

Agenda Item
10(i)

**NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 30 SEPTEMBER 2020
VIA ZOOM**

PRESENT: Councillor Howells, Nicola Forde (Deputy Chair) Julie Knight, Carly Tinkler, Steve Glennie Smith

IN ATTENDANCE: Town Clerk – Angela Price Minute Taker – Olivia Bundy
101 APOLOGIES

Apologies were received from Councillor Harvey, Councillor Morris, Ann Lumb

102 DECLARATION OF INTERESTS

None received

103 PUBLIC PARTICIPATION

None received

104 MINUTES

Members were requested to approve and sign the notes of a meeting of the Neighbourhood Development Plan Working Party held on 2 March 2020 as an accurate record.

RESOLVED:

That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 2 March 2020 be approved as an accurate record.

105 NOTES OF THE STEERING GROUP – UP TO 10 SEPTEMBER 2020

RESOLVED:

That the notes of the NDP steering group from 24 March 2020 to 10 September 2020 be received and noted.

106 REPORTS

Members were asked to receive and note the following reports:

- I. NDP Progress report to Economical Development & Planning Committee – 8 July 2020
- II. Notes of an informal re-start meeting – 21 August 2020

RESOLVED:

That the above reports be received and noted.

107

DRAFT SETTLEMENT BOUNDARY

Carly Tinkler shared her screen with members to discuss the draft settlement boundary she had created independently. She advised that this was similar to the settlement boundary in the NDP but it included the land to the south to be developed by Bovis Homes.

There were some concerns with whether to include the proposed open space by Bovis Home within the boundary. She explained that any land within the Settlement boundary is deemed to be suitable for development subject to policy compliance. However, green space can be included outside the settlement boundary.

Members noted the email received from Councillor Harvey with her suggestions on the draft settlement boundary.

It was decided that the Town Clerk would circulate the notes and draft settlement boundary to members for comment Further maps can be sent if needed.

RESOLVED:

That the Town Clerk circulate a copy of the draft settlement boundary and accompanying notes to members for comment

108

LSCA – SUMMARY OF WORK TO DATE

Due to time constraints, Carly Tinker had to leave the meeting and therefore it was agreed that the above agenda item would be deferred to the next meeting of the NDP.

RESOLVED:

That the update on the LSCA be deferred to the next meeting of NDP.

109

DRAFT CONSULTATION LEAFLET

The Town Clerk advised that whilst the administrator would be happy to produce the consultation leaflet, due to staff shortages it would be helpful if members could send their criteria to the administrator. The leaflet would not need to go to a full Council meeting for approval but can be approved for circulation by the Town Clerk and the ED & P Committee.

Members agreed to discuss the leaflet in the next steering group and to work in conjunction with the administrator.

RESOLVED:

That members send their criteria for the draft consultation leaflet to the

administrator to produce.

110

PROJECT TIMETABLE

Nicola Forde updated members on the project timetable, she advised that regulation 14 will need to be completed by spring 2021 and an informal consultation on the settlement boundary before December 2020.

RESOLVED:

That the update on the project plan be received and noted.

111

IMMEDIATE TASKS - CONSULTATION DISCUSSIONS IN RESPECT OF MEDICAL AND SPORT FACILITIES

The Clerk advised that Ledbury is the second town on the list of priorities for health care in Hereford.

Julie advised that 800 new houses would require only 2 new GPs but premises also need to accommodate other health practitioners and nurses. New premises are needed because currently the surgery operates from 3 different sites. JK also advised that the CCG have been tasked to identify land in Hereford and Worcestershire, including conversion of older buildings. The Clerk suggested that Julie Knight attend a meeting she was going to organise with a representative of Deeley Group.

RESOLVED:

1. That a **RECOMMENDATION** is sent to Members of the Economic Development and Planning Committee to invite Julie Knight to the next meeting. *(Phillip my notes say that the Deeley meeting was with Angie not the ED & P)*
2. That the Town Clerk contact Deeley Group to advise that Julie Knight, on behalf of St Katherine's Surgery, will attend the next meeting with ED&P. *(Phillip my notes say that the Deeley meeting was with Angie not the ED & P)*
3. That Councillor Howells arrange a consultation meeting with the NDP SG to discuss the medical facilities for Carly Tinker to include in the plan.

112

FUNDING

Council Howells updated members on the funding and grants progress.

RESOLVED:

That the update regarding funding be received and noted.

That PH contact Dave Tristram at Herefordshire Council re funding applications before 19 October.

113

WEBISTE UPDATE AND FILING

Councillor Howells updated members on the filing system and advised that some documents will have to be uploaded to the website for the Inspector to access.

The Clerk advised that members could contact the administrator directly to upload documents to the website.

RESOLVED:

That the update on the website and filing be received and noted.

114

DATES OF NEXT MEETINGS

It was noted that the next meeting of the Neighbourhood Development Plan was scheduled for Monday, 3 November 2020 at 6:30 via zoom.

Meeting closed at 7:30

Signed Dated

NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 1 DECEMBER 2020
VIA ZOOM

PRESENT: Councillor Howells, Councillor Bannister, Nicola Forde (Deputy Chair)
Julie Knight, Carly Tinkler, Ann Lumb, Celia Kellet, Helen l'Anson, Paul
Kinnaird, Steve Glennis-Smith

IN ATTENDANCE: Town Clerk – Angela Price

APOLOGIES

Apologies were received from Councillor Harvey

116 DECLARATION OF INTERESTS

None received

117 PRESENTATION

A representative from Haygrove, Chris Millson, introduced himself to members of the Neighbourhood Development Working Party.

Mr Millson advised members of the work that Haygrove do for the community, including educational work with over 900 children and combatting loneliness in the older community. He also noted that most vegetables grown in the community gardens are also directed to foodbanks.

He shared a slideshow with members explaining how Haygrove would like to work with Ledbury to set up a community garden similar to the one they currently run in Ross on Wye. He estimated a budget of £24,000 per year to create the community garden and possibly employ a Garden/Community Manager.

Members agreed that the scheme would be beneficial for the community.

It was noted that Haygrove had looked at land in Ledbury, including land to the south of the Viaduct.

Steve Gennis-Smith had reservations of locating the land alongside Riverwalk, as was being proposed, as many users would more likely use vehicle transport rather than walking and cycling to access the site. He noted that there is a smaller parcel of land near the bypass which would be more suitable as there is a footpath joining to Barnett Avenue. Councillor Howells advised members that with the help of Ian Fontaine, he had managed to draw up available green spaces for the NDP and asked whether he could contact Mr Millson when the plan is completed.

The Chair thanked Mr Millson for the presentation and Mr Millson expressed his thanks for the interest being shown by the Working Party.

118

MINUTES

Members were requested to approve and sign the notes of a meeting of the Neighbourhood Development Plan Working Party held on 30 September 2020 as an accurate record.

RESOLVED:

That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 30 September 2020 be approved as an accurate record.

119

NOTES OF THE STEERING GROUP – UP TO 23 NOVEMBER 2020

It was noted that the notes of the steering group held on 23 November 2020 were not in the agenda pack.

RESOLVED:

1. **That the notes of the NDP steering group from 3 November 2020 to 17 November be received and noted.**
2. **That the notes of the NDP steering group held on 23 November be deferred to the next NDP meeting.**

120

DISCUSSION OF TOPIC PAPER 5 LEDBURY TOWN SETTLEMENT BOUNDARY

Members were provided with a draft Ledbury Town Settlement Boundary document.

Councillor Howells advised members that Bill Bloxome had received input from himself, Councillor Harvey and Carly Tinker when creating the draft topic paper 5: Ledbury Town Settlement Boundary.

There was some considerably discussion around this plan, and it was agreed that the Clerk should send Members of the NDP the plan and updated Settlement Boundary to make comments.

RESOLVED:

1. **That the topic paper 5 Ledbury Town Settlement Boundary be received and noted.**
2. **That the Clerk send NDP members the plans and updated Settlement Boundary via email.**

RECREATION

Councillor Howells advised that he is awaiting confirmation for a date to meet with representatives at UBL.

The Clerk advised that she has received correspondence from Gladman regarding land at Dymock Road. The letter advised that Gladman would like to arrange a meeting via virtual means to discuss the possibility of providing a site for youth football provision. The Clerk advised that she would defer this subject to the Economic Planning and Development Committee.

RESOLVED:

That the verbal update on Recreation be received and noted.

EMPLOYMENT

Councillor Howells provided members with an update on the progress on arranging a meeting with UBL and the letters sent to consult letters to employers.

Paul Kinnaird advised that he is still arranging a meeting with Heineken and that he will update members accordingly. He also noted that one of the advantages of the site on the Hereford Road is that it is close to the ruby club, who are keen to work with the youth football club.

Councillor Howells advised that there are 76 local business that will need to receive a copy of the letter to consult employers. He also wanted to note his thanks to Nicola for finding this information. Copies will also be circulated by Caroline Green, Chair of the Traders Association. He estimated around 120 copies of the letter will be needed.

The Clerk advised that she could print the 76 letters by the end of the week subject to having enough staff.

RESOLVED:

1. **That the verbal update on the Employment, Topic Paper 2, be received and noted.**
2. **That the Clerk print 76 copies of the letters to employers by the end of the week.**

MEDICAL FACILITIES

Councillor Howells provided members with an update on meetings to discuss the medial facilities.

Nicola Forde advised that herself and Bill Bloxome attended a meeting with a consultant of the medical practise. Nicola advised that the practise would like a facility that is consolidated and easier to operate as they are currently working in 3 different sites.

Paul Kinnaird asked whether there was a pharmacy in Deeley's proposed medical facility. Nicola was unsure however advised that she could ask this question in the next meeting.

RESOLVED:

That members receive and note the verbal update on the medical facilities.

124

LSCA

Councillor Howells advised members that the Carly Tinkler will not be doing a full Capacity sensitivity analysis due to time constraints and the fact that it's not needed will save money. However, Carly Tinkler will create a 'Ledbury landscape and sensitivity study' which is a smaller version which will incorporate works that members of the NDP have already been completed. Carly Tinkler will advise members if she needs any further information and that the estimated completion date is early spring.

Councillor Howells advised that the £10,000 that was agreed to pay Carly Tinkler may need to be increased. Carly Tinkler will update members on what she can complete in the current budget. However, the NDP may have to apply for further funding.

RESOLVED:

That the update on the LSCA be received and noted.

125

DESIGN GUIDE

Members were provided with a draft topic paper 1: Integrating Ledbury Design Guide into the NDP

RESOLVED:

That Members receive and note the Topic Paper 1: Integrating Ledbury Design Guide into the NDP.

126

TIMELINE

Members were provided with the NDP revision draft project timeline.

Nicola advised that the first members consultation will hopefully be in March 2021 and the Regulation 16 consultation in September / October 2021.

RESOLVED:

That the update on the NDP timeline be received and noted.

127

FUNDING

Councillor Howells advised members that the grant has not been applied for due to Covid-19. He advised that there are two grants that that the NDP could apply for.

Nicola Forde advised that she had contacted David Trisitm and that he recommended that the NDP apply for a locality grant now which will have to be spent before March 2021.

RESOLVED:

That the update on the funding be received and noted.

128

FILING AND WEBISTE UPDATE

Members were provided with an update on the filing and website update.

RESOLVED:

That the update on the filing and website be received and noted.

129

DATES OF NEXT MEETINGS

To note that future meetings of Neighbourhood Development Plan Working Party are scheduled to be held on the following dates in the 2020/21 Municipal Year and that meetings will be held via Zoom until further notice:

Tuesday, 5 January 2021-6.30 pm
Tuesday, 2 February 2021 - 6.30 pm
Tuesday, 2 March 2021 - 6.30 pm
Tuesday, 30 March 2021 6.30 pm

Meeting closed at 7:45.

Signed Dated

