

LEDBURY TOWN COUNCIL

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26 March 2021

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 1 April 2021 at 7.30 pm** for the purpose of transacting the business set out below. During the Covid-19 Pandemic meetings will take place via zoom.

Please note representatives of Ross-on-Wye Town Council have been invited to meet with Councillors to discuss their rationale in opting for the Community Infrastructure Levy (CIL) at 7.00 pm prior to the Council Meeting.

Yours faithfully

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 an extraordinary meeting of Council held on 22 March 2021 (Pages 1661 - 1665)

4. To receive Chairman's report and correspondence

(Verbal)

5. Herefordshire Councillors' Reports

(Page 1666)

To receive reports from Ledbury Ward Members:

- i. Councillor Howells
- ii. Councillor Harvey
- iii. Councillor l'Anson

6. To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. If you wish to raise a question or concern related to any item on the agenda please follow the link below provided to join via Zoom. Alternatively, you can send your questions/comments to the Town Clerk at clerk@ledburytowncouncil.gov.uk who will ensure these are considered at the meeting.

7. To Receive motions presented by Councillors in accordance with Standing Order 9

MINUTES

- 8. To receive and note the minutes of meetings of the Economic Development & Planning Committee held on 11 February and 11 March 2021 and an extraordinary meeting held on 22 March 2021 and to give consideration to any recommendations therein (Pages 1667 - 1691)**
- 9. To receive and note the minutes of a meeting of the Resources Committee held on 4 March 2021 and to give consideration to any recommendations therein (Pages 1692 - 1695)**
- 10. To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 18 March 2021 and to give consideration to any recommendations therein (Pages 1696 – 1705)**
- 11. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 25 February 2021 and to give consideration to any recommendations therein (To Follow)**

WORKING PARTIES

- 12. Neighbourhood Development Plan (Pages 1706 - 1754)**
 - a. To approve the following amended documents:
 - i. Communications and Consultation v6 – March 2021
 - ii. Budget

- b. To receive and note the following updated documents:
- i. Issues and Options v8.2
 - ii. Issues report v8 Questionnaire v0.03
 - iii. Issues and Options leaflet v8

GOVERNANCE

13. Co-option

To note that there will be a Full Council meeting held on 6 April 2021 for the purpose of considering applications for co-option

14 Checklist for holding an in-person council meeting (Pages 1755 - 1761)

15. Public Questions at meetings – amendment to Standing Orders (Page 1762)

16. Request from Climate Change Working Party for amendment to Finance Regulations (Page 1763)

GENERAL

17. Outside Bodies Reports (If any)

18. Council Newsletter (Standing Item)

19. NHS Cares Support Day – Proposal from Eastnor Lodge (Page 1764))

20. Date of next meeting

To note that the next meeting of Full Council will be an extraordinary meeting of Council on 6 April 2021 at 6.30 pm.

21. Exclusion of Press and Public

<p>In accordance with Section 912) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting</p>
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22. Neighbourhood Development Plan Working Party (Pages 1765 – 1772)

To approve quotations received in respect of additional development work

23. Land owned by Ledbury Town Council – update on land registration
(Pages 1773 - 1775)
24. To Consider applications for Distinguished Citizens and Youth
Achievements Awards
(Pages 1776 – 1779)
25. Recommendations from other committees (Pages 1779 - 1782)
- a. Environment & Leisure – 18 March 2021 – War Memorial (Verbal Report)
 - b. Finance, Policy & General Purposes Committee – 28 March 2021

Outcome of job review of post holders 48 and 50

**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 AN EXTRAORDINARY MEETING OF THE
FULL COUNCIL COMMITTEE MEETING HELD ON
22 MARCH 2021
VIA ZOOM**

PRESENT: Councillors Bannister, Chowns, Harvey (Deputy Chair), Howells, Knight,

IN ATTENDANCE: The Town Clerk – Angela Price

C309 APOLOGIES

Apologies were received from Councillor Eakin, Manns and Vesma. Standing Apologies were received from Councillor Whattler.

C310 DECLARATION OF INTERESTS

None received.

C311 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 4 FEBRUARY 2021

Members were requested to approve as a correct record, the minutes of the Full Council Meeting held on 4 February 2021.

RESOLVED:

That the minutes of the meeting of Full Council held on 4 February 2021 be approved and signed as correct record.

C312 UPDATE ON NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

Members were requested to receive and note the minutes of the Neighbourhood Development Plan Working Party held on 2 February and 2 March 2021.

RESOLVED: That the notes of the Neighbourhood Development Plan Working Party held on 2 February and 2 March 2021 be received and noted.

C313 NOTES OF MEETINGS 23-25 OF THE STEERING GROUP

Members were requested to receive and note the notes of meetings 23-25 of the steering group.

Councillor Howells advised that the notes reflected the progress that the NDP Working Party are making.

RESOLVED: That Members of the Economic Development and Planning Committee receive and note the Steering Group notes 23-25.

C314

TO APPROVE INVOICES FOR PAYMENT

Members were provided with invoices from the two consultants engaged to assist with the Neighbourhood Development Plan.

The Chairman advised that a recommendation had been made at the Economic Development and Planning Committee to agree to the invoices, **minute number P393.**

Councillor Howells advised that the NDP Working Party had received a locality grant of £5,000 to pay for the consultant's work. He explained that the grant money had to be spent by the end of March 2021 and the invoices needed to be approved in the meeting because of this.

Councillor Howells thanked the Town Clerk for meeting the grants deadline and asked for this to be noted in the minutes.

RESOLVED: That the Clerk is authorised to pay the invoices received from the NDP Consultants, Carly Tinker and Bill Bloxsome.

C315

TO APPROVE PROPOSED INVITATIONS FOR ADDITIONAL CONSULTANCY WORK

Members were asked to approve three proposed invitations for additional consultancy work in respect of the NDP.

It was noted that the three proposals were to be sent to the existing consultants due to time constraints, and that it would be more cost effective to continue working with Carly Tinkler, Bill Bloxsome and Maxine Basset than to engage with new consultants.

Councillor Harvey requested that the specific Financial Regulations be noted in the minutes:

(10.3) All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

(11.1) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items: for specialist services such as are provided by solicitors, accountants, surveyors, and planning consultants.

RESOLVED: That the Town Clerk be authorised to send the three proposed invitations for additional consultancy work to Carly Tinkler, Bill Bloxome and Maxine Basset.

C316

TO GIVE CONSIDERATION TO AND AGREE THE LIMITED AIMS AND OBJECTIVES OF THE NDP REVISION.

Members were requested to give consideration to and agree the limited aims and Objectives of the NDP revision document, agreed at a meeting of councillors on 25 January 2021, and as recommended at a meeting of the Economic development and planning committee held on 11 February 2021, **minute number P394.**

RESOLVED: That the Limited Aims and Objectives of the NDP Revision document be approved.

C317

TO GIVE CONSIDERATION TO AND MAKE RECOMMENDATION FOR APPROVAL AT FULL COUNCIL.

Members were requested to give consideration to a recommendation from the Economic Development and Planning Committee, that the Communications and Consultations Plan be approved, and that the following documents be received, noting that further work was required on all three documents.

1. Issues Report
2. Summarised Version of Issues report to be distributed to residents.
3. Residents Questionnaire

Councillor Harvey advised members that draft copies could be found on the Ledbury Town Council website.

Councillor Howells advised members that there are two plans in relation to providing the first stage of the public consultation. Depending on what the Government Guidance and lockdown rules are, he advised that questionnaires will be available online, and if possible, there will be a public consultation face to face.

It was anticipated that the second consultation will be held with the public in person, where residents will be able to ask questions and join in conversation.

RESOLVED:

1. **That Full Council approve the Communications and Consultations Plan.**
2. **That documents 1-3 be received and noted, noting that if members would like to make comment that they are emailed to Councillor Howells by Monday, 29 March 2021.**
3. **That documents 1-3 are submitted to the next meeting of Economic Development and Planning Committee on Thursday, 8 April 2021 for consideration.**
4. **That the Town Clerk arrange an Extraordinary meeting of Full Council on Thursday, 15 April 2021 at 6:00pm to approve documents 1-3.**

C318

DATE OF THE NEXT MEETING

RESOLVED: that it be noted that the date of the next Full Council meeting is scheduled on Thursday, 1 April 2021

The meeting closed at 8.30 pm.

Signed
Town Mayor

Date

DRAFT

FULL COUNCIL
22.03.21

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C314	That the Clerk is authorised to pay the invoices received from the NDP Consultants, Carly Tinker and Bill	TC		To be paid 26.03.2021	Completed
C315	That the Town Clerk be authorised to send the three proposed invitations for additional consultancy work to Carly Tinkler, Bill Bloxome and Maxine Basset.	AO / TC	23.10.2019	Proposals received and to be considered at FC meeting 01.04.2021	Completed
C316	That the Limited Aims and Objectives of the NDP Revision document be approved.	TC			
C317	That Full Council approve the Communications and Consultations Plan.				
C317(2)	That documents 1-3 be received and noted, noting that if members would like to make comment that they are emailed to Councillor Howells by Monday, 29 March	TC			In progress
C317(3)	That documents 1-3 are submitted to the next meeting of Economic Development and Planning Committee on Thursday, 8 April 2021 for consideration.	TC			In progress
C317(4)	That the Town Clerk arrange an Extraordinary meeting of Full Council on Thursday, 15 April 2021 at 6:00pm to approve documents 1-3.	TC			In progress

1665

Ledbury Town Council meeting Thursday 1st April 2021

Cllr Phillip Howells – Ledbury West Ward Councillor's report

Since the last full LTC Council meeting on 4th February 2021 I have attended a number of Herefordshire Council related meetings – all virtual of course.

Two full Herefordshire Council meetings have been held:

- 12th February – setting the budget
- 5th March – budget confirmed with a 4.99% increase (3% being the maximum allowed by the government to increase adult and childrens' services budgets despite cost increases being higher than this)

I've attended one meeting of the Children's Services Scrutiny Committee of which I am a member – this meeting reviewed children and young people's mental health and capital investment in schools for children with SEND educational needs

Also attended two meetings of the regular 'Children and Families Performance Challenge' with cabinet members and senior officers, reviewing a range of stats on performance v set standard measures

I've also attended one meeting of the LSIDB (Lower Severn Internal Drainage Board) Treasury Sub-Committee which gives informative and valuable insight into investments by a similar public body to a Parish Council and how these investments help fund the board's expensive pump replacement and maintenance costs.

Also attended HC zoom meetings on 'Re-thinking Governance', the waste consultancy feedback.

The Riverside Walk continues to elicit correspondence from residents on the steps by the Little Marcle Road roundabout, debris in the river, lifebelts missing, etc, which take ages to get fixed because there is no budget unless safety is concerned. People think it is LTC to blame and post according to social media, despite pointing out that it is HC and the lack of funds which means it takes time to fix. The lifebelt correspondence to fix missing belts took about 3 months at least until it was eventually agreed there was a problem and it was fixed, A broken gate being an entrance to the walk by the Hereford Road roundabout and which was dangerous was fixed quite quickly when I demanded a new gate was needed and not a gap left in the fence. Hopefully the steps can be repaired soon as well?

Ward Councillor Report: March 2021

Council Tax and Parish Precept

Council Tax letters will be being posted this month. The county council has produced a leaflet explaining what the council tax levied by the county council is spent on, which can be accessed on the website at the following link and can be downloaded as a pdf. It also explains what support and discounts are available to people experiencing financial difficulties.

<https://www.herefordshire.gov.uk/downloads/file/21942/your-council-tax-explained-2021-22>

Planning

Viaduct Site (625 homes and 3ha employment land. Herefordshire Council planning application No: P171532 https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=171532). The decision of the Secretary of State on this appeal was issued on 15 March. The SoS endorsed the recommendation of the inspector which was to allow the appeal.

This is extremely disappointing news for Ledbury. Everyone who lives here knows full-well the damaging impact that the traffic from this site will inevitably have upon the local road network as a consequence of planners not requiring Bloor Homes and the Landowners (Lucy Phillips; James, Anthony and Christopher Hawkins; Robert and Andrew Lane) to provide site access, as originally planned, under the viaduct to connect to the strategic road network at the Hereford Road roundabout.

However, the Inspector accepted that the challenge made by the Town Council was reasonable by dismissing all claims for costs made by Bloor, save the time spent responding to the safety points raised by the Town Council's transport consultants relating to the pedestrian and cycling access to the site via the old canal tunnels running through the embankment at Ballard Close.

The priority now is to ensure that the detailed layout of the development retains the option for a second vehicle access under the viaduct to be provided at some point in the future, and also to ensure that the water management issues on site and flood risk to the site are understood and mitigated.

Local people may be interested in the Heads of Terms/Section 106 Agreement for this development which has been agreed by the inspector/SoS as part of the appeal and comprises the following contributions by Bloor to the provision of local infrastructure:

- 40% Affordable Housing on the site in the following mix and number:
 - 93 Social Rent
 - 32 Affordable Rent
 - 125 Intermediate Housing
- £1m contribution towards the reinstatement of the canal section through the site
- Contribution towards additional classrooms, toilets, storage and circulation space at Ledbury Primary School; and a new 10 classroom block, 4 new classrooms, 2 new science laboratories, improved art and sport facilities at John Masefield High School of:
 - £2,413 per open market 2 bedroom unit
 - £4,297 per open market 3 bedroom unit
 - £7,560 per open market 4/5 bedroom unit
- £330,305 towards hospital services
- £167,924 towards additional GP facilities for Ledbury Healthcare Partnership

- £22,414 towards the cost of monitoring compliance
- 5,700 m2 of public open space
- 11,500m2 of children’s play area of which 3,500m2 is installed play equipment
- £80 per dwelling towards cost of waste and recycling bins
- £630 per open market unit towards improved outdoor sports facilities (630 x 375 = £236,250)
- £455,000 towards the following transport improvements:
 - Widening of the footbridge over Orchard Lane
 - Improved crossing facilities where Town Trail crosses Bridge Street
 - Refurbishment of Town Trail between Orchard Lane and Bridge Street
 - Refurbishment of Town Trail south of Bridge Street

Car Parking

Following the consultation held back in the summer of 2020, Herefordshire Council has now published its proposed car parking charges for implementation shortly. The proposals for all areas are set out below:

	Hereford (Inc. Bank Holidays)	Ledbury (Exc. Bank Holidays)	Leominster (Inc. Bank Holidays)	Ross (Inc. Bank Holidays)	Kington (Exc. Bank Holidays)
	Mon - Sun (8am - 8pm)	Mon - Sat (8am - 6pm)		Mon - Sat (8am - 6pm)	
Zone3 Work and Stay	Per hour - £1.00 All day - £5.00	Per hour - £1.00 All day - £2.50	Per hour - £1.00 All day - £3.00	Per hour - £1.00 All day - £2.50 (Wilton Road £1.00 all day)	FREE
Zone2 Visit	Per hour - £1.40 All day - £7.00	1 hour - 50p 2 hours - £1.50 3 hours - £2.50 All day - £3.50 (Bye Street 3 hour max.)	Per hour - 70p All day - £3.50	Per hour£1.00 All day.....£5.00	Per hour.....£0.50 All day.....£2.00
Zone 1 Central	Per hour - £1.60 (On Street P&D: £1.00 for 30 mins, £2.00 for 1 hours; £4.00 for 2 hours)	Per hour - £1.20 All day - £6.00	Per hour - £1.00 (2 hour max.)	30 minutes - 60p Per hour - £1.20 (3 hour max.)	N/A
Free Parking	Sundays ✓ On street parking ✓ Pay 3 hours park all day Evenings ✓ After 6pm on street ✓ After 8pm in car parks Christmas (agreed annually)	Sundays ✓ All car parks Evenings ✓ After 6pm everyday Christmas (agreed annually)	Sundays ✓ All car parks Evenings ✓ After 6pm everyday Christmas (agreed annually)	Sundays ✓ All car parks Evenings ✓ After 6pm everyday Christmas (agreed annually)	Sundays ✓ All car parks Evenings ✓ After 6pm everyday Christmas (agreed annually)

In Ledbury the car parks are proposed for zoning as follows: Zone 1 - St Katherine’s (130 spaces), Zone 2 – Lawnside and Bye Street (58 & 72 spaces), Zone 3 – Bridge Street (52 spaces). Following input from the Town Council the cheap 1hr tariff for Zone 2 car parks is retained and the charge to stay for an hour in Lawnside drops by 20p. Bye Street remains short stay to maximise the number of parking spaces available for shorter visits. The concession to have free parking all day on Bank Holidays and Sundays is retained as is free parking at Christmas – date to be agreed annually.

The biggest increase is in all day parking in St Katherine’s, which is currently £4 and rises by 50% to £6. Meaning under the new tariff that visitors would need to be wanting to stay for more than 5hrs to get a ticket that lets them stay all day, whereas before it was more than 3hrs.

A Community Project is launching in Castle Frome this week as part of the Fastershire Community Grant.

Skills

A **Herefordshire Skills Board** has been established and first meeting held on 22 Feb. The purpose of the board is to bring together local employers and learning and skills providers, which includes the voluntary and community, private and public sectors, to share knowledge on skills and labour market needs and work together to understand and find solutions to key local skills challenges. This includes what is needed now and looking at what is required in the future. Having a joined up holistic view on skills issues and possible solutions will also enable us to maximise funding opportunities, for example the National Skills Fund.

Marches LEP Skills Advisory Panel update - The Marches LEP area draft local skills report will be sent to the Marches LEP Board on Tuesday 16 March ahead of the LEP Board meeting on Tuesday 23rd March for final sign off.

The **KickStart** gateway employer agreement between the council and DWP has been signed. HOOPLE is delivering the scheme of behalf of Herefordshire Council and will provide the wrap around support to individual young people. This scheme is planned to deliver over 100 work placements for young people as part of Covid recovery.

Herefordshire council's **adult and community learning service** will resume onsite delivery from 8 March 2020. Some courses will continue to be delivered remotely or be a mix of onsite and remote learning. Delivery partners have to have in place and follow the system of controls, to effectively reduce risks and create a safe environment. DFE advise that adult and community learning providers will have access to Lateral Flow home testing from the end of March. In the meantime DFE advise that we use community testing facilities for staff and students.

As part of the **new capital budget** which was approved at Full Council on Friday 12 Feb, the council included funding for an innovative new project that will help to achieve biodiversity net gain and offset the carbon emissions from highway maintenance. This project which will be further developed over the coming months will work closely with all areas of the council, identifying locations to improve such as ponds, breeding sites, winter refuge sites and in addition to increased tree cover. The project will be a collaborative approach across property services, public realm and the conservation team drawing on specific expertise to improve the county's biodiversity and help mitigate the impact of maintaining the highway network.

Economy

Covid 19 Business Support Grants – We are continuing to deliver grant support to businesses impacted by Covid 19 trading restrictions. The council's Finance Team continue to do a great job in making regular payments through the nationally defined Local Restrictions Support Grant (LRSB) as well as other schemes such as the Retail Leisure and Hospitality (RLH) 'top up' grant. Through the locally defined Discretionary Grant and Exceptional Circumstances Fund schemes the Economic Development team has now approved over £2.2m of support to those not eligible for the national schemes. Following the government announcement on the 22nd February 2021 regarding the lockdown roadmap, we are now preparing to make the next phase of monthly grant payments to eligible businesses covering the lockdown period up until the end of March.

Hereford Town Investment Plan – The Hereford Towns Fund Board submitted the Hereford Town Investment Plan on the 28th January. I was very pleased to be part of the Board working with a wide range of partners from across the city in developing what is a very exciting vision and selecting 15 projects seeking up to a £25m that could make a real difference to Hereford and the wider county. Through the development of the Town Investment Plan we received positive feedback from the Ministry of Housing Communities and Local Government (MHCLG) regarding the significant level of community engagement and interest. The Plan can be found at the following link: <https://strongerhereford.co.uk/wp-content/uploads/2021/02/S20098D-Hereford-TIP-Document-NEW-FINAL-1.pdf>. We hope to hear back from government in circa April/ May.

Market Town Investment Plans – We also recognise the critical contribution the market towns make to the county's economy, and are committed to supporting the growth of the towns. As I have mentioned previously, to understand local needs and opportunities in each of the market towns the council has commissioned the development of Economic Development Investment Plans to support recovery from Covid 19 and enable their future growth. Over the last month I have held a number of meetings with Rose Regeneration (the consultants leading the development of the plans) who through local consultation and engagement are starting to identify a broad range of project opportunities in each town. In the next few weeks Rose Regeneration will be further engaging local businesses and partners on the emerging priorities prior to finalising the plans in May.

Fasterhire

ZZOOMM working in Hereford will have some live properties in May (this is commercial delivery supported by Herefordshire Council but not funded by us)

70% of the properties we enabled through the BT contract have now taken a superfast broadband service

Gigaclear have started building in Staunton on Wye

Airband have started work on their rural clusters around Kington

Full Fibre build is starting in Ross on Wye next month, targeting live properties in May (This is funded through the Marches & Gloucestershire Business Broadband Grant)

Work has started on Shobdon Airfield to reach 20 Businesses with Full Fibre

I promised to keep you updated on the Shire Hall and I'm afraid that it is not good news. We have an 800 page document from the structural engineers that the team are currently working their way through. Though the ceilings in the court rooms were the reason for the initial survey, the survey has further identified significant issues with the ceiling of the main assembly hall. This means that it is not able to be used until we have identified the works that need doing. I have commissioned a full review of the survey with specialists with a view to doing a full options appraisal for the building. I think it pertinent when we are scrambling around for savings of £200k in the budget meetings that when a council asset is likely to have substantial costs that we identify what our strategic position is. This will be a short review, I have asked that it takes a matter of months, and once I have more details I will update you again.

Estates and Maintenance contract; You may have seen the exciting decision to bring our estates and maintenance team back in-house (ish). An options appraisal was put to me in February that gave me four options: an extension for four months with BBLP as the contract is; for the estates and maintenance to go into the BBLP and Public Realm contract; for services to come back in-house; for services to transfer into Hoople. A value for money assessment was undertaken that identified the preferred method was for the services to go into Hoople. Hoople have been fantastic with this opportunity and are hastily preparing the services transfer to them at the end of the BBLP contract. It also allows us to use as much local tradespeople as possible through our social value procurement of which Hoople are a part. I hope that you will all be supportive of this change and in the extension of work undertaken by Hoople.

Environment, economy and skills – Cllr Ellie Chowns

Environment

On Monday 22 February we launched our new **City Trees campaign** which will help plant over 500 new trees in Hereford City. This campaign proved incredibly popular and was fully subscribed on the 3 March with all 500 trees allocated to residents and organisations across the City. This project will help to increase tree coverage, help to enhance and protect local diversity and will also help to improve air quality in the city. This project was done in partnership with the local tree specialists Frank P Matthews, was administered by Herefordshire Council and is fully funded by the government's Accelerated Towns Fund.

Another great project funded through the Towns Fund accelerated funding is the introduction of **electric Beryl Bikes** which are launching on the 11 March.

The **Marches Renewable Energy Project** has continued to be popular with local businesses and organisations as it offers capital grants towards the costs of renewable energy projects. Here the scheme has recently become oversubscribed in Herefordshire and will see significant local investment in renewables across the county.

As part of our **Carbon Management Plan** to reduce the council's carbon emissions, new energy efficiency LED lighting and a new solar PV system has recently been installed at the Widemarsh Childrens Centre.

A new '**Zero Carbon and Nature Rich Herefordshire**' website is currently being finalised and will be launching later this month. This website brings together a huge amount of work from a dedicated group of external partners and council officers and launches the first iteration of a new countywide carbon and nature action plan. More details will be available shortly.

The main anomaly is in the change made to the Bridge Street tariff. Presently it is £1.50 for 4 hrs or £2 all day. Even so, usage of the car park is patchy. The request to retain this tariff and encourage use of the significant season ticket discount (which enables commuters to park all year for ~80p per day) has been rejected. Worse, it appears that an hourly tariff is being proposed for this edge of centre car park that is higher for each of the first 2 hours than the Zone 2 car parks. I have also suggested just a flat all-day rate for this car park, which has also been rejected. The consequences of the proposed tariff are that Bridge Street is only sensibly used for all day parking, but that there is a 25% increase for that over current charges.

Consultations

Review of the home to school transport policy 26 Feb – 23 April 2021: The Herefordshire home to school transport policy has been reviewed and a number of minor changes have been made. These are:

- Section 2 - updating the description of nearest school and the description of how distance is calculated
- Section 2.2 - updating the description of how home address will be determined
- Section 3.6 – addition of wording regarding provision of transport to ‘faith’ schools
- Section 4 – updating wording on travel between home and bus stops
- Section 5 – updating wording on travel between home and pick up points

This is now a public consultation on the updated version of the policy.

<https://consultations.herefordshire.gov.uk/consultations/article/53/home-to-school-transport-policy-consultation>

Budget 2021-22: The results of this public consultation which informed the setting of the county council’s budget and council tax for 2021 are now available.

<https://consultations.herefordshire.gov.uk/consultations/article/53/home-to-school-transport-policy-consultation>

Streetworks & Public Realm

The following works have been conducted in Ledbury North ward (inc Wellington Heath Parish) by the BBLP Locality Steward:

- 1 gully cleansed in Beggars Ash
- 4 litter bins replaced in Bye Street and Hereford Road
- 10 litter bins replaced in Bridge Street, Old Railway Line Town Walk, Orchard Lane and the A417 Ledbury bypass
- Wellington Heath FP Officer consulted regarding a number of footpaths
- B4214 in Staplow attended following an Enquiry regarding the road surface.
- signage left abandoned in Bradlow following resurfacing works recovered
- gully defect raised in Hereford Road, Ledbury
- PROW access on LR 9 inspected on behalf of the Enforcement Officer
- Monthly Driven Inspections of both U and C class roads carried out over a 2 day period and raised approx. 52 carriageway defects
- Monthly Driven Inspections of both A and B class roads carried out over a 2 day period and raised approx. 21 carriageway defects
- Several pothole defects raised on the C1167 towards Petty France

- Developers and Sub-Contractors in Wellington Heath who were carrying out works on a PROW without the proper authority/permissions were spoken to and the matter was referred to the PROW team and the Street Works team at Balfours to follow up
- Flood boards collected from Bromyard road
- overflowing bin in The Homend emptied
- gully cleansed in Cut Throat Lane
- 10 new litter bins provided in The Homend, Bye Street, The High Street and Homend Crescent
- Church Road visited to complete works to the vegetation at the Walled Garden
- Emergency in The Homend attended following a report from a member of the public that they had deliberately placed a sandbag in the middle of the carriageway regardless of the consequences
- Followed up on an Enquiry regarding a footway in The Langlands, Ledbury
- blocked culvert defect raised in Bridge Street, Ledbury
- Raised a number of carriageway defects in Lawnside
- 5 gullies cleansed in Bye Street, Church Street and the C1167 from the A449 to Red Cottages
- Monthly Walked Inspection of Ledbury Town carried out and raised 24 carriageway defects
- Monthly Inspection of Playgrounds in Ledbury carried out
- gully defect raised in Bye Street, Ledbury
- complaint from a resident on Queens Way, Ledbury followed up regarding the use of vehicles and noted that the area did not form part of the Highway of the extent
- job raised for the white lining team to remove the double yellow lines from a parking bay in Belle Orchard, Ledbury
- pothole defects identified in Newbury Park, Ledbury
- site visit carried out for a proposed scaffolding erection at the Spar Shop in Ledbury High Street
- 5.56m² of 10mm Wearing Course carriageway repairs carried out on the B4214 Bromyard Road, Hollow Lane, Hereford Road and The Homend
- 3 fingerposts and chevrons installed on PROWs WH3 and WH5
- 2 Incidents of Fly Tipping recovered a) B4214 Bromyard Road – Cans/bottles b) Newbury Park – Sandbag
- 2 gullies cleansed on the C1171 The Burtons

County Council initiatives

I also attach the Herefordshire Council Leader's monthly newsletter for March which provides more information on developments and initiatives many of which are relevant to Ledbury and its residents.

If councillors would like further information on any of the above initiatives, please contact me.

Councillor Liz Harvey

It's Our County – Ledbury North Ward Member – 26 March 2021

As of 1st March 2021

Leader's newsletter

Welcome to the March newsletter which is an opportunity for me and Cabinet Members to let readers know what has been happening recently in the Council.

We are all I am sure pleased that the government has announced a road map for the gradual release of the COVID restrictions. We are hopeful that with the help of the role out of the vaccines, and continued caution with regards to social distancing, the milestones in that road map will be achieved.

Children and families – Cllr Felicity Norman

Marlbrook; New state of the art facilities opened for pupils and staff at Marlbrook Primary School at Green Croft this week following a £6 million investment project by Herefordshire Council.

The council funded sustainable scheme has provided six new classrooms, a new hall and a special hygiene and physio room. The school has also benefited from new netball courts and improvements to the car parking area.

Local company, Morgan Sindall Construction, were contracted by the council to carry out the work which they completed in time ready for when pupils return to school after February half term.

The school – rated Outstanding by Ofsted, has experienced a significant rise in pupil numbers in recent years and the council's investment has enabled the size of the school to be significantly increased.



Kickstart; Herefordshire Council is set to support local young people and businesses through being a gateway organisation for the delivery of the government's Kickstart scheme in the county.

Across the UK younger people have been some of those worst affected economically by the pandemic. In Herefordshire there has been a 108% increase in people aged between 18 and 24 claiming out of work benefits since March 2020.

As part of the Covid-19 recovery programme, the Kickstart scheme will provide 6-month work experience placements to 16 to 24 year olds receiving Universal Credit and at risk of long term unemployment.

The Kickstart scheme fully meets the salary and costs for each placement, as well as providing the individual with skills and wrap around support during their placement - such as coaching, mentoring, work skills including supporting job applications, CV writing and interview skills.

Employers have a choice to either access Kickstart through a gateway employer or apply directly to DWP. [Further information about the Kickstart scheme.](#)

Laptop scheme; Colleagues in the Education, Skills & Development area of the Children & Families directorate have worked throughout the lockdown period to identify vulnerable children most in need of remote learning and laptop access. £650k funding was identified for the purchase of laptops, 4G routers and home internet access for children across the county. The purchase of this equipment will also increase the resilience of schools post-pandemic, to enable remote learning to continue during unplanned closures, for example closure due to extreme weather.

Care leavers; It was lovely to see a column in the Hereford Times recently, (Opinion, February 4th 2021) written by one of our care leavers, Mariam Njeri, (Maz), in which she celebrated the positive things that have come out of this past year, and recognised how uncertain times often bring out the best in people. What a great attitude to have, especially from someone who has not had an easy time herself. You may remember last year we circulated some wonderful poems that had been written by our young people, including one by Mariam. She will be writing a regular column for the paper, so look out for the next one. Thanks to Ellie Chowns for suggesting this and to the paper for seeking to encourage a wider range of voices, including that of our young people.

Adults and Communities – Cllr Pauline Crockett

Commissioning - Fee Increases; The Council is recognising the fantastic efforts of care providers by increasing fees paid for care services again this year. During the previous 12 months the Council has allocated grants to the care sector of over £6 million and purchased £1.8million of PPE, 75% of which has been allocated free of charge to care providers. In 2020/21 the Council has made additional Covid 19 payments above usual fees of over £1.6million and will be increasing fees to all care providers and shared lives carers from April 21.

Talk Community; 12 Talk Community Hubs are now live with a further 16 in development and in the process of being mobilised:

Live Hubs

- Hope Centre
- Bromyard Food Bank
- Hinton Community Centre
- Wellington
- Yarpole
- Ross Good Neighbour Scheme / Ross CDT
- Putson Church

- St Peter's Hub
- Bishop's Frome
- Wigmore Huddle Hub
- CARE Herefordshire (GV Hub)

Covid-19 Response; The Talk Community covid-19 response continues to provide information, advice and support to those in the community and will continue throughout the lockdown with link workers across each of the Primary Care Networks (PCN). The numbers of requests remain low with the highest requests for suppliers and medication delivery. Last week the government announced that nationally a further 1.7million people will be added to the Clinically Extremely Vulnerable list following a new predictive risk model to help clinicians identify adults with multiple risk factors that make them more vulnerable to COVID-19. The research has been developed by subgroup of NERVTAG, led by the University of Oxford and funded by National Institute for Health Research and individuals identified through the COVID-19 population risk assessment, using the QCovid® model, will be added to the list.

In Herefordshire 4000 people have been identified as part of this model with plans are in place to directly contact these individuals through the customer services team.

Talk Community Mental Health Offer; Talk Community will be providing mental health awareness and first aid training for communities, community leaders and volunteers with the aim is to increase the awareness and basic knowledge of mental health. This will provide them with tools to help people to look after their mental health and maintain their well-being and provide them with confidence to support people in distress or who may be experiencing mental health issues or refer them onto the relevant services. Further information will be provided on when this will be launched.

Talk Community Debt and Money Management Support; Talk Community to fund voluntary and community organisations, to help Herefordshire residents in need of debt, money or budgetary advice which will be across each of the market towns and within the city.

The support is to respond to residents with existing debt problems as well as early intervention / prevention activities and to support future sustainability of the service

Finance and corporate services – Cllr Liz Harvey

Modern.gov – we would value your views and ideas on how we can improve your user experience

The Civica Modern.Gov software offers many features that help Herefordshire Council to fulfil its legal and constitutional obligations in regard to holding and conducting public meetings and taking local decisions. As a unitary authority Herefordshire Council is responsible for a wide range of services including: economic development, education, environmental health and animal welfare, highways, housing, leisure and culture, local tax collection, passenger transport, planning, public health, social care (adults and children), strategic planning, trading standards, transport planning, waste collection and disposal. It also has an overarching 'local leadership' role being responsible for the economic, social and environmental wellbeing of the county. The council is also the 'corporate parent' to children and young people in its care.

Civica Modern.Gov supports the council in undertaking its democratic services functions. Additionally, Civica Modern.Gov provides an app that ensures members have the latest meeting papers (in electronic version) for committees which they can

annotate and refer to during meetings. This functionality remains relevant and utilised by officers and members of the council. However, the council has not undertaken a review of the current Civica Modern.Gov system configuration since 2017.

Significant changes have, and continue to, shape the way the council operates and conducts its business. For example the council:

- is undertaking a review of current constitutional arrangements. This is likely to bring forward new processes (such as new formats to publish the council constitution and consultation methods on key decisions) and structures (such as changes to scrutiny committees);
- is actively examining how it can extend its duty of care to officers and members who require reasonable adjustments or accessibility aids in accessing council reports and/or meetings;
- has recently introduced project management software seeks to build in key milestones/project phases that require governance and decision making to interplay with large scale project management activity;
- is currently considering and anticipating a more permanent legislative change that will enable the continuation of remote and/or hybrid meetings.

To this end, the council is aware of new innovations in product developments which we wish to explore in terms of future configuration options of the Civica Modern.Gov system software. In addition, over the course of the last four years, the council has noted some existing configuration issues that it would like to review and address. For example, use of the Civica Modern.Gov App has had limited uptake from members and some members have experienced difficulties in saving and archiving annotated PDFs.

Creating a more user friendly solution for officers and members will need to be a key focus of any reconfiguration options we take forward with Modern.gov. Democratic services is currently undertaking a review of the services that Modern.Gov provides and would welcome your feedback on your user experiences.

Please email governanceupportteam@herefordshire.gov.uk with any comments/feedback you wish to provide us with. We will use this feedback to set up a members seminar, with Modern.gov and Hoople representatives present to discuss what changes can be introduced to ensure members are being provided with the best possible committee support and services.

The 2021 Census is here; You probably already know that the national census takes place this month. Census day is Sunday 21 March, and you may have already received your purple household pack through the post. For local authorities, census population estimates underpin both planning and provision of public services – so it's really important that we support it as much as we can. Getting the best possible response rates for the census will make sure that decisions are based on accurate, high-quality data. It also provides vital evidence that voluntary and community groups need to win funding bids. The local Census Engagement Manager has already had an enormous amount of support from people and organisations across Herefordshire to help make sure that everyone gets their chance to be included. We will be sending you a Councillor Handbook in the next week, which will explain more about how you can get involved.

Housing, regulatory services and community safety – Cllr Ange Tyler

Test and Trace; Herefordshire Council's local Test and Trace team have been working hard behind the scenes to support the national response to the coronavirus pandemic. To provide more insight into what they do, our officers were featured on BBC Morning Live. Those that missed the program (10/02/2021) can still watch it on iPlayer here:

<https://www.bbc.co.uk/iplayer/episode/m000s5ml/morning-live-series-2-10022021> (the piece starts at 9 minutes and 48 seconds and concludes at 16 minutes).

Empty Homes Week 15th – 21st February; this was the National Empty Homes week, and to mark the occasion Strategic Housing worked with the Comms Team on a media drive to highlight how detrimental it is to have Empty Homes in the County.

The Empty Property webpage link was sent out on Facebook and twitter and a flier was sent to the Town Councils and all Parish Councils. 7 contacts were made due to the flier and 2 new empty properties were identified. 81 hits were recorded on the empty homes webpage and a further 25 searches for empty homes on the website, a total of 101 visits.

A number of individuals have also made contact asking for advice & assistance or VAT reduction letters.

There are currently 284 long term empty properties in the County, a number of empty properties are due to probate or elderly owners moved into some form of care facility.

The community protection team are seeing an increase in fly tipping across the county although we do not suffer large numbers of fly tipping but it's all relative to our population and county as a whole.

The animal health team are seeing a rise in animal welfare complaints regarding farmed animals both in numbers and severity. The covid enforcement patrols are continuing and tackling any issues that arise and keeping up the reassurance visits to support local business and the public. We are now preparing for the changes to the covid legislation as per the government road map and will adjust to tackle any up and coming issues.

Commissioning, procurement and assets – Cllr Gemma Davies

I have commissioned a full review of council assets including those in our investment portfolio. Sara Jowett, head of PMO, will be leading the project alongside the property team. The review will take approximately 12 months whereby at the end we will have a full estate management strategy and be able to identify those assets we need to keep, which one of those we could transfer to suitable parties such as parishes or community groups and then finally those assets that we need to dispose of. With regards to the investment portfolio a strategy will be worked up to ensure that we are returning on our investments be that monetary, social value or a mixture of both. This information will be transparent for you and I will update you on its progress.

Many of you will have seen that the transfer of the Town Hall and No 10 St Owen's Street have appeared on the forward plan. Transfer of the Town Hall has been on the agenda since Herefordshire Council's formation. I am delighted to say that a viable option for transfer is currently being worked up on the basis of a freehold transfer to a third sector community organisation. As matters are not confirmed I won't say who the parties are but needless to say they are passionate about the building and making it into something really special. It's been a difficult time for many of the councillors and officers who have been talking about this for years and I am personally delighted that the Town Hall will stay for the benefit of the community, even if Herefordshire Council are not the ones to do it.

Ward Councillor Report: March 2021

Planning

Viaduct Site (625 homes and 3ha employment land. Herefordshire Council planning application No: P171532 https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=171532). The decision of the Secretary of State on this appeal was issued on 15 March. The SoS endorsed the recommendation of the inspector which was to allow the appeal.

This is extremely disappointing news for Ledbury. Everyone who lives here knows full-well the damaging impact that the traffic from this site will inevitably have upon the local road network as a consequence of planners not requiring Bloor Homes and the Landowners (Lucy Phillips; James, Anthony and Christopher Hawkins; Robert and Andrew Lane) to provide site access, as originally planned, under the viaduct to connect to the strategic road network at the Hereford Road roundabout.

However, the Inspector accepted that the challenge made by the Town Council was reasonable by dismissing all claims for costs made by Bloor, save the time spent responding to the safety points raised by the Town Council's transport consultants relating to the pedestrian and cycling access to the site via the old canal tunnels running through the embankment at Ballard Close.

The priority now is to ensure that the detailed layout of the development retains the option for a second vehicle access under the viaduct to be provided at some point in the future, and also to ensure that the water management issues on site and flood risk to the site are understood and mitigated.

Local people may be interested in the Heads of Terms/Section 106 Agreement for this development which has been agreed by the inspector/SoS as part of the appeal and comprises the following contributions by Bloor to the provision of local infrastructure:

- 40% Affordable Housing on the site in the following mix and number:
 - 93 Social Rent
 - 32 Affordable Rent
 - 125 Intermediate Housing
- £1m contribution towards the reinstatement of the canal section through the site
- Contribution towards additional classrooms, toilets, storage and circulation space at Ledbury Primary School; and a new 10 classroom block, 4 new classrooms, 2 new science laboratories, improved art and sport facilities at John Masefield High School of:
 - £2,413 per open market 2 bedroom unit
 - £4,297 per open market 3 bedroom unit
 - £7,560 per open market 4/5 bedroom unit
- £330,305 towards hospital services
- £167,924 towards additional GP facilities for Ledbury Healthcare Partnership
- £22,414 towards the cost of monitoring compliance
- 5,700 m2 of public open space
- 11,500m2 of children's play area of which 3,500m2 is installed play equipment
- £80 per dwelling towards cost of waste and recycling bins
- £630 per open market unit towards improved outdoor sports facilities (630 x 375 = £236,250)
- £455,000 towards the following transport improvements:
 - Widening of the footbridge over Orchard Lane

1666(a)

**MINUTES OF A MEETING OF THE
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
HELD ON 11 FEBRUARY 2021
VIA ZOOM**

PRESENT: Councillors: Bannister, Chowns, Harvey, Howells, Knight, Morris

IN ATTENDANCE: Angie Price – Town Clerk
Beth Hughes – Tour Guide Leader

P352. APOLOGIES

Apologies were received from Councillors Manns and Vesma

P353. DECLARATIONS OF INTEREST

No declarations of interest were received.

P354. PUBLIC PARTICIPATION

None received.

Due to Councillor Harvey's County Councillor commitments and needing to leave the meeting early, Councillor Bannister proposed to bring forward agenda items 4, 5, 17, 10 to complete planning business.

**P355. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE OF 14
JANUARY 2021 AS A CORRECT RECORD**

RESOLVED:

Councillor Harvey asked to have a discussion on minute number **P342 on page 1575**. She advised members that she was not present in the meeting however had sent comments to the Chairman on this item for consideration. She expressed her concerns with the decision to meet with Gladman Representatives and Planning Officers at Herefordshire Council due to the time that went into considering the land as not suitable for development. She pointed out that there had been an appeal which Gladman had lost, in respect of this site, and the inspector agreed that if the land were to be built on it would be damaging to the town and landscape. She felt that meeting with Gladman would only give the developers and landowners false hope that the decision would be revisited.

Councillor Bannister advised that the correspondence received only noted the benefits for sporting facilities which would benefit Ledbury, he did not recall there being any mention of housing.

Members agreed to authorise the Town Clerk to contact Planning Officers at Herefordshire Council to ask whether it would be beneficial to meet with Gladman Representatives to reinforce that the land at Dymock is not suitable for development.

Councillor Harvey left the meeting at 7:50pm

Councillor Bannister advised members that the grounds of objection on application **204154, minute number P347(3) on page 1578** were incorrect. Whilst the members decision to object to the planning application was a correct record of the discussion and decision taken at the meeting, the Town Clerk advised members that the grounds given for the objection were not.

RESOLVED:

1. **That the minutes of the meeting of the Economic Development & Planning Committee held on 9 July 2020 be approved and signed as a correct record.**
2. **That the Town Clerk contact the Planning Officers at Herefordshire Council to ask for their advice on meeting with Gladman Representatives.**
3. **That Members note that the grounds for the objection in respect of planning application 204154 were incorrect.**

P356.

ACTION SHEET

Members were provided with the Economic Development and Planning Action Sheet. The Town Clerk updated Members on the progress she had made since the last meeting, including the Corporate Plan and the roundabout sponsorship request from Barratts Homes.

RESOLVED:

That Action sheet be received and noted.

P357.

CORRESPONDENCE FROM CIVIC SOCIETY

Members were provided with Correspondence from the Civic Society proposing a collaborative approach to marketing tourist attractions on Church Lane, including the 16th Century Painted Room and Butcher Row Museum.

Beth Hughes, Tour Guide Leader at the 16th Century Painted Room advised that the Council had previously investigated working with other tourist attractions. However, nothing had come to light and whilst she agreed with the proposal in principle, she was not sure how it could work.

Councillor Morris advised that in his 6-years of being a councillor, the various tourist groups with the town have tried to look at ways of working together and marketing under one body, without much success. Members felt that it would be beneficial, especially as the Council are employing a Community Developer Officer, to pursue this option.

Councillor Knight suggested placing an advert on the Town Council website to encourage volunteers to help in the tourist attractions.

Members agreed to the Town Clerk responding to the correspondence to advise that the Economy and Tourism Working Party will discuss this further.

RESOLVED:

That the Town Clerk respond to the correspondence sent by the Civic Society, noting that the Economy and Tourism Working Party will discuss further.

P358.

PLANNING CONSULTATIONS

1. Planning Application 204336 – Hazle Meadows, Ross Road, Ledbury, HR8 2LP

RESOLVED: No Objection

2. Planning Application 204363 – Orchard House, New Street, HR8 2EL

RESOLVED: No Objection

3. Planning Application 204518 – Wood House, Staplow, Ledbury, HR8 1NP

RESOLVED: No Objection

4. Planning Application 204554 – 12 Lambourne Close, Ledbury, HR8 2HW

RESOLVED: No Objection

5. Planning Application 204558- Barns at Siddington Farm, Ledbury

RESOLVED: No Objection

6. Planning Application 204559 LISTED – Barns at Siddington Farm, Ledbury

RESOLVED: No Objection

7. Planning Application 204565 – Spindle Cottage, Upper Mitchell, Ledbury, HR8 1JG

RESOLVED: No Objection

8. Planning Application 210045 – Barn House, 23 New Street, Ledbury, HR8 2DX

RESOLVED: No Objection

9. Planning Application 210046 LISTED – Barn House, New Street, Ledbury, HR8 2DX

RESOLVED: No Objection

P359. **PLANNING APPLICATION 201422 – NOTICE OF APPEAL**

Members were provided with a Notice of Appeal in relation to planning application 201422, Proposed change of use of tearoom and use of part of first floor to provide two bedrooms to existing ground floor flat.

Councillor Bannister advised that the application had since been withdrawn.

RESOLVED:

That it be noted that this application to appeal had been withdrawn.

P360. **TREE PRESERVATION ORDER NOTICE**

Members were provided with a Tree Preservation Order Notice from Herefordshire Council.

RESOLVED:

That the Tree Preservation Order Notice be received and noted.

P361. **PLANNING DECISIONS**

Members were provided with an up-to-date Planning Decisions table. Councillor Bannister advised members that a number of decisions had been made including the refusal of the Deeley development and phase two Barratts proposal.

RESOLVED:

That the list of planning application decisions be received and noted.

P362. **ENQUIRY RECEIVED FROM LOCAL RESIDENT IN RELATION TO BARRETT BROWING INSTITUTE (BBI) DOOR**

Members were provided correspondence received from a local resident in relation to the newly installed door to the Barrett Browning Institute.

Councillor Manns reminded members of a meeting of the Economic Development and Planning in 2016 where there was a discussion on the planning application for a new door for the BBI. He advised members that there were no objections to the new door being fitted.

Councillor Howells suggested the Town Clerk respond to the resident and advise that there were no objections to the new door being fitted at the Barrett Browning Institute and that it went through the correct and legal process.

The Town Clerk suggested that going forward all planning applications will be uploaded to the website and the Council social media accounts before each Economic Development and Planning Committee meeting.

RESOLVED:

- 1. That the correspondence from a local resident be received and noted, noting that the Town Clerk will respond.**
- 2. That all planning applications be listed on the Town Council website and social media accounts going forward.**

P363. **CHANGE OF USE (For information only)**

Members were asked to receive and note the Town and Country Planning (use Classes) Order 1987. The Clerk advised that she had received the document from Herefordshire Planning Department to help Councillors when making comment on future requests for change of use.

RESOLVED:

That the Change of use document be received and noted.

P364. **MINUTES OF THE MAJOR PLANNING APPLICATION WORKING PARTY MEETINGS**

Members were asked to receive and note the minutes of the Major Planning Application Working Party meeting held on 11 and 26 January 2021.

RESOLVED:

1. That the minutes of the Major Planning Application Working Party meetings held on 11 and 26 January 2021 be received and noted

P365.

UPDATE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN

Councillor Howells provided members with an update on the Neighbourhood Development Plan (NDP) including the following:

- a) Notes of the minutes of a meeting of the NDP held on 5 January 2021.
- b) Notes of meetings 12-16 of the Steering Group.
- c) Updated Budget Position as of 21 January 2021.
- d) Current status briefing document
- e) Project timeline forecast as of 9 January 2021.
- f) Current version of document filing record.
- g) Draft Communications and Consultation Plan.

RESOLVED:

1. That update on the Neighbourhood Development Plan be received and noted.
2. That the notes of the minutes of a meeting of the NDP held on 5 January 2021 be received and noted.
3. That the notes of meetings 12-16 of the Steering Group be received and noted.
4. That the Updated Budget Position as of 21 January 2021 be received and noted.
5. That Council agree to the adoption of the Current Status Briefing document.
6. That members of the Economic Development and Planning Committee receive and note the Project timeline forecast as of 9 January 2021.
7. That members of the Economic Development and Planning Committee receive and note the current version of document filing record.
8. That members of the Economic Development and Planning Committee receive and note the Draft Communications and Consultation Plan.

P369. **TRAFFIC MANAGEMENT WORKING PARTY**

Members were asked to receive and note the minutes of the Traffic Management Working Party held on 12 January 2021.

RESOLVED:

That Members of the Economic Development and Planning Committee receive and note the minutes of the Traffic Management Working Party held on 12 January 2021.

P367. **ECONOMY AND TOURISM**

Members were asked to receive and note the minutes of the Economy and Tourism Working Party held on 25 January 2021 and the minutes of a meeting of the Charter Market Working Party held on 20 January 2021.

Councillor Bannister advised members of the following recommendations:

- a. That a Task & Finish Group be set up to agree what content should be on the Ledbury website. Task & Finish Group members to be Councillor Morris, Caroline Green, Griff Holliday, Christine Tustin and Deputy Clerk, Nicola Young.
- b. That the Deputy Clerk draft a letter to Highway Agency to request a discount due to COVID and requesting support of market town economy. It is proposed to put brown tourism signs to Ledbury on M5 and M50. It was also suggested that Herefordshire Council could provide some funds to support the promotion of market towns.
- c. To the Economic Development & Planning Committee that Economy & Tourism Working Party set up a Task & Finish Group to consider the development of the Charter Market and what evening/Sunday markets could take place. Task & Finish Group members will be Councillor John Bannister, Councillor Stephen Chowns, Caroline Green, Deputy Clerk.

RESOLVED:

1. **That Members of the Economic Development and Planning Committee receive and note the minutes of the Economy and Tourism Working Party held on 25 January 2021.**
2. **That a Task & Finish Group be set up to agree what content should be on the Ledbury Tourism website. Task & Finish Group members to be Councillor Morris, Caroline Green, Griff Holliday, Christine Tustin, and Councillor Knight.**
3. **That Members of the Economic Development and Planning committee authorise the Town Clerk to investigate whether**

Highways UK would offer a discount to supply and fit brown tourism signs on the outskirts of Ledbury.

- 4. That the Economic Development & Planning Committee agree that the Economy & Tourism Working Party set up a Task & Finish Group to consider the development of the Charter Market and what evening/Sunday markets could take place. Task & Finish Group members will be Councillor John Bannister, Councillor Stephen Chowns, Councillor Knight, and Caroline Green.
- 5. That the notes of the meeting to discuss the Charter Market Working Party held on 20 January 2021 be received and noted.

P368. **CORPORATE PLAN**

Members were provided with an updated copy of the Corporate Plan action sheet. The Clerk advised that the office would improve the spreadsheet to make it more readable and effective.

RESOLVED:

That the Corporate Plan action sheet be received and noted.

P369. **HEREFORDSHIRE SUSTAINABLE TRANSPORT GROUP**

Members were provided with a response of Herefordshire Sustainable Transport Group to the Government Consultation call for evidence on Future of Transport: rural strategy.

RESOLVED:

That Members receive and note the response of Herefordshire Sustainable Transport Group document, noting that any comments are sent to the Town Clerk via email by Tuesday 16 February 2021.

P370. **DATE OF NEXT MEETING**

RESOLVED: To note that the date of the next Economic Development and Planning Committee will be held on 11 March 2021.

The Meeting ended 9:11pm

Signed Dated

1674

ACTION SHEET

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

11.02.2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P335(2)	That the Town Clerk contact the Planning Officers at Herefordshire Council to ask for their advice on meeting with Gladman Representatives.	TC	24.02.2021	Email sent to KB waiting for response	Completed
P357	That the Town Clerk respond to the correspondence sent by the Civic Society, noting that the Economy and Tourism Working Party will discuss further.	TC		Response sent	Completed
P362(2)	That all planning applications be listed on the Town Council website and Social Media accounts going forward.	TC		To be undertaken for all applications in the future	On-going
p366(2)	That a Task & Finish Group be set up to agree what content should be on the Ledbury Tourism website. Task & Finish Group members to be Councillor Morris, Caroline Green, Griff Holliday, Christine Tustin and Councillor Knight.	TC & DC	02.03.2021	Meeting arranged	Completed
p366(3)	That Members of the Economic Development and Planning committee authorise the the Town Clerk to investigate whether Highways UK would offer a discount to supply and fit brown tourism signs on the outskirts of Ledbury.	TC		DTC to investigate	In progress
p366(4)	That the Economic Development & Planning Committee agree that the Economy & Tourism Working Party set up a Task & Finish Group to consider the development of the Charter Market and what evening/Sunday markets could take place. Task & Finish Group members will be Councillor John Bannister, Councillor Stephen Chowns, Councillor Knight and Caroline Green.	TC & DC	01.03.2021	Meeting arranged	Completed

1675

**MINUTES OF A MEETING OF THE
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
HELD ON 11 MARCH 2021
VIA ZOOM**

PRESENT: Councillors: Bannister, Chowns, Eakin, Harvey, Howells, Knight, and Morris

IN ATTENDANCE: Angie Price – Town Clerk
Patricia Wilkins – Ledbury Health Group
Neil Baldwin – The Eades Estates Ltd

P370. APOLOGIES

Apologies were received from Councillor Manns.

P371. DECLARATIONS OF INTEREST

No declarations of interest were received.

P372. PUBLIC PARTICIPATION

The Chairman welcomed Neil Baldwin to the meeting and advised that he was to make a representation in relation to planning application 204577.

Neil Baldwin advised that when submitting the planning application for the redevelopment of the former auctions site, the Ledbury Neighbourhood Development Plan had been taken into consideration. He advised that they had engaged with Herefordshire Council Planning Officers pre application and are subsequently making amendments to incorporate ways to promote sustainable travel as suggested by the Highways. Whilst there is not an equal amount of car parking bays to homes, it was believed that it would be more beneficial to the community to provide more 1-bedroom apartments and promote sustainable/active travel.

The Chair thanked Mr Baldwin for his statement.

**P373. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE OF 11
FEBRUARY 2021 AS A CORRECT RECORD**

Councillor Howells noted that the following minute numbers should read:

P362

'The Town Clerk suggested that going forward all planning applications will be uploaded to the website and the Council social media accounts

before each month of the Economic Development and Planning Committee meeting.'

P369

'That Members receive and note the response of Herefordshire Suitable Transport Group document, noting that any comments are sent directly to the Herefordshire Sustainable Transport Group by Tuesday 16 February 2021.'

RESOLVED:

That the minutes of the meeting of the Economic Development & Planning Committee held on 11 February 2021 be approved and signed as a correct record subject to the above amendments.

P374.

ACTION SHEET

Members were provided with the Economic Development and Planning Action Sheet. The Town Clerk updated Members on the progress she had made since the last meeting, including a virtual meeting with the acting Chair of Ledbury in Bloom, Christina Vass.

Councillor Harvey asked whether it would be possible to diarise some of the actions as they are ongoing, including discussions on colours and themes with Ledbury in Bloom.

RESOLVED:

That Action sheet be received and noted.

P375.

PLANNING CONSULTATIONS

1. Planning Application 204577 – Former Auction Rooms, Market Street, Ledbury, Herefordshire

There was a heated debate in relation to the planning application. Councillor Knight expressed concerns that had been raised with her by members of the public that the public were not being consulted on the application. Councillor Howells advised that in the current Neighbourhood Development Plan the former auction rooms was agreed to be the most popular building in Ledbury for development. However, there were some key points including keeping to the design and landscaping in a conservation area.

It was noted that some comments provided by the members of the public were not listed on the Chairman's notes. Councillor Harvey reassured the members and the public, that due to the planning application deadline, there would be enough time to

discuss further comments in the next meeting of Economic Development Committee. She also advised members of the public that representations can be made on the Herefordshire Council Planning website.

Councillor Harvey advised that due to the number size of housing units on the site, the development would qualify for affordable housing, and therefore asked why this was not taken into consideration. She felt that there could be improvements to the design, incorporating history of the old former auction site and being more sympathetic to the Conservation Area.

Councillor Chowns commented on the number of parking places, he asked whether there could be provision for electric charging points.

Mr Baldwin advised that to provide social housing, the developer would have to be registered as a social housing landlord, which they were not. He also stated that the development incorporates history of the railway, providing an industrial feel. He also addressed Councillor Chowns' comment and advised that there had been discussions on providing vehicle electric charging points.

Councillor Bannister advised members of the recommendation that had been agreed at the Major Planning Application Working Party. It was agreed that members of the Economic Development and Planning committee agree to meet with the developers and Herefordshire Council Planning Officers to discuss the development further.

Councillor Harvey advised members that Planning Officers at Herefordshire Council are very accommodating in terms of allowing additional comments to be made past the planning application deadline. She encouraged members of the public to make representation through the Planning Portal on the Herefordshire Council website.

Councillor Howells felt that it would be beneficial for the planning applications Working Party to prepare questions for the developers and Planning Officers. He advised that he send a copy of the Design Guide to members.

Councillor Harvey asked for clarification on mobility access in the development.

RESOLVED: That Members of the Economic Development & Planning Committee arrange a meeting with the developers and Planning Officers at Herefordshire Council.

2. **Planning Application 204578– Former Auction Rooms, Market Street, Ledbury, Herefordshire**

RESOLVED: That Members of the Economic Development Planning Committee arrange a meeting with the developers and Planning Officers at Herefordshire Council.

3. **Planning Application 210087 – 22 Bramley Close, Ledbury, Herefordshire, HR8 2XP**

RESOLVED: NO OBJECTION

4. **Planning Application 210128 – Marley Hall, Staplow, Ledbury, Herefordshire, HR8 1NR**

RESOLVED: NO OBJECTION

5. **Planning Application 210187- Land at 46 Queensway Ledbury, Herefordshire, HR8 2AZ**

RESOLVED: NO OBJECTION

6. **Planning Application 210271 – 8 New Street, Ledbury, Herefordshire, HR8 2DX**

RESOLVED: NO OBJECTION

P376. **PLANNING DECISIONS**

Members were provided with an up-to-date Planning Decisions table

RESOLVED:

That the list of planning application decisions be received and noted.

P377. **MINUTES OF THE MAJOR PLANNING APPLICATION WORKING PARTY MEETINGS**

Members were asked to receive and note the minutes of the Major Planning Application Working Party meeting held on 22 February 2021.

RESOLVED:

That Members of the Economic Development and Planning Committee receive and note the minutes of the Major Planning Application Working Party held on 22 February 2021.

P378. **TRAFFIC MANAGEMENT WORKING PARTY**

Members were asked to receive and note the minutes of the Traffic Management Working Party held on 23 February 2021.

RESOLVED:

That Members of the Economic Development and Planning Committee receive and note the minutes of the Traffic Management Working Party held on 23 February 2021.

P379.

UPDATE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN

Councillor Howells provided members with an update on the Neighbourhood development plan including the following:

- a) Notes of the minutes of a meeting of the NDP held on 23 February 2021.
- b) Notes of meetings 17 – 22 of the Steering Group.
- c) NDP Revision 2021: Invitations to quote
- d) NDP 2021-2031 Issues and Options February 2021 - 1st Review

Councillor Chowns expressed his concerns with the maps used in the Issues and Options document. He felt that they were difficult to read and that this should be considered before the consultation.

Councillor Harvey suggested adding a 'Draft Watermark' on the documents. She also suggested setting up focus groups with members of the public to get feedback before the consultation.

RESOLVED:

1. That update on the Neighbourhood Development Plan be received and noted.
2. That the minutes of a meeting of the NDP held on 23 February 2021 be received and noted.
3. That the notes of meetings 17 - 22 of the Steering Group be received and noted.
4. That the NDP Revision 2021: Invitations be accepted and deferred to the next meeting of the Neighbourhood Development Plan Working Party.

That the NDP 2021 -2031 Issues and Options document be received and noted.

P380.

ECONOMY AND TOURISM

Members were asked to receive and note the minutes of the Economy and Tourism Working Party held on 22 February 2021.

Councillor Bannister advised members of the following recommendations:

ET22 (1) *That the issues of the Tourist Information Centre be considered as part of the Task and Finish Group.*

ET22(2) *Caroline Green and Christine Tustin will work with Helen Bowden on the Ledbury page of the new Herefordshire Tourism website.*

RESOLVED:

1. That Members of the Economic Development and Planning Committee receive and note the minutes of the Economy and Tourism Working Party held on 22 February 2021.
2. That Members of the Economic Development and Planning Committee agree that the issues of the Tourist Information Centre be considered as part of the Task and Finish Group.
3. That Members of the Economic Development and Planning Committee agree that *Caroline Green and Christine Tustin will work with Helen Bowden on the Ledbury page of the new Herefordshire Tourism website.*

P381. **HABITAT REGULATION ASSESSMENT (HRA)**

Members were provided with the Habitat Regulation of Neighbourhood Development Plans within the River Lugg hydrological catchment area.

RESOLVED:

That the Habitat Regulation of Neighbourhood Development Plans be received and noted.

P382. **REQUEST FOR LEDBURY TOWN COUNCIL TO APPLY FOR A LICENCE TO CULTIVATE.**

Members were asked to consider applying for the licence to Cultivate land adjacent to Queens Walk and the bedding areas opposite Bye Street Public Toilets.

The Clerk advised that the request had been received from Ledbury Naturalists via the Climate Change forum.

Councillor Knight asked for clarification on the proposed plans. She advised that members of the public had asked whether the current plants would be replaced as there are already wildlife residing there. The Clerk

advised that the licence was to maintain however she would confirm before applying for the licence.

There was a discussion on applying for Licences to Cultivate and how long they can take to be granted. Councillor Harvey suggested contacting Herefordshire Council to ask whether it would be possible to apply for a block of licenses to save time in the future. She also noted that it would be beneficial to notify the schools nearby as they have been very proactive in encouraging the wildlife in the Bye Street Garden.

The Clerk was sure that Ledbury Naturist worked closely with the schools, however she would double check.

RESOLVED:

That the Town Clerk be authorised to proceed with a Licence to Cultivate request for Queens Walk and the Bye Street Garden.

P383. **CORPORATE PLAN**

Members were provided with the Corporate Plan Action Sheet. The Clerk suggested keeping the corporate plan on the agenda as a standing item.

Councillor Knight asked whether the Corporate Plan action list could be published on the website.

Councillor Harvey asked whether the actions could be numbered for easy reference and that it would be beneficial to produce a delivery plan due to some crossovers. She suggested arranging a working group to produce a delivery plan for the next meeting of Economic Development and Planning.

RESOLVED:

1. **That the Corporate Plan be received and noted, noting that a copy be uploaded on the Ledbury Town Council website.**
2. **That the Corporate Plan action list is numbered for ease of reference.**
3. **That the Town Clerk liaise with Councillor Harvey to set up a working party to produce a delivery plan for the Corporate Plan.**

P384. **THE FARM, BOSBURY, WOODLAND MANAGEMENT PLAN CONSULTATION.**

Members were provided with correspondence received from Pryor & Rickett Silviculture in respect of a Woodland Management Plan for The Farm, Bosbury.

The Clerk advised that if Ledbury Town Council wish to make comment, these should be provided no later than Wednesday, 17 March 2021.

Councillor Bannister noted that there was no mention of public access in the documents.

Members agreed that it would be beneficial for the stiles and signage on posts be included in the management plan as well as the footpaths.

Councillor Harvey advised members that the Council had a similar management plan for Dog Hill Wood. She asked whether the plan could be utilised when looking into plan programmes for Dog Hill Wood. The Town Clerk advised that she was already looking into this matter and will update members accordingly.

RESOLVED: That the Town Clerk provide the agreed feedback on the proposed management plan no later than 17 March 2021.

P385.

ADDITIONAL QUESTIONS FROM MEMBERS OF THE PUBLIC

The Clerk reminded Councillor Bannister of two questions that had been raised by members of the public which had not been dealt with under agenda item 3.

1. How much would Ledbury Town Council have to pay in costs if the appeal were lost?

Councillor Bannister advised that the Council would only be liable to costs if the inspector felt that Ledbury Town Council acted unreasonably. The Council will only know if and how much they will have to pay when the decision has been made.

2. Where is the money going to come from if Ledbury Town Council must pay, and what will the Town Council lose out on?

Councillor Bannister advised members that if Ledbury town Council had to pay, costs could come from reserves and that there would be negotiation on how this is paid.

P386.

DATE OF NEXT MEETING

RESOLVED: To note that the date of the next Economic Development and Planning Committee will be held on 8 April 2021.

The Meeting ended 9:11pm

Signed

Dated

DRAFT

1684

ACTION SHEET

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
11.03.2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P373	That the minutes of the meeting of the Economic Development & Planning Committee held on 11 February 2021 be approved and signed as a correct record with proposed amendments.	TC	16.03.2021	Minutes amended and awaiting the Chair signature	Completed
P375	That the Town Clerk organise a meeting with the developers of the former auction site and the Planning Officers at Herefordshire Council	TC		Meeting scheduled for 29.023.202 at 6.30 pm	Completed
P382	That Members receive of the Economic Development and Planning Committee instruct the Town Clerk to proceed with a Licence to Cultivate request for Queens Walk and the Bye Street Garden.	TC			In progress
P383(1)	That the Corporate Plan be received and noted, noting that a copy be uploaded on the Ledbury Town Council website.	TC	16.03.2021	Administrator working with web developer to create a Corporate Plan Page.	In progress
P383(2)	That the Corporate Plan action list is numbered for easy reference.	TC	16.03.2021		Completed
P383(3)	That the Town Clerk liaise with Councillor Harvey to set up a working party to produce a delivery plan for the Corporate Plan.	TC			In progress

**MINUTES OF A MEETING OF THE
EXTRAORDINARY MEETING OF THE ECONOMIC DEVELOPMENT &
PLANNING COMMITTEE
HELD ON 22 MARCH 2021
VIA ZOOM**

PRESENT: Councillors: Bannister, Chowns, Harvey, Howells, Knight,

IN ATTENDANCE: Angie Price – Town Clerk
Nicola Forde – Vice Chair of the NDP

P386. APOLOGIES

Apologies were received from Councillors Manns, Eakin and Vesma.

P387. DECLARATIONS OF INTEREST

No declarations of interest were received.

P388. PUBLIC PARTICIPATION

None received.

**P389. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE OF 11
MARCH 2021 AS A CORRECT RECORD**

RESOLVED:

That the minutes of the meeting of the Economic Development & Planning Committee held on 11 March 2021 be approved and signed as a correct record.

P390. ACTION SHEET

Members were provided with the Economic Development and Planning Action Sheet. The Town Clerk updated Members on the license to cultivate and advised that the Corporate Plan document would be uploaded to the website.

RESOLVED:

That Action sheet be received and noted.

P391. **UPDATE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN**

Members were asked to receive and note the minutes of the Neighbourhood Development Plan held on 2 February and 2 March 2021.

RESOLVED: That the notes of the Neighbourhood Development Plan Working Party held on 2 February and 2 March 2021 be received and noted.

P392. **NOTES OF MEETINGS 23-25 OF THE NDP STEERING GROUP**

Members were asked to receive and note the notes of meetings 23-25 of the steering group.

Councillor Howells advised that the notes reflected the work that has been completed and the progress being made by the NDP Working Party.

RESOLVED: That Members of the Economic Development and Planning Committee receive and note the Steering Group notes 23-25

P393. **TO APPROVE INVOICES FOR PAYMENT**

Members were provided with invoices from the two consultants that were employed to assist with the Neighbourhood Development Plan.

Councillor Howells advised that the NDP Working Party had received a locality grant of £5,000 for the cost of the consultant's work. He explained that the grant money had to be spent by the end of March 2021 and the invoices needed to be approved in the meeting to allow for this.

RECOMMENDATION: That a recommendation be sent to Full Council to approve the invoices from Carly Tinkler and Bill Bloxsome in respect of consultancy work undertaken to date.

P394. **TO GIVE CONSIDERATION TO AND AGREE THE LIMITED AIMS AND OBJECTIVES OF THE NDP REVISION**

Members were asked to give consideration to and agree the Limited Aims and Objectives of the NDP revision, agreed at a meeting of councillors on 25 January 2021 and as recommended at a meeting of the Economic development and planning committee held on 11 February 2021.

Councillor Howells updated members on the work that had gone into creating and updating the scoping document. He advised that the key aim is to adopt a settlement boundary.

RECOMMENDATION: That a recommendation be sent to Full Council to agree the to the Limited Aims and Objectives of the NDP revision.

P395. TO RECIEVE AND NOTE THE FOLLOWING DOCUMENTS

- Topic Guide 1 – design Guide
- Topic Guide 2 – Employment
- Topic Guide 3 – Recreation and Open Spaces
- Topic Guide 4 - Green Infrastructure
- Topic Guide 5 – Settlement Boundary
- Topic Guide 6 – LVBA

Councillor Howells advised that the above documents are work progress having been previously submitted to committee for noting.

RESOLVED: That the Topic Guides 1 – 6 be received and noted.

P396. TO REVIEW AN UPDATE ON DOCUMENTS IN RESPECT OF CONSULTATION PHASE

- Documents Filing List
- NDP Action List
- Consultation Activities Record
- First Public Consultation Qualitative Responses

Councillor Howells updated members on the filling progress, including the website and electronic filing system.

RESOLVED: That the above documents be received and noted.

P397. TO GIVE CONSIDERATION TO AND MAKE RECOMMENDATION FOR APPROVAL AT FULL COUNCIL.

Members were provided with the following documents:

- Issues Report
- Summarised Version of Issues report to be distributed to residents.
- Residents Questionnaire
- Communications and Consultations Plan

Councillor Howells advised members that the communications and consultations plan was the completed document which had been passed by both Carly Tinkler and Bill Bloxsome.

Councillor Harvey recognised the amount of work that had been put into all four documents. She reminded members of the importance and weight that an NDP can carry. Whilst she understood that Covid

regulations meant that the Communication and Consultation Plan had to be mailed out to residents, she noted that lockdown was likely to end in the not-too-distant future and suggested hiring a hall where residents could ask questions and view display boards, like the Town Plan consultation.

Councillor Howells advised that by advertising the consultation and communications online, it could reach around 20,000 people. He also advised that it would be more efficient and time friendly to send the documents out via mail. Once the documents have reached regulation 14, there will be a public consultation with boards where members can make recommendations and provide more input. A notice had been published in the recent Ledbury Focus to advise the consultation process. He advised that Royal Mail could distribute leaflets which would save time as opposed to Councillor's hand delivering, an estimated cost for the service was around £500.

Councillor Knight asked whether it would be possible to have a stall under the Market House with boards to provide members with further information. Councillor Howells advised that this would be possible, alongside the large mailout by Royal Mail.

Councillor Harvey expressed some concerns that the inspector could reject the Settlement Boundary again. She also noted that the questionnaire did not ask for resident's postcodes which she felt was important data to collect.

Councillor Howells advised that both Sam Banks from Herefordshire Council and Bill Bloxsome have advised that the documents are comprehensive, and that the consultant's advice should carry some weight.

Councillor Bannister asked whether a recommendation should be sent to Full Council to accept the Communications and Consultation document.

Councillor Harvey advised that due to the documents only being received the day of the meeting, that they not be recommended for approval at the extraordinary meeting of Council scheduled to follow this meeting.

Councillor Chowns agreed with Councillor Harvey's suggestion.

RECOMMENDATION: That a recommendation be sent to the Full Council meeting to approve the Communications and Consultations document.

RESOLVED: That the following documents be received and noted, with a suggestion that an extraordinary meeting of Economic Development and Council be held on Wednesday, 7 April 2021 to approve the documents.

- Issues Report
- Summarised Version of Issues report to be distributed to residents.
- Residents Questionnaire

P398. **DATE OF NEXT MEETING**

RESOLVED: To note that the date of the next Economic Development and Planning Committee will be held on 8 April 2021.

The Meeting ended

Signed Dated

DRAFT

ACTION SHEET

EO ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
22.03.21

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P393(1)	RECOMMENDATION: That a recommendation be sent to Full Council to approve the invoices from Carly Tinkler and Bill Bloxsome in respect of consultancy work undertaken to date.	TC	22.03.21	To be considered at a meeting of council on 01.04.2021	Completed
P394	RECOMMENDATION: That a recommendation be sent to Full Council to agree the to the Limited Aims and Objectives of the NDP revision.	TC	22.03.22	To be considered at a meeting of council on 01.04.2021	Completed
P397	RECOMMENDATION: That a recommendation be sent to the Full Council meeting to approve the Communications and Consultations document.	TC	22.03.23	To be considered at a meeting of council on	Completed
P383(1)	That the following documents be received and noted, with a suggestion that an extraordinary meeting of Economic Development and Council be held on Wednesday, 7 April 2021 to approve the following documents. Issues Report , Summarised Version of Issues report to be distributed to residents, Residents Questionnaire	TC		Alternative option agreed at EO FC Meeting	Completed

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD 4 MARCH
2021 VIA VIRTUAL MEANS

PRESENT: Councillors Bannister, Knight and Vesma (Town Mayor & Chair)

ALSO PRESENT: Angela Price – Town Clerk

R109. **APOLOGIES**

Apologies were received from Councillor Eakin and Harvey.

R110. **DECLARATIONS OF INTEREST**

None received

R111. **TO APPROVE AS A CORRECT RECORD THE MINUTES OF A
MEETING OF THE RESOURCES COMMITTEE HELD ON 7 MARCH
2021.**

RESOLVED: That the minutes of the meeting of the Resources Committee held on 7 March 2021 be approved and signed as a correct record subject to the above amendment.

R112. **HEALTH AND SAFETY ISSUES**

The Clerk reminded members that in the previous meeting of Resources, it was agreed that the Tour Guides produce an analysis of visitors to the Painted Room, to determine whether it would warrant expenditure to realign the steps. Based on opening 8-months of the year, the report estimated that between 70 and 100 persons per season who have sufficient difficulty with steps would not consider visiting the Painted Room.

Whilst members agreed that the Painted Room should be accessible for all, they understood the challenges of changing a listed building and the financial implications. Councillor Bannister suggested purchasing removable steps and ramps that can be installed when needed.

Councillor Knight asked whether the Tour Guides could use the main entrance on Church Street as opposed to Church Lane. The Clerk advised that visitors have to take an indirect route through the Jacobean Room, which is regularly hired for meetings and weddings. The Clerk and Tour Guides agreed that it would not be sustainable.

Members authorised the Town Clerk to provide options and costings for the next meeting of Resources for removable ramps, and to inquire whether handrails could be installed on the exterior of the building.

The Clerk advised members that some of the windows in the office do not open and subsequently staff are unable to get fresh air, particularly in the summer months. She also expressed her concerns with not being able to ventilate rooms during the pandemic, which has been advised by the Government. The windows have been nailed and sealed shut.

Councillor Vesma suggested looking through the quinquennial survey before instructing a professional contractor.

RESOLVED:

1. That the Town Clerk provide options and costings for removable ramps & steps for the Painted Room entrance, and to investigate whether it would be possible to install handrails to the exterior of the building.
2. That the Town Clerk confirm whether the Council are able to repair and re-open the windows to the two offices in the Council building, noting that information may be provided in the quinquennial survey.

R113. **POLICIES**

Members were asked to make a recommendation to Finance, Policy and General Purposes to adopt the following policies:

- I. Draft Agile Working
- II. Draft Annual Leave
- III. Draft Anti-Harassment & Bullying
- IV. Draft Redundancy
- V. Draft Shared Parental Leave Policy

Councillor Knight thanked the Town Clerk for her efforts and the amount of work that went into producing the policies.

RECOMMENDATION: Members of the Resources Committee agreed to make a recommendation to the Finance, policy, and General Purposes Committee to adopt the draft policies.

R114. **DATE OF NEXT MEETING**

RESOLVED:

That it be noted that the next meeting of the Resources Committee will be scheduled at the Annual Council meeting on 13 May 2021.

R115. **EXCLUSION OF PRESS AND PUBLIC**

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.

R116. **REVIEW OF JOB DESCRIPTIONS**

Members were requested to give consideration to two job descriptions in respect of post holders 48 and 50.

RESOLVED:

That the job descriptions in respect of post holders 48 and 50 be submitted to the Finance, Policy & General Purposes Committee at its meeting scheduled for 25 March 2021, due to the financial implications within.

The meeting ended at 7.49 pm.

Signed Date
(Chairman)

**ACTION SHEET
RESOURCES COMMITTEE
04.03.2021**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R112(1)	That the TC provide options and costings for removable ramps & steps for the painted room entrance, and to investigate whether it would be possible to install handrails to the exterior of the building.	TC			In progress
R112(2)	That the TC confirm whether the Council are able to repair and re-open the windows to the two offices in the two offices in the council building, noting that information may be provided in the quinquennial survey.	TC			In progress
R113	That the Policies as listed in report be recommended to FP & GP Committee for approval	TC		Included and approved at FP & GP held on 25.03.2021	Completed
R116	That the job descriptions in respect of PH 48 and 50 be submitted to FP & GP at its meeting scheduled for 25.03.2021 due to the financial implications within	TC		Included and approved at FP & GP held on 25.03.2021	Completed

Agenda Item
10

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE
ENVIROMENT AND LEISURE COMMITTEE
HELD ON 18 MARCH 2021
VIA ZOOM

PRESENT: Councillors Bannister, Chowns, Knight (Chair) Manns and Morris

IN ATTENDANCE: The Town Clerk – Angela Price

E130. APOLOGIES

Standing apologies were received from Councillor Whattler.

E131. DECLARATION OF INTERESTS

Councillor Knight declared a pecuniary interest in Agenda item 6 and completed the appropriate forms accordingly. It was noted that Councillor Knight will participate in the conversation, however she would not vote.

E132. PUBLIC PARTICIPATION

The Clerk advised that she had received a question from a member of the public asking whether the council could provide a painted tennis court on the recreation Ground. The Clerk advised that she would investigate this and report back to a future meeting of the Environment and Leisure Committee.

E133. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 21 JANUARY 2021

It was noted that minute no. E124(4) should read:-

“That Members of the Environment & Leisure Committee agree that the Christmas lights being switched on from 6.00 am – 12.00 am.

RESOLVED:

That the minutes of a meeting of the Environment and Leisure Committee held on 21 January 2021 be approved and signed as a correct record, subject to the above amendment.

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E134.

UPDATE ON WORKING PARTIES**Climate Change Working Party**

Members were asked to receive and note the minutes of the Climate Change Working Party held on 1 March 2021.

The Clerk Advised of the following recommendations from within the minutes:

- I. *That the Chairman of the Climate Change Working Party attend the Environment & Leisure Committee meetings to provide feedback as required.*
- II. *That the Environment & Leisure Committee consider the draft Single Use Plastic Policy with a recommendation to Full Council that this be adopted.*

The Chair of the Climate Change Working Party, Nina Shields, referred members to minute number CC.38 (1) and advised that in a previous meeting of Environment and Leisure, members agreed that the sum of £2,500 in the Climate Change working Party budget be used in conjunction with match-funding. She advised members that she had been in contact with Garden Organic who are offering training courses for volunteers to attend events in order to educate residents on recycling and the environment, the total costs of the training are £2,000 and asked the committee to approve this expenditure.

RESOLVED:

- 1. That Members of the Environment and Leisure Committee agree to the Chairman of the Climate Change Working Party attend the Environment & Leisure Committee meetings to provide feedback as required.**
- 2. That the Environment & Leisure Committee consider the draft Single Use Plastic Policy with a recommendation to Full Council that this be adopted.**
- 3. That a RECOMMENDATION be sent to the Finance, Policy and General Purposes Committee for authorisation of expenditure from the Climate Change 2020/21 budget in the sum of £2000 for the provision of training from Garden Organic**

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E135.

RECREATION GROUND**i. Proposed Music Event**

Members were advised of a proposal put forward by local residents for a music event on the Recreation Ground, in particular a 'Reggae at the Rec' event.

Councillor Knight advised that she had some useful contacts that would be able to help with the event that she would be happy to share with the Clerk.

Councillor Manns was in favour of the event. However, he thought that the Council should contact residents nearby to advise them of the event and possibly provide complimentary passes.

Councillor Bannister noted that the proposed dates of Reggae on the Rec. were close to the El Dorado festival at Eastnor Castle, and it was agreed that when setting a final date for any event dates of events in Ledbury and other towns should be taken into consideration.

Members agreed to initially set up a working party to discuss the logistics of the event and that members of the public are invited afterwards. Both Councillor Knight and Manns volunteered to join the working party and it was agreed that this be opened up to all members to join.

RESOLVED:

That members of the Environment and Leisure Committee agree to set up an Events Working Party to discuss the possibility of 'Reggae on the Rec' in 2021.

2. Talent Pathway Programme

The Town Clerk advised members that she had received a proposal from Team Rubicon, who are a provider of scooter and skateboarding coaching.

Members were asked to consider holding an event at the Skate Park for young people to showcase their talents in skating, which could be done via a small fun community led event.

The Clerk advised that Rubicon UK have offered to provide details of companies that could advise on the repairs/replacement of equipment etc. at the skatepark.

RESOLVED: That members of the Environment and Leisure Committee agree that the Events Working Party meet with

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representatives of Rubicon UK in the future, noting that the repairs on the Skatepark are priority.

Verbal report on play park and skate park refurbishment

3.

The Town Clerk provided members with an update on the refurbishment of the Playpark and Skatepark. She advised that they had receive a detailed proposal from one playground company and were waiting to receive others before brining them to committee for consideration.

RESOLVED: That the verbal update on the refurbishment of the Playpark and Skatepark be received and noted.

E136.

GRANT OF EXCLUSIVE RIGHT OF BURIAL AND TRANSFER OF EXCLUSIVE RIGHT OF BURIAL

RESOLVED:

1. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial (Deed numbers 691 to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial
2. That in accordance with Standing Order 23(a), authority be given for the Transfer of the Deed of Exclusive Right of Burial 76, 466, 547 to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial.

E137.

DOG HILL WOOD

1. **Tree Maintenance**

Members were advised of tree maintenance that was required at Dog Hill Wood and were provided with a report and quotes from local tree surgeons. Members were advised that more than three quotes had been sought, however only two had been received.

Members agreed to accept quote number 2 at a cost of £1,140.00.

- 2.

Information Board at Dog Hill Wood

The Clerk informed members of the need to repair the information board at Dog Hill Wood.

Nina Shields suggested that the Council liaise with Ledbury naturalists and Celia Kellet to provide include a map of the woods

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and information on the flora and fauna found in the woods. It was also suggested that the information provided in the board should match that of other information boards at Dog Hill Woods.

The Clerk advised that the Officers could contact the Unitary authorities as they may have a department that could help with printing and design.

RESOLVED:

1. **That officers establish what information is in the other boards at Dog Hill Woods with a view to the same information being supplied in the damaged board.**
2. **That the Clerk contact Herefordshire Council to investigate whether they have a department that could assist with the printing of a large-scale information notice.**

E138.

REQUEST TO INSTALL BIKE RACKS NEAR BYE STREET PUBLIC TOILETS

A request was received from Councillor Chowns to install a bike rack within the bollard area outside the Bye Street Public Toilets. The Clerk also advised that members of the public had asked whether it was possible to install bike racks near the Market House.

Councillor Manns identified some areas that the bike racks could be installed, including, near the bus stop and opposite the Market House Café. However, felt that this could cause some issues as the Christmas tree is installed nearby.

Councillor Bannister expressed his concerns with installing bike racks near the Market House.

Nina shields advised that hoops at the base of the lampposts are for bikes and suggested doubling up the hoops. Councillor Chowns felt that the lampposts were not close enough to the Market House which had been the issued raised with Councillor Knight.

RESOLVED:

1. **That Members of the Environment and Leisure Committee receive and note the request to install bike ramps near Bye Street Toilets and the Market House.**
2. **That the Clerk liaise with Love Ledbury to ask whether a bike rack could be installed nearby.**

1700

E139. INSTALLATION OF DEFIBRILLATORS

Members were provided with a report on the possibility of installing defibrillators in two former public telephones boxes, which have been adopted by Ledbury Town Council.

The Clerk advised that the attached report did not provide details of the cost of purchasing the defibrillators from the Council's current supplier and she advised that prices for these had been obtained in late 2019, and that officers were waiting for an updated price for these. She advised members of the benefits if the Council were to use the same company and it was noted that if the cost from this company was considerably less than those provided in the report.

RESOLVED: That the Clerk be authorised to contact the council's current defibrillator supplier to confirm the cost to supply and install two new defibrillators in locked cabinets into two telephone kiosks.

E140. CORPORATE PLAN

Members were provided with a corporate plan action sheet. The Clerk advised that officers would need to add a reference column to the action sheet for the next Environment and Leisure Committee.

Councillor Knight asked whether the Corporate Plan Action sheet could be uploaded onto the website.

RESOLVED:

- 1. That Members of the Environment and Leisure Committee receive and note the Corporate Plan action sheet, noting that Officers add a reference column.**
- 2. That the action sheet be uploaded onto the Town Councils website.**

E141. COMMUNITY GARDENS CHARITY

The Clerk advised members of correspondence received from Haygrove, who had advised that they had secured funding by a local business in Ledbury to provide a community garden. Haygrove had contacted the Council asking them to provide a letter of support in respect of the proposed community garden project.

1701

RESOLVED: That a **RECOMMENDATION** be sent to the next Full Council meeting to write a letter of support in relation to a community garden In Ledbury.

E142. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next Environment and Leisure Committee will be agreed at the annual meeting on 13 May 2021.

E143. EXCLUSION OF PRESS AND PUBLIC

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 are excluded from the remainder of the meeting.

E144. WAR MEMORIAL

Members were provided with three quotes in respect of the additional works required to the War Memorial in the High Street.

The Clerk also provided members with a copy of the detailed specification that had been sent to each contractor to quote on.

Councillor Knight asked whether the quotes received were from local tradesmen. The Clerk advised that one of the quotes was from a local company.

The Clerk advised that the 3rd quote that she had received had noted that the pointing had become loose and that the main structure had not been fitted correctly.

Councillor Morris felt that the current work was not fit for purpose and that they should be asked to redo the work. Councillor Morris was advised that the Council had previously discussed this option and it had been agreed not to pursue the matter at that time.

Councillor Knight suggested that herself, Councillor Bannister, and the Clerk meet with the preferred contractor, prior to engagement to agree the works in order to avoid any further unnecessary delays on the repairs.

RESOLVED: That a meeting be arranged between the Contractor, Councillors and Clerk.

1702

E145. LAND AT BLENHIEM DRIVE

Members were asked to consider a request received from a local resident at Blenheim Drive in respect of the land adjacent to their premises.

RESOLVED: That a recommendation be submitted to Full Council that the Council do not rent the land at Blenheim Drive.

Signed Dated

DRAFT

1703

ENVIRONMENT AND LEISURE COMMITTEE
18.03.21

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
E134(2)	That the Environment & Leisure Committee consider the draft Single Use Plastic Policy with a recommendation to Full Council that this be adopted.	TC	01.04.2021	To be approved at full council - 01.04.2021	In progress
E134(3)	That a RECOMMENDATION be sent to the Finance, Policy and General Purposes Committee for authorisation of expenditure from the Climate Change 2020/21 budget in the sum of £2000 for the provision of training from Garden Organic	TC	25.03.2021	Agreed in principle, subject to a role out program being created	In progress
E135(1)	That members of the Environment and Leisure Committee agree to set up an Events Working Party to discuss the possibility of 'Reggae on the Rec' in 2021.	TC, CDO			In progress
E135(2)	That members of the Environment and Leisure Committee agree that the Events Working Party meet with representatives of Rubicon UK in the future, noting that the repairs on the Skatepark are priority.	TC, CDO		Waiting for response in respect of assistance with skate park refurbishment	In progress
E137(1)	That Members of the Environment and Leisure Committee authorise the Clerk to instruct quote number two to carry out the tree works at Dog Hill Wood.	AO	19.03.21	Waiting for confirmation of date to undertake works	Completed
E137(2)	That officers establish what information is in the other boards at Dog Hill Woods with a view to the same information being supplied in the damaged board.	AO			In progress

E137(3)	That the Clerk contact Herefordshire Council to investigate whether they have a department that could assist with the printing of a large-scale information notice.	AO				In progress
E138(2)	That the Clerk liaise with Love Ledbury to ask whether a bike rack could be installed nearby.	TC				In progress
E139	That the Clerk be authorised to contact the council's current defibrillator supplier to confirm the cost to supply and install two new defibrillators in locked cabinets into two telephone kiosks.	TC				In progress
E140(2)	That the action sheet be uploaded onto the Town Councils website.	AO				In progress
E141(1)	That a RECOMMENDATION be sent to the next Full Council meeting to write a letter of support in relation to a community garden in Ledbury.	TC			To be approved at full council - 01.04.2021	Completed
E144(2)	That a meeting be arranged between the Contractor, Councillors and Clerk.	TC			Meeting held 25.03.2021 - waiting for updated quote from contractor - to be discussed on FC agenda 04.01.2021	Completed
E145	That the Clerk contact the resident at Blenheim Drive and advise that the Council have rejected their request to renting the council owned land at Blenheim Drive.	TC			To be approved at full council - 01.04.2021	Completed

Ledbury Neighbourhood Development Plan

Communications and consultation plan

for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in early 2022

Communications and consultation plan objectives

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

Communications plan

1. **Media to be used to advise the public, businesses and community organisations of the NDP development stages and to promote the related specific consultation rounds will include:**

For the 1st Public consultation round (under Plan A options shown below and assuming COVID secure conditions):

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- Letters and/or emails to businesses, community groups and organisations from council held and other accessible permission-based lists as identified in the Consultation Plan section below
- Public consultation leaflet and questionnaire delivered to all residences in Ledbury and the Parish
- Use of existing networks such as the U3A, Ledbury Civic Society, Ledbury Traders Association and the WEA (Workers' Educational Association) to help get the consultation messages disseminated (a full list of some 70+ Ledbury community groups is held by the annual Ledbury Community Day organisers)
- Social media – Facebook including the various different Ledbury based Facebook sites*, Nextdoor, Town Council website and especially the NDP pages of the website. Use of twitter and Instagram will also be considered if deemed relevant to reach significant numbers of Ledbury people.
- Local press – mix of news release information and paid adverts in:
 - Ledbury Focus – free monthly magazine with 6,000 copies distributed free to all households in the Ledbury area and copy deadline one month ahead; we need to provide a pre-set page copy
 - All About West of the Hills – free bi-monthly magazine with 7,000 copies distributed free to all households in the Ledbury and surrounding areas and copy deadline one month ahead
 - Ledbury Reporter – weekly newspaper with a deadline of Tuesday for the Friday issue of the same week
 - Hereford Times – weekly newspaper with the same copy deadline

* Including:

- Voice of Ledbury: 9,378 members
- Ledbury Community Action: 190 members
- Ledbury Noticeboard: 12,206 members
- Loving Ledders: 955 members
- Town Talk: Ledbury Politics: 497 members
- What's On Ledbury Area: 1,467 members
- The Shops of Ledbury: 900 like the page
- Old Ledbury: 4,331 members
- Ledbury COVID-19 Support Group: 1,465 members
- Next Door: 7% of Ledbury households = approx. 300

Member numbers quoted as at 18/03/21

Note these are substantial increases over the last few years demonstrating the much wider reach that can now be achieved through the use of social media - no doubt influenced by social isolation during the lockdowns and people finding other means to keep in contact – justifying this being included as a key element of the first round of public consultation as being viable and valid to achieve a representative response sample despite lockdown conditions.

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For the Reg 14 round of consultation (under Plan B options shown below and assuming COVID restrictions lifted):

- All the above plus posters on public notice boards, shop windows and in the library and at physical meetings with a combination of venues and presentations by different consultation groups

2. Preparation lead times

To complete the 1st Public round of consultation in April-May:

- Prior to March 2021 - Preparation, gathering the baseline evidence and producing the topic guide papers on which to base the consultation programme
- March 2021 - First news release on progress and seeking stakeholder requests to provide input, help with evidence gathering and any policy ideas/formulation input
- March to early April 2021 - Start advertising public consultation programme to be held in April-May 2021, including booking any adverts/mag space, social media and websites and email to all local organisations and groups. Design and set up online survey and post consultation documents on the NDP website
- Late March to mid-April 2021 - Design and organise production and distribution of consultation leaflet and questionnaire to all households available from mid-May with a returned deadline by end of May 2021.

To complete the Reg 14 round of consultation in August-September:

- June 2021 - Book venues and dates for public consultation events, recruit volunteers for events
- June to July 2021 - Design and set up online and paper questionnaire on policy proposals to be used at events
- July 2021 - Advertise using media indicated, organise and produce display materials including exhibition-type policy description posters and posters for notice boards and shop windows, arrange refreshments, produce volunteer rota from the NDP WP to explain policies and encourage/collect completed questionnaires at events
- August to September 2021 - Hold public consultation events including business breakfast and evening consultation events such as for the Ledbury Traders Association, all other town centre traders and businesses in and around Ledbury

3. Hard to reach groups

- These will be reached in particular by posters and questionnaires delivered to where they could be expected to be read and seen - such as to the care homes,

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schools, food bank, library (full list below) - and with consultation visits where appropriate and/or requested

4. Resources available:

- See table in the Consultation statement and plan

5. Approval timescales:

- 1st Public consultation round: All communication materials to be ready for ED&P committee recommendation for approval at the March 2021 meeting with full Council approval at the April 2021 meeting
- Reg 14 consultation: All communication materials to be ready for ED&P committee recommendation for approval at an early to mid-July 2021 meeting with full Council approval at a late July meeting

Consultation statement and plan

1. Overview

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

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

- An initial invitation to participate in the Working Party and baseline evidence gathering
- A first round of evidence based public consultation to inform the development of a proposed settlement boundary and policy amendments/additions to produce a first draft of the new version of the NDP leading up to a Reg 14 submission version. The purpose of this consultation is to gain an understanding of the how the community and other stakeholders view different options suggested by the evidence base in order to draft the Reg 14 version
- A second round of stakeholder and public consultation on this draft to inform editing to produce a final version to be approved to go to Reg 16 for formal examination by the inspector
- There will be a final consultation stage on the final version of the plan incorporating any necessary or suggested inspector edits/amendments to the plan, which once confirmed as being adequately incorporated in the final plan, will go on to a referendum for adoption.

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

In summary, the first round of public consultation, once the outcomes have been analysed, will form the evidence to produce the proposed settlement boundary and policy revisions into a Reg 14 draft of the NDP. The second public consultation round on this draft will lead to changes to the policies based on the outcomes from the analysis and in line with the agreed NDP update objectives – which may have also been refined as a result of the consultations.

2. How the consultation will be set up

We are currently very limited on conducting face to face research within current Covid-19 restrictions. Currently (March 2021) no face to face sessions can be run until lockdown is lifted, which is not scheduled to be fully removed until mid-June and even then it depends on what restrictions are put in place following the end to lockdown. Our plan would be to ensure as much consultation takes place virtually or with little or no contact as possible whilst ensuring the breadth and depth of the consultation originally planned is maintained.

This is anticipated to apply to the first round of public consultation, so we will work towards Plan A (virtual) for that stage. As lockdown restrictions are removed, we can supplement with Plan B (face to face) should restrictions allow – which is expected to be the case for the second/Reg 14 round of public consultation. Subject to lockdown easing timescales, it may also be possible to include some Plan B events in the latter part of the first round of consultation – options for this are included in the consultation budget for activities below.

- Plan A
 - Consultation material drafted with information in an Issues leaflet on each of the policy areas with key areas for decisions highlighted. This information with a questionnaire to be delivered to all households in the Ledbury parish. It is proposed to use Royal Mail for delivery to the 4,184 households according to their data and to the 450 (219 active) postcodes in the area. These will be accessible electronically on the NDP/TC website and also available to email or print and post out on request.
 - A series of Zoom sessions planned (a combination of day/evening/weekday/weekend), either targeting particular groups such as businesses, recreation groups, through schools, retailers and traders or open sessions. This will follow a presentation style session to participants, where questions can be asked to gather some qualitative and quantitative data to help develop policy

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proposals. Sessions can either be recorded or a note taker nominated (otherwise it is a lot to facilitate and note take for one person).

- Plan B Event types
 - 2-day consultation event
 - Business Breakfast
 - Parent's evenings
 - Retailers and traders evening consultation event
 - Possible consultation venues
 - The Recreation Ground
 - Community Hall
 - St Katherine's Hall
 - The Masters House and library
 - The Market House
 - Town Council offices
 - The Burgage Hall

- 3. **Consultation groups to be contacted/actually contacted (using COVID secure means as appropriate) with approximate numbers**
 - When setting up the Working Party
 - A leaflet asking for any NDP suggestions and for volunteers was produced and distributed by Ledbury Town Council at the Ledbury Community Day in August 2019
 - A letter was sent out to 76 local groups and organisations in October 2019 asking for any NDP suggestions and for volunteers to help with the NDP
 - Consequently, a core Working Party of some four Town Councillors/Ward Councillors, a regular dozen or more community volunteers and support from Herefordshire Council planning and funding officers have been working closely together on the NDP with the two engaged consultants (with a third associate consultant of one of these also engaged specifically on the consultation process) and Town Council office staff since early 2019

 - **Target evidence base consultation by key issues and by community groups**
 - Employment
 - Heineken/UBL
 - Pugh's Auctioneers and estate agents
 - John Goodwin Estate Agents
 - Mr Bruce Gilbert – farmer and landowner of a proposed employment land off Little Marcle Road
 - Other landowners of land being allocated/included in the settlement boundary
 - Tri-services - police, fire and ambulance

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- Business outside the town centre in trading estates and elsewhere – a list of 76 business will have had individual business letters sent to the Chief Executive inviting input and comment
- Ledbury Traders Association - all 48 members will have individually received an email with the same business letter
- All other town centre retailers and business including services such as hotels, dentists, estate agents, banks, solicitors and accountants will have had a hand delivered copy of the same business letter through their letter box to approximately 165 businesses (Traders Association duplicated)
- Herefordshire and Gloucestershire Canal Trust
 - Representative of the trust
- Medical facilities
 - Ledbury Health Partnership
- Neighbouring NDP parishes
 - Dymock Parish Council
 - Wellington Heath Parish Council
- Railway station
 - The Kennels (Wilce family-owned land north of the railway station)
 - Network rail
 - West Midlands Train Network
- Sport and fitness
 - Ledbury and District Sports Federation
 - Ledbury Swifts Football club
 - Ledbury Town Football Club
 - Ledbury Rugby Football Club
 - Ledbury Cricket Club
 - Mr Alistair Young – farmer and landowner of a proposed site for a new combined Ledbury football facility
 - John Masefield Secondary High School (sports facilities)
 - Ledbury Harriers Running Club
 - Ledbury Tennis Club
- Design issues
 - Paul Neep, Architect
- Community gardens
 - Haygrove Community Gardens
 - Ledbury Allotments
 - Underdown walled garden
- Footpaths and cycleways
 - Ledbury Area Cycle Forum
 - Ledbury Walker's Club
 - Ledbury Ramblers
 - Footpaths Officer – Ian Fountaine
- Public green spaces
 - Children's Play Groups/parent groups

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- Herefordshire Green Network
- Herefordshire Wildlife Trust
- Tree Warden
- Sustainable Ledbury
- Other green spaces and recreation areas
 - Local camping, caravanning and chalet holiday sites
 - Ledbury Park
 - Hellens
 - Eastnor Castle
 - Westons Cider
- Other principal community groups and organisations (using the Ledbury Community Day list of approximately 70 community organisations including the key ones listing below)
 - Ledbury Town Council
 - Ledbury Town Councillors
 - Ledbury Places
 - Ledbury Civic Society
 - Ledbury Poetry Festival
 - Community Action Ledbury
 - Community Voluntary Action Ledbury & District (CVA)
 - U3A
 - St Michael & All Angels Church
 - Catholic Church of the Most Holy Trinity
 - Ledbury Methodist Church
 - Ledbury Primary School
 - Ledbury Market Theatre
 - Bill Wiggin MP
 - Local Deputy Lord Lieutenants
- Youth groups
 - Ledbury Scouts
 - Ledbury Air Corps
 - LYAS (Ledbury Youth Activities Support)
 - Busy Bees Pre-school
 - Market Theatre Youth Group
- Hard to reach
 - Elderly people at care homes
 - Leadon Bank
 - Shaw Health Care
 - Harling Court
 - Disabled people
 - via CVA and Age Concern
 - Young people not necessarily in formal groups via the LYAS (Ledbury Youth Activity Service) drop-in centre and John Masefield High School
 - Users of the Food Bank

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- Local fruit farms
- Salter's Hill Home Care and Support
- Traveller groups
- Rural populations in the villages and hamlets of the parish hinterland

4. Advertising and promotion

- As per the communications plan media platforms to be used

5. Format

- The second public consultation events will feature display story boards of the process from the beginning to the position/story so far.

6. Staffing

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

7. Questionnaires/surveys

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

8. Budget/resources

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

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Draft plan consultations timescales and costs

- After the 1st public consultation round in April and May 2021, analysis of the data during June and July will lead to the production of a Reg 14 draft plan which will be written taking into account all the public, local authority and stakeholder suggestions and comments.
- Assuming agreement from HC that this is appropriate as a Reg 14 document, a second public round of consultation will take place in September and October 2021 on the now completed plan to produce a Reg 16 document.
- Assuming again, acceptance that this document is suitable to be seen as a Reg 16 version, a final round of consultation on this final draft is scheduled for December 2021, with any final edits as a result incorporated with the aim of going to referendum for the revised plan adoption in January 2022.

Estimated costs 1st Public consultation round leading to a Reg 14 draft plan	£	£
		Total
Leaflet and questionnaire		
Produce copy	0	
Print 5,000 of each	400	
Free post licence	100	
Distribution by the Royal Mail	600	
Postage costs	200	1,300
Events in May if allowed		
Room hire and refreshments	100	
Presentation card/posters – A3	250	350
Consultant support		
Questionnaire design	500	
Consultant's time to set up data analysis including keying in any manual surveys, analysing quantitative and qualitative data and producing a report	1,000	1,500
	Total	£3,150

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Estimated costs Reg 14 draft public consultation	£	£
		Total
Advertising and promotion:		
Ledbury Focus and other publications	500	
Banner - 8ft	100	
Presentation card/posters - Print A3 x 50	100	
Room hire: - 2 days event - 3 other events	250	950
Refreshments at events:		
2-days event	200	
Business Breakfast	150	
Two other events	100	450
Consultation materials and support:		
Story Boards Printing	600	
Display boards	800	
Questionnaire production and print	150	
Consultant's time to help with producing story board content and questionnaires time to set up data analysis including keying in any manual surveys, analysing quantitative and qualitative data and producing a report	1,650	3,050
	Total	£4,600

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Estimated costs	£	£
Reg 16 consultation		Total
Consultation support:		
Consultant's time to help set up data analysis including keying in any manual feedback, analysing quantitative and qualitative data and producing a report to assist with final editing	1,000	1,900
	Total	£1,900

Ledbury Neighbourhood Development Plan Budget
Revision version 2019-2021

As at: 01/04/2021

Income	Projected income	Actual income	Difference
Locality grant 1 (in yr 20/21)	£5,000.00	£5,026.00	£26.00
Locality grant 2 (in yr 21/22)	£5,000.00		£-5,000.00
Awards for all Grant (in yr 21/22)	£10,000.00		£-10,000.00
Malvern Hills AONB donation	£600.00	£600.00	£0.00
LTC (up to end March 21) (Note scope to apply for reserves funding in 21-22 yr if needed)	£10,000.00	£6,000.00	£-4,000.00
Other income	£0.00		£0.00
Income totals	£30,600.00	£11,626.00	£-18,974.00

Expenditure			
Consultants	Projected spend	Actual spend	Difference
Landscape assessment	£10,000.00	£8,925.00	£-1,075.00
Additional landscape work	£2,600.00		£-2,600.00
Technical planning	£5,260.00	£2,101.00	£-3,159.00
Additional technical support	£2,440.00		£-2,440.00
Subtotal	£20,300.00	£11,026.00	£-9,274.00

Consultation - 1st Public	Projected spend	Actual spend	Difference
Advertising and leaflets	£1,300.00		£-1,300.00
Room hire (Assuming not given COVID restrictions)	£50.00		£-50.00
Refreshments (ditto re COVID?)	£50.00		£-50.00
Materials	£250.00		£-250.00
Consultant support	£1,500.00		£-1,500.00
Subtotal	£3,150.00	£0.00	£-3,150.00

Counsultation - Reg 14 and Reg 16	Projected spend	Actual spend	Difference
Advertising	£750.00		£-750.00
Room hire (Assuming COVID restrictions allow)	£250.00		£-250.00
Refreshments (ditto re COVID)	£450.00		£-450.00
Materials	£1,550.00		£-1,550.00
Consultant support	£3,500.00		£-3,500.00
Subtotal	£6,500.00	£0.00	£-6,500.00

Other expenses	Projected spend	Actual spend	Difference
Other expenses contingency	£650.00		£-650.00
Subtotal	£650.00	£0.00	£-650.00

Totals	Projected	Actual	Difference
Total income	£30,600.00	£11,626.00	£-18,974.00
Expenditure			
Consultants	£20,300.00	£11,026.00	£-9,274.00
Consultation - 1st Public	£3,150.00	£0.00	£-3,150.00
Consultation - Reg 14 and Reg 16	£6,500.00	£0.00	£-6,500.00
Other expenses contingency	£650.00	£0.00	£-650.00
Total expenditure	£30,600.00	£11,026.00	£-19,574.00
Total surplus/excess inc over exp	£0.00	£600.00	£600.00

Ledbury Neighbourhood Development Plan 2021-2031

Final Draft

Issues and Options

March 2021 (v8.2)

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Ledbury Town Neighbourhood Development Plan

1. Introduction

- 1.1 The first Ledbury Neighbourhood Development Plan (NDP) did not include policies upon several important matters because it was considered insufficient evidence or clarity was available to support their inclusion or they were not land use policies. Those omitted included provision of more employment land, promotion of a range of design matters, safeguarding local green space, and the identification of a settlement boundary for the town's built-up area. In addition, a number of planning permissions granted while the plan was being prepared or subsequently have produced added pressures upon facilities; the need to provide playing fields being one of the most notable.
- 1.2 Ledbury Town Council has agreed to undertake a limited review of its NDP to address these matters. It is not a comprehensive review, which should await the review of Herefordshire Local Plan Core Strategy (The Core Strategy) that will set out requirements beyond the current plan period of 2011 to 2031 and which is projected to be adopted in mid-2024. The Core Strategy contains a range of strategic or 'high level' policies that the NDP must comply with where they are applicable. They include two general locations where notable change should take place – land to the south of Little Marcle Road to provide employment to match housing growth and land to the north of the Viaduct and Railway Line to be developed for housing and employment. The Core Strategy also supports efforts to maintain and enhance the vitality and viability of the town centre.
- 1.3 This document sets out the main issues that the NDP intends to cover so that the community can express its views upon any revisions before the Town Council finalises its draft plan. The community will be consulted again when that draft plan has been prepared. Where possible this document presents some options upon which residents may wish to express a preference. The key issues for the review are:
- Defining a settlement boundary around the town within which development to meet identified needs can take place, to protect the character of the town, and to prevent unrestricted growth into the countryside.
 - Accommodating the recreational needs of the town and its surrounding area, especially meeting the shortage of football playing fields.
 - Retaining the ability to accommodate the Core Strategy requirement for 12 hectares of employment land to the south of Little Marcle Road.
 - The need to improve east-bound platform access to Ledbury Railway Station, thereby promoting this more sustainable travel option.
 - Supporting the town centre, including enabling it to accommodate improved health and other community services.
 - Retaining and enhancing green space (green infrastructure) within and surrounding the town for both the community and wildlife.
 - Promoting good design in its many forms.

2. Defining a Settlement Boundary

- 2.1 Further work was considered necessary for the NDP if it was to include a settlement boundary. There are both advantages and disadvantages to defining a settlement

boundary. The principal benefits are considered to be that it provides greater clarity and certainty about where most forms of development might take place; protects the countryside and important landscapes; enables sites to be brought forward for development through consultation with the community rather than relying on windfall sites brought forward by others; and is a well understood and accepted planning tool. Disadvantages include that it can lead to 'cramming' inside the boundary; potentially increases land values; and leads to accusations of being a crude and inflexible approach. On balance, it is considered that a settlement boundary should be defined. Options might be influenced by how it is proposed development pressures should be accommodated. It is emphasised that currently the town has met and exceeded the required level of housing growth through policies in the Core Strategy and planning permissions and consequently this interim review does not propose any new housing sites. That should await a fuller review when the updated Core Strategy is rolled forward.

2.2 Options that are presented for consideration are:

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

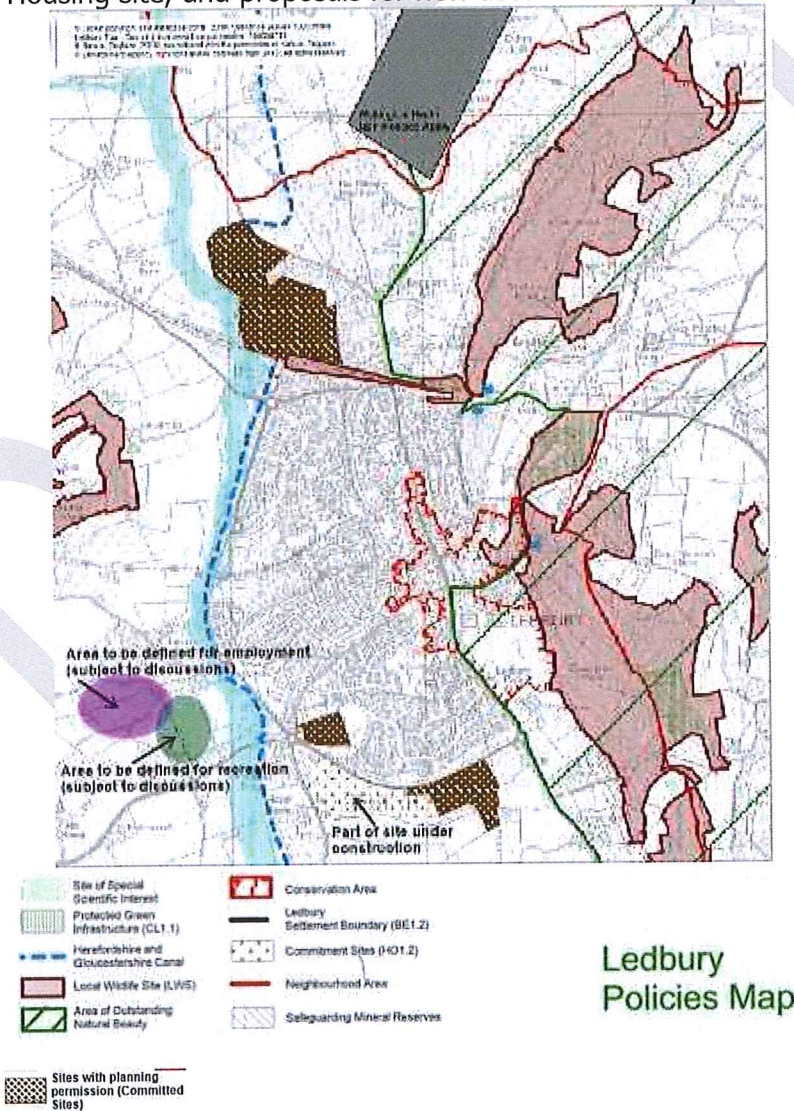


Figure 1: Settlement Boundary Option 1 – No Boundary (based on current NDP policies pap)

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

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

Option 2: To utilise the former Herefordshire UDP boundary for the town, adding extensions to incorporate recent developments and sites with planning permission upon its edge.

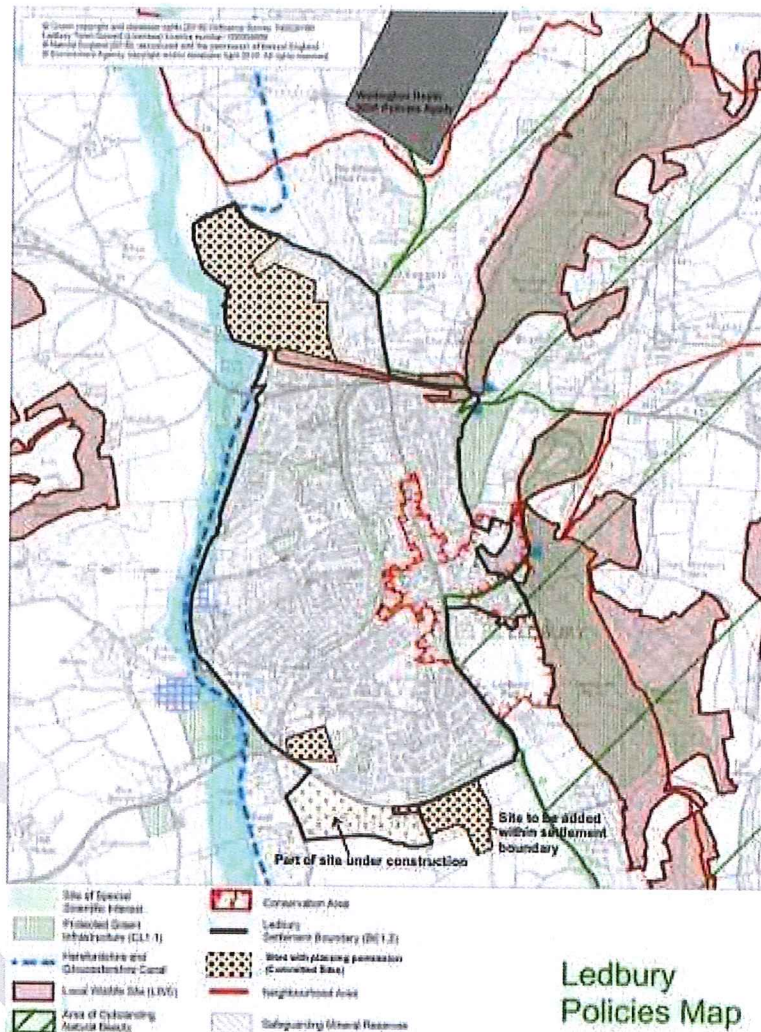


Figure 2: Settlement Boundary Option 2 – Boundary based on previous Draft NDP submission removed at examination, but with an extension for land recently granted planning permission.

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

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

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

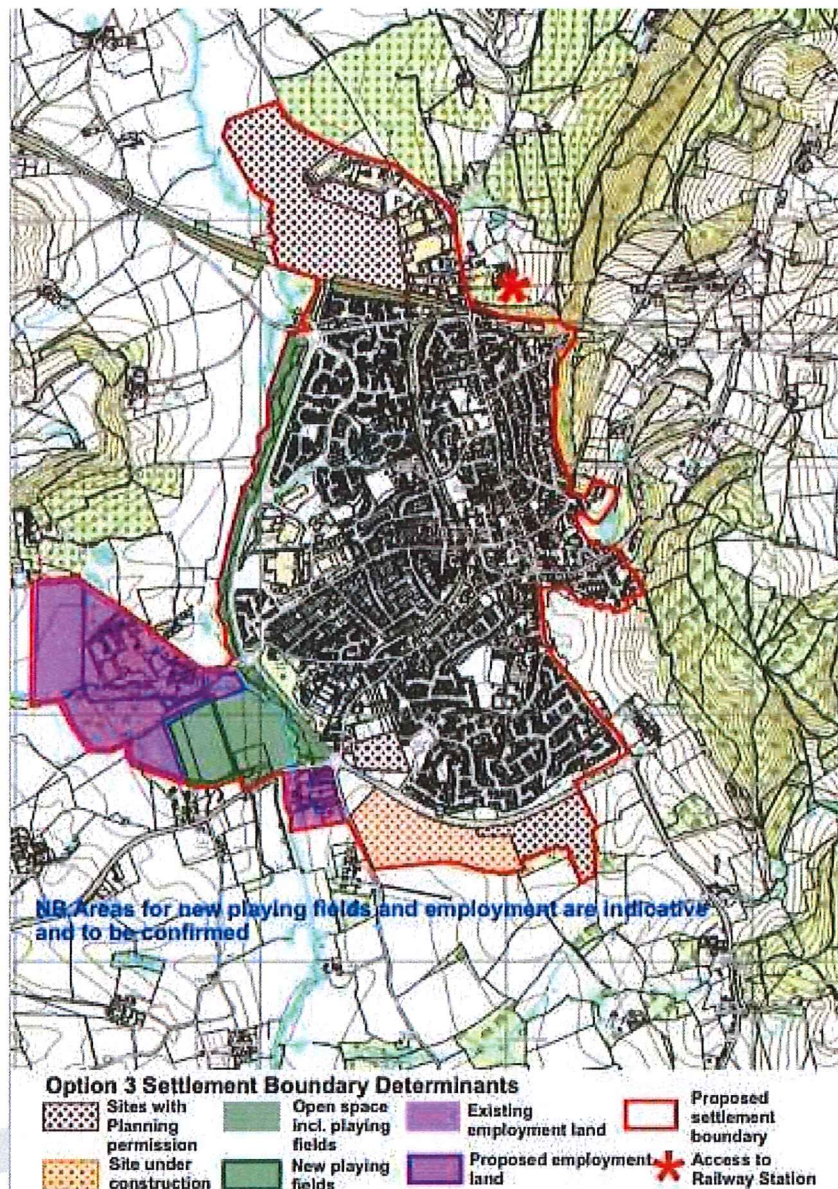


Figure 3: Settlement Boundary Option 3 - Boundary to include committed sites and allocations for employment, playing fields and Riverside Walk.

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

Disadvantages: Extends the boundaries to the south-west of Ledbury that might potentially lead to additional pressures for permission for development in that direction. Reduces flexibility and opportunities for landowners and developers.

2.3 Given that a settlement boundary is the prime objective of this NDP revision, Ledbury Town Council believes that Option 3 gives greatest certainty and protection. Furthermore, this option provides for a number of other development needs within the boundary which the Town Council consider should be addressed in the revised NDP and which are referred to in some of the subsequent sections of this document.

Question 1: Which of the settlement boundary options do you prefer?

(Please rank the options in order of preference, 1 preferred, 3 least preferred)

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

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

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

3. Employment and Recreation

Land for New Businesses

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

Land for Playing Fields

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

Question 2a: Do you agree that providing land to expand provision for sport is a high priority? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree

Question 2b: To get support from Sport England, any facility needs to be combined to provide for both adult and junior football. Do you agree that this should be on the indicated site off Little Marcle Road? (See settlement boundary Fig. 3) (Please tick one answer choice.)

Agree	No Opinion	Disagree

Question 2c: Are there other recreational or leisure needs for which land should be identified? (Please write your comments in the box below.)

Accommodating these Employment and Sports Needs

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

- 3.5 Should it be possible to bring forward a number of sites, these might contribute towards the 12 hectares required to the south of Little Marcle Road. It would have to be shown that such development would not adversely affect residential amenity, that it would support the enhancement of green infrastructure in this vicinity, and the care would be needed to show that any proposal would not have a significant adverse effect on views from or to the Malvern Hills AONB or Wall Hills Camp.

Question 3: Given that Ledbury is required by the Core strategy to provide 12 ha. new employment land to the south of Little Marcle Road, would you agree to:				
3a) Advancing one or more significant sites to meet this requirement? (Please tick one answer choice.)				
Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
3b) Exploring the potential for further employment land (restricted to uses) that can take place within or adjacent to a residential area without detriment to amenity in the vicinity of the Full Pitcher Roundabout? (Please tick one answer choice.)				
Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
3c) Identifying other smaller areas to accommodate new or expanded businesses in appropriate locations elsewhere on the periphery of the town? (Please tick one answer choice.)				
Strongly agree	Agree	No Opinion	Disagree	Strongly disagree

4. Land North of the Viaduct and Railway Line

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

Ledbury Railway Station

- 4.2 Ledbury's location on a railway line provides the opportunity to promote this more sustainable mode of travel and connect with other centres of employment and education. However, it is restricted in terms of safe access and car parking. The current plan indicates support for improvements to the accessibility and facilities available at the railway station. It has not yet been possible to deliver these improvements although

adjacent land has been submitted for assessment as potential land for employment. Benefits in terms of improved access to the railway station are highlighted within the submission.

Question 4: Should a more proactive approach be taken, if possible, to provide improved accessibility to the eastbound platform of the railway station, platform services and extended car parking? (Please tick one answer choice.)				
Strongly agree	Agree	No Opinion	Disagree	Strongly disagree

5. Supporting the Town Centre

Ledbury Town Centre

5.1 The Core Strategy seeks to increase the vitality and viability of Ledbury town centre, especially through supporting retail, commercial, leisure, cultural and tourism proposals and resisting proposals outside the centre where this would have an adverse effect on these qualities.

The only definition of Ledbury town centre is found in Herefordshire's Unitary Development Plan 2007 (UDP) this is shown in red on map figure 4. It is proposed that a redefinition of the town centre be considered.

The alternatives are (see figure 4):

- to use the old UDP boundary giving a concentrated town centre and a defensible retail core (red)
- to extend the town centre to include either or both the supermarkets (the Co-op and Tesco) and adjacent shops and businesses which lie just outside the UDP boundary. It has been shown that footfall from each of these supermarkets supports the town centre (Tesco area in green, Co-op area in blue)
- to add in Lawnside which includes two important town centre facilities - the swimming pool and the community centre - as well as the associated car park (purple).

The current NDP does define primary frontages (mainly food, restaurants, clothing, drinking establishments and household shops) and secondary frontages (in addition to the above, including hot food takeaways and businesses), regulating the uses considered appropriate within these (See figure 5). There is also a new 2020 system of defining types of retail premises which needs to be reflected in any frontage definitions. It is proposed that the distinction between primary and secondary frontages is removed in order to encourage a more flexible approach to planning the future of the town centre. Changes in patterns of retailing and associated town centre uses are occurring rapidly and there may need to be a more flexible approach about what uses will retain Ledbury's attractiveness as both a retail and tourist destination.

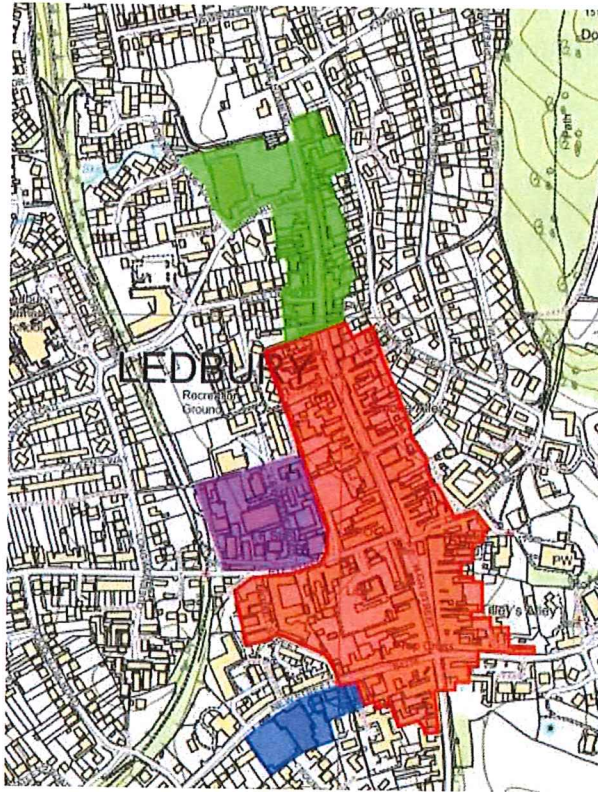


Figure 4: Possible extensions to the Town Centre

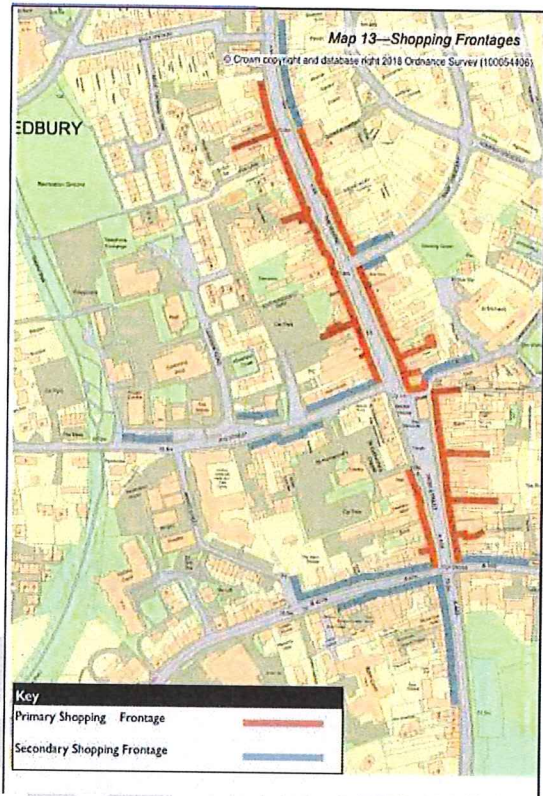


Figure 5: Existing frontages

Question 5a) Which areas do you think should be added to the town centre (in red in figure 4) and are there other areas you think should be added. (Please tick your selection(s) and add any suggestions you may have about areas to be added in the box below)

Red Only	and + Blue	and + Green	and + Purple	No Opinion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment/other areas which should be included in the town centre:

Question 5b) That there should be no differentiation between primary and secondary shop frontages and shops, restaurants and cafes, drinking establishments, financial and professional services, and hot food takeaways be allowed within this combined frontage? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Question 6: Should we propose a co-ordinated approach to the regeneration of the Lawnside and Market Street area to benefit the town centre, its conservation area and community services? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree

Health and other Emergency Services

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

Question 7: Should the NDP promote the retention of health facilities in the town centre if it is at all possible? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree

6. Green Infrastructure

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

The Neighbourhood's Green Infrastructure

- 6.2 The approach now being suggested is to maintain, enhance and encourage further natural features within the series of green corridors (referenced LedLSC) and enhancement zones (referenced LedEZ) identified in Herefordshire Council's Green Infrastructure Strategy which is a supporting document to the Core Strategy. Some of the corridors are associated with town-wide pedestrian and cycle routes. Further work undertaken for the review has highlighted additional corridors and enhancement zones together with additional measures. The new corridors and zones are shown in figure 7 (current zones shown in figure 6).
- 6.3 Objectives for these areas will be set out in the NDP for adoption by the Town Council and local community groups and should also be met if and when development is proposed within the areas. These objectives should strengthen those features contributing to the character and ecological value surrounding the whole of the town's built-up area including, where possible, measures to mitigate the effects of climate change. The areas and measures comprise:
- **Local Strategic Corridor LedLSC1** passes through the town along the line of the former Ledbury-Gloucester railway. The green corridor should be retained and enhanced where possible, including protecting open spaces in its vicinity.
 - **Local Strategic Corridor LedLSC2** incorporates not only the riverside walk, but also greening along the edges of the western leg of Ledbury bypass and the adjacent sports grounds. An extension to or widening of the corridor to link to Walls Hill Camp and its surrounding woodland is proposed because of its importance to local heritage and the setting of the town. Extensions to the north and south would also ensure connectivity along the River Leadon and the proposed route for the reinstatement of the Hereford to Gloucester canal.
 - **Local Strategic Corridor LedLSC3** stretches out from the centre of the town to the north-east to link with Dog Wood. The green spaces within the town's built-up area, such as the churchyard and a large walled garden, are important elements within this corridor. The corridor's extension to include Frith Wood would be consistent with objectives for public access to the nearby woodlands.
 - **Local Strategic Corridor LedLSC4** is an example of what can be achieved in terms of connected green space within residential and associated areas and which residents can add to through wildlife friendly gardens.
 - **A new Local Strategic Corridor LedLSC5** is proposed incorporating locally important parks and gardens along the east of the town and a wildlife corridor based on the stream and public right of way to the south of the town. The new area would not only look to protect important landscapes, but strengthen the connectivity and transition between the upland ecological network defined for Malvern Hills AONB in its Management Plan and the lowland valley of the River Leadon.
 - **Local Enhancement Zone LedLEZ1** is where considerable new development is proposed in the Core Strategy. Herefordshire Council's Green Infrastructure Strategy encourages a range of actions to enhance the area that borders Wellington Heath parish including creating new paths, other environmental measures including wetland features, and the restoration of the canal. Wellington

Heath NDP identifies a settlement green gap¹ to prevent, among others, coalescence between its settlement and Ledbury. It also indicates that a footpath and safe cycleway might be developed within its area to help link the two settlements, and for screening be used to mitigate the effects of development and protect the landscape setting of Malvern Hills AONB. The transitional landscape between upland and valley in this location needs to be recognised for its importance to the setting of the AONB to which the zone might be linked by an extension to the east. The enhancement requirements for this area should also protect this green gap. A complementary policy setting out the additional enhancement measures which ought to accompany any development within this area should be included in the NDP. Natural flood control measures to reduce the flooding effects of the new development upon the River Leadon should be introduced, including measures to benefit wildlife.

- **Local Enhancement Zone LedLEZ2** is an area where change is underway despite being identified as an important sensitive landscape by a planning inspector. The extension of the enhancement zone along the Dymock Road to incorporate the land identified as sensitive and enhancement measures that might be incorporated within those parts where development is likely should be included in the NDP.
- A new **Local Enhancement Zone LedLEZ3** is proposed on the higher ground at the eastern end of Ledbury bypass and south-west of the Gloucester roundabout that was identified as a sensitive landscape in the current plan and that would be a backcloth to new development that is under construction. The new zone would also create a green gap between Ledbury Town and Parkway and would include a new path and cycleway between the two communities.

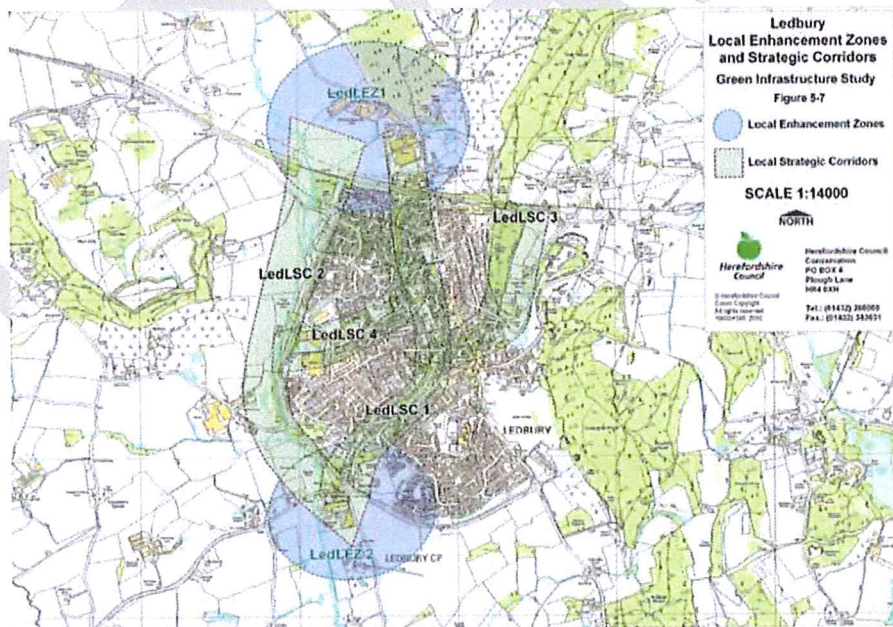


Figure 6: Current Herefordshire Council Local Strategic Corridors and Local Enhancement Zones

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

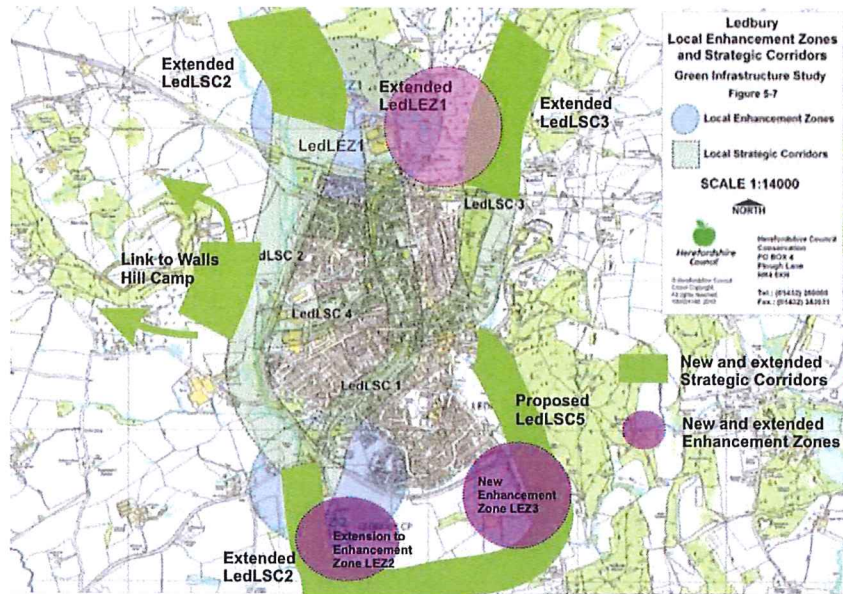


Figure 7: Current and proposed Local Strategic Corridors and Local Enhancement Zones

Question 8: Do you agree with the following proposals:				
8a) That the new and extended corridors and enhancement zones identified on the map (figure 7) above should be added to the existing green infrastructure identified in the Herefordshire Green infrastructure report (Please tick one answer choice.)				
Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b) That within those areas green infrastructure should be protected, enhanced and extended where possible? (Please tick one answer choice.)				
Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Green Spaces Within Ledbury

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

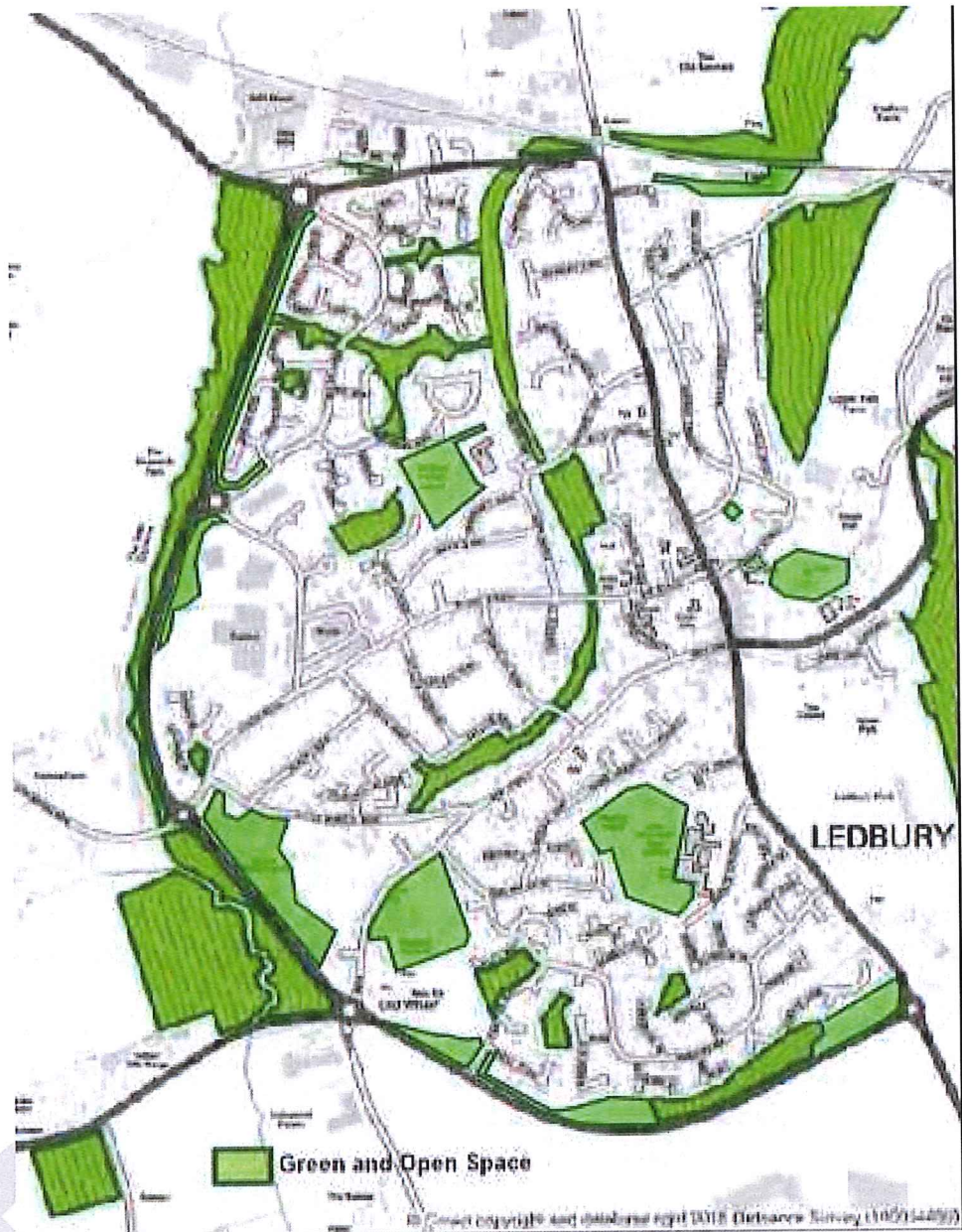


Figure 8: Green and open spaces to be protected.

Question 9a): Do you agree that all the green and open spaces shown in figure 8 should generally be afforded protection as contributing to Green Infrastructure within and surrounding the town? Can you suggest any additional green spaces? (Please tick one answer choice and put your suggestions for additional green spaces in the box below)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree

Comment/other possible green spaces:

Question 9b): Do you agree that allotments and/or community gardens should be encouraged? Can you suggest a suitable location for them?

(Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree

Comment/other possible locations:

Footpaths, Cycleways and Public Rights of Way

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

Question 10: Can you suggest any footpaths, cycleways or other connections that should be protected or created to benefit residents and access to wildlife?

(Please write your comments in the box below.)

Children's Play

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

Question 11: Can you identify an area where children's play facilities are needed or could be improved, including providing access to nature?

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(Please write your comments in the box below, including what type of play area is needed e.g. open space, play equipment and for what age range.)

7. Design and the Environment

Design Guidance

- 7.1 Ledbury Town Council has a Design Guide (2018) and it hoped in the future to update and put it to community consultation for approval as an adopted planning document. However, given the time involved in such a detailed exercise, and the subsequent delay that would be incurred to defining the settlement boundary, a design guide is not proposed at this stage.

It is nevertheless important to embed design preferences in the body of the NDP. This will be done on a wide range of design issues, as well as cross-referencing to the National Model Design Code, which sets the framework for design policies.

Question 12: Do you agree that that the NDP should include policies covering as wide a range of design matters as possible to include sustainable development and climate change? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree

8. Other Matters

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

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

Ledbury Town Neighbourhood Development Plan 2021-2031

Plan revision - 1st Public consultation Issues and options explanatory leaflet (V8) April - May 2021

1. Introduction

Ledbury Town Council is revising its Neighbourhood Development Plan (NDP) primarily to include a realistic settlement boundary, but also to add provision of employment and recreation land, policies covering a range of design matters and the safeguarding of important green space. This is a partial revision and not a comprehensive review, with the aim of addressing the specific shortcomings of the current adopted plan.

This leaflet sets out the main issues so that the community can express its views before the draft plan is written. The community will be consulted again on that draft plan.

More detail on each of the issues is set out in Topic papers 1-6 which you can view on the Town council website at [\(insert link\)](#):

The key issues for the review are:

- Defining a settlement boundary for the town
- Addressing the lack of sufficient playing fields
- Provision of new sites for employment
- Improving access to Ledbury Railway Station particularly the eastbound platform
- Supporting the town centre
- Safeguarding and enhancing green space
- Promoting good design in the built environment

2. Defining a Settlement Boundary - Question 1

A settlement boundary defines the limits of the town's growth. There are both advantages and disadvantages, but Ledbury Town Council believes that Ledbury would benefit from a settlement boundary as the lack of one in the current NDP has resulted in unplanned planning permissions. This means that the town will grow faster than had been predicted and that this will impact negatively on its character, its services and its infrastructure.

Below are three options; each has advantages and disadvantages. The preferred option (number 3) aims to accommodate identified needs for employment and recreation land (see section 3 below) in locations which will have the least impact on the character of the town based on an analysis of the landscape around the town. (See Topic paper 5 at [insert link](#)). Options that are presented for consideration are (**see question 1 to give your views**):

Option 1: No settlement boundary (see map figure 1)

Advantages:

- acts as a brake on land values;
- allows more space for development

- offers flexibility in planning.

Disadvantages:

- offers no certainty to landowners, developers and community as to where development will be acceptable
- less community control over development
- less protection of the countryside.

Option 2: This uses the boundary based on the previous draft NDP submission which was removed at examination, and includes an extension for land recently granted planning permission (see map figure 2)

Advantages:

- this seems to be the 'natural' boundary as development is limited to the existing built area, which has been determined over time by topography, the AONB and River Leadon.

Disadvantages:

- doesn't provide room for needed employment provision or playing fields
- developers have successfully challenged this boundary - eg. south of Leadon Way and they keep trying
- doesn't protect public green space outside the built up area

Option 3: To extend the settlement boundary defined in Option 2 westwards incorporating the Riverside Park, and areas for recreation and employment to the south of Little Marcle Road (see map figure 3).

Advantages:

- respects the constraints of topography, the AONB and River Leadon,
- protects the Riverside Park and land to the south-west to meet Ledbury's present and future needs for recreation and employment
- greater certainty for landowners, developers and community over where building is likely
- ensures a controlled approach which is plan-led
- protects the countryside from unnecessary development to protect the green infrastructure network around the town

Disadvantages:

- reduces flexibility and opportunities for landowners and developers
- extends the boundary to the south-west of Ledbury that might potentially lead to additional pressures for development in that direction.

The definition of a settlement boundary is the prime objective of this NDP revision and Ledbury Town Council believes that Option 3 gives greatest certainty and protection for the future.

3. Employment and Recreation Questions 2 and 3

Ledbury does not have enough playing fields particularly for youth rugby and football clubs. Different sites, funding and delivery opportunities have been explored; Sport England have been consulted and have stated they require youth and adult facilities to be combined. The proposal is to provide new pitches and facilities to the south of Little Marcle Road (see map figure 3), a new home for Ledbury Swifts and Ledbury FC. (If you would like more

information on the issues see Topic paper 3 at [insert link](#)). **See question 2 to give your views.**

There is also a need to find land for new businesses. More employment opportunities in the town would reduce the need for people to commute for work enabling Ledbury to grow in a balanced and sustainable way. Herefordshire Council has analysed the landscape surrounding Ledbury and indicated in its Core Strategy that around 12 hectares (ha) of land south of the Little Marcle Road would be the best location for employment development in terms of access and landscape sensitivity, but the Strategy did not stipulate precisely where this should be.

A site south of Little Marcle Road (beside UBL) has been identified where there are already business premises and Herefordshire Council's Market Towns Economic Investment Project could help to bring forward land in this location. This, with other smaller sites, also identified for their low sensitivity, could contribute towards future employment needs across a range of businesses, including tourism.

It is proposed that both playing fields and employment needs can be met from land south of Little Marcle Road and that other smaller sites could contribute. For example, land off the by-pass and near the Full Pitcher roundabout and Dymock Road could be advanced for a variety of limited development. Ideas considered include light industrial use, hotel accommodation, possible future relocation of the emergency services, a community garden.

Any development here must be required to enhance green infrastructure and shown not to have a significant adverse effect on the neighbouring residential amenity or on views from/ to the Malvern Hills AONB or Wall Hills Camp. **See question 3 to give your views** and Topic papers 2 and 3 at [insert link](#) for further details

4. Land North of the Viaduct and Railway Line - Question 4

There is no access to the eastbound platform of Ledbury railway station for people with disabilities or limited mobility. In addition there is limited car parking. The current NDP indicates support for improvements, but it has not yet been possible to deliver these. Adjacent land has been submitted for assessment as employment land and these proposals would also provide access to the eastbound platform and some car parking. **See question 4 to give your views.**

5. Supporting the Town Centre - Questions 5, 6 and 7

a) Defining the Town Centre

The Core Strategy seeks to increase the vitality and viability of Ledbury town centre, by supporting retail, commercial, leisure, culture and tourism proposals within the town centre and resisting such proposals outside of it. Activities within the town centre have a close relationship and are mutually supporting, especially if they are within walking distance of each other.

The only definition of Ledbury town centre is found in Herefordshire's Unitary Development Plan 2007 this is shown in red on map figure 4. It is proposed that the town centre boundary be re-defined. **See map figure 4 and question 5a to give your views.**

The current NDP defines primary frontages (mainly food, clothing, restaurants, drinking establishments and household shops) and secondary frontages (including hot food takeaways and businesses in addition to the above), regulating the uses considered

appropriate within these. (See map figure 5). It is proposed that the distinction between primary and secondary frontages be removed as changes in use are occurring rapidly and a more flexible approach may be needed to retain the town centre's attractiveness. **See question 5b to give your views.**

b) Town Centre Regeneration and Community Services

Lawnside and Market Street are sited on the edge of the town's shopping streets. They have mixed uses, with pressure for change including a need to improve and extend healthcare facilities in future, preferably in the town centre for ease of access.

It is proposed that a co-ordinated approach be adopted to ensure development contributes to the quality of the town centre and enables improved health service facilities as well as other uses to support the vitality of the town centre. This will also increase the centre's attractiveness to visitors and enhance the character and quality of the conservation area. An alternative option is to allow any development in the Lawnside area to proceed on an ad-hoc basis. **See question 6 to give your views.**

c) Health and other Emergency Services

The two GP practices joined to form Ledbury Health Partnership a short time ago. Current accommodation is inefficient with medical, dental and care services fragmented. It covers present needs but must meet expected population growth in the town and surrounding area and provide a wide range of services expected of modern, future healthcare. A joined-up & holistic approach is proposed to meet the future town's needs through improved and larger accommodation for medical facilities in the town centre, providing the easiest access for all and supporting the town's economy. This would not be to the exclusion of other options if that is not possible. **See question 7 to give your views.**

6. Green Infrastructure - Questions 8, 9, 10 and 11

a) The Neighbourhood's Green Infrastructure

Green infrastructure is the network of green and blue spaces and features within and surrounding Ledbury, these include parks, open spaces, playing fields, woodlands, orchards, rivers and streams, street trees and allotments. They can provide habitats for wildlife and plants, flood and water management services as well as public amenity (footpaths, recreation etc).

Current NDP policies protect some green infrastructure such as the woods surrounding the town and some features that contribute towards biodiversity. In addition, Herefordshire Council has developed a Green Infrastructure Strategy (2012) for the whole county and identified green corridors (LSC) and green enhancement zones (LEZ) for Ledbury (see map figure 6). We are proposing that these need continuing protection and careful management.

We are also proposing adding to this infrastructure as shown in map figure 7. Some of the proposals are associated with town-wide pedestrian and cycle routes. Others are areas which have been identified as sensitive and valuable for biodiversity, historic reasons, where the landscape contributes strongly to the character of the neighbourhood or where measures are needed to mitigate effects of climate change.

Below are descriptions of these green infrastructure corridors and zones and outlines of the new proposals:

LSC1 – The Town Trail.

LSC2 - The Riverside Walk and the adjacent sports grounds. The proposal is to extend this to link to Walls Hill Camp and its surrounding woodland which is an important local heritage asset and provides a setting to the town, and to the north and south along the River Leadon and the route of the proposed Hereford to Gloucester canal.

LSC3 – This corridor runs from the churchyard and Walled Garden to Dog Hill Wood. The proposal is to extend this corridor north to Frith Wood.

LSC4 – This corridor runs through New Mills along Kempley Brook and includes the recreation ground. It brings together significant green spaces, verges and stands of trees within a residential area which residents can add to through wildlife friendly gardens.

LSC5 – A new corridor is proposed to incorporate Ledbury and Upper Hall parks and the stream and public right of way to the south of the Bovis site and Hawk Rise outside the bypass. The new area would strengthen the connectivity and transition between the upland ecological network of the Malvern Hills and the River Leadon.

LEZ1 – This enhancement zone covers the viaduct site where 625 new homes will be built and which borders Wellington Heath parish. The proposal is to extend this zone and within it to create new footpaths and cycleways including links to Wellington Heath; to restore the canal; and to protect the green gap between Wellington Heath and Ledbury to prevent coalescence between the settlements. This landscape is important to the setting of the Malvern Hills. Natural flood control measures to reduce the flooding effects of the new development upon the River Leadon should be introduced.

LEZ2 – This enhancement zone is adjacent to the Full Pitcher roundabout and the Dymock Road, an area where change is underway despite being identified as an important sensitive landscape by a planning inspector. The proposal is to extend this enhancement zone along the Dymock Road to incorporate the land identified as sensitive.

LEZ3 - A new Enhancement Zone is proposed on the higher ground off the Gloucester Roundabout and above the housing site to be developed by Bovis. This area was identified as a sensitive landscape in the current plan and it will form a backcloth to the new development. This will form a green gap between Ledbury and Parkway and include a proposal for a new footpath/cycleway. **See map figures 6 and 7 and question 8 to give your views.**

b) Green space within the town

The map figure 8 shows in more detail the important green spaces within the built up area of the town. Different levels of protection may apply to these spaces for example playing fields may be built on if the schools need to extend (but if this happens they will need to be replaced elsewhere) and the Cemetery and church yard have special protection. However they do make valuable contributions to the green infrastructure of the town. It is also proposed that where appropriate and opportunity arises the creation of community gardens and allotments should be considered. **See map figure 8 and questions 9a and 9b to give your views.**

c) Footpaths, Cycleways and Public Rights of Way

Footpaths, cycleways and public rights of way are important elements in the green infrastructure of the town. Many lead from the built-up area to the woods and surrounding countryside, especially Malvern Hills. The restoration project for the Herefordshire and Gloucestershire Canal provides an opportunity to develop the tow path as a pedestrian and cycleway linking to neighbouring parishes.

Such green corridors will support delivery of some of the key objectives in the NDP: promote health and wellbeing, retain and increase biodiversity and mitigate the effect of climate change. **See question 10 to give your views.**

d) Children's Play

Children's play areas can provide access to nature as part of their design and contribution to wellbeing. There are 9 children's play areas within the town, but only one of these is south of Bridge Street. There are play areas planned in the new developments south of Leadon Way, but these are inaccessible to children on the town side of the by-pass. No opportunities to increase children's play area provision within the southern part of the town have been identified. It is proposed additional play facilities should be supported in areas of need if and when opportunities are identified. **See question 11 to give your views.**

See Topic papers 4 and 6 for more detail on these issues at [insert link](#)

7. Design and the Environment - Question 12

Ledbury Town Council has a Design Guide (2018). This is not a policy document, but it provides guidance to builders and developers. The proposal is that specific design policies should be included in the NDP based on the ideas in the Design Guide. In addition, policies should be updated to encourage sustainable development, measures to mitigate and adapt to climate change and the promotion of active travel. **See question 12 to give your views.** See Topic paper 1 for more detail at [insert link](#)

8. Other Matters - Question 13

The NDP may include a limited number of other matters although it is not intended to encompass a major review. Herefordshire Council has started a review of its Core Strategy although this may take some time before it is complete. This may identify further development needs for the town requiring a more significant review of the NDP. **See question 13 to give your views.**

The next pages show the maps and plans referred to in the text.

MAPS AND PLANS

Note - Unless otherwise stated, all maps have been prepared @Crown copyright and database rights [2018] Ordnance Survey Ledbury Town Council (Licensee) License number OS PSMA number 0100054406.

OPTIONS FOR DEFINING A SETTLEMENT BOUNDARY:

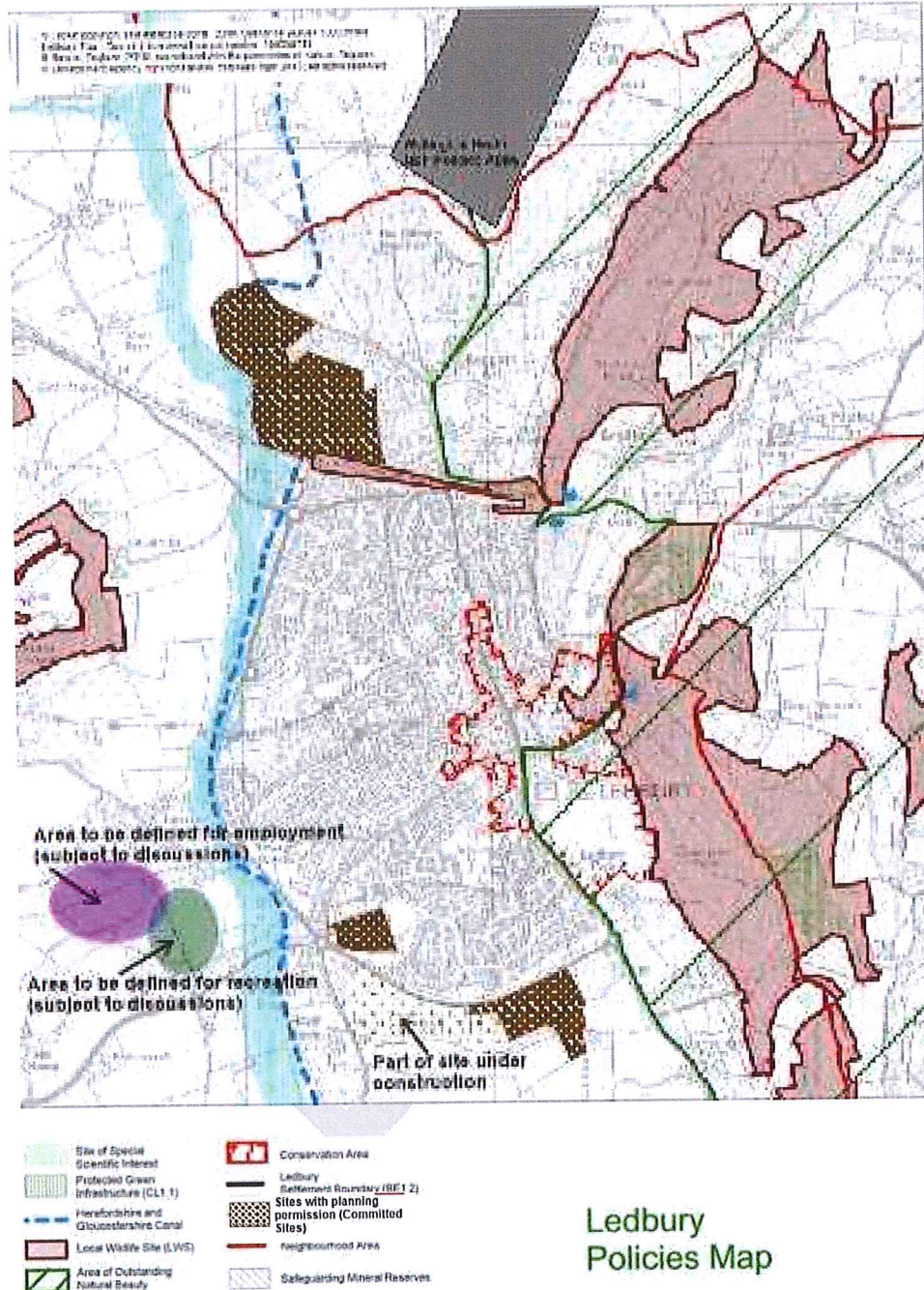


Figure 1: Option 1 – No Boundary

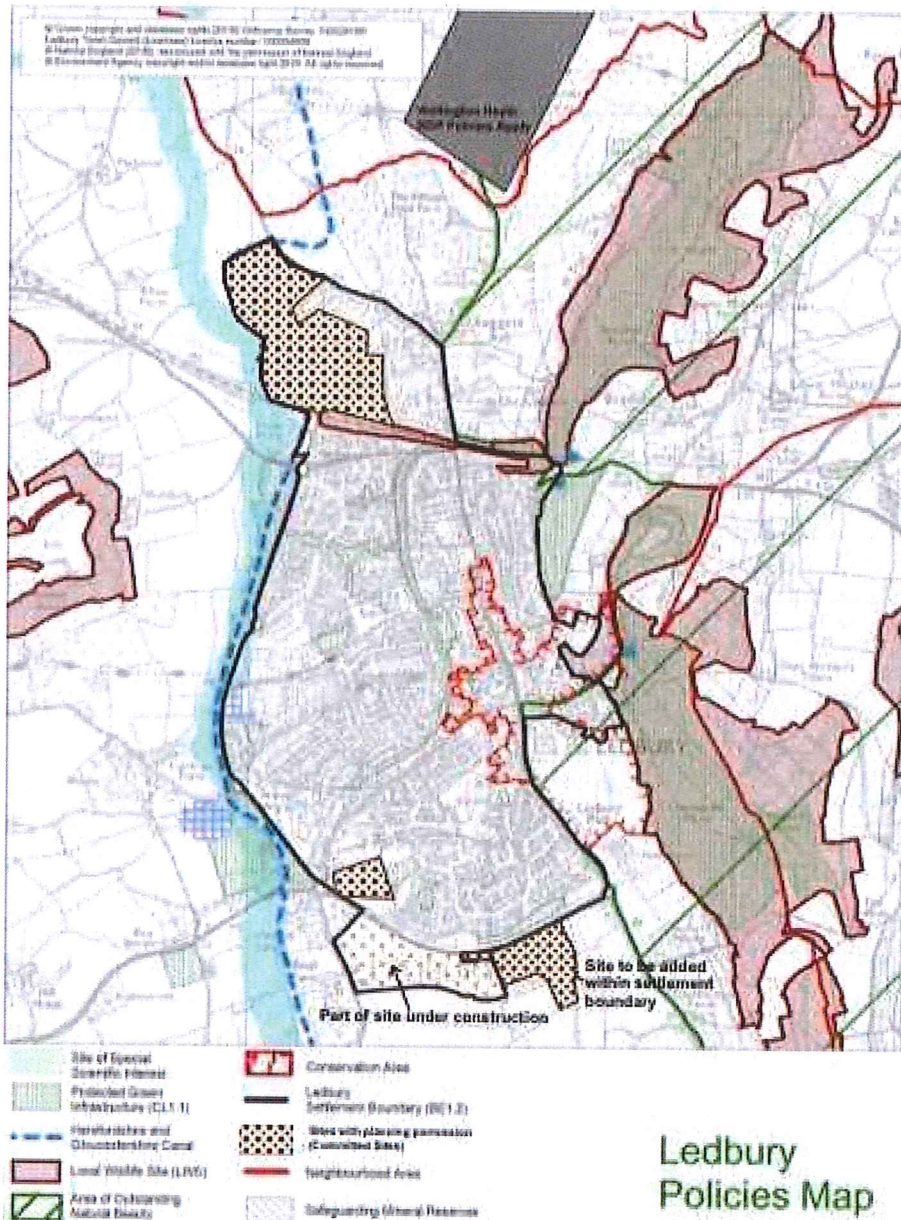


Figure 2: Option 2 – Boundary based on previous Draft NDP submission removed at examination, but with an extension for land recently granted planning permission.

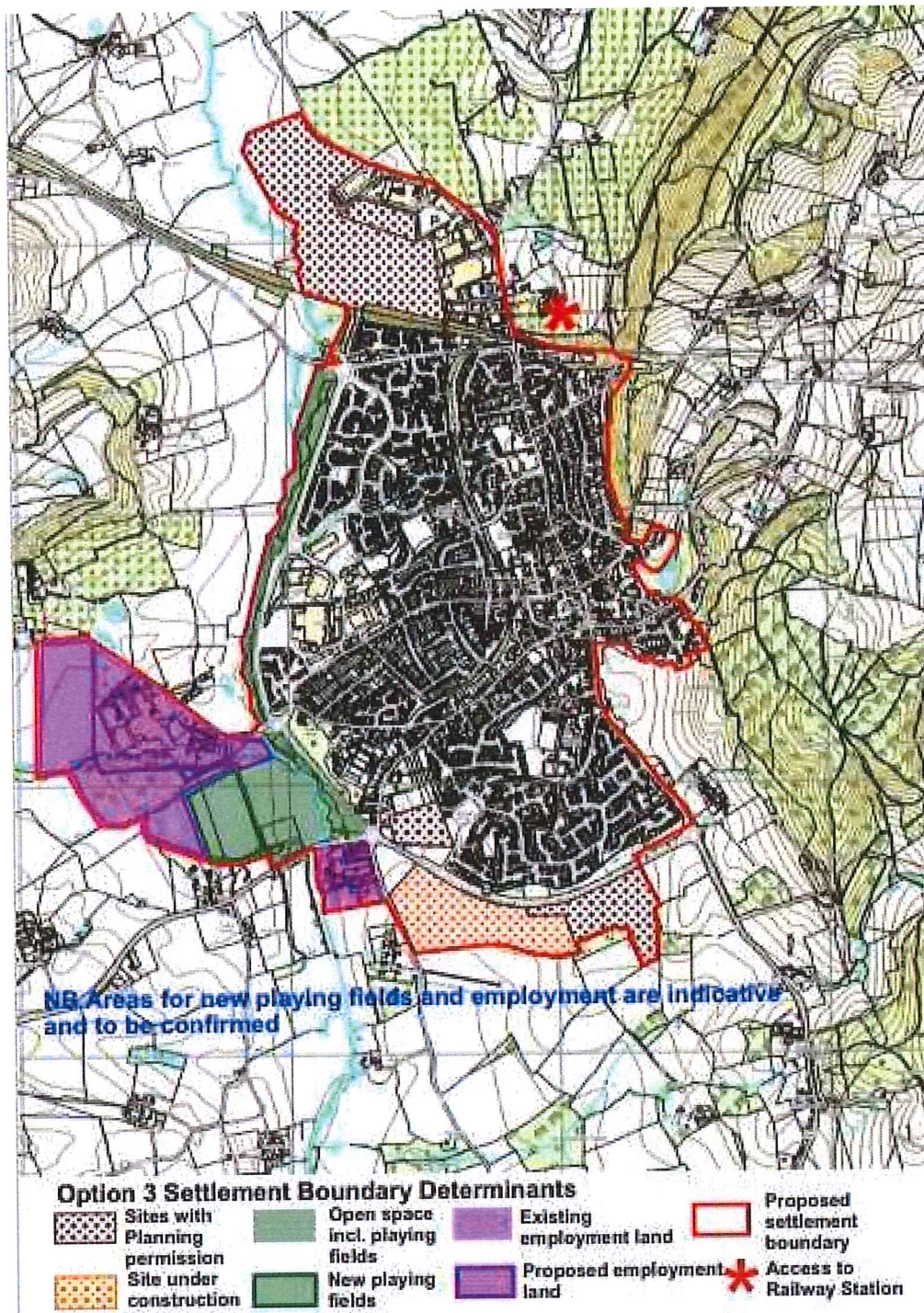


Figure 3: Option 3
 – includes committed development sites and allocations for employment, playing fields and Riverside Walk

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TOWN CENTRE OPTIONS

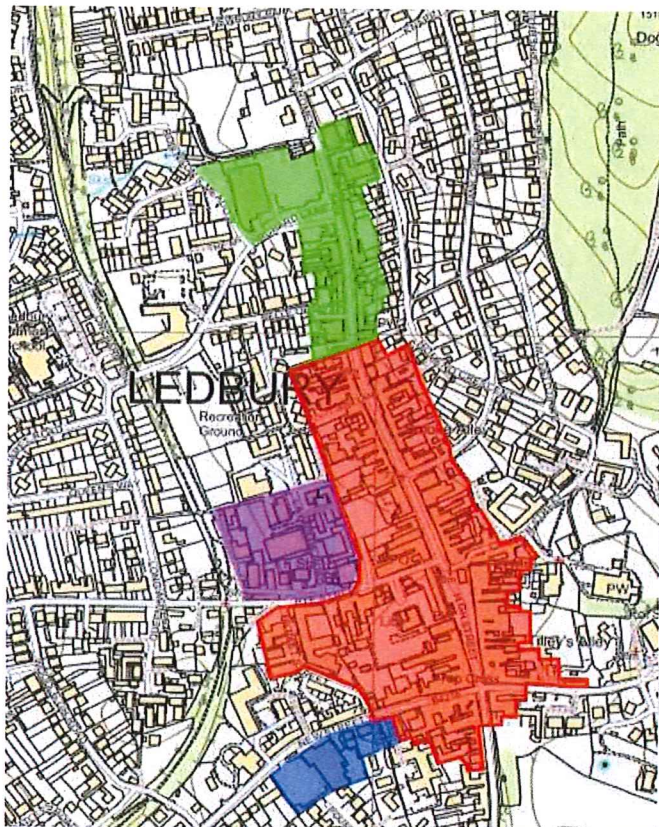


Fig 4: Possible Extensions to the Town Centre

Red - town centre defined in Unitary Development Plan

Blue - adds part of New Street and the Co-op

Purple - adds Lawnside

Green - adds part of the Homend and Tesco

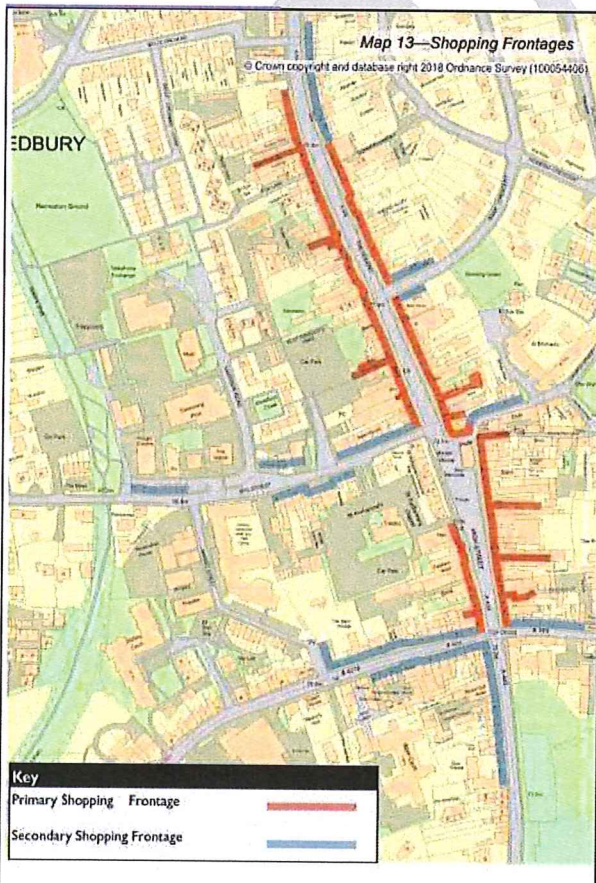


Fig 5: Existing frontages.

Red = primary

Blue = secondary

GREEN INFRASTRUCTURE OPTIONS

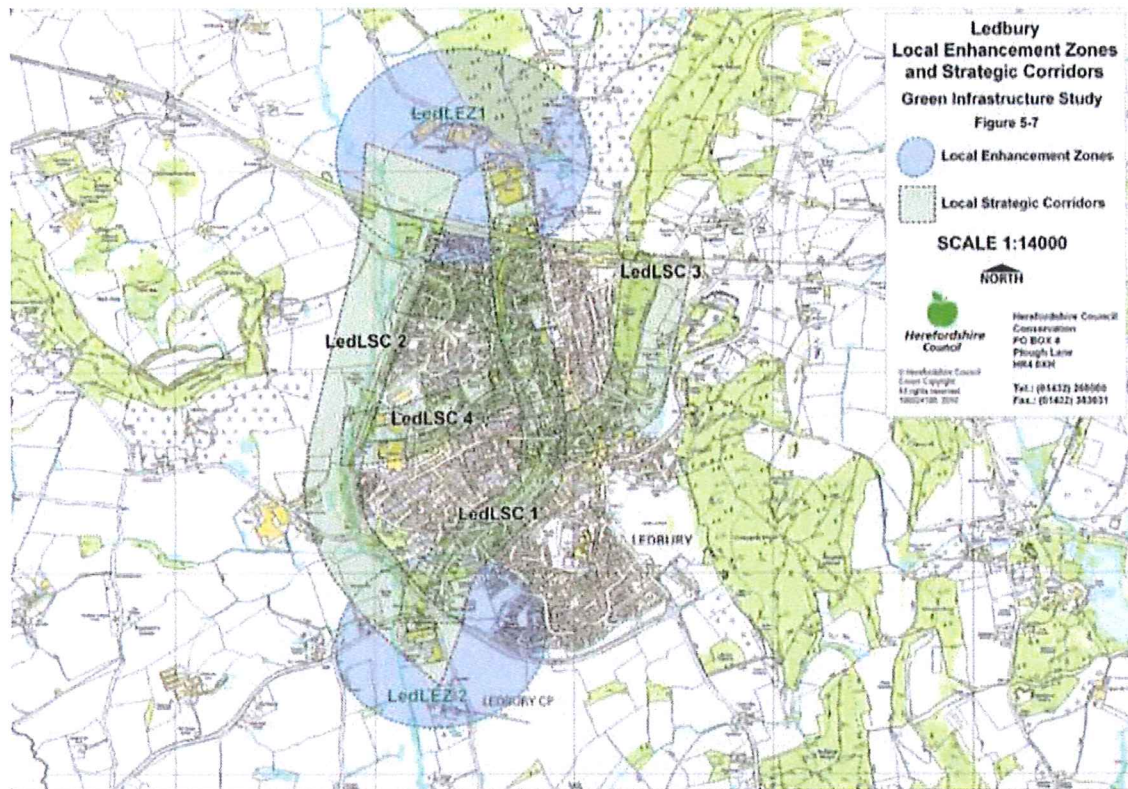


Figure 6: Current Herefordshire Council Local Strategic Corridors and Enhancement Zones

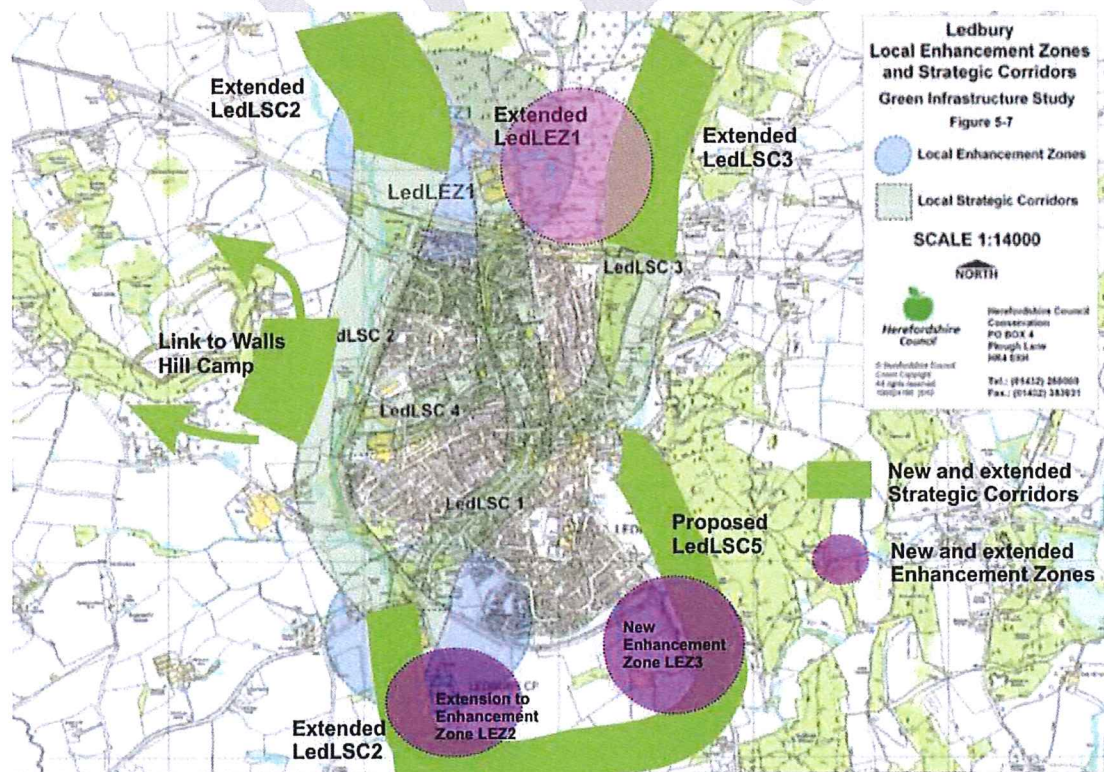


Figure 7: Proposed additional Local Strategic Corridors and Local Enhancement Zones

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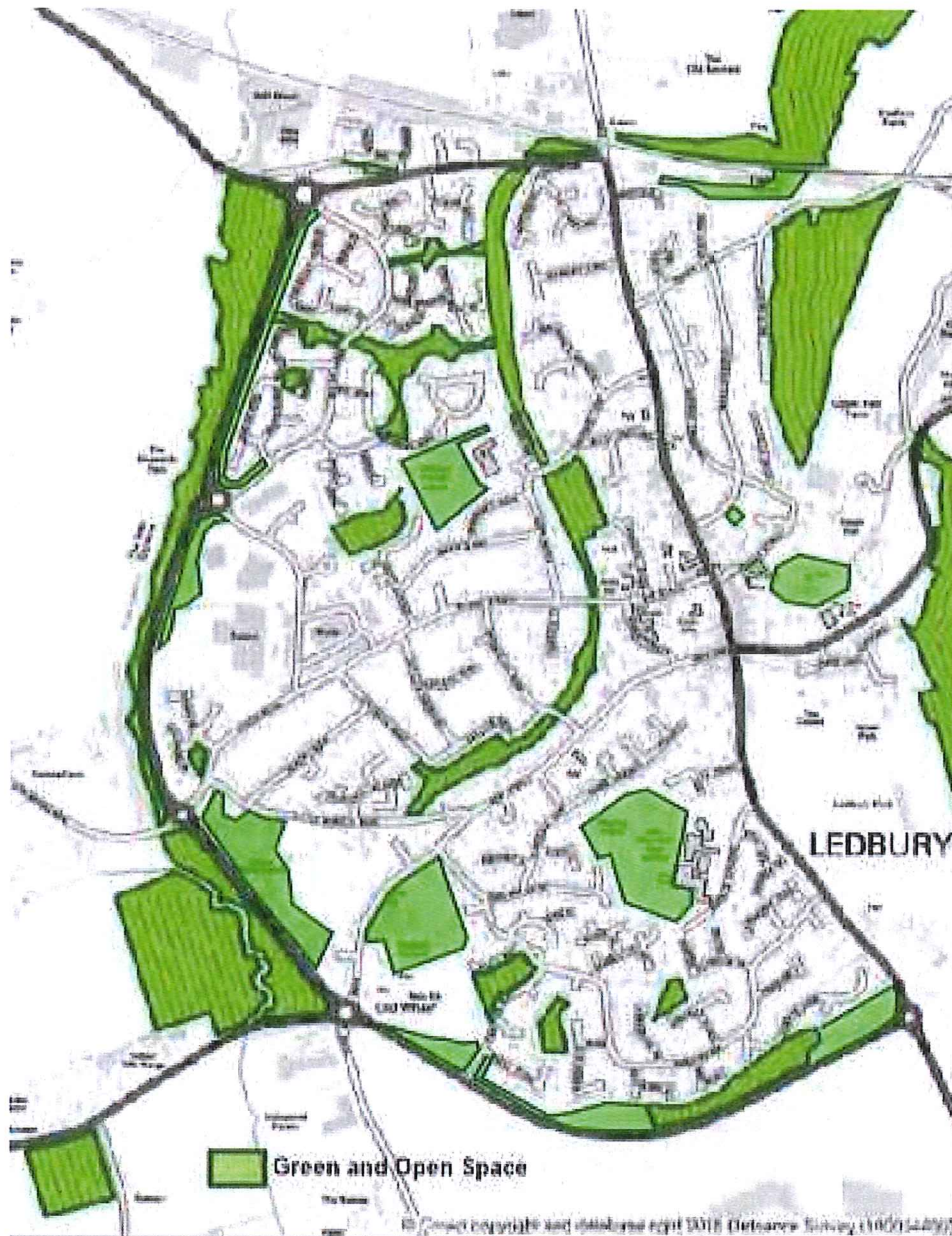


Figure 8: Green and open spaces to be protected.

Ledbury Town Neighbourhood Development Plan 2021-2031

Plan revision - 1st Public consultation Issues and options questionnaire April - May 2021

1. Introduction

The first and currently adopted Ledbury Neighbourhood Development Plan (NDP) does not contain policies upon several important matters (and especially a settlement boundary) because it was considered insufficient evidence or clarity was available to support their inclusion, or they were not land use policies. Ledbury Town Council is undertaking a limited review of its NDP to address these matters.

An accompanying 'Issues and options' leaflet sets out the main issues that the NDP proposes to cover. If not delivered with this questionnaire it is available from Ledbury Town Council by emailing the Clerk at clerk@ledburytowncouncil.gov.uk or by telephoning 01531 632306 for a leaflet to be posted to you. Depending on the easing of lockdown restriction by now, you may also be able to collect a copy and spare questionnaires for other household members if you need them, from the office – please call to check.

This questionnaire is asking for your views about proposed key issue revisions to the NDP and its policies before the Town Council draws up a new draft plan. You will need the leaflet with its information on the options, including maps to show locations, to help you answer the questions.

It is easier and preferable for you to complete this questionnaire online if you can. It can be found at this link: www.surveymonkey.com/LINKXXXXXXXX

If you are unable to complete it online or prefer to complete a written version, please answer the questions below on paper and return to Ledbury Town Council using one of the options given at the end of this questionnaire.

2. Defining a Settlement Boundary

Question 1: Which of the settlement boundary options do you prefer?

(Please rank the options in order of preference, 1 preferred, 3 least preferred)

<p>Option 1: Not to define a settlement boundary, but rely simply upon site allocations comprising those undeveloped housing sites with planning permission, the Core Strategy Strategic Housing site, and proposals for new uses identified by other studies.</p>	
<p>Option 2: To utilise the former Herefordshire UDP boundary for the town, adding extensions to incorporate recent developments and sites with planning permission upon its edge together with allocating the proposed housing site to the north of the viaduct utilising the area defined for this within its planning application.</p>	
<p>Option 3: To extend the settlement boundary defined above westwards to incorporate the Riverside Park, an area to be allocated for sport and recreation and an area for employment to the south of Little Marcle Road.</p>	

3. Employment and Recreation

Question 2a: Do you agree that providing land to expand provision for sport is a high priority? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 2b: To get support from Sport England, any facility needs to be combined to provide for both adult and junior football. Do you agree that this should be on the indicated site off Little Marcle Road? (See settlement boundary Map Fig 3) (Please tick one answer choice.)

Agree	No Opinion	Disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 2c: Are there other recreational or leisure needs for which land should be identified? (Please write your comments in the box below.)

Question 3: Given that Ledbury is required by the Core Strategy to provide 12 ha. of new employment land to the south of Little Marcle Road, would you agree to:

3a) Advancing one or more significant sites to meet this requirement?
(Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3b) Exploring the potential for further employment land restricted to uses that can take place within or adjacent to a residential area without detriment to amenity in the vicinity of the Full Pitcher Roundabout?
(Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3c) Identifying other smaller areas to accommodate new or expanded businesses in appropriate locations elsewhere on the periphery of the town?
(Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Land North of the Viaduct and Railway Line

Question 4: Should a more proactive approach be taken, if possible, to provide improved accessibility to the eastbound platform of the railway station, platform services and extended car parking? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Supporting the Town Centre

Question 5a) Which of the Town Centre options, outlined in different colours on the map figure 4, do you prefer? Are there any other areas you think should be included. (Please tick your selection(s) and add any suggestions you may have about areas to be added in the box below)

Only Red	and + Blue	and + Green	and + Purple	No View
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5b) Do you agree that there should be no differentiation between primary and secondary shop frontages and shops, restaurants and cafes, drinking establishments, financial and professional services, and hot food takeaways be allowed within this combined frontage? (see figure 5)
(Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 6: Should we propose a co-ordinated approach to the regeneration of the Lawnside and Market Street area to benefit the town centre, its conservation area and community services? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 7: Should the NDP promote the retention of health facilities in the town centre if it is at all possible? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Green Infrastructure

Question 8: Do you agree with the following proposals:

8a) That the new and extended corridors and enhancement zones identified on the map shown in figure 7 should be added to the existing green infrastructure identified in the Herefordshire Green infrastructure report (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8b) That within those areas green infrastructure should be protected, enhanced and extended where possible? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 9a) Do you agree that all green and open spaces shown in figure 8 should generally be afforded protection as contributing to Green Infrastructure within and surrounding the town. Can you suggest any additional green spaces? (Please tick one answer choice and write your suggestions in the box below)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 9b) Do you agree that allotments and/or community gardens should be encouraged? Can you suggest a suitable location for them? (Please tick one answer choice and write your suggestions in the box below).

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Question 10: Can you suggest any footpaths, cycleways or other connections that should be protected or created to benefit residents and access to wildlife?
(Please write your comments in the box below.)

Question 11: Can you identify an area where children's play facilities are needed or could be improved, including providing access to nature?
(Please write your comments in the box below, including what type of play area is needed e.g. open space, play equipment and for what age range.)

7. Design and the Environment

Question 12: Do you agree that that the NDP should include policies covering as wide a range of design matters as possible to include sustainable development and climate change? (Please tick one answer choice.)

Strongly agree	Agree	No Opinion	Disagree	Strongly disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Other Matters

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

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Question 14: Please write your postcode in the box below. This helps us to see which areas of the Parish have responded and where greater engagements needs to take place.

It is preferred, if you can, that you complete these questions online using the link on page 1. Otherwise please return your response to the Ledbury Town Council Office by any of the following options.

To be completed including possible Freepost address

DRAFT

CHECKLIST FOR HOLDING AN IN-PERSON COUNCIL MEETING

Following the government announcement of further easing of lockdown restrictions from 4 July, both NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face-to-face contact.

If the council wishes to consider returning to face-to-face meetings then there are a range of issues that will need to be addressed before this can take place. This checklist will help the council ensure this decision is made in accordance with relevant regulations and requirements.

Further guidance related to COVID-19 can be found on the NALC and SLCC websites.

	Item	Confirmed
1	There is no way for the council to conduct business except through a face-to-face meeting.	
	The council staff and councillors are unable to conduct business without a face-to-face meeting. <i>Note: The <u>government rules</u> still state that we should all work from home if we can.</i>	Subject to Covid legislation being extended
	The council is unable to make use of telephone or online technology to conduct quorate council meetings. <i>Note: Local councils <u>have the powers</u> to hold public meetings remotely by using video or telephone conferencing technology until May 2021. Parish meetings do not have such powers to meet remotely.</i>	As above
	The council has a reasonable business need, or legal need to meet in person at this time. <i>Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 state that a public authority can only hold a gathering of over 30 people if certain conditions are met</i>	As above
2	Action has been taken to seek a number of options for an appropriate venue for the council meeting.	
	These venues comply with normal council meeting requirements. <i>Note: NALC members can access <u>Legal Topic Note 5</u> –</i>	Buildings will not be available until end of June 2021

	<i>Parish and community council meetings.</i>	
	The venues allow the public to observe council meetings with social distancing without placing restrictions on the number attending.	The Committee room does not allow sufficient room for social distancing without placing restrictions on numbers attending
	The venues conform with the government guidance for <u>multi-purpose community facilities</u> and for <u>council buildings</u> .	N/A
	If the venue is not owned/managed by the council the owners have been asked for their risk assessment and what actions they are taking to reduce risk.	N/A
3	There is a potential venue the council can use in compliance with the above requirements.	No
4	The council understands and is acting in compliance with 'safer workplaces' guidance.	Yes
5	The council has checked if there are councillors or staff that will be unable to attend face-to-face meetings due to health, disability or other reasons.	Yes – shielding is due to end on 31 March 2021, and the stay at home order will end on 29 March 2021 – however people are still being asked to work from home where possible
	The council has considered how it will make reasonable adjustments to allow individuals with disabilities or other needs to take part in the meeting.	Council have considered whether they are able to hold meetings in a location that meets DDA requirements. This will not be possible until at least the end of June 2021.
	The council has considered a <u>hybrid approach</u> to meetings.	As above
6	A <u>risk assessment</u> has been conducted.	
	Consideration has been taken towards what the council can do to reduce risk to councillors, staff and public including: <ul style="list-style-type: none"> • Providing hand sanitiser to those entering the 	A risk assessment has been carried out on the council offices in respect of staff working and councillors and members of the public attending meetings. The

	<p>meeting room and making sure hand sanitiser is readily available in the room itself.</p> <ul style="list-style-type: none"> • Staggering arrival times for staff, councillors and members of the public. • Ensuring seating is placed at least 2-metre apart. • Asking people to wear face masks. • Holding paperless meetings. • If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers. • Arranging seating so people are not facing each other directly. • Choosing a venue with good air flow, including opening windows and doors where possible <p><i>Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 require that the person responsible for organising the gathering has carried out a risk assessment and the organiser has taken all reasonable measures to limit the risk of transmission taking into account the risk assessment.</i></p>	<p>outcome of that RA is that no suitable venue can be identified to provide a space large enough for face-to-face or hybrid meetings without having to place restrictions on the numbers attending, taking into current social distancing guidelines and to provide access to all as per the DDA 205</p>
7	<p>The council has decided, based on the risk assessment and with risk management actions that it is safe and appropriate to meet.</p>	
8	<p>All risk mitigating actions identified by the risk assessment have taken place.</p>	

This checklist has been conducted to the council's satisfaction and it has been agreed that the council will hold a face-to-face (or hybrid) meeting.

The council will re-evaluate this decision following the first council meeting held, and where necessary the risk assessment and risk management activities will be updated. Following this, the council will review this checklist [quarterly/after each council meeting/at times to be agreed by the council/delete as appropriate].

Date	
Signature	

This document was produced by NALC and SLCC and all due care has been taken that it is accurate and reflects current government guidance and legislation at the time of writing (July 2020). This document is designed as an aid to council decision-making, it does not constitute legal advice and neither organisation is responsible for the actions of councils who use this document.

The council is responsible for the health and safety of staff, councillors and others attending council meetings. The council must take care to check it is working to the most up-to-date government guidance and legislation.

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Ministry of Housing,
Communities &
Local Government

Council Leaders
Principal Councils in England

Luke Hall MP
*Minister of State for Regional Growth and Local
Government*

**Ministry of Housing, Communities and Local
Government**
Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: 0303 444 3440
Email: luke.hall@communities.gov.uk

www.gov.uk/mhclg

25 March 2021

Dear Colleague,

LOCAL AUTHORITY MEETINGS

It is just over a year to the day since the Prime Minister asked us all to stay at home, and local authorities across England have risen magnificently to the challenges of this period. There has been a dramatic shift in your day-to-day operations, alongside new difficulties and demands, and I commend the efforts of all councillors and officers in supporting your communities and ensuring vital business continues during these unprecedented times.

As you will be aware, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021.

Extending the regulations to meetings beyond May 7 would require primary legislation. The Government has considered the case for legislation very carefully, including the significant impact it would have on the Government's legislative programme which is already under severe pressure in these unprecedented times. We are also mindful of the excellent progress that has been made on our vaccination programme and the announcement of the Government's roadmap for lifting Covid-19 restrictions. Given this context, the Government has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

As outlined in the Government's Spring 2021 Covid-19 Response, our aim is for everyone aged 50 and over and people with underlying health conditions to have been offered a first dose of the Covid-19 vaccine by 15 April, and a second dose by mid-July. While local authorities have been able to hold meetings in person at any time during the pandemic with appropriate measures in place, the successful rollout of the vaccine and the reduction in cases of Covid-19 should result in a significant reduction in risk for local authority members meeting in person from May 7, as reflected in the Government's plan to ease Covid-19 restrictions over the coming months.

I recognise there may be concerns about holding face-to-face meetings. Ultimately it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely, but we have updated our guidance on the safe use of council buildings to highlight ways in which you can, if necessary, minimise the risk of face-to-face meetings, and we will work with

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sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.

You can find the updated guidance here: www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings.

These options would include use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service, as these could be used these to minimise the number of meetings you need to hold if deemed necessary. Additionally, some of you will be able to rely on single member decision making without the need for cabinet meetings if your constitution allows.

While I appreciate that a greater number of authorities will be subject to elections this year due to the postponement of the 2020 elections, those councils who are not subject to elections could also consider conducting their annual meetings prior to 7 May, and therefore do so remotely while the express provision in current regulations apply. As you will know, councils who are subject to elections are statutorily required to hold their annual meeting within 21 days of the elections. The Government's roadmap proposes that organised indoor meetings (e.g. performances, conferences) are permitted from 17 May, subject to Covid secure guidelines and capacity rules. On this basis, councils should consider the extent to which their annual meetings (and any other meetings) can operate on the same basis as other local institutions in their area, taking into account their individual circumstances and requirements.

If your council is concerned about holding physical meetings you may want to consider resuming these after 17 May, at which point it is anticipated that a much greater range of indoor activity can resume in line with the Roadmap, such as allowing up to 1,000 people to attend performances or sporting events in indoor venues, or up to half-capacity (whichever is lower).

Finally, while you do have a legal obligation to ensure that the members of the public can access most of your meetings, I would encourage you to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap. However, it is for individual local authorities to satisfy themselves that they have met the requirements for public access.

I am grateful for the efforts that local authorities have made to allow remote meetings in their area and recognise that there has been a considerable investment of time, training and technology to enable these meetings to take place, and I am aware that some authorities, though by no means all, have made calls for the Government to make express provision for remote meetings beyond the scope of the pandemic. I am today launching a call for evidence on the use of current arrangements and to gather views on the question of whether there should be permanent arrangements and if so, for which meetings. There are many issues to consider and opinions on the detailed questions vary considerably. This will establish a clearer evidence base of opinion and enable all the areas to be considered before further decisions are made. The Government will consider all responses carefully before deciding to how to proceed on this issue.

I am copying this letter to the Mayor of London, the chairs of the Local Government Association and the National Association of Local Councils, as well as the Home Secretary and the Secretary of State for the Environment, Food and Rural Affairs in respect of other authorities covered by the current meetings regulations, including fire and rescue authorities, police and crime panels, national park authorities, the Broads Authority, and conservation boards.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'L Hall'.

LUKE HALL MP

Cc. Rt Hon Priti Patel MP, Home Secretary
Rt. Hon. George Eustice MP, Environment Secretary
Sadiq Khan, Mayor of London
Cllr. James Jamieson, LGA Chairman
Cllr. Sue Baxter, NALC Chairman

FULL COUNCIL	1 APRIL 2021	AGENDA ITEM: 15
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Report prepared by Angie Price – Town Clerk

PUBLIC QUESTIONS AT MEETINGS – AMENDMENT TO STANDING ORDERS

Purpose of Report

The purpose of this report is to ask Members to give consideration to a request from the Councillor Bannister in respect of Public Questions at meetings.

Detailed Information

At a recent meeting of the Economic Development & Planning Meeting a number of questions were raised which had been received from members of the public. On submission of the questions at the meeting no names were available in respect of who the questions had been received from.

Following the meeting Councillor Bannister made a formal request to the Clerk that all future questions should be verified as having come from a particular member of the public prior to being asked at meetings. It could then be made clear to the committee members and members of the public viewing the meetings who had asked the question.

In order to accommodate this request the Clerk would recommend the following amendment to Standing Order 3(e):-

“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. If the member of the public is not present at the meeting to put their question to Members they will be required to provide their name when submitting their questions to the Clerk or Members.”

Recommendation

That the above amendment be made to Standing Order 3(e) in the Council's Standing Orders "Meetings Generally" and that this amendment be presented in the Standing Orders at the Annual Council Meeting scheduled for 13 May 2021.

FULL COUNCIL	1 APRIL 2021	AGENDA ITEM: 16
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Report prepared by Angie Price – Town Clerk

REQUEST FROM CLIMATE CHANGE WORKING PARTY FOR AMENDMENT TO FINANCE REGULATIONS

Purpose of Report

The purpose of this report is to ask Members to give consideration to a request from the Climate Change Working Party, via the Environment & Leisure Committee, for an addition to the Council's Financial Regulations.

Detailed Information

At a meeting of the Climate Change Working Party held on 23 November 2020 the following recommendation was made and subsequently agreed at a meeting of the Environment & Leisure Committee:-

“That a RECOMMENDATION be sent to a meeting of Full 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.”

It is proposed that the following should be included in the Council's Financial Regulations at Section 10 “Orders for Work, Goods and Services”.

“10.6 Quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance.”

Recommendation

That the above statement be included in the Council's Financial Regulations at Section 10 “Orders for Work, Goods and Services” and that this amendment be presented in the Financial Regulations at the Annual Council Meeting scheduled for 13 May 2021.

NHS Carers Support Day

Monday 5th July is to be designated as the **NHS Carers Support Day** and is to be celebrated Nationally, as a day of thanks and support to its members and also of remembrance for those in the NHS and associated services who have lost their lives during this tragic pandemic.

The United Grand Lodge of England and from them our PGM in Herefordshire has decreed that Freemasons should have a significant presence on that day and that all Lodges should be involved.

This could be carried out as an independent celebration, as is intended at our main Lodge at Kyrle Street in Hereford, or could possibly be linked in with a Local Council event if suitable.

In general terms the procedure will adhere to the following timeline which is mandatory and being observed across the whole of the country.

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| 10:00 am | Raising of an NHS flag, with Brethren in attendance, wearing Masonic dress and collars. |
| 10:45 am | Master or Grand Officer will welcome Guests and Visitors
(Guests should include Nurses, Paramedics, Doctors, Charity Workers) |
| 10:58 am | Last Post is sounded and flag lowered |
| 11:00 am | Two minutes silence observed "We will remember them" |
| 11:02 am | Reveille is sounded and flag raised |

Following this could be socialising and a Buffet at the Feathers Hotel, maybe involving presentation of cheques to Local Charitable causes we frequently support.

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| 1:00 pm | a Toast to the NHS to be given
" To those who gave so much, 24 hours a day, seven days a week, within the NHS, Social Care and on the front line, we thank and salute you" |
| 4:00 pm | A further event at our own choice would be to raise a cup of tea. |