



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES - CHURCH STREET - LEDBURY

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25 February 2021

**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, 2nd March 2021 at 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

A Price

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 NDP WP meeting held on 2 February 2021 & the NDP Steering Group notes from 28th January 2021 to 23rd February 2021.**
 - a) NDP SG Notes Mtng 17
 - b) NDP SG Notes Mtng 18
 - c) NDP SG Notes Mtng 19
 - d) NDP SG Notes Mtng 20
 - e) NDP SG Notes Mtng 21
 - f) NDP SG Notes Mtng 22

(Pages 324 - 342)

- 5. Update on progress work of BB. (Pages 343 – 357)**
- a) Review 'Issues report' with suggested consultation 1st public consultation quantitative questions to go to ED&P
- 6. Update on LVBA progress work of CT (Verbal update)**
- 7. Update on funding (To Follow)**
- a) First grant application approved; progress on next application.
b) Review proposals to invite BB/MB to quote for consultation work support and CT for additional LVBA work to put to ED&P.
- 8. Update on filing (Pages 358 - 369)**
- a) Progress on adding to website and receive updated version of the filing record
- 9. Review documents for consultation phase for ED&P and Council to note (all work in progress as consultation progresses) (Pages 370 – 385)**
- a) Updated 'Communications and Consultation plan'
b) 'NDP Action list' capturing points raised from sources such as committee meetings to ensure suggestions have been considered.
c) 'Consultation activities record'
d) 1st Public consultation qualitative responses
- 10. Topic Guide 1-6 / Review on input into Consultation Process (Verbal)**
- 11. 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, 30 March 2021– 6.30 pm
Tuesday, 27 March 2021 – 6.30 pm
Tuesday, 30 March 2021 6.30 pm

**NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 2 FEBRUARY VIA ZOOM**

PRESENT: Councillor Howells (Chair), Councillor Bannister, Nicola Forde (Deputy Chair) Ann Lumb, Paul Kinnaird, Steve Glennie Smith, Nick Fish, Celia Kellett

IN ATTENDANCE: Town Clerk – Angela Price

APOLOGIES

Apologies were received from Councillor Helen l'Anson

143 DECLARATION OF INTERESTS

None received

144 MINUTES

Members were requested to approve and sign the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 5 January 2021 as an accurate record.

RESOLVED:

That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 5 January 2021 be approved as an accurate record.

145 NOTES OF THE STEERING GROUP – UP TO 22 JANUARY 2021

RESOLVED:

That the notes of the NDP steering group from 31 December 2020 to 22 January 2021 be received and noted

146 TOWN COUNCILLOR BRIEFING MONDAY 25 JANUARY 2021

Councillor Howells updated members on a recent Town Councillor Briefing held on Monday, 25th January 2021.

Councillor Howells explained that if members agreed to the NDP current status briefing document, it would be sent for the ED&P Committee and Full Council for approval.

It was advised that Dave Tristram had suggested applying for a £5,000 grant this year and a further grant of £5,000 for next year. Councillor Howells advised members that he would be meeting with Dave Tristram and the Town Clerk to discuss further.

RESOLVED:

1. That updated Budget Position 2020/21 be

approved.

2. That the Ledbury NDP current status briefing document 22/01/21 be approved, noting that a copy of the report is submitted to the next EDP Committee Meeting and Full Council to be formally approved.
3. That members receive and note the current project timeline forecast 09/01/21.

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UPDATE ON PROGRESS WORK OF Bill Bloxsome AND Carly Tinkler

Nicola Forde advised members that Carly Tinkler is still working on the baseline studies and that she is making progress. She also noted that Bill Bloxsome has completed most of the basic documents and that the Design Guide is looking very promising.

Members discussed areas in the town that would qualify as Local Enhancement Zones and Strategic Corridors with the aim of protecting them. Areas included Green Lane and Cut Throat Lane.

There was a lengthy discussion about the Design Guide including whether it carried weight with developers. Councillors Howells advised that the Design Guide has been useful when commenting on Planning Applications in the past.

RESOLVED:

1. That the verbal update on the work of Bill Bloxsome and Carly Tinkler be received and noted.

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UPDATE ON FUNDING

Councillor Howells updated members on the progress on obtaining funding and advised that he will be meeting with Dave Tristram and the Town Clerk to discuss which grants to apply for.

RESOLVED:

That the verbal update on funding be received and noted.

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UPDATE ON FILING

Councillor Howells advised Members that the Office Administrator has recently updated the NDP website and that by the end of February the website and office filing system set up should be completed.

RESOLVED:

1. That the verbal update on filing be received and noted.

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APPROVE COMMUNICATIONS AND CONSULTATION PLAN

Members were provided with the current draft Communications and Consultation Plan.

Councillor Howells advised that he has been working with consultant Maxine Bassett on the document.

Members were advised that volunteers would be sought to help with consultation meetings and writing them up. As the consultation gets underway help would also be needed.

Two consultation meetings had been held: one with Heineken - Paul Kinnaird advised members that he had sent a copy of the notes of the meeting with Heineken and was waiting for them to approve them. Nicola Forde advised that the Ledbury Health Partnership had approved the minutes of their meeting verbally. The Clerk advised that an electronic signature should be sought.

It was agreed that once these documents had been signed the documents would be uploaded to the Town Council NDP website as evidence. The Clerk advised that the office have Adobe and that they could send a copy back to Heineken and Ledbury Health Partnership and ask for an electronic signature.

Anne Lumb asked whether the Town Council could provide a list of community groups that the council used to send correspondence to in October 2019. The Town Clerk advised that she would send a copy via email.

Members were advised that the Ledbury Portal would support the NDP and share any news or consultations on their platform.

RESOLVED:

That the Communications and Consultations Plan 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, 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

Meeting 17 – Thursday 28th January 2021	
Present: PH; NF; AL; BB	
1 Notes of Meeting 15 & 16 Notes of both meetings were agreed. PH has had a meeting (25 th January) to which all councillors were invited to update them on the NDP objectives and aims, timescale and budget. These were agreed as the way forward.	
2. Issues and Options Paper BB explained that the purpose of the paper was twofold: to clarify higher level issues, rather than go into detail; and to lead onto what to consult on at the consultation stages. i) <u>Land for New Businesses</u> Main issue here is finding 12 ha. employment land. If we can't find it all south of Little Marcle Road, can we find it elsewhere? Will this affect the requirement to find recreational land? <u>Auction Area:</u> This could be included because it is south of Little Marcle Road. BB asked: does it accord with the NPPF and Core Strategy? We need to ask if HC will allow this, but the examiner might say that it doesn't meet the conditions of the Core Strategy. PH is going to contact someone at Pugh's about this and their other site in Market Street. <u>Heineken Land:</u> BB explained urgent need for action and raised the following questions: a) Has Paul Kinnaird got a map of ownership from Clare at Heineken showing extent of land we can have? b) Access could be across the area between the roundabout and their current access (not suitable because of HGV use). Will HC accept this additional route to be used to access both employment and sports land? PH to ask Sam if this will be acceptable and OK with Highways. BB suggested that the area NW of Heineken factory could be included in employment land and we need to find out from CT if this would have an adverse landscape impact. BB also asked if there are any other options further west. <u>Other Land:</u> The Viaduct Site is separate and an additional 3 ha. Heineken has about 7½ hectares, Pugh's amounts to about 1 ha., so we need to find about 3 ha. more. <u>Railway Site:</u> BB referred to the way land by the station is presented. The Market Towns Investment Plan group are looking at this in their interim report, and BB thought referring to this was a better approach than 'a call for sites'. PH to ask Paul Sampson for his notes on this and his update on UBL	PH NF PH PH PH

Ledbury NDP Steering Group (SG) agenda and actions

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<p>NF asked if the Market Towns Investment group had money for Ledbury. PH said that the fund was quite large, and the railway station plan likely to be included because it is LTC's priority. PH to ask CT to assess the impact/sensitivity of the railway site development.</p>	<p>PH</p>
<p>BB pointed out problem of taking employment land from recreation given sensitivity of the land. PH to ask Carl Brace and SB for advice on situation where we don't have enough employment land.</p>	<p>PH</p>
<p>ii) <u>Supporting the Town Centre</u> Discussed what we mean by town centre. PH's view is that we need to be more precise and include Tesco's and Co-op which are within 3 minutes of town centre, an integral part of it, and essential to other retailers because of the footfall between them. These supermarkets are not on the edge like Aldi, or the proposed Lidl which would take footfall from the town. It was also noted that the conservation area extends to Tesco traffic lights and area opposite the Co-op. BB pointed out that extending the town centre in this way was a fair distance and could lead to questions of change of use in intervening areas. We would also need to consult on such a change to town centre definition. SG agreed to ask Cllr Harvey to write up: a) objectives/what she wanted to achieve; b) options involved. BB suggested that we can then raise these issues at the consultation phase.</p>	<p>PH</p>
<p><u>Lawnside</u>: BB asked what is land ownership here and could he have a map of this? PH to ask Cllr Harvey for link to map of this site. It could also be covered in the other work on town centre requested from her.</p>	<p>PH</p>
<p>iii) <u>Visitor Experience</u> SG discussed the community need for additional budget hotel accommodation and preference for a peripheral site, perhaps on the 'triangle' at Full Pitcher roundabout. BB suggested only having a general policy on this, pointing out that a hotel provider might not want to locate to a specific site. BB agreed to NF's suggestion to have something in the design criteria to reflect the countryside element and sensitivity of a hotel at the entrance to Ledbury. PH said that Barratt's are now proposing further houses in the area where residential development has already been turned down on grounds of noise from the adjacent cheese factory. BB thought that if this and the Lidl proposal are rejected, the combined area could come forward for office/ business use.</p>	<p>PH</p>

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<p>iv) <u>Recreation Areas</u> BB is still waiting for Nick Fish's estimates of land they require. NF suggested using original figures produced by Carl Brace for a draft to circulate. SG agreed to use following meeting to list the options already considered for football facilities and forward to BB.</p>	SG
<p>v) <u>Children's Play</u> There is a play area near the old cricket pitch site. BB to look at this and be sent details of the development of affordable houses on the old cricket club site.</p>	PH
<p>vi) <u>Health and Other Emergency Services</u> BB is aware of issues including LTC preference for medical facilities in town centre and issues around the future location of tri-services.</p>	
<p>vii) <u>Design Guidance</u> NF acknowledged that BB needs feedback on the Design Guide and she is working on this. BB advised that policies in the NDP are stronger than in appendices and that design guide issues should be in policies. NF asked if we could produce a Design Guide as for the City of Hereford, as SPD. BB said we could do this if it went through proper consultation. It does not have to fit into the NDP timeframe, would be a guide, not policy.</p> <p>viii) <u>Green Infrastructure</u> The footpath network was discussed. BB advised that the canal footpath/cycleway can be in the NDP, but not others. New footpaths can be alluded to but require Highways involvement. Footpaths can always be added in an appendix.</p>	
<p>3. Date of Next Meeting Next SG meeting with BB. BB to suggest possible dates in week of 8th February.</p>	

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<p>Meeting 18 – Friday 29th January 2021 Present: PH; NF; AL</p>	
<p>1) Recreation Sites Considered PH outlined the different sites considered for football facilities in the past and the associated issues. List of sites to be forwarded to BB is as follows:</p> <ul style="list-style-type: none"> i) <u>Viaduct Site</u>. Football pitches were put forward when this site was first considered, but they were not in the planning application. Phillip is not sure why not. Sport England and the FA support a combined provision for the Swifts (juniors) and Ledbury Town FC (seniors) and maybe this wasn't possible. However, the site may still be an option, depending on the Inquiry outcome. ii). <u>Gladman Site</u> - Dymock Road. This was rejected on landscape and access grounds, as detailed in Karl Brace's email. Further, it would only have been for Swifts and would therefore not have been approved by Sport England. iii). <u>Leadington Site</u> (SW of Ledbury). Site of new cricket club and grounds. This has capacity, but dips away and would require costly landscaping to be suitable for football pitches; access could also be a problem. It has been ruled out. iv) <u>South of Hereford Road</u> (near Riverside Park). Swifts looked at this land, which is flat. It may not be large enough and would have difficult access via a track to a neighbouring farm (Wall Hills). v). <u>Field west of Home Base roundabout</u> (Leadon Way). This land would probably be big enough, but access (currently via a gate and footbridge over the Leadon) would have to be improved. It might also spoil the Riverside Park. <p><u>Other issues:</u> Phillip also explained the complex issues which have so far taken 8 years to resolve. The Swifts use the Rugby Club grounds but pay heavily. Ledbury Town have their own ground behind the Full Pitcher, but the old pavilion, lighting etc. need replacing on another site. The owner, Property Solutions, is obliged, and trying to get this done, but both clubs have to be supported in their needs and Herefordshire Council has to come together with all these bodies to get an agreed plan to put to Sport England. The best option is the proposed site south of Little Marcle Road.</p>	<p>AL</p>

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<p><u>Provision for Other Sports</u> Other sports also have to be considered or enabled including hockey, disabled riding, basketball, badminton etc. There is a need to talk to John Masefield about out of hours use of their sports hall.</p>	
<p>2. CT's Work PH wants to make clear that there is no more than £10,000 in the budget. LTC is having to increase the precept, but in order to keep this to a minimum, AP is suggesting taking out the LTC £10,000 for the NDP to put into reserves. Consultants will probably receive more via the £5,000 contingency, including MB who will be asked to analyse the consultation results. SG discussed the further work required by CT on biodiversity. There may be people involved in Sustainable Ledbury or the Climate Change WP who could help in future, but it was agreed to ask CT to cover the current work because of shortage of time.</p>	PH
<p>3. Communications and Consultation Plan PH has revised this, adapted from the last C & C plan, and included MB's suggestions. AL thought this was a good start. SG agreed that all consultations should be put into a spreadsheet, distinguishing between priority consultees and advising consultees. The Word table started by NF could be basis for this spreadsheet; it should enable filter by different categories and take account of GDPR requirements. PH and NF to work on this document. <u>Evidence Base Consultation List</u> (C & C Plan pages 6 & 7) Businesses and other organisations already consulted were noted. Those remaining include:</p> <ul style="list-style-type: none"> i) <u>Pugh's and John Goodwin</u>. To be sent modified letter to businesses offering Zoom or telephone meeting. ii) <u>Mr Alistair Young</u>. To be invited to discuss letting him know what we are doing on recreation and employment. Land proposed is not just for football, but other sports and small business units. iii) <u>Sports Federation</u>. PH is aware of time pressures but contact with this organisation has to be left for a couple of weeks, because of personal circumstances involved. iv) <u>Tri-Services</u>. To be sent general consultation letter. v) <u>Other Groups/Organisations</u>. (C&C Plan pages 6 & 7) To be sent general consultation letter (not already sent letter in October 2019). These are: Community Voluntary Action Ledbury (CVA); Ledbury Rugby Football Club; Ledbury Walking Group; Ledbury Ramblers; Ledbury Harriers Running Club; Hellens; Eastnor Castle; Weston Cider; Ledbury Air Corps. 	<p>NF & PH</p> <p>PH</p> <p>PH</p> <p>PH?</p> <p>PH?</p>

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<p>vi) <u>Other Priority Consultees are:</u></p> <p><u>John Masefield</u> – re. out of hours use of sports hall</p> <p><u>Charles Masefield</u> – re. Masefield Meadows; Anne Crane to be asked to contact (using consultee template)</p> <p><u>Canal Trust</u> - to be contacted by NF</p> <p>List of community groups contacted in October 2019 and redrafted consultation letter to be sent by AL</p>	<p>PH</p> <p>NF</p> <p>NF</p> <p>AL</p>
<p>4. Next SG Meetings Thursday, 4th February 10.30 am (if necessary) Tuesday, 9th February 2 pm (with BB)</p>	

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<p>area northwest of UBL; c) the Deeley and Barratt's sites for potential light industry.</p> <p>ii) <u>Opportunity Zones 2 and 3 (southwest)</u> BB referred to the need for 12 ha. land south of Little Marcle Road. He has contacted HC (Carl Brace and Ruth Jackson) and Nick Fish and Steve Onions to ask for their comments on his assessment of potential sites for playing fields. If the playing fields take out some of the commercial land, it may be replaced by land now available on the Deeley and Barratt sites. Here, future development needs to have a buffer and be restricted to light industry consistent with the neighbouring residential area. AL suggested the need for tree planting and NF careful access via Dymock Road, where Lidl would have been located. BB suggested need for such road improvement there to be put to Paul Sampson. PH suggested there should also be investment in high-tech infrastructure to this site.</p> <p>iii) <u>Opportunity Zone 4 (Lawnside)</u> PH reported preference of a senior local GP for a town centre location of future medical facilities. BB suggested putting proposals (listed on map) for Zone 4 to the local MP and the Market Towns' Economic Investment Plan coordinator. PH to provide BB with link to map of ownership at Lawnside.</p> <p>iv) <u>Opportunity Zone 5 (Riverside/Canal Route)</u> BB pointed out that we must ensure that the line of the canal is protected AND a sufficient width of land for the path/cycle way. The NDP can only cover policy for our area, so reference to the route between Staplow and Dymock is not appropriate.</p>	<p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p>
<p>3. Other Issues BB asked SG to consider the questions being suggested in the Issues and Options paper for use at the consultation stage. He has provided ideas to start the process. When the Issues and Options paper is revised, we shall need a meeting with Max to decide and finalise the questions. BB will update the employment topic paper to include the Barratt, Deeley and railway station sites. BB will also produce a separate paper on green infrastructure. <u>Design Guide:</u> NF and AL have feedback and will be asking Paul Kinnaird and Paul Neep for their comments so as to get back to BB as soon as possible. PH asked if there is a reference in the Design Guide to colours/materials/design, as used by Colwall, to meet requirements of the AONB. NF to ask Paul Esrich (AONB) for his comments on the Design Guide.</p>	<p>BB</p> <p>BB</p> <p>NF</p> <p>NF</p>

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<p><u>SEA Scoping Report</u>: to be put on website after the consultation on it.</p> <p><u>Consultation</u>: BB thought PH's suggestion to send an email to various groups asking for comment before the final document goes to consultation was a good idea.</p> <p>SG agreed that an article flagging up the NDP consultation should go to Focus and West of the Hills by 8th March deadline for the April issues.</p> <p>PH proposed that the spreadsheet headings used in the last consultation exercise should be used again. BB added that putting a timeline in would be useful. PH to send this spreadsheet to NF.</p> <p>PH also asked MB to provide a price for her work: a) designing questionnaire; b) coordinating responses on an Excel spreadsheet; c) reporting results.</p>	<p>PH</p> <p>BB</p>
<p>4. Date of Next Meeting Next SG meeting with BB on 23rd February at 2pm.</p>	

Ledbury NDP Steering Group (SG) agenda and actions

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Meeting 20 – Monday 15 February 2021 at 10.30am Present: PH; NF; AL; CT (joined the meeting at 11 am)	
1. Agreed to hold a Steering Group meeting on Friday 19 th February at 2pm.	
2. Agreed to discuss with CT which parts of the Landscape Study could be done by volunteers and which CT would do and timescales and also to find out if there was information she needed to complete her study which she did not have.	
3. CT joined the meeting at 11.00. She asked for information about the work she had been asked to do to assess the sensitivity of the Railway Station as this had not been an area she had been asked to look at before. From the work she has done to date she believes this is an area of high sensitivity. Agreed CT to talk to BB about what information he needs from her. Suggested that BB first read the introductory sections of CT's draft LVBA report which explains the approach the report will take – PH to contact BB and explain.	CT PH
4. NF agreed to do the Biodiversity section and had contacted Ledbury Naturalists to see if they had any ecological studies. CT to send a copy of her Hindon report as an example of how to write up the biodiversity section.	NF CT
5. NF agreed to attempt to write up the aesthetic and perceptual section.	NF
6. AL agreed to write the approaches and gateways section. CT explained that this would look at old and new gateways – and address the question 'does the gateway/approach express how we want Ledbury to be perceived?' and also 'do we want to mark the gateways?'. Often the gateway is where the 30 mile speed limit begins or is it where you first see the town.	AL
7. CT to circulate the 2 nd draft of the LVBA	CT
8. Recommendations – each section should have recommendations – what can't be done now but what we should be asking developers to contribute to and what could be included in the next iteration of the NDP. CT will bring all the recommendations together in the final part of the report.	
9. All authors will be asked to read the 2 nd draft report to pick up details from other sections to cross-reference with their own.	All Authors
10. Asked about the digitalising of the maps CT said that most of the maps had been digitalised – but they will need updating particularly the keys and proof-reading. About 3 new maps would be needed – Visual baseline, Green infrastructure, and Land use – CT to verify. CT to see if the landscape architect volunteers would be willing to	

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help with these. PH to find out if Sam Banks/Herefordshire Council has anyone who could do this. CT said that her Ordnance Survey number could be used but she would check whether BB could use it too. CT thought the Town Council had the right use the Ordnance Survey map of the town centre without a license – PH to ask Sam Banks.	CT/PH PH
11. Photos will be put in at the end, authors should indicate where they would like a photo	PH All Authors
12. PH to complete the footpaths, social and public amenity section bringing together everything that Ian Fountaine and Tony Evans have done in line with the template he has.	PH
13. NF to get in touch with John Bannister re views from Wellington Heath and photos	NF

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Meeting 21 – Friday, 19th February 2021	
Present: PH; NF; AL	
<p>1. Notes of Meetings 17, 18, 19 and 20. These were agreed with minor corrections: Meeting 17, para1 to acronym NDP; and Meeting 19, para 2(ii), Steve Onions surname.</p>	
<p>2. Issues and Options Paper V4 SG agreed that this document would be used for the consultation and finalised, if possible, to put to the next WP meeting on 2nd March. Discussed and agreed additions and amendments to the questions posed to be sent to BB and MB by AL prior to the next meeting with them on 23rd February. Further meeting with MB to be arranged on questionnaire and consultation issues. Problems with the GI maps were also discussed. PH suggested that SB may be able to help with using the HC map. To be resolved in meeting with BB. SB also to be consulted on Issues and Options Paper a.s.a.p.</p>	<p>AL</p> <p>PH</p>
<p>3. Green Infrastructure – Topic Paper 4 AL's comments were discussed, and the paper will also be on the agenda for SG meeting on 23rd February. AL to send her comments to BB in advance.</p>	<p>AL</p>
<p>4. Design Guide NF is coordinating feedback from several people on this and will forward to BB as soon as possible. Another item for the 23rd February agenda.</p>	<p>NF</p>
<p>5. Other Matters <u>Community Facilities</u>: SG agreed that a separate topic paper on Community Facilities is not required. SG to produce proposal invitation documents for CT, BB and MB to put to WP on 2nd March and get approval of ED & P by 11th March. <u>Filing</u>: PH has been in touch with Olivia on filing and will be consulting SB about what should and should not go on the website. AL to send PH following documents for the website: complete list of community groups and letter sent to them in October 2019; list of 9 remaining organisations and letter sent in February 2021.</p>	<p>PH</p> <p>AL</p>

Ledbury NDP Steering Group (SG) agenda and actions

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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>6. Dates of Next Meetings SG meeting with BB (MB invited) on Tuesday, 23rd February at 2pm. SG meeting on Friday, 26th February at 3pm.</p>	
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<p>Meeting 22 – Tuesday, 23rd February 2021 Present: PH; NF; AL; BB; MB.</p>	
<p>1. Issues and Options Paper V4 – Consultation Issues MB was asked how she envisages using this paper at the first consultation stage (April/May). MB said that there were different ways suitable for use during lockdown. It can be emailed as a Word document or put on the website to fill in online and return (using Google Docs). MB thought about 30% of people would respond online. The Issues paper can also be posted to every household with a questionnaire to return; or delivered/collected by hand to avoid postage costs. MB was also asked if she thought the paper needed simplifying. She thought some aspects needed to be clearer rather than reduced, and the sections separated more; it doesn't need more graphics, in her view. By Reg. 14, physical consultation will probably be possible, using display boards with policies and questions on adjoining boards. If using a team of volunteers to collect data, MB would want to give them training to ensure consistency. MB, BB and CT to be invited to quote for extra work and this will be put to the next WP meeting.</p>	<p>SG</p>
<p>2. Issues and Options Paper V4 – Content and Questions Type of Question: In the discussion, MB explained her preference for 'strongly agree; agree; disagree' or 'yes; no; don't know' responses. She is not a fan of using scales. PH explained why the question on the settlement boundary is leading and has a definite steer for respondents to consider. BB pointed out 2 remaining problems: 1) The strategic requirement to find employment land (7.5 ha. from Heineken leaving 4.5 ha. short) and at the same time meet the need for recreation land. Core Strategy covers 12 ha. employment land but does not mention that it could also be used for sport. There is a further 1.6 ha. on the Deeley site, 1.25 ha. by the auction yard and the Barratt site, all potential employment land. Karl Brace was positive about using the whole area opposite the Full Pitcher roundabout for light industry/tri-services/hotel, with access off the Dymock Road. BB to contact SB for advice on (1). 2) Lack of response from football clubs on what they want and from HC officers contacted about the recreation paper. PH has arranged meeting with sports organisations for 3rd or 5th March and invites BB to attend. PH has also asked the Swifts/Ledbury Sport Federation to contact the landowner with offer of several dates for meeting in March.</p>	<p>BB</p> <p>BB & MB</p>

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<p>Question 1: BB and MB to alter preamble and drafting to link employment and sports issues and possibly move section on Recreation within the paper.</p>	
<p>Question 2: SG discussed how we wanted to define the town centre and what the retail traders want. BB to look again at map of town centre and what we want the questions to achieve, as outlined by PH. BB to redraft Question 2, including defining primary and secondary in the background information.</p>	BB & MB
<p>Question 3: SG agreed this question.</p>	
<p>Question 4: Needs to relate to Question 1 (as above). MB asked how we should manage the second part of this question. PH explained the dearth of land for recreation in Ledbury and that different groups (riding for disabled, boxing, volleyball etc) may need land. Question should have preamble: Subject to being able to find space....</p>	BB & MB
<p>Question 5: MB to draft this question in 2 parts, recognising that different age groups have different play facility needs.</p>	MB
<p>Question 6: SG agreed that the question should be amended to refer to 'expanded and integrated health facilities'</p>	MB
<p>Question 7: SG agreed question after discussion about the land north of the station, the problem of increased traffic on Bromyard Road and possible use of the coach park opposite the station for additional parking.</p>	
<p>Question 8: NF to provide feedback on Design Guide to BB asap. Design guide elements will be in different NDP policies on housing, green infrastructure etc. We are not consulting on it until Reg. 14.</p>	NF
<p>Green Infrastructure Section SG agreed that minor changes to Figure 3, the conceptual map, would meet current needs, along with a key to show both the HC and the new zone/corridor descriptions. BB to amend. BB also to update the town green infrastructure map to include all green spaces north of Leadon Way and by the sewage works. NF to resend her map.</p>	BB NF
<p>Questions 9 and 10: The order of these questions should be reversed. Question 9 should have a second part: Are there any</p>	BB & MB

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<p>footpaths/cycleways you feel should be protected or created within the conceptual map?</p> <p>Landscape and Important Views Section BB was planning to use 10 important views here. SG agreed that this section is now not needed in the Issues and Options paper.</p> <p>Settlement Boundary Section SG agreed that the first two maps each needed a key and that the settlement boundary in Option 3 should be clearer, perhaps in red.</p>	BB
<p>3. Next SG Meeting Friday 26th February at 3pm</p>	

**Ledbury Neighbourhood Development Plan
2021-2031**

1st Review

Issues and Options

February 2021

DRAFT

DRAFT

Ledbury Town Neighbourhood Development Plan

1. Introduction

- 1.1 The first Ledbury Neighbourhood Development Plan (NDP) was unable to contain policies upon several important matters because it was considered insufficient evidence or clarity was available to support their inclusion or they were not land use policies. This included provision of employment land, promotion of a range of design matters, safeguarding local green space, and the identification of a settlement boundary for the town's built-up area. In addition, a number of planning permissions granted while the plan was being prepared or subsequently have produced added pressures upon facilities, the need to provide playing fields being one of the most notable.
- 1.2 Ledbury Town Council has agreed to undertake a limited review of its NDP to try to address these matters. It is not a comprehensive review, which should await the review of Herefordshire Local Plan Core Strategy (The Core Strategy) that will set out requirements beyond the current plan period of 2011 to 2031. The Core Strategy contains a range of strategic or 'high level' policies that the NDP must comply with where they are applicable. They include two general locations where notable change should take place – land to the south of Little Marcle Road to provide employment to match housing growth and land to the north of the Viaduct and Railway Line to be developed for housing and employment. The Core Strategy also supports efforts to maintain and enhance the vitality and viability of the town centre.
- 1.3 This document sets out the main issues that the NDP intends to cover so that the community can express its views upon any revisions before the Town Council finalises its draft plan. The community will be consulted again when that draft plan has been prepared. Where possible this document presents some options upon which residents may wish to express a preference.

2. Land South of Little Marcle Road

Land for New Businesses

- 2.1 It is proposed that the NDP should seek to allocate land for employment, so that the town can grow in a balanced and sustainable way. In this way out-commuting to work, which is expected to result from the increase in population arising from housing development, can be reduced. Herefordshire Council indicates that 12 hectares of land for new businesses should be located to the south of Little Marcle Road. Its analysis of the landscape surrounding the town suggests that this is the location which is least sensitive. There are already business premises in that location. However, the location of the additional employment land is not defined, and currently there is no mechanism agreed that might deliver it. For the town to grow in a sustainable way, promoting local employment would reduce the need to travel elsewhere to work. The opportunity exists to utilise the Market Town's Economic Investment Plan project to try to bring forward employment land in this location. An assessment of potential employment sites identified a limited number of smaller sites in locations that are less sensitive or could be screened to a satisfactory degree.

These might also contribute towards providing local employment across a range of businesses, including tourism.

Land for Playing Fields

- 2.2 There are no specific proposals for recreation in the current plan although there is a policy to support new or improved community facilities for the youth of the area subject to a number of criteria. Ledbury and District Sports Federation and its constituent clubs have identified the need for further playing fields especially in order to meet the needs of the local rugby and football clubs. This includes Ledbury Town FC where its proximity to new housing recently granted planning permission may restrict its ability to play at levels that it has traditionally achieved. The assessment is that around 5 to 6 hectares of additional land may be required. Funding and delivery opportunities have been explored and the expansion in the vicinity of the rugby club is favoured. The need to provide for these sports is seen as one of the main purposes for the review of the NDP and potential sites have been explored. The preferred option is also to locate playing fields to meet the current needs to the south of Little Marcle Road.

Question 1: Do you agree that providing land to expand provision for sport is a high priority? Are there other recreational or leisure needs for which land should be identified?

Accommodating these Employment and Sports Needs

- 2.3 It is important to show that in accommodating any playing fields, we will not restrict the ability to meet the Core Strategy requirement for employment land. Land south of the Heineken factory is expected to make a major contribution towards the 12ha required. However, promoting a range of sites to the south of Little Marcle Road with a flexible approach in terms of jobs that might be encouraged while protecting local amenity may enable both the requirements to be met. This would also enable advantage to be taken of recent changes to categories covering commercial, business and services uses to widen employment opportunities without having a significant adverse effect on residential amenity or the landscape. The relocation of the auction building to the site on the Ross Road is an example of such flexibility.
- 2.4 A similar opportunity is afforded by land to the south of the Full Pitcher roundabout where there is currently a number of businesses and a sensitive development between these and dwellings to the east might mitigate some of the noise that is currently generated in this location. The current Plan refers to the establishment of a tri-service facility near the bypass and although the emergency services have no immediate plans to co-locate they welcomed the reference. Land in this vicinity may offer an opportunity that would benefit emergency services through vehicles avoiding having to travel on the more congested roads within the town to locations outside. Similarly, there is a suggestion that the promotion of additional hotel accommodation on the periphery of the town would add to tourism potential. The current NDP policy might be expanded to support additional hotel accommodation outside of the urban area. A location upon Ledbury Bypass may offer the opportunity to diversify the range of hotel accommodation on offer.
- 2.5 Should it be possible to bring forward a number of sites, these might contribute towards the 12 hectares required to the south of Little Marcle Road. It would have to be shown that such development would not adversely affect residential amenity, that it would support the enhancement of green infrastructure in this vicinity, and the

care would be needed to show that any proposal would not have a significant adverse effect on views from the Malvern Hills AONB.

Question 2: Given that Ledbury is required by the Core strategy to provide 12 ha. new employment land to the south of Little Marcle Road, would you agree to:

- i) **Advancing one or more sites to meet this requirement?**
- ii) **Exploring the potential for further employment land restricted to uses that can take place within or adjacent to a residential area without detriment to amenity in the vicinity of the Full Pitcher Roundabout?**
- iii) **Identifying other smaller areas to accommodate new or expanded businesses in appropriate locations elsewhere on the periphery of the town?**

3. Land North of the Viaduct and Railway Line

- 3.1 A large part of this area is proposed for housing with some employment land within the Core Strategy which also sets out development requirements in some detail. This includes, among other matters, facilitation of the Hereford to Gloucester canal and a new park linking to existing walks and allotments. Vehicle access remains a concern.

Ledbury Railway Station

- 3.2 Ledbury's location on a railway line provides the opportunity to promote this more sustainable mode of travel. However, it is restricted in terms of safe access and car parking. The current plan indicates support for improvements to the accessibility and facilities available at the railway station. It has not yet been possible to deliver these improvements although adjacent land has been submitted for assessment as potential land for employment. Benefits in terms of improved access to the railway station are highlighted within the submission.

Question 3: Should a more proactive approach be taken, if possible, to provide improved accessibility to the eastbound platform of the railway station and related car parking?

4. Supporting the Town Centre

Ledbury Town Centre

- 4.1 The Core Strategy seeks to increase the vitality and viability of Ledbury town centre, especially through supporting retail, commercial, leisure, cultural and tourism proposals and resisting proposals outside the centre where this would have an adverse effect on these qualities. It also promotes the identification of a primary shopping area and primary and secondary shopping frontages through the NDP. The current NDP does not define a town centre area although this was suggested in an earlier draft – see Figure 2 below. It does, however, define primary and secondary shopping frontages – see Figure 1. Defining frontages regulates the range of uses considered appropriate within these. Within the former, the policy is to retain existing shops, restaurants, cafes and drinking establishments, and enable new ones. New such uses will also be encouraged in the latter as will proposals for new financial and professional Services and A5 hot food takeaways although these will not be

supported in primary frontages. Changes in patterns of retailing and associated town centre uses are occurring rapidly and there may need to be a more flexible approach about what uses will retain the centre's attractiveness and whether its boundary might be extended to incorporate two of the larger supermarkets that lie just outside (Tesco and Co-op).

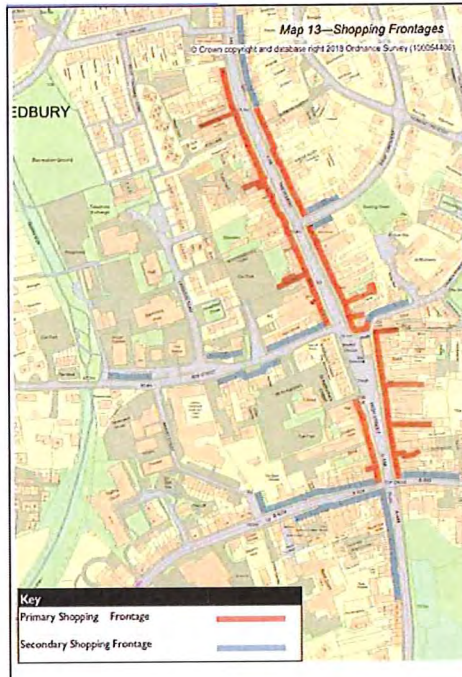


Figure 1: Map of Shopping Frontages

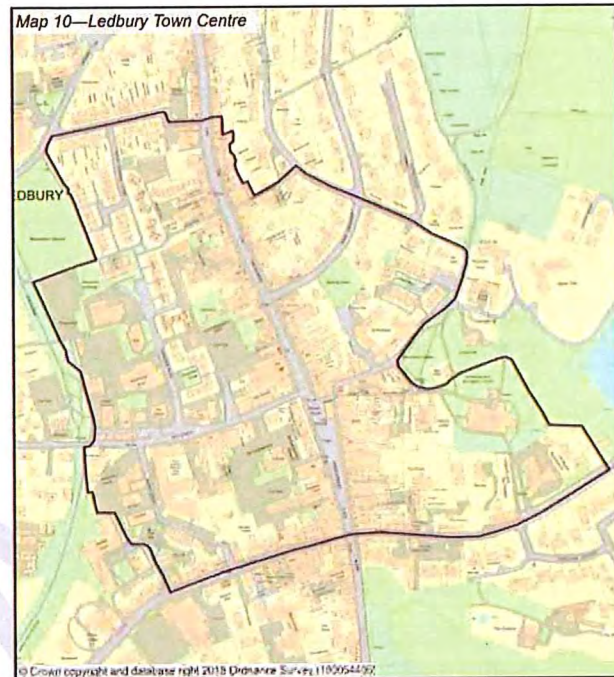


Figure 2: Map of previously defined town centre boundary

Question 4: Do you agree with the following proposals:

- i) **That the town centre should be enlarged to include Tesco and Co-op through defining a reasonable extension to the current town centre boundary?**
- ii) **That there should be no differentiation between primary and secondary shop frontages and shops, restaurants and cafes, drinking establishments, financial and professional services, and hot food takeaways be allowed within this combined frontage?**

Lawnside and Market Street

4.2 The area comprising Lawnside and Market Street, on the periphery of the town's shopping streets, is one of mixed uses where there are pressures for redevelopment, and these may be added to through the need to improve healthcare facilities. It is suggested that a comprehensive approach to defining how redevelopments might proceed so that a co-ordinated approach might be achieved to enable improved health service facilities, provision of other uses supporting the town centre, its attractiveness to visitors is increased, and the enhancement of the conservation area's character and appearance. An option is to retain the current approach and allow any development within Lawnside to proceed on an ad-hoc basis.

Question 5: Should we propose a co-ordinated approach to the regeneration of the Lawnside and Market Street area to benefit the town centre, its conservation area and community services?

Health and other Emergency Services

- 4.3 The current NDP contains a policy to support proposals which improve, or increase the capacity of and access to medical, dental and care facilities, by expansion or relocation. Since that plan was prepared Ledbury Health Partnership has formed comprising the two former general practices serving the town and its hinterland together. Its current accommodation is inefficient and fragmented and although provides for present needs, would not be able to meet expected population growth, and is unable to accommodate the range of other NHS and associated services expected for a modern health service practice. The benefits of the 'joined up' and holistic approach to health care services for the community would be enhanced further through improved and extended accommodation. Options are being explored although Ledbury Town Council would prefer to retain facilities within the town centre if that is possible as this would provide easiest access for all and support the town's economy. This would not be to the exclusion of other options should that not be possible.

Question 6: Should the NDP promote the retention of health facilities in the town centre if it is at all possible?

5. Green Infrastructure

- 5.1 Green infrastructure comprises the network formed by green spaces and other green features within and surrounding the town including, among others, parks, open spaces, playing fields, woodlands, orchards, rivers and streams, street trees and allotments. Current NDP policies afford protection to some green infrastructure elements such as woodlands surrounding the town and a number of features that contribute towards biodiversity.

Green Corridors and Enhancement Zones

- 5.2 The approach now being suggested is to maintain, enhance and encourage further natural features within the series of green corridors (referenced LedLSC) and enhancement zones (referenced LedEZ) identified in Herefordshire Council's Green Infrastructure Strategy which is a supporting document to the Core Strategy. Some of the corridors are associated with town-wide pedestrian and cycle routes. Further work undertaken for the review has highlighted additional corridors and enhancement zones together with additional measures. The new corridors and zones are shown in Figure 3.
- 5.3 Objectives for these areas will be set out in the NDP and these should be met if and when development is proposed within them. They may also direct supporting local actions. These objectives should strengthen those features contributing to the character and ecological value surrounding the whole of the town's built-up area including, where possible, measures to mitigate the effects of climate change. The areas and measures comprise:
- **Local Strategic Corridor LedLSC1** passes through the town along the line of the former Ledbury-Gloucester railway. The green corridor should be retained and enhanced where possible, including protecting open spaces in its vicinity.

- **Local Strategic Corridor LedLSC2** incorporates not only the riverside walk but also greening along the edges of the western leg of Ledbury bypass and the adjacent sports grounds. An extension to or widening of the corridor to link to Walls Hill Camp and its surrounding woodland is proposed because of its importance to local heritage and the setting of the town. Extensions to the north and south would also ensure connectivity along the River Leadon and the proposed route for the reinstatement of the Hereford to Gloucester canal.
- **Local Strategic Corridor LedLSC3** stretches out from the centre of the town to the north-east to link with Dog Wood. The green spaces within the town's built-up area, such as the churchyard and a large walled garden, are important elements within this corridor. The corridor's extension to include Frith Wood would be consistent with objectives for public access to the nearby woodlands.
- **Local Strategic Corridor LedLSC4** is an example of what can be achieved in terms of connected green space within residential and associated areas and which residents can add to through wildlife friendly gardens.
- **A new Local Strategic Corridor LedLSC5** is proposed incorporating locally important parks and gardens along the east of the town and a wildlife corridor based on the stream and public right of way to the south of the town. The new area would not only look to protect important landscapes but strengthen the connectivity and transition between the upland ecological network defined for Malvern Hills AONB in its Management Plan and the lowland valley of the River Leadon.
- **Local Enhancement Zone LedLEZ1** is where considerable new development is proposed in the Core Strategy. Herefordshire Council's Green Infrastructure Strategy encourages a range of actions to enhance the area that borders Wellington Heath parish including creating new paths, other environmental measures and the restoration of the canal. Wellington Heath NDP identifies a settlement green gap¹ to prevent, among others, coalescence between its settlement and Ledbury. It also indicates that a footpath and safe cycleway might be developed within its area to help link the two settlements, and for screening be used to mitigate the effects of development and protect the landscape setting of Malvern Hills AONB. The transitional landscape between upland and valley in this location needs to be recognised for its importance to the setting of the AONB to which the zone might be linked by an extension to the east. The enhancement requirements for this area should also protect this green gap. A complementary policy setting out the additional enhancement measures which ought to accompany any development within this area should be included in the NDP. Natural flood control measures to reduce the flooding effects of the new development upon the River Leadon should be introduced, including measures to benefit wildlife.
- **Local Enhancement Zone LedLEZ2** is an area where change is underway despite being identified as an important sensitive landscape by a planning inspector. The extension of the enhancement zone along the Dymock Road to incorporate the land identified as sensitive and enhancement measures that might be incorporated within those parts where development is likely should be included in the NDP.
- A new **Local Enhancement Zone LedLEZ3** is proposed on the higher ground at the eastern end of Ledbury Bypass that was identified as a sensitive landscape in the current plan and that would be a backcloth to new development that is under construction.

¹ See Policy WH3 at <https://wellingtonheathpc.org/wp-content/uploads/2020/10/WHNDP-v15.11.pdf>

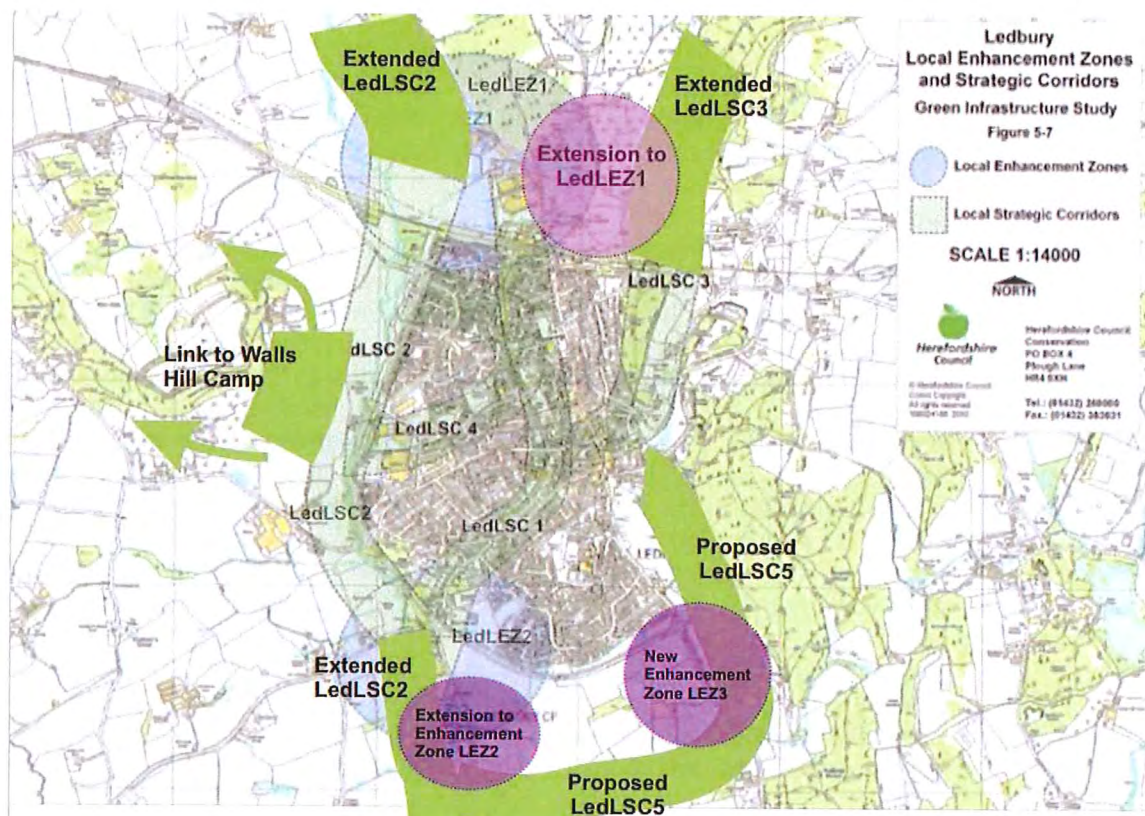


Figure 3: Current and proposed Local Strategic Corridors and Local Enhancement Zones

Question 7: Do you agree that the areas identified on the map above should be added to the existing green infrastructure identified in the Herefordshire Green infrastructure report and that within those areas green infrastructure should be protected, enhanced and extended where possible?

Protected Green and Open Spaces

- 5.4 The elements and features that form the corridors and enhancement zones need to be protected and opportunities taken to promote positive measures to increase their extent, including net gains in biodiversity, where development is proposed. Not all the important green and open spaces requiring protection are included within these defined areas. Small and medium sized green and open spaces can add to local amenity and provide valuable wildlife refuges. The map below shows the green spaces identified in the draft NDP edged dark green with proposed additional open spaces, including along Leadon Way, shown edged in brown. Many of these were identified as protected area in the former Herefordshire Unitary Development Plan. Different levels of protection may, however apply, for example playing fields may be replaced with the same or better facilities elsewhere.



Figure 3: Current and proposed green and open spaces to be protected.

Question 8: Do you agree that all the green and open spaces shown in Figure 3 (edged green and brown) should generally be afforded protection as contributing to Green Infrastructure within and surrounding the town?

Footpaths, Cycleways and Public Rights of Way

5.5 Footpaths, cycleways and public rights of way are important elements within the corridors defined through and surrounding the town, especially those associated with green spaces and corridors. Many of the latter lead out from its built-up area, enabling access to woodlands and other natural green spaces in the surrounding countryside, especially upon the Malvern Hills. There remains the ambition to add further to this by safeguarding the route of the Herefordshire to Gloucestershire Canal so that a restoration project might lead to the reopening of the link at some time in the future and with the tow path providing pedestrian and cycle access to neighbouring areas. Facilitating access to parts of the town and its surrounding villages and hamlets areas along green corridors supports three objectives of promoting health and wellbeing, retaining and increasing biodiversity, and mitigating the effects of climate change. Encouraging improved links to the wider network will also benefit both physical and mental health.

Question 9: Can you suggest any footpaths, cycleways or other connections that should be protected or created to benefit residents and access to wildlife?

Children's Play

- 5.6 Children's play areas can provide access to nature as part of their design and contribution to wellbeing. Herefordshire Council's Play Facilities Study 2012 identified 9 children's play areas within the town. All but one of these were in the northern part of its built-up area with only one to the south of Bridge Street. Circumstances may have changed slightly since that study with specific provision being made to serve new housing development. However, even if these were to serve a wider area, most are to the south of Leadon Way which is a major barrier to access by children. No opportunities to increase children's play area provision within the southern part of the town have been identified. It is proposed to enable provision of additional play facilities in areas of need if and when opportunities are identified.

Question 10: Can you identify an area where children's play facilities are needed or could be improved, including providing access to nature?

6. Design and the Environment

Design Guidance

- 6.1 Ledbury Town Council has produced a Design Guide and it was hoped to require this to be a consideration by referring to it within NDP policies. To do this requires the guidance needs to be in an adopted planning document which had been subject to community consultation. Having reviewed the document it is considered that some of the matters could be included as specific policies within the NDP and some other matters added and expanded upon in appendices. Additional related policy requirements might also be included, in particular aimed at encouraging sustainable development, mitigating and adapting to climate change, promoting active travel measures and to cover green infrastructure requirements. Detailed design guidance for buildings based upon assessment of locally distinctive features would take some time to prepare which would delay the NDP. One disadvantage, among others, of such a delay might be a longer period without a settlement boundary being defined. Therefore, development of a design guide is not proposed at this stage.

Question 11: Do you agree that that the NDP should include policies covering as wide a range of design matters as possible to include sustainable development and climate change?

7. Defining a Settlement Boundary

- 7.1 Further work was considered necessary for the NDP if it was to include a settlement boundary. There are both advantages and disadvantages to defining a settlement boundary. The principal benefits are considered to be that it provides greater clarity and certainty about where most forms of development might take place; protects the countryside and important landscapes; enables sites to be brought forward for development through consultation with the community rather than relying on windfall sites brought forward by others; and is a well understood and accepted planning tool. Disadvantages include that it can lead to 'cramming' inside the boundary; potentially increases land values; and leads to accusations of being a crude and inflexible approach. On balance, it is considered that a settlement boundary should be defined. Options might be influenced by how it is proposed development pressures should be accommodated. It is emphasised that currently the town has met and exceeded the required level of housing growth through policies in the Core Strategy and planning

permissions and consequently this interim review does not propose any new housing sites. That should await a fuller review when the Core Strategy is rolled forward.

7.2 Options that are presented for consideration are:

Option 1: Not to define a settlement boundary but rely simply upon site allocations comprising those undeveloped housing sites with planning permission, the Core Strategy Strategic Housing site, and proposals for new uses identified by other studies.

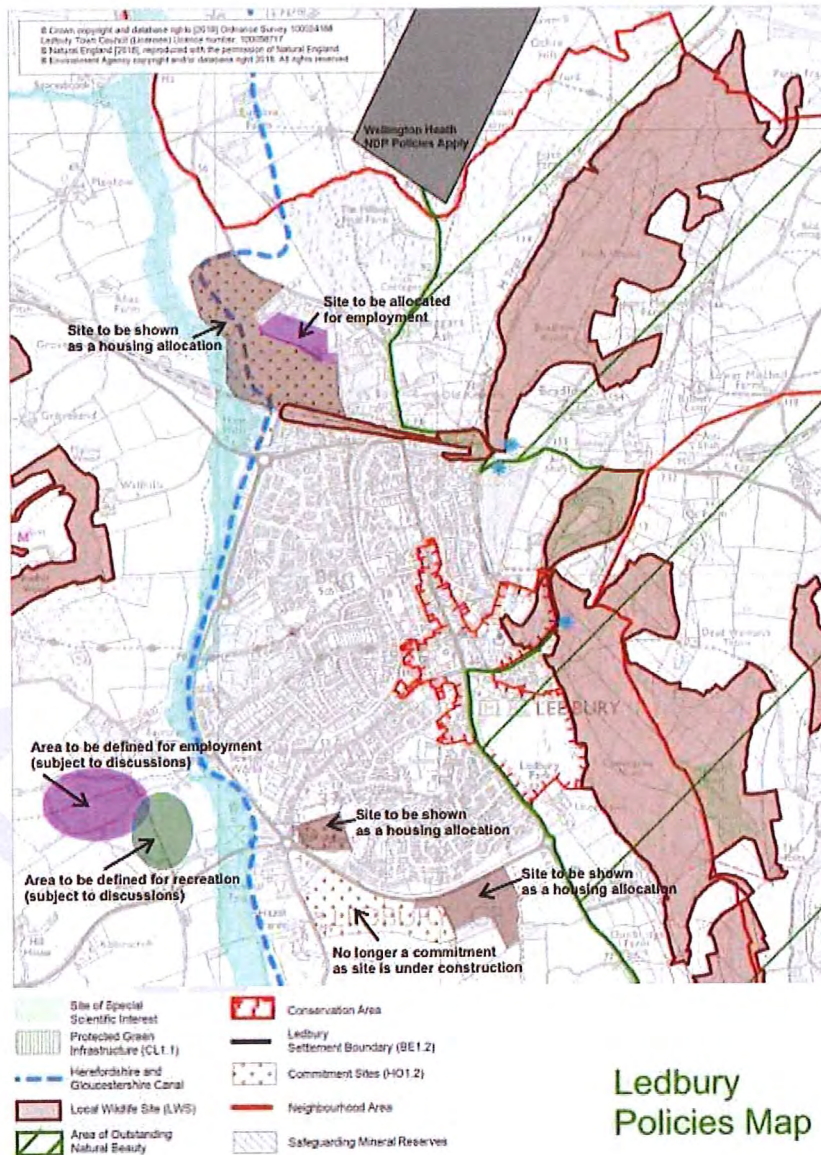


Figure 4: Settlement Boundary Option 1 – No Boundary (based on Current NDP Policies Map)

Advantages: Acts as a brake on land values; avoids development being crammed within a settlement boundary; offers flexibility in planning.

Disadvantages: Provides no certainty to landowners, developers and the community as to where development is likely to be acceptable or not; provides less control over development and less protection of the countryside.

Option 2: To utilise the former Herefordshire UDP boundary for the town, adding extensions to incorporate recent developments and sites with planning permission upon its edge together with allocating the proposed housing site to the north of the viaduct utilising the area defined for this within its planning application.

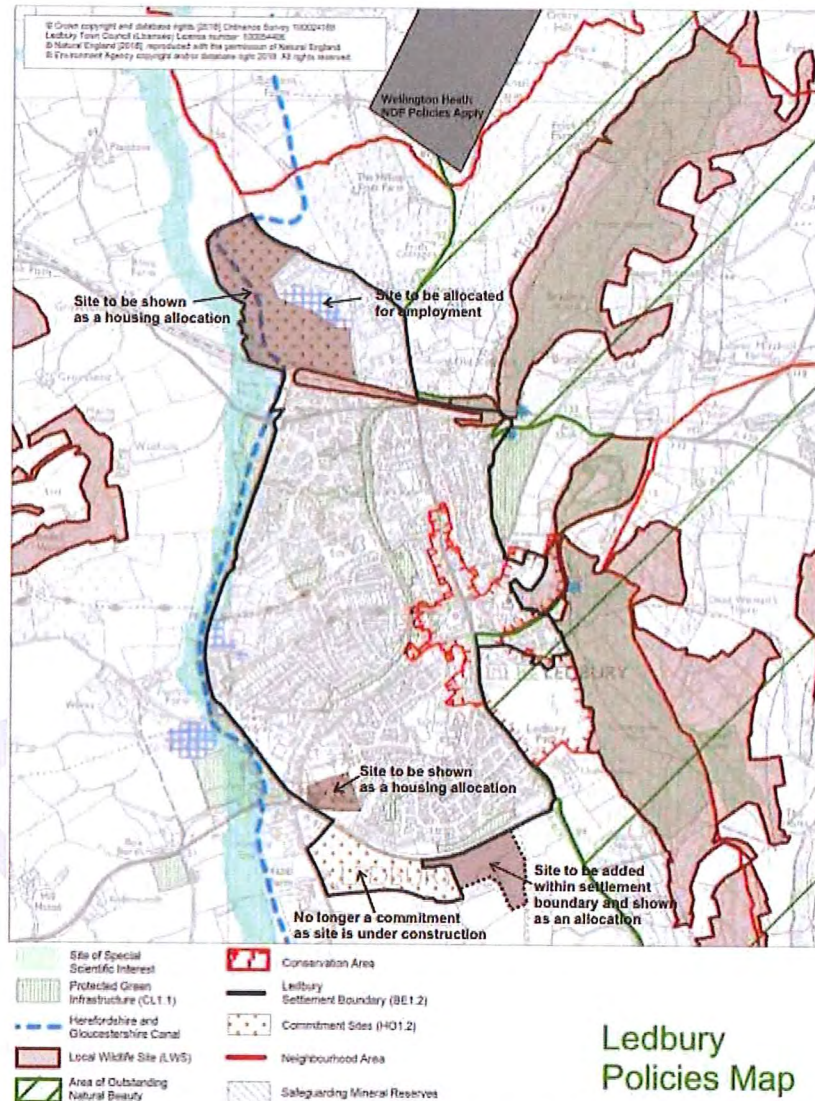
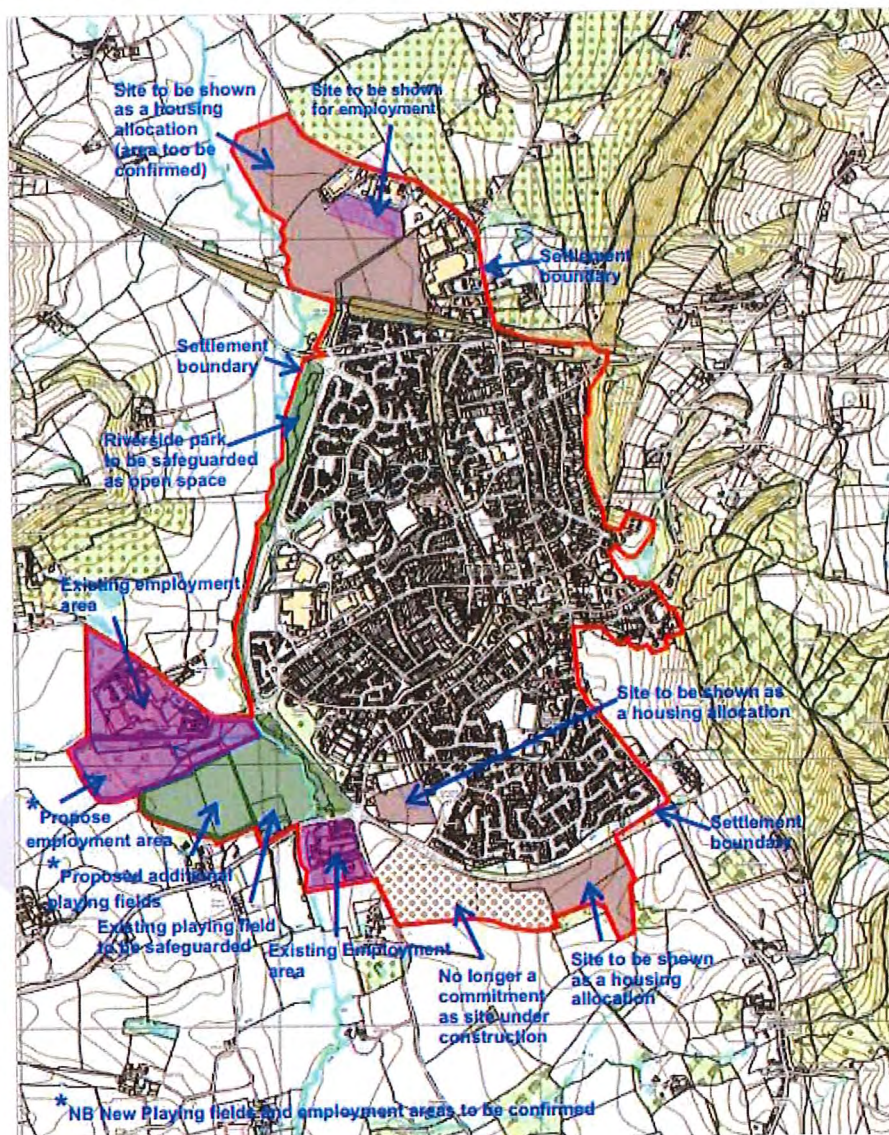


Figure 5: Settlement Boundary Option 2 – Boundary based on previous Draft NDP Submission removed at Examination with an extension for land recently granted planning permission.

Advantages: Implies that development will be limited by the boundary of the existing built area, which has been determined over time by topography, the AONB and River Leadon.

Disadvantages: Developers have been successful in challenging this boundary, notably in new housing developments south of Leadon Way. They continue to seek planning permission outside the UDP boundary, for example off Dymock road.

Option 3: To extend the settlement boundary defined above westwards to incorporate the Riverside Park, an area to be allocated for recreation and area for employment to the south of Little Marcle Road.



Advantages: This settlement boundary respects the constraints of topography, the AONB and River Leadon, with extensions to the west to protect the Riverside Park and to the south-west to meet Ledbury's present and future needs for recreation and employment land. It gives greater certainty to landowners, developers and community over where building is likely to be acceptable and where it is not. It will also help ensure a plan-led and controlled approach and protect the countryside from unnecessary development. In this respect, it is important that proposals are included to protect the green infrastructure network around the town, as outlined above.

Disadvantages: Opens up sites for development, especially south-west of Ledbury, which some may oppose. Reduces flexibility and opportunities for landowners and developers.

- 7.3 Given that a settlement boundary is the prime objective of this NDP revision, Ledbury Town Council believes that Option 3 gives greatest certainty and protection.

Question 12: Which of the settlement boundary options do you prefer?

8. Other Matters

- 8.1 The NDP may include a limited number of other matters although it is not intended to encompass a major review. Herefordshire Council has started a review of its Core Strategy although this may take some time before it is complete. This may identify further development needs for the town requiring a more significant review of the NDP.

Question 13: Bearing in mind that this is an NDP revision, do you have any other comments on the specific topics covered above or any other issues you wish to raise?

Ledbury Neighbourhood Development Plan 2018 - 2021

Document filing system v2		Latest date updated	24/02/2021					This is what the inspector will look at		X = Needs to be filed here Y = Filled or completed n/a = Not needed or non-applicable r = removed from website by later version	
Filing section headings and file names (NOTE - to be filed in the same chronological order as listed here)	File format	Approved by ED&P (W/P = by Working Party)	LTC Paper file	LTC PC file offline*	LTC Website	Notes					
Ledbury NDP current status briefing document 22nd January 2021	Word	Y	Y	X	X						
1.4 Project plan											
NDP Project Timeline May 2019	Word	Y	Y	X	r						
NDP Timeline PDF page 1 July 2019	pdf	Y	Y	X	r						
NDP Timeline PDF page 2 July 2019	pdf	Y	Y	X	r						
NDP Revisions 2019 Schedule nf revis 2 091219	Excel	n/a	Y	X	n/a						
NDP Project timeline post covid v 280920	Excel	n/a	Y	X	n/a						
NDP project timeline 27 11 20 (dated 2/12/20)	pdf	?	X	X	r	One of these only?					
NDP Draft project timeline 27 11 20	Excel	?	X	X	r	One of these only?					
NDP Timeline Crunch points v2 050121	Word	Y	Y	X	n/a						
09 01 21 Project Timeline	Word	Y	Y	X	X						
2.0 Communications and consultation											
2.1 Documentation											
Ledbury Carnival day NDP leaflet Aug 19	?	n/a	X	X	X	Inviting NDP input - Need file from Olivia					
Email to community groups inviting NDP participation October 2019	email	Y	X	X	X						
CONTACTS FOR COMMUNITY GROUPS	Word	n/a	X	X	n/a						
Ledbury NDP outline of a communications and consultation process plan June 2019	Word	n/a	Y	X	n/a	First draft					
Ledbury NDP communications and consultation process plan February 2020	Word	n/a	Y	X	n/a	Second draft					
Ledbury NDP communications and consultation plan November 2020	Word	n/a	Y	X	n/a	Third draft					
Ledbury Council newsletter Dec 2020 with NDP note	pdf	n/a	Y	X	X						
Additional community groups NDP consultation letter by email 290121	Word	n/a	X	X	X						
Additional community groups list sent NDP letter by email 290121	email	n/a	X	X	n/a						
Up to date Ledbury NDP 2018-21 Consultation activities record	Excel		X	X	X						
2.2 1st public consultation											
Ledbury NDP 2018-21 1st Pub Consult Qual responses	Excel	n/a	X	X	X						
Ledbury Council newsletter March 2021 with NDP note about public consultation process and timescale											
Issues report V4-A	Word		X	X	n/a	Draft version					

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Ledbury Neighbourhood Development Plan 2018 - 2021

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2.3 Reg 14 consultation								
2.4 Reg 16 consultation and adoption								
3.0 Consultants and Herefordshire Council planning support								
3.1 Tender invitations and responses								
20190703_Quote 1 NDP review	pdf	Y	x	x	?	Redacted version	x	
20190703_Quote 2 NPD review	pdf	Y	x	x	?	Redacted version	x	
20190703_Quote 3 NDP review	pdf	Y	x	x	?	Redacted version	x	
20190703_Quote 4 NDP review	pdf	Y	x	x	?	Redacted version	x	
Ledbury NDP Revision Bid Document W Bloxsome - Quote 1	pdf	Y	x	x	?		x	
Ledbury NDP Consultancy Fee Proposal 20.06.2019 CT - Quote 2	Word	Y	x	x	?		x	
Ledbury NPLan consultancy proposal June 2019 - Quote 3	pdf	Y	x	x	?		x	
LNP-pHpc proposal-0619 - Quote 4	pdf	Y	x	x	?		x	
Ledbury NDP summary of quotations 010719	Excel	Y	Y	x	x		x	
3.2 Bill Bloxsome								
W Bloxsome Ledbury Neighbourhood Development Plan - Revisions 240919	Powerpoint	Y	x	x	x		x	
Advice on the Programme and Timeline WB Dec 19	Word	Y	Y	x	x		x	
Ledbury NDP SG January 2020	Powerpoint	Y	x	x	x		x	
emails Bill & NF re SEA and LSCA work Ledbury NDP 171220	email	n/a	x	x	n/a		x	
Ledbury NDP Review Work Updates January 2021	Word	Y	x	x	x		x	
3.3 Carly Tinkler								
Carly permission letter draft Jan 2020	Word	Y	x	x	n/a	Letter to landowners for LSCA work	x	
Catch up and invoicing 240220	email	n/a	Y	x	n/a		x	

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Ledbury NDP LSCA Invoices 1 250320	email	n/a	Y	X	n/a	
Invoice no 1 dated 25 March 2020	Word	Y	Y	X	n/a	
3.4 Sam Banks and NDP support team at Herefordshire Council						
Ledbury SLA June19	pdf	Y	X	X	?	
HC Sam Banks team NDP review meeting agenda for 031220	email	n/a	Y	X	n/a	Need signed version in the file
4.0 Topics						
4.1 Employment						
NPWP - Interview Report - Kennels Farm 2015	pdf	n/a	X	X	n/a	
Change to use classes from 1 September 2020	pdf	n/a	X	X	n/a	
NDP Business consultation letter addresses Nov 2020	Excel	n/a	X	X	n/a	
20201216 NDP business consultation letter	Word	Y	X	X	X	
emails re UBL area and NDP Paper about Employment Land up to 091220	email	n/a	X	X	n/a	
Mkt Towns Econ Invest Plans 20201214 Ledbury Itinerary	Word	n/a	X	X	?	
Attendees for NDP Heineken mtg 17th Dec 2020	email	n/a	X	X	n/a	
Ledbury Traders Current Members names 03.09.20	Excel	n/a	X	X	?	
Market Towns Econ Invest Proj Ledbury Stakeholder Zoom Minutes 171220	Word	n/a	X	X	?	
Employment Economy review 22-12-20	Word	n/a	X	X	n/a	Produced by Ian James
Business letter Feb '21 20210219_0001	pdf	n/a	X	X	X	
4.2 Herefordshire & Gloucestershire Canal Trust						
Herefordshire & Gloucestershire Canal Trust comments on S106 Agreement 22-09-2020	Word	n/a	Y	X	n/a	
H&G Canal Trust Wharfinger WF146 Jan 21	pdf	n/a	n/a	X	n/a	

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Enthusiast example of canal restoration benefits - Stroud/Cotswold Canal Trust	Printed	n/a	x	n/a	n/a
4.3 Medical facilities					
Wye Valley NHS Trust submission to the Bloor inquiry 21.09.2020	pdf	n/a	x	x	n/a
4.4 Neighbouring NDP parishes					
email 030220 re meeting with Dymock NDP	email	n/a	x	x	n/a
Colwall NDP consultation and Hereford Local Access Forum responses 260320	email	n/a	x	x	n/a
4.5 Railway station					
2017 Jan Wilce - Ledbury Station East	pdf	n/a	x	x	?
4.6 Sport and fitness (including football)					
Gladmans and Dymock Road appeal site reapplication in relation to the Ledbury NDP 151220	email	n/a	x	x	?
Layout for Playing Fields Ledbury Jan 2021	pdf	n/a	x	x	?
Ledbury Swifits and Ledbury Town playing field requirements Jan 21	email	n/a	x	x	?
5.0 Design guide					
Hereford Design Guide Consultation Notice Jan 19	email	n/a	x	n/a	n/a
Design Code - Scoping Document May 2019	Word	n/a	Y	x	n/a
Design Code - Scoping Document June 2019	Word	Y	Y	x	x
GOODE DESIGN CODE SUGGESTION 28 June 2019	Word	n/a	Y	x	n/a

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Ledbury NDP – Design Guide: Initial thoughts PN 240719	Word	n/a	Y	X	n/a	As an option; not pursued	
Employment land map and design guide IJ 300120	email	n/a	Y	X	nh	Briefing on reviewing design guide	
Topic paper No 1 - Integrating Ledbury Design Guide into the NDP November 2020	pdf	WP	X	X	X	Draft version 1	
UK Climate Change Committee on housing heating Dec 2020	Word	n/a	X	X	n/a		
Light Pollution from Bromyard Road Industrial estate 160221	email	n/a	X	X	n/a		
6.0 Green spaces and recreation							
6.1 Community gardens							
Haygrove Community Garden Letter from Ledbury Town Council Sept 2019	pdf	n/a	X	X	X		
email Haygrove Community Gardens Charity Presentation to NDPWP 011220	email	n/a	X	X	Link	https://ximeb.com/296029286/8216f16f445	
6.2 Footpaths and cycleways							
Wellington Heath NDP Transport Sub-Group ideas for a safe route to Ledbury for walkers and cyclists	Powerpoint	Y	X	X	n/a		
email re Ledbury Footpaths - LR6 to LR37 Jan 2021	email	n/a	X	X	n/a		
Ramblers Forgotten Paths project 2020	pdf	n/a	X	X	n/a		
2020.07.09 Slow Ways Plan	pdf	n/a	X	X	n/a		
quiet lanes 1	pdf	n/a	X	X	n/a		
PRoW LR39 reinstated Dymock Road west to River Leadon	pdf	Y	X	X	n/a		
6.3 Public green spaces							
Green infrastructure comments made at WP meeting on 5 th January 2021	Word	n/a	X	X	n/a		
6.4 Other green spaces and recreation							

X X

X X

X X X X X

X

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7.0 Herefordshire Council planning documents (if not the file, then give links to the HC website for the appropriate documents)							
Herefordshire Local Plan Core strategy 2011-2031	eLink	n/a	n/a	n/a	Link https://www.herefordshire.gov.uk/downloads/file/1788/core-strategy-sections-combined		
Herefordshire Local Plan Core strategy 2011-2031 - Appendices	eLink	n/a	n/a	n/a	Link https://www.herefordshire.gov.uk/downloads/file/1789/core-strategy-appendices-combined		
HC What is a neighbourhood plan August 15	pdf	n/a	x	x	x		
HC Guide to settlement boundaries August 2015	pdf	n/a	x	x	x		
HC Guide to Examination of Neighbourhood Development Plans	pdf	n/a	x	x	x		
HELAA 2020 (Herefordshire Housing and Economic Land Availability Assessment) 050820	email	Y	x	x	x		
Five Year Land Supply Sept 2020	pdf	n/a	x	x	x		
SYHLS Addendum to 2020 at Jan 2021 - Final	pdf	n/a	x	x	x		
HDT (Housing Delivery Test) Briefing Note for HC Cabinet 200120	pdf	n/a	x	x	x		
8.0 Landscape and Visual Baseline Assessment							
2019 Ledbury NDP consultancy proposal doc 050419	Word	Y	x	x	x	Spec for LSCA consultancy proposal	
Wellington Heath LSCA information for the Ledbury NDP/WP 220719	pdf	n/a	x	x	?		
NDP Landuse action groups terms of reference Dec 19	Word	WP	x	x	?		
NDP baseline focus and interest groups FINAL December 2019	Word	WP	x	x	?		
email re Ledbury NDP Action Groups Workshop meeting for 070120	email	WP	x	x	n/a		
Ledbury NDP LSCA Topic Group Workshop 050220	email	n/a	x	x	n/a	Info for workshop invitees	
email CT Ledbury LSCA Topic Group Homework #1 Landscape Value 300320	email	n/a	x	x	n/a		
email CT Ledbury LSCA Public Social Amenity Topic Footpaths with map 030420	email	n/a	x	x	n/a		
Emails with CT ref LSCA work programme December 2020	email	n/a	x	x	?		
NDP WP note re progress and actions on the landscape work 311220	email	n/a	x	x	n/a		
H&WEHT email re Local Geological Sites in Ledbury Parish Feb 21	email	n/a	x	x	n/a		
Ledbury NDP LVBA Sensitivity Actions 15.02.2021	Word	n/a	x	x	n/a		
Ledbury NDP VB Report Contents v2 150221	Word	n/a	x	n/a	n/a		

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9.0 Maps						
Ledbury SHLAA map 2020	pdf	n/a	?	x	x	
Ledbury-Walk-Cycle-Map	pdf	n/a	?	x	x	
NDP LSCA Public & Social Amenity (PSA) map-markup_CT_v1	jpg	n/a	x	x	x	
Ledbury NDP settlement boundary Option 3 whole map 17 November 2020	pdf	Y	Y	x	x	
Green infrastructure extension conceptual map BB Dec 20	pdf	Y	x	x	x	
Barbara Davis hand drawn map of Ledbury Footpaths	jpg	n/a	x	x	x	
Ledbury Parish LGS (Local Geographical Sites) locations Feb 21	jpg	n/a	x	x	x	
Ledbury Parish LGS (Local Geographical Sites) boundaries Feb 21	jpg	n/a	x	x	x	
10.0 Meeting agendas						
10.1 Agendas - Working Party						
NDP WP agenda 211118	n/a	n/a	n/a	n/a	n/a	No agenda available
NDP WP agenda 101218	Word	n/a	Y	x	x	
NDP WP agenda 220119	Word	n/a	Y	x	x	
NDP WP agenda 180219	Word	n/a	x	x	Y	
NDP WP agenda 080419	Word	n/a	x	x	Y	
NDP WP agenda 130519	Word	n/a	x	x	Y	
NDP WP agenda 110619	Word	n/a	x	x	Y	
NDP WP agenda 020719	Word	n/a	Y	x	x	
NDP WP agenda 220719	Word	n/a	Y	x	Y	
NDP WP agenda 120819	Word	n/a	x	x	Y	
NDP WP agenda 030919	Word	n/a	x	x	Y	
NDP WP agenda 230919	Word	n/a	x	x	Y	
NDP WP agenda 141019	Word	n/a	Y	x	x	
NDP WP agenda 181119	Word	n/a	x	x	Y	
NDP WP agenda 27 January 2020	Word	n/a	x	x	Y	
NDP WP agenda 2 March 2020	Word	n/a	x	x	Y	
NDP WP agenda 30 September 2020	Word	n/a	Y	x	Y	
NDP WP due to be held 03 November 2020	n/a	n/a	x	x	Y	
NDP WP agenda 1 December 2020	pdf	n/a	n/a	n/a	Y	Cancelled
2021.01.05 NDP WP agenda	Word	n/a	Y	x	x	
2021.02.02 NDP WP agenda	Word	n/a	Y	x	x	
2021.03.02 NDP WP agenda						

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10.2 Agendas - other meetings							
NDP consultants meeting agenda 9 December 2019		Word	n/a	Y	X	X	
Ledbury NDP LSCA Meeting Agenda Jan 2020 v2		Word	n/a	X	X	X	
Post lockdown NDP planning meeting agenda 21 August 2020		Word	n/a	Y	X	X	
NDP Steering Group agenda 10 September 2020		Word	n/a	Y	X	X	
Agenda - LSCA work review meeting on Zoom 27/11/20		email	n/a	X	X	X	
Agenda NDP SG Meeting 12 31/12/20		email	n/a	Y	n/a	n/a	
Agenda NDP SG Meeting 08/01/21		email	n/a	Y	n/a	n/a	
11.0 Meeting notes							
11.1 Meeting notes and meeting packs - Working Party							
NDP WP notes 21/11/18		Word	Y	Y	X	X	
NDP WP notes 10/12/18		Word	Y	Y	X	X	
NDP WP notes 22/01/19		Word	Y	Y	X	X	
NDP WP notes 18/02/19		Word	Y	Y	X	X	
NF Notes for NDP WP meeting 08/04/19		Word	n/a	Y	X	n/a	
NDP WP notes 08/04/19		Word	Y	Y	X	Y	
EH input for the NDPWP following meeting 8th April 2019		email	n/a	Y	X	n/a	
NDP WP notes 13/05/19		Word	Y	Y	X	X	
NDP WP notes 11/06/19		Word	Y	Y	X	X	
NDP WP notes 02/07/19		Word	Y	Y	X	X	
NDP WP notes 22/07/19		Word	Y	Y	X	Y	
NDP WP notes 12/08/19		Word	Y	Y	X	Y	
NDP WP notes 03/09/19		Word	Y	Y	X	Y	
NDP WP notes 23/09/19		Word	Y	Y	X	Y	
NDP WP notes 14/10/19		Word	Y	Y	X	X	
NDP WP notes 18/11/19		Word	Y	Y	X	Y	
27.01.20 NDP Working Party Notes		Word	Y	X	X	Y	
02.03.20 NDP Working Party Notes		pdf	n/a	n/a	X	n/a	
2020.03.02 agenda and reports (pack)		Word	Y	Y	X	Y	
2020.09.30 NDP WP notes		pdf	n/a	n/a	X	n/a	
2020.09.30 Agenda NDP WP (pack)		pdf	n/a	Y	X	X	
2020.12.01 NDP WP meeting notes		Word	Y	Y	X	X	
2021.01.05 NDP WP Agenda and papers (pack)		pdf	n/a	n/a	X	n/a	

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2021.01.05 NDP WP meeting notes	Word	Y	X	X						
2021.02.02 NDP WP meeting notes										
11.2 Meeting notes - Steering Group										
30 09 19 NF Notes from NDP steering group meeting	Word	Y	Y	X						
Ledbury NDP steering group agenda and actions to 24th March 2020	Word	Y	Y	X						
Ledbury NDP Steering Group Notes Sept to Nov Mtngs 1-4 031120	Word	Y	Y	X						Meetings 1-8 pre-covid
NDP SG Notes Mtngs 5-6 161120 and 171120	Word	Y	Y	X						
NDP SG Notes Mtng 7 231120	Word	Y	Y	X						
NDP SG Notes Mtng 8 - 271120 with CT	Word	Y	Y	X						
NDP SG Notes Mtng 9 - 031220 HC meeting	Word	Y	Y	X						
NDP SG Notes Mtng 10 041220	Word	Y	Y	X						
NDP SG Notes Mtng 11 161220	Word	Y	Y	X						
NDP SG Notes Meeting 12 311220	Word	Y	Y	X						
NDP SG Notes Meeting 13 080121	Word	Y	Y	X						
NDP SG Notes Mtng 14 130121	Word	Y	X	X						
NDP SG Notes Meeting 15 210121	Word	Y	X	X						
NDP SG Notes Meeting 16 220121	Word	Y	X	X						
NDP SG Notes Meeting 17 280121	Word	Y	X	X						
NDP SG Notes Meeting 18 290121	Word	Y								
NDP SG Notes Meeting 19 290121	Word	Y								
NDP SG Notes Meeting 20 090221	Word	Y								
NDP SG Notes Meeting 21 190221	Word	Y								
NDP SG Notes Meeting 22 230221	Word	Y	X	X						
11.3 Meeting notes - Other										
Task and finish group notes 300919	Word	Y	Y	X						
Meeting with consultants and Sam Banks 091219	Word	Y	Y	X						
Notes of NDP workshop held with consultants 7th January 2020	Word	Y	Y	X						

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Ledbury Neighbourhood Development Plan Communications and consultation plan

for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021

Communications and consultation plan objectives

1. To ensure the public (residents of Ledbury) are fully informed of progress as far as reasonably possible during all stages of enhancing the current Ledbury Neighbourhood Development Plan (the Ledbury NDP - which was adopted in January 2019)
2. To achieve (especially in the context of the COVID-19 pandemic and the possible need to use virtual, digital and printed media as a primary means of communication to support social distancing) this through a variety of media platforms so the public can comment or ask questions at any point and in particular during specific consultation meetings, discussions and organised events
3. To demonstrate that consultation has been adequately sought with all relevant stakeholders, including community groups and organisations, landowners and businesses likely to have an interest in or be affected by the development issues covered by the NDP
4. To carry out the number of specific consultation meetings and events necessary to substantiate sufficient public reach and volume of responses have been achieved to fully support, with adequate evidence, the resulting policies advanced in the draft enhanced NDP
5. To demonstrate that all feedback during the whole exercise has been fully considered in policy formulation and when necessary, reflected in changes to the draft NDP before a final version is produced
6. To ensure the evidence base and resulting policy formulation process has been formally documented, collated, filed and referenced in a structured format sufficient for easy and informed public access and ultimate formal examination before the plan can be put forward for an adoption referendum.

Communications plan

1. **Media to be used to advise the public, businesses and community organisations of the NDP development stages and to promote the related specific consultation rounds will include**
 - o Posters - on public notice boards, shop windows, in the library
 - o Letters and/or emails to businesses, community groups and organisations from council held and other accessible permission based lists as identified in the Consultation Plan section below
 - o Consultation leaflet delivered to every house in Ledbury
 - o Use of existing networks such as the U3A, Ledbury Civic Society, Ledbury Traders Association and the WEA (Workers' Educational Association) to help get the message (a full list of some 70+ Ledbury community groups is held by the annual Ledbury Community Day organisers)
 - o Social media – Facebook including the various different Ledbury based Facebook sites*, twitter, Instagram, Town Council website, NDP website.
 - o Local press – mix of news releases and paid adverts in:

Ledbury Neighbourhood Development Plan

Communications and consultation plan

for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021

- Ledbury Focus – free monthly magazine with 6,000 copies and copy deadline two months ahead; we need to provide a pre-set page
- Ledbury Reporter – weekly newspaper with a deadline of Tuesday for the Friday issue of the same week
- Hereford Times – weekly newspaper with the same copy deadline

* Including: *(to be completed)*

- Voice of Ledbury: 2,863 members
- Ledbury Community Action: 200 members
- Ledbury Noticeboard: 6,452
- Loving Ledders
- Town Talk:Ledbury Politics: 230 members
(Member numbers dated on 12/02/17)

2. Preparation lead times

- March 2021 - First news release on progress and seeking stakeholder requests to provide input, help with evidence gathering and any policy ideas/formulation input
- Early April 2021 - Start advertising public consultation event to be held in April-May 2021, including adverts, posters on notice boards and shop windows, social media and websites and email to all local organisations and groups. Book venue and dates for public consultation, recruit volunteers for events.
- May 2021 – Hold business breakfast and evening consultation events including invitation to the Ledbury Traders Association and business in and around Ledbury
- March – early April 2021 – Design and produce consultation questionnaires available from mid-June with a returned deadline by end of May 2021
- Early to mid-April 2021 – Advertise using media indicated, organise and produce display materials, arrange refreshments, produce volunteer rota from the NDP WP to explain policies and encourage/collect completed questionnaires

3. Hard to reach groups

- These will be reached in particular by posters delivered to where they could be expected to be read and seen – such as to the care homes, schools, food bank, library – and with consultation visits

4. Resources available

- See table in the Consultation Plan

5. Timescales

Ledbury Neighbourhood Development Plan

Communications and consultation plan

for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021

- All communication materials to be ready for ED&P committee approval at the March 2021 meeting.

Consultation statement and plan

1. Overview

This consultation statement sets out how the Ledbury Neighbourhood Plan WP intends to consult on the contribution to the evidence base and then formal public review and feedback stages of the NDP process leading up to Reg 16 and ultimate adoption.

Since this exercise is to amend and update the current adopted version and not to produce a totally new version of the Ledbury Neighbourhood Development Plan, four consultation stages are planned, including two rounds of full public consultation

- An initial invitation to participate in the Working Party and evidence gathering
- Evidence base consultation to inform the development of a proposed settlement boundary and policy amendments/additions to produce a first draft of the new version of the NDP
- A first round of public consultation on the first draft leading up to a Reg 14 submission version. The purpose of this consultation is to gain an understanding of the how the community and other stakeholders view the amended and new policy proposals in order to edit the draft to produce a second, Reg 14 draft version
- A second round of public consultation on this second draft to inform editing to produce a final version to be approved for formal examination by the inspector

The size of the Ledbury NDP area (the whole parish, which includes the town itself and surrounding countryside encompassed within the formal Ledbury parish borders) creates a significant challenge to consulting on neighbourhood plan documents. The population of the plan area is close to 10,000. Ensuring adequate consultant opportunities for the rural areas of the parish in particular is addressed in this plan.

On the completion of the consultation stages and once the outcomes have been analysed, changes will be made to the policies based on these outcomes and in line with the agreed NDP update objectives – which may have also been refined as a result of the consultation.

2. How the consultation will be set up

We are currently very limited on conducting face to face research within current Covid-19 restrictions. Currently (January 2021) no face to face sessions can be run until lockdown is lifted, and even then it depends on what restrictions are put in place following the end to lockdown. Our plan would be to ensure as much consultation takes place virtually or with little or no contact as possible whilst ensuring the breadth and depth of the consultation originally planned is maintained. We will work towards Plan A (virtual) and supplement with Plan B (face to face) should restrictions allow.

Ledbury Neighbourhood Development Plan

Communications and consultation plan

for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021

- Plan A
 - Consultation material drafted with information on each of the policy areas with key area for decisions highlighted. This information available electronically on NDP/TC website, also available to email or print and post out on request.
 - A series of Zoom sessions planned (a combination of day/evening/weekday/weekend), either targeting particular groups such as businesses, recreation groups, through schools, retailers and traders or open sessions. This will follow a presentation style session to participants, where a poll can be launched to gather some quantitative data re. the policy proposals. There will also be time for discussion around the policy areas. Sessions can either be recorded or a note taker nominated (otherwise it is a lot to facilitate and note take for one person).
 - Running alongside this can be an online survey with the same questions as used in the poll to gather views from those unable to attend a zoom session. This can be available from the NDP/TC website and emailed out to interested parties, groups of consultees such as businesses, recreation groups, through schools, retailers and traders. This survey could also be printed out on request and returned to Town Council offices.
- Plan B Event types
 - 2 day consultation event
 - Business Breakfast
 - Parents evenings
 - Retailers and traders evening consultation event
 - Possible consultation venues
 - The Recreation Ground
 - Prince Rupert Green
 - St Martins Way
 - Community Hall
 - St Katherine's Hall
 - The Masters House
 - The Market House
 - Town Council offices

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- 3. Consultation groups to be contacted/actually contacted (using COVID secure means as appropriate) with approx numbers**
 - **When setting up the Working Party**
 - A letter was sent out to xx local groups and organisations in April 2019 (?) asking for any NDP suggestions and for volunteers to help with the NDP
 - A leaflet asking for any NDP suggestion and for volunteers was produced and distributed by Ledbury Town Council at the Ledbury Community Day in xx 2019
 - A core Working Party of some four Town Councillors/Ward Councillors and a regular dozen or more community volunteers have consequently been

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working closely, together on the NDP with the two engaged consultants and Town Council office staff since early 2019

- o **Evidence base consultation**
 - o Business and employment
 - o Business connected to specific NDP policies
 - o Heinken/UBL
 - o Pughs Auctioneers and estate agents
 - o John Goodwin Estate Agents
 - o John Masefield Secondary High School (sports facilities)
 - o The Kennels (Wilce Family owned land north of the railway station)
 - o Mr Alistair Young – farmer and landowner of a proposed site for a new combined Ledbury football facility
 - o Other landowners of land being allocated in the settlement boundary
 - o Tri-services – police, fire and ambulance
 - o Business outside the town centre in trading estates and elsewhere – a list of 76 business will have had individual business letters sent to the Chief Executive inviting input and comment
 - o Ledbury Traders Association – all 48 members will have individually received an email with the same business letter
 - o All other town centre retailers and business including services such as hotels, dentists, estate agents, banks, solicitors and accountants will have had a hand delivered copy of the same business letter through their letter box to approximately 150 businesses
 - o Principle community groups and organisations
 - o Ledbury Health Partnership
 - o Ledbury Town Council Councillors
 - o Ledbury Places
 - o Ledbury Civic Society
 - o Ledbury Poetry Festival
 - o Community Action Ledbury
 - o Community Voluntary Action Ledbury & District (CVA)
 - o U3A
 - o Other community organisations
 - o Using the Ledbury Community Day list of approximately 70 community organisations including the key ones listing above and others such as the local Churches
 - o Sport, recreation, green space and local attractions
 - o Ledbury and District Sports Federation
 - o Ledbury Swifts Football club
 - o Ledbury Town Football Club
 - o Ledbury Rugby Football Club
 - o Ledbury Cricket Club

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- Ledbury Area Cycle Forum
- Ledbury Walking Group
- Ledbury Ramblers
- Ledbury Harriers Running Club
- Helens
- Eastnor Castle
- Westons Cider
- Charles Masefield (field behind his house)
- The Herefordshire & Gloucestershire Canal Trust
- Underdown walled garden
- Residents
- Youth groups
 - Ledbury Scouts
 - Ledbury Air Corps
- Hard to reach
 - Elderly people at care homes
 - Leadon Bank
 - Shaw Health Care
 - Harling Court
 - Disabled people
 - via CVA
 - Young people not necessarily in formal groups via the LYAS (Ledbury Youth Activity Service) drop in centre and John Masefield High School
 - Users of the Food Bank
 - Local fruit farms
 - Salter's Hill Home Care and Support
 - Traveller groups
 - Rural populations in the villages and hamlets of the parish hinterland

4. Advertising and promotion

- As per the communications plan media platforms to be used

5. Format

- Each consultation event will display story boards of the process from the beginning to the position/story so far. In any subsequent consultations the format will consist of more of the same activities as in the previous consultation.

6. Staffing

- Plan A
- Max Bassett (Consultant) to set up and facilitate Zoom sessions and polls.

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- Steering group member(s) to assist in taking notes of any key points raised and be available to answer questions.
- Max Bassett to design online survey (and print version) for sharing online or via email, collate and analyse responses alongside Zoom poll results.
- Present results back to the Steering group in report and executive summary formats.
- Plan B
 - Set up and dismantle will require 6 people
 - During the event the requirement will be:
 - 2 people to take contact details and issue questionnaires
 - 2 people to provide refreshments
 - 5 people to represent each of the subjects being consulted upon

7. Questionnaires/Surveys

- Same format for all consultations
- Agree Strongly, Agree, Don't Know, Disagree, Disagree Strongly and No opinion
- Easy layout with tick boxes and then a comment box for each objective or policy

8. Budget/resources

- See the NDP budget for overall budget estimates. We have allowed for up to £5,000 per consultation event, although in practice we anticipate a cost somewhat less per event as indicated in the table below.

Draft plan consultation

- Over July, August and September the final draft plan will be written taking into account public, local authority and stakeholder comments. The final draft will go to consultation in October 2020, publicised by a leaflet drop to all houses in Ledbury as well as the social media and advertising routes outlined above.
- The consultation will be available online and there will also be a 2 day exhibition and displays and questionnaires at venues including the Library the Council offices, and the Church. This is anticipated to cost as per the budget below and will lead to the Reg 14 submission version of the new NDP.

Consultation costs breakdown draft policies/options	£	£
		Total

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Advertising:		
Ledbury Focus Advertising	130.00	
Banner - 8ft	80.00	
Posters - Vista Print A3 x 50	60.00	
Leaflets - Vista Print DL	65.00	335.00
Room hire – 2 days	90.00	90.00
Refreshments:		
St Katherine's Hall	50.00	
Primary School	50.00	
Business Breakfast	150.00	
Traders Refreshments	50.00	
St Martins Way	50.00	350.00
John Masefield ?		
Consultation Materials:		
Story Boards Printing	600.00	
Display boards	800.00	
Questionnaires	500.00	
Consultant's time to help with story board content and questionnaires	1,000.00	2,900.00
	Total	£3,675.00

Agenda item 9b

LEDBURY NEIGHBOURHOOD DEVELOPMENT PLAN ACTION INDEX 2018-2021									
Action needed and decisions made (recorded from notes and organisation/individual inputs)									
A list of all suggestions for consideration by the NDP WP from committee meetings, working parties and feedback other than from formal consultation, captured for the record including decision taken.					Version dated: 20/02/2021				
Filing section headings	Date	Subject (key words)	Action needed	Decision summary	Comments	Done ✓			
1.0 Admin, governance and funding									
1.1 Admin									
Leadbury Town Council- NDP confidentiality agreement	01/01/21	Signatures	All WP members need to sign by end Feb 21						
Leadbury Town Council Declaration of interest	01/01/21	Declarations of interest	Confirm with LTC whether all members of the WP need to complete a Declaration of Interest						
Hold meeting with Councillors to brief on NDP & decision options	01/01/21	Councillors NDP briefing	Ensure all Councillors know more about NDP process and make decision on areas for the updated NDP to cover relative to timescales	Clerk arranging for evening either 25th or 26th January 21	Held 25th January, new status and action plan for the NDP agreed to put to ED&P and Council for approval	✓			
1.2 Funding and budget									
Draft grant application(s) to be agreed by SG in early January	01/01/21	Funding grant applications	Agree with Dave Trisram then prepare with Angie to submit before end Jan 21						
1.3 Objectives and terms of reference									
1.4 Project plan									
2.0 Communications and consultation									
2.1 Documentation									
Produce communications and consultation process plan	01/01/21	Consultation process	Update draft document to final version for approval by committees by end Feb 21						
Record of all comms actions with date sent, to whom, how, quantity and number of responses	01/02/21	Communications activities record	Produce spreadsheet and update with all communications activities as they happen						
Detailed record of all communications responses by individual response with decision on how considered and included in the NDP	01/02/21	Detailed record of consultation responses	Produce spreadsheet using template from the current adopted NDP						
Review Leadbury Town Plan for any NDP related actions	07/08/19	Town Plan data input	Review Leadbury Town Plan and questionnaire responses since it is felt there could be useful data to use in the evidence base						
Review Leadbury Corporate Plan for NDP related tasks - especially ED&P and E&L committees elements of the corporate plan	01/01/21	Corporate plan NDP input	Review Leadbury Corporate plan for objectives and aspirations to be reflected in NDP policies. Clerk to send update copy of ED&P and E&L corporate plan priorities in Feb 2021						

<p>Review retail policy in the existing plan to re-define the town centre and revisit retail type uses preferred. Refer to new document in classification of retailers/businesses and which are supported by the NDP - Change to use classes from 1 September 2020</p>	<p>08/10/20</p>	<p>Redefine town centre area</p>	<p>A result of questions over NDP application to planning applications in the town centre at the ED&P meeting held 8/10/20 and a later 2021 meeting with HC planners over the Deeley application impact on the town centre. Need to re-write the current retail policy to expand the town centre area definition, combine different primary and secondary areas into one, review retail categories supported or not and clarify change of use conditions supported</p>	
<p>4.2 Herefordshire & Gloucestershire Canal Trust</p>				
<p>4.3 Medical facilities</p>				
<p>4.4 Neighbouring NDP parishes</p>				
<p>4.5 Railway station</p>				
<p>4.6 Sport and fitness (including football)</p>				
<p>Nick Fish to provide info. on football site options</p>	<p>31/12/20</p>	<p>Sports site options</p>	<p>Need options considered for football to include in topic guide before end Jan 21</p>	
<p>5.0 Design guide</p>				
<p>Light Pollution from Bromyard Road Industrial estate</p>	<p>16/02/21</p>	<p>Dark skies policy</p>	<p>Add dark skies policy element of design guide content in the relevant policies as suggested by HC planner Carl Brace</p>	
<p>6.0 Green spaces and recreation</p>				
<p>6.1 Community gardens</p>				
<p>6.2 Footpaths and cycleways</p>				
<p>Slow Ways Project delegated to the NDP WP to reflect in its policies by LTC ED&P committee 9/7/20</p>	<p>09/07/20</p>	<p>Slow Ways Project</p>	<p>NDP WP to reflect take into account in its footpaths related topic guide & policies</p>	

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6.3 Public green spaces								
6.4 Other green spaces and recreation area								
Consider protecting Ledbury Park in policy terms within the settlement boundary	10/12/20	Ledbury Park in the Settlement boundary	Raised by Cllr Harvey ED&P meeting 10/12/20					
7.0 Herefordshire Council planning								
8.0 Landscape Sensitivity and Capacity Assessment								
NF to send out map to WP to locate and submit views	31/12/20	Key views paper	Produce a key views paper to include in the landscape logic guide by end Jan 21					
Share LSCA and sites assessment work with Herefordshire Council	04/08/20	Share LSCA with HC	Request from HC Economy & Place in letter dated 4/8/20 to share LSCA work as input into the review of the next Local Plan Core Strategy as agreed by ED&P minute no P258					To contribute proactively with evidence to the emerging new Core Strategy is a key objective of the revised NPD so agreed this would be done once work completed
9.0 Maps								
10.0 Meeting agendas								
10.1 Agendas - Working Party								
10.2 Agendas - other meetings								
11.0 Meeting notes								
11.1 Meeting notes and meeting packs - Working Party								
11.2 Meeting notes - Steering Group								
11.3 Meeting notes - Other								
12.0 Settlement boundary								
SG to revisit issue of Bovis small triangle of land shown at south end of the current approved site to remove it as being green space?	05/01/21	Bovis site south corner take out of SG?	Check location/spec to confirm it should be removed and redrawn SB line accordingly					

<p>If planning permission is refused for Barratts 2nd Phase application for the erection of 46 dwellings consider taking out of the SB on account of cheese factory noise?</p>	<p>26/01/21</p>	<p>Barratts 2nd phase</p>	<p>Given the application was refused in January 2021, now considering including into the SB map with policy proposals for employment land along with the refused Deeley proposal application for the corner site by the Ross road roundabout.</p>
<p>Consider including the route of the Northern extension of the bypass which was saved in the Herefordshire UDP</p>	<p>10/12/20</p>	<p>Northern extension Ledbury bypass</p>	<p>Raised by Cllr Harvey ED&P 10/12/20</p>
<p>Include proposed sites on either side of the bypass for the access to and foundations for a new cycling and walking footbridge to be built from between the two Bovis and Barratts sites across the ring road, allowing for a route across the fields into the Shepherds Close area.</p>	<p>01/01/21</p>	<p>Footbridge across the bypass</p>	<p>After being discussed in meetings over options for active travel links from the south of the bypass developments into the town, now needs to be considered in the NDP</p>
<p>Review if an how to mention the issue of affordable housing, either in the housing policies and/or in the design content of the respective NDP policies</p>	<p>20/02/21</p>	<p>Affordable housing</p>	<p>Given this is a formal housing strategy of HC and growing importance, consider if and how it can be mentioned/referred to in this revision of the NDP</p>
<p>13.0 Previous 2019 adopted Ledbury Neighbourhood Development Plan 2018-2031</p>			
<p>Ledbury Neighbourhood Development Plan 2018-2031</p>	<p>01/01/21</p>	<p>Consolidate files</p>	<p>Reduce 3 sections on website & PC file to one, remove from NDP into page and re-post into the supporting documents page on the website.</p>
<p>14.0 2021 Revised version of the Ledbury Neighbourhood Development Plan 2021-2031</p>			

Ledbury NDP 2018-21 revision consultation activities record

As at: 20 February 2021
 Note: details of the responses and action taken for the NDP are in the separate consultation input detail and actions spreadsheet

Date	Description	Medium used	Number delivered, contacted or estimated audience	Number of recorded responses
2019	Personalised letter to community groups inviting NDP volunteer participation and/or contribution	Posted, personalised letter	76 Ledbury community groups and organisations	3
December 2020	Ledbury Town Council quarterly newsletter with NDP update info	pdf file on the Town Council website and on the Town Council Facebook page. Hard copy also available from the Town Council offices	All readers of the info, not recordable but the FB page has 615 followers	None specific
December 2020	Letter to all business in Ledbury not in the town centre	Personalised posted letter to senior management in each company	76	4
Early February 2021	Hand delivered business letter to all retail and business premises in the town centre	Non-personalised business contribution invitation letter signed by the Clerk with an email response request	165	4
W/C 15/02/21	email copy of the same business letter sent to the Ledbury Traders Association	Letter emailed to all Ledbury Traders and Business Association members - duplicating the hand delivered letters but sent to ensure all had received it	48	
March 2020	Ledbury Town Council quarterly newsletter with NDP update, inviting input and advising of the public consultation programme expected for April and May	pdf file on the Town Council website and on the Town Council Facebook page. Hard copy also available from the Town Council offices	All readers of the info, not recordable but the FB page has 615 followers	

Agenda item 9D

Date	No	Comment from	Topic	Comment	Response/ Follow up	Action Taken
	1					
				Ledbury would like to see zero carbon or near zero carbon developments coming forward. Ledbury has a history of high quality buildings which contribute to its rich environment, there is an aspiration that the town can lead the way in response to climate change as well as good quality design. This would involve targeting significant reductions in energy usage for new builds, with the opportunity for providing on plot or district renewables. Approaches such as Passivhaus are ready made, rigorously tested design standards that make this achievable and ensure well built, healthy, low energy homes.		
				Electric car charging should be a minimum. Developments should be designed to prioritise pedestrian and cycle users and avoid being vehicle dominated tarmac covered environments. Each development should incorporate public open space at a minimum size of 30m2 per bedroom in an integral element of a site layout alongside a good quality landscape design which also enhances biodiversity and uses opportunities to integrate above ground sustainable drainage features.		
				The NDP group would like to actively engage with developers at an early stage to ensure policies are explained and that proposals have the best possible chance of integrating with the existing communities and take into account longer term objectives. This does not mean a guaranteed route to support.		
				Ledbury welcomes high quality, well considered, truly sustainable development that sets out to enhance our town. On the contrary, poorly conceived designs that pay no respect to the town or the environment will be challenged regardless of site.		

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