

Ledbury Town Council

Notes of a meeting of the Neighbourhood Development Plan Working Party held on Monday, 22 July 2019

Present: Councillor Howells (Chair), Nicola Forde, Patrick Goode, Ian James, Paul Kinnaird, Ann Lumb, Paul Neep and Christine Tustin

Also Present: Angie Price – Town Clerk
Councillor David Williams – Wellington Heath Parish Council
Peter Constantine – Wellington Heath

24. Apologies

Apologies were received from Diane Fullerton, Beverley Kinnaird, Councillor Harvey and Councillor Morris

25. Notes of the Neighbourhood Development Plan Working Party meeting held on 2 July 2019

The notes provided to the committee were not the correct final draft version as agreed by the Chair and Nicola Forde and therefore it was agreed that this item be deferred to the next meeting of the Working Plan

RESOLVED:

That the notes of meeting of the Neighbourhood Development Plan (NDP) Working Party be deferred to the next meeting of the Working Party, scheduled for 12 August 2019.

26. Presentation from Wellington Heath on the value of commissioning an LSCA as part of the NDP & review of proposals for additional work to amend current NDP

The Chair welcomed Councillor David Williams and Peter Constantine to the meeting and thanked them for agreeing to come to the meeting to share their experiences with the Working Party.

Councillor Williams advised that Wellington Heath had started their NDP from a different position to that of Ledbury in so far as they considered the LSCA to be the first and most relevant starting point. Wellington Heath also needed to allocate sites. He advised that Wellington Heath Parish Council felt that it was important to inform the public about factors of the landscape and impact of any developments in the future. It was also considered that the LSCA would be useful beyond the 2031 timescale and has proven useful on peripheral projects.

They advised that the LSCA had helped with the final decision on the settlement boundary with some selected sites outside the settlement boundary.

Councillor Williams advised that they received a grant for half of the cost of the LCSA from the Malvern's, the overall cost of the assessment being £2,500. The assessment was carried out by Carly Tinkler. Quite a lot of information that fed into the assessment and report was provided by other sources, which in turn helped to keep the cost to the £2,500.

They advised that the final version was published 12-months after the initial agreement to commission the report.

Councillor Howells asked whether they had any regrets or positive thoughts following the assessment; both representatives felt that the LCSA had been a positive move for Wellington Heath and that it had provided clear determinations for capacity and potential.

They advised that during the assessment they spoke to a various groups and HCC had only deemed one site unsuitable for housing.

Ian James pointed out that Ledbury and Wellington Heath shared a boundary and that as Carly Tinkler had undertaken the Wellington Heath LCSA it would be likely that some of the detail considered for Wellington Heath may well be relevant to Ledbury. He felt that it was important for Ledbury to consider this and to look carefully at what Ledbury wants, and is prepared to accept, prior to commissioning an LCSA.

Nicola Forde asked how much work the public had put into the Wellington Heath Assessment, Councillor Williams advised that the public had not contributed with any work it was all done by Carly Tinkler.

Paul Kinnaird asked whether they had only included housing or had they considered other areas; Councillor Williams advised that they had considered other areas as well as housing. Paul also asked whether they felt the NDP had worked for them against planning applications received since its introduction. Councillor Williams advised that the NDP had been a useful tool and reminded the Working Party that the NDP becomes statutory planning guidance and to this end must be considered by HCC when considering planning applications.

It was pointed out that a shrewd land owner may apply for planning permission before the land had been assessed and 'allocated' as part of the NDP. Councillor Williams advised that with regards to Wellington Heath this was an issue that had not tested in their case.

Ian James stated that employment, schools and sports needs etc. all need to be discussed with Carly to ensure the LCSA includes all aspects of development needed to inform the NDP.

Councillor Williams and Peter Constantine advised that they had risk assessments carried out in respect of the wildlife corridor on the east side of their boundary and having a Topography survey was helpful. They were lucky in so far as the land owners were cooperative. The NDP Working Group had

kept landowners informed of what was going on and had a dialogue with them about what they wanted to do on their land?

They had three stages of consultation, the second major consultation was a presentation/discussion as to where the settlement boundary should be – the public were given three options.

Councillor Williams and Peter Constantine reiterated that doing the LSCA at the very beginning had helped inform the process of preparing an NDP.

Nicola asked whether they had consulted before the LSCA started, Councillor Williams advised that they hadn't, stating that they gave quarterly bulletin which was first published 15 months into the project. He advised that the project started at the end of 2014 and the public met in February 2016 at a Parish Meeting when they were asked if they wanted a Neighbourhood Plan. They had a speaker from HCC at this meeting and a large majority of those present were in favour of the plan.

They were asked whether if they were starting over would they do it the same again, to which they answered they would, but that Ledbury should remember Wellington Heath did it at the beginning of the whole process.

The Working Group as a result of the presentation from Wellington Heath, felt there were a number of options that needed to be looked before commissioning their own LSCA and should consider that it may take longer to complete than initially thought, with it being likely that it will be mid 2020 before they see any real progress, if not longer.

The Chairman thanked the Wellington Heath representatives for their attendance and very informative presentation/discussions.

Paul Neep advised that John Stock of Colwall was happy to meet up. A question was asked as to how much the group knew about the Colwall boundary, to which it was noted that Ledbury has a boundary with Colwall, Wellington Heath and Cradley and that key features such as footpaths, cycling and connectivity should be considered. Nicola also raised the point of the green gaps.

RESOLVED:

- 1. That Paul Neep would contact John Stock and ask whether he would prefer to meet on an informal basis or be happy to attend a meeting of the working party.**
- 2. That Nicola Forde contact local Town & Parish Councils to discuss neighbourhood partnerships in respect of Neighbourhood Development Planning, as previously agreed.**

27. Review of Proposals for additional work to amend current NDP

Councillor Howells stated that following on from what they had heard from Wellington Heath an LSCA is a priority.

The Working Party discussed the varying proposals that had been received, during which Ian James stated that he disagreed with the opinion of others on the technical aspects of the LSCA. He felt it would be worth having a meeting with Carly Tinkler in an attempt to reduce the cost subject to the committee doing some of the work involved and he also asked whether there were any other companies that could be invited to quote for this part of the process.

Councillor Howells stated that he did not know of any others and reminded members that Carly Tinkler does come highly recommended.

Following further discussion, it was agreed that quotes for planning support - 1 and 3 - appeared to be very similar, and set out the work to be done in clear stages, it was pointed out that quote 3 suggested that they could undertake some of the work of the LSCA within their costs. They felt that quote 4, the most expensive of all, was not clear.

RESOLVED:

1. **That a letter be sent to the proposer of quote number 4 thanking them for their submission but advising them that on this occasion they have not been successful.**
2. **That Carly Tinkler be invited to attend the next meeting of the Working Party to discuss her submission and ways in which the cost could be reduced. Also that Carly be asked to set out stages/time line to provide more structure and highlight areas that the Group could do.**
3. **That the proposers of quotes no. 1 & 3 be invited to the subsequent meeting of the Working Party, to start at 7.00 pm to discuss their submissions further.**
4. **That Nicola Forde and Councillor Howells prepare a list of questions for the consultants.**

27. Design Code

Councillor Howells asked as there is already a Design Guide how important was it to amend it, couldn't the existing Guide simply be integrated into the NDP?

Paul Neep felt that the existing Guide was too lengthy and 'fluffy', it needed to be more evidence based and up-dated, but that a complete re-write would need expert input. He felt that the Guide should be reviewed internally initially and following further discussions it was **RESOLVED:**

That Paul, Ian and Patrick would work together on the Design Guide, reporting back to a future meeting of the Working Party.

28. Grant Application

Members were requested to consider the following plans that were required to accompany any grant application:-

1. Budget Plan
2. Project Plan
3. Communications Plan

Members felt that it was difficult to set a project time-line without knowing how long other stages of work would take to complete and which consultant they would be using for the work.

It was agreed that the project plan could be based on the broad stages set out in the tenders 1 and 3. Nicola agreed to amend the project plan and send it around for approval by email after which it could be sent to Sam Banks and Dave Tristram for advice. Following this it could then be brought back to the Working Party for further consideration.

RESOLVED:

- 1. That the budget plan be agreed.**
- 2. That the project plan be based on the timescales provided in the proposals received and then approved via email and also sent to Sam Banks and Dave Tristram for advice. Following this it could then be brought back to the Working Party for further consideration.**

29. Meeting with Dave Tristram

Councillor Howells advised that he had a meeting scheduled with Dave Tristram, on Friday, 26 July and that other members of the Working Party were welcome to attend. Nicola Forde, Ann Lumb and Christine Tustin advised that they would try to attend the meeting.

RESOLVED:

That the Town Clerk registers Ledbury Town Council for Awards for All.

30. **Date of Next Meeting**

The date of the next meeting is scheduled for 12 August 2019 at 7.30 pm in the Council Offices with subsequent meetings being scheduled for 3 and 23 September 2019.