employers has been emailed to 48 traders in addition to the 76 businesses already contacted. PH to arrange further distribution of the letter (date changed to 31/1/21) to retailers and office premises in town centre, Covid restrictions permitting. If not possible, revised letter to go out in mid-February or as part of public consultation in April.</p>	<p>PH</p> <p>PH</p> <p>PH</p>
<p>6. Consultation</p> <p>PH to update Communication and Consultation Plan to include: groups still to be consulted; what certain groups previously consulted think now. Once completed, PH will send the plan to SB and Liz Harvey for comment.</p> <p>NF has produced a grid to record feedback from different individuals/groups. SG agreed that it also needs to record how we respond to ideas and will form valuable evidence of the consultation process.</p>	<p>PH</p> <p>NF</p>
<p>7. Design Guide</p> <p>Some general feedback has been received from Ian James, Patrick Goode and AL. NF to study the document in more detail, contact Paul Neep again, and ask for feedback from: Paul Kinnaird; Ledbury Area Cycle Forum; Steve Glennie-Smith; Bella Johnson; Tony Peake and SB.</p>	<p>NF</p>
<p>8. Community Facilities</p> <p>PH to confer with AP about letter to be sent from LTC to CCG. Need to consult with tri-services and update plan for their town centre location. NB this is also covered in Ian James's paper. PH also raised need to identify genuinely affordable housing site(s) in Ledbury (e.g. near car park north of station) to feed into the next Core Strategy and future NDPs.</p>	<p>PH</p>

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<p>9. Filing NF pointed out that WP notes from end-2018 and January 2019 are still not on the website. The 'about page' drafted by NF should also be approved and put on the website. It should be possible for the PC filing system to give councillors and other involved individuals access to current work and draft topic papers. Olivia to be asked to ensure such access when setting up the digital storage system.</p>	<p>PH</p>
<p>10. Summary of Documents to be Sent to BB.</p> <ul style="list-style-type: none"> • Ian James's paper; employers' responses received. • AL's summary on green infrastructure comments; UDP map. • Revised timeline? <p>NF to ask BB to respond to SB's request for feedback on SEA Scoping Document.</p>	<p>PH PH PH NF</p>
<p>11. Date of Next SG Meetings SG meeting with BB and Maxine Bassett on Wednesday 13th January at 7:30pm SG meeting to arrange for 21st or 22nd January (pm) with CT and BB. First part to review Topic Paper 6 with CT. Second part a joint meeting to discuss work on green infrastructure.</p>	