



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES - CHURCH STREET - LEDBURY

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24 December 2020

**TO: Councillors Bannister, Eakin, Harvey, Howells and Morris
Plus, non-councillor members**

Dear Councillor

You are invited attend a meeting of the **Neighbourhood Development Plan Working Party** which will be held on **Tuesday, 5 January 2021, 6:30 pm** for the purposes of transacting the business set out below. During the Covid-19 Pandemic meetings will take place via zoom (a link to join the meeting will be sent out by the Clerk prior to the meeting)

Yours faithfully

Angie Price
Town Clerk

A G E N D A

1. **Introductions**
2. **Apologies for absence**
3. **Declarations of interest (Councillors only)**
4. **To receive the notes of the meeting of the Neighbourhood Plan Working Party meeting held on 1 December 2020 (Pages 264 - 269)**
5. **To receive the notes of meetings of the Steering Group (Pages 270-280)**
 - I. Meeting 7 held on 23 November 2020
 - II. Meeting 8 held on 27 November 2020
 - III. Meeting 9 held on 3 December 2020
 - IV. Meeting 10 held on 4 December 2020
 - V. Meeting 11 held on 16 December 2020

6. **Consultant review of work programme (attached – by Bill Bloxome)**
(Pages 281 - 282)
7. **Update on employment topic guide** (Verbal update)
 - a. Consultation with Heineken and business letters responses
8. **Update on green infrastructure and recreation topic guide**
(Page 283)
 - a. Meeting HC and planned with sport and landowners
 - b. Consultants GI extension conceptual map
9. **Update on Community facilities topic guide** (Verbal update)
 - a. Consultation with Ledbury Health Partnership
10. **Update on Landscape and visual assessment study** (Verbal update)
11. **Update on funding** (Verbal update)
12. **Update on filing** (Verbal update)
13. **Update on public consultation proposals** (Verbal update)
14. **Current project plan and decision timescales** (Verbal update)
15. **Dates of future 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, 2 February 2021 – 6.30 pm
 Tuesday, 2 March 2021 – 6.30 pm
 Tuesday, 30 March 2021 6.30 pm

Distribution: Agenda to all Councillor and non-Councillor Members

**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 , Councillor Helen l'Anson, Paul Kinnaird, Steve Glennie-Smith, Chris Millson (Haygrove)

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 stated the initiative had four strands: education, skills training, healthy eating and combatting loneliness.

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. They had carried out a needs assessment in Ledbury. He estimated a budget of £24,000 per year to create the community garden and possibly employ a Garden/Community Manager. Haygrove would like to see this project start in spring 2021 and so would like a decision by February 2021. He envisaged it would then take 6 months to raise funds and sign up strategic partners.

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 and a 4.4 hectare site at the north end of the riverside walk.

Steve Glennie-Smith had reservations of locating the land alongside Riverwalk, as was being proposed, as users would be most likely to 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 mapped green space for the NDP and asked whether he could contact Mr Millson when the plan is completed. Nicola Forde asked whether Haygrove would consider working with two sites. Chris Millson said they would but that this would not be ideal operationally.

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

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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.

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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.

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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 Bloxsome had received input from himself, Councillor Harvey and Carly Tinker when creating the draft topic paper 5: Ledbury Town Settlement Boundary.

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

RESOLVED:

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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.

121

RECREATION

Councillor Howells advised that he is awaiting confirmation for a date to meet with representatives of UBL/Heineken and Ledbury Swifts.

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.

Cllr Bannister said it would be helpful if the meeting with UBL/Heineken took place before the meeting with Gladman.

RESOLVED:

That the verbal update on Recreation be received and noted.

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EMPLOYMENT

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

Paul Kinnaird advised that he is still arranging a meeting with UBL/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 Rugby club, who are keen to work with the youth football club.

Councillor Howells advised that a letter had been prepared to circulate to employers in Ledbury including town centre retailers and the 76 businesses located on the industrial estates. He wanted to note his thanks to Nicola for gathering and compiling and address list. 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 and that the letter should come from herself or the Mayor. Ann Lumb, Nicola Forde and Phillip Howells offered help in getting the letters out.

1.

RESOLVED:

2. **That the verbal update on the Employment, Topic Paper 2, be received and noted.**

That the Clerk print 76 copies of the letters to employers by the end of the week.

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MEDICAL FACILITIES

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

Nicola Forde advised that herself and Bill Bloxsome held a meeting with a consultant representing Ledbury Health Partnership. 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. They would also be happy with a facility that was more than one storey. They also would like a facility able to house all the associated services on site. They need space for growth to accommodate Ledbury's future growth and are already using empty space in adjacent old office buildings. New build would be more expensive than using existing buildings but existing buildings may not be fit for purpose. Their preferred locations would be edge of town or town centre. Steve Glennie Smith said that a town centre location was essential because of the older demographic in Ledbury and the need for people to be able to walk to the services.

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 with the Health Partnership.

RESOLVED:

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

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LSCA

Councillor Howells advised members that Carly Tinkler will not be doing a full Landscape sensitivity and capacity analysis due to time constraints. However, Carly Tinkler will create a 'Ledbury landscape and sensitivity study' a smaller version incorporating the baseline work that members of the NDP have already 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 the Steering Group on what she can complete within the current budget. However, the NDP may have to apply for further funding.

RESOLVED:

That the update on the LSCA be received and noted.

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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.

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TIMELINE

Members were provided with the NDP revision draft project timeline.

Nicola advised that the first public 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.

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FUNDING

Councillor Howells advised members that grants have not yet been applied for due to Covid-19. He advised that there are two types 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.

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FILING AND WEBISTE UPDATE

Members were provided with an update on NDP document filing and website.information listing. After initial delays due to updating the Council website and then the COVID lockdown, this was now being urgently addressed by the SG. A physical document filing system was now in place and updating the website with the information needed was part done with more work towards getting it fully up to date expected to be done during December.

RESOLVED:

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

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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

Ledbury NDP Steering Group (SG) agenda and actions

Members: Cllr Phillip Howells (PH); Nicola Forde (NF); Ann Lumb (AL)

Consultants: Bill Bloxsome (BB); Carly Tinkler (CT) Samantha Banks,

Herefordshire Council (SB); WP = Working Party

Office: Angie Price (the Clerk, AP)

Action colour code: Red = still to do

<p>Meeting 7 - Monday, 23rd November Present: PH; NF; AL</p>	
<p>Agreed SG notes for 16th and 17th Nov., with minor typos corrected. These and subsequent meetings to be numbered 5, 6 etc. Points from SG 6: Employment: SB to be asked who to approach about delivering strategic employment sites. Sensitive Areas: SG to discuss with BB location and more complete mapping of registered sensitive sites, as referred to in paras. 2.20 and 2.21 (Topic Paper 5)</p>	<p>AL SG</p>
<p>Meetings to be arranged: UBL – agreed agenda points and participants. Paul Kinnaird to be asked to arrange and sent agenda and template for consultative meetings. PH to send template to NF and AL for future use. Landowner re. recreation – PH to ask Nick Fish to contact landowner after UBL meeting. Other meetings in consultation phase: Medical Facilities meeting (on 24th Nov.); with the Canal Trust; with Market Town Investment Group (December?)</p>	<p>NF PH PH PH</p>
<p>Timeline and Funding: SG discussed target dates for completion of written work, grant applications and consultation stages. PH view: Consultation should cover all issues in full NDP, not just the settlement boundary. SG to ask SB and team at meeting on 3rd December. SG agreed that Awards for All be applied for at beginning of December and Locality Grant in 2 parts: one in early Dec. or early Jan; the other later. NF to propose funding timeline. PH to determine sums needed by particular dates, check with Dave Tristram and ask AP to handle the actual grant applications. NF to revise whole project timeline for comment and ready to send to WP members.</p>	<p>SG PH NF</p>
<p>Agenda for WP Meeting 1st December: SG agreed agenda and documents to be sent to WP members who still wish to be involved. AL to send agenda to PH before 25th November.</p>	<p>AL</p>

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Letter to Employers: AP and staff already in receipt of letter and planning distribution. PH has asked about total number of traders and their email addresses. Where not available, letter to be delivered by hand. AL and NF to help with this and addressing envelopes etc.	AL & NF
Filing: PH has produced spread sheet to show paper and electronic filing on website for public access. It's structured under 13 headings with topic areas (eg communications and consultation) and separate sections for agendas and meeting notes. PH to liaise with AP to send files to Olivia to update. PH also to discuss structure and accessibility with AP to ensure optimum public accessibility to large files. NF suggested changing 4.0, 'consultee groups' to 'consultation topics' and will feedback any other ideas.	PH
Next Meetings: Agreed that PH would try to arrange meeting with CT for 27 th Nov. or 26 th Nov.	PH
Next SG meeting – 4 th December at 4 pm.	

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<p>Meeting 8 - Friday 27th November - with Carly Tinkler Present: PH; NF; AL, CT</p>	
<p>PH A representative from Haygrove will attend the Working Party meeting on 1st December to discuss their idea about locating a community garden in Ledbury.</p>	
<p>CT Noted BB's recent paper (Topic paper 5) on the settlement boundary, she commented that where the settlement boundary is is for Ledbury to decide but it needs to be supported with evidence in landscape and visual terms. She agreed to come back with further comment.</p>	CT
<p><u>The LSCA.</u> CT explained that a full <u>LSCA</u> will not be produced for a number of reasons but primarily because the plans to revise the planning system and use a zoning approach may mean the LSCA would have to be revised when that comes in. Until there is certainty about the planning system there is little point in doing a complete LSCA. A complete LSCA would mean each site being assessed for each land use. Instead CT proposes finishing the study at stage 4 in (CT proposal version 4).</p> <p>This output would be a Landscape and Visual Sensitivity Baseline Report based on, and including the baseline studies. This will support the policies in the revised NDP. The evidence base can also be used to produce a first attempt at zoning – this would inform the revision to the Core Strategy and the zoning which Herefordshire Council may need to draw up.</p>	
<p><u>The baseline evidence exercise must be completed.</u> This will include revisions to include the Bovis site off Leadon Way (which has recently gained planning permission). Reports had not yet been received from Nicola Forde – Views and Cultural Associations. Phillip Howells, Ian Fontaine and Tony Harris – footpaths.</p> <p>All need to update their reports in the light of Bovis. Deadline for getting evidence reports to CT – end December. PH to write to evidence gatherers to explain CT will be getting in touch. CT to follow up explaining what is needed.</p> <p>The LSCA topic volunteers who have already sent in drafts will need to revise them to take the Bovis scheme approval into account (ie the baseline will be residential – still need to sort out their off-site public footpaths!!).</p> <p>CT to re-write the introductory sections as it is no longer an LSCA. The baseline plans/figures need to be revised to reflect the Bovis development and the different type of study being undertaken.</p>	<p>PH/CT</p> <p>WP/SG</p> <p>CT</p> <p>SG/WP/CT/BB</p>

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Will need to agree if sensitivity plan is only for residential, or whether should do sensitivity for other uses as well.	
<p><u>Zoning Study</u> CT this will express the intentions for development in Ledbury by 2060. Will include new infrastructure, employment etc. It will highlight the highest sensitivity areas for example the land to the west of the town in the setting of Wall Hills. Agreed that there should be options presented for zoning based on the evidence base and the town's aspirations and needs. The plan although conceptual should be more detailed than blobs.</p>	
<p><u>Outputs</u> Two reports to be produced by CT: Landscape and Visual Baseline Report (Topic Paper 6) by the end of January and a conceptual zoning plan (topic paper 7) first draft by the end of March final draft end of April.</p>	CT
<p><u>Consultancy Budget</u> £6000 has been paid. £4,000 outstanding – CT to invoice for. CT to note her hours from now on.</p>	a
NF to revise project timeline in light of the discussion	NF

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Meeting 9 - Thursday 3 rd December – with Sam Banks	
Present: PH; NF; AL, SB	
<p><u>1. SEA Scoping Report</u> SB asked for feedback on the draft SEA Scoping Report. The report needs to be published for statutory consultation for a period of 5-6 weeks before any consultation on the NDP can take place. The SG agreed to ask Bill Bloxsome whether this report was now accurate and to come back to SB.</p>	SG
<p>2. PH reported that Ledbury Town Council ED&P will be asked to approve and recommend to Council that decisions the NDP SG feels need making between meetings are referred to the Chairman of ED&P for agreement to proceed on the understanding that the next meetings of the WP, ED&P and Council then retrospectively confirm them. If funding is involved then the Chairman of the FP&GP committee should also be referred to for similar approval</p>	
<p><u>1. Review of Project Timeline</u> SB said that the timeline looked realistic. She said that the senior planner from MHDCLG had said that new planning legislation will take at least two years to enact and so any new planning regime would not impact on the current NDP. In terms of HC's review of the Core Strategy adoption of the NDP by the end of the year would be good.</p>	
<p><u>2. Review of draft Settlement Boundary</u> SB pointed out that:</p> <ul style="list-style-type: none"> the background plan for options 1 and 2 was busy – the plan used for option 3 was better. the browns used for wildlife sites and housing sites were too similar. <p>She was asked what criteria should be used to include sites inside the settlement boundary. In particular: The railway site: SB advised that this could be within the settlement boundary if there was a mixed use policy allied with it setting out clearly the area for a car park, the area for employment, the access to the platform etc. There could also be an allied 'Transport Improvement Policy' setting out the proposed improvements to the railway station. This would ensure that any development would also deliver the public goods (access to the north bound platform and car park). However LTC needs to carefully look at the complications of delivering a car park for a third party (network rail). The piece of land to south of Bovis site but not included in the development site – agreed need to investigate whether this should be included within settlement boundary as a protected green space.</p> <p>NF asked if this project would be suitable for a Neighbourhood Development Order SB explained that a development order probably would not be useful in this case although she would look into it. The process for a Neighbourhood Development Order is similar to that for</p>	SG SB

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<p>an NDP so quite a lot of work. She pointed out that it would be easier to include sites initially and remove them if necessary later than to add sites in at a later date- that would require further consultation.</p>	<p>SG/BB</p>
<p><u>3. Consultation</u> Asked for advice about conducting a consultation under Covid restrictions SB said that a social media, web based consultation would be easier, but that hard copies of the plan should be available and each copy rotated and quarantined for 48 hours. Exhibitions can be held with limits on number of people, crowd flow and social distancing indicators. All consultation methods need to be risk assessed against Covid-19 guidelines. Newsletters and local press should be used, posters put up and leaflets delivered to all households. Outdoor stalls would be useful at events and on the market.</p>	
<p><u>4. Allocated sites</u> PH asked for a definition of 'allocated sites'. SB explained there are three kinds of sites: allocated, committed and strategic. The viaduct site is strategic as it is identified in the Core Strategy. Once the viaduct site has planning permission it will become a commitment; it can only be an allocated site if the NDP has a site specific policy which adds detail to what should happen on the site, for example design detail. Once a site has planning permission an NDP policy cannot subsequently be applied to the site. The Bovis and old cricket pitch sites are therefore 'committed', the football pitch site is allocated. Strategic sites do not have specific site boundaries.</p>	
<p><u>5. Draft Outline Zoning Plan/LSCA</u> PH explained that CT will produce a zoning plan looking at Ledbury in 40 years. SB said this was an excellent idea but should not be too detailed – it should be 'blobby'. Too much detail will elicit a lot of consultation responses. She recommended looking at the Ross-on-Wye NDP which has such a plan in an appendix which is referred to in the body of the report. PH also explained that CT is no longer going to produce a full LSCA but a Landscape and Visual Sensitivity Study.</p>	
<p><u>Conclusion</u> SB reminded the SG that what is needed is <u>Proportionate Evidence</u> and that the Inspector had not said that the previous NDP was disastrous but that it wasn't clear what the evidence was for some of the proposals. PH explained the approach which is being adopted to filing on the web and in hard copy to avoid this happening again. SB said you just need to demonstrate that you have looked at other options for each proposal. SB would like to see topic papers when they are fairly complete not at an early draft stage.</p>	

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Meeting 10 - Friday 4th December Present: PH; NF; AL	
1. Notes of Meeting 9 Notes were amended and agreed. SG to investigate whether part of Bovis land should be within the settlement boundary as a protected green space, having regard to the planning application. Also noted that SB would like to see Topic Papers when they get to final drafts.	SG
2. Filing List PH wants to get filing sorted, because it's a high priority. AP will ensure document accessibility, as the Council now has a policy on this. SG discussed and agreed principles involved and broad filing list as follows: there should not be too many headings; keep as simple and accessible as possible; paper and PC headings for Olivia's use should be the same; all 13 headings will be reduced to 6: <ol style="list-style-type: none"> 1. Objectives, budget and project plan. 2. Consultation. 2 subgroups: 1) public; 2) topics. 3. Consultants – brief, proposals, associated paperwork. 4. Evidence – Topic Papers with associated maps/plans. 5. Current NDP documents – Main page to have main plan on lower resolution so that the whole document can be seen on screen. If people want a printed version, it can be sent. Need to add Examiner's Report and Design Guide. 6. Meetings and notes. Other points agreed: <ol style="list-style-type: none"> a) In addition to y and x symbols, E in column 'LTC Website' will indicate where evidence should be filed; N/A if this is not applicable. b) After discussion, SG agreed that only the final version of each Topic Paper will be put on the website. c) NF's "about page". SG needs to agree the final version and ask Olivia to put it up. d) Delete note about meetings suspended by Covid and take away current plan in 3 pdfs version e) Meeting papers. Put SG and WP papers in chronological order. PH to liaise with Council staff and implement the above.	PH

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<p>3. Work with BB</p> <p>a) Ask BB if he as happy with SEA and to send feedback to SB a.s.a.p.</p> <p>b) ED&P due to discuss settlement boundary next week. After this meeting, feedback to BB to update Topic paper 5.</p> <p>c) Employment. BB has already been asked to contact Nick Webster. Feedback needed now on Topic Paper 2, so PH to send this to Paul Kinnaird and Ian James for valued input.</p> <p>d) Recreation. BB to be asked to contact Ruth Jackson but given background by PH on previous contact with HC council leader. PH to contact Nick a.s.a.p. to give list of options for recreation, pros and cons, to BB. BB also to be briefed on current plan for landscape assessment work.</p>	<p>NF</p> <p>PH</p> <p>NF</p> <p>NF</p>
<p>4. Current Position on LSCA and Zoning</p> <p>SG discussed notes of Meeting 7 with CT and a subsequent email from her.</p> <p>SG agreed that we need 2 reports:</p> <ol style="list-style-type: none"> 1) a Landscape and Visual Assessment, including write-up of baseline studies. Need to clarify title as it has been referred to as a Landscape and Visual Sensitivity Assessment and CT writes of a 'sensitivity' plan. 2) Zoning plan. <p>Further Discussion on Zoning</p> <p>PH summarised reasons for a zoning plan: to feed into next Core Strategy; to guide the next NDP; to take account of proposed government planning changes.</p> <p>SG agreed to research what is needed for Ledbury. NF to look at way zoning is handled in Ross NDP and draft/report back. Account also to be taken of councillors' views on zoning. Discussion then needed with CT about her zoning plan scope and approach.</p> <p>Budget for Above</p> <p>SG agreed that initial £10,000 in present contract with CT was not time limited and should cover all work up to and including writing up Topic Paper 6. A separate quote was needed for work on zoning and dealing with questions under Reg.14.</p> <p>PH to write to CT about the 2 reports and titles (as above) and the budget involved with each.</p>	<p>NF</p> <p>SG</p> <p>PH</p>

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<p>Funding PH reported that Council had agreed a further £10,000 for the next financial year. Project timeline indicates that 2 grants should be applied for now, early December: Localities to be done first, Awards for All to follow. PH had previously prepared an application for a Localities grant – he would see if he could find it, otherwise agreed SG should complete draft applications, send to Dave Tristram for approval and then to AP to handle final applications. NF will ask Dave Tristram about partial funding for Design Guide.</p>	<p>PH SG NF</p>
<p>Other Matters PH to write letters to WP members asking for help with feedback on Topic Papers, consultation plans etc. AL to draft. Letters to Employers. PH to remind AP on 7/12 and change date for responses. SG to help with task and distribution, if necessary</p>	<p>PH PH</p>
<p>Next SG Meeting Wednesday, 16th December 4 pm</p>	

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Action colour code: Red = still to do

<p>excluding this, because it's already part of the surrounding green space. SG agreed need to revisit this issue, using PH's photos of the site. NF to send out map for WP members to locate and submit valued views, looking in or out of Ledbury.</p>	<p>SG NF</p>
<p>5. Business Letters and Administration 76 consultation letters have been sent to businesses by post and the letter has been emailed to Caroline to pass on to Traders' Association members. SG to distribute further printed letters by hand next week, when PH receives list of traders without known emails. Total list of all businesses contacted (about 150) should be kept as evidence of consultation. Olivia will be able to help with administration, especially filing, setting up the website and putting current NDP into 1 document instead of 3.</p>	<p>SG</p>
<p>6. Zoning SG discussed the pros and cons of a zoning plan. The advantages would be: to inform the next Core Strategy; to guide the next NDP; to take account of proposed government planning changes. The disadvantages would be: to detract from the main task of producing a settlement boundary supported by accessible evidence within a tight timeframe; potential controversy requiring careful handling and likely delay. SG discussed several different approaches to zoning: a) Detailed zoning of the kind produced by CT for area west of Ledbury. b) Broad-brush zoning on sporting, housing and employment and areas to protect and keep as green gaps outside settlement boundary. c) Approach adopted in Ross NDP (Para. 6.3). Covers opportunities and constraints in an area east of Ross, which is largely owned by HC and under strategic review. d) Aspirations – revisit the vision of what is needed to consolidate the town centre, extend green infrastructure including Dymock/Ledbury cycle/footpath; protect green spaces etc. e) NF approach: consider opportunities and constraints in (b) and (d) above. SG agreed to put zoning on agenda for next WP meeting on 5th January. Other items for WP agenda to be sent to PH by 22nd Dec.</p>	<p>SG</p>
<p>7. Date of Next SG Meeting 31st December 2020 at 2:00pm</p>	

Ledbury NDP Review: Consultant's Work Programme Update

January 2021

1. An iterative approach is being followed based upon producing Topic Reports on relevant subjects within the consultant's brief, with drafts circulated for comment, information gathering and revision through advice from the Steering Group, Working Group and other representatives. When finished these should contribute towards the NDPO evidence base.

2. Five topic reports are being prepared:

- Topic paper 1: Integrating Ledbury Design Guide into the NDP
- Topic paper 2: Employment and Economy
- Topic paper 3: Green Infrastructure, Recreation, Leisure and Open Space
- Topic paper 4: Community Services
- Topic paper 5: Ledbury Town Settlement Boundary

3. Topic paper 1: Integrating Ledbury Design Guide into the NDP

Draft version 1 has been circulated to relevant representatives and feed back is awaited. A draft version 2 is being prepared that will be updated following further information, including from the Landscape and Visual Assessment and the response to the request for views to be identified.

4. Topic paper 2: Employment and Economy

Draft version 1 comprising a template with a limited amount of information has also been circulated to group members involved in this topic. His will need to be added to following discussions with Heineken. Other elements to which contributions would be welcome include, including upon town centre, tourism and commerce. The identification of additional issues to add to those in the current NDP would be useful. One that has been raised is the need for additional tourist accommodation.

5. Topic paper 3: Green Infrastructure, Recreation, Leisure and Open Space

The template for this topic covers the four items in the heading. Some preliminary work has been undertaken to add to the current strategy for green infrastructure. It is hoped to circulate this soon. Information required to support the provision of additional playing fields and collected by the Sports Association needs to be provided so that it can be presented in an appropriate form in the evidence base. This includes the basis for the amount of land and facilities required, site options looked at, and the ability to deliver any proposal. Additional open space requirements appear unlikely other than those associated with new development. Unless otherwise advised, it is understood that additional leisure facilities will not be required.

6. Topic paper 4: Community Services

A template for this topic is being prepared. Currently issues identified from the current NDP include facilities for youth, health service/surgery requirements, and a central hub for emergency services. Advice is required upon other possible matters

that might usefully be considered. Preliminary advice has been received upon health service/surgery requirements which is awaiting confirmation.

7. Topic paper 5: Settlement Boundary

Version 1 has been prepared as the basis for discussion and identifying further information that is required, including upon the need for developments arising from other topic reports. It also presents evidence from decisions on planning applications that are relevant to defining a boundary. The approach to public consultation upon options will require consideration

8. Strategic Environmental Assessment

Herefordshire Council has produced an Environmental Scoping Report that will form the basis for Strategic Environmental Assessments necessary at all relevant stages of the plan's progress to adoption.

Bill Bloxsome/22.12.2020

Link to Walls
Hill Camp

DLSC 2

LedLSC 4

LedLSC 1

LedLSC 3

LedLSC 5

Extended
LedLSC2



Enhancement
Zone



Proposed
LedLSC5

Ledbury

Local Enhancement Zones
and Strategic Corridors

Green Infrastructure Study

Figure 5-7

Local Enhancement Zones

Local Strategic Corridors

SCALE 1:14000



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