



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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17 March 2021

Dear Councillor

You are summoned to attend an extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on **Monday, 22 March 2021** at **8.00 pm** for the purpose of transacting the business set out below. During the Covid-19 Pandemic meetings will take place via zoom.

Yours faithfully

*A Price*

Angela Price PSLCC, AICCM  
Town Clerk

## **A G E N D A**

**1. Apologies**

**2. Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*

*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)*

**3. To approve and sign the minutes a meeting of Council held on 4 February 2021 (Pages 1605-1617)**

**4. To receive and note the minutes of a meeting of the Neighbourhood Development Plan Working Party held on 2 February and 2 March 2021 (Pages 1618-1625)**

**5. Notes of meetings 17-25 of the Steering Group (Pages 1626-1652)**

**6. To approve the payment of invoices in respect of Consultants fees from Localities Grant Funding (Pages 1653-1654)**

- i. Bill Bloxsome
- ii. Carly Tinkler

**7. To approve proposed invitations for additional consultancy work (minute no. P379(4) refers) (Pages 1655-1658)**

- i. Bill Bloxsome
- ii. Maxine Bassett
- iii. Carly Tinkler

**8. To give consideration to and approve the Limited Aims and Objectives scoping document (Pages 1659-1660)**

**9. To give consideration to and approve the documents in respect of the consultation phase (To Follow)**

- i. Technical Issues Report
- ii. Summarised version of Issues Report for distribution to residents
- iii. Resident Questionnaire
- iv. Communications and Consultation plan

**10. Date of next meeting**

To note that the date of the next Full Council meeting is scheduled for 1 April 2021 at 7.30pm

**Distribution: - Full agenda reports to all Councillors (10)  
Plus file copy**

**Agenda reports excluding Confidential items to Local Press (2), Library, Police and Councillor l'Anson**

**MINUTES OF A MEETING  
OF FULL COUNCIL COMMITTEE MEETING HELD ON  
4 FEBRUARY 2021  
VIA ZOOM**

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**PRESENT:** Councillors Bannister, Chowns Eakin, Harvey, Howells, Knight, Manns, Morris, Vesma (Chair)

**IN ATTENDANCE:** The Town Clerk – Angela Price  
Emma Winter  
Councillor l’Anson

**C283 APOLOGIES**

Standing Apologies were received from Councillor Whattler.

**C284 DECLARATION OF INTERESTS**

None received.

**C285 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 3 DECEMBER 2020**

Members were asked to approve and , as a correct record, the minutes of the Full Council Meeting held on 3 December 2020.

**RESOLVED:**

**That the minutes of the meeting of Full Council held on 3 December 2020 be approved and signed as correct record.**

**C286 TO RECEIVE THE CHAIRMANS REPORT**

Councillor Vesma advised the Herefordshire Mayor’s had been invited to the Chairman’s meeting and that the COVID-19 response was on the agenda for discussion. He encouraged members to email the Clerk with any suggestions that they would like to be brought forward in the meeting.

**RESOLVED:**

**That the Mayors report be received and noted.**

**C287 HEREFORDSHIRE COUNCILLORS REPORT**

Written reports were received from Councillor Howells and Helen l’Anson and Councillor Harvey provided a verbal update on the report that Members had been provided with earlier in the day.

**RESOLVED:**

**That the Ward Councillor reports be received and noted.**

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**C288 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

None received.

**C289 TO RECEIVE MOTIONS FROM COUNCILLORS**

None received.

**C290 TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE**

Members were requested to receive and note the minutes of the Economic Development and Planning Committee held on 10 December 2020 and 14 January 2021 and to consider recommendations therein.

Councillor Howells advised members of the following recommendation on page 1523, minute number P327.

*“That a recommendation be sent to Full Council Committee to agree that the Council meet with Planning Officers at Herefordshire Council and Bovis Homes representatives to discuss their proposals further with the intention of securing a safer access to the development. “*

**RESOLVED:**

1. That the minutes of the Economic Development and Planning Committee held on 10 December 2020 and 14 January 2021 be received and noted.
2. That Council agree to a meeting with Planning Officers at Herefordshire Council and Bovis Homes representatives to discuss their proposals further with the intention of securing a safer access to the development.

**C291 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 7 JANUARY 2021**

Members were requested to receive and note the minutes of a Resources Committee meeting held on 7 January 2021 and to consider any recommendations therein.

**RESOLVED:**

That the minutes of the Resources Committee held on 7 January 2021 be received and noted.

**C292 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE**

Members were requested to receive and note the minutes of a meeting of the Environment and Leisure Committee held on 21 January 2021 and to consider any recommendations therein.



Councillor Knight advised members of the following recommendation.  
(Minute number E120(8) refers)

*“That a recommendation be sent to the next meeting of Council to consider amending Financial Regulations to make it clear that quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance.”*

**RESOLVED:**

1. That the minutes of the meeting of the Environment and Leisure Committee held on 21 January 2021 be received and noted.
2. That Members of the Full Council agree to amending the Financial Regulations to make it clear that quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance.

**C293**

**TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE.**

Members were requested to receive and note the minutes of a meeting of the Finance, Policy and General Purposes Committee held on 28 January 2021 and to consider any recommendations therein.

**RESOLVED:**

**That the minutes of the Finance, Policy and General Purpose Committee, held on 28 January 2021 be received and noted.**

**C294**

**2021/22 BUDGET**

Members were requested to give consideration to the draft 2021/22 budget information and precept figure in the sum of £571,081.

Councillor Eakin introduced the budget advising that considerable debate had taken place in a budget meeting and the Finance, Policy and General Purposes Committee. He thanked Councillor Harvey for her suggestions and contribution to the budget decisions.

Members were advised that discussions had reduced the precept requirement to 10.51% following considerable discussions, however it should be noted that the annual tax base had been reduced as a result of more residents of Ledbury receiving a reduction in their council tax. It was also noted that whilst Covid 19 had meant the council had been unable to carry out many of the projects and events they had hoped to do, it had also reduced the council's income and anticipated income for the coming financial year.

A further reason for the increase was due to the council being in a position to recruit two new posts to the council which had not previously been part of the annual salary budget.

**RESOLVED:**

1. That Members approve the draft 2021/22 Budget.
2. That the Town Clerk be authorised to request from Herefordshire Council, a precept of £571.081, an annual increase from £155.41 to £171.71 (£16.30) which equates to 10.51%, a monthly increase of £1.36 for all Band D equivalent properties.
3. That Members note that should the Neighbourhood Development Plan Working Party require additional funds of up to £10,000, funds will be available from the Councils general reserve.
4. That Members agree the movements from/to reserves as listed above, to be made at the Financial Year end 31 March 2021, subject to any amendments to these budget lines at the year end.

C295

**RECOMMENDATIONS FROM OTHER COMMITTEES**

**CONCLUSION OF AUDIT FOR YEAR ENDED 31 MARCH 2020**

Members were provided with a report on the outcome of the 2019/20 Limited Assurance Review as carried out by the Councils appointed external auditors, PKF Littlejohn.

Members were asked to note that unfortunately, the Council had once again received a "Qualified audit for which they had been provided with a report on how this outcome had been reached by the Council's External Auditors.

**RESOLVED:**

**That the update on the Audit for Year ended 31 March 2020 be received noting the reasons for the Qualified Audit.**

**REMUNERATION POLICY**

Members were asked to consider adopting the draft copy of the Remuneration Policy.

**RESOLVED:**

**That Members agreed to adopt the Remuneration Policy.**

**DOCUMENT RETENTION POLICY**

Members were asked to consider adopting the draft copy of the Document Retention Policy.

**RESOLVED:**

**That Members agreed to adopt the Document Retention Policy.**

## **SPECIAL LEAVE POLICY**

Members were asked to consider adopting the draft Special Leave Policy.

### **RESOLVED:**

**That Members agree to adopt the Special Leave Policy.**

**C296**

## **CO-OPTION**

Members were asked to consider a timetable for the co-option of additional Members to fill the current vacancies on Ledbury Town Council.

Members agreed to extend the dates by one month, subject to Purdah being taken into consideration.

### **RESOLVED:**

**That Members agree to the extension timeline for Co-option and that an extraordinary meeting of Council be held in April in order to consider all applications received.**

**C297**

## **DISTINGUISHED CITIZENS AND YOUTH ACHIEVEMENT AWARDS**

Members Were asked to agree to an advertisement being placed in local press and on the Council's website and Social Media platforms in respect of the 2021 Distinguished Citizen and Youth Achievement Awards.

The Clerk suggested the following timeline:

22 February 2021 – Advertising of 2021 Distinguished Citizen Awards

12 March 2021 – Deadline for nominations

1 April 2021 – Applications be considered at Full Council.

### **RESOLVED:**

1. **That Members authorise the Town Clerk to advertise the 2021 Distinguished Citizen Awards & Youth Achievement Awards**
2. **That Members agreed to the timeline for advertising and closing date applications.**

**C298**

## **OUTSIDE BODIES**

Councillor Morris updated Members on his work with the Food Bank and advised that the charity is currently looking for a new premise.

### **RESOLVED:**

**That the update on outside bodies be received and noted.**



**C299**

### **NEWSLETTER**

Members were provided with a report in relation to the Council Newsletter.

The Clerk advised that the following recommendations had been sent from the Economy and Tourism Working Party: -

1. The Council produce a quarterly, seasonal newsletter, with the season and year noted in the top right corner, rather than month and year.
2. The seasonal deadline and publication dates be approved.
3. The suggested format for the newsletter, which will keep residents up to date with information about Ledbury Town Council, Herefordshire Council Ledbury-related information and community news and events.
4. The criteria for the newsletter as laid out above be approved.
5. The production and publishing of the Council newsletter remain in-house.
6. A policy be drafted to include the above criteria and submitted to the Finance, Policy & General Purposes Committee for approval.

#### **RESOLVED:**

**That Members agree to the above recommendations in relation to the future publication of the Council Newsletter.**

**C300**

### **TOWN CLERK'S REPORT**

Members were provided with the Town Clerks report and were advised on the works on the War Memorial.

There was a lengthy discussion on the War Memorial and whether the Council should obtain further quotes to replace the slabs around the Memorial for a higher specification.

#### **RESOLVED:**

1. **That the Town Clerks report be received and noted.**
2. **That the Town Clerk prepare a new specification of works in respect of replacing the current paving slabs with ones of a higher specification, and the required repair to the damage vase and cleaning of the memorial.**

**C301**

### **ARMED FORCES FLAG RAISING 2021**

Members were advised that correspondence had been received from the Office of the Chairman of Herefordshire Council in respect of the Armed Forces Flag Raising 2021.

**RESOLVED:**

Members agreed to the office arranging a low-key event for the Armed Forces Flag Raising 2021, covid-19 permitting.

**C302**

**2021 CENSUS**

Members were provided with a media toolkit in relation to a 2021 Census, arranged by Herefordshire Council.

**RESOLVED:**

1. That members receive and note the 2021 Census.
2. That a copy of the media toolkit be published on the Town Councils website and Social Media sites.

**C303**

**POWER FOR PEOPLE**

Members were provided with correspondence from Power for the People, asking if the council would support the Local Electricity Bill and subsequently writing to the MP for support.

**RESOLVED:**

That interested members write to the MP to encourage the support of the local electricity bill, and that in the meantime the Town Clerk respond to Power of the People.

**C304**

**DATE OF THE NEXT MEETING**

**RESOLVED:** that it be noted that the date of the next Full Council meeting is scheduled on 1 March 2021.

**EXCLUSION OF PRESS AND PUBLIC**

**C305**

**RESOLVED:** that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, in the public interest the press and public were excluded from the remainder of the meeting.

**C306**

**RECRUITMENT**

Members were provided a report in respect of the recruitment of a new Deputy Town Clerk. The report consisted of a job description/person specification for the role

**RESOLVED**

1. That the job description/person specification in respect of the Deputy Town Clerks role be approved.
2. That the Town Clerk be authorised to advertise the position as soon as possible.



3. **That the review of applications and interviews be undertaken by the Mayor, Deputy Mayor and Town Clerk as per the Councils adopted Recruitment Policy.**

C307

### **FUTURE STAFFING**

Members were provided with information on possible future staffing, which included job descriptions for two new roles and a new staff structure. Members were advised that the Resources Committee had considered the Staff/Organisational Review and that the report and proposals were as a result of consideration of elements of the report and considerable discussion at a number of Resources Meetings.

The two new job roles for consideration were as follows:

- Full time Community Development Officer
- Part time Accounts/Burial Clerk

### **RESOLVED**

1. **That the attached job description/person specifications for the proposed new roles of Community Development Officer and Accounts/Burial Clerk be approved.**
2. **That the Clerk be authorised to advertise the two roles as soon as possible.**

C308.

### **DRAFT FUTURE COMMITTEE STRUCTURE**

Members were requested to give consideration to a proposed new Committee Structure for introduction in May 2022.

The new structure proposed that the Economic Development & Planning Committee should become two separate meetings, namely Economy & Tourism, and Planning.

The Resources Committee had given to consideration to the proposals following the outcome of the Staff/Organisational Review and had also taken into account that many members of the public who tune in to watch the Councils Economic Development & Planning Committee leave once all the planning issues have been dealt with.

It was suggested that the Economy & Tourism Working Party would become a Standing Committee and that it would meet quarterly. It was recognised that the current Working Party has a good contingent from members of the public, whose input to the discussions on Economy and Tourism were very much welcomed, and it was agreed that they should be advised that they would still be able to sit on the Standing Committee as voting members.

### **RESOLVED**

**That the proposed new committee structure be agreed and that it be implemented with effect from the Annual Council meeting on 13 May 2021.**

1612

The meeting closed at 9.5 pm.

Signed .....  
Town Mayor

Date .....

1613



Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C290(2)	That council agree to a meeting with planning officers and Bovis Homes to discuss their proposals further with the intention of securing a safer access to the development				In progress
C292(2)	That Members of the FC agree to amending the Financial Regulations to make it clear that quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance				In progress
C294(1)	That Members approve the draft 2021/22 Budget.	TC	05.02.2021		Completed
C294(2)	That the TC be authorised to request from HC, a precept of £571,081, an annual increase from £155.41 to £171.71 (£16.30) which equates to 10.51%, a monthly increase of £1.36 for all Band D equivalent properties.	TC	05.02.2021	Request sent to HC and affirmative response received	Completed
C294(3)	That Members note that should the NDP WP require additional funds of up to £10,000, these funds will be made available from the Councils General Reserve.	Finance Comm			if required
C294(4)	That Members agree the movements from/to reserves as listed above, to be made at the financial year end, 31 March 2021, subject to any amendments to these budgets lines at the year end.	TC/RFO	at year end		
C295	That the Remuneration Policy, Document Retention Policy and Special Leave policy be approved	TC			Completed
C296	That an extension to the timeline for co-option be agreed and that an extraordinary meeting of council be held in April 2021 in order to consider all applications received	TC			In progress
C297(1)	That the TC be authorised to advertise the 2021 Distinguished Citizen and Youth Awards	TC	23.02.2021		Completed
C297(2)	That Members agreed to the timeline for advertising and closing date for applications as per the report.	TC			In progress





C299	That Members agreed to the proposed criteria and policy in respect of the newsletter	DTC			First newsletter in production in line with criteria	Completed
C300(2)	That the TC prepare a new specification of works in respect of replacing the current paving slabs with ones of a higher specification, and the required repair to the damaged vase and cleaning of the memorial.	TC	18.02.2021		Specification prepared and sent to contractors with deadline of 12 March	In progress
C302	That a copy of the media toolkit in respect of the 2021 Census be published on the Town Councils Website and Social Media Sites	TC/Admin	23.02.2021			Completed
C303	That any member of council wishing to write to the MP to encourage the support of the local electricity bill and that the TC write to the MP from the Council	TC/DTC/Cllrs				In progress
C306(1)	That the jd/ps in respect of the DTC role be approved	TC				Completed
C306(2)	That the TC be authorised to advertise the position as soon as possible	TC	11.02.2021			Completed
C306(3)	That the review of applications and interviews by the Mayor, DM & TC as per the Councils adopted recruitment Policy	TC/TM/DM				In progress
C307(1)	That the attached JD/PS for the proposed new Community Development Officer and Accounts/Burial Clerk be approved	TC				Completed
C307(2)	That the TC be authorised to advertise the two roles as soon as possible.	TC	11.02.2021			Completed
C308	That the proposed new committee structure be agreed and that it be implemented with effect from the Annual Council meeting on 13 May 2021.	TC	13.05.2021		To be included in Annual Meeting in May	Completed



COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
2019					
C140(3)	That Credit cards for use by the Clerk and Deputy Clerk be obtained with a credit limit of £1,000 per card and that the cards be kept in the council safe when not in use, with the Financial Regulations being amended accordingly.	DTC		in progress	
C167(2)	TC to arrange a meeting between Cllrs and HCC Cabinet	TC	24.01.2020	Response to be discussed on agenda of council 05.03.2020	In Progress
2020					
C195(3)	That the Town Council change their current banking provider to Unity Trust	TC/DTC		In progress	
C255	That the Town Clerk contact the Leader's Office in order to establish a suitable date for a meeting in the New Year.	TC			In progress
C269(3)	That once recruited the DTC be added as a signatory to the account	TC		Recruitment process in progress	
C271(2)	That the matter of face-to-face meetings be reviewed in early 2021	TC		Tgo be placed on March agenda	In progress
2021					
C290(2)	That council agree to a meeting with planning officers and Bovis Homes to discuss their proposals further with the intention of securing a safer access to the development				In progress
C292(2)	That Members of the FC agree to amending the Financial Regulations to make it clear that quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance				In progress
C294(4)	That Members agree the movements from/to reserves as listed above, to be made at the financial year end, 31 March 2021, subject to any amendments to these budgets lines at the year end.	TC/RFO	at year end		



C296	That an extension to the timeline for co-option be agreed and that an extraordinary meeting of council be held in April 2021 in order to consider all applications received	TC			In progress
C297(2)	That Members agreed to the timeline for advertising and closing date for applications as per the report.	TC			In progress
C306(3)	That the review of applications and interviews by undertaken by the Mayor, DM & TC as per the Councils adopted recruitment Policy	TC/TM/DM			In progress





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

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**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, 25<sup>th</sup> 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.

1618

**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.

147

**UPDATE ON PROGRESS WORK OF Bill Bloxsome AND Carly Tinkler**

Nicola Forde advised members that Carly Tinker 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.

148

**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.

149

**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.

~~1618~~ 1619

**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.**

**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 16/20





**NOTES OF A MEETING OF THE  
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY  
HELD ON 2 MARCH 2021 VIA ZOOM**

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**PRESENT:** Councillor Howells (Chair), Councillor Bannister, Councillor Harvey Nicola Forde (Deputy Chair) Ann Lumb, Celia Kellett, Paul Kinnaird, Councillor Helen l'Anson.

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

**APOLOGIES**

None received.

**152 DECLARATION OF INTERESTS**

None received.

**153 MINUTES**

Members were requested to approve and sign the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 2 February 2021 as an accurate record.

Councillor Harvey had some concerns with how the Town Council are being presented with NDP documents to approve and endorse, including the Consultation plan. The Clerk advised that the documents will be in the next Full Council meeting Agenda.

Councillor Bannister asked whether there could be a dedicated Economic Development Planning Committee as well as a dedicated Full Council meeting to go through the appropriate NDP documents. Councillor Harvey advised members that the Council have previously requested further dedicated meeting of Full Council if needed.

Nicola Forde advised members that the first consultation was going to be published in the Ledbury Focus and that the copy deadline was Monday, 8 March 2021.

The Town Clerk suggested that she meet with Councillor Howells to discuss the first public consultation documents and timelines for the dedicated meetings to review them.

**RESOLVED:**

- 1. That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 2 February 2021 be approved as an accurate record.**
- 2. That the Town Clerk organise a dedicated meeting of the Economic Development and Planning Committee to review the**

1621

**NDP documents for the upcoming proposed round of public consultation.**

**154 NOTES OF THE STEERING GROUP – UP TO 23 FEBRUARY 2021**

**RESOLVED:**

**That the notes of the NDP steering group from 28 January 2021 to 23 February 2021 be received and noted**

**155 UPDATE ON PROGRESS WORK – BILL BLOXSOME**

Members were provided with an 'Issues report' which was proposed to provide the basis of the first round of public consultation on the revision of the NDP. It included the suggested consultation quantitative questions to be asked and that this document was a key one to go to the next Economic Development and Planning Committee for approval to go to full council.

Councillor Howells advised members that due to the pandemic lockdown which was still likely to be at least partly in place during the proposed timescale for this first round of public consultation, it was not going to be possible to have public meetings with residents. It is therefore proposed the Issues report be printed as a leaflet and distributed to all residents in Ledbury together with a printed questionnaire. This will be supported with an online questionnaire and NDP papers posted to the Ledbury Town Council NDP pages on the website.

Councillor Bannister queried section 2 of the Issues report: 'Land for Playing Fields'. He asked Councillor Howells to confirm whether the 5-6 hectares of sports facilities was in addition to the 12 hectares of employment land. This he confirmed and Councillor Howells advised also that the NDP WP was in the process of formally consulting with the football clubs on their needs, including questions on exactly how much land was required including the opportunity for an all-year-round pitch.

Councillor Howells confirmed that the linear park at the Viaduct site (Bloor Homes) development will come under green space as opposed to recreation.

Given the way the consultation was to be mainly online due to the lockdown and restrictions, Councillor Harvey asked whether the questions from the issues report could be simplified. Councillor Howells confirmed this was the plan. The Issues report was a fairly technical document providing detail which was needed for the full background evidence on each of the agreed issues the NDP revision was to cover, and that once approved, it was proposed to produce a simpler and less detailed leaflet to go with the questionnaire to be distributed to every house. He stressed this meant there would therefore be two separate documents and agreed with Councillor Harvey that on the document for distribution the wording on the leaflet would be simpler with more bullet points.

1622



Members discussed the consultation timeline and Councillor Harvey asked whether it would be possible to wait until the lockdown restrictions have eased to go ahead with the public consultation. Nicola Forde advised that if the regulation 14 was to go ahead in September, the first consultation could be pushed back. However, it would have to be completed before June 21<sup>st</sup>, 2021.

Members agreed that the introduction needs to be simplified, including the greater use of bullet points. It was also confirmed that the order of items would be changed to put the settlement boundary first after the introduction. Although it was logical to put the other issues in first because they led to the justification for the settlement boundary options suggested, because it was known that the key reason for the NDP revision was to produce a settlement boundary it would be easier for the public to grasp.

Councillor Howells suggested that if members wished to make any comments on the Issues report to send to him and Nicola Forde for collation so they could be sent to Bill Bloxsome for editing. The deadline for comments was agreed as end of play on Friday March 12<sup>th</sup>.

Councillor Harvey felt that it would be beneficial to ask residents their opinions on whether the sporting land should be co-located or spread out in the Ledbury. Members agreed to add this question to the questionnaire and leaflet.

**RESOLVED: That the update on the Issues report be received and noted, noting that any comments be sent to Councillor Howells or Nicola Forde by email by Friday 12<sup>th</sup> March 2021.**

**156 UPDATE ON LVBA PROGRESS WORK OF CARLY TINKLER.**

Councillor Howells provided members with an update on the LVBA (Landscape and Visual Baseline Assessment) work progress by Carly Tinkler. He advised that there is still plenty of work to do, but it is a document that is work in progress which will continue to be informed by the consultation exercise. Members be updated on progress accordingly.

**RESOLVED: That the verbal update on the LVBA progress work of Carly Tinker be received and noted.**

**157 UPDATE ON FUNDING**

Councillor Howells updated members on the progress on obtaining funding and advised that the SG will continue to liaise with Dave Tristram (HC Funding Officer) and the Town Clerk to discuss the order in which to apply for grants. In the meantime he was pleased to confirm that the first grant of £5,026 from Localities to be spent by the end of March had already been received.

Councillor Howells shared an updated budget document with members via zoom. The expected income and expenditure budget is currently at £30,000.

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Councillor Howells advised members that in a meeting with the Town Clerk, it was agreed with the landscape consultant that an extra figure of around £2,000 - £2,500 was needed to complete the LVBA work to the end of the revision work, and that a recommendation will be sent to the Economic Development and Planning Committee to seek proposals for an extra £5,000 to be spent from the contingency element pay for further work between Carly Tinkler and Bill Bloxsome.

Councillor Harvey felt that the spreadsheet was clear to understand and suggested adding it to the Council website for transparency and to keep residents up to date. Whilst she understood the reasons of asking the current consultants for quotes to do additional work, she reminded members of the Financial Regulations and the importance of documenting the reasons why the quotes were not sent out to tender.

**RESOLVED:**

- 1. That the updated budget document be received and noted, noting that a copy is made available on the Town Councils website.**
- 2. That members email Councillor Howells with any comments on the additional work proposal request documents by Thursday, 4<sup>th</sup> March 2021.**

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**UPDATE ON FILING**

Councillor Howells said members would be aware that the new Council website will now be live on Thursday, 4<sup>th</sup> March 2021 and that the current NDP content would be transferred to the new site. Once in place then relevant NDP documents will be uploaded over the next few weeks leading up to the consultation period.

**RESOLVED:**

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

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**REVIEW OF DOCUMENTS FOR THE PUBLIC CONSULTATION PHASE FOR PRESENTATION TO ED&P FOR APPROVAL**

Members were provided with the following documents:

- a) Updated Communications and consultation plan
- b) NDP Action list
- c) Consultation activities record
- d) 1<sup>st</sup> Public consultation qualitative responses recording spreadsheet

Councillor Howells advised that there will be a list of proposed consultees in the Communications and consultation plan and they will be arranged under the relevant topic headings.

Councillor Harvey suggested engaging with tenants from social housing occupants and social housing landlords as part of the need to speak with

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'hard to reach' groups that should be included in the consultation. She also asked members to consider the residents of Parkway, as occasionally they can be missed. Councillor Howells confirmed that hard to reach groups and Parkway would be in the list.

**RESOLVED:**

**That the above documents be received and noted.**

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**TOPIC GUIDES 1-6**

Councillor Howells provided members with an update on the 6 issue topic guides that are being produced by the consultants to provide the baseline evidence to inform the eventual production of the new NDP document. He advised that the documents were still in an emerging and draft form, but should be sufficiently ready for members to review progress in the near future.

It was noted that the 6<sup>th</sup> of these topic guides, the previously entitled 'Landscape Capacity and Sensitivity Assessment' (LSCA), on review of what was needed for this revision version of the NDP, now had an agreed different focus and had been changed to being a Landscape and Visual Baseline Assessment (LVBA).

**RESOLVED:**

**That the verbal update on the Topic Guides 1-6 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, 30 March 2021 - 6.30 pm

Tuesday, 27 April 2021 - 6.30 pm

Tuesday, 25 May 2021 - 6.30 pm

Meeting closed at 7:45

Signed ..... Dated

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# 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

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Action colour code: Red = still to do

<b>Meeting 17 – Thursday 28<sup>th</sup> January 2021</b>	
<b>Present: PH; NF; AL; BB</b>	
<p><b>1 Notes of Meeting 15 &amp; 16</b> Notes of both meetings were agreed. PH has had a meeting (25<sup>th</sup> 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.</p>	
<p><b>2. Issues and Options Paper</b> 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.</p> <p>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.</p> <p><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.</p> <p>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.</p> <p><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.</p> <p><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</p>	<p>PH</p> <p>NF</p> <p>PH</p> <p>PH</p> <p>PH</p>

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## 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.  <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>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> <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> <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>SG</p> <p>PH</p>
<p><b>3. Date of Next Meeting</b> Next SG meeting with BB. BB to suggest possible dates in week of 8<sup>th</sup> February.</p>	





# Ledbury NDP Steering Group (SG) agenda and actions

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<p><b>Meeting 18 – Friday 29<sup>th</sup> January 2021</b>  <b>Present: PH; NF; AL</b></p>	
<p><b>1) Recreation Sites Considered</b>          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"> <li>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.</li> <li>ii). <u>Gladman Site - Dymock Road</u>. 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.</li> <li>iii). <u>Leadington Site (SW of Ledbury)</u>. 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.</li> <li>iv) <u>South of Hereford Road (near Riverside Park)</u>. 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).</li> <li>v). <u>Field west of Home Base roundabout (Leadon Way)</u>. 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.</li> </ul> <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><b>2. CT's Work</b> 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><b>3. Communications and Consultation Plan</b> PH has revised this, adapted from the last C &amp; 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 (C &amp; C Plan pages 6 &amp; 7)</u> Businesses and other organisations already consulted were noted. Those remaining include:</p> <ul style="list-style-type: none"> <li>i) <u>Pugh's and John Goodwin</u>. To be sent modified letter to businesses offering Zoom or telephone meeting.</li> <li>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.</li> <li>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.</li> <li>iv) <u>Tri-Services</u>. To be sent general consultation letter.</li> <li>v) <u>Other Groups/Organisations</u>. (C&amp;C Plan pages 6 &amp; 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.</li> </ul>	<p>NF &amp; 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><b>4. Next SG Meetings</b>          Thursday, 4<sup>th</sup> February 10.30 am (if necessary)          Tuesday, 9<sup>th</sup> February 2 pm (with BB)</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>	
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<p><b>Meeting 19 – Tuesday 9<sup>th</sup> February 2021</b>  <b>Present: PH; NF; AL; BB</b></p>	
<p><b>1. Community Gardens</b>          PH provided further information about the location of the garden at Underdown and what is being proposed for a community garden and 2 or 3 cabins or similar holiday accommodation. Discussion followed on whether this should be included in the NDP or not. PH would want this preserved as green space. BB pointed out that it is a garden already, whether used by the community or privately, and that provision of tourist accommodation falls under existing policy and is part of the setting of a listed building, not matters of themselves relevant to the NDP. Including the Underdown proposal within the settlement boundary was discussed. BB pointed out that this could promote housing development in the vicinity, which we don't want. The second, Haygrove proposal for a community garden (off the Hereford road) was also discussed. SG agreed that BB should produce a general policy on supporting such community gardens within the green infrastructure.</p>	<p><b>BB</b></p>
<p><b>2. Areas of Opportunity</b>          BB presented his map depicting 5 zones or areas of opportunity. It was agreed that PH should sent this to Paul Sampson and John Bannister and also contact the MP to get him onside. The 5 areas were looked at and discussed as follows:          i) <u>Opportunity Zone 1 (north)</u>          BB said that this area was presented in the Issues and Options paper under 'Landscape and Important Views' because it's a landscape which Wellington Heath wants to protect. AL asked if all the green areas/corridors/zones which we want to protect could be presented together, so that the whole network (north, east, south and west of Ledbury) is clear on both the map and write-up on green infrastructure. PH reminded SG that we were going to consult 5 or 6 neighbouring parishes. BB advised to leave this until the formal consultation phase, unless there is an issue affecting their boundary. We are already in contact with Dymock and Wellington Heath and PH will send letter confirming discussions to date.  <u>Area Near Railway Station:</u> BB pointed out associated problem of putting more traffic on the Bromyard Road if this proposal is pursued. He also needs CT's landscape assessment on: a) the smaller site north of the station; b) the</p>	<p><b>PH</b></p> <p><b>PH</b></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><b>3. Other Issues</b>          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>

*Handwritten signatures: 16/9/21 and 16/3/21*



# 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

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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 8<sup>th</sup> 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><b>4. Date of Next Meeting</b> Next SG meeting with BB on 23<sup>rd</sup> February at 2pm.</p>	



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<p><b>Meeting 20 – Monday 15 February 2021 at 10.30am</b>  <b>Present: PH; NF; AL; CT (joined the meeting at 11 am)</b></p>	
<p>1. Agreed to hold a Steering Group meeting on Friday 19<sup>th</sup> February at 2pm.</p>	
<p>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.</p>	
<p>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.</p>	<p>CT PH</p>
<p>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.</p>	<p>NF CT</p>
<p>5. NF agreed to attempt to write up the aesthetic and perceptual section.</p>	<p>NF</p>
<p>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.</p>	<p>AL</p>
<p>7. CT to circulate the 2<sup>nd</sup> draft of the LVBA</p>	<p>CT</p>
<p>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.</p>	
<p>9. All authors will be asked to read the 2<sup>nd</sup> draft report to pick up details from other sections to cross-reference with their own.</p>	<p>All Authors</p>
<p>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</p>	

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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	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



# Ledbury NDP Steering Group (SG) agenda and actions

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<b>Meeting 21 – Friday, 19<sup>th</sup> February 2021</b>	
<b>Present: PH; NF; AL</b>	
<p><b>1. Notes of Meetings 17, 18, 19 and 20.</b> These were agreed with minor corrections: Meeting 17, para1 to acronym NDP; and Meeting 19, para 2(ii), Steve Onions surname.</p>	
<p><b>2. Issues and Options Paper V4</b> SG agreed that this document would be used for the consultation and finalised, if possible, to put to the next WP meeting on 2<sup>nd</sup> 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 23<sup>rd</sup> 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><b>3. Green Infrastructure – Topic Paper 4</b> AL's comments were discussed, and the paper will also be on the agenda for SG meeting on 23<sup>rd</sup> February. AL to send her comments to BB in advance.</p>	AL
<p><b>4. Design Guide</b> NF is coordinating feedback from several people on this and will forward to BB as soon as possible. Another item for the 23<sup>rd</sup> February agenda.</p>	NF
<p><b>5. Other Matters</b> <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 2<sup>nd</sup> March and get approval of ED &amp; P by 11<sup>th</sup> 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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<p><b>6. Dates of Next Meetings</b> SG meeting with BB (MB invited) on Tuesday, 23<sup>rd</sup> February at 2pm. SG meeting on Friday, 26<sup>th</sup> February at 3pm.</p>	
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# Ledbury NDP Steering Group (SG) agenda and actions

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<p><b>Meeting 22 – Tuesday, 23<sup>rd</sup> February 2021</b>  <b>Present: PH; NF; AL; BB; MB.</b></p>	
<p><b>1. Issues and Options Paper V4 – Consultation Issues</b>          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><b>2. Issues and Options Paper V4 – Content and Questions</b>  <b>Type of Question:</b> 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.  <b>BB pointed out 2 remaining problems:</b> 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 3<sup>rd</sup> or 5<sup>th</sup> 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 &amp; MB</p>

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# Ledbury NDP Steering Group (SG) agenda and actions

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<p><b>Question 1:</b> 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><b>Question 2:</b> 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>	<p>BB &amp; MB</p>
<p><b>Question 3:</b> SG agreed this question.</p>	
<p><b>Question 4:</b> 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>	<p>BB &amp; MB</p>
<p><b>Question 5:</b> MB to draft this question in 2 parts, recognising that different age groups have different play facility needs.</p>	<p>MB</p>
<p><b>Question 6:</b> SG agreed that the question should be amended to refer to 'expanded and integrated health facilities'</p>	<p>MB</p>
<p><b>Question 7:</b> 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><b>Question 8:</b> 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>	<p>NF</p>
<p><b>Green Infrastructure Section</b> 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>	<p>BB NF</p>
<p><b>Questions 9 and 10:</b> The order of these questions should be reversed. Question 9 should have a second part: Are there any</p>	<p>BB &amp; MB</p>

*Handwritten signature and date: 16/3*



# Ledbury NDP Steering Group (SG) agenda and actions

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<p>footpaths/cycleways you feel should be protected or created within the conceptual map?</p> <p><b>Landscape and Important Views Section</b> 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><b>Settlement Boundary Section</b> 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>	<p>BB</p>
<p><b>3. Next SG Meeting</b> Friday 26th February at 3pm</p>	



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<b>Meeting 23 Thursday, 26th February 2021</b>	
<b>Present: PH; NF; AL</b>	
<b>1. Notes of SG meetings 21 and 22.</b> These were agreed as an accurate record	
<b>2. Brief for Consultants</b> Agreed NF to draft briefs for next stage of work for CT, MB and BB	NF
<b>3. Issues and Options Paper.</b> Agreed to send Sam Banks, ccd to James Latham, the amended paper explaining that the aim is to send a copy of the paper with a separate questionnaire to every household in the parish. Ask her to give feedback, if possible, before the Working Party Meeting on Tuesday 2 <sup>nd</sup> March. Agreed to send further documents: communications plan, revised projected timeline etc to Sam Banks and Carl Brace next week.	NF
<b>4. Advice from Sam Banks re employment land</b> Discussion about advice BB needs from Sam Banks. Need to find out whether the allocation of the land in the Core Strategy off the Little Marcle Road means that it cannot be allocated in the NDP. PH believed that the land was not allocated in the Core Strategy as only around 12 ha was referred to, the reference was not precise enough to be an allocation. Also need to explore access to the proposed recreation and employment sites – believed that access from the Little Marcle Road is the most appropriate but need evidence to support this.	
<b>5. Design Guide.</b> NF had received comments from Paul Neep and Paul Kinnaird she would compile the comments and feedback to BB. Send the next draft to Sam Banks, Carl Brace and Paul Esrich.	NF
<b>6. LVBA</b> PH would complete his section later in March. Discussion about whether CT could produce sensitivity work for BB without that section.	PH
<b>7. Filing update and Website</b> PH to let Olivia know that she needs to put back content she has removed from the NDP process page and either let the new content (about the history of the NDP in Ledbury) follow on from that or make a new page for it. PH explained that Olivia had a deadline to get the website content and pages finished by the end of March. When it is ready Hannah will be able to help upload content.	PH
<b>8. Funding.</b> Angie has registered on the Awards for All website. NF to look at and suggest content. PH pointed out that the important point is that we need to explain how the work will benefit the community. PH will meet with Dave Tristram when the draft is ready.	NF
<b>9. Articles for the Focus and All About the Hills.</b> The deadline for the Focus is 8 March, for All About the Hills deadline is 15 March. To place an article is free. Agreed PH to produce text with project	

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timeline and photograph of the town from viewpoint on Dog Wood. NF to mention NDP in Civic Society article.	
<b>10. Consultation Materials</b> Agreed Angie should be asked to get a quote for 5,000 copies of an 8 page A5 colour document and 10,000 copies of an A4 questionnaire black and white. If possible quotes to be sought before the Working Party on Tuesday 2 <sup>nd</sup> March.	PH
<b>3. Next SG Meeting</b> Thursday 4 <sup>th</sup> March 11 am	



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<b>Meeting 24 – Thursday 4<sup>th</sup> March 2021</b>	
<b>Present: PH; NF; AL</b>	
<b>1. Notes of Meeting 23.</b> These were agreed with a minor amendment.	
<b>2. Copy and Delivery to Magazines</b> An article on the consultation process has been sent by PH to AP to reach the Focus before its deadline of 8 <sup>th</sup> March and All About the Hills before 15 <sup>th</sup> March. It will be sent as a Word document.	
<b>3. Quotes and Invoices from Consultants</b> Quote proposals to three consultants have to be approved at an Extraordinary Meeting of ED&P (followed by Extraordinary Meeting of Council) on the 22 <sup>nd</sup> March. CT and BB are being asked to tender because they are already working on the NDP and therefore familiar with what still needs to be done. MB is being asked to tender as co-working with BB and she is also already involved. PH to send briefs to the three consultants a.s.a.p. asking if the wording is appropriate and getting their informal response. The £5,000 grant recently received is for consultants' work done in March, so invoices from CT and BB should be dated accordingly. AP to be asked whether approval of invoices should be at council meeting on the 22 <sup>nd</sup> March or 1 <sup>st</sup> April.	PH  PH
<b>4. Awards for All Application</b> NF to look at this and pass back to PH this week. It needs to be in place before the consultation work begins.	NF
<b>5. Communications and Consultation Document</b> PH to update by Monday, 8 <sup>th</sup> March.	PH
<b>6. Papers for ED&amp;P Meeting on 11<sup>th</sup> March</b> Papers to go out: WP notes of meeting on 2 <sup>nd</sup> February; SG notes 17-22; budget; Issues and Options paper, including MB's questions; article for Focus.	PH
<b>7. Contact with SB and Carl Brace</b> PH to contact SB for advice and feedback on several issues: a) Issues and Options paper (already sent); b) exact amount of NEW employment land required (12 ha. understood); c) SB's view on Section 4, Supporting the Town Centre, especially 4.1, 4.2 and associated questions; d) filing list and what should/should not go on website; e) SB's view on updated Comms and Consultation document, qualitative spreadsheet and list of communication activities.	PH

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<p>Carl Brace to be sent Issues and Options paper and asked for his views on town centre proposals.</p>	<p>PH</p>
<p><b>8. Issues and Options Paper</b>  <u>a) Source Document</u>            Constructive discussion at the WP meeting on 2<sup>nd</sup> March led to agreed changes to the Introduction. It was felt that key issues would be clearer if bullet points were used, and the importance of the settlement boundary enhanced by making it the first issue covered in the paper.            It was also suggested that Question 1, about land for sport, should include an additional question about the location of such land. Suggested question: Do you agree that there should be a sporting hub for junior and senior football on land south of Little Marcle Road? (See settlement boundary Map 3). WP members agreed to respond with any further comments on the Issues paper by the 12<sup>th</sup> March and with any comments on the quote proposals by the 11<sup>th</sup> March.            NF to send known feedback on the Issues paper to BB a.s.a.p. as he will only have a couple of days to act on additional comments before documents have to be sent to AP by 16<sup>th</sup> March.            AL to summarise feedback and questions on Topic Papers 2-5 and forward to NF for inclusion in one document for BB. This should also include feedback on Topic Paper 1 (Design Guide) which NF has coordinated.            The recent WP meeting agreed that all topic papers should be finalised to show to ED&amp;P as soon as possible.            SG also agreed that the topic papers should be sent to a wider number of individuals for their feedback during March and April.  <u>b) Public Consultation Version</u>            SG agreed that this paper would need editing and condensing for use as a consultation document, but that MB could advise on this and on the format of the leaflet. NF felt that the Issues paper should be related to the existing NDP and the public given the key, relevant sections at appropriate points online. BB to be asked to do this.            Mid-April would be the earliest date when consultation papers would be needed. SG discussed format options e.g. A5 coloured leaflet or A3 folded leaflet and a black and white questionnaire. AP has an estimate of £250 for internal printing of 5,000 short version leaflets and 5,000 questionnaires. NF suggested the cost-benefit of using an outside printer, which would reduce council staff workload. NF also suggested delivering the leaflets and questionnaires via the Post Office or Focus; the latter covers</p>	<p>NF</p> <p>AL</p> <p>NF</p> <p>SG</p> <p>NF</p>



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<p>the town only, volunteers to cover outlying areas. NF to find out about the cost of using the Post Office for delivery, which would be covered by the £1,000 consultation budget. NF also wanted more publicity between the 1<sup>st</sup> and 2<sup>nd</sup> consultations by using physical boards where possible to explain the proposals. We would again need Max's advice in the present Covid situation, and about how to reach schools, care homes and other groups difficult to reach.</p>	<p><b>NF</b></p>
<p><b>9. Next SG Meeting</b> 12<sup>th</sup> March – 2:00pm</p>	

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<p><b>Meeting 25 – Friday 12<sup>th</sup> March 2021</b>  <b>Present: PH; NF; AL</b></p>	
<p><b>1. Notes of Meeting 24.</b>          These were accepted with one correction.</p>	
<p><b>2. ED &amp; P Meeting (11<sup>th</sup> March) and Feedback to BB on Issues Paper</b>          The three documents for consultants were not commented on by 11<sup>th</sup> March, so they will be sent out to get the quotes (once formally approved by LTC Council – EM scheduled for 22/3 to do this..          The Issues Paper is awaiting comments from Cllr Harvey, which she will send directly to BB.          Two versions of the Issues Paper were discussed: the current, technical paper produced by BB, which will be on the website; the second, summarised version for the public consultation.          NF to produce first draft of the leaflet for public consultation with input from AL and then put this past PH and MB.          Topic Papers to be reviewed by individuals (as with the Design Guide) and it was agreed that the consultation leaflet and questionnaire should be tested in the same way before distribution.          Feedback from SB on the Issues Paper has already been forwarded and discussed with BB. He will decide what is required for Section 4.1 and the associated question; and include the reference to the National Model Design Code in Section 6.1.          BB still wants feedback from planners as to whether the approximate 20 acres (8ha) Gilbert land can be added to UBL's 7½ha. employment land.          PH to send Carl Brace the Issues Paper and contact him on 15<sup>th</sup> March about remaining questions concerning employment land.  <u>Other Feedback on Issues Paper:</u>          A general comment was that the maps used for the settlement boundary should be simplified and clearer. This is important for the public consultation leaflet in particular.          Other points raised by Celia Kellett related to the town centre map (Figure 5) which is not helpful. SG agreed to keep Figure 4 only, with all frontages shown in red and the Co-op and Tesco stores located on it. NF to ask BB to amend accordingly.          Further comments from Celia Kellett on the Design Guide were accepted for inclusion in the leaflet.          PH to meet with Alistair Young and John Goodwin on 15<sup>th</sup> March and ask Carl Brace or someone from his department to attend.</p>	<p>NF/AL</p> <p>SG</p> <p>PH</p> <p>NF</p> <p>PH</p> <p>PH</p>

## Ledbury NDP Steering Group (SG) agenda and actions

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Action colour code: **Red = still to do**

<p>SG agreed that the Issues Paper should include a question aimed at producing policy to protect valued views. PH to ask MB to cover this, perhaps under Question 7 (now 8) along the lines:</p>	
<p><i>'Have you any views which you would like to protect?'</i></p>	
<p><b>3. Design Guide</b> BB has asked whether someone is producing a plan on where the views are from. SG agreed we need CT's input on this. In the meantime, NF to tell BB to leave a gap 'still to be completed' in the draft. NF also to get back to BB about another outstanding question concerning innovative designs and respond to his request for a copy of the old Design Guide (2018).</p>	<p>NF</p>
<p><b>4. Papers for ED&amp;P Meeting on 22<sup>nd</sup> March</b> Papers to be sent to AP by 16<sup>th</sup> March: notes of SG meetings 23, 24 and 25; notes of WP meeting of 2<sup>nd</sup> March; Issues Paper (final draft); Comms. and Consultation plan; 3 consultants' invitations to quote; filing list; action list (showing various issues raised and action taken); spreadsheet for qualitative data analysis; spreadsheet for showing list of communications and consultation activities, article for the Ledbury Focus and All About West of the Hills magazines, consultations with organisations etc. SG discussed whether all draft Topic Papers should also be sent to ED&amp;P for 22<sup>nd</sup> March as 'work in progress'. PH's view is that they demonstrate the considerable work achieved to date, which is the basis of the Issues Paper and consultation exercise. PH to talk to BB about the topic papers before sending them to councillors. PH also to ask CT to send her LVBAv2 with DRAFT written across the document. Draft consultation leaflet to be sent to councillors a.s.a.p. <u>Administration:</u> Various meeting notes need electronic signatures and recording. NF to send notes of meeting with medical services to PH. PH to ask Paul Kinnaird to do this for UBL minutes. All notes from meetings with sports organisations, landowners, medical services and UBL to be sent by PH to AP to get electronic signatures and eventual filing.</p>	<p>PH  PH PH  NF PH  PH</p>
<p><b>5. Awards for All and Costs</b> NF has looked at this and will complete the application next week. The start date for this grant is 4<sup>th</sup> June, so it won't cover the spring consultation, but will cover Regs 14 and 16. £4,000 from the original £10,000 council money is still available for the leaflet and associated consultation work. NF has asked for an outside quote for printing the leaflet. She has also had a quote for £404 for delivering 5,000 leaflets and questionnaires in envelopes by Royal Mail. (Final quote dependent on weight).</p>	<p>NF</p>



## Ledbury NDP Steering Group (SG) agenda and actions

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

Consultants: Bill Bloxsome (BB); Carly Tinkler (CT) Samantha Banks, Herefordshire Council (SB); WP = Working Party

Office: Angie Price (the Clerk, AP)

Action colour code: **Red = still to do**

<p><b>6. Website and Filing</b> SG discussed whether all draft topic papers should be put on the website or final drafts only. PH felt that iterative versions show</p>	
<p>the development of ideas, a fuller record. NF suggested using an archive section on the website for this purpose. NF and AL were both of the view that iterative documents would be complex and difficult to manage, while at the same time ensuring accessibility and clarity of information. PH to ask views of BB and of SB as part of planned discussion with her on the subject. SG agreed that the new website was an improvement. PH to let Olivia know the following changes and order: 1) Remove material no longer relevant on first page and replace with the About page 2) What is Neighbourhood Development Planning? NF to add a couple of paragraphs to explain this on the second page 3) Meeting Dates 4) Minutes and Agendas 5) Supporting Documents with some changes to headings: Topics - Change to Key Issues; Design Guide – change to Design Issues.</p>	<p>PH PH</p>
<p><b>7. Next SG Meeting</b> Tuesday, 16<sup>th</sup> March – 10:30am</p>	





**Bill Bloxome**  
 Environmental and  
 Planning  
 Consultant  
 Westbourne  
 Hereford Road  
 Leominster  
 Herefordshire  
 HR6 8JU  
 01568 616624

**Research Sub-contractor:**  
**Max Bassett**  
 Max Bassett Research  
 29a Westfield St  
 Hereford  
 HR4 9PJ

**INVOICE TO**

Clerk to Ledbury Town  
 Council,  
 Town Council Offices,  
 Church St,  
 Ledbury  
 HR8 1DH

CUSTOMER NUMBER	NDP/LED
INVOICE NUMBER	NDP/LED/2020-21/1
INVOICE DATE	16/03/2021
YOUR ORDER NO	

**Work upon Ledbury Neighbourhood Development Plan**

	Type of support	Activity	Time (£40 p/h)	VAT	Cost (£)
1	Planning	Writing up settlement boundary proposals	£1,541	0	£1,541
2	Planning	Incorporating design guide content into existing plan/policies	£560	0	£560
	<b>TOTAL</b>		£2,101	0	£2,101

Cheques should be made payable to:

Max Bassett Research  
 29a Westfield St  
 Hereford  
 HR4 9PJ  
 01568 616624

1653



**Carly Tinkler** BA CMLI FRSA MIALE

Landscape, Environmental + Colour Consultancy

46 Jamaica Road, Malvern, Worcestershire WR14 1TU \* Tel +44 (0)7711 538854 \* carly@carlytinkler.com

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For the attention of the Clerk

Ledbury Town Council  
Town Council Offices  
Church Street  
Ledbury  
HR8 1DH

17<sup>th</sup> March 2021

**Invoice No: CT21304**

**PROJECT: Ledbury Neighbourhood Plan Landscape & Visual Assessments**

Write up landscape and visual baseline assessment findings and produce report (March 2021)

**Fees:**

65 hours @ £45/hour 2925.00

**Costs & Expenses:**

Included 0.00

**TOTAL DUE: 2925.00**

(VAT NOT APPLICABLE)

WITH COMPLIMENTS

**Carly Tinkler** BA CMLI FRSA MIALE

**BACS DETAILS:**

Carly Tinkler  
Landscape, Environmental + Colour Consultancy  
46 Jamaica Road, Malvern, Worcestershire WR14 1TU  
Tel: +44 (0)7711 538854  
Email: carly@carlytinkler.com

**TERMS: Settlement within 28 days of date of invoice**

We understand and will exercise our statutory right to interest under the Late Payment of Commercial Debts (Interest) Act 1998 (as amended and supplemented) if we are not paid in accordance with the above stated credit terms.

1654





## Ledbury Neighbourhood Development Plan Revision 2021: Technical support

Proposals are invited for the additional work of drafting of the revised NDP and revisions to the report after consultation; support with responses to the Regulation 14 and Regulation 16 consultations and additional work on a conceptual Green Infrastructure Report.

1. **The objective** of this work is to complete the second phase of the revisions to the NDP (the first phase being the baseline studies and consultations to support the proposed revisions). This second phase will bring the revised NDP to the public and statutory consultees, act on comments and suggestions by making changes to the document where relevant and present the final draft to the independent examiner.

### 2. **Scope of the Work**

The work is in three parts:

#### 1. Drafting and revising the NDP.

To draft the NDP once comments have been received from the first round of consultation. The draft will involve writing detailed policies.

After the second consultation (Regulation 14) the NDP will be revised in the light of comments and a final draft submitted to public consultation (Regulation 16). Following the Regulation 16 consultation additional revisions will be made in the light of consultation responses.

#### 2. Responding to comments from consultations.

Following the Regulation 14 and Regulation 16 consultations professional support will be required in responding to comments received from the public and statutory consultees and assessing whether changes need to be made to the NDP.

#### 3. Completing a Green Infrastructure Report

Following initial work on green infrastructure in the NDP area there is a need for this work to be brought together into a conceptual study which will be able to inform the future development of the settlement. The report will add detail to the green infrastructure strategy conducted by Herefordshire Council in 2010. It broadly identifies the public good which various areas of land around the settlement will deliver and their potential and suitability for development. This study will be an appendix to the NDP and will inform the revision of the Herefordshire Core Strategy policies for Ledbury.

The consultant will work with other consultants contracted for the project as well as volunteers and report to the NDP Working Party and Steering Group and ultimately Ledbury Town Council.

Version 2<sup>nd</sup> March 2021

Additional technical consultancy proposal for the Ledbury Neighbourhood Development Plan 2021-2031

1655



# Ledbury Neighbourhood Development Plan Revision 2021:

## Consultation support

**Proposals are invited for support with public consultations to be held on the revision of the Ledbury Neighbourhood Development Plan (NDP).**

1. **The objective** of this work is to devise and operate a consultation on the proposed revisions to the Ledbury Neighbourhood Development Plan and to analyse and respond to comments.

### 2. **Scope of the Consultations**

The revised NDP will be subject to three public consultations:

- The first will focus on the principles of proposed changes and in particular the proposal to draw a boundary around the settlement. The intent is to consult all residents and businesses in the NDP area **as well as statutory consultees**.
- The second is the statutorily required Regulation 14 consultation and will consult on the draft Neighbourhood Development Plan.
- The third is the statutorily required Regulation 16 consultation and will consult on the final draft of the NDP.

### 3. **Scope of the consultation support work**

The consultant will advise on the timing and content of consultations. In particular with regard to other consultations, elections, town events, public and school holidays which may affect the timing.

The first consultation will be held in April/May 2021 under Covid 19 restrictions. Support is required:

1. to advise on methods of consultation suitable for use under Covid 19 conditions.
2. to write and design consultation materials including questionnaires.
3. to advise on methods to be used to enable and encourage as wide a range of the public to comment as possible.
4. with volunteer help, to collate, analyse and report on consultation responses (including producing graphic representations of responses).

The second (Regulation 14) consultation it is hoped will be held once Covid 19 restrictions have been relaxed and public meetings or exhibitions can be held. Support is required:

1. to advise on methods of consultation (exhibitions, meetings, online surveys etc).
2. to write and design consultation materials including questionnaires.
3. to advise on methods to be used to enable and encourage as wide a range of the public to comment as possible.
4. with volunteer help to collate, analyse and report on consultation responses (including producing graphic representations of responses).

Version 1<sup>st</sup> March 2021

Public consultation support proposal for the Ledbury Neighbourhood Development Plan 2021-2031

1650

## Ledbury Neighbourhood Development Plan Revision 2021:

### Consultation support

The final (Regulation 16) consultation will be organised and designed by Herefordshire Council support is required to collate, analyse, and report on consultation responses (with volunteer help) including producing graphic representations of responses.

The consultant will work with other consultants contracted for the project as well as volunteers and report to the NDP Working Party and Steering Group and ultimately Ledbury Town Council.

Version 1<sup>st</sup> March 2021

Public consultation support proposal for the Ledbury Neighbourhood Development Plan  
2021-2031

1657



# Ledbury Neighbourhood Development Plan Revision 2021:

## Landscape assessment

**Proposals are invited for the preparation of landscape sensitivity assessments for three sites; support with public consultation materials; feedback to consultees about their comments and support with completion and revision of the NDP.**

1. **The objective** of this work is to complete the second phase of the revisions to the NDP (the first phase being the baseline studies and consultations to support the proposed revisions). This second phase will bring the revised NDP to the public and statutory consultees, act on comments and suggestions by making changes to the document where relevant prior to presenting the final draft to the independent examiner.

### 2. **Scope of the Work**

The work is in three parts:

#### 1. Completing Landscape Sensitivity Assessments

Following work on the baseline studies which will inform the revisions to the NDP, three sites require more detailed assessment in regard to their capacity and sensitivity to development as employment sites.

#### 2. Support with drafting the NDP and Revisions

Professional landscape assessment input will be needed in the drafting of the NDP after the first round of public consultation and the revisions to it after the Regulation 14 consultation.

#### 3. Support with public consultations.

Professional landscape assessment input will also be needed in the drafting and editing of the consultation materials at the first and second (Regulation 14) consultations.

Following the Regulation 14 and Regulation 16 consultations a landscape professional will be needed to help respond to comments with regard to landscape issues including those covering the selection of particular sites for particular activities. In addition, landscape professional input will be needed to advise on the response to any comments which arise from the Landscape and Visual Baseline Assessment study which underpins the revisions to the NDP.

The consultant will work in coordination with other consultants contracted for the project as well as volunteers. They will work with and report to the NDP Working Party and Steering Group and ultimately Ledbury Town Council.

Version 1<sup>st</sup> March 2021

Additional landscape assessment consultancy proposal for the Ledbury Neighbourhood Development Plan 2021-2031

1658



**Ledbury Town Council**  
**Neighbourhood Development Plan Working Group**  
**NDP current status briefing document**

- Herefordshire Local Plan/Core Strategy due to be produced within the next two years, we would conduct and produce a conceptual green infrastructure study and report looking ahead to identify important green areas to protect against development
- e. Updating the railway station policy to identify and allocate land to provide access to the north platform
  - f. Update the town's retail policy to remove separate primary and secondary areas and to just describe the 'town centre' to include the Coop and Tesco stores to be recognised as part of the town centre
5. In addition to these revision changes, the aim is to produce a new NDP which also achieves 3 other aims:
- a. Becomes a guide for future development of the next iterations of the NDP
  - b. Allows Ledbury to be proactive in 'informing' the emerging new Herefordshire Local Plan/Core Strategy as to Ledbury's planning priorities
  - c. Through the conceptual green infrastructure report also point the way to adopting future plans to the probable 'zoning' planning format proposed by the government
6. Timescale – the original scoping document aimed for adoption by the end of February 2020. Because of COVID and getting approval decisions made by ED&P and full Council for each stage of development, it is now envisaged to reach Reg 14 (when the plan first has legal status) in September 2020 and adoption by the end of the year. The timing is very important because of the need to:
- a. Have a settlement boundary in place asap to give us a legal say in proposed new developments
  - b. To give the revised NDP at least 2 years of effective 'life' (for which it applies to new housing developments) and before the new Core Strategy or proposed government new planning regulations come into force and may therefore override it or make it redundant.
7. Funding – it has been very difficult/impossible to practically pursue grant funding for most of the last year. Awards for All grants, for instance, were not being given for NDPs during this time. We have continually taken advice from Herefordshire's Funding Office, Dave Tristram, on how to proceed and are now starting new grant applications as per the new budget. It is now estimated the total cost will be less than originally conceived.
- 8. Recommendations:**
- a. That Councillors accept this report and its declared aims, funding needs and timescale as being an agreed programme plan to complete this revision of the NDP
  - b. That Councillors agree this report be submitted to the next ED&P Committee meeting and Full Council to be formally approved as being the agreed and anticipated NDP revision outcome.



**Ledbury Town Council**  
**Neighbourhood Development Plan Working Group**  
**NDP current status briefing document**

1. It is important to note from the original scoping document that this is a revision of the currently adopted Neighbourhood Development Plan and not a new plan. This places limits on how much the original can be changed, dictates the number of public consultation events necessary and affects the grants available to us.
2. The key aim was always to ensure we produced a settlement boundary that passes inspector examination and is not likely to be legally challenged by developers. This was the key failing of the current plan to be obtained. Other proposed changes were based on what were deemed to be important and capable of being addressed in this version of the NDP at the time – most of which were driven by suggestions by the inspector from the current adopted version. The urgent need to produce a settlement boundary asap means we have to be very firm on what we include in this version as key priorities only.
3. Changes in addition to the settlement boundary agreed at the time of scoping in 2019 were:
  - a. Develop a policy to cover green infrastructure and open spaces in more detail
  - b. A revision of the Ledbury NDP Design Guide (which was a separate referred to document to the current plan, but deemed by the inspector to be better included in the plan itself as a policy of the NDP)
  - c. Identification and allocation of land for a combined football facility for the town
  - d. Updating of the employment policies (identification and allocation of land to meet the 12ha requirements of the Herefordshire Local Plan – the Core Strategy)
  - e. Identification and allocation of possible land for a new medical centre
  - f. Identification and allocation of possible land to expand educational facilities
  - g. Consider commissioning a Landscape Sensitivity and Capacity Study
4. Changes to these and additional policies now also added as a result of further considerations, changes in circumstances and as discussed in a review of the plan by the Working Party, in agreement with consultants and the Herefordshire NDP team, when starting up the WP again after the 2020 break due to the COVID-19 lockdown period.
  - a. Not now looking at educational facilities
  - b. The design guide will probably not now be a separate policy, but its elements will be included in individual policies as deemed appropriate and necessary
  - c. The full Landscaping Sensitivity and Capacity Study initially proposed is now reduced for this version to be a landscaping baseline information study and a more basic landscape report
  - d. Instead, as a result of WP, consultancy and Sam Banks team input after a 'future conceptual scoping discussion' based upon probably new planning laws proposed by the government and a new