

## LEDBURY TOWN COUNCIL

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

held on Tuesday, 7 May 2013 in the Town Council Offices

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**Present:** Councillors: R Barnes (Chairman)  
P Bettington  
K Francis  
E Harvey  
C Ridler  
T Widdows

**In Attendance:** A Burrows  
Miss M Cooper  
R Hadley  
A Harrison  
G Holliday (Town Plan Steering Group – TPSG)  
I James (TPSG)  
Ms NShields (TPSG)  
W Stump

**Also Present:** Sam Banks, Herefordshire Council's Neighbourhood Planning  
Team Leader  
Mrs B Stump (Jnr. Clerical Officer, LTC)

**1. Apologies for absence**

None.

**2. Declarations of Interest**

None.

**3. To approve the report of the meeting held on 8 April 2013**

The report of 8 April was approved, with the following clarifying amendment to the Terms of Reference (Agenda item 4/ 8 April).

**RESOLVED: That the word "consecutive" be inserted into item 3.8 of the Terms of Reference to read, "Non attendance at two consecutive meetings without apologies will assume resignation."**

**4. Presentation by Sam Banks, NP Team Leader, Herefordshire Council**

(A copy of the presentation has been issued by email.)

Following Sam Banks' presentation, a discussion covered:-

Funding: *My Community Rights* information was issued on 1 May;

Provision of Maps: cost borne by LTC, but Hoople would provide an hour's free time to create any maps/plans.

The Core Strategy (CS): allocates "strategic sites" of 500+ houses; less than 500 is considered "non-strategic". One hundred more homes are allocated to Ledbury which are not listed on the (viaduct) strategic site. Strong opinions were expressed about Herefordshire Council's lack of response to concerns by the community regarding the decision to allocate so much housing there and why the viaduct site had been chosen over others. Past feedback to Herefordshire Council had not ruled out the site, but that 700 houses are thought excessive.

The real possibility was raised of a Ledbury Plan failing at referendum because of widespread disagreement with the allocation of so many houses on the viaduct site in the CS, and with which the NP *must* comply. A meeting with Kevin Singleton and members of the NP WP was requested once analysis of the information obtained from the recent CS consultation is completed. Sam Banks will convey the views expressed in the meeting to Kevin Singleton, but she said the WP should not be diverted by the viaduct site issue and allow it to delay the progress of other important opportunities a NP provides. There are still elements within the CS which could change during the consultation period and resulting analysis. There are early indications from the recent CS consultation that Ledbury residents are concerned about car parking at the station and in the town centre. Other areas the NP WP could look at are primary and secondary shop frontages and tourism policies, for instance.

#### **8. Timetable and timeline for the tasks**

This agenda item was brought forward because of time constraints.

Cllr Harvey explained the Gantt chart illustrating those areas where the Town and Neighbourhood Plans' activities combine/coincide. The community questionnaire for the Town Plan which will incorporate NP questions is now an urgent task and there is some way to go before deciding on its content. It was agreed that headings and questions should be ready to put to the Full Council's July meeting and that a NP WP sub-group should start working on this. Questionnaire issue to Ledbury residents is planned for the beginning or middle of September, with an expected return date by mid-September or early October. Cllr Harvey will revise the Gantt chart to reflect the discussion and decisions made. Ian James expressed concern that key decisions about the questionnaire might delay issue due to the Town Council's meetings schedule this year, and asked that delegated authority be investigated.<sup>1</sup>

**RESOLVED: That the following WP members form a Community Engagement sub committee to draft headings and questions for the questionnaire.**

**R Hadley, Cllr E Harvey (Chair & liaising with the Town Plan), Ms N Shields, W Stump and Cllr Widdows.**<sup>2</sup>

Ian James volunteered key information and will take responsibility for Questionnaire distribution.

#### **5. Neighbourhood Planning in Herefordshire – One Year on Event**

A report by Cllr Keith Francis, Griff Holliday and Barbara Stump (who attended the event which clashed with Ledbury's Annual Town Meeting) had already been circulated. Andrew Burrows proposed a vote of thanks to the attendees for their feedback. Barbara Stump will compile a box file of key documents from this event, and other NP activities, to be held at the Town Council offices should Working Party members need to refer.

#### **6. Update on Communications Plan**

Cllr Widdows gave examples of communications media the Working Party could use to publicise the NP and communicate with as broad a cross section of the community as possible. It was agreed to set up a separate Neighbourhood Planning website from the Town Council's; it was suggested that a Newsletter; Twitter and Facebook

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<sup>1</sup>It has since been confirmed by the Herefordshire Association of Local Councils (HALC) that, "The Town Council should formally agree the content of questionnaires sent out to the local community under the banner of the Town and Neighbourhood Plans."

<sup>2</sup> Following the meeting roles were redefined and expanded by exchange of emails.

accounts, blogs, the “Your Square Mile” website and social media generally should be used to promulgate information and inspire public interest. Setting up a website and some social media accounts would require a designer and people to manage and maintain them. An early opportunity to promote interest and seek volunteers is the Community Day on 1 June (part of the Ox Roast celebrations). The Committee Room at LTC is reserved for displays by the Town Plan and Neighbourhood Plan groups and the Town Council.

**RESOLVED: That the following members of the Community Engagement sub committee define a communications strategy.  
R Hadley, Cllr E Harvey and Cllr T Widdows.**

**7. Ideas for Objectives and Vision of the Plan: Visioning Exercise**

Insufficient time was available, and it was agreed to hold a meeting on Friday, 10 May to conduct this exercise.<sup>3</sup>

**8. Timetable and Timeline for the Tasks**

This item was discussed after item 4, above.

**9. An Update on preparation of Grant Application**

Rich Hadley circulated an email about progress on 19 April. “*My Community Rights*” was issued by Locality on 1 May and Rich Hadley is content to continue work on funding applications, together with Bill Stump.

**10. Items for the next Agenda**

Ideas for Objectives and Vision of the Plan (visioning exercise only on 10 May) conducted by Nina Shields and Rich Hadley.

Tuesday, 4 June: Paul Esrich, Manager of the Malvern Hills Area of Outstanding Natural Beauty (AONB) Partnership, will attend the meeting to answer any questions. Malvern Hills AONB Partnership is consulting now on some aspects of their Plan which could potentially impact on Ledbury.

**Date of the next meeting**

Friday, 10 May at 19.00 in the Committee Room of Ledbury Town Council offices, at which Nina Shields and Rich Hadley would conduct the visioning exercise.

Thereafter, the next scheduled meeting of the Working Party is on Tuesday, 4 June at 19.00 in the committee room at LTC.

The meeting ended at 21.25.

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<sup>3</sup> This meeting took place but was not minuted. Rich Hadley and Nina Shields will report on the outcome.