

**Notes of a meeting of the Neighbourhood Development Plan Working Party  
held on Tuesday, 3 September 2019**

Present: Councillor Howells (Chair) Nicola Forde, Ann Lumb, Beverley Kinnaird, Paul Kinnaird, Cllr Harvey, Ian James, Cllr Bannister, Cllr Eakins

Also Present: Angela Price – Town Clerk

**38. Apologies**

Apologies were received from Paul Neep, Christine Tustin and Julie Knight

**39. Declarations of interest**

None were received

Councillor Harvey advised the Working Party that she was unable to stay for the meeting but had some important information to share with the committee, that she felt was relevant to the future development of the NDP and asked the Chair to consider bringing Agenda Item 11 forward to allow her the opportunity to speak.

Councillor Howells agreed to bring Agenda Item 11 forward to be considered after Agenda Item 3, in doing so he pointed out that the Consultant had arrived and that he was keen to move to this Agenda Item.

**40. To receive the notes of the meeting of the NDP Working Party held on 12 August 2019**

**RESOLVED:**

That the notes of the neighbourhood development plan (NDP) Working Party be approved with the following amendments:

- 1. That minute 33 “Discussions with Carly Tinkler re proposal for LSCA, paragraph 6 be amended to read “Ann Lumb suggested writing directly to community groups and invite them to be a part of the Landscaping Sensitivity Assessment.”**
- 2. That resolution 2 of minute 33 be amended to read “RESOLVED: That Nicola Forde, Ann Lumb liaise with Paul Kinnaird to create a personalised letter inviting community groups to work alongside a LSCA consultant and the NDP team”**

**41. “Big Picture” look at the town to reprise the key issues to get covered in the NDP**

Councillor Harvey advised the Working Group that she had been in correspondence with Hereford Council officers and had been made aware that Herefordshire Council’s Statement of Common Grounds in respect of the

Appeal by Gladman against Herefordshire Council's non-determination of their planning application for the site off Dymock Road, states that since the Ledbury NDP does not include sites allocated for housing. Paragraph 14 of the National Planning Policy Framework (NPPF) does not apply. Paragraph 14 of the NPPF states that if an adopted neighbourhood plan is under 2 years old and allocates sites for housing it has weight in planning decisions.

Further discussion took place around this and Councillor Harvey advised that she would forward the correspondence to members of the Working Party for their information. She advised the members of the Working Party that as there are a number of current planning applications for large housing developments the amendments to the Ledbury NDP should be progressed as a matter of urgency so that it can be taken into consideration when planning decisions are made. She advised that the Working Party may need to re-evaluate its process and focus on certain areas, such as the settlement boundary as a priority.

Councillor Howells thanked Councillor Harvey for her input, stating that he appreciated the need for urgency in making progress on the NDP.

Councillor Harvey left the meeting.

#### **42. Planning consultant presentation and Q&A session (quote 3)**

Two of the three planning consultants who had submitted proposals to assist with the amendments to the NDP had been invited to attend the meeting to talk through their proposals with the Working Party. One of the Consultants was unavailable but had been invited to attend the next meeting of the Working Party on 23 September 2019.

The consultant in attendance provided a brief overview of his proposal, including details on the Scope of the Review, an Indicative timetable and potential support for the project.

He identified some key issues in respect of the Scope of the Review such as:-

- The existing plan had recently been adopted and has a generally clear vision and objectives, but that the effectiveness of the existing policies needs to be reviewed;
- Most other NDP's have approximately 19 policies; this one has just 15;
- There are key gaps in the policies many of as a result of the Examiner's recommendations, which had been removed in the main due to lack of supporting evidence; this could be avoided through frontloading the report;
- Whilst the Working Party have a good grasp of the issues for the review to consider, is this a view shared by all the community and what is known of the intentions of the potential objectors?
- It is important to get the plan adopted as soon as possible to inform the Herefordshire Council Core Strategy, which is currently being reviewed.

The Consultant provided a detailed plan of anticipated timescales, advising that the Plan is subject to legislation and detailed regulations and thus will take a long time depending on the issues, noting the comments that Councillor Harvey had made earlier in the meeting. He anticipated the timetable for completion to be around 24-months and proposed that it be managed in a number of stages.

- Stage 1 to raise awareness and scope the review – 3-months
- Stage 2 to gather evidence – 6/7-months
- Stage 3 to write the plan – 8/12 months
- Stage 4 Examination – 4-months
- Stage 5 Referendum and adoption – 3-months

The Consultant advised of ways in which he would be able to provide help and support for the development of the NDP:

- Preparing a project plan and helping the Working Party to stick to it
- Identify key risks and helping to manage them
- Scoping the review including the effectiveness of existing policies
- Scoping and sequencing the evidence and advising on additional work that may be needed
- Preparing key evidence including the settlement boundary
- Write the community survey and collate the responses
- Writing the Plan
- Consider any representations
- Attend the Examination
- Ongoing liaison with the Council.

The Consultant also advised that once there is an LSCA it can be used as evidence in respect of new housing developments and other planning applications.

He advised that he would welcome the opportunity to work with the Council and felt he could offer a comprehensive level of support and advice that will ultimately result in an adopted plan that meets the expectations of the community.

Beverley Kinnaird asked the following questions:

We have engaged a consultant to prepare an LSCA. She has agreed to work alongside the Working Party and in order to keep costs down to support us in doing as much of the work as we are able. How do you see your role given this scenario?

Is it possible for Ledbury to integrate climate change mitigation policies in the NDP to help mitigate the worst effects for the planet and our local population?

The Consultant responded advising that the NDP can address climate change through careful policy wording, and it is advisable to look at fundamentals which put everything else in such as attractive, strong and functional facilities.

Ian James asked whether these would be enforceable if above normal building standards – the Consultant advised that if you can show that it doesn't prejudice viability of the development, then yes.

Members asked if he was appointed how soon would he be available to start the work? He advised that he would be available to start straight away.

The Mayor thanked the Consultant for attending the meeting, advising him that they still had one other Consultant to meet with, but that they would be in touch following this.

Members agreed that the presentation had been extremely informative and felt that the Consultant had a lot to offer in respect of his experience, skills and knowledge, especially his background in local government.

As a result of the points raised earlier in the meeting by Councillor Harvey and on her suggestion, the Group felt that they should make a request to the Town Council, via the Economic Development and Planning Committee to hold an extraordinary meeting of Council to discuss the Rule 6 Status that Councillor Bannister had acquired and how the Council could use this in the upcoming appeal.

Members asked whether it would be possible for the Chair of the Committee and maybe a couple of other members to meet with the remaining Consultant rather than all of the Group having to be present, with a report being brought back to the committee for a final decision.

The Chair advised that he would contact the remaining Consultant and see if this would be possible.

Members agreed that going forward it would be a good idea to create a clear statement before the next NDP meeting of what needs to be achieved and the timescales they have.

#### **RESEOLVED:**

- 1. That the Chair of the Working Party, Councillor Howells, contact the remaining Contractor to ask if he could be available to meet with the Chair and possibly a small number of other Group Members.**
- 2. That a request be made to the Economic Development and Planning Committee to request an extraordinary meeting of Council to discuss the Rule 6 Status that had been awarded to the Council and how this could be used in the upcoming appeal.**
- 3. That Councillor Harvey arrange a meeting between Ward Councillors and HCC Officers.**

4. **That a meeting be arranged between HCC officers and Town Councillors.**
5. That a clear statement of what needs to be achieved and the timescales to complete them be prepared before the next NDP meeting, scheduled for 23 September 2019.

**43. LCSA/Carly Tinkler–Update on Receipt of LSCA template and Environmental Impact Assessment Criteria**

Members had been provided with documents, LSCA Template and Environmental Impact Assessment from Carly Tinkler, following her attendance at the previous meeting of the Group.

**RESOLVED:**

**44. That the two documents provided by Carly Tinkler be received and noted. Grant Applications**

The Mayor advised that he had met with Dave Tristram on 27 August 2019, to discuss possible funding. He advised that an application would be made to Awards for All at the end of September with other applications be made at various intervals, as advised by Dave Tristram.

**45. Design Guide**

Ian James advised that whilst he liked the format and template of the Design Guide, he felt it could be made simpler. He felt that it may have lost its way and asked whether there were any documents that had been developed to inform the development of the Design Guide.

Councillor Howells reminded the Group that a Scoping Document had been prepared and distributed previously and it was suggested that this should be re-sent to Ian.

**RESOLVED:**

1. **That a copy of the Scoping Document in respect of the Design Guide be sent to Ian James.**
2. **That the Design Guide should be considered further along in the process of the development of the amended NDP.**

**Councillor Eakin left the meeting 9:15.**

**46. Personalised Letter to community Groups**

Ann Lumb had provided a draft letter inviting local community groups to work alongside the NDP in helping to inform the NDP process.

Members agreed to the proposed letter and suggested that Ann Lumb and Nicola Forde update the list of community groups and send the letter out.

It was suggested that in respect of some of the groups listed those named were not necessarily the right person to write to. Some members of the group advised that they could provide contact details of these people.

The Clerk advised that this could not be done, due to GDPR. She advised, along with Paul Kinnaird, that the list provided had been taken from the list in the Community Day Booklet and therefore those listed had in effect provided consent to be contacted. If members of the group were to provide details of anyone listed to other members of the NDP Working Party, this could be deemed a breach of GDPR.

**RESOLVED:**

1. That the letter drafted by Ann Lumb be approved.
2. That Ann Lumb and Nicola Forde update the list provided with details provided and send out the letter.

**47. Website**

**RESOLVED:**

**That due to the time this item be deferred to a future meeting.**

**48. Liaison with Neighbouring Councils**

**RESOLVED:**

**That due to the time this item be deferred to a future**

**49. Dates of the next meeting**

**RESOLVED: that the date of the next meeting will be Monday, 23 September 2019, with the following meeting be scheduled for 14 October 2019**

**The meeting ended at 9.45 pm**

**Signed ..... Dated .....**