

**NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 5 JANUARY 2020
VIA ZOOM**

PRESENT: Councillor Howells, Councillor Bannister, Councillor Harvey, Nicola Forde (Deputy Chair) Ann Lumb, Paul Kinnaird.

**IN
ATTENDANCE:** Town Clerk – Angela Price

APOLOGIES

Apologies were received from Councillor Helen l'Anson

130 DECLARATION OF INTERESTS

None received

131 MINUTES

Members were requested to approve and sign the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 1 December 2020 as an accurate record.

RESOLVED:

That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 1 December 2020 be approved as an accurate record.

132 NOTES OF THE STEERING GROUP – UP TO 16 DECEMBER 2020

RESOLVED:

That the notes of the NDP steering group from 23 November 2020 to 16 December 2020 be received and noted.

133 CONSULTANT REVIEW OF WORK PROGRAMME

Members were provided with a written update from Bill Bloxsome on the NDP work programme

Councillor Harvey queried Topic Paper 3: Green infrastructure, Recreation and Leisure. She advised that Bill Bloxsome had noted that additional leisure facilities would not be required. She asked whether anybody had contacted John Masefield School in relation to their sports hall and courts and whether they were happy with out of hours use of the facilities.

Councillor Howells advised that the Steering Group would contact John Masefield School.

RESOLVED:

- 1. That the progress update from Bill Bloxsome be received and noted.**
- 2. That Councillor Howells and the Steering Group to contact John Masefield re their plans for the sports Hall and Courts.**

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UPDATE ON EMPLOYMENT TOPIC GUIDE

Notes from Ian James in relation to the topic guide to be circulated with members via email.

Councillor Howells updated members on the meeting with Heineken which he attended with Paul Kinnaird. He advised that the minutes of the meeting will be available for members once Heineken have approved.

The actions from the meeting with Heineken were that Nick Fish would discuss access through the green field marked C on the map and that Paul Sampson would discuss the anaerobic digester.

A further meeting was to be organised after 10 January.

Councillor Harvey asked whether the discussion on land for employment was in addition to the land they had agreed to in the core strategy in 2015. Councillor Howells advised that he would confirm with Bill Bloxsome.

76 letters had been sent to business in Ledbury and another 48 to members of the Traders Association. Councillor Howells Had received positive feedback and advised that some businesses would like to meet in the near future to discuss further.

Councillor Harvey advised that the outstanding letters should be posted as opposed to hand delivered due to COVID-19. she suggested contacting Roger Allenby or Josie Rushgrove at Herefordshire Council to obtain permission to view the list of business rates in order to obtain local shop addresses for NDP purposes. She also suggested copying Sam Banks into the email to Herefordshire council.

Councillor Harvey asked whether the emergency services had been contacted re a possible joint tri-services facility in a new location. Councillor Howells replied that this would be looked at in the next few weeks.

RESOLVED:

- 1. That the verbal update on Employment be received and noted.**
- 2. That the Town Clerk contact Herefordshire Council to obtain a list of Ledbury business rates in order to obtain local business addresses.**

3. That a copy of the letter circulated be sent to Cllr Harvey.

135

UPDATE ON GREEN INFRASTRUCTURE AND RECREATION TOPIC GUIDE

Councillor Howells updated members on the progress on the green infrastructure and recreation topic guide. He advised members that Herefordshire Council planners were very positive on the progress that the NDP have made in relation to new locations for sports facilities.

Members were advised that Nick Fish had tried to organise a meeting with Alistair Young to discuss using part of his land for new sports facilities/employment unit but had not managed to so far

Councillor Harvey suggested considering the paddock next to the bungalow on the Ross Road. Councillor Howells advised that the Planning Officers felt that the paddock was not the best place to start in regard to applying for planning permission. However, he felt that it should be considered at least for a backup.

Members were provided with a plan drawn up by Bill Bloxsome suggesting Local Enhancement Zones and Strategic Corridors with the aim of protecting sensitive green spaces outside the settlement boundary.

Councillor Harvey suggested extending the map more to the North, from the area marked LSC2 up to the Storesbrook bridge to provide a green protection zone and to create a woodland/wetland. She also suggested extending more to the South to ensure there is a green gap between Ledbury and the hamlet of Parkway.

Councillor Harvey felt that it would be worth registering other woods as assets of community interest as a change in management of the woods could affect public amenity and the setting to the town. She explained how important the woods were to Ledbury and that they could be protected as Dog Hill Wood is.

Councillor Harvey was glad to see the importance of Wall Hills highlighted and noted that arc lights on Wall Hills and at Haygrove have impacted on the setting of Wall Hills and Ledbury which used to be a dark skies area. Other areas which should be looked at are on the UDP map – eg parts of the Town Trail, Masefield Meadows and Upper Hall Lake.

Members noted that the the triangle of land between Cut Throat Lane and Worcester Road also needs to be protected. Councillor Harvey suggested that members look at the green infrastructure plan in the UDP.

RESOLVED:

That the draft Ledbury Local Enhancement Zones and Strategic Corridors map be received and noted.

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UPDATE ON COMMUNITY FACILITIES TOPIC GUIDE

1589

Councillor Howells advised that Nicola Forde and Bill Bloxsome had attended a meeting with Ledbury Health Practice re their future plans, notes will be available once approved.

Members felt that it was more desirable for a facility to be in the centre of town, but that there were concerns with the space available. Paul Kinnaird advised that CCG is having further conversations with the developer.

Councillor Harvey suggested that the council write to the CCG to highlight the need for the medical facility in the town centre as opposed to the outskirts of the town.

RESOLVED:

- 1. That the update on the Community Facilities Topic Guide be received and noted.**
2. That the Council write to the CCG to underline the importance of medical facilities remaining in the town centre and that a location on the outskirts of the town would be bad for residents and for sustainability.

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LANDSCAPE CAPACITY ASSESSMENT (LSCA)

Councillor Howells updated members on progress and explained that Carly Tinkler would now be producing a Landscape and Visual Baseline Study rather than a full LSCA. She will be looking through the reports that members have submitted and that she will make comment by the end of January in readiness for consultation.

RESOLVED:

That the update on the LSCA be received and noted.

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FUNDING

Nicola Forde advised that the NDP are eligible for a £10,000 grant from Localities (Government). She also advised that up to £10,000 Lottery funding can be applied for but would take up to 3 months from application to receipt.

The localities grant needs to be submitted by 29 January 2021.

Councillor Harvey suggested applying for a Localities grant in the next financial year due to lockdown and consultations not being able to take place.

RESOLVED:

That Members receive and note the update on funding.

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FILING

Councillor Howells updated members on discussions he had with the

Administrator at Ledbury Council. He advised that the website will be updated within the next month.

RESOLVED:

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

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UPDATE ON PUBLIC CONSULTATION PROCESS

Councillor Howells updated members on the public consultation process.

RESOLVED:

That the update on public consultation be received and noted.

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CURRENT PROJECT PLAN AND DECISION TIMESCALES

Councillor Howells advised that Nicola Forde had produced a project timescale. Due to lockdown members agreed that the consultation will be mid-April to May with Regulation 14 in September 2021.

Councillor Howells advised that he would circulate a copy via email.

RESOLVED:

That the update project plan and decision timescales 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 12 – Thursday 31st December Present: PH; NF; AL	
1. Notes of Meetings 10 and 11 These were agreed. Matters arising from Meeting 11 were discussed as follows.	
2. Funding NF to complete draft for Localities grant (£10,000) by 4 th January, to agree with PH and forward to Dave Tristram for opinion on his return to work (10 th January). Phone first possibly, because of recurring problem with Dave Tristram's email.	NF&PH
3. Recreation Planned consultation meeting with sports group on 22 nd December had to be cancelled but is now scheduled for 6 th January. BB's work on recreation still needs additional information from Nick Fish on: finances associated with site at UBL; at least 4 other sites considered to date. The Deeley's site (by the Full Pitcher roundabout) might also be considered for one of the football clubs.	PH
4. CT's Work PH to speak to AP about contract asap. PH to email or speak to CT on 4 th January regarding two aspects: 1. Current work on contacting volunteers and first draft of Topic Paper 6. This is to update WP meeting on 5 th January. 2. Our current thinking on further landscape work, now focusing on areas for protection, rather than future zoning (See below). Topic Paper 7 is therefore no longer required. Full LSCA not ruled out in longer term.	PH PH
5. Zoning SG again discussed several approaches to zoning, as covered at Meeting 11 and first suggested at a meeting in August, 2020 attended by a small group of WP members, CT and Dave Tristram. The ideas agreed then were essentially about green infrastructure (green gaps south of Ledbury and between Ledbury and Wellington Heath, the route of the reinstated canal etc). SG concluded that these ideas can be incorporated in BB's current work on green infrastructure and the related map. This approach identifies areas for protection i.e. not to be built on, and also shows the inter-connectivity of these green spaces outside the settlement boundary. Significantly, this approach also gives guidance on: 1. the settlement boundary 2. the next Core Strategy and how the NDP will feed into it. SG agreed that while different approaches to zoning had been considered (e.g. wider in scope and more detailed zoning), the main	

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priority now is the urgent revision of the NDP to include an evidence based settlement boundary.	
6. Other Related Issues PH had discussed the Bovis site with BB and this will be covered in the Topic Paper on green infrastructure. NF will send out map on 4 th January for WP members to locate their valued views, indicating the direction of view. Associated photos can be submitted separately. PH to ask office to send out coloured version of green infrastructure map on 4 th January for WP meeting on 5 th January.	NF PH
7. Business Letters and Administration Letters still need to be sent to retailers with the date for responses changed to mid/late January. PH to ask office to print about 100 letters ready for distribution by 7 th or 8 th January. SG to distribute and ask at WP meeting on 5 th January for help from others. Filing: PH had a very positive meeting with Olivia on 22 nd December about setting up the filing. Agreed that they would use the same headings, as per spreadsheet, for printed, PC filing and website. PH to discuss acquiring up to half a day of Olivia's time for this task. NF to resend the NDP 'about page' for PH to approve and for him to ask Olivia to put on website.	PH PH NF&PH
8. Timeline SG reviewed 2 possible timelines. It was agreed that Scenario 1 timeline was very tight, taking into account: only 6 weeks to analyse feedback after each consultation stage; the need for quicker agreement from council meetings; present Covid restrictions. BB also needs to have seen all of CT's work by the end of January, which is too tight. SG therefore agreed to aim for Scenario 2 by which the final NDP and consultation plan is with the WP for meeting on 2 nd March, with the ED&P by 11 th March, and for Council to approve by 1 st April. First consultation could then be mid-April. PH to inform WP members of this new timeline on 5 th January. NF to inform CT and BB after PH's discussion with CT. BB also to be asked to SG meeting on 13 th or 14 th January, and to include Maxine Bassett.	PH NF
9. Date of Next SG Meetings Friday 8 th January 2021 at 10 am 13 th or 14 th January to be arranged with BB and Max to suit them..	

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Meeting 13 – Friday 8th January 2021	
Present: PH; NF; AL	
1. Notes of Meeting 12. Agreed by SG	
2. Funding PH needs to look at funding application sent by NF and send to David Tristram for Monday 11 th January. Zoom meeting with him to be arranged for 14 th or 15 th January. PH to ask AP to join this Zoom. After discussion of the three costs (BB, CT and budget for each consultation phase), it was agreed to apply for £10,000 Localities grant now. Need to claim for some of BB's fee from Localities next year, during which there will also be £10,000 from LTC. Awards for All to be applied for now, because it takes three months to process. Budget for consultation (£5,000 for each stage) needs planning and detailed breakdown. Some costs under Covid restrictions may be more (e.g. leaflets), others less (e.g. hiring halls). PH's communication and consultation plan can be the guide on this budget.	PH PH
3. Recreation and Green Infrastructure A planned meeting with the Sports Group (22 nd December and then 6 th January) had to be cancelled and needs rearranging and to include BB. Nick Fish still has to provide information on the finances associated with the UBL site and other sites already considered. AL's summary of green infrastructure comments made at WP meeting on 5 th January to be sent to BB, along with UDP map. Other locations to be included in BB's green infrastructure work: proposed community garden/green space at Underdown and possible link to Haygrove proposal; southern section of Bovis site; Gladman site with its wild daffodils. NF to chase WP members to get more valued views and forward to CT.	PH PH NF
4. CT's Work PH has had a discussion with CT explaining Covid and other circumstances leading to delay, uncertainty and tighter funding. The original zoning plan will now be replaced by BB's work on green infrastructure and map, which could combine with CT's work. CT to be contacted asap about completion of draft Topic Paper 6 by meeting on 21 st /22 nd January.	PH

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<p>5. Employment</p> <p>Ian James has produced useful comments on the employment topic paper, which should be sent to BB along with responses received as a result of employers' letter.</p> <p>AL suggested emailing this letter to John Goodwin and Pughs with two additional questions raised in Ian James's paper: 1) What is the current demand for commercial property in the area? 2) What is the history of enquiries for vacant sites e.g. Countrywide, Travis Perkins, by Amcor. PH prefers to consult by arranging Zoom meetings with John Goodwin and Pughs.</p> <p>Letter to employers has been emailed to 48 traders in addition to the 76 businesses already contacted. PH to arrange further distribution of the letter (date changed to 31/1/21) to retailers and office premises in town centre, Covid restrictions permitting. If not possible, revised letter to go out in mid-February or as part of public consultation in April.</p>	<p>PH</p> <p>PH</p> <p>PH</p>
<p>6. Consultation</p> <p>PH to update Communication and Consultation Plan to include: groups still to be consulted; what certain groups previously consulted think now. Once completed, PH will send the plan to SB and Liz Harvey for comment.</p> <p>NF has produced a grid to record feedback from different individuals/groups. SG agreed that it also needs to record how we respond to ideas and will form valuable evidence of the consultation process.</p>	<p>PH</p> <p>NF</p>
<p>7. Design Guide</p> <p>Some general feedback has been received from Ian James, Patrick Goode and AL. NF to study the document in more detail, contact Paul Neep again, and ask for feedback from: Paul Kinnaird; Ledbury Area Cycle Forum; Steve Glennie-Smith; Bella Johnson; Tony Peake and SB.</p>	<p>NF</p>
<p>8. Community Facilities</p> <p>PH to confer with AP about letter to be sent from LTC to CCG. Need to consult with tri-services and update plan for their town centre location. NB this is also covered in Ian James's paper. PH also raised need to identify genuinely affordable housing site(s) in Ledbury (e.g. near car park north of station) to feed into the next Core Strategy and future NDPs.</p>	<p>PH</p>

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<p>9. Filing NF pointed out that WP notes from end-2018 and January 2019 are still not on the website. The 'about page' drafted by NF should also be approved and put on the website. It should be possible for the PC filing system to give councillors and other involved individuals access to current work and draft topic papers. Olivia to be asked to ensure such access when setting up the digital storage system.</p>	<p>PH</p>
<p>10. Summary of Documents to be Sent to BB.</p> <ul style="list-style-type: none"> • Ian James's paper; employers' responses received. • AL's summary on green infrastructure comments; UDP map. • Revised timeline? <p>NF to ask BB to respond to SB's request for feedback on SEA Scoping Document.</p>	<p>PH PH PH NF</p>
<p>11. Date of Next SG Meetings SG meeting with BB and Maxine Bassett on Wednesday 13th January at 7:30pm SG meeting to arrange for 21st or 22nd January (pm) with CT and BB. First part to review Topic Paper 6 with CT. Second part a joint meeting to discuss work on green infrastructure.</p>	

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Meeting 14 – Wednesday 13th January 2021 Present: PH; NF; AL; BB; Maxine Bassett (MB)	
<p>The purpose of the meeting was to discuss the first consultation programmed to be held after Easter in April.</p>	
<p>1. What do we consult on? BB/MB – we need to consult on policy directions. We should explain that this is a limited review of the settlement boundary, green infrastructure and the integration of design guide policies into the NDP.</p>	
<p>2. How do we consult? A Powerpoint presentation could be put on the internet and printed. 16 slides per A4 sheet plus paper copies circulated by clerk by 2nd class post. The whole presentation would probably fit on 2 sides of A4 accompanied by a questionnaire. There could be a Zoom presentation, MB has a Zoom license and an online survey with Survey Monkey for example.</p> <p>BB some issues will bore people. Suggest 2 presentations one with the evidence base, one with the options and policy approaches. Make it plain up front we are not dealing with housing Employment and Recreation can be dealt with under the settlement boundary. PH agreed to send MB and BB a copy of the physical and web-based filing systems Leaflet and questionnaire to every household. Put copies in newspaper or Focus. Someone needs to investigate methods and costs. MB to help design questionnaire and presentation.</p> <p>First draft of consultation needs to go to Councillors at the ED&P meeting on 11 March (to go with papers at the beginning of March).</p>	<p>PH</p> <p>MB</p>
<p>3. Progress on Evidence Base <u>Recreation/Employment</u> Waiting for information from Nick Fish about the amount of recreation land needed for sport and other background details re sport in Ledbury. Need to ascertain whether we can make up the 12 hectares of employment land specified in the Core Strategy. If there isn't 12 hectares of employment land an Inspector may ask for some of the recreation land to be given up to employment. AL asked if the piece of land inside the by-pass by Amcor could count</p>	

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<p>towards the 12 ha. BB replied no, but land near the auction house could.</p> <p>Someone needs to talk to Sport England re funding.</p> <p>BB – we need to know what the owner of the land off the Little Marcle Road has said to Nick Fish and we should then write to landowner saying this is what we would like – please let us know if you agree. We can still consult on this if we haven't got an answer but we need to make every effort to have this discussion, and to show that we have made every effort.</p> <p>PH to ask Steve Onions to ask Nick Fish and the Sports Federation to report back on outstanding issues.</p> <p><u>Green Infrastructure</u>. is getting on well – may refer to plans CT is working on .</p> <p><u>Design Guide</u>. may include 2 sensitive areas identified through CT work – area off Dymock Road and land by Walls Hill.</p>	<p>PH</p>
<p>4. Other Issues</p> <p>PH said that the future location of <u>medical facilities</u> should be included in the revision of the NDP. The options at the moment are Market Street, Lawnside and the triangle of land by the Full Pitcher roundabout. In order to free up Lawnside an alternative location need to be looked at for the Fire Service – there had been ideas in the past about a tri-services centre and where it could be located. This would also raise the issue of the future of the current police station building.</p> <p>BB said that when looking at the central town area which needs re-development, it would be better to focus on development criteria, rather than exact uses or specific facilities.</p> <p>BB replied that every time things were added to the scope of the revision time would be added. On all these extra topics the question needs to be asked – can we actually put these things in an NDP? Is there another method of delivering what we want? Should these revisions be considered in this revision of the NDP or the next? He pointed out that you can't always deliver things you want to as services you're talking about may decide differently. You don't want to raise unrealistic expectations.</p> <p>PH's view is that longer should be spent on the revision and more included, this would give more protection and enable a proactive input into the Core Strategy.</p> <p>PH to put three options to Town Councillors comprising short, medium and longer processes – stating with each option what can and cannot be included.</p> <p>AL and NF said they would prefer the short process as this would</p>	

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mean that the most protective element of the revision a settlement boundary would be in place. BB pointed out that the number of issues that are being covered need to be limited, if you have too many the revision will be more like a completely new NDP and you may be asked why housing isn't being considered. You would also need to have more consultation	
5. Consultant Fees PH asked whether BB and MB needed to revisit their original quote to cover the extra work they were doing particularly in the light of the difficulty of running a consultation under Covid-19 conditions. Agreed they would consider this and come back to PH.	MB/BB
6. MB and BB to comment on the Communications document	MB BB
7. Next Steering Group Meeting 21 st January at 4.30pm	