

**LEDBURY TOWN COUNCIL**  
**Report of a Neighbourhood Development Plan (NDP) Work Group Meeting**  
held on Wednesday, 5 April 2017

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Present: Councillors: A Crowe, M Eager, E Fieldhouse and J Simpson  
Local Residents: Ms L Turner, Mr W Stump, Mr P Howells, Ms R Sharpe

**1. Apologies**

Apologies were received from Cllr R Barnes and Mr R Yeoman.

**2. Declarations of Interest**

None declared.

**3. To consider the draft Strategic Environmental Assessment and Habitat Regulation Assessment**

Members were circulated with draft documents which they would review and comment on, returning input to the Clerk. If approved at the extraordinary Full Council meeting on Thursday, 20 April 2017, the SEA Scoping Report would be submitted to Herefordshire Council for them to conduct the five week consultation period with statutory bodies. Samantha Banks at Herefordshire Council would be asked about timescales for implementing the SEA consultation.

**4. To review the NDP budget and Locality grant spending**

The actual spend to date on the NDP is £45,562. In 2014-15 a £7,000 Localities grant was received, and a £8,215 Awards for All Grant. In 2016/17 a Localities Grant of £9,000 was awarded. An End of Grant Report for the Localities £9,000 grant funding will be submitted at the end of March 2017 and any unspent money will need to be returned. A further Localities grant will be applied for in the Financial Year 2017-18. Consultations have been conducted economically, the budget has not increased and no more money has been requested of the Council. The Clerk will update the budget sheets and issue to members by email, and in time to update the Council at its meeting on 20 April. Foxley Tagg Planning (FTP) has written confirming the work outstanding before Plan completion, which amounts to £8,100.

**5. To review the Work Schedule**

The NDP has reached Stage 6 of the Delivery schedule. Four stages remain:- Stage 7: Analysis of Draft Plan and Consultation Outcomes; Stage 8: Independent Examination; Stage 9: Referendum; and Stage 10: Adoption. FTP will be requested to provide a revised delivery schedule for return by 13 April.

**6. To consider photographs for insertion into the Draft Plan**

Members looked at images of Ledbury considered for inclusion in the final Plan, which Cllr Eager would be discussing with FTP. The group noted that the Communications Strategy is uploaded to the website.

## **7. To consider arrangements for Ledbury Community Day on 10 June 2017**

The Council decided to take part in the event this year; however many Councillors are unavailable on the day. The NDP group is willing to have a display of NDP material at the picnic on the Recreation Ground to take place from 14.00 – 17.00 on 10 June. The Group is also willing to have LTC material at this event, for interested residents. Volunteers are Cllrs Fieldhouse and Crowe and Lisa Turner.

## **8. Correspondence**

- (i) Samantha Banks of Herefordshire Council (Neighbourhood Planning) had responded to Cllr Crowe's enquiry to her about comments made by Ward Members in their recent report to Full Council implying that Herefordshire planners were unhappy with aspects of Ledbury's Neighbourhood Plan. Samantha Banks explained her engagement with FTP, their recent discussions and confirmed she is aware of policies and proposals currently being drafted, together with the required SEA report. She went on to confirm that there is no regulatory requirement to consult Herefordshire Council until the Regulation 14 consultation period.
- (ii) An email had been received via the website from a resident disagreeing with the reasons for excluding his property from the public consultation following the Call for Sites. The resident requested his feedback be passed to the NDP group. Emails between FTP and the resident explaining the reasons for exclusion were read to the meeting. The working group supported the reasons by FTP. There had, however, been a delay in notifying the resident and it was agreed to refer the matter to the consultant to seek clarification on communications. The Clerk will be in touch with the resident following FTP's response on this.
- (iii) An email had been received from a Bristol town planning company asking when the Draft Plan consultation could be expected. A response will be sent explaining that until the SEA is completed, it would be difficult to give a definite time, but perhaps within 3-6 months, or potentially the autumn of 2017.
- (iv) The Clerk read an email from James Latham, Technical Support Officer in the Neighbourhood Planning team at Herefordshire Council giving notice that the team is conducting a submission and examination workshop to help parishes understand the submission and how NDPs will be examined. The workshop will take place on Friday, 5 May 2017 between 10.00 and 12.00 at the Herefordshire Archive & Records Centre. Phillip Howells agreed to attend, and the Clerk will forward details to him.

## **9. To consider any other matters relating to the Working Group**

- (i) Cllr Eager reported on a recent meeting of the Market Towns Forum he attended on 29 March 2017 regarding Section 106 and Community Infrastructure Levy (CIL). The new Government thresholds mean S106 applications are based on 10 house developments or more. Parish Councils are advised to draw up a S106 wish list, preferably within the Neighbourhood Plan document but this is not compulsory. The Current CIL legislation is not adopted by Herefordshire Council, but proposed changes by HM Government because of problems with CIL delivery means that CIL has been

recommended for changes, including renaming to Local Infrastructure Tariff (LIT). There will be recommendations on approach to developer's contributions (not known yet if a NDP is part of the requirement) and changes in contribution depending on part of the country. It will be mandatory for all local government bodies to adopt and will be based on all developments of ten dwellings or more, with a fixed contribution for less than ten. Details will be announced and finalised in the Autumn Statement.

- (ii) Phillip Howells will be submitting a report on footpaths to FTP clarifying specifics required regarding connectivity, maps and the evidence base. It was agreed that FTP be contacted to enquire exactly what more they are requiring from the NDP working group so that plans could be made for carrying out any work and delivery dates.

#### **10. Date of next meeting and items for the agenda**

A provisional date for the next meeting of the Working Group is Wednesday, 19 April 2017 at 7pm in the Town Council offices.

The meeting ended at 9.55pm.