

## Ledbury Town Council

### Notes of a meeting of the Neighbourhood Development Plan Working Party held on Tuesday, 2 July 2019

**Present:** Councillor Howells (Chair), Nick Fish, Nicola Forde, Councillor Harvey and Paul Kinnaird

**Also Present:** Angie Price – Town Clerk

#### 13. **Apologies & Introductions**

Apologies were received from Diane Fullerton, Patrick Goode, Ian James, Beverley Kinnaird, Ann Lumb, Councillor Morris, Paul Neep and Christine Tustin.

#### 14. **Notes of the Neighbourhood Development Plan Working Party meeting held on 11 June 2019**

##### **RESOLVED:**

**That the notes of the Neighbourhood Development Plan (NDP) Working Party were approved with the following amendments, subject to it being noted that it had been agreed that Councillor Howells would contact Wellington Heath as at minute no. 9.**

#### 15. **Matters Arising not on the Agenda**

The Town Clerk advised the Working Party Members that this item should not be on the agenda. She advised that as the Working Party was established from a Standing Committee of Ledbury Town Council then it would be subject to the same governance rules of that of Council meetings.

She explained that the agenda should be sent out from the offices, signed by the Clerk and despatched and advertised in line with statutory requirements as per Schedule 12 of the Local Government Act 1972.

The Local Government Act 1972 does not provide for an agenda item of “Any Other Business”. The Clerk noted that the agenda that had been prepared for the meeting of the Working Party had two items that could be considered under this heading; item 3 “Matters Arising not on the Agenda” and item 10 “Any Other Business”.

##### **RESOLVED:**

1. That in future the agenda for the Neighbourhood Development Plan would be sent out from the office on Council Headed paper, signed by the Clerk and within the statutory timescales required for Council agendas.

2. Reports would be prepared by Nicola Forde and Councillor Howells, which will be emailed into the Clerk for their inclusion on the agenda.

## 16. **Consultant Quotes**

Members of the NDP Working Party were provided with a schedule showing the details of the Consultancy quotations received in respect of the proposed work to enhance the currently adopted NDP.

Members felt that the information within the schedule did not provide enough details to enable them to make an informed recommendation on which consultant and subsequently Councillor Howells provided redacted copies of the quotes to Members of the Working Group.

Members considered that due to the variations of works outlined in each quote they needed time to consider the quotes.

There was discussion about whether more than one quote to carry out the Landscape Sensitivity and Capacity Assessment should be sought. Cllr Howells stated that the quote that had been received was from someone who had very specialist knowledge about Ledbury and its surroundings and that for this reason it was a special case and other quotes do not need to be sought. The Town Clerk agreed to research whether this was the case.

### **RESOLVED:-**

1. **That redacted copies of all four quotes received be emailed to all group members for consideration and review at the next meeting of the Working Party.**
2. **Any recommendation made at the next meeting of the Working Party be submitted to a meeting of the Town Council on 1 August 2019 for consideration and approval.**
3. **Town Clerk to research criteria around quotations from professionals with regard to special circumstances allowing only one quote to be sought.**

## 17. **Funding & Budget Proposals**

Councillor Howells provided members with an update of his meeting with Dave Tristram in respect of future grant funding for the NDP. He advised that the meeting had been useful in so far as Dave would be able to assist with the preparation of any grant funding applications the group may wish to make and also he had provided details of a number of grants that may be available to the group.

Councillor Howells advised that after speaking with Dave and also having had Sam Banks at their previous meeting he now suspected a realistic time scale for the completion of the proposed improvements to the NDP would be longer

than first planned. He advised that the project would more than likely to up to Autumn 2020 or even Spring 2021 to complete.

It was pointed out that Herefordshire Council would be reviewing their Core Strategy in 2021/22 and that it was essential to have the project completed in time to feed into this via the NDP.

**RESOLVED:**

- 1. That the funding and budget, and communication plans provided by Councillor Howells be received and noted.**
- 2. That both these plans be forwarded to Dave Tristam and Sam Banks for their input when completing grant applications.**

**18. Project Management Plan**

Members were also advised by the chairman that a Project Management Plan was also needed to be in place as soon as possible since this was also necessary to provide when applying for grant funding. It was agreed that the consultancy quotes should be considered when preparing the Plan to ensure the current the Plan was working parallel with the proposals for the changes to the current NDP.

Councillor Harvey and Nicola Forde agreed to work together on preparing a draft plan which could be presented to the next meeting of the NDP. It was suggested that they work backwards from the adoption of the Plan to now.

**RESOLVED:**

- 1. That Councillor Harvey and Nicola Forde prepare a draft Project Management Plan to be considered at the next meeting of the NDP Working Party, taking into account the points raised above.**
- 2. That the draft Project Management Plan be sent to both Dave Tristam and Sam Banks for their input by the end of the week commencing 8 July 2019.**

**19. Working Groups, Membership, Work Plans and Resources**

**i. Landscape Sensitivity and Capacity Assessment**

Agreed that this needs to include such items as the reinstatement of the canal, employment land and field boundaries, the revision to the Core Strategy and walking & cycling links into the surrounding countryside and to other parishes. As part of the Landscape Sensitivity and Capacity study highly sensitive viewpoints should identified both into and from the town And that photographs of valued green spaces within the town and special trees should be provided as evidence for the Plan and that the

Ledbury Naturalists and tree forums should be contacted for input into this.

ii. **Design Guide**

Members were provided with a Design Guide Scoping Document prepared by Councillor Howells and a Suggested outline from Paul Neep.

Whilst Members were in agreement that now would be a good time to review the Design Guide it was felt that more research was needed before a draft of an amended Design Guide could be drawn up and it was suggested that members look around at other similar towns to Ledbury and see what they have included in their Design Guides. It was suggested that Patrick Goode and Paul Neep work together to draft a new Design Code and that they should consider Design codes that have been produced by other parishes when doing so.

It was agreed that the document shouldn't be too prescriptive and should include spaces to gather and areas for wildlife; common ground for all and that they should include photographs of other areas as examples for reference. It was also suggested that the Herefordshire Rapid Townscape Study and Core Strategy should be referenced.

**RESOLVED:**

**That further research into other Design Guides of towns similar to Ledbury be undertaken by Patrick Goode and Paul Neep with a report back to Committee once drafted.**

iii. **Employment Sites**

Nothing to discuss at this time.

iv. **Housing Sites**

Nothing to discuss at this time.

v. **Sport & Recreation**

Councillor Howells advised that it is possible that a developer, instead of providing funds via the Section 106 or Community Infrastructure Levy (CIL), could agree to give up some land within a development site and in turn it could be argued that this land could be used for sporting or recreational purposes.

It was acknowledged that there is a shortage of land available within the town and that when drawing up the NDP it should show a definitive vision for the town in respect of sport and recreation space, tourism, shopping,

heritage and walking. It was agreed that there should be a strong pitch to reflect living, working and playing in the town.

vi. **Green Infrastructure**

Members agreed that consideration should be given to schemes such as the Wellington Heath Green Gap and the question was asked to what extent is it appropriate to have green gap as a stated objective in the NDP.

vii. **Other Essential Infrastructure**

Councillor Howells advised that he had a meeting arranged with his GP to discuss the NDP. Councillor Harvey advised that the group should be careful about doubling up on work being undertaken by other organisations and groups within the town such as the Ledbury Health Group.

It was agreed that it is essential that such groups (eg Ledbury Health Group) should be encouraged to think about growth and their future needs and to prepare business plans as part of sequential planning process.

viii. **Fundraising**

Again it was felt that a lot of this had been touched on in other agenda items.

However, Councillor Howells advised that he had drafted a pro-forma for a suggested structure when he and the Deputy Mayor met with businesses in the town.

Councillor Harvey advised that care should be taken when asking businesses to sponsor the NDP, she suggested it would be better to ask them to sponsor projects, such as replacement litter bins or benches within the town.

20. **Website**

Members were given an update on the progress in respect of the notes and agendas of the NDP meetings being put onto the Council's Website.

The Town Clerk advised that the Council were in the process of updating its website and that it was hoped this would be complete and ready to go live in the not too distant future. Once this was live consideration would be given to adding the agendas and minutes of the Working Party to the website similar to that of the Standing Committees and Council meetings.

**RESOLVED:**

**That the update provided by the Town Clerk be received and noted.**

21. **Liaison with Neighbouring Councils**

Members discussed liaison with neighbouring Councils such as Wellington Heath. Nicola advised that she had not yet had the opportunity to contact other Councils. Cllr Harvey advised that perhaps contact with other Councils should take place when the group has something to discuss.

It was agreed that a number of the neighbouring Councils may be interested in discussing various issues with the group, such as the green gap, roads and walking routes etc. The group was advised by Paul Neep who had contacted Colwell, that John Stock of Colwall would be happy to come to a future meeting when the group felt they had something to be considered.

**RESOLVED:**

That Cllr Howells liaise with Wellington Heath and Nicola Forde to make initial contact with other neighbouring Town & Parish Councils to establish who would be the contact person for future discussion in respect of Neighbourhood Development Planning.

22. **Any Other Business**

Further to the discussion that had taken place earlier in the meeting this item was not considered.

**RESOLVED:**

**That Any Other Business will no longer be included on the agenda for the NDP Working Party meetings.**

23. **Date of Next Meeting**

**RESOLVED:** To note that the date of the next meeting of the Neighbourhood Development Plan Working Party is scheduled for Monday, 22 July 2019.

The meeting ended at 9.30 pm.

Signed ..... Dated .....