

# LEDBURY TOWN COUNCIL

## Report of a Meeting of the Neighbourhood Plan Working Party

held on Tuesday, 3 September 2013 in the Town Council Offices

**Present:** Councillors: R Barnes (Chairman, Neighbourhood Plan Working Party - NPWP)  
A Conway  
K Francis  
C Ridler  
T Widdows

**In Attendance:** C Bosley  
A Burrows  
Ms M Cooper  
R Hadley  
A Harrison  
G Holliday (Town Plan Steering Group – TPSG)  
Ms N Shields (Deputy Chairman and TPSG)

**Also Present:** Ms Amy Herford  
Mrs B Stump (Jnr. Clerical Officer, LTC)

### 1. Apologies for absence

Apologies were received from Cllr Harvey and Ian James.

### 2. Declarations of Interest

Andrew Burrows declared an interest in Item 6 and would leave the meeting before discussions began on 6.1.

### 3. To approve the report of the meeting held on 6 August 2013

Approved.

### 4. Public Consultation Event – Retail development in Ledbury

The Chairman recently received an enquiry from Philip King of PLK Properties asking if the NPWP would facilitate a public consultation on the proposed development of Lawnside Road. It was agreed that a consultation would take place at the Community Hall on 4 & 5 October, but that it be expanded to cover retail development for the whole of Ledbury, with the participation of interested stakeholders, e.g traders (including existing supermarkets), HALO (swimming pool), any residents groups, as well as PLK. (September 27 & 28 had initially been proposed; however, some members of the WP were unavailable and it was also thought too short a time for stakeholders to organise themselves.) Participants in the consultation will have a “stand” to display their ideas to members of the public which are to be “manned” by no more than two persons at a time. The Civic Society had recently commissioned a report from a retail consultant and Mary Cooper was content for this to be made available.

Cllr Francis asked that his concern be recorded that the Town Council should not be involved with such a consultation lest it be prejudicial to any future planning application.

**RECOMMENDATION:** That the NPWP facilitates a public consultation event on 4-5 October 2013, limiting participants to two from each company/organisation/group.

**ACTION:** The Chairman will contact PLK Properties about the date of the consultation event.

**ACTION:** A sub group of the NPWP will meet and organise the consultation event.

**Members: Cllr Barnes (lead); Cllr Conway, R Hadley, A Herford, G Holliday & Cllr Ridler.**

#### **5. Communications/Community Engagement activities & Sketch Collective Artwork**

Rich Hadley presented the Sketch Collective logo/branding artwork. A design was chosen, which can be used with a different palette of colours, and was thought to appeal to a younger demographic. However, the strap line is to be amended to "*A bright future for our town*". The Communications Group have compiled a leaflet, "*Calling Ledbury! Your Voice Counts*" which contains three questions and a list of headings for residents to tick the three which are most important to them. The leaflet was approved, subject to the addition of a brief extract from the *Localism Act*.

**ACTION: Andrew Burrows will send a short quotation from the Localism Act to Rich Hadley for inclusion in the leaflet.**

**ACTION: The community engagement activities group will produce the leaflet in time for the October public consultation event, when the new logo/branding will be used to increase public awareness of the Neighbourhood Plan.**

Fears were expressed that residents would be overwhelmed by the imminent issue of multiple questionnaires arising from a proposed early October public consultation event and those from the Town and Neighbourhood Plans. The TPSG Household Questionnaire should be ready for issue during October. The NPWP is not intending to issue a questionnaire at all, instead concentrating on 'face to face' events. A broad discussion followed, and the TPSG and NPWP will remain separate, but share resources, as agreed at the NPWP meeting of 18 June 2013 (Item 4).

#### **6. Update on Land Group Activities**

Griff Holliday reviewed the group's activities. The Planning Session of 25 July, followed by a meeting on 16 August of the Land Group, had resulted in recommendations to the wider WP, below. Terms of Reference were also drafted, to "*guide discussions, informed by the town's needs/desires, drawing on visioning work conducted by the NPWP*".

The ToRs were discussed and agreed, subject to amendment to some bullet points contained in "*Opportunities for Community contribution*".

The second bullet point should be amended to read:

- "*Re-development of the street scape in the Town Centre – improve the ambience and economy of the Town.*"

The seventh bullet point should be amended to read:

- "*Provision of sports, cultural and recreational facilities for the use of the town and its school.*"

**ACTION: Barbara Stump will amend the ToRs document as above, and return to Griff Holliday for further amendment arising from 6.1 below and references to the Core Strategy.**

**RECOMMENDATION: That the Chairman contacts Sam Banks at Herefordshire Council to seek advice on the professional costs likely to be incurred in developing the Neighbourhood Plan (from Herefordshire Council or independently).**

The Land Group also recommended to the WP that the "*Clerk proceeds with a membership application to Action for Market Towns (AMT) in light of the research funding and Neighbourhood Planning information that is available*". The cost of AMT membership, based on Ledbury's population, is £210.00. There was a discussion about the benefits and it was thought these would be more useful to the Portas Group. It was therefore agreed not to join AMT.

**ACTION: The Chairman agreed to approach Cllr Harvey suggesting that the Portas Group applies for AMT membership.**

## **6.1 To consider the engagement of a Consultant**

The Land Group's meeting of 16 August had discussed a specific strategy for engaging with landowners regarding potential alternative development sites within the local area for residential and employment development. A recommendation was put forward to the wider WP that a consultant be engaged for specialist work undertaken on behalf of the NPWP. A Consultation proposal was tabled and there was a broad discussion about it and wider budgeting. Concern was raised about Item 10 of the Proposal and its amendment was agreed. The Terms of Reference would be amended accordingly.

**ACTION: The Chairman would revert to the consultant and request the amendment of item 10 of the consultancy proposal.**

**RECOMMENDATION: That we engage a professional consultant to identify parcels of land as set out in the proposed schedule, subject to the amendment of item 10.**

## **7. Funding/Budgeting**

There was a broad discussion about the final cost of the NP itself. It is minuted that a "break point decision [by Full Council] be made at the point when the effort involved has been assessed prior to a bid for grant funding being submitted." Ledbury Town Councillors would expect to have an indication of the Plan's final cost in order to make an informed decision about engaging a consultant for land issues (Item 6.1 above). The view was expressed that the initial budget for the NP had been insufficient and that more money would be needed. It was suggested that the benefits in completing a NP would outweigh potential cost (eg through CIL) and that the people of Ledbury would be engaged in the decision making about things which will affect them.

**ACTION: The Chairman will contact Sam Banks (HFDS Council) seeking advice on estimating a final budget.**

**ACTION: Mary Cooper and Rich Hadley agreed to work on the Locality Grant application so that it would be ready, when required, to present to Full Council for approval to submit.**

## **8. Any other Business**

At the last meeting (report of 6 August, item 6.2) Nina Shields raised the Rural Community Energy Fund and asked members to look at the website (below). She urges those who have not yet read it, to do so.

[www.wrap.org.uk/content/rural-community-energy-fund](http://www.wrap.org.uk/content/rural-community-energy-fund)

**ACTION: at the next meeting Nina Shields proposes the NPWP forms a sub group to look at rural community energy generation and any grant funding to see if it is available for Ledbury.**

## **9. Items for the next Agenda (Tuesday, 1 October)**

- Consultation Event (retail – 4/5 October)
- Update from the sub groups
- Rural community energy generation (Nina Shields).

The meeting ended at 21.30.

**Diary Note: There is a further Planning Session in the diary for Wednesday 25 September at 19.00 in the Town Council Offices.**